



MOTLOW STATE
COMMUNITY COLLEGE

Catalog & Student Handbook

AY 2018-2019

Motlow State Community College

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**An institution of the State University and Community College System of Tennessee
Serving Bedford, Cannon, Coffee, DeKalb, Franklin, Lincoln, Moore, Rutherford, Van Buren, Warren, and White Counties**

Academic Year 2018-2019

Motlow State Community College

Street Address:
6015 Ledford Mill Road
Tullahoma, TN 37388

Mailing Address:
P.O. Box 8500
Lynchburg, TN 37352-8500

MOORE COUNTY CAMPUS	931-393-1500
TOLL FREE NUMBER	800-654-4877 (for all locations)
FAYETTEVILLE CENTER	931-438-0028
MCMINNVILLE CENTER	931-668-7010
SMYRNA CENTER	615-220-7800

ACADEMIC SERVICES AND ADMINISTRATION:

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Motlow State Community College is an Institution of the Community College System of Tennessee Serving Bedford, Cannon, Coffee, DeKalb, Franklin, Lincoln, Moore, Rutherford, Van Buren, Warren, and White Counties.



Welcome to the Motlow State Community College Catalog!

Your pursuit of post-secondary education and training begins here with a dedicated community of learners and leaders committed to supporting student success. Beginning with Motlow demonstrates that you have an idea of where you want your educational journey to take you. We want you to know that you can go anywhere from here!

The College offers multiple pathways geared toward the opportunities that lay in wait for graduates today and tomorrow. We have options available to you in Moore, Lincoln, Rutherford, Warren, and White counties to meet your educational and training needs. These programs include associate degrees in more than 40 disciplines that enhance, thrust, and prepare students for transfer or provide options to move directly into the workforce.

Our partnerships with state and private universities provide clear paths for students to complete their baccalaureate degrees at Motlow State Community College. Our institution also provides workforce readiness training in addition to certificate programs connected to business and industry leaders, accelerated associate degree options, and dual/joint enrollment classes that provide high school, home-school, and non-traditional students an opportunity to jumpstart or restart their college careers.

Motlow's Honors Program provides an education of exceptional quality and offers a keen sense of community and collegiality for students who have an interest in learning, leading, and laughing. Students in the Honors Program are tomorrow's leaders and exhibit a drive for academic excellence, community engagement, and a hunger to learn more.

Outside of the classroom, Motlow State students form friendships, share interests, and develop leadership skills through memberships in a wide variety of clubs, and organizations, including championship athletic programs. Student and college activities are additionally highlighted via Facebook and Twitter.

Student centered describes Motlow College, and we continue to focus on student success and workforce development. Our award-winning faculty and dedicated staff work together to create an environment where you can thrive academically, grow socially, and engage civically. Members of our College guide our students, serve our students, and invest in our students. We look forward to seeing you on campus and supporting you from the day you walk onto campus, through graduation, and all the moments after that you lean into the College as an alum. Motlow student today grows into a Motlow member for life. Thank you for choosing us!

Most cordially,

A handwritten signature in black ink that reads "Michael L. Torrence". The signature is fluid and cursive, written in a professional style.

Michael L. Torrence, Ph.D.
President
P.O. Box 8500
Lynchburg, Tennessee 37352
931-393-1682 Office
mtorrence@mscc.edu

M.S.C.C. Statement of Mission

Motlow College is a public, multi-campus college offering certificates, associate degrees, and flexible learning pathways for early transfer, college preparation, and workforce training. Students are prepared for employment, career advancement, and four-year college or university transfer. The College serves an eleven-county area comprised of full-time, part-time, traditional, and non-traditional age students from diverse socio-economic populations with disparate educational and cultural backgrounds. The College offers high quality accredited educational programs and a variety of support services emphasizing and promoting student success.

MISSION STATEMENT

Motlow State Community College, an institution governed by the Tennessee Board of Regents in the State University and Community College System of Tennessee, is a public, comprehensive, two-year, open-access college founded in 1969. The college awards the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of Science in Teaching degrees and certificates of credit.

Motlow College strives to develop the cultural, intellectual, and career opportunities of the people in its Southern Middle Tennessee eleven-county service area, which includes Bedford, Cannon, Coffee, DeKalb, Franklin, Lincoln, Moore, Rutherford, Van Buren, Warren and White Counties. The college is committed to achieving a diverse student body, faculty, and staff. The college recognizes the significance of this diversity by providing a broad spectrum of services to respond to a variety of needs in the learning process and educational opportunities from developmental to advanced programs.

Motlow College is a multi-location community college providing:

1. degree programs designed for transfer to other colleges and universities;
2. degree and non-degree programs designed to develop immediate job readiness skills and competencies;
and
3. public service, lifelong learning, and workforce development programs to promote personal enrichment and economic and community development.

To establish a firm foundation for liberal learning, the college requires a strong core curriculum in degree programs complemented by cultural, scientific, social, and community service activities. In particular, Motlow College is unique in that it provides a comprehensive, interdisciplinary Honors Scholar Program integrated with a strong cultural series. The versatile curriculum, qualified faculty and staff, and related resources, strengthened by innovative technologies, prepare students for success in the global community. To support these initiatives, a continuous cycle of planning, evaluation, and response promotes institutional effectiveness and efficiency.

Motlow College encourages student success through critical thinking, clear communication, ethical behavior, respect for others, civic responsibility, problem solving, effective functioning in individual and team situations, and an appreciation of one's own heritage as well as that of others.

Motlow College promotes and maintains alliances with business, industry, government agencies, and other educational institutions to enhance programs and services.

As a dynamic institution of higher learning, Motlow College enriches and empowers its students and the community it serves.

Motlow State Community College remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

VISION STATEMENT

To be the area's recognized center for life-long learning and growth opportunities.

GUIDING PRINCIPLES

1. Motlow College is committed to student learning as our primary focus.

2. Motlow College is committed to excellence, creativity, trust, respect, diversity, teamwork, integrity, knowledge, honesty, civility, and the free exchange of ideas.
3. Motlow College is committed to continuous improvement, institutional effectiveness, and efficiency.
4. Motlow College is committed to our stakeholders and to the total development of individuals and their quality of life; we strive to enhance student competencies and to further the cultural development of our service area.

CATALOG POLICY

The course offerings and requirements of Motlow State Community College are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

Current information may be obtained from the following sources:

- **Admission Requirements:** Office of Admissions and Records
- **Course Offerings:** Office of Academic Affairs
- **Degree Requirements:** Office of Academic Affairs
- **Fees and Tuition:** Business Office

The College reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students, to be effective whenever determined by the college. The enrollment of all students is subject to these conditions.

About Motlow

Motlow State Community College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the college, are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and his or her application of appropriate study techniques to any course or program. Thus, Motlow State Community College must necessarily limit representation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

LOCATIONS

The central campus of Motlow State Community College is located on 185 acres of beautifully wooded land in Moore County. It is approximately 5 miles from Tullahoma via either State Route 55 or State Route 130, approximately 8 miles from Lynchburg via State Route 55, and approximately 12 miles from Shelbyville via State Route 130. Other locations include:

MCMINNVILLE CENTER - 225 Cadillac Lane; McMinnville, TN 37110

Construction of a 14,000 square foot instructional facility in McMinnville was completed for opening in the fall of 1988, and an expanded day and evening program was delivered at the facility in 1988-89. To expand the instructional program further, an addition of 2,992 square feet, including a 28-station computer lab and a 24-station biology lab, was completed in the spring of 1996. The Tennessee Higher Education Commission approved Center Status for the McMinnville Site in January, 1990. Center status indicates that students can complete an Associate of Arts or Associate of Science degree in General Studies or an Associate of Applied Science degree in Business Technology at that location.

FAYETTEVILLE CENTER - 1802 Winchester Highway; P.O. Box 618, Fayetteville, TN 37334

Located on a beautiful 20-acre site 2.5 miles east of downtown Fayetteville, the 14,000 square foot instructional facility opened for classes in the fall of 1992. Construction of this million-dollar facility cap-stoned an initiative undertaken by Fayetteville-Lincoln county residents began in 1988. The Tennessee Higher Education Commission approved Center status for the Fayetteville Site in

July, 1997. The Don Sundquist Center of Advanced Technologies, completed in August 2001, is located adjacent to the Fayetteville Center.

SMYRNA CENTER - 5002 and 5004 Motlow College Boulevard, Smyrna, TN 37167-2015

In a continuing effort to fulfill its mission statement, Motlow State Community College began offering evening classes at Riverdale High School in Murfreesboro in 1998. To support the rapid growth and to fulfill the needs of its students who required day classes as well as evening classes, Motlow became partners in education with the Tennessee Army National Guard in Smyrna and began offering day classes to the citizens of Rutherford County in January 2000. Fall semester 2006, the college moved into a new 17,500 square foot facility where Motlow continues to enrich and empower the students and community it serves. Currently, Motlow College Smyrna Center serves Rutherford County and surrounding areas and is Motlow's fastest growing center. The center now has two buildings with more than 52,000 square feet of space which contain technology enhanced classrooms; nursing, chemistry, microbiology, and computer labs; faculty and staff offices; a student success center; student study and lounge areas; a library and bookstore.

MIDDLE TENNESSEE EDUCATION CENTER - 841 Union Street, Shelbyville, TN 37160-2610

Students seeking higher education now have more options closer to home with the opening of the Middle Tennessee Education Center, a new higher-education facility in Shelbyville. MTEC, created by a partnership between Middle Tennessee State University and Motlow State Community College, houses classrooms as well as administrative and advising offices for both institutions to offer assistance and education for their students. The center is located in the former Medical Arts Building. For more information on MTEC or to schedule an appointment, please call 931-685-4444 or visit <http://www.mteducationcenter.com/>.

HISTORY

The Founding of Motlow College

The 187-acre site for the college was donated by the Motlow family of Lynchburg, Tennessee. Because of this generous gift and because of Senator Reagor Motlow's contributions to education in Tennessee, it was recommended that the college be named Motlow State Community College.

Construction began on the first five buildings of the \$2.7 million building project in March of 1968. Dr. Sam H. Ingram, former Dean of the School of Education at Middle Tennessee State University, was appointed as the first president of Motlow State Community College. Dr. Ingram moved the administrative staff into the Administration Building on the campus in August 1969. Other buildings on the campus were completed soon thereafter; and the college opened in September 1969, with 551 students and 18 full-time faculty members. At that time the college offered the two-year university parallel Associate of Arts and Associate of Science degrees and four two-year career programs.

The Expansion Begins

Moore County Main Campus

In 1983, Motlow's service area was expanded from seven to eleven counties, and Motlow assumed the lead role for identifying the educational and training needs of its area. A major campus expansion project was implemented including renovation of the Student Center, the maintenance complex, and construction of a new 280-seat theater/auditorium, instructional support areas for nursing and engineering, and an office complex for the Career Education and Workforce Development division. September 1998 launched more expansion on the Moore County campus with the construction of the new Nursing and Technology Building. The vision of providing a 21st Century facility with design options for preparing students for careers requiring new technology and enhancing current technology was realized when Motlow College was named among the "most wired campuses" by PC World magazine. The facility houses state-of-the-art business, industrial and computer technology, the nursing education program including the latest in nursing laboratory equipment, and offices for the Computer Services Department, the Center for Information Systems, and Division of Career Education and Workforce Development. The beautiful state-of-the-art Clayton-Glass Library was completed and opened in January 2008.

McMinnville Center

Construction of a 14,000 square foot instructional facility in McMinnville was completed and opened in the fall of 1988. An additional 2,992 square feet, including a 28-station computer lab and a 24-station biology lab, was completed in the spring of 1996. The Tennessee Higher Education Commission approved center status for the McMinnville site in January 1990. Increased enrollment and academic program offerings led the way for the McMinnville Center addition which opened in the fall of 2008. Academic programs offered at the McMinnville center increased as the Mechatronics certification program was added in 2008 and the Nursing program was added in 2009. The continued success and expansion of the college and its academic offerings were recognized when Motlow received two prestigious accolades. First recognized as one of the fastest growing colleges in the nation by Community College Week and recognized with an Excellence in Business Ovation Award by the Cumberland Business Journal in 2010 for the addition of the Mechatronics program.

Fayetteville Center

In the fall of 1988, the college expanded its evening program in Fayetteville and initiated a day instructional program. Concurrent with the expanded program, an initiative was undertaken by Lincoln county residents to fund a new facility. This effort succeeded with the opening of a 14,000 square foot instructional facility. The Tennessee Higher Education Commission approved center status for the Fayetteville site in July 1997. Construction of the Don Sundquist Center for Advanced Technologies, located adjacent to the Fayetteville Center, was completed in August 2001. The 32,500 square foot facility is equipped with the latest in industrial and computer training equipment.

Smyrna Center

In January 2003, construction began on the first phase of a Smyrna facility that opened in July of 2006. Academic programs increased as the Nursing program was added at the Smyrna site in 2008. In December of 2010, the Tennessee Board of Regents approved the construction of a 35,000 square foot classroom building on the Smyrna site. The new building opened in August 2013. Currently the center has two buildings with more than 52,000 square feet of space which contain technology enhanced classrooms; nursing, chemistry, microbiology, and computer labs; faculty and staff offices; a student success center; student study and lounge areas; a library and bookstore.

Looking to the Future

Motlow College continues to adapt and grow to meet the needs of current and future students in its 11 county service area. From conception in 1967, to fruition in 1969, and continued expansion today, Motlow College continues to provide affordable high quality education to students from all walks of life. Our Timeline of Growth and Expansion exemplifies this path of excellence and commitment to our students.

The Presidential Legacy

- Dr. Michael Torrence / 2018 – Present
- Mrs. Hilda Tunstill / 2017 – 2018 (Interim)
- Dr. Anthony G. Kinkel / 2015 - 2017
- Dr. Mary Lou Apple / 2006 - 2015
- Dr. Arthur L. Walker, Jr. / 2003 - 2006
- Dr. A. Frank Glass / 1987 - 2003
- Dr. Wade Powers / 1986 - 1987 (Interim)
- Dr. Harry Wagner / 1975 - 1986
- Dr. Sam H. Ingram / 1969 - 1975

MOTLOW STATE COMMUNITY COLLEGE LEAD INSTITUTION FOR THE TENNESSEE COLLEGE OF APPLIED TECHNOLOGY CENTERS

The lead institution concept, developed by the Tennessee Board of Regents, assigns to an institution the responsibility for identifying the appropriate level of sub-baccalaureate education and training needed based upon the area's employment demands. Motlow College has been assigned the role of lead institution for the Tennessee College of Applied Technology Centers in McMinnville, Murfreesboro, and Shelbyville and is charged with the responsibility of overseeing the development of a cohesive plan for the delivery of vocational, technical, and career programs in its eleven-county service area. Motlow assists the Technology Centers in

program planning, accounting and budgeting, purchasing, personnel, student records, student financial aid and institutional research, and serves as a catalyst to strengthen the relationship between the area institutions of post-secondary education and business and industry.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

As a Tennessee Board of Regents institution, Motlow State Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Executive Director of Human Resources

Ingram Administration Building, Room 120

(931) 393-1544

Acceptable Use of Technology Resources

Faculty, students, and staff at MSCC routinely use college-owned computers, software, networks, and computerized information. This technology is used to further college-related educational activities. In addition, some individuals may have special administrative or technical responsibility for a computer, network, or database.

This section serves as an introduction and condensed version of [MSCC Policy 1:08:00:00](#) to the issues and responsibilities of legitimate use, information security, and privacy that arise in the use of computers, software, and electronic information. The responsibilities noted in this section strive to balance the individual's ability to benefit fully from these resources and the college's responsibility to maintain a secure and reasonably allocated computing, information technology, and networked environment.

THE COLLEGE'S RESPONSIBILITIES

The college owns most of the computers and all internal computer networks used on campus. The college also has various rights to the software and information residing on, developed on, or licensed for these computers and networks. The college has the responsibility to administer, protect, and monitor this aggregation of computers, software, and networks. Specifically, the purposes of the college's information technology are:

1. To establish and support reasonable standards of security for electronic information that college members produce, use, or distribute, and to ensure the privacy and accuracy of administrative information that the college maintains;
2. To protect college computers, networks, and information from destruction, tampering, and unauthorized inspection and use;
3. To ensure that information technology resources are used to support activities connected with instruction and administration;
4. To delineate the limits of privacy that can be expected in the use of networked computer resources and to preserve freedom of expression over this medium without countenancing abuse or unlawful activities;
5. To ensure that college computer systems do not lose important information because of hardware, software, or administrative failures or breakdowns (To achieve this objective, authorized systems or technical managers may occasionally need to examine the contents of particular files to diagnose or solve problems.);
6. To communicate college policies and individuals' responsibilities systematically and regularly in a variety of formats to all parts of the college community;
7. To monitor policies and propose changes in policy as events or technology warrant;
8. To manage computing resources so that members of the college community benefit equitably from their use (To achieve this, authorized staff may occasionally need to restrict inequitable use of shared systems or the network. For example, the college reserves the right to require users to refrain from using any program that is unduly resource-intensive.);
9. To enforce policies by restricting access in case of serious violations. (For example, in appropriate circumstances, the Director of Technical Operations may find it necessary to lock a user's account. In such circumstances, if a student's account is involved, the student must meet with the Vice President for Student Affairs before his/her account can be accessed again.)

THE INDIVIDUAL'S RESPONSIBILITIES

MSCC supports networked information resources to further its mission of instruction and to foster a community of shared inquiry. All members of the college community must be cognizant of the rules and conventions that make these resources secure and efficient. The following list of user responsibilities is intended to be illustrative and not exhaustive. Subject to conformance with Federal and State of Tennessee law and with State of Tennessee and Tennessee Board of Regents policies, MSCC is authorized to supplement the user responsibilities contained herein.

1. To respect the right of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other communication media;
2. To respect copyright and other intellectual property rights (Unauthorized copying of files or passwords belonging to others or to the college may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses or "Trojan horses," or damaging files) is unethical, may be illegal, and may lead to sanctions);
3. To maintain secure passwords; users should establish appropriate passwords, change them occasionally, and not share them with others;
4. To use resources efficiently and to accept limitations or restrictions on computing resources—such as storage space, time limits, or amount of resources consumed—when asked to do so by system administrators (Additionally, students must receive specific permission from the Director of Technical Operations prior to loading any software on any computer owned by MSCC);
5. To recognize the limitations to privacy afforded by electronic services (Users have a right to expect that what they create, store, and send will be seen only by those to whom permission is given. Users must know, however, that the security of electronic files on shared systems and networks is not inviolable – most people respect the security and privacy protocols, but a determined person can breach them. Users must also know that systems or technical managers, as part of their responsibilities, may occasionally need to diagnose or solve problems by examining the contents of particular files);
6. To learn to use software and information correctly (Users should maintain and archive backup copies of important work. Users are responsible for backing up their own files.);
7. To abide by security restrictions on all systems and information to which access is permitted (Users should not attempt to evade, disable, or "crack" passwords of other security provisions; these activities threaten the work of others and are grounds for immediate suspension or termination of privileges and possible further sanctions.)

MSCC extends these principles and guidelines to systems outside the college that are accessed via the college's facilities (e.g., electronic mail or remote logins using the college's Internet connections). Network or computing providers outside MSCC may impose their own additional condition of appropriate use for which users at this college are responsible.

SANCTIONS

Individuals or groups who act in a manner contrary to existing policy and accepted standards for computer use are subject to the sanctions and disciplinary measures normally applied to misconduct or law-breaking. Computing policy violations are handled by established college procedures.

Whenever it becomes necessary to enforce college rules or policies involving students, the Vice President for Student Affairs with the assistance of the Director of Technical Operations may disallow network connections by certain computers (even departmental); require adequate identification of computers and users on the network; undertake audits of software or information on shared systems where policy violations are possible; take steps to secure compromised computers that are connected to the network; or deny access to computers, the network, and institutional software and databases. Users are expected to cooperate with investigations either of technical problems or of possible unauthorized or irresponsible use as defined in these guidelines; failure to do so may be grounds for suspension or termination of access privileges.

All infringements matters involving students will be referred to the Vice President for Student Affairs; matters involving faculty will be referred to the appropriate deans; matters involving staff will be referred to the immediate supervisor or the director of the unit. In addition, certain kinds of abuse may entail civil or criminal action.

CONCLUSION

To obtain more information about individual responsibilities, users should contact the Director of Technical Operations, Marcum Technology Center, 931-393-1510.

Accreditations

Motlow State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Level I associate degree. Contact the Commission on Colleges, Southern Association of Colleges and Schools 1866 Southern Lane, Decatur, Georgia 30033-4097, call 404-679-4500 or visit <http://www.sacscoc.org/membershipInfo.asp> for questions about the accreditation of Motlow State Community College.

The Business program is accredited by the Accreditation Council for Business Schools & Programs, (ACBSP) 11520 West 119th Street, Overland Park, KS 66213 Phone 913-339-9356 Fax # 913-339-6226

The A.A.S. Early Childhood Education program is accredited by the Commission on Early Childhood Higher Education Programs of the National Association for the Education of Young Children (NAEYC), 1313 L Street NW, Suite 500, Washington, DC 20005. Phone 800-424-2460 ext. 8007. The accreditation term runs from March 2015 through March 2022.

The Mechatronics program is accredited by the Association of Technology, Management, and Applied Engineering, (ATMAE) 275 N. York Street, Ste 401, Elmhurst, IL 60126 Phone 630-433-4514

The Nursing program is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 Phone 404-975-5000 Fax # 404-975-5020. The email address is www.acenursing.org

The Nursing program is approved by the Tennessee State Board of Nursing, (Department of Health: 227 French Landing, Suite 300; Heritage Place, Metro Center: Nashville, TN 37243.)

MEMBERSHIPS

- Accreditation Commission for Education in Nursing
- Accreditation Council for Business Schools and Programs
- American Association of Collegiate Registrars and Admissions Officers
- American Association of Community Colleges
- Association of College and University Auditors (ACUA)
- Association for Institutional Research (AIR)
- Association of Technology, Management & Applied Engineering (ATMAE)
- Association of Title IX Administrators (ATIXA)
- Association of Veterans Education Certifying Officials (AVECO)
- CAEL
- Committee on Accreditation of Educational Programs for EMS Professionals (CoAEMSP)
- College and University Professional Association for Human Resources (CUPA-HR)
- Community College Business Officers
- Community Colleges of Appalachia (CCA)
- Council for Higher Education Accreditation (CHEA)
- Fayetteville-Lincoln Co. Chamber of Commerce
- Franklin County Chamber of Commerce
- The Institute of Internal Auditors (IIA)
- International Association of Campus Law Enforcement Administrators (IACLEA)
- Manchester Chamber of Commerce
- McMinnville-Warren County Chamber of Commerce
- Metropolitan Lynchburg/Moore County Chamber of Commerce
- Middle Tennessee Higher Education Alliance
- National Association for the Education of Young Children
- National Association of College and University Business Officers (NACUBO)
- National Association of EMS Educators
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Foreign Student Advisors (NAFSA)
- National Association of Student Personnel Administrators (NASPA)
- National Behavior Intervention Team Association (NaBITA)

- National College Testing Association
- National Collegiate Honors Council
- National Council for Marketing and Public Relations
- National Fastpitch Coaches Association
- National Institution for Staff and Organizational Development (NISOD)
- National Junior College Athletic Association (NJCAA)
- National League for Nursing
- Organization for Associates Degree Nursing (OADN)
- Psi Beta, Inc.
- Rutherford County Chamber of Commerce
- Shelbyville-Bedford Co Chamber of Commerce
- Southeastern Writing Center Association (SWCA)
- Southern Association of College and University Business Officers
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Southern Association of Community Colleges with Associate Degrees (SACAD)
- Tennessee Academy of Science
- Tennessee Alliance for Continuing Higher Education (TACHE)
- Tennessee Association on Higher Education and Disability (TNAHEAD)
- Tennessee Association for Student Success and Retention (TASSR)
- Tennessee Association of Collegiate Registrars and Admissions Officers
- Tennessee Association of Deans and Directors of Nursing
- Tennessee Association of Higher Education Facilities Officers (TNAPPA)
- Tennessee Association of Student Financial Aid Administrators (TASF AA)
- Tennessee Backroads Heritage
- Tennessee Clinical Placement System - TN Center for Nursing Excellence
- Tennessee College Association
- Tennessee Consortium for International Studies (TnCIS)
- Tennessee Education Association of Veteran Program Administration
- Tennessee Community College Athletic Association (TCCAA)
- Tennessee Service Learning Consortium (TN-SLC)
- Tenn-Share Membership
- Tullahoma Chamber of Commerce
- WICHE/NC-SARA
- Women in Higher Education in Tennessee (WHET)

Motlow State Community College is one of 45 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, thirteen two-year colleges, and twenty-six Tennessee College of Applied Technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending institutions of higher education.

Motlow State Community College is an equal opportunity institution and welcomes applications for employment or admission regardless of age, disability, national origin, race, religion, sex, or veteran status, and is committed to education of a non-racially identifiable student body. For assistance or information concerning compliance with the Americans with Disabilities Act of 1990, contact the Office of Human Resources for employment assistance; contact the Office of Student Affairs for student assistance.

Academic Calendars

The academic calendars are subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies. For student dates and deadlines, please refer to the [Master Calendar](#).

Fall 2018	Classes Begin	Labor Day Holiday	Midterm Exams	Last day to submit completed work to remove "I" for Spring and Summer 2018	Fall Break	Thanksgiving Break	Last Day of Classes	Final Exams	Grades Due
<u>Full Term:</u> August 27 - December 15	August 27	September 3	October 5-11	October 11	October 12-16	no classes November 21-25 (Campus open November 21)	December 8	December 9-15	December 17
<u>1st Session:</u> August 27 - October 11	August 27	September 3	na	October 11	na	na	October 11	Last day class meets	October 15
<u>2nd Session:</u> October 17 - December 8	October 17	na	na	October 11	na	November 21 - 25	December 8	Last day class meets	December 10

Spring 2019	Classes Begin	Martin Luther King Holiday	Midterm Exams	Last day to submit completed work to remove "I" for Fall 2018	Spring Break	Administrative Closing/No Classes	Last Day of Classes	Final Exams	Grades Due
<u>Full Term:</u> January 14 - May 2	January 14	January 21	February 25 - March 3	March 3	March 4-10	no classes April 19-21 (Campus will be open April 19)	April 25	April 26 - May 2	May 6
<u>1st Session:</u> January 14 - March 2	January 14	January 21	na	March 3	na	na	March 2	Last day class meets	March 4
<u>2nd Session:</u> March 11 - April 27	March 11	na	na	March 3	na	no classes April 19-21 (Campus will be open April 19)	April 27	Last day class meets	April 29

Summer 2019	Classes Begin	Independence Day Holiday	Last day of Classes	Final Exams	Grades Due
<u>Full Term:</u> May 28 - August 2	May 28	July 4	August 1	August 2	August 5
<u>1st Session:</u> May 28 - June 28	May 28	na	June 27	June 28	July 1
<u>2nd Session:</u> July 1 - August 2	July 1	July 4	August 1	August 2	August 5

Academic and Career Programs

Motlow State Community College offers the following degree programs: Associate of Arts (A.A.), Associate of Fine Arts (A.F.A.), Associate of Science (A.S.), Associate of Science in Teaching (A.S.T.), several Associate of Applied Science (A.A.S.) and certificate programs.

Tennessee Transfer Pathways (TTP) Associate Degrees

A student who completes all the courses listed for the selected major of a Transfer Pathway will be able to earn an A.A. or A.S. degree from the community college. Whenever the student transfers to a Tennessee public or private college/university, the transcript will certify that the pathway has been followed. The student is guaranteed that all the community college courses taken will be accepted at the college/university and the courses will count toward completion of the particular major. If a community college student transfers to another Tennessee community college, he or she is guaranteed that all courses transfer.

Important Note:

Admission to UT, Knoxville is competitive. For UTK, the Pathways do not guarantee admission. Provided that all other admission criteria are met, individual TICUA institutions may require courses specific to their mission that do not result in additional time spent toward degree completion.

Career & Technical Programs

Associate of Applied Science (A.A.S.)

The A.A.S. program is a two-year degree plan designed for students who want to pursue short-term training so they can quickly enter the workforce.

Workforce Education Certificates

Certificates are programs of study that vary in length and are designed to prepare the student for occupational employment. Requirements vary by area of study.

Degree Programs with Classification of Instructional Program (CIP) Codes

- Advanced Emergency Medical Technician Certificate, C1: 31.51.0904.03
- Associate of Fine Arts, A.F.A.: 30.50.0903.00
- Business Major, A.A.S.: 32.52.0201.01
- Computer Information Technology, A.A.S.: 06.11.0103.00
- Early Childhood Education, A.A.S.: 12.19.0706.00
- Early Childhood Education 12 hours Certificate, C1.: 12.19.0706.00
- Early Childhood Education 24 hours Certificate, C1.: 12.19.0706.01
- Emergency Medical Technician Certificate, C1: 31.51.0904.02
- General Technology, A.A.S.: 21.30.0000.00
- Mechatronics Technology, A.A.S.: 09.15.0403.00
- Mechatronics Technology Certificate, C1.: 09.15.0403.00
- Medical Laboratory Technology, A.A.S.: 31.51.1004.00
- Nursing, A.A.S.: 31.51.3801.00
- Paramedic, A.A.S.: 31.51.0904.00
- Paramedic Certificate, C1: 31.51.0904.00
- Teaching, A.S.T.: 08.13.0101.00
- University Parallel, A.A.: 16.24.0101.01
- University Parallel, A.S.: 16.24.0101.01

Associate of Arts Degree (A.A.) University Parallel Major-Area of Emphasis:

Art (Studio) (A.A.) TTP

Humanities

Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

HUMANITIES AND / OR FINE ARTS (9 credit hours)

- ART 2000 - Art History Survey I *
- ART 2020 - Art History Survey II *

AND

ONE OF THE FOLLOWING:

- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (21 credit hours)

- ART 1045 - Drawing I
- ART 1050 - Drawing II
(Students who plan to attend East Tennessee State University or the University of Tennessee, Knoxville will complete Drawing I and a three-hour elective course in Studio Art rather than Drawing II.)
- ARTP 1110 - Two Dimensional Design
- ARTP 1120 - Three Dimensional Design
- ARTP 2030 - Painting

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I

- FREN 1020 - Beginning French II
OR
- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II
OR
- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II
OR
- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 62 OR (see notes below)

All art majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 65 credit hours.

Note: *Students who attend community colleges that do not offer ARTH 2010, 2020 will complete these courses upon transfer to a university. These students will complete requirements in the Humanities/Fine Arts as prescribed at the community college where they are enrolled.

Criminal Justice Administration (A.A.) TTP

Social Sciences

Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- SOCI 1010 - Introduction to Sociology
- PSYC 1030 - Introduction to Psychology

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours including foreign languages)

- CRMJ 1010 - Introduction to Criminal Justice
- CRMJ 1020 - Introduction to the Legal Process
- CRMJ 2010 - Introduction to Law Enforcement
- CRMJ 2020 - Introduction to Corrections
- General Electives 1 sem hr cr

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II
- OR
- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II
- OR
- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II
- OR
- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 OR (see notes below)

All criminal justice administration majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Economics (A.A.) TTP

Business and Technology
Associate of Arts Degree

This pathway is designed for transfer to an Economics Major, B.A. Degree, in the College of Business and Technology at East Tennessee State University, in the College of Arts and Sciences at the University of Memphis, and in the College of Arts and Sciences at the University of Tennessee Knoxville.

GENERAL EDUCATION REQUIREMENTS (41 Credit Hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics
Students who plan to transfer to UT Knoxville should complete MATH 2050 Calculus Based Prob/Stats

AREA OF EMPHASIS REQUIREMENTS (19 credit hours including foreign languages)

- MATH 1830 - Applied Calculus **or equivalent is required at ETSU and UT Knoxville for the Economics B.A. degree. Applied Calculus is NOT required at University of Memphis for the Economics B.A. degree**
- Electives 10 sem hrs cr **(Consult with an advisor from the university to which you intend to transfer for recommended Guided Electives.)**

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II
- OR
- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II
- OR
- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II
- OR
- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 OR (see notes below) All economics majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 63 credit hours.

This pathway is designed for transfer to an Economics Major, B.A. Degree, in the College of Business and Technology at East Tennessee State University, in the College of Arts and Sciences at the University of Memphis, and in the College of Arts and Sciences at the University of Tennessee Knoxville.

English (A.A.) TTP

Languages

Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours including foreign languages)

TWO OF THE FOLLOWING:

- ENGL 2130 - Topics in American Literature
 - ENGL 2235 - Topics in British Literature
 - ENGL 2310 - Early World Literature
 - ENGL 2320 - Modern World Literature
 - ENGL 2330 - Topics in World Literature
- AND
- General Electives 1 sem hrs cr

Foreign Language (12 credit hours) in a single foreign language

- FREN 1010 - Beginning French I
 - FREN 1020 - Beginning French II
 - FREN 2010 - Intermediate French I
 - FREN 2020 - Intermediate French II
- OR
- SPAN 1010 - Beginning Spanish I
 - SPAN 1020 - Beginning Spanish II
 - SPAN 2010 - Intermediate Spanish I
 - SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All English majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Foreign Language (A.A.) TTP

Languages

Associate of Arts Degree

GENERAL EDUCATION REQUIREMENTS (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- General Electives 7 sem hrs cr
- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II
- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II
OR
- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II
- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All foreign language majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Notes: **Please check websites of the university departments of foreign language for additional information regarding advisement available to the students majoring in foreign language.**

General Studies (Track 1) (A.A.)

Humanities

Track 1 - Tennessee Board of Regents

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3-4 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (18-19 credit hours including foreign languages)

- General Electives 12-13 sem hrs cr

If you take a three hour math course, you must take 13 hours of general electives. If you take a four hour math course, you will need 12 hours of general electives.

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II

OR

- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II

OR

- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II

OR

- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All general studies majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Notes:

MATH 1710 and MATH 1720 are required courses for students lacking the background to start with MATH 1910. This requirement will be verified by the mathematics faculty and the individual advisor.

***Students who are planning to pursue licensure in secondary education at MTSU or TTU should take EDU 2110 and either EDU 1110 or EDU 1120 as prerequisites for admission to teacher education programs.

General Studies (Track 2) (A.A.)

Humanities

Track 2 - University of Tennessee System

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

HISTORY (6 Credit Hours)

- HIST 2310 - Early World History

- HIST 2320 - Modern World History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3-4 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (18-19 credit hours including foreign languages)

- General Electives 9-10 sem hrs cr
If you take a three hour math course, you must take 10 hours of general electives. If you take a four hour math course, you will need 9 hours of general electives.

ONE OF THE FOLLOWING:

- MATH 1720 - Precalculus Trigonometry
- MATH 1830 - Applied Calculus
- MATH 1910 - Calculus I
The same course cannot be used twice to meet degree requirements.
- MATH 1920 - Calculus II

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II
- OR
- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II

OR

- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II

OR

- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All general studies majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Notes:

Students should consult the appropriate University of Tennessee (Knoxville, Chattanooga, or Martin) program of study which they wish to enter at the university for the appropriate mathematics course. NOTE: Courses to be transferred must be completed with a grade of C or above.

MATH 1710 and MATH 1720 are required courses for students lacking the background to start with MATH 1910. This requirement will be verified by the mathematics faculty and the individual advisor.

History (A.A.) TTP

Social Sciences

Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

HISTORY (6 credit hours)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours including foreign languages)

- HIST 2310 - Early World History
- HIST 2320 - Modern World History
- AND
- HIST 2030 - Tennessee History

- General Electives 4 sem hr cr

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II
- OR
- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II
- OR
- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II
- OR

- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All history majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Mass Communications (A.A.) TTP

Humanities

Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours including foreign languages)

- COMM 1010 - Introduction to Mass Communications
- COMM 1020 - Media Writing
- COMM 1030 - Introduction to Electronic Media
- COMM 2500 - Survey of New Media
- General Electives 1 sem hrs cr (outside mass communications)

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II

OR

- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II
- OR
- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II
- OR
- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All mass communication majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Notes:

Practicum courses are excluded as acceptable electives.

Political Science (A.A.) TTP

Social Sciences

Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ONE OF THE FOLLOWING:
- ANTH 1100 - Introduction to Anthropology
 - COMM 1010 - Introduction to Mass Communications
 - ECON 2200 - Principles of Microeconomics
 - GEOG 1012 - Cultural Geography
 - GEOG 2010 - World Regional Geography
 - HPE 2340 - Wellness Perspectives and Lifestyles
 - PSYC 1030 - Introduction to Psychology
 - SOCI 1010 - Introduction to Sociology
 - SOCI 1040 - Social Problems
 - SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
 - HIST 2320 - Modern World History
- OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours including foreign languages)

- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- General Electives 7 sem hrs cr

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II
- OR
- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II
- OR
- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II
- OR
- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All political science majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Pre-Law (A.A.)

Social Sciences

Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours including foreign languages)

- SOCI 1040 - Social Problems
- General Electives 3-4 sem hrs cr

One of the following:

- CRMJ 1010 - Introduction to Criminal Justice
- CRMJ 1020 - Introduction to the Legal Process
- CRMJ 2020 - Introduction to Corrections
- CRMJ 2120 - The Juvenile Justice System
- CRMJ 2400 - Introduction to Criminology

One of the following:

*The same course cannot be used twice to meet degree requirements

- ANTH 1100 - Introduction to Anthropology
- BIOL 1510 - Environmental Science I
- BUSN 2370 - Legal Environment of Business
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 2025 - State and Local Government

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II
- OR
- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II
- OR
- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II
- OR
- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All pre-law majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Psychology (A.A.) TTP

Social Sciences

Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II

MATHEMATICS (3 credit hours)

- MATH 1710 - Precalculus Algebra
- OR
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours including foreign languages)

- MATH 1530 - Introductory Statistics
- PSYC 1030 - Introduction to Psychology
- PSYC 2130 - Lifespan Development Psychology
- PSYC 2120 - Social Psychology
- General Electives 1 sem hr cr

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
 - FREN 1020 - Beginning French II
- OR
- FREN 2010 - Intermediate French I
 - FREN 2020 - Intermediate French II
- OR
- SPAN 1010 - Beginning Spanish I
 - SPAN 1020 - Beginning Spanish II
- OR
- SPAN 2010 - Intermediate Spanish I
 - SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All psychology majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Social Work (A.A.) TTP

Social Sciences

Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORIAL SCIENCES (6 credit hours)

- SOCI 1010 - Introduction to Sociology
- PSYC 1030 - Introduction to Psychology

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours including foreign languages)

- SWRK 2010 - Introduction to Social Work
- SOCI 1040 - Social Problems

- ECON 2100 - Principles of Macroeconomics
or
- ECON 2200 - Principles of Microeconomics

- POLS 1030 - American Government
- General Electives 1 sem hrs cr

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II
OR
- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II
OR
- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II
OR
- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All social work majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Sociology (A.A.) TTP

Social Sciences

Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL BEHAVIORAL SCIENCES (6 credit hours)

Two of the following:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

MATHEMATICS (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours including foreign languages)

- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- Sociology Elective* 3 sem hrs cr
- General Electives 4 sem hrs cr

Foreign Languages (6 credit hours)

- FREN 1010 - Beginning French I
- FREN 1020 - Beginning French II
- OR
- FREN 2010 - Intermediate French I
- FREN 2020 - Intermediate French II
- OR
- SPAN 1010 - Beginning Spanish I
- SPAN 1020 - Beginning Spanish II
- OR
- SPAN 2010 - Intermediate Spanish I

- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60 or (see notes below)

All sociology majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Notes:

***Universities will determine whether the sociology elective course counts towards requirements of the sociology major or as elective credit applied to the requirements of the baccalaureate degree.**

Associate of Fine Arts Degree (A.F.A.) University Parallel Major-Area of Emphasis:

Music A.F.A. (TTP)

Humanities

Associate of Fine Arts Degree

GENERAL EDUCATION (35 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (3 credit hours)*

- MUS 1030 - Introduction to Music **

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (26 credit hours)

- MUS 1057 - Music Theory I
 - MUS 1155 - Music Theory II
 - MUS 2055 - Music Theory III
 - MUS 1058 - Ear Training I
 - MUS 1156 - Ear Training II
 - MUS 2056 - Ear Training III
 - MUS 1027 - Class Piano I
 - MUS 1127 - Class Piano II
- Lessons-Instrument or Voice (8 hours)
Ensembles-Choir or Band (4 Hours)

Semester Hours Credit: 61 or (see notes below)

All music majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 64 credit hours.

Additional Information:

- *Students will complete the remaining six hours of the humanities requirement, including one course in literature, at universities upon transfer.
- **Students who plan to transfer to the University of Memphis should complete a course in literature rather than music appreciation.
- Students must successfully complete placement requirements in music theory, ear training, and piano at the university where transfer is planned. Students must also successfully complete required university auditions as appropriate.

Associate of Science Degrees (A.S.) University Parallel Major-Area of Emphasis:

Accounting (A.S.) TTP

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 Credit Hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1630 - Finite Mathematics
OR
- MATH 1710 - Precalculus Algebra
(Students transferring to APSU, ETSU, MTSU, TSU or UTK should take MATH 1630 Finite Mathematics. Students transferring to TTU, University of Memphis, UTC or UT Martin should take MATH 1710 Precalculus Algebra.)

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1530 - Introductory Statistics
(Students who plan to transfer to UT Knoxville must complete MATH 2050 Calculus Based Prob/Stats)
- MATH 1830 - Applied Calculus **OR 3 Semester Hours any elective**
(MATH 1830 or equivalent is required at ETSU, TSU, TTU, UT Knoxville, University of Memphis, UT Chattanooga, TSU and TTU only. MATH 1830 or equivalent is NOT required at UT Martin, APSU, or MTSU.)
- INFS 1010 - Computer Applications
- Any 3 Sem Hrs Cr Electives, 1 Sem Hr Cr non-business elective

Semester Hours Credit: 60 OR (see notes below)

All accounting majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 63 credit hours.

Agriculture-Business (A.S.) TTP

Natural Science

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

- BIOL 1110 - General Biology I
- CHEM 1110 - General Chemistry I

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics
OR
MATH 2050 Calculus Based Prob/Stats
(Students planning transfer to the University of Tennessee, Knoxville must complete MATH 2050)

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- MATH 1830 - Applied Calculus
- AGRI 1010 - Introduction to Agriculture Business
- AGRI 1020 - Introduction to Animal Science
- AGRI 1030 - Introduction to Plant Science
- **Agriculture Electives (3-4 hours)**
- **General Electives (0-4 hours)**

Semester Hours Credit: 60 OR (see notes below)

All agribusiness majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 63 credit hours.

Agriculture-Animal Science (A.S.) TTP

Natural Science

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavior Sciences (6 Credit Hours)

One of the following:

- ECON 2100 - Principles of Macroeconomics OR ECON 2200 Principles of Microeconomics

And one of the following:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- AGRI 1020 - Introduction to Animal Science
- AGRI 1030 - Introduction to Plant Science
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- Agriculture Electives (3-5 credit hours)

Semester Hours Credit: 60 OR (see notes below)

All animal science majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 63 credit hours.

Bioinformatics (A.S.) (Athens State)

Natural Science

Associate of Science Degree

GENERAL EDUCATION (41-42 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/Fine Arts (9 credit hours)

***At least one course must be Literature**

***At least one course must be Fine Arts**

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre

Social/Behavior Sciences (6 Credit Hours)

- ANTH 1100 - Introduction to Anthropology
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 2010 - World Regional Geography
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

- HIST 2010 - Early United States History
 - HIST 2020 - Modern United States History
- OR**
- HIST 2310 - Early World History
 - HIST 2320 - Modern World History

Natural Science (8 credit hours)

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (20-21 credit hours)

- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
(Organic Chemistry I must be taken at Athens State)
- CISP 1010 - Computer Science I
- CISP 1020 - Computer Science II
(Placement test can be taken at Athens for CISP 1010 and CISP 1020 at no charge)
- IDS 2010 - Applied Biotechnology
- MATH 1710 - Precalculus Algebra

OR HIGHER

Semester Hours Credit: 61-62 OR (see notes below)

All bioinformatics majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 64-65 credit hours.

Biology (A.S.) TTP

Natural Science

Associate of Science Degree

GENERAL EDUCATION (42 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II

MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19-20 credit hours)

- MATH 1530 - Introductory Statistics
OR
- MATH 1920 - Calculus II
(At UT Knoxville, the math course must be Calculus II (MATH 1920))
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- CHEM 2010 - Organic Chemistry I
- CHEM 2020 - Organic Chemistry II
(At UT Knoxville, this sequence must be Organic Chemistry I and either a course in cell biology with laboratory or genetics with laboratory.)

Semester Hours Credit: 61-62 OR (see notes below)

All biology majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 64-65 credit hours.

Business Administration (A.S.) TTP

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics
OR
- MATH 1710 - Precalculus Algebra
(Students transferring to APSU, ETSU, MTSU, TSU or UTK should take MATH 1630 Finite Mathematics. Students transferring to TTU, University of Memphis, UTC or UT Martin should take MATH 1710 Precalculus Algebra.)

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1530 - Introductory Statistics
(Students who plan to transfer to UT Knoxville must complete MATH 2050 Calculus Based Prob/Stats.)
- MATH 1830 - Applied Calculus **OR** 3 Sem Hrs Cr Elective
(MATH 1830 Applied Calculus or equivalent is required at ETSU, UT Knoxville, University of Memphis, UT Chattanooga, TSU and TTU only. MATH 1830 Applied Calculus or equivalent is NOT required at UT Martin APSU or MTSU.)
- INFS 1010 - Computer Applications
- 3 Sem Hrs Cr Electives, 1 Sem Hr Cr non-business elective

Semester Hours Credit: 60 OR (see notes below)

All business administration majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Business Education (A.S.)

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- BUSN 1305 - Introduction to Business
- CITC 1307 - Introduction to Spreadsheets
- INFS 1010 - Computer Applications
- MATH 1530 - Introductory Statistics
- General Elective 1 sem hr cr (must be non-business course)

Semester Hours Credit: 60 OR (see notes below)

All business education majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Chemistry (A.S.) TTP

Natural Science

Associate of Science Degree

GENERAL EDUCATION (42 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II

MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (20 credit hours)

- MATH 1920 - Calculus II
- CHEM 2010 - Organic Chemistry I
- CHEM 2020 - Organic Chemistry II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II

Semester Hours Credit: 62 OR (see notes below)

All chemistry majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 65 credit hours.

Civil Engineering (A.S.) TTP

Business & Technology
Associate of Science Degree

GENERAL EDUCATION (42 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II

MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (24 credit hours)

- MATH 1920 - Calculus II
- MATH 2010 - Introduction to Linear Algebra
OR
- MATH 2050 - Calculus Based Prob/Stats
- MATH 2110 - Calculus III
- MATH 2120 - Differential Equations
- CHEM 1110 - General Chemistry I
- ENGR 2110 - Statics
- ENGR 2120 - Dynamics (Particles and Rigid Bodies)

Semester Hours Credit: 66 OR (see notes below)

All civil engineering majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 69 credit hours.

Additional Information

Students are strongly encouraged to complete a course in Mechanics of Materials, also known as Strength of Materials, before transferring to a university.

Courses in engineering technology do not fulfill any of the requirements for the Area of Emphasis in Civil Engineering.

Although it is possible to complete the B.S. Degree in Civil Engineering in four semesters after earning the associate's degree, students typically need five or six semesters to complete requirements.

Computer Science (A.S.) TTP

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (42 hours credit)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

Select One Eight-hour Sequence from the following:

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
OR
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
OR
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
OR
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
(Students planning to transfer to the University of Tennessee, Knoxville must complete PHYS 2110, 2120, Calculus-based Physics I & II.)

MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- CISP 1010 - Computer Science I
- CISP 1020 - Computer Science II
- MATH 1920 - Calculus II
- MATH 2010 - Introduction to Linear Algebra
- CISP 2410 - Assembly and Computer Organization

Semester Hours Credit: 61 OR (see notes below)

All computer science majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 64 credit hours.

Concrete Management (A.S.) (MTSU)

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

TWO OF THE FOLLOWING:

- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- INFS 1010 - Computer Applications
- MATH 1720 - Precalculus Trigonometry

And any of the following courses below:

- ACCT 2321 - Intermediate Accounting I
- ACCT 2331 - Tax Accounting
- ACCT 2351 - Auditing
- ACCT 2382 - Accounting Systems Applications
- COMM 1020 - Media Writing
- Any BUSN course
- Any SPAN course
- Any ENGR course
- Any PHYS course

Semester Hours Credit: 60 OR (see notes below)

All concrete industry management majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience and the degree program will require 63 credit hours.

Criminal Justice Administration (A.S.) TTP

Social Sciences

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- SOCI 1010 - Introduction to Sociology
- PSYC 1030 - Introduction to Psychology

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- CRMJ 1010 - Introduction to Criminal Justice
- CRMJ 1020 - Introduction to the Legal Process
- CRMJ 2010 - Introduction to Law Enforcement
- CRMJ 2020 - Introduction to Corrections
- General Electives 7 cr hrs

Semester Hours Credit: 60 OR (see notes below)

All criminal justice administration majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Early Childhood Education (A.S.) (Tenn State University)

Curriculum based on and aligns with Tennessee State University Bachelor's Degree in Family and Consumer Sciences: Child Development and Family Relations.

GENERAL EDUCATION (41 credit hours)

- ART 1035 - Introduction to Art
- BIOL 1010 - Introduction to Biology
- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- ONE OF THE FOLLOWING:
 - ENGL 2130 - Topics in American Literature
 - ENGL 2235 - Topics in British Literature
 - ENGL 2310 - Early World Literature
 - ENGL 2320 - Modern World Literature
 - ENGL 2330 - Topics in World Literature
- AND
 - GEOG 2010 - World Regional Geography
 - GEOL 1030 - Survey of Geology
 - HIST 2010 - Early United States History
 - HIST 2020 - Modern United States History
 - MATH 1010 - Math for General Studies
 - MUS 1030 - Introduction to Music
 - POLS 1030 - American Government
- **(POLS 1030 is the preferred course; previously earned credit in an approved general education course will be considered for possible substitution.)**
- COMM 2025 - Fundamentals of Communication

AREA OF EMPHASIS REQUIREMENTS (21 credit hours)

- ECED 1310 - Introduction to Early Childhood Education
- ECED 2320 - Infant, Toddler, Child Development
- ECED 2370 - Developmental Assessment
- ECED 2390 - Creative Development
- EDUC 1010 - Introduction to Education
- ECED 2335 - Initial Practicum
- ONE OF THE FOLLOWING:
 - ECED 2360 - Development of Exceptional Children
 - EDU 2100 - Exceptional Child Development

Semester Hours Credit: 62 OR (see notes below)

All early childhood education majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 65 credit hours.

Economics (A.S.) TTP

Business and Technology
Associate of Science Degree

This pathway is designed for transfer as an Economics Major, B.S., B.B.A., or B.S.B.A. degrees, in Colleges or Schools of Business at any public university in Tennessee. Students who intend to transfer into the Economics Major, B.S. Degree, in the College of Liberal Arts at Middle Tennessee State University OR the College of Arts at the University of Tennessee, Chattanooga should NOT take the ACCT 1010 Principles of Accounting I and ACCT 1020 Principles of Accounting II sequence. Such students should consult their advisor or the Economics department at the university to which they intend to transfer for guidance on elective choices.

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics
OR
- MATH 1710 - Precalculus Algebra
Students transferring to APSU, ETSU, MTSU, TSU or UT Knoxville should take MATH 1630 Finite Mathematics. Students transferring to TTU, University of Memphis, UT Chattanooga or UT Martin should take college algebra course.

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1530 - Introductory Statistics
(Students who plan to transfer to UT Knoxville, College of Business, must complete MATH 2050 Calculus Based Prob/Stats instead of MATH 1530.)
- MATH 1830 - Applied Calculus **OR MATH 1910 Calculus I OR 3 credit hour elective**
(MATH 1830 Applied Calculus or equivalent is required at ETSU, UT Knoxville, University of Memphis, UT Chattanooga, Tennessee State University and Tennessee Technological University only. Students transferring elsewhere may take a 3 credit hour elective.)
- INFS 1010 - Computer Applications
 - **4 credit hours Electives (The electives can be any class except ACCT, ADMN, BUSN, CISP, CITC, ECON, INFS, or IST.)**

Semester Hours Credit: 60 or (see notes below)

All economics majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Electrical Engineering (A.S.) TTP

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (42 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II

MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (25 credit hours*)

- CHEM 1110 - General Chemistry I
- MATH 1920 - Calculus II
- MATH 2110 - Calculus III
- MATH 2010 - Introduction to Linear Algebra
- MATH 2120 - Differential Equations
- CISP 1032 - C++ Programming
- ENGR 2130 - Circuits I

Semester Hours Credit: 67 or (see notes below)

All electrical engineering majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 70 credit hours.

Additional Information

***Students are encouraged to take two courses, Circuits II and Digital Design, before transferring to a university.**

Courses in engineering technology do not fulfill any of the requirements for the Area of Emphasis in Electrical Engineering.

Although it is possible to complete the B.S. Degree in Electrical Engineering in four semesters after earning the associate's degree, students typically need five or six semesters to complete requirements.

Tennessee Technology University is now requiring Electrical Engineering students to have a C or higher in all engineering courses. All students should contact their transfer institution to ensure all university specific requirements are met.

Elementary Education (A.S.) (Athens State)

Education

Associate of Science Degree

Elementary Education, K-6 Emphasis Curriculum based on Athens State University, Athens, AL

Major Code 13.1202

The student who plans to transfer to a university and pursue licensure in pre-kindergarten-4 should conform his or her program of study to curricula in effect at that institution. The following program of study is designed to be consistent with the Elementary Education K-6 program in effect at Athens State University. The student planning to transfer to a university within the Tennessee Board of Regents system and pursue Elementary Education K-6 licensure should pursue the Associate of Science in Teaching degree. Additional information is available in the office of the Department of Education.

GENERAL EDUCATION (41 credit hours)

- BIOL 1110 - General Biology I
 - BIOL 1120 - General Biology II
 - ENGL 1010 - English Composition I
 - ENGL 1020 - English Composition II
 - HIST 2010 - Early United States History
 - HIST 2020 - Modern United States History
 - PSYC 1030 - Introduction to Psychology
 - COMM 2025 - Fundamentals of Communication
 - HPE 2340 - Wellness Perspectives and Lifestyles
- ONE OF THE FOLLOWING:
- ART 1035 - Introduction to Art
 - MUS 1030 - Introduction to Music
- ONE OF THE FOLLOWING:
- MATH 1010 - Math for General Studies
 - MATH 1530 - Introductory Statistics

TWO OF THE FOLLOWING:

- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

AREA OF EMPHASIS REQUIREMENTS (22 credit hours)

- **General Electives 5 sem hrs cr**
- GEOG 2010 - World Regional Geography
- GEOL 1030 - Survey of Geology
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- PSCI 1030 - Survey of Physical Science

Semester Hours Credit: 63 or (see notes below) All education majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 66 credit hours.

Note: Students working toward teacher licensure are strongly encouraged to take the Praxis Core Academic Skills for Educators before transfer to a four-year college or university. Successful completion of the test is prerequisite to admissions to many Teacher Education programs.

Elementary Education (A.S.) (Lipscomb)

University Parallel Major
Education
Associate of Science Degree
Elementary Education, K-6

This program is based on and aligns with David Lipscomb University's Bachelor of Science degree in Education.

GENERAL EDUCATION (41 credit hours)

- BIOL 1010 - Introduction to Biology
- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- ENGL 2130 - Topics in American Literature
- GEOG 2010 - World Regional Geography
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- MATH 1010 - Math for General Studies
- COMM 2025 - Fundamentals of Communication
- PSCI 1030 - Survey of Physical Science

CHOOSE ONE:

- POLS 1030 - American Government
- SOCI 1010 - Introduction to Sociology

CHOOSE ONE:

- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature

CHOOSE ONE:

- ART 1035 - Introduction to Art
- MUS 1030 - Introduction to Music

AREA OF EMPHASIS REQUIREMENTS (22 credit hours)

- EDUC 1010 - Introduction to Education
- EDU 2100 - Exceptional Child Development
- EDUC 2210 - Educational Psychology
- GEOL 1030 - Survey of Geology
- MATH 1410 - Number Concepts for Teachers
- MATH 1420 - Geometry Concepts for Teachers
- PSYC 1030 - Introduction to Psychology

Semester Hours Credit: 63 or (see notes below)

All education majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 66 credit hours.

Finance (A.S.) TTP

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

MATHEMATICS (3 credit hours)

- MATH 1530 - Introductory Statistics
(Students transferring to UT Knoxville should complete MATH 2050 Calculus Based Prob/Stats.)

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1630 - Finite Mathematics **OR** MATH 1710 Precalculus Algebra
(Students transferring to ETSU, MTSU, or UT Knoxville should take MATH 1630 Finite Mathematics. Students transferring to TSU, TTU, University of Memphis, UT Chattanooga or UT Martin should take MATH 1710 Precalculus Algebra.)
- MATH 1830 - Applied Calculus **OR** MATH 1910 Calculus I **OR** 3 Sem Hrs Cr any Elective
(*MATH 1830 Applied Calculus or MATH 1910 Calculus I is required at East Tennessee State University, UT Knoxville, University of Memphis, UT Chattanooga, Tennessee State University, and Tennessee Technological University. A calculus course is not required at UT Martin, Austin Peay State University, or Middle Tennessee State University.*)
- INFS 1010 - Computer Applications
- 3 Sem Hrs Cr Electives, 1 Sem Hr Cr non-business elective, if needed to complete 60 hours.

Semester Hours Credit: 60 or (see notes below)

All finance majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

General Studies (Track 1) (A.S.)

Humanities

Track 1 - Tennessee Board of Regents

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3-4 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (18-19 credit hours)

- **General Electives 18-19 sem hrs cr**
If you take a three hour math course, you must take 19 hours of general electives. If you take a four hour math course, you must take 18 hours of general electives.

Semester Hours Credit: 60 or (see notes below)

All general studies majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Notes:

MATH 1710 and MATH 1720 are required courses for students lacking the background to start with MATH 1910. This requirement will be verified by the mathematics faculty and the individual advisor.

Students who are planning to pursue licensure in secondary education at MTSU or TTU should take EDU 2110 and either EDU 1110 or EDU 1120 as prerequisites for admission to teacher education programs.

General Studies (Track 2) (A.S.)

Humanities

Track 2 - University of Tennessee System

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

HISTORY (6 credit hours)

- HIST 2310 - Early World History

- HIST 2320 - Modern World History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3-4 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (18-19 credit hours)

- **General Electives 15-16 sem hrs cr**

If you take a three hour math course, you must take 16 hours of general electives. If you take a four hour math course, you will need 15 hours of general electives.

ONE OF THE FOLLOWING:

- MATH 1720 - Precalculus Trigonometry
- MATH 1830 - Applied Calculus
- MATH 1910 - Calculus I
(The same course cannot be used twice to meet degree requirements.)
- MATH 1920 - Calculus II

Semester Hours Credit: 60 or (see notes below)

All general studies majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Notes:

Students should consult the appropriate University of Tennessee (Knoxville, Chattanooga, or Martin) program of study which they wish to enter at the university for the appropriate mathematics course. NOTE: Courses to be transferred must be completed with a grade of C or above.

MATH 1710 and MATH 1720 are required courses for students lacking the background to start with MATH 1910. This requirement will be verified by the mathematics faculty and the individual advisor.

Health Sciences (A.S.)

Nursing and Allied Health
Associate of Science Degree

Program Description

The Health Sciences degree at Motlow provides a program of study for students who want to pursue a career in health care. Some students enter this program and then, if accepted, transfer into a nursing program or an allied health program.

During the program of study, students will be introduced to the:

- Language of health care
- Structure and functions of the human body
- Development of microorganisms
- Concepts of health and illness
- Behavioral and mental processes
- And other dynamic and interesting coursework that prepare students for a career in health care

Practical Experience

Students will be engaged in learning through:

- hands-on lab opportunities
- critical thinking
- interaction with students and instructors
- exposure to challenging coursework, lectures, and classroom interaction

Career Opportunities

This concentration in Health Sciences is representative of the courses many nursing and allied health programs require for admission. Please consult the specific requirements of the college or university you plan to attend as each institution's requirements differ. Nursing and allied health programs are highly competitive. Completing this concentration does not guarantee acceptance into any specific program.

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature

- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 Credit Hours)

- PSYC 1030 - Introduction to Psychology
and one of the following:
- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1040 - Abnormal Psychology
- PSYC 2014 - Psychology of Human Sexuality
- PSYC 2120 - Social Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics
- OR
- MATH 1710 - Precalculus Algebra

Natural Science (8 Credit Hours)

- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II

AREA OF EMPHASIS REQUIREMENTS (19 Credit Hours)

- BIOL 2230 - Microbiology
- CHEM 1110 - General Chemistry I

- NRS 1370 - Medical Terminology for Healthcare Professionals
- PSYC 2130 - Lifespan Development Psychology

General Electives - 5 semester credit hours

SEMESTER HOURS CREDIT: 60 or (see notes below)

All health sciences majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

RECOMMENDED FULL TIME SCHEDULE - Health Sciences (A.S.)

The following is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan.

DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through MyMotlow.

First Year-Fall Semester (16 credit hours)

- BIOL 2010 - Human Anatomy and Physiology I
- ENGL 1010 - English Composition I
- MATH 1530 - Introductory Statistics OR MATH 1710 Precalculus Algebra
- NRS 1370 - Medical Terminology for Healthcare Professionals
- PSYC 1030 - Introduction to Psychology

First Year-Spring Semester (16 credit hours)

- BIOL 2020 - Human Anatomy and Physiology II
- ENGL 1020 - English Composition II
- Humanities (ART 1035, MUS 1030, THEA 1030 recommended) - 3 credit hours
- COMM 2025 - Fundamentals of Communication
- Social Sciences course - 3 credit hours

Second Year-Fall Semester (13 credit hours)

- BIOL 2230 - Microbiology
- History course - 3 credit hours
- Humanity course - 3 credit hours
- Literature course - 3 credit hours

Second Year-Spring Semester (15 credit hours)

- CHEM 1110 - General Chemistry I
- History course - 3 credit hours
- PSYC 2130 - Lifespan Development Psychology
- Electives - 5 credit hours

History (A.S.) TTP

Social Sciences

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

HISTORY (6 credit hours)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- HIST 2310 - Early World History
- HIST 2320 - Modern World History
- HIST 2030 - Tennessee History

- General Electives 10 sem hrs cr

Semester Hours Credit: 60 or (see notes below)

All history majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Information Systems (A.S.) TTP

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1530 - Introductory Statistics
(Students who plan to transfer to the University of Tennessee must complete MATH 2050 Calculus Based Prob/Stats instead of MATH 1530.)
- MATH 1830 - Applied Calculus
- INFS 1010 - Computer Applications
- **General Electives** 4 sem hrs cr**
**Students who plan to transfer to Austin Peay State University, East Tennessee State University, and the University of Tennessee, Chattanooga must complete CISP 1010 Computer Science I, CISP 1020 Computer Science II instead of INFS 1010 Computer Applications and electives. For these students, the total hours in the Area of Emphasis will be 20 Hours and the total degree Hours will be 61.

Semester Hours Credit: 60 or (see notes below)

All information systems majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Management (A.S.) TTP

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

MATHEMATICS (3 credit hours)

- MATH 1530 - Introductory Statistics
(Students transferring to UT Knoxville should complete MATH 2050 Calculus Based Prob/Stats)

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1630 - Finite Mathematics **OR** MATH 1710 Precalculus Algebra
(Students transferring to East Tennessee State University, Middle Tennessee State University, or the UT Knoxville should take MATH 1630. Students transferring to Tennessee State University, Tennessee Technological University, University of Memphis, UT Chattanooga, or UT Martin should take MATH 1710.)
- MATH 1830 - Applied Calculus **OR MATH 1910 Calculus I OR** 3 any Sem Hrs Cr Elective
(MATH 1830 Applied Calculus or MATH 1910 Calculus I is required at East Tennessee State University, UT Knoxville, University of Memphis, UT Chattanooga, Tennessee State University, and Tennessee Technological University. A calculus course is not required at UT Martin, Austin Peay State University, or Middle Tennessee State University.)
- INFS 1010 - Computer Applications
- 3 Sem Hrs Cr Electives, 1 Sem Hr Cr non-business elective, if needed to complete 60 hours.

Semester Hours Credit: 60 or (see notes below)

All management majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Marketing (A.S.) TTP

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

MATHEMATICS (3 credit hours)

- MATH 1530 - Introductory Statistics
(Students transferring to UT Knoxville should complete MATH 2050 Calculus Based Prob/Stats)

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1630 - Finite Mathematics **OR MATH 1710 Precalculus Algebra**
(Students transferring to East Tennessee State University, Middle Tennessee State University, or the UT Knoxville should take MATH 1630. Students transferring to Tennessee State University, Tennessee Technological University, University of Memphis, UT Chattanooga, or UT Martin should take MATH 1710.)
- MATH 1830 - Applied Calculus **OR MATH 1910 Calculus I OR 3 Credit Hour Elective**
(MATH 1830 Applied Calculus or MATH 1910 Calculus I is required at East Tennessee State University, UT Knoxville, University of Memphis, UT Chattanooga, Tennessee State University, and Tennessee Technological University. A calculus course is NOT required at UT Martin, Austin Peay State University, or Middle Tennessee State University.)
- INFS 1010 - Computer Applications
- 3 Sem Hrs Cr Electives, 1 Sem Hr Cr non-business elective, if needed to complete 60 hours.

Semester Hours Credit: 60 or (see notes below)

All marketing majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Mass Communications (A.S.) TTP

Humanities

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- COMM 1010 - Introduction to Mass Communications
- COMM 1020 - Media Writing
- COMM 1030 - Introduction to Electronic Media
- COMM 2500 - Survey of New Media
- General Electives 7 sem hrs cr (outside mass communications)

Semester Hours Credit: 60 or (see notes below)

All mass communications majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Notes: **Practicum courses are excluded as acceptable electives.**

Mathematics (A.S.) TTP

Mathematics

Associate of Science Degree

GENERAL EDUCATION (42 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (18 credit hours)

- MATH 1920 - Calculus II
- MATH 2110 - Calculus III
- MATH 2010 - Introduction to Linear Algebra
- MATH 2120 - Differential Equations
- General Electives 1 sem hrs cr

One of the following:

- CISP 1032 - C++ Programming
- CISP 1300 - Visual Basic Programming Language

Semester Hours Credit: 60 or (see notes below)

All mathematics majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Notes:

Students who wish to pursue a concentration in actuarial science available at the University of Tennessee, Chattanooga; Middle Tennessee State University; or Tennessee State University should complete Economics I & II to fulfill the requirement in Social/Behavioral Sciences.

Mechanical Engineering (A.S.) TTP

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (42 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II

MATHEMATICS (3 credit hours)

- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (24 credit hours)

- MATH 1920 - Calculus II
- MATH 2110 - Calculus III
- MATH 2010 - Introduction to Linear Algebra
- MATH 2120 - Differential Equations
- CHEM 1110 - General Chemistry I
- ENGR 2110 - Statics
- ENGR 2120 - Dynamics (Particles and Rigid Bodies)

Semester Hours Credit: 66 or (see notes below)

All mechanical engineering majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 69 credit hours.

Additional Information

Students are strongly encouraged to complete a course in Mechanics of Materials, also known as Strength of Materials, before transferring to a university.

Courses in engineering technology do not fulfill any of the requirements for the Area of Emphasis in Mechanical Engineering.

Although it is possible to complete the B.S. Degree in Mechanical Engineering in four semesters after earning the associate's degree, students typically need five or six semesters to complete requirements.

Physics (A.S.) TTP

Natural Science

Associate of Science Degree

GENERAL EDUCATION (42 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 hours)

- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II

MATH (4 credit hours)

- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (18 credit hours)

- MATH 1920 - Calculus II
- MATH 2110 - Calculus III
- MATH 2010 - Introduction to Linear Algebra
- MATH 2120 - Differential Equations
- General Electives 1 sem hrs cr

ONE OF THE FOLLOWING:

- CISP 1032 - C++ Programming
- CISP 1300 - Visual Basic Programming Language
- CITC 1314 - Java Programming I

Semester Hours Credit: 60 or (see notes below)

All physics majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Political Science (A.S.) TTP

Social Sciences

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2100 - Principles of Macroeconomics
AND
ONE OF THE FOLLOWING:
- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- General Electives 13 sem hrs cr

Semester Hours Credit: 60 or (see notes below)

All political science majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Pre-Clinical Lab Sciences (A.S.) TTP

Natural Science

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORIAL SCIENCES (6 credit hours)

- PSYC 1030 - Introduction to Psychology
 - SOCI 1010 - Introduction to Sociology
- OR
- SOCI 1040 - Social Problems

HISTORY (6 credit hours)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II *

MATHEMATICS

- MATH 1710 - Precalculus Algebra

AREA OF EMPHASIS REQUIREMENTS (20 credit hours)

- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- CHEM 2010 - Organic Chemistry I
- CHEM 2020 - Organic Chemistry II
- BIOL 2230 - Microbiology

Semester Hours Credit: 61 or (see notes below)

All pre-clinical lab sciences majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 64 credit hours.

Additional Information:

*UTHSC requires BIOL 1110, 1120 sequence; one can be substituted for BIOL 2020 - Anatomy & Physiology I

Pre-Health Professions (A.S.) (Dentistry, Medicine, Optometry, Pharmacy, Veterinary Medicine) TTP

Natural Science

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History

- HIST 2320 - Modern World History
OR
OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II

MATHEMATICS (3 CREDIT HOURS)

- MATH 1830 - Applied Calculus
OR HIGHER

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

CHOOSE TWO OF THE FOLLOWING THREE SEQUENCES: (16 credit hours total)

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
OR
- CHEM 2010 - Organic Chemistry I
- CHEM 2020 - Organic Chemistry II
OR
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- General Electives 3 sem hr cr

Semester Hours Credit: 60 or (see notes below)

All pre-health professions majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Pre-Law (A.S.)

Social Sciences

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (18-19 credit hours)

- SOCI 1040 - Social Problems
- General Electives 3-4 sem hrs cr

ONE OF THE FOLLOWING:

- CRMJ 1010 - Introduction to Criminal Justice
- CRMJ 1020 - Introduction to the Legal Process
- CRMJ 2020 - Introduction to Corrections
- CRMJ 2120 - The Juvenile Justice System
- CRMJ 2400 - Introduction to Criminology

THREE OF THE FOLLOWING:

*The same course cannot be used twice to meet degree requirements.

- ANTH 1100 - Introduction to Anthropology
- BIOL 1510 - Environmental Science I
- BUSN 2370 - Legal Environment of Business
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 2025 - State and Local Government

Semester Hours Credit: 60 or (see notes below)

All pre-law majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Pre-Occupational Therapy (A.S.) TTP

Natural Science

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- PSYC 1030 - Introduction to Psychology
- AND
- ONE OF THE FOLLOWING:
- ANTH 1100 - Introduction to Anthropology
 - COMM 1010 - Introduction to Mass Communications
 - ECON 2100 - Principles of Macroeconomics
 - ECON 2200 - Principles of Microeconomics
 - GEOG 1012 - Cultural Geography
 - GEOG 2010 - World Regional Geography
 - HPE 2340 - Wellness Perspectives and Lifestyles
 - POLS 1030 - American Government
 - POLS 2025 - State and Local Government
 - SOCI 1010 - Introduction to Sociology
 - SOCI 1040 - Social Problems
 - SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
 - HIST 2320 - Modern World History
- OR
- OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
 - HIST 2020 - Modern United States History
 - HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- PHYS 2010 - Non-Calculus Physics I
- MATH 1720 - Precalculus Trigonometry

Semester Hours Credit: 60 or (see notes below)

All pre-occupational therapy majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Pre-Physical Therapy (A.S.) TTP

Natural Science

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- PSYC 1030 - Introduction to Psychology
AND
ONE OF THE FOLLOWING:
- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
 - HIST 2320 - Modern World History
- OR
- OPTION 2:
TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Early United States History
 - HIST 2020 - Modern United States History
 - HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

CHOOSE TWO OF THE FOLLOWING THREE SEQUENCES: (16 credit hours total)

- BIOL 2010 - Human Anatomy and Physiology I
 - BIOL 2020 - Human Anatomy and Physiology II
- OR
- CHEM 1110 - General Chemistry I
 - CHEM 1120 - General Chemistry II
- OR
- PHYS 2010 - Non-Calculus Physics I
 - PHYS 2020 - Non-Calculus Physics II

AND

- MATH 1720 - Precalculus Trigonometry
- OR HIGHER

Semester Hours Credit: 60 or (see notes below)

All pre-physical therapy majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Psychology (A.S.) TTP

Social Sciences

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCES (8 CREDIT HOURS)

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II

MATHEMATICS (3 credit hours)

- MATH 1710 - Precalculus Algebra
- OR
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- PSYC 1030 - Introduction to Psychology
- MATH 1530 - Introductory Statistics
- PSYC 2130 - Lifespan Development Psychology
- PSYC 2120 - Social Psychology
- General Electives 7 hrs cr

Semester Hours Credit: 60 or (see notes below)

All psychology majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Secondary Education, Mathematics (A.S.)

Education

Associate of Science Degree

Based on the Tennessee Technological University Curriculum

GENERAL EDUCATION (42 credit hours)

- ART 1035 - Introduction to Art
- OR**
- MUS 1030 - Introduction to Music
-
- ENGL 1010 - English Composition I
 - ENGL 1020 - English Composition II
 - ENGL 2130 - Topics in American Literature
 - HIST 2010 - Early United States History
 - HIST 2020 - Modern United States History
 - MATH 1910 - Calculus I
 - COMM 2025 - Fundamentals of Communication

ONE OF THE FOLLOWING:

- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
-
- ECON 2100 - Principles of Macroeconomics
- OR**
- ECON 2200 - Principles of Microeconomics
-
- GEOG 1012 - Cultural Geography
 - GEOG 2010 - World Regional Geography
 - POLS 1030 - American Government
 - PSYC 1030 - Introduction to Psychology
 - SOCI 1010 - Introduction to Sociology

ONE YEAR SEQUENCE FROM THE FOLLOWING:

- BIOL 1110 - General Biology I
 - BIOL 1120 - General Biology II
- OR**
- CHEM 1110 - General Chemistry I
 - CHEM 1120 - General Chemistry II
- OR**
- PHYS 2110 - Calculus Based Physics I
 - PHYS 2120 - Calculus Based Physics II

AREA OF EMPHASIS REQUIREMENTS (20 credit hours)

- EDUC 1010 - Introduction to Education
- EDUC 2210 - Educational Psychology
- HPE 2320 - First Aid and Safety
- MATH 1920 - Calculus II
- MATH 2010 - Introduction to Linear Algebra
- MATH 2110 - Calculus III

Semester Hours Credit: 62 or (see notes below)

All secondary education, mathematics majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 65 credit hours.

Note:

Math 1710 and Math 1720 are required courses for students lacking the background to start with Math 1910. This requirement will be verified by the mathematics faculty and the individual advisor.

Social Work (A.S.) TTP

Social Sciences

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

NATURAL SCIENCE (8 credit hours)

- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- SWRK 2010 - Introduction to Social Work
- SOCI 1040 - Social Problems

- ECON 2100 - Principles of Macroeconomics
or
- ECON 2200 - Principles of Microeconomics

AND

- POLS 1030 - American Government

- General Electives 7 sem hrs cr

Semester Hours Credit: 60 or (see notes below)

All social work majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Sociology (A.S.) TTP

Social Sciences

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL BEHAVIORAL SCIENCES (6 credit hours)

Two of the following:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

MATHEMATICS (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- Sociology Elective*
- General Electives 10 sem hrs cr

Semester Hours Credit: 60 or (see notes below)

All sociology majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Notes:

***Universities will determine whether the sociology elective course counts towards requirements of the sociology major or as elective credit applied to the requirements of the baccalaureate degree.**

Special Education Modified K-12 (A.S.)

Education

Associate of Science Degree

Curriculum Based on Tennessee Technological University

GENERAL EDUCATION (41 credit hours)

- BIOL 1010 - Introduction to Biology
- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- ENGL 2130 - Topics in American Literature

- ART 1035 - Introduction to Art
- OR**
- MUS 1030 - Introduction to Music

- GEOL 1030 - Survey of Geology
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- MATH 1010 - Math for General Studies
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- COMM 2025 - Fundamentals of Communication

ONE OF THE FOLLOWING:

- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature

AREA OF EMPHASIS REQUIREMENTS (22 credit hours)

- EDUC 1010 - Introduction to Education
- EDUC 2210 - Educational Psychology
- EDU 2100 - Exceptional Child Development
- HPE 2320 - First Aid and Safety
- MATH 1410 - Number Concepts for Teachers
- MATH 1420 - Geometry Concepts for Teachers
- PSCI 1030 - Survey of Physical Science

Semester Hours Credit: 63 or (see notes below)

All special education modified k-12 majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 66 credit hours.

Speech and Theatre (A.S.)

Humanities

Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Social/Behavioral Sciences (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- SPCH 2010 - Oral Interpretation
- SPCH 2020 - Voice and Diction
- THEA 1030 - Introduction to Theatre
- THEA 1040 - Theatre Production
- THEA 2020 - Children's Drama
- General Elective 4 sem hrs cr

Semester Hours Credit: 60 or (see notes below)

All speech and theatre majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Note: Students who are planning to pursue licensure in secondary education at MTSU or TTU should take EDU 2110 and EDU 1120 as prerequisites for admission to teacher education programs.

Sport & Leisure Management (A.S.) TTP

Business and Technology
Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

Humanities/or Fine Arts (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- HPE 2340 - Wellness Perspectives and Lifestyles
- PSYC 1030 - Introduction to Psychology

History (6 credit hours)

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

Natural Science (8 credit hours)

BIOL 1010 Introduction to Biology cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

Mathematics (3 credit hours)

- MATH 1530 - Introductory Statistics

AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- HPE 2000 - Foundations of Physical Education
- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- General Electives 4 sem hrs cr

Semester Hours Credit: 60 OR (see notes below)

All sport & leisure majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Associate of Science in Teaching Degree (A.S.T.) Teaching Pre K-3 Major-Area of Emphasis:

Early Childhood Education (Pre K-3) TTP

Early Childhood Education (Pre K-3)
Associate of Science in Teaching

GENERAL EDUCATION (41 credit hours)

Communications (9 credit hours)

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

History (6 credit hours)

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History

Humanities (9 credit hours)

- ART 1035 - Introduction to Art
OR
- MUS 1030 - Introduction to Music
TWO OF THE FOLLOWING: At least one course must be in Literature
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- THEA 1030 - Introduction to Theatre
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

Mathematics (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
(For transfer to APSU, ETSU, UM, UTC and UTK, MATH 1530 is required.)

Natural Science (8 credit hours)

- BIOL 1010 - Introduction to Biology
ONE OF THE FOLLOWING:
- BIOL 1510 - Environmental Science I
- GEOL 1030 - Survey of Geology

- PSCI 1030 - Survey of Physical Science

Social/Behavioral Sciences (6 credit hours)

- GEOG 2010 - World Regional Geography
- SOCI 1010 - Introduction to Sociology

AREA OF EMPHASIS REQUIREMENTS (21 credit hours)

- EDUC 1010 - Introduction to Education
 - ECED 1310 - Introduction to Early Childhood Education
 - ECED 2320 - Infant, Toddler, Child Development
 - ECED 2340 - Family Dynamics and Community Involvement
 - ECED 2360 - Development of Exceptional Children
(University of Memphis does not have ECED 2360 Development of Exceptional Children in its Pre-K - 3 curriculum and students transferring to University of Memphis will have to take one other course after transfer.)
- OR
- EDU 2100 - Exceptional Child Development
 - MATH 1410 - Number Concepts for Teachers
 - EDUC 2210 - Educational Psychology

Semester Hours Credit: 62 OR (see notes below)

All early childhood education (Pre K-3) majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 65 credit hours.

Additional Information:

Additional Degree Requirements:

1. Students earning an AST degree must meet the following:
 - Attainment of 2.75 cumulative grade point average
 - Successful completion of approved standardized examination for admission to university Colleges of Education
 - Satisfactory ratings on an index of suitability for the teaching profession
2. Students transferring to a UT or TBR university may need to meet additional requirements to gain admittance to the university's early childhood program. Transferring students should check with the university for specific program requirements.

University Parallel Major-Area of Emphasis:

Teaching A.S.T. (K-5)

Education

Associate of Science in Teaching Degree

Elementary Education, K-5 Emphasis Curriculum Based on Tennessee Board of Regents Universities

The Associate of Science in Teaching degree has been implemented throughout the Tennessee Board of Regents system to facilitate entry of transfer students from community colleges into university teacher education programs. A common curriculum applicable to all community colleges and acceptable to all TBR universities is prescribed. Admission, retention, and graduation requirements are the same as those published in the Graduation Requirements section of this catalog with the additional requirement that students who qualify for the AST must satisfy the following:

1. Attainment of a cumulative 2.75 grade point average,
2. Successful completion of the PRAXIS Core Academic Skills for Educators (or a composite score of 22 or greater on the enhanced ACT or a combined verbal and mathematical score of 1020 or greater on the recentered SAT),
3. Achievement of satisfactory rating on an index of suitability for the teaching profession and
4. Achievement of "C" or better in ENGL 1010 and ENGL 1020, and in each of the Mathematics (MATH) and Education (EDU) courses in the curriculum.

Tennessee Technological University now offers a 2 + 2 program in the K-5 Emphasis with all junior and senior level classes located at the Motlow College Moore County campus and at McMinnville Center. For more information, contact the Chair of the Education Department or the Director of the McMinnville Center.

GENERAL EDUCATION (41 credit hours)

- BIOL 1010 - Introduction to Biology
- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- ENGL 2130 - Topics in American Literature
- GEOG 2010 - World Regional Geography
- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- MATH 1010 - Math for General Studies *
- COMM 2025 - Fundamentals of Communication
- PSCI 1030 - Survey of Physical Science

CHOOSE ONE:

- ART 1035 - Introduction to Art
- MUS 1030 - Introduction to Music

CHOOSE ONE:

- SOCI 1010 - Introduction to Sociology
- POLS 1030 - American Government

CHOOSE ONE:

- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

AREA OF EMPHASIS REQUIREMENTS

- EDUC 1010 - Introduction to Education
 - EDUC 2210 - Educational Psychology
 - EDU 2100 - Exceptional Child Development
 - MATH 1410 - Number Concepts for Teachers
 - MATH 1420 - Geometry Concepts for Teachers
- ONE OF THE FOLLOWING:
- GEOL 1030 - Survey of Geology
 - BIOL 1510 - Environmental Science I

Semester Hours Credit: 60 or (see notes below)

All teaching majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Note:

* The Education Department prefers that students seeking an AST degree take the general education mathematics course MATH 1010; however, higher level general education mathematics courses will be accepted.

Associate of Applied Science Degree (A.A.S.) Business Major:

Accounting Concentration (A.A.S.)

Business Major
Business and Technology Department
Associate of Applied Science

The Associate of Applied Science in Business, Accounting Concentration, is designed to prepare students for employment in public, private, and governmental accounting as a paraprofessional. The program covers financial, managerial, and tax accounting using manual and computerized accounting systems.

The AAS in Business, Accounting Concentration, was developed in compliance with the Complete College Tennessee Act of 2010. Students who begin this program at Motlow State Community College and transfer to another Tennessee public community college are guaranteed that their credits will transfer and will be credited toward completion of the AAS in Business, Accounting Concentration at the receiving institution.

GENERAL EDUCATION (15 credit hours)

- ENGL 1010 - English Composition I
- COMM 2025 - Fundamentals of Communication

One of the following:

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

One of the following:

- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra

Humanities/Fine Arts (3 credit hours)

One of the following:

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre

CONCENTRATION REQUIREMENTS (45 credit hours)

- ACCT 1010 - Principles of Accounting I

- ACCT 1020 - Principles of Accounting II
- ACCT 2321 - Intermediate Accounting I
- ACCT 2331 - Tax Accounting
- ACCT 2351 - Auditing
- ACCT 2382 - Accounting Systems Applications
- ACCT 2399 - Accounting Capstone
- BUSN 1305 - Introduction to Business
- BUSN 1310 - Business Communications
- BUSN 2330 - Principles of Management
- BUSN 2360 - International Business
- BUSN 2370 - Legal Environment of Business
- BUSN 2375 - Career Development
- CITC 1307 - Introduction to Spreadsheets
- INFS 1010 - Computer Applications

Semester Hours Credit: 60 OR (see notes below)

All accounting majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 63 credit hours.

NOTE:

Motlow also offers a Tennessee Transfer Pathway with this area of emphasis. To make sure you are following the correct program, check with your advisor or see the Accounting Tennessee Transfer Pathway.

RECOMMENDED FULL TIME SCHEDULE - Accounting Concentration (A.A.S.)

The following is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan.

DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through MyMotlow.

Semester One (15 credit hours)

- ACCT 1010 - Principles of Accounting I
 - BUSN 1305 - Introduction to Business
 - ENGL 1010 - English Composition I
 - INFS 1010 - Computer Applications
 - MATH 1630 - Finite Mathematics
- OR**
- MATH 1710 - Precalculus Algebra

Semester Two (15 credit hours)

- ACCT 1020 - Principles of Accounting II
 - ACCT 2331 - Tax Accounting
 - BUSN 2370 - Legal Environment of Business
 - COMM 2025 - Fundamentals of Communication
 - ECON 2100 - Principles of Macroeconomics
- OR**
- ECON 2200 - Principles of Microeconomics

Semester Three (15 credit hours)

- ACCT 2351 - Auditing
- ACCT 2382 - Accounting Systems Applications
- BUSN 2330 - Principles of Management
- BUSN 2360 - International Business
- CITC 1307 - Introduction to Spreadsheets

Semester Four (15 credit hours)

- ACCT 2321 - Intermediate Accounting I
- ACCT 2399 - Accounting Capstone
- BUSN 1310 - Business Communications
- BUSN 2375 - Career Development
- Humanities/Fine Arts (3 credit hours)

Business Office Concentration (A.A.S.)

Business Major

Business and Technology Department

Associate of Applied Science

The A.A.S. in Business with a concentration in Business Office, will introduce students to the field of business data processing. Students will gain proficiency in software applications in the field of business data processing as well as business-related programming languages. This program is designed for the student who does not intend to transfer to a four-year institution.

GENERAL EDUCATION (15 credit hours)

- ENGL 1010 - English Composition I
- COMM 2025 - Fundamentals of Communication

One of the following:

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

One of the following:

- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra

Humanities/Fine Arts (3 credit hours)

One of the following:

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre

CONCENTRATION REQUIREMENTS (45 credit hours)

- ACCT 1010 - Principles of Accounting I
- ADMN 1302 - Keyboarding/Formatting I
- ADMN 1308 - Office Procedures
- ADMN 2390 - Capstone Experience for APT
- BUSN 1305 - Introduction to Business
- BUSN 1310 - Business Communications
- BUSN 2330 - Principles of Management
- BUSN 2370 - Legal Environment of Business

- BUSN 2375 - Career Development
- BUSN 2380 - Principles of Marketing
- BUSN 2385 - Project Management and Design
- CITC 1303 - Database Concepts
- CITC 1306 - Microsoft Word
- CITC 1307 - Introduction to Spreadsheets
- INFS 1010 - Computer Applications

Semester Hours Credit: 60 OR (see notes below)

All business office majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 63 credit hours.

RECOMMENDED FULL TIME SCHEDULE - Business Office Concentration (A.A.S.)

The following is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan.

DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through MyMotlow.

Semester One (15 credit hours)

- ADMN 1302 - Keyboarding/Formatting I
- BUSN 1305 - Introduction to Business
- ENGL 1010 - English Composition I
- INFS 1010 - Computer Applications
- MATH 1630 - Finite Mathematics
- OR**
- MATH 1710 - Precalculus Algebra

Semester Two (15 credit hours)

- ADMN 1308 - Office Procedures
- BUSN 2370 - Legal Environment of Business
- BUSN 2380 - Principles of Marketing
- CITC 1306 - Microsoft Word
- ECON 2100 - Principles of Macroeconomics
- OR**
- ECON 2200 - Principles of Microeconomics

Semester Three (15 credit hours)

- ACCT 1010 - Principles of Accounting I
- BUSN 1310 - Business Communications
- BUSN 2330 - Principles of Management
- BUSN 2385 - Project Management and Design
- CITC 1307 - Introduction to Spreadsheets

Semester Four (15 credit hours)

- ADMN 2390 - Capstone Experience for APT
- BUSN 2375 - Career Development
- CITC 1303 - Database Concepts
- COMM 2025 - Fundamentals of Communication
- Humanities/Fine Arts (3 credit hours)

Management Concentration (A.A.S.)

Business Major

Business and Technology Department

Associate of Applied Science

The A.A.S. in Business, with a concentration in Management, is designed to prepare students for employment or advancement in a business or organizational environment immediately following graduation. Skills obtained in this program could be applied to a variety of settings including retail, office, hospitality, and operations management, as well as sales and customer service.

GENERAL EDUCATION (15 credit hours)

- ENGL 1010 - English Composition I
- COMM 2025 - Fundamentals of Communication

One of the following:

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

One of the following:

- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra

Humanities/Fine Arts (3 credit hours)

One of the following:

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre

CONCENTRATION REQUIREMENTS (45 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- ACCT 2382 - Accounting Systems Applications
- ADMN 2390 - Capstone Experience for APT
- BUSN 1305 - Introduction to Business
- BUSN 1310 - Business Communications
- BUSN 1340 - Small Business Management
- BUSN 2330 - Principles of Management

- BUSN 2360 - International Business
- BUSN 2370 - Legal Environment of Business
- BUSN 2375 - Career Development
- BUSN 2380 - Principles of Marketing
- CITC 1307 - Introduction to Spreadsheets
- INFS 1010 - Computer Applications
- MATH 1530 - Introductory Statistics

Semester Hours Credit: 60 or (see notes below)

All management majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 63 credit hours.

Note:

Motlow also offers a university parallel major related to this concentration. To make sure you are following the correct program of study, check with your advisor or see the Business Administration Tennessee Transfer Pathway.

RECOMMENDED FULL TIME SCHEDULE - Management Concentration (A.A.S.)

The following is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan.

DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through MyMotlow.

Semester One (15 credit hours)

- ACCT 1010 - Principles of Accounting I
- BUSN 1305 - Introduction to Business
- ENGL 1010 - English Composition I
- INFS 1010 - Computer Applications
- MATH 1630 - Finite Mathematics
- OR**
- MATH 1710 - Precalculus Algebra

Semester Two (15 credit hours)

- ACCT 1020 - Principles of Accounting II
- BUSN 1310 - Business Communications
- BUSN 2370 - Legal Environment of Business
- COMM 2025 - Fundamentals of Communication
- ECON 2100 - Principles of Macroeconomics
- OR**
- ECON 2200 - Principles of Microeconomics

Semester Three (15 credit hours)

- ACCT 2382 - Accounting Systems Applications
- BUSN 2330 - Principles of Management
- BUSN 2360 - International Business
- CITC 1307 - Introduction to Spreadsheets
- MATH 1530 - Introductory Statistics

Semester Four (15 credit hours)

- ADMN 2390 - Capstone Experience for APT
- BUSN 1340 - Small Business Management
- BUSN 2375 - Career Development
- BUSN 2380 - Principles of Marketing
- Humanities/Fine Arts (3 credit hours)

Medical Office Concentration A.A.S.

Business Major

Business and Technology Department

Associate of Applied Science

The A.A.S. in Business with a Medical Office concentration prepares individuals for a variety of positions in today's medical office environment, such as medical receptionists, medical records specialists, medical insurance specialists, patient account representatives, medical transcriptionists, medical administrative assistants, and physician or hospital coders. The program provides the opportunity for skill development in the areas of software applications, office procedures, electronic health records, medical information management, communications, transcription, and coding.

GENERAL EDUCATION (15 credit hours)

- ENGL 1010 - English Composition I
- COMM 2025 - Fundamentals of Communication

One of the following:

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

One of the following:

- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra

Humanities/Fine Arts (3 credit hours)

One of the following:

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature
- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre

CONCENTRATION REQUIREMENTS (45 credit hours)

- ACCT 1010 - Principles of Accounting I
- ADMN 1302 - Keyboarding/Formatting I
- ADMN 1306 - Medical Terminology I
- ADMN 1307 - Survey of Coding
- ADMN 1308 - Office Procedures
- ADMN 2303 - CPT Coding

- ADMN 2304 - Introduction to Electronic Health Records
- ADMN 2311 - ICD-PCS Coding
- ADMN 2313 - Health Insurance Survey
- ADMN 2390 - Capstone Experience for APT
- BUSN 1305 - Introduction to Business
- BUSN 2375 - Career Development
- BUSN 1310 - Business Communications
- CITC 1307 - Introduction to Spreadsheets
- INFS 1010 - Computer Applications

Semester Hours Credit: 60 OR (see notes below)

All medical office majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 63 credit hours.

RECOMMENDED FULL TIME SCHEDULE - Medical Office Concentration A.A.S.

The following is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan.

DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through MyMotlow.

Semester One (15 credit hours)

- ADMN 1302 - Keyboarding/Formatting I
 - ADMN 1306 - Medical Terminology I
 - ENGL 1010 - English Composition I
 - INFS 1010 - Computer Applications
 - MATH 1630 - Finite Mathematics
- OR**
- MATH 1710 - Precalculus Algebra

Semester Two (15 credit hours)

- ADMN 1307 - Survey of Coding
 - ADMN 1308 - Office Procedures
 - ADMN 2313 - Health Insurance Survey
 - BUSN 1305 - Introduction to Business
 - ECON 2100 - Principles of Macroeconomics
- OR**
- ECON 2200 - Principles of Microeconomics

Semester Three (15 credit hours)

- ACCT 1010 - Principles of Accounting I
- ADMN 2303 - CPT Coding
- ADMN 2304 - Introduction to Electronic Health Records

- BUSN 1310 - Business Communications
- CITC 1307 - Introduction to Spreadsheets

Semester Four (15 credit hours)

- ADMN 2311 - ICD-PCS Coding
- ADMN 2390 - Capstone Experience for APT
- BUSN 2375 - Career Development
- COMM 2025 - Fundamentals of Communication
- Humanities/Fine Arts (3 credit hours)

Associate of Applied Science Degree (A.A.S)-Computer Information Technology Major:

Cyber Defense Concentration A.A.S.

Computer Information Technology Major
Business and Technology Department
Associate of Applied Science

The A.A.S. in Computer Information Technology with a Cyber Defense concentration is designed for students desiring a two-year, non-transfer degree program to prepare them to enter the workforce, sustain their career, or seek career growth opportunities in the field of entry-level cybersecurity.

GENERAL EDUCATION (15 credit hours)

- ENGL 1010 - English Composition I
- COMM 2025 - Fundamentals of Communication

One of the following:

- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics

One of the following:

- ART 1035 - Introduction to Art
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre

One of the following:

- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra

CONCENTRATION REQUIREMENTS (45 credit hours)

- CITC 1300 - Beginning HTML & CSS
- CITC 1301 - Intro to Programming and Logic
- CITC 1302 - Introduction to Networking
- CITC 1303 - Database Concepts
- CITC 1317 - Introduction to Scripting Languages
- CITC 1321 - A+ Hardware
- CITC 1322 - A+ Software
- CITC 1332 - UNIX/Linux Operating System
- CITC 1334 - Project Management and Design
- CITC 1351 - Principles of Information Assurance
- CITC 2326 - Network Security
- CITC 2352 - Digital Forensics
- CITC 2363 - Internet/Intranet Firewalls and eCommerce Systems
- INFS 1010 - Computer Applications

Total 3 credit hours are required of the following courses:

- CITC 2199 - CO-OP/Internship I in Computer Information Technology
- CITC 2299 - CO-OP/Internship II in Computer Information Technology
- CITC 2399 - CO-OP/Internship III in Computer Information Technology
- CITC 2499 - CO-OP/Internship IV in Computer Information Technology

Semester Hours Credit: 60 OR (see notes below)

All cyber defense majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 63 credit hours.

RECOMMENDED FULL TIME SCHEDULE - Cyber Defense Concentration A.A.S.

Semester One (15 credit hours)

- CITC 1302 - Introduction to Networking
- ECON 2100 - Principles of Macroeconomics
OR ECON 2200 Principles of Microeconomics
- ENGL 1010 - English Composition I
- INFS 1010 - Computer Applications
- MATH 1630 - Finite Mathematics
OR MATH 1710 Precalculus Algebra

Semester Two (15 credit hours)

- ART 1035 - Introduction to Art OR MUS 1030 Introduction to Music OR THEA 1030 Introduction to Theatre
- CITC 1300 - Beginning HTML & CSS
- CITC 1301 - Intro to Programming and Logic
- CITC 1303 - Database Concepts
- COMM 2025 - Fundamentals of Communication

Semester Three (15 credit hours)

- CITC 1321 - A+ Hardware
- CITC 1322 - A+ Software
- CITC 1332 - UNIX/Linux Operating System
- CITC 1351 - Principles of Information Assurance
- CITC 2352 - Digital Forensics

Semester Four (15 credit hours)

- CITC 1317 - Introduction to Scripting Languages
- CITC 1334 - Project Management and Design
- CITC 2199 - CO-OP/Internship I in Computer Information Technology
- CITC 2326 - Network Security
- CITC 2363 - Internet/Intranet Firewalls and eCommerce Systems

Associated of Applied Science Degree (A.A.S.) - Medical Laboratory Technology Major:

Medical Laboratory Technology (A.A.S.)

The Medical Laboratory Technology (MLT) program is designed to provide general education, natural science and medical laboratory science education courses necessary for entry-level professional preparation. Medical Laboratory Technicians perform laboratory tests used to diagnose, treat and monitor patients. Program graduates are eligible to take national certification examinations and make application for Tennessee licensure as Medical Laboratory Technicians.

Admission to the program is on a limited and competitive basis. In order to be eligible for admission into the MLT program, students must have earned a minimum cumulative GPA of 2.50 (on a 4.00 scale), must successfully complete all the required 16 hours of general education courses, complete each of the following courses with a grade of "C" or better—BIOL 2020, BIOL 2230 (or CHEM 1110 or higher), MLAB 1301—and complete one of the elective options listed below. Once students are admitted, graduation from the program requires three consecutive semesters of intensive full-time study beginning in the fall semester of each year. The MLT program classes do not necessarily follow the regular college calendar. All MLT courses except clinical practicums are taught at the Smyrna campus.

Program Accreditation

The Motlow State Community College MLT Program has applied for accreditation with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Rd, Suite 720, Rosemont, IL 60018 www.naacls.org (847) 939-3597).

Certificate to Operate

The Motlow State Community College MLT Program has applied for a certificate to operate with the Tennessee Medical Laboratory Board in Nashville, Tennessee located at Metro Center Complex, 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243. (615) 532-3202

All students graduating with a degree from MSCC are required to take the Educational Testing Service Proficiency Profile (ETSP). More information can be found at: <http://www.msc.edu/testing/exit-exam.aspx>

GENERAL EDUCATION (16 credit hours)

- Humanities and/or Fine Arts-(See General Education Requirements)
- BIOL 2010 - Human Anatomy and Physiology I
- ENGL 1010 - English Composition I
- MATH 1010 - Math for General Studies OR HIGHER
- PSYC 1030 - Introduction to Psychology

One of the following electives: (3 credit hours)

- HPE 2340 - Wellness Perspectives and Lifestyles
- INFS 1010 - Computer Applications
- NRSG 1370 - Medical Terminology for Healthcare Professionals
- POLS 1030 - American Government
- SOCI 1010 - Introduction to Sociology
- COMM 2025 - Fundamentals of Communication

CONCENTRATION REQUIREMENTS (48 credit hours)

- BIOL 2020 - Human Anatomy and Physiology II
- BIOL 2230 - Microbiology
- OR CHEM 1110 - General Chemistry I OR HIGHER
- MLAB 1301 - Intro to Medical Lab Technology

- MLAB 1510 - Clinical Practicum I
- MLAB 1520 - Clinical Practicum II
- MLAB 2130 - Seminar I
- MLAB 2201 - Clinical Immunology
- MLAB 2202 - Urinalysis & Body Fluids
- MLAB 2270 - Seminar II
- MLAB 2301 - Immunohematology/Blood Bank
- MLAB 2401 - Clinical Chemistry
- MLAB 2402 - Hematology & Hemostasis
- MLAB 2403 - Clinical Microbiology
- MLAB 2510 - Clinical Practicum III

Semester Hours Credit: 67 OR (see notes below)

All MLT majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 70 credit hours.

RECOMMENDED FULL TIME SCHEDULE - Medical Laboratory Technology (A.A.S.)

The following is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan.

DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through MyMotlow.

First Year-Fall Semester (16 credit hours)

- BIOL 2010 - Human Anatomy and Physiology I
- ENGL 1010 - English Composition I
- MATH 1010 - Math for General Studies OR HIGHER
- PSYC 1030 - Introduction to Psychology
- Elective (Choose from list above) Credits: (3)

First Year-Spring Semester (14 credit hours)

- BIOL 2020 - Human Anatomy and Physiology II
- BIOL 2230 - Microbiology
- OR CHEM 1110 - General Chemistry I OR HIGHER
- Humanities and/or Fine Arts- (See General Education Requirements)
- MLAB 1301 - Intro to Medical Lab Technology

Second Year-Fall Semester (12 credit hours)

- MLAB 2201 - Clinical Immunology
- MLAB 2202 - Urinalysis & Body Fluids
- MLAB 2401 - Clinical Chemistry
- MLAB 2402 - Hematology & Hemostasis

Second Year-Spring Semester (13 credit hours)

- MLAB 1520 - Clinical Practicum II
- MLAB 2130 - Seminar I
- MLAB 2301 - Immunohematology/Blood Bank
- MLAB 2403 - Clinical Microbiology

Second Year-Summer Semester (12 credit hours)

- MLAB 1520 - Clinical Practicum II
- MLAB 2270 - Seminar II
- MLAB 2510 - Clinical Practicum III

Associate of Applied Science Degree (A.A.S.)

Early Childhood Education Major A.A.S.

Education

Associate of Applied Science

Motlow State Community College, as part of the Tennessee Board of Regents' early childhood initiative, offers courses leading to the Associate of Applied Science in Early Childhood Education. The purpose of this major is to create a statewide early childhood academic degree and professional/career development model that prepares students for a career in child care and early education. The program includes both educational theory and the practical application of learning in alignment with National Association for Education of Young Children (NAEYC) standards. Graduates are equipped with the knowledge and skills to deliver appropriate programming for young children (birth through age 8) and their families. The academic coursework and clinical practicums prepare students for CDA (Child Development Associate) assessment and credentialing.

GENERAL EDUCATION (22 credit hours)

- ENGL 1010 - English Composition I
- COMM 2025 - Fundamentals of Communication
- BIOL 1010 - Introduction to Biology
- MATH 1410 - Number Concepts for Teachers
- ONE OF THE FOLLOWING:
 - GEOG 2010 - World Regional Geography
 - SOCI 1010 - Introduction to Sociology
- ONE OF THE FOLLOWING:
 - ART 1035 - Introduction to Art
 - MUS 1030 - Introduction to Music
- ONE OF THE FOLLOWING:
 - ANTH 1100 - Introduction to Anthropology
 - ENGL 2130 - Topics in American Literature
 - ENGL 2235 - Topics in British Literature
 - ENGL 2310 - Early World Literature
 - ENGL 2320 - Modern World Literature
 - ENGL 2330 - Topics in World Literature
 - HPE 2340 - Wellness Perspectives and Lifestyles
 - HIST 2010 - Early United States History
 - HIST 2020 - Modern United States History
 - HIST 2030 - Tennessee History
 - MATH 1010 - Math for General Studies
 - MATH 1530 - Introductory Statistics
 - POLS 1030 - American Government
 - POLS 2025 - State and Local Government
 - PSYC 1030 - Introduction to Psychology
 - SOCI 1040 - Social Problems
 - THEA 1030 - Introduction to Theatre

CONCENTRATION REQUIREMENTS (33 credit hours)

- ECED 1310 - Introduction to Early Childhood Education

- ECED 2310 - Safe, Healthy, Learning Environments
- ECED 2315 - Early Childhood Curriculum
- ECED 2320 - Infant, Toddler, Child Development
- ECED 2340 - Family Dynamics and Community Involvement
- ECED 2360 - Development of Exceptional Children
- ECED 2370 - Developmental Assessment
- ECED 2380 - Language and Literacy in Early Childhood
- ECED 2385 - Math and Science in Early Childhood
- ECED 2335 - Initial Practicum
- ECED 2365 - Final Practicum

Early Childhood Guided Electives (3 credit hours)

ONE OF THE FOLLOWING:

- ECED 2330 - Infant and Toddler Care
- ECED 2300 - The Mentoring Teacher
- ECED 2312 - Administration of Early Childhood Programs
- ECED 2375 - Social-Emotional Development
- ECED 2185 - Special Topics in Early Childhood Education
- ECED 2285 - Special Topics in Early Childhood Education

GENERAL ELECTIVES (3 credit hours)

Select one additional course after consultation with your advisor. This course can be any college-level course, either a General Education course, an Early Childhood Education course, or other course offered by the institution.

Semester Hours Credit: 61 OR (see notes below)

All early childhood education majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 64 credit hours.

Additional Information:

Articulation with Tennessee Colleges of Applied Technology:

Students completing the Early Childhood Education diploma program at a Tennessee College of Applied Technology will receive credit upon admission to a TBR community college for:

ECED 2335 Initial Practicum 3 hrs.

ECED 2310 Safe, Healthy, Learning Environments 3 hrs.

General Technology A.A.S.

The Associate of Applied Science (A.A.S.) in General Technology prepares students for unique positions in the workplace for which specified degree programs do not currently exist. If you are interested in this program, please contact the office of the Dean of Career and Technical Programs at 931-668-7010 ext. 2109, or by email frascoe@mscc.edu. This program can only be taken by students working directly with an advisor in the selection of courses to satisfy the degree requirements.

PROGRAM OUTCOMES:

Students will be able to:

1. Utilize diverse disciplines to enhance communication, research, business or technology skills in the workplace
2. Connect relevant experience and academic knowledge
3. Integrate knowledge and modes of thinking drawn from two or more disciplines
4. Adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations
5. Develop effective problem-management and decision-making skills.
6. Effectively use professional skills:
 - Taking responsibility (self-motivation, ethical behavior, managing time)
 - Write and speak clearly (legibly) and persuasively with individuals and groups
 - Working effectively with others (building good relationships, effective leadership and team member, influencing others, managing others)
 - Asking and answering the right questions (apply knowledge, evaluate actions and policies, paying attention to details)
 - Solving problems (identify problems, develop solutions, and implement solutions)

GENERAL EDUCATION (15-16 credit hours)

- ENGL 1010 - English Composition I
- COMM 2025 - Fundamentals of Communication
- Appropriate MATH course from either of the two chosen programs
- Social Sciences general education course (selected in consultation with an advisor)

ONE OF THE FOLLOWING:

- ART 1035 - Introduction to Art
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre

MAJOR FIELD CORE (selected in consultation with an advisor)

- **18 hours minimum**

COMPLETION PATHWAY COURSES (selected in consultation with an advisor)

- **26-27 hours**

Semester Hours Credit: 60 OR (see notes below)

All general technology majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Mechatronics Technology A.A.S.

Mechatronics Technology

Career Readiness

Associate of Applied Science Degree

This career program will provide the academic knowledge and practical experience necessary to prepare students for employment as a highly skilled mechatronics technician. The concentration is specifically provided for students who are interested in working as a technician in an integrated multidisciplinary industrial environment. Upon successful completion of the program, students will be afforded the opportunity to complete the Level 2 Certification Examination to become a Siemens Certified Mechatronics Systems Associate.

All collegiate-level transfer coursework for the Mechatronics program will be evaluated according to the following criteria:

1. course similarity within the programs enrolled in at Motlow;
2. courses with similar content taught at the same level as Motlow; and
3. same credentialing requirements for faculty at the transferring institution. Credit towards degree or certificate program requirements will be given for transfer coursework that meets all criteria. Mechatronics courses will be evaluated by the Director of Career Readiness.

ADMISSION TO THE MOTLOW COLLEGE IN MECHATRONICS

Application Procedure

- Apply and be accepted for admission to Motlow State Community College.
- Submit the separate Mechatronic Program Application by established deadline.
- Take the Accuplacer examination in all areas or have current ACT scores.

GENERAL EDUCATION

- ENGL 1010 - English Composition I
- MATH 1710 - Precalculus Algebra
OR
- MATH 1720 - Precalculus Trigonometry
OR
- MATH 1910 - Calculus I *
- COMM 2025 - Fundamentals of Communication

One of the following:

- ART 1035 - Introduction to Art
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre

One of the following:

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles

- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

CONCENTRATION REQUIREMENTS

- CISP 1010 - Computer Science I
- PHYS 2010 - Non-Calculus Physics I
OR
- PHYS 2110 - Calculus Based Physics I *
- MECH 1310 - Electrical Components
- MECH 1320 - Mechanical Components and Electrical Drives
- MECH 1330 - (Electro) Pneumatic and Hydraulic Control Circuits
- MECH 1340 - Digital Fundamentals and Programmable Logic Controllers
- MECH 1350 - Industrial Robotics
- MECH 2320 - Motor Control
- MECH 2425 - Mechanics and Machine Elements
- MECH 2440 - Process Control Technologies
- MECH 2441 - Introduction to Totally Integrated Automation
- MECH 2480 - Automation Systems
- MECH 2490 - Manufacturing Applications

On Site Requirements:

MECH 2480 MECH 2425 MECH 2490 must be taken at Motlow State Community College

Semester Hours Credit: 61 or (see notes below)

All mechatronics majors who are required to take Learning Support must also complete MSCC 1300 First Year Experience, and the degree program will require 64 credit hours.

***Students planning to articulate to Middle Tennessee State University for the Mechatronics Engineering Program are advised to take MATH 1910 and PHYS 2110.**

RECOMMENDED FULL TIME SCHEDULE - Mechatronics Technology A.A.S.

The following is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan.

DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through MyMotlow.

Semester One (15 credit hours)

- ENGL 1010 - English Composition I
- MATH 1710 - Precalculus Algebra
- MECH 1310 - Electrical Components

- MECH 1320 - Mechanical Components and Electrical Drives
- MECH 1330 - (Electro) Pneumatic and Hydraulic Control Circuits

Semester Two (16 credit hours)

- COMM 2025 - Fundamentals of Communication
- MECH 1340 - Digital Fundamentals and Programmable Logic Controllers
- MECH 1350 - Industrial Robotics
- MECH 2320 - Motor Control
- PHYS 2010 - Non-Calculus Physics I

Semester Three (16 credit hours)

- CISP 1010 - Computer Science I
- MECH 2441 - Introduction to Totally Integrated Automation
- MECH 2425 - Mechanics and Machine Elements
- MECH 2480 - Automation Systems

Semester Four (14 credit hours)

- MECH 2440 - Process Control Technologies
- MECH 2490 - Manufacturing Applications
- Humanities and/or Fine Arts (see General Education requirements) - 3 credit hours
- Social/Behavioral Sciences (see General Education requirements) - 3 credit hours

Nursing Program A.A.S.

Nursing

Associate of Applied Science Degree

Motlow State Community College (MSCC) offers a Nursing Major for those students desiring to pursue a career as a registered nurse by preparing individuals to be eligible to apply to take the National Council of Licensure Exam for the Registered Nurse (NCLEX-RN). The nursing program provides students with learning opportunities to acquire the knowledge, skills, and critical thinking needed to meet the health care needs of the communities in which they will work.

The MSCC Nursing Specific Program Outcomes:

- Graduates are prepared to perform the graduate core competencies for Associate Degree nurses in the delivery of care.
- Graduates meet or exceed the state and national mean score on the NCLEX-RN.
- Graduates contribute to the supply of registered nurses in the MSCC's eleven county service area.

Associate of Applied Science (A.A.S.) in Nursing for TBR Community Colleges Program Outcomes:

1. **Performance on licensure exam:** The annual NCLEX-RN pass rate for first time takers will meet accreditation and state requirements.
2. **Program completion:** Sixty percent (60%) of students will complete the program within one hundred-fifty percent (150%) of the program length.
3. **Job Placement Rates:** Eighty-five percent (85%) will be employed within six to twelve months post-graduation.

GENERAL EDUCATION

- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- BIOL 2230 - Microbiology
- ENGL 1010 - English Composition I
- MATH 1530 - Introductory Statistics
- PSYC 1030 - Introduction to Psychology

Guided Elective: Choose one of the following

- ENGL 1020 - English Composition II
- PSYC 2130 - Lifespan Development Psychology
- COMM 2025 - Fundamentals of Communication

Guided Humanity Course: Choose one of the following

- ART 1035 - Introduction to Art
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre

PROFESSIONAL CORE COURSE REQUIREMENTS

- NRSG 1320 - Women's Health and the Childbearing Family
- NRSG 1330 - Pediatric Nursing
- NRSG 1340 - Mental Health Nursing
- NRSG 1710 - Fundamentals in Nursing
- NRSG 1720 - Medical-Surgical Nursing I

- NRSG 2240 - Professional Practice in Nursing
- NRSG 2730 - Medical-Surgical Nursing II
- NRSG 2740 - Medical-Surgical Nursing III

Semester Credit Hours: 66

Paramedic A.A.S.

The Paramedic is an emergency medical professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is the link from the scene into the health care system.

To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:

- Meet all course and skill requirements as outlined in the student handbook
- Have a cumulative GPA of 2.0
- Discharge all financial obligations to Motlow State Community College
- Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies

GENERAL EDUCATION (17 credit hours)

- ENGL 1010 - English Composition I
 - BIOL 2010 - Human Anatomy and Physiology I
 - BIOL 2020 - Human Anatomy and Physiology II
 - PSYC 1030 - Introduction to Psychology
- ONE OF THE FOLLOWING:
- ART 1035 - Introduction to Art
 - MUS 1030 - Introduction to Music

AREA OF EMPHASIS REQUIREMENTS (43 credit hours)

- EMSP 1311 - Paramedic Clinical I
- EMSP 1401 - Paramedic Skills Labs I
- EMSP 1801 - Fundamentals of Paramedic I
- EMSP 2402 - Paramedic Skills Labs II
- EMSP 2403 - Paramedic Capstone
- EMSP 2412 - Paramedic Clinical II
- EMSP 2303 - Paramedic Practicum
- EMSP 2513 - Paramedic Field Internship
- EMSP 2802 - Fundamentals of Paramedic II

Semester Hours Credit: 60 or (see notes below)

All paramedic majors who are required to take Learning Support must also complete MSCC 1300: First Year Experience, and the degree program will require 63 credit hours.

Certificate

Early Childhood Education Technical Certificate (12 hours)

Motlow State Community College offers the Early Childhood Technical Certificate of Credit. This prepares the student for a career in child care and early education. This program is intended for students who are seeking a short-term program concentrated in the area of early childhood education for the purpose of developing or updating credentials leading to Child Development Associate (CDA).

This certificate is not covered by Financial Aid, however, TECTA often provides tuition and textbook assistance.

CONCENTRATION REQUIREMENTS (12 credit hours)

- ECED 2310 - Safe, Healthy, Learning Environments
- ECED 2315 - Early Childhood Curriculum
- ECED 2340 - Family Dynamics and Community Involvement
- ECED 2335 - Initial Practicum

Early Childhood Education Technical Certificate (24 hours)

Motlow State Community College offers the Early Childhood Technical Certificate of Credit. This prepares the student for a career in child care and early education.

This certificate is not covered by Financial Aid.

CONCENTRATION REQUIREMENTS (21 credit hours)

- ECED 1310 - Introduction to Early Childhood Education
- ECED 2310 - Safe, Healthy, Learning Environments
- ECED 2315 - Early Childhood Curriculum
- ECED 2340 - Family Dynamics and Community Involvement
- ECED 2380 - Language and Literacy in Early Childhood
- ECED 2335 - Initial Practicum
- ECED 2385 - Math and Science in Early Childhood

Early Childhood Guided Electives (3 credit hours)

- ECED 2330 - Infant and Toddler Care
- ECED 2390 - Creative Development
- ECED 2300 - The Mentoring Teacher
- ECED 2312 - Administration of Early Childhood Programs
- ECED 2375 - Social-Emotional Development
- ECED 2185 - Special Topics in Early Childhood Education
- ECED 2285 - Special Topics in Early Childhood Education

Semester Hours Credit: 24

Tennessee Department of Human Services recognizes the Technical Certificate in its 3-Star Licensing Program as one of the qualifications for staff. Articulation with Tennessee Colleges of Applied Technology:

Students completing the diploma program at a Tennessee College of Applied Technology will receive credit upon admission to a TBR community college for:

ECED 2335 Initial Practicum 3 hrs.

ECED 2310 Safe, Healthy, Learning Environments 3 hrs.

Additional credits may be awarded by the receiving community college on a case-by-case basis, consistent with accreditation requirements of NAEYC.

Emergency Medical Paramedic Certificate of Credit

The Paramedic is an emergency medical professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is the link from the scene into the health care system. **This certificate of credit is not covered by Financial Aid.**

To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:

- Meet all course and skill requirements as outlined in the student handbook
- Have a cumulative GPA of 2.0
- Discharge all financial obligations to Motlow State Community College
- Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies

Paramedic Certificate of Credit

- EMSP 1311 - Paramedic Clinical I
- EMSP 1401 - Paramedic Skills Labs I
- EMSP 1801 - Fundamentals of Paramedic I
- EMSP 2303 - Paramedic Practicum
- EMSP 2402 - Paramedic Skills Labs II
- EMSP 2403 - Paramedic Capstone
- EMSP 2412 - Paramedic Clinical II
- EMSP 2513 - Paramedic Field Internship
- EMSP 2802 - Fundamentals of Paramedic II

Semester Hours Credit: 43

Emergency Medical Technician Advanced Certificate of Credit

The AEMT is an allied health professional whose primary focus is to provide basic emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. The AEMT's function as part of a comprehensive EMS response, under medical oversight. AEMT's perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene into the health care system.

The Advanced Emergency Medical Technician Program includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. The Advanced Emergency Medical Technician has the knowledge associated with, and is expected to be competent in, all of the skills of the EMR and EMT. This program follows the guidelines set by the National Scope of Practice Model and is designed to help prepare individuals for licensure as an Advanced Emergency Medical Technician by the Tennessee Department of Health, Division of Health Licensure and Regulation, Office of Emergency Medical Services.

This certificate is not covered by Financial Aid.

Emergency Medical Technician Advanced Certificate of Credit

- EMSA 1111 - Advanced EMT Clinical
- EMSA 1112 - Advanced EMT Field Internship
- EMSA 1201 - Advanced EMT Medical Skills Lab
- EMSA 1202 - Advanced EMT Trauma and Medical Skills Lab

- EMSA 1501 - Advanced EMT Medical Emergencies
- EMSA 1502 - Advanced EMT Trauma and Medical Emergencies

Semester Hours Credit: 16

Emergency Medical Technician Certificate of Credit

The EMT is an allied health professional whose primary focus is to provide basic emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. The EMT functions as a part of a comprehensive EMS response, under medical oversight. The EMT performs interventions with the basic and advanced equipment typically found on an ambulance. The EMT is a link from the scene into the health care system.

The EMT Program is delivered through a combination of classroom instruction (didactic and psychomotor) and clinical experience. Upon successful completion of the course, students are eligible to sit for the National Registry's written and practical examinations. Upon successful completions of examinations and other licensure requirements, the student will be eligible for the State of Tennessee EMT license. The EMT renders life support to patients at the scene of their injuries or illnesses and prepares these patients for transport to the hospital.

This certificate is not covered by Financial Aid.

Emergency Medical Technician Certificate

- EMSB 1101 - EMT Medical Skills Lab
- EMSB 1102 - EMT Trauma and Medical Skills Lab
- EMSB 1111 - EMT Clinical
- EMSB 1112 - EMT Clinicals
- EMSB 1601 - EMT Medical Emergencies and EMS Operations
- EMSB 1602 - EMT Trauma and Medical Emergencies

Semester Hours Credit: 16

Mechatronics Certificate of Credit

Motlow State Community College offers the Mechatronics Technology Certificate for students interested in employment as a technician in an integrated multidisciplinary industrial environment. Instruction in mechatronics provides students with the knowledge and hands-on training in electronics, mechanics and computers to work in a variety of industrial and manufacturing related business. The certificate offers employment preparation opportunities, as well as, the opportunity to upgrade and improve existing skills. Upon successful completion of the program, students will be afforded the opportunity to complete the Level 1 Certification Examination to become a certified Siemens Mechanics System Assistant. This certificate is not covered by Financial Aid.

ADMISSION TO THE MOTLOW COLLEGE MECHATRONICS CERTIFICATE

- Application Procedure
- Apply and be accepted for admission to Motlow State Community College
- Submit the separate Mechatronic Program Application by established deadline

Mechatronics Certificate of Credit

- MECH 1310 - Electrical Components
- MECH 1320 - Mechanical Components and Electrical Drives
- MECH 1330 - (Electro) Pneumatic and Hydraulic Control Circuits
- MECH 1340 - Digital Fundamentals and Programmable Logic Controllers
- MECH 1350 - Industrial Robotics
- MECH 2320 - Motor Control

Semester Hours Credit: 18

DUAL/JOINT ENROLLMENT PROGRAM REQUIREMENTS

Any student seeking to enter the mechatronics certificate program must meet the dual/joint enrollment criteria and have a recommendation by his/her instructor. Dual/Joint enrollment students may be subject to additional entrance criteria on an as needed basis and as established by the curriculum chair.

Technical Certificate of Credit Programs

A certificate of credit program enables the college to provide a short-term program in a concentrated area of study as a means to acquire a specific body of knowledge and/or develop specific career skills. Certificate programs offer employment preparation opportunities and the opportunity to upgrade skills for those who are already employed. Courses successfully completed, and the credits earned as part of a certificate program, are acceptable toward an associate degree if the student wishes to continue his/her educational pursuits. The certificate programs are not designed for transfer to a four year institution; however, the specific courses and hours completed as part of a certificate program may be used as part of a program of study that is intended for transfer. Certificate programs are available at Motlow in mechatronics, early childhood education and Emergency Medical Services. These certificate are not covered by Financial Aid.

Requirements

General Education

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee (The Tennessee Board of Regents System) will share a common lower-division general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. Lower-division means freshman and sophomore courses. The courses comprising the general education curriculum are contained within the following subject categories:

Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees*

Communication 9 hours**

Humanities and/or Fine Arts 9 hours (At least one course must be in literature.)

Social/Behavioral Sciences 6 hours

History 6 hours***

Natural Science 8 hours

Mathematics 3 hours

Total 41 hours

*Foreign language courses are an additional requirement for the Associate of Arts (A.A.) and Bachelor of Arts (B.A.) degrees. The B.A. degree requires proficiency in a foreign language equivalent to completion of two years of college-level work. The A.A. degree requires proficiency in a foreign language equivalent to completion of one year of college-level work.

**Six (6) hours of English Composition and three (3) hours in English oral presentational communication are required.

***Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six (6) hours of United States History (three (3) hours of Tennessee History may substitute). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

Although the courses designated by Tennessee Board of Regents (TBR) institutions to fulfill the requirements of the general education subject categories vary, transfer of the courses is assured through the following means:

- Upon completion of an A.A or A.S. degree, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.
- If an A.A. or A.S. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight (8) hours in the category of Natural Science are complete, then this "block" of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.
- Institutional/departmental requirements of the grade of "C" will be honored. Even if credit is granted for a course, any specific requirements for the grade of "C" by the receiving institution will be enforced.
- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

Courses designated to fulfill general education by Motlow College are published on the following pages of this catalog and are identified in the Course Descriptions section with a •. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR website (www.tbr.edu) under Transfer and Articulation Information.

Through the structure of its general educational curriculum, Motlow State Community College seeks to provide experiences designed to prepare students for responsible citizenship; for productive, wholesome, and creative participation in life activities; and for

intelligent decision making. After completing the General Education program (University Parallel major) at Motlow, students will be able to

- Achieve specific purposes via written and/or oral presentations and projects with attention to proper diction, grammar, formatting, and awareness of audience needs.
- Use data, graphs, and tables to analyze and represent statistical reasoning.
- Use mathematics to solve problems and test the logic of solutions.
- Distinguish between scientific and non-scientific explanations via basic scientific language and processes and use scientific experimentation, hypothesis, and analysis to solve problems or address issues of a scientific nature.
- Appreciate, explain, and evaluate the ways in which humanistic and artistic expression throughout the ages expresses the diverse culture(s) and value(s) of its respective time and place.
- Critically recognize and articulate how individuals are influenced by political, geographical, economic, cultural, psychological, and familial institutions in their own and other diverse cultures.
- Remember, compare, and evaluate the historical diversity of human experiences across time periods from political, geographic, economic, social, cultural, religious, and intellectual perspectives.

THE FOLLOWING COURSES HAVE BEEN ACCEPTED BY THE TENNESSEE BOARD OF REGENTS AS MEETING THE GENERAL EDUCATION CORE REQUIREMENTS

COMMUNICATION

- ENGL 1010 - English Composition I
- ENGL 1020 - English Composition II
- COMM 2025 - Fundamentals of Communication

HISTORY

OPTION 1:

- HIST 2310 - Early World History
- HIST 2320 - Modern World History

HISTORY

OPTION 2: Two of the following, taken in any order:

- HIST 2010 - Early United States History
- HIST 2020 - Modern United States History
- HIST 2030 - Tennessee History

HUMANITIES AND/OR FINE ARTS

- ART 1035 - Introduction to Art
- ART 2000 - Art History Survey I
- ART 2020 - Art History Survey II
- MUS 1030 - Introduction to Music
- THEA 1030 - Introduction to Theatre
- ENGL 2045 - Introduction to Literature
- ENGL 2130 - Topics in American Literature
- ENGL 2235 - Topics in British Literature

- ENGL 2310 - Early World Literature
- ENGL 2320 - Modern World Literature
- ENGL 2330 - Topics in World Literature

MATHEMATICS

- MATH 1010 - Math for General Studies
- MATH 1530 - Introductory Statistics
- MATH 1630 - Finite Mathematics
- MATH 1710 - Precalculus Algebra
- MATH 1910 - Calculus I

NATURAL SCIENCE

***BIOL 1010 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)**

- BIOL 1010 - Introduction to Biology
- BIOL 1110 - General Biology I
- BIOL 1120 - General Biology II
- BIOL 1510 - Environmental Science I
- BIOL 2010 - Human Anatomy and Physiology I
- BIOL 2020 - Human Anatomy and Physiology II
- CHEM 1110 - General Chemistry I
- CHEM 1120 - General Chemistry II
- GEOL 1030 - Survey of Geology
- PHYS 2010 - Non-Calculus Physics I
- PHYS 2020 - Non-Calculus Physics II
- PHYS 2110 - Calculus Based Physics I
- PHYS 2120 - Calculus Based Physics II
- PSCI 1030 - Survey of Physical Science

SOCIAL/BEHAVIORIAL SCIENCES

- ANTH 1100 - Introduction to Anthropology
- COMM 1010 - Introduction to Mass Communications
- ECON 2100 - Principles of Macroeconomics
- ECON 2200 - Principles of Microeconomics
- GEOG 1012 - Cultural Geography
- GEOG 2010 - World Regional Geography
- HPE 2340 - Wellness Perspectives and Lifestyles
- POLS 1030 - American Government
- POLS 2025 - State and Local Government
- PSYC 1030 - Introduction to Psychology
- SOCI 1010 - Introduction to Sociology
- SOCI 1040 - Social Problems
- SOCI 2010 - Marriage and Family

DEGREES NOT DESIGNED FOR TRANSFER

The Tennessee Board of Regents has determined that the following associate degree requirements be regarded as the minimum acceptable requirements for career programs not designed for transfer.

1. All components of requirements for associate degrees designed primarily for immediate employment should be outcome oriented.
2. The degree major for associate degree career programs shall require a minimum of 60 semester credit hours.
3. The technical specialty component of the career degree major shall consist of a minimum of 44-45 semester credit hours.
4. The requirements for a basic core of general education courses for career degrees shall consist of 15-16 semester credit hours including a minimum of one course in each of the following areas:

	3 hours
	3 hours
a. English Composition	3 hours
b. Humanities and/or Fine Arts	3 hours
c. Social/Behavioral Science	3 hours
d. Natural Science/Mathematics	3 hours
e. One additional course from the categories of Communication, Humanities and/or Fine Arts, Social/Behavior Sciences, and Natural Science /Mathematics	3 to 4 hours

	15 or 16 hours

Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the Associate (A.A./A.S./A.S.T.) and Baccalaureate degrees.

5. Although open admission to the institution for all adults is a cardinal characteristic of TBR community colleges, the institution may set minimum admission requirements for career degree programs.
6. Credit hours earned in basic developmental studies courses cannot be used to satisfy the minimum sixty (60) semester credit hour requirement.

Academic Departments and Support

The educational programs at Motlow are planned and implemented by the nine academic departments in conjunction with the Academic Affairs Office. These departments are **Business and Technology**, **Career Readiness**, **Education**, **Humanities**, **Languages**, **Mathematics**, **Nursing and Allied Health**, **Natural Science**, and **Social Sciences**. They are complemented by **Library Services** and a full array of **academic support services**.

Each semester, numerous credit courses are offered at night, on the weekends, online, or in accelerated format in order to meet the needs of the students. These courses, which are described in other sections of this catalog, are available to full-time and part-time students at several locations for the convenience of the students and these schedules make it possible to complete a degree through a variety of options.

The **Honors Program** provides a path to excellence for academically talented students who want to derive maximum benefit from their educational experience. The Honors curriculum helps students achieve their goals through interaction with other equally qualified students and highly motivated, qualified faculty. Any eligible student may take any honors course without committing to the Honors Program as a whole.

The **Workforce Development and Extended Services** unit includes several functions such as managing Campus Facilities Requests, issuing Continuing Education certificates, supporting non-credit company and government training, and serving as the Motlow College point of contact for the TBR Regents On-line Continuing Education (ROCE) initiative.

ACADEMIC DEPARTMENTS

Motlow College is divided into nine academic departments and offers a variety of courses and programs for students who want to seek employment at the conclusion of one or two years of study as well as for students who plan to transfer to a four-year institution. Each department supports the general education core of the college with English, Mathematics, Natural Science and Social Sciences courses and readies the under-prepared students through the learning support program when necessary. Certificates of Credit may be completed in the areas of mechatronics and early childhood education.

The instructional areas included within the individual departments are:

Business and Technology Department

The Business and Technology Department provides students with an opportunity to pursue several different two-year programs of study that are designed to prepare individuals to enter the workforce or transfer to a four-year institution to acquire an undergraduate baccalaureate degree. Students are provided the option of pursuing a two-year Associate of Applied Science in one of four Business concentrations. Students are also provided the option of pursuing a two-year Associate of Science or Associate of Arts in several different business, computer science, information systems, and engineering transfer programs.

As part of the overall college, all of the Department's two-year programs of study are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, plus all of the Department's two-year business and business-related programs of study are accredited by the Accreditation Council for Business Schools & Programs. Detailed information on the different majors and programs of study can be found at the Business and Technology Department online homepage at www.mscc.edu/business/

Accounting	Management
Business Administration	Marketing
Business Education	Mechanical Engineering

Civil Engineering	Sports & Leisure Management
Computer Science	
Economics	
Electrical Engineering	
	Medical Office
Finance	Cyber Defense
Information Systems	

Career Readiness

The Career Readiness Department maintains several different programs, all focusing on preparing students for exciting careers in industry.

Mechatronics

The department offers a basic certification in Mechatronics and also an A.A.S. in Mechatronics Technology.

1. Mechatronics Certificate of Credit

The basic certification in Mechatronics prepares the student to enter the workforce as an entry level technician. The student is trained in basic skills needed in mechatronics and is given an understanding of troubleshooting and maintenance on complex systems. The student is prepared to enter the workforce as an entry level systems operator/technician.

The student is also given an opportunity to sit for an international certification from Siemens Technical Academy. Siemens is a world leader in complex mechatronic integration equipment and by obtaining this certificate, the student is obtaining a world class certification.

2. Mechatronics Technology A.A.S.

The A.A.S. in Mechatronic Technology is a two year program that builds on the basic certification courses. In addition to advanced mechatronic skills, the student is trained in process design and manufacturing design. At the completion of the program, the student has first-hand skills in mechatronic process design. The student is prepared to enter the workforce as a maintenance/engineering technician.

The student is also given an opportunity to sit for an international level 2 certification from Siemens Technical Academy. In addition, the student can articulate to MTSU in the Mechatronic Engineering program.

*Motlow College offers a **MECH 1900** class that is designed as a bridge course for Tennessee College of Applied Technology students who have successfully completed the Industrial Maintenance Technician diploma or Mechatronics Technician diploma.

In order to be eligible for this course, the student must have an

- Industrial Maintenance Technical diploma from any Tennessee College of Applied Technology Center
- A completed application and admission to Motlow College

Upon successful completion of the course, the student will be granted credit for the courses below and be eligible for the Mechatronics Certificate of Credit.

1. MECH 1310
2. MECH 1320
3. MECH 1330
4. MECH 1340

Education Department

The Education program at Motlow State Community College offers coursework for students who are seeking any of the following: a Certificate in Early Childhood Education; an Associate of Applied Science degree (A.A.S.) for those who are ready to go to work in a child care program; an Associate of Science and Associate of Science in Teaching degree (A.S. or A.S.T.) for students hoping to teach elementary, Pre-K - grade 3, Special Education, or Secondary Education.

There are two Associate of Science in Teaching degrees (A.S.T.) offered for students who wish to teach either elementary grades K-5 or early education grades Pre K-3. The A.S.T. degree allows students to move directly into their junior year at a university having completed the first two years of a four year degree required for teacher licensure in Tennessee.

Students who hope to teach Special Education or Secondary Education follow the pathway for the Associate of Science degree (A.S.) and take specific education courses in their “area of emphasis”. Upon completion of the A.S. degree, students transfer into a university degree program to complete additional coursework required for teacher licensure.

The Associate of Applied Science degree (A.A.S.) is offered for students who hope to work in a child care program. While some classes within the degree program will transfer into a university program of study, the degree itself is not a transfer degree.

Motlow also offers a twelve credit (4 courses) basic certificate in early childhood education. Courses included in the basic certificate match the courses required for the education component of the nationally recognized CDA (Child Development Associate) credential. A twenty-four credit (8 courses) advanced certificate in early childhood education is also available through the Education department at Motlow.

For detailed information pertaining to the Education Department, please visit <http://www.mscc.edu/education/index.aspx>

Humanities Department

The Humanities Department provides instruction in the areas of Art, College Readiness, Mass Communications, Music, Speech, and Theatre. The commitment of the department is three fold:

- Prepare students for successful transfer to 4 year institutions
- Prepare enrichment and exposure through cultural experiences
- Promote the arts for students and the community

The Humanities Department supports the General Education core curriculum by providing the [Fundamentals of Communication](#) course in which all students who plan to transfer must enroll. The Humanities requirement of the core curriculum is also met by enrollment in any of the following: [Introduction to Art](#), [Introduction to Music](#), [Introduction to Theatre](#), [Art History Survey I](#), or [Art History Survey II](#).

The department offers a basic foundation in communication and the arts in speaking, singing, playing instruments, painting, drawing, and acting. Students may enter one of three programs of study which prepare them for transfer to a four year institution.

The [Art \(Studio\) \(A.A.\) TTP](#) at Motlow prepares the student for transition into art programs at TBR and other four year universities.

The **Mass Communications (A.A.) TTP** , **Mass Communications (A.S.) TTP** provides a core of transferable courses to enable the student to enter a four year program in any area of Mass Communication studies.

The **Speech and Theatre (A.S.)** prepares the student to enter a four year program of study in speech communication or theatre.

Theatre involves students in performances in contemporary and classical drama and musicals and also provides experience in children’s drama. The curriculum in Speech and Theatre includes the following:

- **SPCH 2010 - Oral Interpretation**
- **SPCH 2020 Voice and Diction**
- **THEA 1030 Introduction to Theatre**
- **THEA 1040 Theatre Production**
- **THEA 2020 Children’s Drama**

Although there is no area of emphasis in **MUSIC**, students may participate in music performances and concerts and may enroll in a variety of courses including the following:

- **MUS 1030 Introduction to Music**
- **MUSP 1021 Choir**
- **MUSP 1141 Band Ensemble**

Students who plan to transfer in any area of study in the Humanities Department should seek an advisor in the desired area of emphasis for careful advisement.

Art	Music
General Studies	Speech and Theater
Mass Communication	

Languages Department

Collegiate-level English courses at Motlow are designed to meet the needs of students who wish to enter careers immediately as well as students who are pursuing more broad-based liberal arts or technical curricula which lead to transfer into four-year degree programs. The freshman composition sequence (**ENGL 1010** and **ENGL 1020**) is required of all degree-seeking students. The freshman composition courses and sophomore literature courses have been carefully sequenced to build on particular skills, hence the carefully structured prerequisite requirements. Students may also follow the Honors sequence of English offerings. (Please see the Honors English explanation below.) Other elective offerings in English include Creative Writing, Literature of the South, Children’s Literature, and Topics in English.

PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

A first-time college student who is registering as a full time student (12 or more semester hours) must register for the appropriate English course (basic, developmental, or collegiate) within the full-time load during the first semester of attendance and remain in an English course each semester until the appropriate English requirement is completed.

PLACEMENT IN ENGLISH COURSES

Students who are 21 years of age and have ACT English sub-scores of 17 or below will be placed in a learning support writing course according the Placement Chart located in the Learning Support Assessment and Placement Procedures section of this Catalog. Students may challenge their placements by taking the writing portion of the ACCUPLACER test whose scores override ACT

placement. New students who are 21 years of age or older must take the writing portion of the ACCUPLACER test unless they have valid ACT English sub-scores whereby they will be placed according to guidelines that apply to students under 21 years of age.

ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an ACT sub score in English/Writing of 27 to 30 or an SAT sub score in Writing of 610 to 680 will be given 3 hours of advanced standing credit for ENGL 1010. Students under 21 years of age with an ACT sub score in English/Writing of 31 or an SAT sub score in Writing of 690 or higher will be given 6 hours of advanced standing credit for ENGL 1010 and ENGL 1020. The maximum amount of advanced credit allowed from all advanced credit sources, which includes advanced standing credit in English, is 30 credit hours required for graduation.

Any student possessing the above score who elects to enroll in composition rather than receive advanced standing credit is encouraged to enroll in ENGL 1010 English Composition I – Honors and ENGL 1020 English Composition II – Honors.

English	French	Spanish
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Mathematics Department

Courses in mathematics are provided to help students think critically and precisely while strengthening a student’s quantitative reasoning abilities both in and out of the classroom.

PLACEMENT IN MATHEMATICS COURSES

Students deficient in algebra are required to take the math portion of the Accuplacer test unless they have either a valid ACT composite score of 26 or greater, a valid ACT Mathematics sub-score of 19 or greater, or a valid passing Accuplacer Mathematics sub score. Successful performance on the Accuplacer examination meets the requirements for removal of the deficiency in this subject area. If Accuplacer assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Learning Support mathematics courses. Successful completion of required Learning Support mathematics course(s) meets the requirements for removal of the deficiency in this subject area.

ASSESSMENT AND PLACEMENT IN MATHEMATICS COURSES

Beginning in 1985, all Tennessee Board of Regents colleges, universities, and technology centers implemented the Developmental Studies Program, now referred to as Learning Support, as a condition for enrollment. The purposes of the program are to identify students who are under prepared for college level studies, provide instruction to address deficiencies, and prepare students for entry into the college-level curriculum.

Listed below are applicant categories subject to assessment/placement provisions in mathematics:

1. Students who are under 21 years of age whose ACT mathematics sub scores are 19 or greater are eligible to enroll in college-level mathematics courses without assessment/placement providing they have met high school criteria under the 1989 admission requirements. See above for information on removing high school deficiencies in mathematics.
2. Students who are under 21 years of age whose ACT mathematics sub-scores are 18 or below are placed into Learning Support level math courses according to the Placement Chart located in the Learning Support Assessment and Placement Procedures section of this Catalog.
3. All new students who are 21 years of age or older on the first day of classes of their admitting term and who seek regular admission must take the math portion of the Accuplacer test unless they present valid ACT sub-scores in mathematics. They will then be placed according to the Learning Support Assessment and Placement Procedures section of the Catalog.
4. Returning/readmit, transient, and transfer students who have not previously taken the Accuplacer test in mathematics or who have not previously earned credits in mathematics must also take the mathematics portion of the Accuplacer test unless exempt by ACT scores or a valid passing Accuplacer Mathematics score. Students who have previously taken the AAPP test must re-take the math portion if the previous test scores are three or more years old and if the students have not completed

their requirements at the admitting institution or any other TBR institution. Students who have not met applicable 1989 admission requirements must follow the 1989 admission requirements as outlined above.

All students who earned high school equivalency diplomas through GED or HiSet testing must take the mathematics portion of the Accuplacer test.

Assessment results indicate whether students are eligible to enroll in college-level mathematics courses or must enroll in learning support courses. Students may not register for learning support courses without being assessed. College-level mathematics courses are denoted with MATH discipline code and have course numbers greater than 1000.

PROGRESSION STANDARD FOR COMPLETING THE DEVELOPMENTAL MATHEMATICS REQUIREMENT

All mathematics courses (both Learning Support and collegiate) carry the prerequisite condition that a student be exempt from or have successfully completed Learning Support Reading and Learning Support Writing. Providing course eligibility standards are met, a first-time college student requiring Learning Support mathematics who is registering as a full-time student (12 or more semester hours) must register for the appropriate learning support course(s) within the full-time load during the first semester of attendance and remain in a mathematics course each semester until the appropriate learning support mathematics requirement is completed.

DOCUMENTED ELIGIBILITY FOR COLLEGIATE MATHEMATICS

“Documented eligibility for collegiate mathematics” is a prerequisite for every college-level mathematics course and for selected courses in other disciplines for which mathematics skills are necessary. This eligibility is based upon the provisions of the Learning Support program as described above. The documentation for entry into collegiate mathematics will be in the form of one of the following:

1. Appropriate ACT sub-scores which permit enrollment into collegiate-level mathematics or
2. Sufficiently high scores on Accuplacer mathematics examinations to place at the collegiate level in mathematics
3. Successful completion of learning support courses required as a result of Accuplacer test performance.

SELECTION OF COLLEGIATE MATHEMATICS COURSES TO MEET GENERAL EDUCATION REQUIREMENTS

Mathematics courses identified in each major and area of emphasis are recommended by the mathematics faculty, but other courses may be appropriate to meet the general education requirement. Students choosing mathematics courses to meet the general education requirement in the University Parallel major should select courses appropriate for the baccalaureate-granting institution and the major which they intend to pursue after graduating from Motlow College. If there is doubt about the proper choice of courses, see a member of the mathematics faculty.

Courses in the mathematics discipline are developed to encourage students to understand the methods of assimilating information using mathematical, quantitative, and information-processing skills, to promote development of skills which may contribute to career opportunity and success, and to provide the basis and foundation upon which a major in a mathematics-related field may be built.

Natural Science Department

The Natural Science offer a group of courses designed to provide students a broad knowledge in areas such as health/disease, the human body, nature, the environment, and the chemical/physical workings of the world. In addition, they provide preparation for careers in fields such as nursing, education, research, industry and various pre-professional healthcare areas.

Biology	Pre-Health Professions
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Chemistry	Pre-Occupational Therapy
Physics	Pre-Physical Therapy
Pre-Clinical Lab Services	

Nursing and Allied Health

NURSING

The nursing program is designed to prepare individuals to be eligible to apply to take the National Council Licensure Examination for the Registered Nurse (NCLEX-RN). The four semester curriculum provides learning opportunities which emphasize the application of the nursing core competencies which are professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care of a diverse client population. Clinical activities are provided in campus classrooms, area hospitals, extended care facilities, and other health and community agencies. While the majority of the clinical experiences are located within the college's eleven county service area, additional travel is sometimes required. Students completing this program will be awarded an Associate of Applied Science (AAS) degree. Articulation with a baccalaureate program of study is supported.

GENERAL ADMISSION TO THE NURSING PROGRAM

Application Procedure

- Apply and be accepted for admission to Motlow State Community College. (Students will declare Health Sciences as their major until accepted into the nursing program)
- Submit all prior collegiate and high school transcripts to the Admissions and Records Department by the Nursing Program application deadline. It is the responsibility of the student to ensure that official transcripts have been received by the Admissions Department from all previously attended institutions. Incomplete or inaccurate transcripts will affect the student's ability to be admitted or retained within the program.
- Submit a nursing program application.
- The nursing program application is available beginning November 1st through MyMotlow on the college's website. Submission of applications to Motlow's nursing program ends at 4:30 pm (CST) on the last business day of January.

To access the nursing program application:

1. Log-in to [MyMotlow](#)
2. Click Student
3. Click Applications for Nursing, Scholarships, Access and Diversity Grant
4. Click Nursing Application and complete the application.

Upon submission of an application, a confirmation email will be sent. Please print and retain this confirmation email. Nursing program applications received after the application deadline will not be considered.

All students applying to the nursing program:

- Take the HESI entrance exam. The HESI entrance exam for Motlow includes these components: math, reading comprehension, vocabulary and general knowledge, grammar, and anatomy and physiology. The entrance exam will be administered in the Testing Center on designated dates at all campuses during the spring semester.

- Email a scanned copy of HESI A2 entrance exam's summary report to the nursing program (nursingeducation@mscc.edu) during the application timeline of November to January if a HESI A2 entrance exam from a previous year or a HESI A2 entrance exam taken at another institution is used. The HESI A2 entrance exam must have been taken with the past five years and contain the components required by Motlow. A confirmation email will be sent upon receipt of the HESI entrance exam.
- Receive notification of the student's acceptance and/or denial to the nursing program by electronic mail via the student's Motlow email account.

Selection Criteria for Students with College Credits or Degree

To be considered for admission to the Nursing Program, the student must:

- Submit official high school transcripts or GED equivalent and official transcripts of all previous college work to the Department of Admissions and Records by the application deadline. Students who have earned a college degree from an accredited college/university are not required to submit a high school transcript.
- Satisfy any required Learning Support competencies prior to the application deadline to the Nursing Program as determined by the requirements specified in the Admission Requirements of the MSCC catalog.
- Have a 2.75 college grade point average on a 4.0 scale. Grade point average is calculated using only the required courses for the Nursing Program completed at the end of the fall semester prior to admission to the Nursing Program.
- Have a cumulative HESI A2 entrance exam score of 80% or higher.

***If required science courses are completed prior to admission to the Nursing Program, the courses must have been completed within five years of entering the nursing program and a grade of "C" or greater must have been earned. If it has been over five years or a grade is less than a "C", the course will need to be retaken. If the required math course is taken prior to admission to the Nursing Program, a grade of "C" or greater must have been earned or the course will need to be retaken.**

If changes to the selection criteria occur, they are implemented for all program applicants regardless of the catalog year the person began at the college.

Calculation of Points for Students with College Credits or Degree

HESI entrance exam – maximum points possible are 300 for a score of 100%. A percentage of points will be awarded for entrance exams less than 100%. For example, an entrance exam score of 85% will equate to 255 points ($300 \times 0.85 = 255$).

Grade Point Average (GPA) – maximum points possible are 300 for a GPA of 4.0 calculated using the courses required by the Nursing Program. The GPA at the end of the fall semester prior to admission is used in the calculation. A percentage of points will be awarded for GPA's less than 4.0. For example, a GPA of 3.0 will equate to 225 points ($3.0 / 4.0 = 0.75 \times 300 = 225$).

Quality Points – Quality points will be added to the students' points if the course has been completed by the end of the fall semester prior to admission to the Nursing Program.

BIOL 2010 with a grade of A or B - + 25 points (must meet currency requirement)

ENGL 1010 with a grade of A or B - + 25 points (Students who have advanced placement or advanced standing will also be awarded 25 points)

MATH 1530 with a grade of A or B - + 25 points

Selection of Students to the Nursing Program

Selection for admission to the Nursing Program is based upon a point system with the highest points possible being 675. Students are ranked on a selection list in numerical order with the students with the highest points selected to fill the class.

Students admitted to the Nursing Program are required to attend a Nursing Program Orientation Session held in May to mid-June with the date, time, and location included in the admission email.

After the class is selected, the selection list converts to an alternate list and, if needed, candidates are selected from the alternate list in numerical sequence. Candidates who are not selected will need to resubmit a Nursing Program application to be considered for admission in the next year.

LPN TO RN NURSING PROGRAM ADMISSION

Application Procedure

- Apply and be accepted for admission to Motlow State Community College.
- Submit all prior collegiate and high school transcripts to the Admissions and Records Department by the Nursing Program application deadline. It is the responsibility of the student to ensure that official transcripts have been received by the Admissions department from all previously attended institutions. Incomplete or inaccurate transcripts will affect the student's ability to be admitted or retained within the program.
- Submit a nursing program application.
- The nursing program application is available beginning November 1st through MyMotlow on the college's website. Submission of applications to Motlow's nursing program ends at 4:30 pm (CST) on the last business day of January.

To access the nursing program application:

1. Log-in to [MyMotlow](#)
2. Click Student
3. Click Applications for Nursing, Scholarships, Access and Diversity Grant
4. Click Nursing Application and complete the application

Upon submission of an application, a confirmation email will be sent. Please print and retain this confirmation email. Nursing program applications received after the application deadline will not be considered.

Students applying to the program:

- Be a graduate of an accredited practical nurse program.
- Email a scanned copy of LPN licensure during the application timeline of November to January to the nursing program (nursingeducation@mscc.edu). A confirmation email will be sent upon receipt of the LPN License.
- Take the HESI Nursing Fundamentals exam. The HESI Nursing Fundamentals exam for Motlow will be administered by the Testing Center on designated dates at all campuses during the spring semester.
- Email a scanned copy of Fundamental HESI exam's summary report to the nursing program (nursingeducation@mscc.edu) during the application timeline of November to January if a HESI Fundamental exam from a previous year or a HESI Fundamental exam taken at another institution is to be used. The HESI Fundamental exam must have been taken within the past two years. A confirmation email will be sent upon receipt of the HESI Fundamental exam.
- Receive notification of the student's acceptance and/or denial to the nursing program by electronic mail via the student's Motlow email account.

Selection Criteria

LPNs desiring to apply to the Nursing Program must:

- Have a 2.75 college grade point average on a 4.0 scale. Grade point average is calculated using only the required courses for the Nursing Program completed at the end of fall semester prior to admission to the Nursing Program.
- Satisfy any required learning support competencies prior to the application deadline to the Nursing Program as determined by the requirements specified in the Admission Requirements of the MSCC catalog.
- Complete [BIOL 2010](#) and [BIOL 2020](#) with a grade of "C" or better prior to beginning the LPN-RN Transition Course and within the past five years.
- Complete [ENGL 1010](#), [MATH 1530](#), and [PSYC 1030](#) prior to beginning the LPN to RN Transition Course.
- Have a HESI Fundamentals exam score of 850 or higher. The conversion score will be used to award points.

If changes to the selection criteria occur, they are implemented for all program applicants regardless of the catalog year the person began at the college.

Calculation of Points for Program Acceptance

HESI Nursing Fundamentals exam – maximum points possible are 300 for a conversion score of 100%. A percentage of points will be awarded for Fundamental exam less than 100%. For example, a conversion fundamental exam score of 85% will equate to 255 points ($300 \times 0.85 = 255$).

Grade Point Average (GPA) – maximum points possible are 300 for a GPA of 4.0 calculated using the courses required by the Nursing Program. The GPA at the end of the fall semester prior to admission is used in the calculation. A percentage of points will be awarded for GPA's less than 4.0. For example, a GPA of 3.0 will equate to 225 points ($3.0 / 4.0 = 0.75 \times 300 = 225$).

Quality Points - Quality Points will be added to the students' points if the course has been completed by the end of the fall semester prior to admission to the Nursing Program.

BIOL 2010 was a grade of A or B: +25 points (must meet currency requirement)

ENGL 1010 with a grade of A or B: +25 points (Students who have advanced placement or advanced standing will also be awarded 25 points)

MATH 1530 with a grade of A or B: +25 points

Selection of LPN Students to the Nursing Program

Selection for admission to the Nursing Program is based upon a point system with the highest points possible being 675. Students are ranked on a selection list in numerical order with the students with the highest points selected to fill the class.

LPN students admitted to the Nursing Program are required to attend a Nursing Program Orientation Session held in May with the date, time, and location included in the admission email.

After the class is selected, the selection list converts to an alternate list and, if needed, candidates are selected from the alternate list in numerical sequence. Candidates who are not selected will need to resubmit a Nursing Program application to be considered for admission in the next year.

Upon completion of the summer LPN to RN Transition Course, the student will receive seven credit hours for **NRSB 1700** plus an additional 10 semester credit hours for **NRSB 1710**, **NRSB 1720** and **NRSB 1340**.

General Nursing Program Information

Clinical Agency Requirements

Upon acceptance to the nursing program, students are required to complete and submit all the clinical requirements which include a criminal background and a drug screen by a designated date before the beginning of the fall semester. A list of the requirements is given to the students at Nursing Program Orientation Session.

Nursing Education Program Costs

In addition to the fees of the college; students admitted to the nursing program may anticipate the following nursing costs:

Uniform and supplies		\$200
Drug Testing & Background		\$75

Check (Required annually)		
American Heart Association Basic Life Support for Healthcare Providers CPR		\$50
Health Physical		\$100
Professional Liability Insurance (Annual Fee)		\$40- \$98
Textbooks (minimum)	First Year	\$1,200
	Second Year	\$300
HESI Competency Fee	First Year	\$72
	Second Year	\$90
Nursing lab fee		\$25
Licensing Exam Fees (Final Semester)		\$300
Nursing Pin (Final Semester)		\$50- \$150
NCLEX Review Course (recommended)		\$250- \$350

All fees listed above represent approximate costs and are subject to change without prior notice.

RETENTION STANDARDS

Students must meet the following academic criteria for retention in the nursing program and failure to meet these criteria will **hinder progression in the program**.

- Maintain a cumulative GPA of 2.0.
- Make a grade of “C” or better in all biology, math, and nursing courses.
- Achieve satisfactory performance in both theory and clinical (campus nursing lab and clinical field experience.)
- Complete the co-requisite courses for [NRS 1710](#), [NRS 1720](#) and [NRS 1340](#), [NRS 2730](#) and [NRS 1330](#), [NRS 2740](#), [NRS 1320](#), and [NRS 2240](#).

Students must meet performance criteria for retention in the nursing program. The following criteria are based upon the Core Performance Standards for Admission and Progression from the Southern Regional Education Board Council on Collegiate Education for Nursing. These performance criteria will be utilized in compliance with Section 504 of the Rehabilitation Act of 1973 and American Disabilities Act of 1990.

- Critical thinking ability sufficient for clinical judgment.
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Communicative abilities sufficient for interaction with others in verbal and written form.
- Physical abilities sufficient to lift 50 pounds, move from room to room, and maneuver in small spaces.
- Gross or fine motor abilities sufficient to provide safe and effective nursing care.
- Auditory ability sufficient to monitor and assess health needs.
- Visual ability sufficient for observation and assessment necessary in nursing care.
- Tactile ability sufficient for physical assessment.
- Emotional stability sufficient to demonstrate good judgment in decision making, maintain safety and security of clients, and behave appropriately with clients, staff, and supervisors.

READMISSION STANDARDS

Students who withdraw or fail from [NRS 1710](#), or withdraw or fail from [NRS 1700](#) and desire to re-enter, must submit a new application and be selected for admission into the nursing program.

Students enrolled in NURS 2420 who fail or withdraw and are re-admitted will enroll in [NRS 2740](#) plus a Topics course as determined by faculty. The student will also enroll in [NRS 2240](#). The student will not be required to take [NRS 1320](#).

Students enrolled in [NRS 1720](#) and [NRS 1340](#), [NRS 2730](#) and [NRS 1330](#), and [NRS 2740](#), [NRS 1320](#), and [NRS 2240](#) must complete the co-requisite courses to progress in the program. Students may be eligible for readmission and re-enter the course(s) in which they were enrolled at the time of withdrawal or failure.

To be considered for readmission, a student must:

- Complete an exit interview form by the end of the semester in which the failure or withdrawal occurred. If the student exited the program at the completion of a semester, the exit interview and form must be completed no later than six weeks following the end of the semester.
- Submit a written request to the Director of Nursing three months prior to the term of desired readmission. Included in the request should be an explanation of factors that contributed to the unsuccessful initial attempt and actions taken to enhance chances for success if the opportunity for readmission were to be granted.
- Have a GPA of 2.0 or higher for all college level courses at time of readmission.
- Observe the 2 year currency on last nursing course completed at the time of readmission and a five year currency on required sciences completed.

Students will be notified of their readmission status by letter from the Department of Nursing in a timely manner. Students not readmitted may apply again by resubmitting a request to enter the program following the aforementioned entry requirements/criteria.

TRANSFER STUDENTS

Students who wish to transfer to the Motlow Nursing Program from other collegiate-level nursing programs must:

- Submit a letter to the Director of Nursing requesting entry into the MSCC Nursing Program.
- Meet the transfer and admissions requirements of the College.
- Meet the same standards as MSCC students seeking readmission into the nursing program with the exception of the exit interview.
- Submit a letter from the nursing Dean/Director of the school from which they are transferring giving information relative to the student's readmission status in that particular program.

Once these requirements have been met, transfer students are placed on a list along with the students requesting readmission in the order that their letters requesting entry are received.

Transfer students selected for admission are conditionally admitted pending satisfactory demonstration of designated nursing skills. The student will be provided with the critical elements required for the successful performance of the skills and the student will be provided a scheduled practice time prior to the skill demonstrations. A nursing faculty will evaluate the skill demonstration. If a transfer student cannot demonstrate the skills successfully in two attempts with a remediation session between the first and second attempts, the transfer student will be prohibited from transferring into the nursing course.

SELECTION OF READMISSION AND TRANSFER STUDENTS

Students will be selected for readmission and transfer as classroom and clinical space allows. Students may not receive their preferred campus. Students will be notified of their readmission/transfer status in a timely manner by electronic mail via the students' Motlow email accounts.

The Order of Readmission Selection:

1. Motlow students who withdrew with documented extenuating circumstances. Extenuating circumstances must be clearly stated on the exit interview form in the student's folder.
2. Transfer students who meet the college's admission and nursing programs criteria in the order that the letters requesting transfer were received.
3. Motlow students who failed their last nursing course or withdrew from the program because of low grades or disciplinary actions. The grade average in the nursing course at the time the student exited the program will be used to rank the group of students on the readmission list.
4. Transfer students with a history of academic failure, clinical failure, or misconduct in the program from which they are transferring.

LIMITATIONS ON READMISSION

Students who do not meet the clinical or campus nursing lab outcomes as defined by the course syllabus and withdraw from the nursing course by the drop deadline thereby receiving a "W" for the course, may be readmitted only once. A student with a second withdrawal due to unsatisfactory performance in clinical or campus nursing lab will not be readmitted.

Students who receive a course grade of "D" or "F" may retake the course one time. Students who receive grades of "D" or "F" in two required nursing courses are ineligible for transfer/readmission to the Motlow Nursing Program.

COMPETENCY EXAMINATIONS

Students are required to take competency exams during each semester of the nursing program. These nationally norm-referenced exams provide information on the student's knowledge acquisition and provide the experience of taking an exam similar to the format of the NCLEX-RN licensing exam.

LICENSING EXAMINATION

During the last semester of the program, students apply to take the National Council Licensing Exam – Registered Nurse (NCLEX-RN). Graduates of the Motlow nursing program may complete the NCLEX-RN for licensure as a registered nurse. Students selected to the program who have criminal records may upon graduation be ineligible for licensure as a registered nurse as determined by the Tennessee Board of Nursing.

Allied Health

Emergency Medical Services Education

Motlow State Community College offers an Emergency Medical Technician Certificate for those students desiring a career as an EMT. The Purpose of the program is to support the student's development and growth in the process of becoming a trained Emergency Medical Professional. These courses will provide learning experiences that enable the student to acquire knowledge needed to meet the healthcare needs of the communities in which they will work. They will be prepared to provide emergency care to the sick and injured.

The purpose of the EMS Education is to prepare an EMS professional who demonstrates the competencies necessary to assume the role of emergency personnel as defined by the Tennessee Department of Health, Division of Emergency Medical Services and to provide competent, qualified candidates eligible for licensure to meet the needs of the college's eleven county service area.

Classes are completed in an intense setting utilizing lecture, lab and clinical training. Class size is limited and is filled on a first to qualify basis (EMT/AEMT). Paramedic is filled in a selection process with limited class size.

Motlow State Community College offers four tracks of educational training in emergency medical services.

1. Emergency Medical Technician – students take 16 credit hours which includes fundamentals, skills and clinical/field experience. Upon successful conclusion of the course, students may take the National Registry Exam to obtain national certification as an EMT.
2. Advanced Emergency Medical Technician – students take 16 credit hours which includes fundamentals, skills and clinical/field experience. Upon successful completion of the course, students may take the National Registry Exam to obtain national certification as an AEMT.
3. Paramedic - students take 43 credit hours which include fundamentals, skills, and clinical/field experience. The paramedic training is completed in three semesters. Upon successful completion of the training, the student is eligible to take the National Registry Exam to obtain national certification as an EMT-Paramedic.
4. A.A.S. in Paramedic - students can take an additional 17 hours of General Education courses to complete the A.A.S. in Paramedic. These courses will allow the student to further their education in obtaining a college degree.

EMT Certificate Program

The EMT is an allied health professional whose primary focus is to provide basic emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. The EMT function as part of a comprehensive EMS response, under medical oversight. EMT perform interventions with the basic and advanced equipment typically found on an ambulance. The EMT is a link from the scene into the health care system.

Application Procedure for EMT

EMT Requirements

1. Apply and be accepted for admission to Motlow State Community College.
2. Submit application for EMT training between May 1st and August 1st.
3. Schedule a meeting with the EMS Program Director.
4. Be admitted to the college.
5. Submit proof of medical malpractice insurance and health insurance, as required.
6. Complete a physical exam, along with all required vaccinations and/or titers.

7. Meet other admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation, Office of Emergency Medical Services.

If changes to the application procedure or selection criteria occur, they are implemented for all program applicants regardless of the catalog year the person began at the college.

Students enrolled in the EMT training that plan to continue the next semester for the AEMT training should submit an application to the EMS Director only between October 1st and December 1st.

Students will be notified of admission by August 15th for EMT training and December 15th for AEMT training.

Clinical Agency Requirements

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

Costs for the EMT

In addition to the fees of the college, students admitted to the EMT courses, may expect the following costs:

Textbooks \$180
*State EMS examination and application \$125
*National Registry/Pearson VUE fee \$140
Health Physical \$100
Malpractice insurance \$40
Uniform (2 per student) \$300
Background checks \$75
Testing Account \$35
L1-Criminal Background Check \$42
Drug Screen \$25
FISDAP Account \$15

Performance Criteria

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider's license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:
 - a. 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
 - b. Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
 - c. Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
 - d. Seasonal flu immunization.
 - e. Hepatitis B series immunizations and/or titer.
 - f. Tdap

5. Current AHA BLS/HCP CPR card.
6. Liability Insurance.

AEMT Certificate Program

The AEMT is an allied health professional whose primary focus is to provide basic emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. The AEMT's function as part of a comprehensive EMS response, under medical oversight. AEMT's perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene into the health care system.

Application Procedure for AEMT

AEMT Requirements

1. Apply and be accepted for admission to Motlow State Community College.
2. Submit application for AEMT training between October 1st and December 1st.
3. Schedule a meeting with the EMS Program Director.
4. Be currently licensed as an Emergency Medical Technician in the State of Tennessee or have successfully completed an EMT education program within 120 days of beginning the Advanced EMT education program and have successfully completed a Tennessee EMS Board approved EMT competency written and practical examination.
5. EMTs who have shown competency in basic knowledge and skills through completion of Board approved written and practical examination and wish to progress to AEMT training without obtaining an EMT license shall submit evidence of good moral character (two letters of reference). Such evidence shall attest to the EMTs good moral character and be two recent (within the preceding 12 months) original letters from medical professionals attesting to the applicant's personal character. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.
6. A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant and child CPR.
7. Submit proof of medical malpractice insurance and health insurance as required.
8. Complete a physical exam, along with all required vaccinations and/or titers.
9. Meet other admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation, Office of Emergency Medical Services.

If changes to the application procedure or selection criteria occur, they are implemented for all program applicants regardless of the catalog year the person began at the college.

Students enrolled in the EMT training that plan to continue the next semester for the AEMT training should submit an application to the EMS Director only between October 1st and December 1st.

Students will be notified of admission by August 15th for EMT training and December 15th for AEMT training.

Clinical Agency Requirements

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

Costs for the AEMT Courses

In addition to the fees of the college, students admitted to the EMT and AEMT courses, may expect the following costs:

Textbooks \$180

*State EMS examination and application \$125

*National Registry/Pearson VUE fee \$140

Health Physical \$100

Malpractice insurance \$40

Uniform (2 per student) \$300

Background checks \$75
Testing Account \$35
L1-Criminal Background Check \$42
Drug Screen \$25
FISDAP Account \$15

Performance Criteria

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance.
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider's license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:
 - a. 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
 - b. Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
 - c. Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
 - d. Seasonal flu immunization.
 - e. Hepatitis B series immunizations and/or titer.
 - f. Tdap
5. Current AHA BLS/HCP CPR card.
6. Liability Insurance

MEDICAL LABORATORY TECHNOLOGY PROGRAM

Medical Laboratory Technology (also known as Clinical or Medical Laboratory Science) is a profession which combines the challenges and rewards of both medicine and science. Medical Laboratory Technicians perform a wide range of laboratory tests, which help to monitor patient health, provide diagnostic evidence of diseases, and aid in patient prognosis. Medical laboratory science is a dynamic, specialized profession that continually changes as new medical knowledge is acquired.

The Medical Laboratory Technology Program is designed to prepare students to enter the workforce as generalist Medical Laboratory Technicians (MLTs). Students learn the theory and principles behind clinical laboratory testing and learn to correlate the results with patients' conditions. Students also earn general education credits including science, math, humanities and communications which lead to an Associate of Applied Science (A.A.S.) Degree.

ADMISSION TO THE MLT PROGRAM

Admission to the program is limited and on a competitive basis. Screening for fall semester (August) entry into the program is conducted in May. Eligible candidates must participate in the screening process and meet the following criteria:

1. Meet all college general requirements for admission as a degree-seeking student and be admitted to the college.
2. Complete all required Learning Support courses by the end of the fall semester prior to the year in which admission is sought.

3. Have earned a cumulative grade point average (GPA) of 2.50 or above on a 4.00 scale for academic subjects.
4. Completion of (or current enrollment in) **BIOL 2020 Human Anatomy and Physiology II**, **BIOL 2230 Microbiology** (or **CHEM 1110 General Chemistry I** or higher) and **MLAB 1301 Intro to Medical Lab Technology** with a grade of “C” or better in each course.
5. Completion of the general education and elective courses by the end of the spring or summer semester in the year admission is sought.
6. Essential Functions, as prescribed by professional organizations in the field of laboratory science, represent the non-academic requirements of the program that all students must master to successfully participate in the program and become employable. Before beginning the MLT program, all students are expected to have the following abilities upon which the program can build:
 - A. Vision: Able to read and interpret charts, graphs, and labels; read and interpret instrument panels and printouts; discriminate colors, hue, shading or intensity and clarity; read microscopic material and record results.
 - B. Speech and Hearing: Able to communicate effectively (in English) and sensitively in order to assess non-verbal communication; adequately and accurately transmit information; follow verbal or written communication; have clarity of speech especially if English is not one’s first language.
 - C. Motor Functions: Possess all skills necessary to carry out diagnostic procedures; manipulate tools, instruments and equipment; perform phlebotomy safely and accurately; travel to a clinical site for clinical experience.
 - D. Behavioral Requirements: Possess the emotional health required for full utilization of applicant’s intellectual abilities; be able to recognize emergency situations and take appropriate action.
 - E. Physical Requirements: Able to complete fine repetitive hand movements; twist and bend; handle flammable and infectious materials; handle hazardous chemicals and electrical equipment; lift 10 pounds; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors; work in buildings either above or below ground level; work in an environment without windows; perform keyboarding.
 - F. Critical Thinking: Able to appropriately and accurately perform complex interpretative testing.
 - G. Professionalism: Able to maintain a professional attitude and appearance as described in the MLT Student Handbook.
7. In compliance with the American with Disabilities Act, students are encouraged to register with the office of Disability and Testing Services for possible assistance with accommodations. It is the student’s responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting accommodation are encouraged to contact the office of Disability and Testing Services at the beginning of the semester. Students may contact the director of Disability and Testing Services at (931) 393-1765 or (615) 220-7857.
8. Application to the MLT program by completion of the on-line MLT Application Form. Applications must be submitted on-line no later than the May 1st deadline to be considered for the MLT program beginning in August.
9. Completion and submission of all application screening documentation and documented review of the MLT Student Handbook by the May 1st deadline.
10. Pass a background check and drug screen before official admission into this program. The background check must be completed ten business days before the start of the first MLT fall course. Students will also need to pass a drug screen before being placed at clinical sites.

Completion of all items listed above denotes consideration during the selection and notification process, but in no way implies or guarantees admission to the program.

SELECTION AND NOTIFICATION

The following are used to determine program eligibility and acceptance:

- submission of program application by the May 1st deadline
- completion of all general education, prerequisite science (including **MLAB 1301**) and elective courses by the end of the “year 1” spring (or summer) semester.
- completion of specified prerequisite/core courses with a “C” or better
- minimum GPA of 2.50

- completion of all application screening materials by the May 1st deadline

Applications submitted on time will be reviewed and scored based on eligibility and submitted application screening materials. Ten to twelve students are accepted each year into the MLT Program. Students will be notified of acceptance through MSCC e-mail. Following acceptance into the program, students must respond in writing within 10 days after the receipt date of their acceptance notification. A student who fails to respond will forfeit his/her place in the class.

GENERAL PROGRAM INFORMATION

Clinical Affiliate Requirements

A criminal background check, drug screen, physical examination, health insurance, general and professional liability insurance, TB skin test, current influenza vaccination, evidence of immunity (positive titers) for rubella, varicella-zoster (chicken pox), rubeola, tetanus/diphtheria (booster within the past ten years), and hepatitis B, are required by clinical affiliates for all students admitted to the MLT Program. For more specific information, students should refer to the MLT Student Handbook.

Professional Conduct

Students accepting admission into the Motlow State Community College MLT Program, commit themselves to the generally accepted ethics of the healthcare field and of the clinical laboratory science profession. Students will conduct themselves professionally following the American Society for Clinical Pathology Board of Certification Guidelines for Ethical Behavior and the MLT Program policies. Unethical conduct by a student is cause for dismissal from the Motlow State Community College MLT Program. For more specific information, students should refer to the MLT Student Handbook.

Program Costs

In addition to the fees of the college; students admitted to the MLT program may anticipate the following costs:

<u>Books</u>	
Fall semester	\$450.00
Spring semester	\$275.00
Summer semester	\$200.00
<u>Clinical costs</u>	
Physical examination	\$100.00
Disease screening (titers)	\$ 80.00
Hepatitis B immunization and titer	\$250.00
Measles, Mumps, Rubella Vaccination	\$ 70.00
Chicken Pox Vaccination	\$125.00

Tuberculosis (TB) screen	\$ 17.00
Color Blindness test	possibly no cost
Malpractice Liability Insurance	\$40.00 - \$100.00
Health Insurance	T.B.D. by provider
Background check	\$ 75.00
Drug screen test-10 panel	\$ 40.00
Professional dress/scrubs	\$200.00
<u>Professional Fees</u>	
LabCE	\$ 70.00

National Board Certification exam (only one of the following is required):

ASCP BOC	\$200.00
AMT	\$160.00
AAB	\$235.00
State Professional License	\$60.00
State Background check	\$45.00
Graduation Pin	\$10.00

All fees listed above represent approximate costs and are subject to change without prior notice.

RETENTION STANDARDS

The Associate of Applied Science degree in Medical Laboratory Technology is an accelerated program of study. It is a nontraditional course of study so hours of study and length of semesters may not parallel Motlow State Community College semesters, holidays, and/or breaks. Students are enrolled in the MLT training for a period of twelve months in order to meet requirements of the program and to fulfill requirements of the Associate of Applied Science Degree.

Students must meet the following academic and professional criteria for retention in the MLT program and failure to meet these criteria will hinder progression in the program and may result in dismissal from the program.

1. Earn a grade of “C” or better in all MLAB courses.

2. Earn a grade of “C” or better on each rotation exam and receive a “B” on each clinical evaluation in order to progress to their next rotation or to successfully complete the program.
3. Pass all pre-clinical skills competency assessments.
4. Maintain professional and lawful conduct as outlined in the MLT Student Handbook.
5. Maintain evidence of uninterrupted medical insurance coverage in designated program/institutional offices.

READMISSION TO THE MLT PROGRAM

Students must meet with the Program Director as soon as possible to begin the readmission process. Students must reapply to the Program Director in writing, show an overall GPA of 2.50, and be approved for readmission by program faculty. Request for readmission does not guarantee readmission. With the exception of the **MLAB 1301** introduction course, competency in all previously taken MLAB courses must be demonstrated upon readmission to the program. Auditing previously taken MLAB courses may be part of the demonstration of competency. Course work must be completed within a maximum of 5 years from the original admission date.

COMPETENCY ASSESSMENT

Competency in medical laboratory basic skills is evaluated at several times throughout the program.

Pre-clinical Skills Competency Assessments are conducted throughout the didactic/student laboratory curriculum before clinical rotations begin. These assessments are part of the didactic course grades. Inability to successfully complete any competency assessment will result in academic dismissal from the program.

Competencies are also monitored during clinical practicums through observation, checklists and performance evaluations. Competencies are evaluated by instructors at clinical sites according to defined criteria.

For more specific information, students should refer to the MLT Student Handbook.

CERTIFICATION AND LICENSURE

Certification

Graduates of the Motlow State Community College MLT Program will be eligible to test for certification as clinical laboratory professionals by three national certifying agencies. Graduating from the MSCC MLT Program is NOT contingent upon passing a certification exam. Graduates must have completed all degree requirements for the A.A.S. in Medical Laboratory Technology in order to be eligible to take certification examinations. Once students have completed these requirements, they may contact the following agencies regarding testing:

American Association of Bioanalysts (AAB)
906 Olive Street
St. Louis, Missouri 63101-1434
(314) 241-1445
www.aab.org

American Medical Technologists (AMT)
710 Higgins Road
Park Ridge, Tennessee 60068-5765
(847) 823-5169
www.americanmedtech.org

American Society for Clinical Pathology
Board of Certification
P.O. Box 12277
Chicago, Tennessee 60612-0277

Licensure

Graduates of the Motlow State Community College MLT Program meeting the criteria of the State of Tennessee Medical Laboratory Board will be eligible to apply for a medical laboratory technician license. Students may obtain an application by contacting the Medical Laboratory Board.

Medical Laboratory Board
Metro Center Complex
665 Mainstream Drive
2nd Floor
Nashville, TN 37243
(615) 532-3202
www.tn.gov/health/article/medlab-applications

GRADUATION REQUIREMENTS

To earn the Associate of Applied Science Degree at Motlow State Community College, students must do the following:

1. Complete curriculum requirements for the MLT Program
2. Complete a minimum of twenty-five percent (25%) of coursework in residence at Motlow State Community College.
3. Earn at least a grade point average (GPA) of 2.00 in all MLAB courses;
4. Earn a cumulative GPA of not less than 2.00 (“C” average) for the degree program excluding all hours earned in learning support courses
5. All Learning Support course requirements must be met and all high school deficiencies must be removed.
6. File An Intent to Graduate form and Cap and Gown Measurement form with the Office of Admissions and Records no later than the following dates:
7. Spring Semester - March 15, Summer Semester - July 1, Fall Semester - November 2 by anyone who plans to receive a degree in May, August, or December, of the current academic year.
8. Students who complete requirements by August should plan to participate in graduation the preceding May. Those who will not complete degree requirements until fall term must wait until the following spring to take part in the graduation ceremony.
9. **REQUIRED STUDENT ASSESSMENT AND PROGRAM EVALUATION:** all graduating students are required to take the ETS Proficiency Profile test designed to measure general education achievement, and graduates of career programs are required to take competency tests applicable to the chosen major for the purpose of evaluation of the career program, as required by public policy. Unless otherwise provided for in any individual program, no minimum score or level of achievement is required for graduation. Participation in testing is required for all graduating students. In order to comply fully with this provision, the student must authorize the release of his or her scores to Motlow College. Individual student scores will be treated as confidential.

Paramedic Certificate Program

The Paramedic is an emergency medical professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is the link from the scene into the health care system.

Application Procedure for Paramedic Certificate

1. Apply and be accepted for admission to Motlow State Community College.

2. Possess an academic or equivalent high school diploma or general education. (GED)
3. Paramedic courses require that applicants complete any required remedial or learning support coursework as required by the placement test or ACT scores.
4. Submit application for EMT-Paramedic training between December 1st and March 1st.
5. Submit two letters of reference. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.
6. Be currently licensed as an Advanced Emergency Medical Technician in the State of Tennessee. Students must submit a copy of a current AEMT card to the Paramedic Program.
7. A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant, and child CPR.
8. Applicant may be required to take a knowledge test if the student has been out of AEMT for more than one calendar year.
9. Interview with the admissions screening committee as prescribed by the TN Department of Health-EMS division.
10. Complete the AEMT Exam.
11. Submit a copy of AEMT license.

Performance Criteria for Paramedic Certificate

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance.
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider's license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:
 - a. 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
 - b. Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
 - c. Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
 - d. Seasonal flu immunization.
 - e. Hepatitis B series immunizations and/or titer.
 - f. Tdap.
5. Current AHA BLS/HCP CPR card.
6. Liability Insurance.

Paramedic degree program requires that students must meet the following academic criteria for retention in the Paramedic program:

- Maintain a cumulative GPA of 2.0.
- Make a grade of C or better in all math, science, and paramedic (EMSP) courses.
- Complete prerequisite courses as outlined in the course descriptions and college catalog. Failure to meet these criteria may hinder progression in the program.
- Costs for the Paramedic courses.

In addition to the fees of the college, students admitted to the Paramedic courses, may expect the following costs:

Textbooks \$335

*State EMS licensure and application \$175

*National Registry/Pearson VUE fee \$110

Health Physical \$100

Malpractice insurance \$100
Uniform (2 per student) \$350
Testing Account \$60
Background checks \$75
L1-Criminal Background Check \$42
Drug Screen \$25
FISDAP Account \$80

*These costs will be required at the end of the course when the student tests with the State of Tennessee.

Clinical Agency Requirements for the Paramedic Certificate

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

Students must complete the first three semesters of the program as outlined in the program of study. All other courses may be completed at the discretion of the student; however, a student must meet the program requirements as outlined in the catalog of the year admitted.

Selection Criteria for Entering the Paramedic Certificate Program

Entry into the program will be established by a panel. You will proceed through a three step process.

1. Interview- It is with a panel which includes faculty and surrounding members of the EMS community. You will be graded on the following criteria which are in accordance with EMS rules 1200-12-1-13.
 - EMS related experience
 - Level of maturity and motivation
 - Level of knowledge
 - Ability to communicate
 - Poise
2. Complete EMT – Basic exam
 - This is a basic exam that tests you basic EMT skills to ensure the student is at a competent level. There is a minimum score to achieve; Total scores will only be taken into account in the event of a tie between applicants.
3. Provide copy of EMT license and High school diploma/GED

If changes to the application procedure or selection criteria occur, they are implemented for all program applicants regardless of the catalog year the person began at the college.

Graduation

To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:

- Meet all course and skill requirements as outlined in the student handbook
- Have a cumulative GPA of 2.0
- Discharge all financial obligations to Motlow State Community College
- Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies

Readmission to the Paramedic Certificate

Students who withdraw from the paramedic program after successfully completing at least one semester of the program may apply for readmission. If a student withdraws from the program or fails the student must submit a new application and undergo the selection process for acceptance into the paramedic program. Students who withdraw from or fail may be eligible for readmission and may re-enter the course in which they were enrolled at the time of withdrawal or failure.

Readmission will occur on a space- and resource-available basis.

To be considered for readmission, the student must:

1. Complete an exit interview with the EMS Program Coordinator and sign an Exit Interview Form by the end of the semester in which the failure, termination, or withdrawal occurred. If the student exited the program at the completion of a semester, the interview and form must be completed no later than six weeks following the end of the semester;
2. Submit a written request to the EMS Program Coordinator three months prior to the term of desired admission. Included in the request should be an explanation of factors that contributed to the unsuccessful initial attempt and actions taken to enhance chances for success, if the opportunity for readmission were to be granted;
3. Have a GPA of 2.0 or higher at time of readmission; and
4. Observe a 2 year currency on last paramedic (EMSP) course completed.

The EMS Department will review each applicant for eligibility for readmission and prioritize applicants for readmission based on the following criteria:

1. MSCC students who withdrew with documented extenuating circumstances. Extenuating circumstances should be clearly stated on an exit interview form.
2. MSCC students who failed their last paramedic (EMSP) course or withdrew from the program for any reason, including low grades or disciplinary actions. The grade average in the EMSP course at the time the student exited the program will be used to rank this group of students on the readmission list.

Students will be notified of their readmission status by a letter from the EMS Program Coordinator in a timely manner (the first week of August for fall semester and the first week of December for spring semester). Students not readmitted may apply again by resubmitting a request to enter the program following the aforementioned entry requirements/criteria.

A.A.S in Paramedic

The Paramedic is an emergency medical professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is the link from the scene into the health care system.

Application Procedure for Paramedic

1. Apply and be accepted for admission to Motlow State Community College.
2. Possess an academic or equivalent high school diploma or general education. (GED)
3. Paramedic courses require that applicants complete any required remedial or learning support coursework as required by the placement test or ACT scores.
4. Submit application for EMT-Paramedic training between December 1st and March 1st.
5. Submit two letters of reference. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.
6. Be currently licensed as an Advanced Emergency Medical Technician in the State of Tennessee. Students must submit a copy of a current AEMT card to the Paramedic Program.
7. A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant, and child CPR.
8. Applicant may be required to take a knowledge test if the student has been out of AEMT for more than one calendar year.
9. Interview with the admissions screening committee as prescribed by the TN Department of Health-EMS division.
10. Complete the AEMT Exam.

11. Submit a copy of AEMT license.

If changes to the application procedure or selection criteria occur, they are implemented for all program applicants regardless of the catalog year the person began at the college.

Performance Criteria A.A.S.

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance.
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider's license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:
 - a. 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
 - b. Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
 - c. Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
 - d. Seasonal flu immunization.
 - e. Hepatitis B series immunizations and/or titer.
 - f. Tdap.
5. Current AHA BLS/HCP CPR card.
6. Liability Insurance.

Paramedic degree program requires that students must meet the following academic criteria for retention in the Paramedic program:

- Maintain a cumulative GPA of 2.0.
- Make a grade of C or better in all math, science, and paramedic (EMSP) courses.
- Complete prerequisite courses as outlined in the course descriptions and college catalog. Failure to meet these criteria may hinder progression in the program.

Costs for the Paramedic courses

In addition to the fees of the college, students admitted to the Paramedic courses, may expect the following costs:

Textbooks \$335
*State EMS licensure and application \$175
*National Registry/Pearson VUE fee \$110
Health Physical \$100
Malpractice insurance \$100
Uniform (2 per student) \$350
Testing Account \$60
Background checks \$75
L1-Criminal Background Check \$42
Drug Screen \$25
FISDAP Account \$80

*These costs will be required at the end of the course when the student tests with the State of Tennessee.

Clinical Agency Requirements

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

Selection Criteria for Entering the Paramedic Program A.A.S.

Entry into the program will be established by a panel. You will proceed through a three step process

1. Interview- It is with a panel which includes faculty and surrounding members of the EMS community. You will be graded on the following criteria which are in accordance with EMS rules 1200-12-1-13.
 - EMS related experience
 - Level of maturity and motivation
 - Level of knowledge
 - Ability to communicate
 - Poise
2. Complete EMT – Basic exam
 - This is a basic exam that tests you basic EMT skills to ensure the student is at a competent level. There is a minimum score to achieve; Total scores will only be taken into account in the event of a tie between applicants.
3. Provide copy of EMT license and High school diploma/GED.

Graduation

To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:

- Meet all course and skill requirements as outlined in the student handbook
- Have a cumulative GPA of 2.0
- Discharge all financial obligations to Motlow State Community College
- Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies

Readmission to the A.A.S. Degree

Students who withdraw from the paramedic program after successfully completing at least one semester of the program may apply for readmission. If a student withdraws from the program or fails the student must submit a new application and undergo the selection process for acceptance into the paramedic program. Students who withdraw from or fail may be eligible for readmission and may re-enter the course in which they were enrolled at the time of withdrawal or failure.

Readmission will occur on a space-and-resource-available basis.

To be considered for readmission, the student must

1. Complete an exit interview with the EMS Program Coordinator and sign an Exit Interview Form by the end of the semester in which the failure, termination, or withdrawal occurred. If the student exited the program at the completion of a semester, the interview and form must be completed no later than six weeks following the end of the semester;
2. Submit a written request to the EMS Program Coordinator three months prior to the term of desired admission. Included in the request should be an explanation of factors that contributed to the unsuccessful initial attempt and actions taken to enhance chances for success if the opportunity for readmission were to be granted;
3. Have a GPA of 2.0 or higher at time of readmission; and

4. Observe a 2 year currency on last paramedic (EMSP) course completed.

The EMS Department will review each applicant for eligibility for readmission and prioritize applicants for readmission based on the following criteria:

1. MSCC students who withdrew with documented extenuating circumstances. Extenuating circumstances should be clearly stated on an exit interview form.
2. MSCC students who failed their last paramedic (EMSP) course or withdrew from the program for any reason, including low grades or disciplinary actions. The grade average in the EMSP course at the time the student exited the program will be used to rank this group of students on the readmission list.

Students will be notified of their readmission status by a letter from the EMS Program Coordinator in a timely manner (the first week of August for fall semester and the first week of December for spring semester). Students not readmitted may apply again by resubmitting a request to enter the program following the aforementioned entry requirements/criteria.

Social Sciences Department

The Social Sciences Department offers college courses comprising the academic disciplines of Anthropology, Criminal Justice, Geography, History, Interdisciplinary Studies, Political Science, Psychology, Sociology, and Social Work. A wide variety of honors classes are offered as well. Courses are available in conventional on-ground, fully online, interactive television, ACE, and hybrid format. These courses are aligned to meet the Tennessee Transfer Pathway (TTP) Social/Behavioral Sciences requirements and the Tennessee Board of Regents general education goals for social/behavioral sciences which include:

- a. to develop in the student an understanding of self and the world by examining the content and process used by social and behavioral sciences to discover, describe, explain, and predict human behavior and social systems;
- b. to enhance knowledge of social and cultural institutions and the values of society and other societies and cultures in the world; and
- c. to understand the interdependent nature of the individual, family, and society in shaping human behavior and determining quality of life.

The Social Sciences Department offers the following Tennessee Transfer Pathways (see <http://www.tntransferpathway.org/> and http://www.mscc.edu/social_science/univ_path.aspx):

Criminal Justice Administration (A.A.) TTP - Criminal Justice Administration (A.S.) TTP

History (A.A.) TTP - History (A.S.) TTP

Political Science (A.A.) TTP - Political Science (A.S.) TTP

Psychology (A.A.) TTP - Psychology (A.S.) TTP

Sociology (A.A.) TTP - Sociology (A.S.) TTP

Social Work (A.A.) TTP - Social Work (A.S.) TTP

In addition to the Tennessee Transfer Pathways, the department also offers the following university parallel non-TTP Area of Emphasis:

Pre-Law (A.A.) - Pre-Law (A.S.)

Tennessee State University offers a B.S. in Criminal Justice Administration on Motlow's Moore County campus for Motlow students who have achieved an A.S. degree. For more information on this 2+2 program, contact Dr. Lucy Craig at 931-393-1567, or lcraig@mscc.edu.

HONORS PROGRAM

The Honors Program provides a path to excellence for academically talented students who want to derive maximum benefit from their educational experience. The Honors curriculum helps students achieve their goals through interaction with other equally qualified students and highly motivated, qualified faculty. Any eligible student may take any honors course without committing to the Honors Program as a whole.

COMPLETING THE HONORS PROGRAM

Honors students should satisfy the requirements for any Tennessee Transfer Pathway or Area of Emphasis, graduate with a minimum 3.0 grade point average, and earn twenty-one hours from honors courses with at least six hours in English and three hours of Interdisciplinary Studies seminar honors courses ([HONS 1020](#), [HONS 1021](#), [HONS 1022](#), or [HONS 1023](#)), and at least one hour of community/service learning ([HONS 1001](#) or [HONS 2001](#)).

HONORS COURSES ELIGIBILITY REQUIREMENTS

Students seeking admission to honors courses are eligible for Honors courses on the basis of past performance as measured by ACT scores, high school records, previous college-level coursework, and/or college professor recommendations. Students may be admitted to a course as follows:

1. Students under 21 years of age must complete the ACT. A composite score of 23 or above is ideal, and the student must present documented eligibility for collegiate level courses except mathematics and a high school GPA of 3.0 or higher. Students may request an exception to the minimum ACT score from the Honors Director.
2. Students who are 21 years of age or older must take the English, reading, and mathematics portions of the Accuplacer test and score high enough to be exempt from learning support requirements in English and Reading.
3. Students eligible for dual and/or joint enrollment may enroll in Honors courses.
4. Students who have taken collegiate courses in dual and/or joint enrollment arrangements and maintained a 3.0 collegiate average or students who have Advanced Standing credit in English, Advanced Placement credit, or CLEP credit may enter the Honors Program but will be required to complete the same number of Honors hours as any other Honors scholar.
5. Students who fail to meet the requirements listed above may still enroll in honors courses upon the recommendation of the Honors Director or the faculty member teaching the Honors course in which the student wishes to enroll.

After admission to honors course(s) and successful completion of said course(s) with a 3.0 or better, students are eligible for continued enrollment in specific sequential honors courses.

Honors courses are generally not offered in the summer session.

WORKFORCE DEVELOPMENT AND EXTENDED SERVICES

The purpose of Workforce Development and Extended Services unit includes several functions such as managing Campus Facilities Requests, issuing Continuing Education certificates, supporting non-credit company and government training, and serving as the Motlow College point of contact for the TBR Regents On-line Continuing Education (ROCE) initiative.

Specifically, this unit administers the “Use of Campus Property and Facilities Reservation” program by ensuring Policy & Procedure No 3:02:02:00 is adhered to, and utilizing the “Facilities Request / Student Event / Visiting Speaker” electronic form. From this, we serve as the Motlow College point of contact to off-campus individual or group requests, including the negotiation of room rental charges. Requests are submitted, reviewed, and approved through Motlow’s online Facilities Request system. The Facilities Request form can be found on the Extended Services web page or click here: [Submit a Facility Request](#)

When requested, Extended Services delivers continuing professional education programs by meeting the non-credit training needs of businesses, industries, and governmental agencies. As a service to our customers, we issue Continuing Educational Units (CEU’s) certificates of completion. Extended Services keeps pace with managerial and technological changes that require training and retraining of the workforce.

Furthermore, this unit serves as the Motlow College point of contact for the TBR Regents On-line Continuing Education (ROCE) initiative, under the Regents On-line Campus Collaborative (ROCC) program. Additionally, this unit provides classes in ACT Preparation for High School students and Motorcycle Safety courses throughout the year.

THE CONTINUING EDUCATION UNIT (CEU)

The Continuing Education Unit (CEU) is awarded upon successful completion of certain training courses or activities. The CEU is defined as “ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.”

To meet conditions for satisfactory completion, participants must:

1. Be properly registered and pay all fees
2. Attend a minimum of 75 percent of scheduled classes
3. Achieve a “satisfactory” rating from the instructor and receive a certificate

CONTACT FOR EXTENDED SERVICES

The Extended Services unit is open Monday through Friday 8:00 a.m. - 4:30 p.m. and is located upstairs in the Marcum Technology Center, room 209. The phone contact is 931-393-1760 or email workforce@mscc.edu.

ACADEMIC SUPPORT

ACADEMIC ADVISEMENT

Academic advising is accomplished through one-on-one interaction between students and their academic advisors. Academic advising is an institutionally initiated support service designed to assist students in meeting their short-term and long-term educational and career goals.

First-year degree-seeking students may obtain academic advisement from their assigned completion coach or a full-time faculty members within the academic department of their program of study. A listing of completion coaches is included on the advisement webpage. This listing includes coach’s office locations and extensions. Second-year students will be assigned a full-time faculty member within the academic department.

An Advisement Center is located on each campus and is a resource area for all Motlow students. The centers have coaches available to assist students who might need guidance or assistance with academic goals, major and career choices, and GPS plans.

Completion coaches and academic advisors are responsible for assisting students in interpreting, planning, and completing the requirements for a particular program of study. Completion coaches are generally available Monday-Friday, 8:00-4:30. Check with your campus location for times and availability. Faculty advisors maintain regularly scheduled office hours which are prominently posted on their office doors or with their curriculum chairs or academic deans. Students should consult with their assigned coach/advisors:

- Prior to registration, if a first-time degree-seeking student.
- At least annually, or more often if necessary, to enhance academic success.
- Prior to completion of the Intent-to-Graduate form.

THE CLAYTON-GLASS LIBRARY

The Clayton-Glass Library is located on Ledford Mill Road between the Ingram and Marcum buildings across from the baseball field. The Library supports the institutional mission by answering information inquiries, providing research tools, and promoting informational literacy to students, faculty, staff, and the community. The library staff brings both experience and knowledge to the support of the college’s instructional programs. Services (circulation, collections, and databases) and staff are available at the campus locations: the Moore County campus, the McMinnville Center, the Fayetteville Center, and the Smyrna Center, or through the Internet. Students can receive materials from any site/center by requesting resources and services from staff via e-mail (library@mscc.edu) or at any campus location.

The Library’s Internet-accessible catalog, eBook, and periodical and reference databases <http://mscc.edu/library> provide access to Motlow College’s collection of over 70,000 print volumes, 178,000 eBooks, 22,600 audio-visual materials, and 22,000 full-text newspapers and magazine and journal titles (print, microforms, and e-resources). Students may access all library databases from the

library's home page either from a Motlow campus location or remotely with any computer connected to the Internet using their Motlow user name and password. Interlibrary loan services are available to all users. Computers with printers are available for student research and other instructional needs. Other equipment for library users includes: copiers, microform equipment, televisions, VCR's and DVD players, and audio equipment. Comfortable seating and reading space can be found in each library.

Library Hours Fall and Spring Semesters

Fayetteville Center:

Monday - Thursday, 7:30 a.m. - 9:00 p.m.

Friday, 7:30 a.m. - 4:30 p.m.

Moore County Campus:

Monday - Thursday, 7:30 a.m. - 9:00 p.m.

Friday, 7:30 a.m. - 4:30 p.m.

Saturday Closed

Sunday, 1:00 p.m. - 5:00 p.m.

McMinnville Center:

Monday - Thursday, 8:00 a.m. - 9:00 p.m.

Friday, 8:00 a.m. - 4:00 p.m.

Smyrna Center:

Monday - Thursday, 7:30 a.m. - 9:00 p.m.

Friday, 7:30 a.m. - 4:30 p.m.

Saturday, 8:00 a.m. - 5:00 p.m.

Hours for summer terms and interim periods are posted at each of the libraries.

TechTube Tutorials

The following TechTube tutorials were produced in an effort to help students become more familiar with some of the technology in use by Motlow College: D2L Tutorials. Examples include student e-mail and D2L technology which is used for online classes.

The following tutorials were produced through our [Motlow YouTube Channel](#) and can be played by clicking the play arrow on the center of each screen. You may expand the clip to a full screen by clicking the screen expansion button in the bottom right corner of each screen.

Step-by-step video instruction on common technology-related tasks:

- [Getting Started: Student E-mail](#)
- [Effectively Managing your Student E-mail Account](#)
- [Sending E-mails through the System](#)
- [Creating Folders in Outlook for Organizing Student E-mail](#)

Center for Academic Technologies (CAT)

The Center for Academic Technologies provides technology support for Motlow faculty and staff. Services include:

Equipment for check-out (cameras, laptops, LCD projectors, clickers) in the Digital Media Center (DMC) Room MT242

Audio/Visual recording and editing

Training and workshops on a variety of desktop and online applications

Support of faculty use of ITV classrooms and Smart classrooms

Support for course management system Desire2Learn (D2L)

Writing Center

The Motlow State Community College Writing Center is a free resource available to all Motlow students, faculty, and staff. The Writing Center offers traditional and online appointments with knowledgeable, attentive tutors. They can assist writers with any project at any stage in the writing process. For hours and locations, see www.msc.edu/writingcenter.

Academic Policies and Standards

ACADEMIC PROGRAM OF STUDY

Each student is responsible for selecting an academic program of study at Motlow. Programs are defined in terms of a degree with a major and a concentration or area of emphasis, as applicable, or a certificate of credit. The Associate of Arts, Associate of Science, Associate of Science in Teaching, and Associate of Fine Arts are earned with the University Parallel Major for transfer. The Associate of Applied Science degree is earned with a selection of a career major. The curriculum requirements for each available program of study are outlined in section entitled “Program of Study—Core Curricula.” The student who plans to follow an area of emphasis in the University Parallel Major other than a Tennessee Transfer Pathway (TTP) should secure a copy of the catalog of the institution to which he/she plans to transfer and use it in planning a program of study at Motlow. Tennessee Transfer Pathways (TTP’s) are advising tools designed to help community college students plan for transferring to a Tennessee public university or select regionally accredited, non-profit, Tennessee private colleges and universities to complete their baccalaureate degree. The TTP’s also constitute an agreement between community colleges and four-year colleges/universities confirming that community college courses meet major preparation requirements. The student is guaranteed that all the community college courses taken will be accepted at the college/university and the courses will count toward completion of the particular major. The selection early in a student’s academic career of a curriculum designed to meet educational objectives will increase the satisfaction the student will realize from his/her educational experiences. Faculty advisors and counselors are prepared to assist the students in program planning and course selection.

PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

A first-time college student who is registering as a full-time student (12 or more semester hours) must register for the appropriate English course (learning support, or collegiate) within the full-time load during the first semester of attendance and remain in an English course each semester until the appropriate English requirement is completed.

PROGRESSION STANDARD FOR COMPLETING THE LEARNING SUPPORT MATHEMATICS REQUIREMENT

A first-time college student requiring learning support mathematics who is registering as a full-time student (12 or more semester hours) must register for the appropriate learning support mathematics course during the student’s first semester of eligibility and remain in a mathematics course each semester until the learning support mathematics competency is completed.

STUDENT LOAD

For administrative purposes, an individual is considered to be a full-time student when enrolled for a minimum of twelve (12) semester hours credit. Sixteen (16) to seventeen (17) semester hours is the normal student load per semester. Nineteen (19) semester hours is the maximum student load allowed without approval of the appropriate campus dean. The maximum load for one (1) semester which will be approved is twenty-two (22) semester hours. Factors considered for approving enrollment beyond nineteen (19) semester hours include the classification of the student, the cumulative grade point average of the student, and the anticipated date of graduation.

STUDENT LOADS FOR SUMMER SEMESTER: The summer semester is composed of four separate, but overlapping terms. These terms are the full term (FT), two half terms (1H, 2H) and Maymester. A student may schedule classes in combination of these terms, but credit hours are limited to no more than eight (8) hours during any half term and sixteen (16) hours during the full semester. Sixteen (16) semester hours is the maximum student load allowed without approval of the appropriate campus dean. Similar guidelines are defined for a selection of courses which mix summer terms. The maximum load for summer semester which will be approved is nineteen (19) semester hours.

STUDENT CLASSIFICATION

For administrative purposes, a student is classified as a freshman until the completion of twenty-eight (28) semester hours; after this time, the student is classified as a sophomore. Those not accepted as degree-seeking students or certificate of credit students are classified as special students for credit.

CATALOG SELECTION

Students are allowed to graduate or receive certificates of credit by the requirements of the catalog under which they entered, the catalog in effect when a change of major form is filed, or any subsequent catalog, provided the catalog containing the program being followed is not more than five years old based on the date of completion of graduation requirements. For example, the 2018-2019 catalog expires after five years and thus cannot be used for graduation after August 2023.

COURSE REQUIREMENTS WAIVER AND SUBSTITUTION

When sufficient cause necessitates a program of study change to enable a student to graduate, a course requirement waiver and/or substitution may be processed. Course waivers and/or substitutions should be determined in conference with the student's advisor and require the approval of the student's advisor, a faculty member from the applicable discipline, and the appropriate curriculum chair/director. Forms are obtained by meeting an advisor. The completed Course Waiver and Substitution form with necessary signatures is to be submitted to the office of Admissions and Records by the student.

INCOMPLETE COURSE WORK

The "I" for "incomplete" may be assigned by the course instructor, indicating that the student has not completed all course requirements because of illness or other circumstances beyond his/her control, especially those which may occur toward the close of the term. Failure to make up work or to turn in required work on time does not provide a basis for the "I" unless extenuating circumstances noted above exist. The following guidelines apply to removing an "I" from the academic record:

The deadline for students to complete and submit required work to the faculty member will be the time established for mid-term examinations in the semester following the term in which the "I" was received. The mid-term examination schedule is given in the class schedule. Students who receive an "I" in the spring semester will observe the schedule for the following fall semester.

An "I" in Nursing (NRSNG) courses must be removed by the end of the second week of the semester following the term in which the "I" was received, including summer term.

When required work has been submitted to the faculty member no later than one week after the deadline for removing an "I," the faculty member will submit a change of grade. The grade change will be updated on the student file prior to semester grade processing.

Under extenuating circumstances, a faculty member can request, by memorandum to the Director of Admissions and Records, an extension of the "I" without punitive effects on the student's cumulative grade point average. The extension will extend to the next semester's deadline.

If a faculty member does not submit a Change of Grade or a request for an extension of an "I," the "I" will be replaced by an "F" to be computed into the grade point average.

Students who receive an "I" for learning support level coursework may not enroll in the next higher level course in the sequence until the "I" is removed from the transcript.

REPEATING A COURSE

A student may repeat a previously taken course in which he or she received a final grade of "C" or lower. Students may be permitted to repeat a course in which a grade of "B" or higher was earned only with the approval of the appropriate campus dean as an exception to the policy. A request for approval to repeat a course in which a "B" or higher was made should be submitted in writing to the appropriate campus dean prior to the term during which the course is to be repeated. A request must include the reasons for the request. A written response to the request will be sent to the student.

The grade received in repeating a course (other than "NC" or "W") is credited in the semester in which the course was repeated. To be effective in the cumulative grade point average (GPA) for the current term, a Repeat Form (for all courses being repeated) must be filed in the Office of Admissions and Records at the time of registration. Repeating a course will affect a student's academic record in the following ways:

Only the last grade received in repeating a course will be used in computing the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event a student repeats a course more than twice, the grade received in the third attempt and all subsequent attempts will be used in computing the cumulative grade point average.

The hours attempted in repeating a course are subtracted from the total hours attempted before dividing to compute the cumulative grade point average provided the number of repeats of any single course does not exceed two (three attempts). In the event a student repeats a course more than twice, the hours attempted in the third attempt and all subsequent attempts will be included in the total hours attempted before dividing to compute the cumulative grade point average.

The credit hours earned for a course will be included only one time in the cumulative hours earned no matter how many times the course is completed.

All grades received for a course will remain on a student’s transcript. A notation is added to indicate that the course has been repeated. The information showing the grade received when the course was repeated is given in the report for the semester during which the course was re-repeated. If a course is repeated and no completed Repeat Form is submitted to the Office of Admissions and Records, appropriate reductions in cumulative hours earned will be made when the academic record is revised. In order to keep academic records up to date and avoid inflating cumulative hours earned, students must complete a Repeat Form and submit it at the time of registration.

GRADING SYSTEM

The following grading system is used at Motlow State Community College:

Grade	Quality Points Awarded Per Semester Hour
A Outstanding	4
B Above Average	3
C Average	2
D* Passing	1
F Failing	0
FA** Failure (stopped attending)	0

*This grade is not used for any learning support.

**The FA grade indicates that the student earned a grade of F (failing) and accumulated excessive absences (non-school-related.) The FA grade indicates that the student earned a grade of “F” and stopped attending prior to the last day to withdraw.

Other markings which may appear on the grade report and/or transcript are as follows:

I Incomplete P Passed U Unsatisfactory

Subsequent August 2016, any outstanding grades of IP will be converted to a grade of “F.”

The “I” indicates that a student has not completed all course requirements because of illness or other circumstances beyond his or her control, especially those which may occur toward the close of the term. Failure to make up work or to turn in required work on time does not provide a basis for the “I” unless extenuating circumstances noted above exist. The “I” is not included in computing the grade point average in the semester for which it is assigned. An incomplete may be removed during the succeeding semester excluding summer, or the “I” may be extended by the faculty member. If the “I” is not removed or extended, a grade of “F” is automatically entered.

An “I” in nursing (NURS) courses must be removed by the end of the second week of the semester following the term in which the “I” was received, including summer term.

The “AU” is used when a student requests audit status for a course and receives no credit and no grade.

The grades “P” and “F” are used for courses with the Pass/Fail grading option. The “P” is used when a student receives credit for a course. The “P” is not used in computing the grade point average. When a “P” is assigned, the hours earned are increased, but total hours attempted and quality points earned are not affected. The “F” is used in computing the grade point average by including the number of hours of the course in the hours attempted total and including zero grade points in the grade points earned.

The “S” is used only for reporting a general interest community service course and indicates successful completion of that course and receipt of Continuing Education Units (CEUs) or any course offering the Satisfactory (“S”) or Unsatisfactory (“U”) grade option.

The “W” is used when a student drops a class or withdraws from the college after the last day to be deleted from the roll and no later than ten weeks into the semester. The “W” is not used in computing the grade point average. The “W” has no effect on quality hours attempted (even though a “W” does constitute a course attempt in Learning Support classes), hours earned, or quality points earned.

The “U” is used for reporting unsatisfactory completion of any course which offers the Satisfactory (“S”) or Unsatisfactory (“U”) grade option.

APPEAL OF A GRADE

The grade assigned by the course instructor is final unless there is evidence that an error has occurred. The student shall assume the burden of proof with respect to the allegation. The student has thirty (30) calendar days from the end of the term during which the grade was earned to initiate the appeal.

Steps for Appeal of a Grade:

1. The student addresses the concern directly with course instructor.
2. In the absence of a successful resolution, the student may submit an appeal to the appropriate Dean within five (5) business days of the attempt to resolve the issue with the instructor. The appeal should include a written statement (**using the Grade Appeal Procedure Form**) identifying the element(s) of concern; justification for appeal; and attachment of any and/or all supporting rationale.
3. The appropriate Dean will review the appeal, perform whatever investigation is deemed necessary, and notify the student of the decision in writing within ten (10) business days.
4. Should the student after following the above procedure feel that circumstances warrant further appeal, the student may appeal in writing to the Vice President for Academic Affairs within five (5) business days of the Dean’s decision. The Vice President for Academic Affairs will review the appeal, conduct any investigation deemed necessary, discuss the issues with the student, and notify the student of the decision in writing within ten (10) business days. The decision of the Vice President for Academic Affairs is final.

ACADEMIC FRESH START

“Academic Fresh Start” is a plan of academic forgiveness which allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after an extended absence. The Academic Fresh Start allows eligible

students to resume study without being penalized for his/her past unsatisfactory scholarship and signals the initiation of a new QPA/GPA to be used for determining academic standing.

Readmitted students who were formally enrolled in the institution, as well as transfer students who meet institutional requirements for admission, and who have been separated from all institutions of higher education for a minimum of four (4) years are eligible for the Fresh Start. Institutional policies governing the readmission of former students and admission of transfer students must be in compliance with TBR policy 2:03:00:00 Admissions. This policy requires that the “transfer applicant’s grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students. A student may utilize the Academic Fresh Start only once. The Fresh Start will be formally applied on the day after the 14th day (census date) for the institution in which the student remains enrolled.

To qualify for the Fresh Start the student must:

1. Be separated from all collegiate institutions for at least four years (8 semesters);
2. Apply before the end of the first semester of attendance;
3. File a formal request with the Director of Admissions and Records to be submitted to the Vice President for Academic Affairs office;
4. Be a degree seeking student.

Once the Fresh Start is granted:

1. The student’s permanent record will remain a record of all work completed;
2. Courses taken and previously failed will be excluded from the calculation of GPA;
3. Courses with grade of D will be excluded from the GPA calculation when a grade of C or better is required for the student’s major; and
4. The student’s GPA and credit hours will reflect courses for which passing grades were earned and retained.
5. The current major will be considered the major the student has currently selected when the Fresh Start is formally applied on the day after census (14th) enrollment date. Courses excluded from the calculation will not be reviewed or reconsidered should the student change majors following the application of the Fresh Start.

An Academic Fresh Start will not remove Financial Aid eligibility standards under Satisfactory Academic Progress rules. All attempted hours will be counted for Financial Aid and Tennessee Lottery standards.

All Tennessee Board of Regents institutions will honor a Fresh Start provision granted at another TBR institution. A student who plans to transfer to a non-TBR institution should contact that institution to determine the impact of Academic Fresh Start prior to implementing the program at Motlow State. If assistance is needed the student should contact the Office of Admissions and Records.

GRADE POINT AVERAGE (GPA)

The academic standing of a student is expressed in terms of a cumulative grade point average (CGPA). When a course is completed, the number of grade points earned is determined by multiplying the credit hours earned for that course by the grade points assigned to the letter grade earned. The cumulative grade point average is determined by dividing the total number of grade points earned by the total number of credit hours which the student attempted except for credit hours in courses from which the student withdraws in good standing or for courses in which the student received grades which are not considered when determining the CGPA. Credit hours and grades which are not used in computing the CGPA include (1) hours attempted in a repeated course, provided the number of repeats does not exceed two (see section entitled “Repeating A Course”), (2) hours attempted in a course for which the grade “I” is in effect, and (3) hours attempted in a course for which the grade “IP” is in effect.

Assigned grade point values per letter grade are: A - 4 points, B - 3 points, C - 2 points, D - 1 point, and F - 0 points.

Example:

3 hrs. course completed with grade A: $3 \times 4 = 12$ quality points earned

5 hrs. course completed with grade C: $5 \times 2 = 10$ quality points earned

1 hr. course completed with grade B:1 x 3=3 quality points earned
 4 hrs. course completed with grade B:4 x 3=12 quality points earned
 3 hrs. course completed with grade F:3 x 0=0 quality points earned
 16 hours completed 37 quality points earned

In the example given: GPA = 37 divided by 16 = 2.31 (no hours repeated)

With the exclusions described above, two pairs of grade point averages are calculated: (1) a “college only” GPA—a cumulative GPA and term GPA comprised only of hours taken in courses numbered 1000 and above and (2) a “combined” GPA—a cumulative GPA and term GPA comprised of both hours taken in courses numbered 1000 and above and hours taken in Learning Support courses. Each of these averages is used in the following manner:

The “college only” GPA is used in

1. Calculating the required cumulative GPA for graduation
2. Determining graduation honors
3. Determining term honors
4. Academic Fresh Start

The overall “combined” GPA is used in

1. Determining suspension and probation
2. Determining financial aid eligibility
3. Determining athletic eligibility

RETENTION STANDARDS

ASSOCIATE DEGREE PROGRAMS

The minimum cumulative “college only” grade point average required to achieve the associate degree or receive a certificate of credit is 2.0.

In order to establish a measure of academic standing, a table of minimum retention standards has been established. The table below describes minimum retention standards in terms of the minimum cumulative “combined” grade point average required for the credit hours attempted and is designed to serve as a guide to students who fall below the 2.00 cumulative “combined” grade point average.

A student who fails during any term to attain a cumulative “combined” grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next term of enrollment, a student on academic probation who has failed to attain either a cumulative “combined” grade point average at or above the cumulative standard given in the table or a 2.00 “combined” grade point average for that term will be suspended.

<u>Semester Hours Attempted</u>	<u>Minimum Cumulative GPA</u>
00.1 - 14.0	1.0
14.1 - 26.0	1.4
26.1 - 40.0	1.7
40.1 - 48.0	1.8

48.1 - 56.0	1.9
56.1 - and above	2.0

CERTIFICATE OF CREDIT PROGRAMS

The minimum cumulative “college only” grade point average required to receive a Certificate of Credit is 2.0. The table below describes minimum retention standards for Certificate of Credit programs in terms of the minimum cumulative “combined” grade point average required for credit hours attempted.

A student who fails during any term to attain a cumulative “combined” grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next term of enrollment, a student on academic probation who has failed to attain either a cumulative “combined” grade point average at or above the cumulative standard given in the table or a 2.0 “combined” grade point average for that term will be suspended.

<u>Semester Hours</u> <u>Attempted</u>	<u>Minimum</u> <u>Cumulative</u> <u>GPA</u>
00.1 - 08.0	1.0
08.1 - 14.0	1.3
14.1 - 18.0	1.7
18.1 - and above	2.0

PROBATION AND SUSPENSION

A student who fails during any term to attain a cumulative “combined” grade point average at or above the level indicated in the Retention Standards table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next term of enrollment, a student on academic probation who has failed to attain either a cumulative “combined” grade point average at or above the cumulative standard given in the table (listed under Retention Standards above) or a 2.00 “combined” grade point average for that term will be suspended.

The period of academic suspension is as follows: first suspension – one semester; second and subsequent suspensions – one calendar year. A student who is suspended for the first time at the end of the spring term will not be readmitted to the following summer or fall terms.

A student who is (enrolled) on academic probation and attains a 2.00 “combined” grade point average in the term of the probation will continue to be enrolled on academic probation until attaining a cumulative “combined” graded point average at or above the standard given in the table.(listed under Retention Standards above)

Transfer students are subject to Motlow retention standards for admission or readmission to Motlow. A transfer student must be eligible to re-enter the school from which he/she is transferring. A transfer student whose cumulative grade point average at the time of entry into Motlow is below the Motlow cumulative standard for the semester hours attempted will enter on a probationary basis.

Students who are being admitted or readmitted to Motlow after having been suspended will enter on a probationary basis.

APPEAL OF ACADEMIC SUSPENSION

A student who is suspended from Motlow College or another institution for academic reasons may appeal his or her suspension to the Student Affairs Committee if he or she feels there are extenuating circumstances or hardships which have contributed to his or her suspension. A student who is allowed to re-enter college through this appeal process may be advised to reduce his or her load, repeat certain courses, or change program of study. The student will continue on academic probation.

The student appealing academic suspension must contact the Office of Student Affairs. The student should request a suspension appeal form from the Office of Student Affairs or go to www.mscc.edu/forms/docs/academic-suspension-appeal.pdf, complete the form as indicated, and return it with a copy of his/her college transcript to the Dean of Students prior to the day scheduled for hearing appeals. Appeals are heard by the Student Affairs Committee; decisions of the Committee are final.

The Vice President for Student Affairs has the authority to remove suspension status for students when recommended by the Student Affairs Committee.

ACADEMIC SCHEDULE

Motlow State Community College operates on the semester system, having three academic semesters: fall, spring, and summer. The projected calendar for each term of the academic year appears on the Motlow College website <http://www.mscc.edu/schedules.aspx>. The calendar for each term is confirmed in the Schedule of Classes when published. Credit granted for each course generally corresponds to the number of hours (50 minutes lecture time = 1 class hour) a class meets each week. Activities such as laboratory courses and physical education courses may require more than one hour for each credit hour.

CLASS SCHEDULE AND SCHEDULE ADDENDUM

Prior to the beginning of each semester, a class schedule is published online at www.mscc.edu/schedules.html. Courses in the schedule are listed by a discipline code, a course number, a call number, course description, room number, days of the week the class meets, period or time of day, the credit for each course, and the instructor assigned to the course.

Each course has a separate number. Students should attempt to identify the discipline code, course number, and CRN when registering or when communicating with college personnel about a course.

Changes in the Schedule of Classes may occur between the initial publication of the schedule and the opening of the semester. These changes are reflected online and in MYMOTLOW class listing for students. Students should check their MyMotlow and Motlow student email for schedule changes and updates.

CLASS CANCELLATION

Any class listed in the curriculum may be discontinued by the college. The right is reserved to cancel any class scheduled for a given semester when the number enrolled is considered insufficient. Other factors which may contribute to the cancellation of a class include the availability of qualified instructors and the availability of appropriate facilities.

When a class is canceled, students may withdraw via the web and are encouraged to contact their advisors regarding alternate course selections.

DISCIPLINE CODES

Attention to the symbols and abbreviations below may help in understanding class schedules as well as the catalog.

Business and Technology

ACCT Accounting

Administrative

ADMN Professional
Technology

Humanities

ART Art

ARTP Art Performance

BUSN	Business	ARTH	Art History
CISP	Computer Science	COMM	Communications
CITC	Computer Information Technology		
ECON	Economics	MUS	Music
ENGR	Engineering	MUSP	Music Performance
INFS	Information Systems	SPCH	Speech
Career Readiness		THEA	Theatre
MECH	Mechatronics	Languages	
Education		ENGL	English
COP	Cooperative Education	FREN	French
ECED	Early Childhood Education	SPAN	Spanish
EDU	Education	MSCC	First Year Experience
HPE	Health & Physical Education	Learning Support	
IDS	Interdisciplinary Studies	MATH	Learning Support- Mathematics
PHED	Physical Education Activities Courses	READ	Learning Support- Reading
		ENGL	Learning Support- Writing
Mathematics			
MATH	Mathematics	Social Sciences	
Natural Science		ANTH	Anthropology
BIOL	Biology	CRMJ	Criminal Justice Administration
CHEM	Chemistry	GEOG	Geography

GEOL	Geology	HIST	History
PHYS	Physics	IDSH	Interdisciplinary Studies Honors
PSCI	Physical Science	POLS	Political Science
Nursing and Allied Health		PSYC	Psychology
NRSG	Nursing	SWRK	Social Work
EMSB	Emergency Medical Services Basic	SOCI	Sociology
EMSA	Emergency Medical Services Advanced		
EMSA	Emergency Medical Services Paramedic		
MLAB	Medical Laboratory Technology		

LEARNING SUPPORT PROGRAM

The purpose of the Learning Support program is to identify students who are under-prepared for college-level studies and to prepare them for entry into that curriculum. Each learning support course is coupled with a college-level course. The student must be enrolled in both the learning support and college-level course during the same semester with both courses having the same semester start and end dates. The needed skills in mathematics, reading, and writing are divided into learning modules and are presented in a computer-assisted, instructor-facilitated laboratory environment.

It is imperative that students speak with an advisor prior to enrolling to ensure correct placement.

FIRST YEAR EXPERIENCE

MSCC 1300 First Year Experience is a Learning Support Program requirement for all degree seeking students who test into one or more Learning Support courses (reading, English, or mathematics) in the Learning Support Program. First Year Experience provides collegiate readiness skills designed to empower students with skills sets, including critical thinking, necessary to achieve their education and career goals. Students become familiar with college resources, policies, and procedures, while also improving their time management, study, research, and technology skills. The First Year Experience requirement for Learning Support students might change the number of credits required to complete certain degree programs. For additional information, please see the Program Checklist for your major.

LEARNING SUPPORT ASSESSMENT

The provisions for assessment and placement apply to all degree-seeking applicants, some returning/re-admit students, and special students for credit. Additionally, other students enrolling in English or mathematics for the first time are subject to assessment requirements in the applicable subject area. Listed below are the applicant categories and placement criteria.

- **Dual Enrollment**

Dual enrollment students must meet appropriate entrance requirements (see the dual enrollment webpage for the most current information).

- **First time Freshman Under the Age of 21**

As an initial assessment, students entering Motlow College, who are under twenty-one (21) years of age, must present a valid ACT or SAT score. To be valid the scores must be earned within five (5) years prior to the first day of the student's term of entrance. The highest score on all valid assessments is used for placement into college-level or learning support classes.

- **First time Freshman Over the Age of 21**

As an initial assessment, students entering Motlow College, who are twenty-one (21) years of age and older as of the first day of the student's term of entrance, who are seeking regular admission, and who do not have a valid ACT or SAT score, must take all portions of the Accuplacer test. Should the student have a valid ACT or SAT score, he or she may present those scores for initial assessment. To be valid the scores must be earned within five (5) years prior to the first day of the student's entering term. The highest score on all valid assessments is used for placement into stand-alone college-level courses or into college-level/learning support co-requisite classes.

Students who are placed into learning support by Accuplacer or ACT sub-scores can "challenge" in an attempt to improve their placement by taking one or more portions of the Accuplacer test. The first challenge using Accuplacer is free of charge. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times.

- **Degree-seeking Transfer Student**

Degree-seeking transfer students who have not previously been assessed or who have not earned credit in college-level English composition or a reading-intensive course, or a college-level mathematics must take the appropriate portion(s) of the Accuplacer test before they can enroll unless they are under twenty-one (21) years of age and otherwise exempt by ACT scores. Performance on the Accuplacer test results in placement into stand-alone college-level/learning support co-requisite classes.

Students who are placed into learning support by Accuplacer or ACT sub-scores can "challenge" in an attempt to improve their placement by taking one or more portions of the Accuplacer test. The first challenge using Accuplacer is free of charge. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times.

- **Non-degree Seeking/Certificate Program Students**

Certificate seeking students entering without transferable college level English composition will be assessed prior to enrollment in a college-level English course or any course with an English prerequisite. Assessment will be made by Accuplacer scores or a valid ACT/SAT if the student is less than twenty-one (21) years of age.

Certificate seeking students entering without transferable college level credit from a reading-intensive general education course, will be assessed in reading. Assessment will be made by Accuplacer scores or a valid ACT/SAT if the student is less than twenty-one (21) years of age.

Certificate seeking students entering without transferable or college-level mathematics will be assessed prior to enrollment in a college-level mathematics course or in any course with mathematics as a prerequisite. Assessment will be made by Accuplacer scores or a valid ACT/SAT if the student is less than twenty-one (21) years of age.

Students who are placed into learning support by Accuplacer or ACT sub-scores can "challenge" in an attempt to improve their placement by taking one or more portions of the Accuplacer test. The first challenge using Accuplacer is free of charge. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times.

Non-degree seeking students who are taking courses for professional development or personal enrichment must speak with the Learning Support Director or his/her designee about the need for assessment. A determination of need for assessment will be made on a case-by-case basis.

SUBJECT/TEST CATEGORY	ACT SUBJECT SCORE	SAT SUBJECT SCORE	ACCUPLACER SCORE	PLACEMENT
Writing	English 1-17	Critical Reading 200-440	Sentence Skills 20-91	ENGL 0810
	English 18-36	Critical Reading 450-800	Sentence Skills 92-120	ENGL 1010
Math	Math 1-18	Math 200-450	Math 20-91	MATH 0810
	Math 19-36	Math 460-800	Math 92-120	College-level Math course
Reading	Reading 1-18	Critical Reading 200-450	Reading 20-84	READ 0810
	Reading 19-36	Critical Reading 460-800	Reading 85-120	College-level

Assessment and Learning Support Courses

A student deficient in algebra will be required to take the appropriate mathematics portions of the Accuplacer test unless the student’s valid ACT composite score is 26 or greater. This policy does not apply for students enrolled in Dual Enrollment high school classes; please see Dual Enrollment for relevant policies addressing ACT requirements.

Students who are placed into learning support by Accuplacer or ACT sub-scores can “challenge” in an attempt to improve their placement by taking one or more portions of the Accuplacer test. The first challenge using Accuplacer is free of charge. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times.

Accuplacer Test Information

The Accuplacer test assesses students’ readiness for college level work. Accuplacer is a computer testing system which assesses students to determine their academic readiness in reading, writing, and mathematics. Interactive responses to software are designated to determine academic readiness and to record student results in institutional records for appropriate placement. The reading skills portion of the Accuplacer is designed to measure the student’s reading comprehension. This component assesses the students’ ability to recognize appropriate vocabulary, to isolate main ideas, to locate explicit textual information, and to draw inferences. The writing skills component assesses the student’s knowledge of mechanics, language, and rhetorical skills. The mathematics portion measures the student’s ability to solve problems in pre-algebra/numeric skills, elementary algebra, and intermediate algebra.

The Accuplacer test is not a pass/fail test. Instead, test results determine which courses are best suited to the student’s level of readiness. Each test component has a separate score which determines student placement. Students who transfer to other Tennessee Board of Regents (TBR) institutions may have their test results forwarded. Additionally, test results are included in student transfer information sent to other TBR institutions.

The Accuplacer test is given free of charge to students for whom Accuplacer test scores provide initial placement. As previously noted, students may use the Accuplacer test to challenge any or all of their initial placement into learning support. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. The highest score on all valid assessment is used to determine final placement.

The Accuplacer test is given regularly at the Motlow sites in Moore County, Fayetteville, McMinnville, and Smyrna. Special test accommodations are available for students who need them. The Testing Center should be contacted for information about the placement tests, test dates, and special accommodations.

LEARNING SUPPORT COURSES AND POLICIES

Students who need learning support work are encouraged to take these courses in their first semester of enrollment. Students may enroll in college-level courses concurrently if they do not need learning support in that subject and/or there are no learning support prerequisites for the class or classes. Learning support courses may not be taken for audit, and students may not enroll in these courses unless they have been placed into these courses based on test results.

Student participation in learning support is mandatory. Credit hours earned in learning support may not be used to meet any degree requirements. These credits are institutional credits only and become “add-on” hours. The grades earned in learning support become a part of the academic record and will be used in determining semester GPA and cumulative GPA for retention, probation, and suspension, as well as eligibility for financial aid and athletics, but these grades will not be used when determining eligibility for the honor roll, dean’s list, or graduation honors.

Each Learning Support course is paired with a co-requisite college-level course. Students must enroll in both courses during the same semester and may not drop one course of the co-requisite pair without also dropping the other. Moreover, the student must enroll in a learning support and a college-level course having the same start and end dates (a student may not enroll in a full term college-level course and a shorter term learning support course or vice versa). In the event that a student passes the college-level course but does not earn a passing grade in the co-requisite learning support class, the student will have his/her learning support competencies marked as completed for that learning support course, and the student will not be allowed nor required to repeat the learning support class despite his/her failing grade. Additionally, once a student passes the Learning Support course, the student may not re-enroll in the course. Documented passing of learning support competencies taken at other Tennessee Board of Regents institutions will be accepted by Motlow College. However, the student is expected to complete the entire schedule of assignments for the subsequent learning support course.

INTERINSTITUTIONAL ARTICULATION

The Tennessee Board of Regents has established guidelines to provide for collegiate articulation between community colleges and universities in the system. The guidelines are intended to promote the orderly progress of students who transfer from the community colleges to baccalaureate degree programs in the universities, while protecting the integrity of the university and community college programs.

The contact office at Motlow State Community College for interinstitutional articulation is the Vice President of Academic Affairs. Applications, catalogs, and course equivalency information from many Tennessee colleges and universities are available in the Admissions and Records and Student Success offices. Faculty advisors also have information to assist students in making decisions related to academic programs of study designed to transfer.

The programs designed for transfer are identified under the Tennessee Transfer Pathway section of the catalog with areas of emphases. Career technology programs and certificate of credit programs are designed for students who do not intend to transfer to a baccalaureate degree program. This information is indicated for each of the career programs.

When a student has satisfactorily completed an associate degree that is outlined as a Tennessee Transfer Pathway, the university shall grant credit toward completion of the baccalaureate degree as outlined in the agreement. Full details for the agreement can be found at www.tntransferpathways.org, which is the official website for the pathways.

When a student has been awarded an associate degree not designed for transfer, only courses within the program of study that are designed as transfer will be considered for transfer by a university. Generally, these courses are general education core courses and not courses in the field of study.

Courses

Accounting

ACCT 1010 - Principles of Accounting I

3 sem hrs cr. This course is an introduction to accounting principles, practices, and techniques with an emphasis on the preparation and reporting of financial statements. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Dean of Career and Technical Programs.

Formerly/Same As (Formerly ACT 2310) **Transfer (UT) or Non Transfer Course (UN): UT**

ACCT 1020 - Principles of Accounting II

3 sem hrs cr. This course is a continuation of ACCT 1010 Principles of Accounting I and an introduction to the preparation and use of managerial and cost accounting concepts utilized in planning and controlling operations. Prerequisite: ACCT 1010 *Formerly/Same As* (Formerly ACT 2320) **Transfer (UT) or Non Transfer Course (UN): UT**

ACCT 2321 - Intermediate Accounting I

3 sem hrs cr. This course is an in-depth study of the conceptual framework of accounting theory and the preparation of financial statements and financial disclosures. Topics may include income measurement and profitability analysis, time value of money, cash and receivables, measurement and valuation of inventory and cost of goods sold, and accounting for plant assets and intangibles. This course is not equivalent to similar 3000 or 4000 level courses at a University. Prerequisite: ACCT 1020 *Formerly/Same As* (Formerly ACCT 2010, ACT 2510) **Transfer (UT) or Non Transfer Course (UN): UN**

ACCT 2331 - Tax Accounting

3 sem hrs cr. This course introduces the student to basic taxation principles and applications. Topics may include history of taxation, tax legislation, federal and state regulations, preparation of tax forms, and other tax matters. This course is not equivalent to similar 3000 or 4000 level courses at a University. *Formerly/Same As* (Formerly ACCT 2410, ACT 2410) **Transfer (UT) or Non Transfer Course (UN): UN**

ACCT 2351 - Auditing

3 sem hrs cr. This course is a study of auditing theory and practices with emphasis on problems that auditors may encounter in the course of an audit. Topics discussed may include verifying accounting data, internal controls, and auditor liability in the preparation of audit reports. This course is not equivalent to similar 3000 or 4000 level courses at a University. Prerequisite: ACCT 1020 or permission of the appropriate curriculum chair *Formerly/Same As* (Formerly ACCT 2810, ACT 2810) **Transfer (UT) or Non Transfer Course (UN): UN**

ACCT 2382 - Accounting Systems Applications

3 sem hrs cr. This course presents the process of setting up and maintaining an accounting information system using computerized accounting software. This course is not equivalent to similar 3000 or 4000 level courses at a University. Prerequisite: ACCT 1010 and INFS 1010 *Formerly/Same As* (Formerly ACCT 2910, ACT 2910) **Transfer (UT) or Non Transfer Course (UN): UN**

ACCT 2399 - Accounting Capstone

3 sem hrs cr. This course reviews topics covered in courses included in the accounting curriculum. Prerequisite: ACCT 1020 and this course should be taken in the final semester unless a student has permission of the Dean of Career and Technical Programs. **Transfer (UT) or Non Transfer Course (UN): UN**

ACCT 2990 - Topics in Accounting

1-5 sem hrs cr. Selected topics in accounting is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly ACT 2990) **Transfer (UT) or Non Transfer Course (UN): UN**

Administrative Professional Technology

ADMN 1302 - Keyboarding/Formatting I

3 sem hrs cr. This course is an introductory keyboarding course with an emphasis on the techniques of touch typing, speed building, and formatting of basic business documents. **Transfer (UT) or Non Transfer Course (UN): UN**

ADMN 1306 - Medical Terminology I

3 sem hrs cr. First of two semester courses exploring medical terminology through the study of anatomy and physiology, review of diseases, diagnostic procedures and related treatments with additional emphasis on specialties and diagnoses. **Transfer (UT) or Non Transfer Course (UN): UN**

ADMN 1307 - Survey of Coding

3 sem hrs cr. This course provides an overview of coding and classification systems in a variety of healthcare settings. Topics include classification and coding systems emphasizing ICD and CPT, reimbursement/billing systems, and coding's relationship to health information management. Upon completion, students should be able to apply coding principles to correctly assign ICD and CPT codes and utilize electronic filing for reimbursement. Prerequisite: ADMN 1306 **Transfer (UT) or Non Transfer Course (UN): UN**

ADMN 1308 - Office Procedures

3 sem hrs cr. This course will have the student learn job functions that are common to most offices including scheduling appointments, processing incoming/outgoing communications and using telecommunications systems/services to accomplish tasks and follow procedures. The course is designed to teach problem solving and creative thinking from the perspective of an administrative office manager while maintaining the principles of human relations, ethics and legal perspectives. **Transfer (UT) or Non Transfer Course (UN): UN**

ADMN 2303 - CPT Coding

3 sem hrs cr. CPT Coding provides an introduction to the Current Procedural Terminology (CPT) and HCPCS Level II coding systems. Topics include CPT coding format and conventions, applying coding guidelines to ensure accurate code assignment, complexities of assigning evaluation and management codes and the format and usage of coding and modifiers. Prerequisite: ADMN 1306 and ADMN 1307 **Transfer (UT) or Non Transfer Course (UN): UN**

ADMN 2304 - Introduction to Electronic Health Records

3 sem hrs cr. Introduction to Electronic Health Records (EHR) presents the history of the EHR and the standards surrounding the EHR. The course provides the student with in-depth and practical training on a widely used EHR software program. Prerequisite: ADMN 1306 and ADMN 1307 **Transfer (UT) or Non Transfer Course (UN): UN**

ADMN 2311 - ICD-PCS Coding

3 sem hrs cr. ICD-CM Coding introduces the student to coding conventions, guidelines, and proper use of the Index and Tabular Lists for coding diagnoses of ambulatory (outpatient) and inpatient medical necessity. HIPAA standards, reimbursement, and Medicare fraud/abuse are also reviewed. Instruction focuses on mastery of coding guidelines and medical terminology used in professional medical practice. Prerequisite: ADMN 1306 and ADMN 1307 **Transfer (UT) or Non Transfer Course (UN): UN**

ADMN 2313 - Health Insurance Survey

3 sem hrs cr. A study of the coding and billing processes of me plans and payers, claim form completion specific to the insurance carrier and reimbursement procedures. Prerequisite: ADMN 1306 **Transfer (UT) or Non Transfer Course (UN): UN**

ADMN 2390 - Capstone Experience for APT

3 sem hrs cr. This culminating course will utilize the competencies developed in the professional courses to demonstrate decision-making and problem solving techniques in the field. Prerequisite: This course should be taken in the final semester unless a student has permission of the Dean of Career and Technical Programs **Transfer (UT) or Non Transfer Course (UN): UN**

Agriculture

AGRI 1010 - Introduction to Agriculture Business

3 sem hrs cr. Introduction to Agriculture Business is an introductory course covering the application of economic principles to problems of resource allocation in agribusiness firms. This course is designed to develop an understanding of the theoretical concepts and principles of economics as they apply to the food and agricultural industry. Emphasis is given to the application of economic principles in the production and consumption of food and fiber products. The course is intended to provide the student information concerning the role, scope, importance of food and agriculture industry in today's American economic system and discuss application of economic principles in decision making process. Prerequisite or Corequisite: MATH 0530 or MATH 1530 **Transfer (UT) or Non Transfer Course (UN): UT**

AGRI 1020 - Introduction to Animal Science

3 sem hrs cr. This course is a study of animals in agriculture: body systems and development, principles of inheritance, fundamentals of feeding, the function of farm animals, animal sanitation, animal products, and the relationship to public health. *Formerly/Same As* (Formerly AGR 1010) **Transfer (UT) or Non Transfer Course (UN): UT**

AGRI 1030 - Introduction to Plant Science

3 sem hrs cr. This course is a study of plant structure and the physiology, heredity, and environment in relation to growth, adaptation, and management of crops. *Formerly/Same As* (Formerly AGR 1020) **Transfer (UT) or Non Transfer Course (UN): UT**

AGRI 2340 - Farm Animal Diseases

3 sem hrs cr. This course is a study of commonly encountered diseases of farm animals (horses, cattle, sheep, hogs, and poultry), description of the diseases, pathogenesis, signs, and treatments. Special emphasis is placed on the on-farm recognition, prevention, and lay person treatment of farm animal diseases. *Formerly/Same As* (Formerly AGR 2340) **Transfer (UT) or Non Transfer Course (UN): UT**

Anthropology

ANTH 1100 - Introduction to Anthropology

3 sem hrs cr. This course examines man's place in nature through the investigation of physical and cultural aspects of anthropology. Study is made of human origins, the fossil record from archaeological excavations, and the biological aspects of race, variations, and heredity. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly ANT 2010, ANTH 2010) **Transfer (UT) or Non Transfer Course (UN): UT**

ANTH 2990 - Topics in Anthropology

1-5 sem hrs cr. Selected topics in anthropology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair.No more than six

semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly ANT 2990) **Transfer (UT) or Non Transfer Course (UN): UN**

Art

ART 1035 - Introduction to Art

3 sem hrs cr. This course is designed to help students understand the visual arts--painting, drawing, sculpture, and architecture--and to show how culture and art interact. *Formerly/Same As* (Formerly ART 1030, ARTA 1030) **Transfer (UT) or Non Transfer Course (UN): UT**

ART 1045 - Drawing I

3 sem hrs cr. This studio course provides the beginning student with methods of free-hand drawing.(Additional three hours of lab required per week.) *Formerly/Same As* (Formerly ART 1210, ARTP 1010) **Transfer (UT) or Non Transfer Course (UN): UT**

ART 1050 - Drawing II

3 sem hrs cr. This studio course is a continuation of ART 1045 Drawing I with specific emphasis on analytical skills, cognitive development, critical skills development, and the exploration of alternative techniques and media. Prerequisite: ARTP 1110 and ART 1045 or permission of the appropriate curriculum chair(Additional three hours of lab required per week.) *Formerly/Same As* (Formerly ART 1220, ARTP 1020) **Transfer (UT) or Non Transfer Course (UN): UT**

ART 2000 - Art History Survey I

3 sem hrs cr. This course is a historical analysis of the arts of the Western tradition from the Paleolithic era through the Gothic period. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly ART 1920, ARTH 2010) **Transfer (UT) or Non Transfer Course (UN): UT**

ART 2020 - Art History Survey II

3 sem hrs cr. This course is a historical analysis of the arts of the Western tradition from the late Gothic period to the present. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly ART 1930, ARTH 2020) **Transfer (UT) or Non Transfer Course (UN): UT**

ARTA 2990 - Topics in Art

1-5 sem hrs cr. Selected topics in art is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly ART 2990) **Transfer (UT) or Non Transfer Course (UN): UT**

ARTP 1110 - Two Dimensional Design

3 sem hrs cr. This studio course uses a contemporary approach to the elements and principles of two-dimensional art.(Additional three hours of lab required per week.) *Formerly/Same As* (Formerly ART 1110) **Transfer (UT) or Non Transfer Course (UN): UT**

ARTP 1120 - Three Dimensional Design

3 sem hrs cr. This studio course uses a contemporary approach to the elements and principles of three dimensional art.(Additional three hours of lab required per week.) *Formerly/Same As* (Formerly ART 1140) **Transfer (UT) or Non Transfer Course (UN): UT**

ARTP 2030 - Painting

3 sem hrs cr. This studio course provides the basic techniques of painting with acrylics.(Additional three hours of lab required per week.)
Formerly/Same As (Formerly ART 2310) **Transfer (UT) or Non Transfer Course (UN): UT**

ARTP 2110 - Graphic Design Technologies

3 sem hrs cr. This course provides the procedures involved in the production of graphic design materials by means of computer and basics of word processing, drawing, and page layout programs for graphic design. Prerequisite: ARTP 1110 and ARTP 1120 or permission of the appropriate curriculum chair(Additional three hours of lab required per week.) **Transfer (UT) or Non Transfer Course (UN): UT**

ARTP 2120 - Life Drawing

3 sem hrs cr. (6 hours studio)This studio course focuses on drawing the human form, emphasizing both traditional techniques and a contemporary approach.

(Additional three hours of lab required per week.)

*This course satisfies the three-hour elective requirement for the TTP for East Tennessee State University and the University of Tennessee, Knoxville. **Transfer (UT) or Non Transfer Course (UN): UT**

Biology

BIOL 1010 - Introduction to Biology

4 sem hrs cr. (3 hours lecture-3 hours lab)This course examines basic biological principles and surveys the kingdoms of living organisms. Specific topics include: cell structure and function, cell processes and reproduction, inheritance, taxonomy, viruses, bacteria, protists, fungi, plants, animals, and ecology. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair* This course cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. *Formerly/Same As* (Formerly BIO 1000, BIO 1410, BIOL 1030) **Transfer (UT) or Non Transfer Course (UN): UT**

BIOL 1110 - General Biology I

4 sem hrs cr. (3 hours lecture-3 hours lab)This course examines in detail the physical and chemical basis of life with emphasis on cell processes, reproduction, and inheritance. A unit on Eubacteria, Archaeobacteria, Protista, and Fungi introduces the student to four of the six kingdoms of living organisms. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair
Formerly/Same As (Formerly BIO 1410) **Transfer (UT) or Non Transfer Course (UN): UT**

BIOL 1120 - General Biology II

4 sem hrs cr. (3 hours lecture-3 hours lab)This course examines the major groups of plants and animals. Emphasis is placed on the taxonomy, morphology, physiology, ecology, and evolution of these two kingdoms. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair *Formerly/Same As* (Formerly BIO 1420) **Transfer (UT) or Non Transfer Course (UN): UT**

BIOL 1510 - Environmental Science I

4 sem hrs cr. (3 hours lecture-3 hours lab)This course introduces students to the current principles and techniques of environmental science. Topics include ecology, energy resource management, pollution and sustainability. Local field trips and laboratory exercises will be a major portion of this course. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair
Formerly/Same As (Formerly BIO 1330, BIOL 1330) **Transfer (UT) or Non Transfer Course (UN): UT**

BIOL 2010 - Human Anatomy and Physiology I

4 sem hrs cr. (3 hours lecture-3 hours lab)This course is a study of the organization, structure and function of the human body emphasizing the integumentary, skeletal, muscular, and nervous systems (including the special senses). Strongly Recommend BIOL 1110 prior to BIOL 2010.

Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair *Formerly/Same As* (Formerly BIO 2710) **Transfer (UT) or Non Transfer Course (UN): UT**

BIOL 2020 - Human Anatomy and Physiology II

4 sem hrs cr. (3 hours lecture-3 hours lab) This course is a study of the organization, structure and function of the human body emphasizing the cardiovascular (including the lymphatic system and immunity), respiratory, digestive, urinary (including fluid, electrolyte, and acid-base balance), reproductive, and endocrine systems. Strongly Recommend BIOL 1110 prior to BIOL 2020. Prerequisite: Completion of BIOL 2010 with a grade of "C" or better or with permission of the Curriculum Chair *Formerly/Same As* (Formerly BIO 2720) **Transfer (UT) or Non Transfer Course (UN): UT**

BIOL 2230 - Microbiology

4 sem hrs cr. (3 hours lecture-3 hours lab) This course is a study of micro-organisms, especially bacteria, with emphasis on cytology, morphology, physiology, genetics, medical aspects, and cultural techniques. Laboratory experiments are designed to familiarize the student with microbiological techniques, cultivation, isolation, identification of bacteria and other micro-organisms. Strongly recommend BIOL 1110 prior to BIOL 2230. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair *Formerly/Same As* (Formerly BIO 2310) **Transfer (UT) or Non Transfer Course (UN): UT**

BIOL 2420 - Genetics

4 sem hrs cr. (3 hours lecture-3 hours lab) Mendelian genetics, chromosomal inheritance, modified Mendelian ratios, chromosome mapping, linkage, gene and chromosomal mutations, recombination, gene expression, recombinant DNA technology, transposable elements, extranuclear genome, population genetics, and quantitative genetics. Course includes three hours of lecture and three hours of laboratory applications each week. Prerequisite: BIOL 1110 or BIOL 2010 or with permission of the Curriculum Chair **Transfer (UT) or Non Transfer Course (UN): UT**

BIOL 2990 - Topics in Biology

1-5 sem hrs cr. Selected topics in biology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UT**

Business

BUSN 1300 - Personal Finance

3 sem hrs cr. This course helps students to define and reach personal financial goals. Topics may include planning, budgeting, taxes, credit, housing, insurance, investing, and retirement planning. *Formerly/Same As* (Formerly BUS 1300) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 1305 - Introduction to Business

3 sem hrs cr. This course provides an introduction to the business environment. Topics may include business ownership and organization, management, marketing, business ethics, accounting, economics, finance, and business careers. Completion of a research paper or special project may be required. *Formerly/Same As* (Formerly BUS 1210) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 1310 - Business Communications

3 sem hrs cr. This course is a study of the principles, practices, and mechanics of various types of effective written and oral business communications. Prerequisite: ENGL 1010 and INFS 1010 All documents must be typewritten. *Formerly/Same As* (Formerly BUS 2220) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 1320 - Business Calculations

3 sem hrs cr. This course is a study of the application of mathematics to solve problems related to routine business operations. Topics may include insurance, taxes, consumer credit, retail applications, investments, and introductory statistics. Prerequisite: Documented eligibility for collegiate mathematics *Formerly/Same As* (Formerly BUS 1220) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 1330 - Entrepreneurship

3 sem hrs cr. This course explores the strategies necessary to start and operate a business. Topics may include development of a business plan and strategies in marketing, management, finance, accounting, customer service, and operations. Prerequisite: BUSN 1305 or permission of the appropriate curriculum chair *Formerly/Same As* (Formerly BUS 2900) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 1340 - Small Business Management

3 sem hrs cr. This course is a study of the techniques of organizing and operating a small business, which may include development of the business plan, finance options, management of human resources, the firm's assets and risk, global opportunities, and exit strategies. *Formerly/Same As* (Formerly BUS 2750) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 1350 - Sales and Service

3 sem hrs cr. This course is an introduction to the fundamentals of customer service and selling. Topics may include developing and conveying a positive attitude, identifying buying motives and customer needs, developing and delivering a sales presentation, customer approaches, sales strategies, and cultivating repeat business through service. *Formerly/Same As* (Formerly BUS 2400) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2100 - Event Management

3 sem hrs cr. This course introduces students to special event planning and management. Students will research, plan, and organize special events. Students will practice decision-making skills through the execution of a special event. Students will improve skills in communication, teamwork, and reflection through learning activities. *Formerly/Same As* (Formerly BUS 2100) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2310 - Business Statistics

3 sem hrs cr. This course examines basic statistical theories, concepts, and techniques and their applications in business. Prerequisite: Documented eligibility for collegiate mathematics *Formerly/Same As* (Formerly BUS 2410) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2330 - Principles of Management

3 sem hrs cr. This course is a study of management through analysis of the functions of planning, organizing, leading, and controlling. Prerequisite: BUSN 1305 or permission of the appropriate curriculum chair *Formerly/Same As* (Formerly BUS 2710) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2340 - Human Resource Management

3 sem hrs cr. This course is a study of principles of human resource management, which may include equal employment law and the recruitment, selection, and development of human resources. Prerequisite: BUSN 1305 or permission of the appropriate curriculum chair *Formerly/Same As* (Formerly BUS 2500) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2360 - International Business

3 sem hrs cr. This course is a survey of the major issues associated with conducting international business. It provides students an understanding of the growing global marketplace. Prerequisite: BUSN 1305 or permission of the appropriate curriculum chair *Formerly/Same As* (Formerly BUS 2010) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2370 - Legal Environment of Business

3 sem hrs cr. This course is a study of the principles of the American legal system as they relate to the conduct of business in our society. *Formerly/Same As* (Formerly BUS 2610) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2375 - Career Development

3 sem hrs cr. This course is a study of methods for successful entry into work organizations and continued success after employment. Topics may include job search methods; evaluation of employment opportunities; preparation of job application documents; interviewing techniques; work skills and attitudes; and other topics related to the successful pursuit of a career. *Formerly/Same As* (Formerly BUSN 2910, BUS 2910) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2380 - Principles of Marketing

3 sem hrs cr. This course is a study of basic marketing principles and practices, including the selection of target markets and the development of the marketing mix (product, price, promotion, and place of distribution). *Formerly/Same As* (Formerly BUS 2810) **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2385 - Project Management and Design

3 sem hrs cr. This course focuses on a general approach to project management. The content deals with planning, scheduling, organizing and controlling projects. Primary class emphasis is on the project management process and tools. This introductory course includes the major topics of organization strategy and project selection, project definition, project time estimation, project plan development, resource scheduling and leadership. *Formerly/Same As* CITC 1334 **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2990 - Topics in Business

1-5 sem hrs cr. Selected topics in business is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly BUS 2990) **Transfer (UT) or Non Transfer Course (UN): UN**

Chemistry

CHEM 1110 - General Chemistry I

4 sem hrs cr. (3 hours lecture-3 hours lab) This course is a study of fundamental concepts of atoms and molecules, chemical bonding, formula and equation writing, naming compounds, quantitative relationships involving formulas, classification of the elements and selected compounds, shapes of molecules, stoichiometry and gas laws. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair *Formerly/Same As* (Formerly CHE 1010) **Transfer (UT) or Non Transfer Course (UN): UT**

CHEM 1120 - General Chemistry II

4 sem hrs cr. (3 hours lecture-3 hours lab) This course is a study of solutions, acid-base concepts, chemical kinetics and equilibrium, ionic equilibria of weak electrolytes, thermodynamics, oxidation-reduction reactions, and nuclear chemistry. Prerequisite: Completion of CHEM 1110 with a grade of "C" or better *Formerly/Same As* (Formerly CHE 1020) **Transfer (UT) or Non Transfer Course (UN): UT**

CHEM 2010 - Organic Chemistry I

4 sem hrs cr. (3 hours lecture-3 hours lab) This course is a study of the preparations and properties of aliphatic and aromatic compounds, their nomenclature, and their reactions. Prerequisite: Documented eligibility for collegiate level English and completion of CHEM 1120 with a grade of "C" or better. *Formerly/Same As* (Formerly CHE 2310) **Transfer (UT) or Non Transfer Course (UN): UT**

CHEM 2020 - Organic Chemistry II

4 sem hrs cr. (3 hours lecture-3 hours lab) This course is a study of the preparations, properties, nomenclature, and reactions of the following classes of compounds: alkyl halides, alcohols, ethers, carboxylic acids, aldehydes, ketones, and amines. Prerequisite: Documented eligibility for collegiate level English; Completion of CHEM 2010 with a grade of "C" or better *Formerly/Same As* (Formerly CHE 2320) **Transfer (UT) or Non Transfer Course (UN): UT**

CHEM 2990 - Topics in Chemistry

1-5 sem hrs cr. Selected topics in chemistry is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UT**

Communications

COMM 1010 - Introduction to Mass Communications

3 sem hrs cr. This course examines the development of various media and their impact on society. Topics include standard print media, radio, television, film, public relations, advertising, new electronic media and the World Wide Web. The course also emphasizes historical, political, social, psychological, cultural, and consumer aspects of mass media. *Formerly/Same As* (Formerly COM 1110)

Transfer (UT) or Non Transfer Course (UN): UT

COMM 1020 - Media Writing

3 sem hrs cr. This course is an introduction to print and broadcast journalism with an emphasis on newsgathering methods and the writing of news for print and electronic media. *Formerly/Same As* (Formerly (COM 1120) **Transfer (UT) or Non Transfer Course (UN): UT**

COMM 1030 - Introduction to Electronic Media

3 sem hrs cr. This course is an introduction to the history, special aspects, organization, structure, and function of electronic media. It is a basic introduction to broadcast operations. *Formerly/Same As* (Formerly COM 1130) **Transfer (UT) or Non Transfer Course (UN): UT**

COMM 2025 - Fundamentals of Communication

3 sem hrs cr. This course is a study of communication skills, including practice in organizing, preparing, and delivering various types of informative and persuasive speeches, and in engaging in constructive criticism of oral communication. Prerequisite: Exemption of or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly COM 1010, SPCH 1010) **Transfer (UT) or Non Transfer Course (UN): UT**

COMM 2500 - Survey of New Media

3 sem hrs cr. This course provides a survey in the latest media that is revolutionizing how information is transmitted, interpreted and used. Technology, innovations, advancements, business, legal and social aspects will be explored. **Transfer (UT) or Non Transfer Course (UN): UT**

COMM 2990 - Topics in Communications

1-5 sem hrs cr. Selected topics in communications is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UT**

Computer Information Technology

CITC 1300 - Beginning HTML & CSS

3 sem hrs cr. This course is a beginning course in HTML that provides instruction in creating Web pages. Students learn to write HTML code. Topics include using HTML tags, CSS formatting and appropriate scripting languages. *Formerly/Same As* (formerly CISP 1295) **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1301 - Intro to Programming and Logic

3 sem hrs cr. This course is an introduction to the logic necessary for application programming. Topics include logic analysis, techniques of structured design, process flow, and object oriented concepts. A programming language will be used to teach data types, variables, control structures, methods and arrays. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1302 - Introduction to Networking

3 sem hrs cr. This course is a broad-based course that provides an overview of computer networking. Topics will include network models, protocols and services, media and topologies, devices and tools, network management, and network security. This course may align with the outcomes of industry certification. *Formerly/Same As* (formerly IST1750) **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1303 - Database Concepts

3 sem hrs cr. This course is an introduction to the concepts and syntax of relational database management systems. Topics include data modeling, database design concepts, tables and queries and other database objects using the tools provided in a relational DBMS. Prerequisite: Documented eligibility for collegiate mathematics and INFS 1010 or permission of the Dean of Career and Technical Programs *Formerly/Same As* (formerly INFS 1260) **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1306 - Microsoft Word

3 sem hrs cr. This course covers the intermediate as well as advanced concepts of MS Word that are required for the Basic and Advance levels of MOS certification exams. Prerequisite: INFS 1010 or permission of the Dean of Career and Technical Programs *Formerly/Same As* (formerly INFS 1240) **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1307 - Introduction to Spreadsheets

3 sem hrs cr. This course is a study of the basic capabilities of computerized spreadsheets, including concepts, printing, charts, and the use of formulas and functions. Spreadsheet automation covers the intermediate as well as advanced concepts of MS Excel that are required for the Basic and Advance levels of MOS certification exams. Prerequisite: Documented eligibility for collegiate mathematics and INFS 1010 or permission of the Dean of Career and Technical Programs *Formerly/Same As* (formerly INFS 1250) **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1314 - Java Programming I

3 sem hrs cr. This course will cover the fundamental concepts of object-oriented programming using Java, including objects, classes, constructors, methods, and instance variables. Students will understand and implement topics such as user-designed classes, arrays and array processing, graphical user interfaces, and applets. *Formerly/Same As* (formerly CISP 2660) **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1317 - Introduction to Scripting Languages

3 sem hrs cr. An introduction to script programming as a tool for system administration, automation, and customization and as a platform for Web-based applications. Compares shell command languages and scripting languages used on Unix and Linux systems. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1321 - A+ Hardware

3 sem hrs cr. An introduction to basics of computer hardware. Topics include identification and installation of internal components, disk configuration, ports, cables, peripherals and networking concepts and connections. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1322 - A+ Software

3 sem hrs cr. This course is an introduction to basics of computer software. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1332 - UNIX/Linux Operating System

3 sem hrs cr. This course provides a thorough overview of the UNIX and LINUX operating systems. Emphasis is placed on the user interface, terminology and command structure within the multi-task/multiuser environment. Electronic mail and communications standards are covered along with standard UNIX/LINUX utilities needed to support the automated office. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1334 - Project Management and Design

3 sem hrs cr. This course focuses on a general approach to project management. The content deals with planning, scheduling, organizing and controlling projects. Primary class emphasis is on the project management process and tools. This introductory course includes the major topics of organization strategy and project selection, project definition, project time estimation, project plan development, resource scheduling and leadership. *Formerly/Same As BUSN 2385* **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1351 - Principles of Information Assurance

3 sem hrs cr. A beginning course in information assurance which examines the fundamentals of information assurance. The course will introduce topics such as the need for security, risk management, security technology, cryptography, and physical security. Also covered are legal/ethical issues and security policies. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 2199 - CO-OP/Internship I in Computer Information Technology

1 sem cr hr This course can be either a field experience such as an internship, or a project-based course. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 2299 - CO-OP/Internship II in Computer Information Technology

2 sem cr hrs This course can be either a field experience such as an internship, or a project-based course. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 2326 - Network Security

3 sem hrs cr. This course is designed to give students a fundamental understanding of computer and network security. It will introduce students to a wide variety of concepts related to computer security. This course will cover the objectives for the CompTIA Security+ Certification. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 2352 - Digital Forensics

3 sem hrs cr. This course is designed to give students a basic understanding of computer forensics and investigations. This course will introduce students to computing investigations by preparing them to acquire, examine and summarize digital evidence. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 2363 - Internet/Intranet Firewalls and eCommerce Systems

3 sem hrs cr. Gives an in-depth exploration of firewall, Web security, and e-Commerce security. Explores firewall concepts, types, topology and the firewall's relationship to the TCP/IP protocol. Includes client/server architecture, the Web server, HTML and HTTP in relation to Web Security, and digital certification, D.509, and public key infrastructure (PKI). **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 2390 - Capstone Course in Computer Information Technology

3 sem hrs cr. This culminating course will utilize the competencies developed in the professional courses to demonstrate decision-making and problem solving techniques in the field. Prerequisite: This course should be taken in the final semester unless a student has permission of the Dean of Career and Technical Programs **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 2399 - CO-OP/Internship III in Computer Information Technology

3 sem hrs cr. This course can be either a field experience such as an internship, or a project-based course. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 2499 - CO-OP/Internship IV in Computer Information Technology

4 sem cr hrs This course can be either a field experience such as an internship, or a project-based course. **Transfer (UT) or Non Transfer Course (UN): UN**

Computer Science

CISP 1010 - Computer Science I

4 sem hrs cr. (3 hours lecture-1 hour lab) This course is the study of the history of computing, computer organization, computer applications, algorithm design, stepwise refinement of algorithms, structured programming using C++, array representation of data, processing of character data, text file processing, subprograms, and parameter passing. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Dean of Career and Technical Programs. **Transfer (UT) or Non Transfer Course (UN): UT**

CISP 1020 - Computer Science II

4 sem hrs cr. (3 hours lecture-1 hour lab) This course provides advanced topics in C++ programming that will include records, files, and dynamic memory allocation. Data structures including arrays, character strings, stacks, queues, linked lists, and binary trees. Each structure is presented in its abstract form and its C++ implementation. Prerequisite: CISP 1010 or permission of the appropriate curriculum chair **Transfer (UT) or Non Transfer Course (UN): UT**

CISP 1032 - C++ Programming

3 sem hrs cr. This course is an introduction to computer program design concepts and development using the C++ programming language. Emphasis is on syntax, usage, modularity of program design, and development of program libraries.

Transfer (UT) or Non Transfer Course (UN): UT

CISP 1300 - Visual Basic Programming Language

3 sem hrs cr. This course is a study in microcomputer applications programming using the Visual Basic Programming Language for Windows. The course includes elementary program design concepts through advanced program interface with Windows applications. Case study methodology is used to demonstrate applicability to general purpose applications. Prerequisite: Required Documented eligibility for collegiate mathematics **Transfer (UT) or Non Transfer Course (UN): UN**

CISP 2410 - Assembly and Computer Organization

4 sem hrs cr. This course examines the structure of digital computers, introduction to machine language, number representations, symbolic coding and assembler language, register sets, instruction types, addressing modes, input-output subroutines, segmentation, paging and introduction to operating systems. Prerequisite: CISP 1010 or permission of the appropriate curriculum chair **Transfer (UT) or Non Transfer Course (UN): UT**

CISP 2990 - Topics in Computer Science

1-5 sem hrs cr. Selected topics in computer science is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UN**

Cooperative Education

COP 2010 - Cooperative Practicum I

2 sem hrs cr. This course involves study-related, off-campus work experience with employers in real employment situations. Course requirements include a minimum of twenty hours per week of work on the job as well as completion of a written report detailing the educational/employment experience. The course is graded on a pass/fail basis. Prerequisite: 12 or more semester hours earned and a 2.5 or higher cumulative GPA, and permission of the Education Curriculum Chair or the appropriate center/site director. Enrollment requires instructor approval. **Transfer (UT) or Non Transfer Course (UN): UN**

COP 2020 - Cooperative Practicum II

2 sem hrs cr. This course is a continuation of COP 2010 with the same requirements and responsibilities for completion. The course is graded on a pass/fail basis. Prerequisite: COP 2010 and a 2.5 or higher cumulative GPA and permission of the Education Curriculum Chair or the appropriate center/site director. Enrollment requires instructor approval. **Transfer (UT) or Non Transfer Course (UN): UN**

Criminal Justice Administration

CRMJ 1010 - Introduction to Criminal Justice

3 sem hrs cr. This course is an interdisciplinary examination of the American criminal justice system with particular emphasis on the major agencies involved in its operation – police, courts, and corrections by examining its historical development, current trends, and public policy issues relative to crime defendants, and victims. *Formerly/Same As* (Formerly CJA 2010) **Transfer (UT) or Non Transfer Course (UN): UT**

CRMJ 1020 - Introduction to the Legal Process

3 sem hrs cr. This course addresses the structure and function of the judicial system and the major problems and needs of the judicial segment of the criminal justice system. Major emphasis is placed on the basic concepts of criminal law and administration. *Formerly/Same As* (Formerly CJA 2110) **Transfer (UT) or Non Transfer Course (UN): UT**

CRMJ 2010 - Introduction to Law Enforcement

3 sem hrs cr. This course examines the police function an analysis of crime prevention and control and major problems and needs of the law enforcement segment of the criminal justice system. *Formerly/Same As* (Formerly CJA 2210) **Transfer (UT) or Non Transfer Course (UN): UT**

CRMJ 2020 - Introduction to Corrections

3 sem hrs cr. This course presents the history of the development of corrections in Europe and America and a survey of current prison conditions and operations, including pre-release, probation, and parole. *Formerly/Same As* (Formerly CJA 2220) **Transfer (UT) or Non Transfer Course (UN): UT**

CRMJ 2120 - The Juvenile Justice System

3 sem hrs cr. This course addresses the problem of juvenile delinquency and youth crime with emphasis on the history of the juvenile justice system, the court and police role within the system, rehabilitation and correction of the delinquent, and juvenile probation services. Alternatives to traditional procedures such as community-based programs vs. correctional institutions, and non-judicial and judicial adjustment are examined. *Formerly/Same As* (Formerly CJA 2120) **Transfer (UT) or Non Transfer Course (UN): UT**

CRMJ 2400 - Introduction to Criminology

3 sem hrs cr. This course is a study of crime and criminal behavior. Topics examined include the nature of crime, its measurement and forms, the social dimensions and correlates of crime, major theories of criminal and delinquent behavior, and possible solutions to the crime problem.

Formerly/Same As (Same as SOCI 2400)

(Formerly CJA 2400)**Transfer (UT) or Non Transfer Course (UN): UT**

CRMJ 2550 - Understanding Terrorism

3 sem hrs cr. This course is a survey course covering the historical background of terrorism as a criminal activity, terrorist typologies, the motivations behind terrorist activity, and the responses of the criminal justice system to terrorism. *Formerly/Same As* (Same as SOCI 2550)

(Formerly CJA 2550)**Transfer (UT) or Non Transfer Course (UN): UT**

CRMJ 2990 - Topics in Criminal Justice Administration

1-5 sem hrs cr. Selected topics in criminal justice administration is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly CJA 2990)**Transfer (UT) or Non Transfer Course (UN): UT**

Early Childhood Education

ECED 1310 - Introduction to Early Childhood Education

3 sem hrs cr. Introduction to Early Childhood Education is an introduction to the early childhood profession, including an emphasis on professionalism and developmentally appropriate practice. The course also includes an overview of history of early education; theoretical program models; different types of early childhood programs, community resources; professional organizations, and contemporary trends and issues in programs for children ages birth through eight. Field experience is required.(Formerly ECED 1010)**Transfer (UT) or Non Transfer Course (UN): UT**

ECED 2003 - Special Topics in Early Childhood Education

1-3 sem hrs cr. The study of programs, trends, and issues in the field of Early Childhood Education. Learning outcomes for this course will be developed on an individual basis, depending on the number of credit hours being earned and the topic being explored by the student. **Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2185 - Special Topics in Early Childhood Education

1-3 sem hrs cr. The study of programs, trends, and issues in the field of Early Childhood Education. Learning outcomes for this course will be developed on an individual basis, depending on the number of credit hours being earned and the topic being explored by the student. **Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2285 - Special Topics in Early Childhood Education

1-3 sem hrs cr. The study of programs, trends, and issues in the field of Early Childhood Education. Learning outcomes for this course will be developed on an individual basis, depending on the number of credit hours being earned and the topic being explored by the student. (Formerly ECED 2002) **Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2300 - The Mentoring Teacher

3 sem hrs cr. The Mentoring Teacher is a study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning, while also addressing the needs of parents, other staff, and of children from birth through age eight. (Formerly ECED 2100)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2310 - Safe, Healthy, Learning Environments

3 sem hrs cr. Safe, Healthy learning Environments is a study of the basic principles and practices of safety, health, and nutrition as they relate to the early childhood setting, home, and community for children ages birth through eight. Also included is a study of principles of creating appropriate learning environments for young children. Field experience is required. (Formerly ECED 2010)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2312 - Administration of Early Childhood Programs

3 sem hrs cr. Administration of Early Childhood Programs is a study of organizational and administrative practices applicable to programs serving children ages birth through eight. Topics of particular consideration include leadership, enrollment, public relations, staff-management, financial management, facilities, regulations, family relations, and program development.(Formerly ECED 2120)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2315 - Early Childhood Curriculum

3 sem hrs cr. Early Childhood Curriculum is a study of developmentally appropriate practices and the teacher's role in supporting development of children ages birth through eight. Also included is an emphasis on curriculum planning including goals, environment, and roles of teachers and of families, materials, and settings. Field experience is required. (Formerly ECED 2015)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2320 - Infant, Toddler, Child Development

3 sem hrs cr. Infant, Toddler, Child Development is a study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of children ages birth through eight. Field experience is required. (Formerly ECED 2020)**Transfer (UT) or Non Transfer Course (UN): UT**

ECED 2330 - Infant and Toddler Care

3 sem hrs cr. Infant and Toddler Care is a study of the care and education of infants and toddlers ages birth to three in group settings (i.e., childcare centers, family childcare homes, Early Head Start, etc.). Topics include rationales and strategies for supporting the whole child, including cognitive, language, social-emotional, and physical development in a safe, responsive environment. The course emphasizes relationship-based care and education with special attention to the unique environmental aspects of programs for the child under three. Field experience is required. (Formerly ECED 2030)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2335 - Initial Practicum

3 sem hrs cr. Initial Practicum is a supervised practicum which includes a minimum of 30 clock hours in instruction and 45 clock hours in a clinical site approved by the Department (accredited agency, 3-Star, or Department-approved site). These hours may be completed in the student's employment site with Department approval. The course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy and that promotes optimum learning for young children ages birth through 8. (Formerly ECED 2130)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2340 - Family Dynamics and Community Involvement

3 sem hrs cr. Family Dynamics & Community Involvement is a study of the role of the family and community in the physical, cognitive, social, and emotional growth of the child ages birth through eight. Topics include the benefits of, and strategies for, developing positive reciprocal relationships with families in an early childhood setting. Field experience is required. (Formerly ECED 2040)**Transfer (UT) or Non Transfer Course (UN): UT**

ECED 2360 - Development of Exceptional Children

3 sem hrs cr. Development of Exceptional Children explores practices that early childhood professionals can apply to develop a more inclusive and accessible environment for children ages birth through eight. It provides students with skills to include children of all abilities through appropriate arrangement of the environment. The course includes strategies for developing strong relationships with families and other community agencies. Field experience is required.(Formerly ECED 2060)**Transfer (UT) or Non Transfer Course (UN): UT**

ECED 2365 - Final Practicum

3 sem cr hrs Final Practicum is a supervised clinical experience with a minimum of 15 clock hours in instruction and 90 clock hours in a Clinical Site approved by the Department (accredited agency, 3-star, or Department-approved site). Up to 45 hours may be completed in the student's employment site with Department approval. Focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth through eight. (Formerly ECED 2160)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2370 - Developmental Assessment

3 sem hrs cr. Developmental Assessment covers assessment for children ages birth through eight. Both formal and informal instruments will be discussed, emphasizing tools that can be effectively used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments are also addressed. Field experience is required. (Formerly ECED 2070)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2375 - Social-Emotional Development

3 sem hrs cr. This course addresses promotion, prevention, and intervention strategies related to young children's social-emotional development and challenging behavior. The course is built around the Teaching Pyramid (Fox, Dunlap, Hemmeter, Joseph & Strain, 2003), which is a framework for understanding effective practices related to supporting young children's social-emotional development and addressing challenging behavior. The model includes a focus on building relationships with children, families, and colleagues. The course also stresses designing environments that support young children's social-emotional competence, developing strategies for teaching social skills, and promoting emotional development. It includes a systematic approach for addressing challenging behavior when it is persistent and not responsive to developmentally appropriate guidance procedures. (Formerly ECED 2075)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2380 - Language and Literacy in Early Childhood

3 sem hrs cr. Language and Literacy in Early Childhood focuses on research-based principles and practices for providing young children ages birth through eight with a strong foundation in language and literacy, using a developmentally appropriate approach. Field experience is required. (Formerly ECED 2080)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2385 - Math and Science in Early Childhood

3 sem hrs cr. Math and Science in Early Childhood is a course covering the standards, principles, and practices in teaching mathematics and science to young children ages birth through eight. The course emphasizes developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experience is required. (Formerly ECED 2085)**Transfer (UT) or Non Transfer Course (UN): UN**

ECED 2390 - Creative Development

3 sem hrs cr. Creative development provides strategies for promoting creative development of the young child ages birth through eight. Topics include understanding the concept of creativity: what it is, why it is important, and how the development of creativity relates to art, music, movement, and drama. Field experience is required. (Formerly ECED 2090)**Transfer (UT) or Non Transfer Course (UN): UN**

Economics

ECON 2100 - Principles of Macroeconomics

3 sem hrs cr. This course is a study of basic economic concepts and macroeconomics. Topics covered include basic economic theory, economic systems, national income accounting, unemployment and inflation, money and banking, fiscal and monetary policy. Prerequisite: Exemption from or completion of READ 0810 *Formerly/Same As* (Formerly ECON 2010)**Transfer (UT) or Non Transfer Course (UN): UT**

ECON 2200 - Principles of Microeconomics

3 sem hrs cr. This course is a study of basic economic concepts and microeconomics. Topics covered include consumer and firm behavior, economic growth, market structures, price and output determination, labor and unions, international trade and finance. Prerequisite: Exemption from or completion of READ 0810 *Formerly/Same As* (Formerly ECON 2020)**Transfer (UT) or Non Transfer Course (UN): UT**

ECON 2990 - Topics in Economics

1-5 sem hrs cr. Selected topics in economics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UN**

Education

EDU 2100 - Exceptional Child Development

3 sem hrs cr. This course provides an introduction to the development of exceptional children. The course focuses on various types of conditions in the context of typical development. For each area of exceptionality, current research trends, theoretical and legal considerations, and practice-related issues are discussed. Family involvements, cultural and linguistic diversity, a lifespan focus and educational implications are examined. Prerequisite: Documented eligibility for collegiate English. Recommended EDUC 2210

Additional observations and problem-based learning activities are required in this course.

A minimum grade of "C" is required in this course to meet the requirement of the AST degree. **Transfer (UT) or Non Transfer Course (UN): UT**

EDU 2990 - Topics in Education

1-5 sem hrs cr. Selected topics in education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UN**

EDUC 1010 - Introduction to Education

3 sem hrs cr. This course is a survey of education in America, including the history of education, the rewards and challenges of teaching, current trends and issues, philosophies of education, teaching in a diverse and global society, the use of technology in teaching and learning, and education reforms. Students are required to complete 10 hours of classroom observation in order to receive credit for the course. Students will need to obtain a background check. Prerequisite: Documented eligibility for collegiate English. **Transfer (UT) or Non Transfer Course (UN): UT**

EDUC 2210 - Educational Psychology

3 sem hrs cr. This course explores physical, mental, social, and moral development of individuals from birth to the end of life. How humans learn is a large component of the course. A minimum grade of "C" is required in this course to meet the requirement of the AST degree. Additional observations and problem-based learning activities are required in this course. Prerequisite: Documented eligibility for collegiate English. Recommended prerequisite: EDUC 1010 *Formerly/Same As* (Formerly EDU 2110) **Transfer (UT) or Non Transfer Course (UN): UT**

Emergency Medical Technology

EMSA 1111 - Advanced EMT Clinical

1 sem hr cr The Advanced EMT Clinical is one of two courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of an Advanced Emergency Medical Technician program and build upon the concepts and knowledge gained during prior and/or concurrent courses.

The outcomes presented in EMSA 1111 and EMSA 1112 may be taught in a coterminous format or in a two-semester format.

48-96 hrs of clinical/field experience will be completed this semester.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSA 1112, EMSA 1501 and EMSA 1201 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSA 1112 - Advanced EMT Field Internship

1 sem hr cr The Advanced EMT Field Internship is the one of two courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of an Advanced Emergency Medical Technician program and build upon the concepts and knowledge gained during prior and/or concurrent courses.

The outcomes presented in EMSA 1111 and EMSA 1112 may be taught in a coterminous format or in a two-semester format.

48-96 hrs of clinical/field experience will be completed this semester.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140.

Prerequisite: Admission to the EMT Program Corequisite: EMSA 1111 , EMSA 1502 , and EMSA 1202 depending on delivery schedule **Transfer (UT) or Non Transfer Course (UN): UN**

EMSA 1201 - Advanced EMT Medical Skills Lab

2 sem hrs cr. The Advanced EMT Medical Skills Lab is the one of two laboratory based courses intended to focus the student on developing skills related to theory presented in didactic classes taken as co-requisites for this course. This laboratory experience will utilize scenarios to emphasize airway maintenance, medication administration, and successfully assessing patients with a variety of medical concerns.

The outcomes presented in EMSA 1201 and EMSA 1202 may be taught in a coterminous format or in a two-semester format.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140.

Prerequisite: Admission to the EMT Program Corequisite: EMSA 1501 and EMSA 1111 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSA 1202 - Advanced EMT Trauma and Medical Skills Lab

2 sem hrs cr. The Advanced EMT Trauma and Medical Skills Lab is one of two laboratory based courses intended to focus the student on developing skills related to theory presented in didactic classes taken as co-requisites for this course. This laboratory experience will utilize scenarios to emphasize airway maintenance, medication administration, and successfully assessing patients with a variety of medical concerns. The outcomes presented in EMSA 1201 and EMSA 1202 may be taught in a coterminous format or in a two-semester format. Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140.

Prerequisite: Admission to the EMT Program Corequisite: EMSA 1201 , EMSA 1502 , and EMSA 1112 depending on delivery schedule **Transfer (UT) or Non Transfer Course (UN): UN**

EMSA 1501 - Advanced EMT Medical Emergencies

5 sem hrs cr. The Advanced EMT Medical Emergencies is the one of two lecture courses which includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. This course includes the following topics: Emergency Medical Responder and Emergency Medical Technician- National Educational Standards competencies, roles and responsibilities of the AEMT, workforce safety, wellness, public health, communications, documentation, medical/legal/ethical considerations, anatomy and physiology, life span development, pathophysiology, patient assessment, critical thinking, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies. The outcomes presented in EMSA 1501 and EMSA 1502 may be taught in a coterminous format or in a two-semester format. Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140.

Prerequisite: Admission to the EMT Program Corequisite: EMSA 1201 and EMSA 1111 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSA 1502 - Advanced EMT Trauma and Medical Emergencies

5 sem hrs cr. The Advanced EMT Trauma and Medical Emergencies is one of two lecture courses which includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. This course includes the following topics: obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, EMS operations, trauma and shock. Trauma and shock will include the following topics: bleeding, soft tissue injuries, head & spine injuries, face & neck injuries, chest injuries, abdominal & genitourinary injuries, and orthopedic injuries. The outcomes presented in EMSA 1501 and EMSA 1502 may be taught in a coterminous format or in a two-semester format.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSA 1501 , EMSA 1202 , and EMSA 1112 depending on delivery schedule **Transfer (UT) or Non Transfer Course (UN): UN**

EMSB 1101 - EMT Medical Skills Lab

1 sem hr cr EMT Medical Skills Lab is a laboratory based course utilizing scenarios to emphasize EMS operations, communications, documentation, medical/legal/ethical considerations, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, behavioral emergencies, assisting with medication administration, and successful assessment of patients with a variety of medical concerns. This course includes application of principles and processes discussed in EMT Medical Emergencies. The outcomes presented in EMSB 1101 and EMSB 1102 may be taught in a coterminous format or in a two-semester format. Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSB 1601 and EMSB 1111 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSB 1102 - EMT Trauma and Medical Skills Lab

1 sem hr cr EMT Trauma and Medical Skills Lab is a laboratory based course utilizing scenarios to emphasize obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, trauma and shock. The outcomes presented in EMSB 1101 and EMSB 1102 may be taught in a coterminous format or in a two-semester format. Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSB 1601 , EMSB 1101 , EMSB 1111 , EMSB 1602 , and EMSB 1112 depending on delivery schedule **Transfer (UT) or Non Transfer Course (UN): UN**

EMSB 1111 - EMT Clinical

1 sem hr cr EMT Clinical is the one of two clinical courses designed to allow the student to meet all psychomotor and affective outcomes for the clinical requirements of an EMT program and build upon the concepts and knowledge learned in EMT Medical Emergencies and EMS Operations. The outcomes presented in EMSB 1111 and EMSB 1112 may be taught in a coterminous format or in a two-semester format.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSB 1601 and EMSB 1101 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSB 1112 - EMT Clinicals

1 sem hr cr EMT Field Internship is the one of two clinical courses designed to allow the student to meet all psychomotor and affective outcomes for the clinical requirements of an EMT program and build upon the concepts and knowledge learned during prior and/or concurrent courses.

48-96 hrs of clinical/field experience will be completed this semester.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to

the EMT Program Corequisite: EMSB 1601 , EMSB 1101 , EMSB 1111 , EMSB 1602 , and EMSB 1102 depending on delivery schedule **Transfer (UT) or Non Transfer Course (UN): UN**

EMSB 1601 - EMT Medical Emergencies and EMS Operations

6 sem hrs cr. EMT Medical Emergencies and EMS Operations is the one of two lecture courses designed to provide the student with the knowledge of an entry-level Emergency Medical Technician (EMT). This course includes the following topics: Emergency Medical Responder-National Educational Standards competencies, roles and responsibilities of the EMT, workforce safety, wellness, public health, communications, documentation, EMS operations, medical/legal/ethical considerations, fundamental anatomy and physiology, life span development, fundamental pathophysiology, patient assessment, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies. The outcomes presented in EMSB 1601, and EMSB 1602 may be taught in a coterminous format or in a two-semester format.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT program Corequisite: EMSB 1101, EMSB 1111 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSB 1602 - EMT Trauma and Medical Emergencies

6 sem hrs cr. EMT Trauma and Medical Emergencies is the one of two lecture courses designed to provide the student with the knowledge of an entry-level Emergency Medical Technician (EMT). This course includes the following topics: obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, trauma and shock. Trauma and shock will include the following topics: bleeding, soft tissue injuries, head & spine injuries, face & neck injuries, chest injuries, abdominal & genitourinary injuries, and orthopedic injuries. The outcomes presented in EMSB 1601 and EMSB 1602 may be taught in a coterminous format or in a two-semester format.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSB 1601, EMSB 1101, EMSB 1111, and EMSB 1102, and EMSB 1112 depending on delivery schedule **Transfer (UT) or Non Transfer Course (UN): UN**

EMSP 1311 - Paramedic Clinical I

3 sem hrs cr. Paramedic Clinical I is the first of three clinical courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of a paramedic program and build upon the concepts and knowledge gained during the first semester. Prerequisite: Admission to the Paramedic Program and all EMSB and EMSA courses or TN AEMT license. Corequisite: EMSP 1801 and EMSP 1401 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSP 1401 - Paramedic Skills Labs I

4 sem hrs cr. Skills Lab I is a laboratory based course utilizing scenarios to emphasize airway management, medication administration, and successful assessment of patients with a variety of medical concerns and an introduction to cardiology. This course includes application of principles and processes discussed in Fundamentals I. Prerequisite: Admission to the Paramedic Program and all EMSB and EMSA courses or TN AEMT license. Corequisite: EMSP 1801 and EMSP 1311 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSP 1801 - Fundamentals of Paramedic I

8 sem hrs cr. Fundamentals of Paramedic is the first of two lecture courses to include the following topics: paramedic roles, responsibilities, workforce safety, wellness, public health, communications, documentation, EMS operations, medical/legal considerations, anatomy and physiology, life span development, general pathophysiology, general pharmacology, patient assessment, critical thinking, airway management, respiratory emergencies and introduction to cardiology.

Prerequisite: Admission to the Paramedic Program and all EMSB and EMSA courses or TN AEMT license. Corequisite: EMSP 1401 and EMSP 1311 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSP 2303 - Paramedic Practicum

3 sem hrs cr. Paramedic Practicum is a combination of laboratory and scenarios based course intended to assist students on developing skills related to the theories presented in their previous courses. This course will allow for preparation for psychomotor licensure testing and preparation as a competent entry level Paramedic. Prerequisite: EMSP 1401 and EMSP 2402 Corequisite: EMSP 2403 and EMSP 2513 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSP 2402 - Paramedic Skills Labs II

4 sem hrs cr. Paramedic Skills Lab II is a laboratory based course intended to utilize scenarios to emphasize respiratory/cardiac emergencies (on-going from EMSP 1401), pulmonology, neurology, endocrinology, gastroenterology, urology and nephrology, hematology, gynecology, obstetrics, neonatology, pediatrics, trauma, continuing cardiology, and successful assessment of patients with a variety of medical conditions. This course includes application of principles and processes discussed in Fundamentals I. Prerequisite: All EMSB and EMSA courses or TN AEMT license and EMSP 1801, EMSP 1401, and EMSP 1311 Corequisite: EMSP 2802 and EMSP 2412 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSP 2403 - Paramedic Capstone

4 sem hrs cr. Paramedic Capstone serves as a mechanism to insure that the student meets academic requirements to test for National Registry and licensure. This course will include all necessary steps needed to complete the program including exit exams, preparation for National Registry practical and written exams, exit interviews, patient care review by the Medical Director, and any other administrative requirements that the program may deem necessary. Prerequisite: All EMSB and EMSA courses or TN AEMT license and EMSP 1801 and EMSP 2802 Corequisite: EMSP 2303 and EMSP 2513 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSP 2412 - Paramedic Clinical II

4 sem hrs cr. Paramedic Clinical II is the second of three clinical experiences designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of a paramedic program and to build upon the concepts and knowledge gained during prior and/or concurrent courses. Prerequisite: All EMSB and EMSA courses or TN AEMT license and EMSP 1801, EMSP 1401, and EMSP 1311 Corequisite: EMSP 2802 and EMSP 2402 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSP 2513 - Paramedic Field Internship

5 sem hrs cr. Paramedic Field Internship provides evidence that the student is capable of acting as a team leader in managing the emergency care and treatment of an injured or ill patient at the paramedic level. The student will demonstrate competency in this role. While all skill sets should have been achieved prior to initiating the internship, patient types and pathologies may be used from this experience to complete the minimum graduation academic requirements as set forth in CoAEMSP accreditation documents and the Tennessee Office of EMS. Prerequisite: All EMSB and EMSA courses or TN AEMT license and EMSP 1311 and EMSP 2412 Corequisite: EMSP 2303 and EMSP 2403 **Transfer (UT) or Non Transfer Course (UN): UN**

EMSP 2802 - Fundamentals of Paramedic II

8 sem hrs cr. Fundamentals of Paramedic II is the second of two lecture courses to include the following topics: respiratory & cardiology (on-going from EMSP 1801), pulmonology, neurology, endocrinology, gastroenterology, urology and nephrology, hematology, gynecology, obstetrics, neonatology, pediatrics, geriatric emergencies, psychological emergencies and trauma/shock. Prerequisite: All EMSB and EMSA courses or TN AEMT license and EMSP 1801, EMSP 1401, and EMSP 1311 Corequisite: EMSP 2402 and EMSP 2412 **Transfer (UT) or Non Transfer Course (UN): UN**

Engineering

ENGR 2110 - Statics

3 sem hrs cr. This course is a study of vector algebra, resultants, equilibrium, friction, centers of gravity, centroids, moments of inertia, statics of particles, equilibrium of rigid bodies in two and three dimensions, and analysis of structures. Prerequisite or Corequisite: MATH 1910 and PHYS 2110 **Transfer (UT) or Non Transfer Course (UN): UT**

ENGR 2120 - Dynamics (Particles and Rigid Bodies)

3 sem hrs cr. This course is a study of particle kinematics, absolute and relative motion, kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum principle, systems of particles, kinematics of rigid bodies, and mechanical vibrations. Prerequisite: MATH 1920 and ENGR 2110 **Transfer (UT) or Non Transfer Course (UN): UT**

ENGR 2130 - Circuits I

4 sem hrs cr. This course is an introduction to circuit analysis. The content includes Kirchoff's laws, circuit theorems, DC circuit analysis phasors, AC circuit analysis, and transient response of dynamic circuits. Digital computer analysis of electrical circuits is also covered. This course includes an introduction to laboratory instrumentation, measurement techniques, electrical circuit elements, and circuit behavior for DC, AC and transient sources. Digital computer analysis of electrical circuits is also included. Prerequisite: MATH 1920 **Transfer (UT) or Non Transfer Course (UN): UT**

ENGR 2990 - Topics in Engineering

1-5 sem hrs cr. Selected topics in engineering is a specially designed course for students interested in pursuing specific projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UN**

English

ENGL 1010 - English Composition I

3 sem hrs cr. This course focuses on essay writing using a variety of expository patterns and emphasizes critical reading and discussion of selected essays, logical thinking, and an introduction to incorporation and documentation of material from primary sources. Prerequisite: Exemption from ENGL 0810 or concurrent enrollment in ENGL 0810 Selected sections of ENGL 1010 and ENGL 1020 Composition I and II are taught using word processing. Students should check each semester's Schedule of Classes for the designation of these sections. Word processing and keyboarding experience are not required for enrollment in these designated sections but are assets. **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 1020 - English Composition II

3 sem hrs cr. This course emphasizes expository and analytic writing, critical thinking, in-depth extended research, and the incorporation and documentation of source material into student writing.

Prerequisite: ENGL 1010 Selected sections of ENGL 1010 and ENGL 1020 Composition I and II are taught using word processing. Students should check each semester's Schedule of Classes for the designation of these sections. Word processing and keyboarding experience are not required for enrollment in these designated sections but is an asset. **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2045 - Introduction to Literature

3 sem hrs cr. This course emphasizes the reading and analysis of a variety of literary types as forms of cultural and creative expression and highlights themes and experiences common to the human existence and experience. Specific topics are determined by the instructor, and the course focuses on texts that reflect different historical and cultural contexts and perspectives. Prerequisite: ENGL 1020 *Formerly/Same As* (Formerly ENGL 2030) **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2130 - Topics in American Literature

3 sem hrs cr. This course is the study of representative works of American prose, poetry, and/or drama beginning with the early settlement period through the twentieth century. Prerequisite: ENGL 1020 *Formerly/Same As* (Formerly ENG 2020) **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2235 - Topics in British Literature

3 sem hrs cr. This course is the study of representative works of British prose, poetry, and/or drama beginning with the Anglo-Saxon period through the early twentieth century. Prerequisite: ENGL 1020 *Formerly/Same As* (Formerly ENG 2030, ENGL 2230)**Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2240 - Literature of The South

3 sem hrs cr. This course is a study of the literature of the South emphasizing Appalachia. Using a non-sequential time frame, it includes a variety of genres, especially the novel of the 10th century. The focus is on the culture of the South as revealed through its literature. Prerequisite: ENGL 1020 (This course does not substitute for the sophomore literature requirement.)**Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2310 - Early World Literature

3 sem hrs cr. This course is an in-depth study of a variety of world prose, poetry, and/or drama from the ancient period the medieval period and the pre-modern period. Students will also research literary topics and write analytical papers. Prerequisite: ENGL 1020 *Formerly/Same As* (Formerly ENG 2040)**Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2320 - Modern World Literature

3 sem hrs cr. This course is an in-depth study of a variety of world prose, poetry, and/or drama from the modern period. Students will also research literary topics and write analytical papers. Prerequisite: ENGL 1020 **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2330 - Topics in World Literature

3 sem hrs cr. This course is a study of representative works of world fiction, poetry, and drama from the ancient period through the modern period. Prerequisite: ENGL 1020 **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2900 - Creative Writing I

3 sem hrs cr. This course introduces students to the elements and techniques in creative writing (essay, short fiction, poetry, drama). Topics include the mechanics for submission of manuscripts for publication as well as current trends and issues in creative writing. The course is writing-intensive and emphasizes both individual and group analysis. Prerequisite: ENGL 1010 or permission of the appropriate curriculum chair(This course does not substitute for the sophomore literature requirement.)**Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2910 - Creative Writing II

3 sem hrs cr. This course provides students with intense practice in the elements and techniques of creative writing (fiction, poetry, drama) in a workshop setting. The course is writing-intensive and emphasizes both individual and group analysis. Prerequisite: ENGL 1010 or permission of the appropriate curriculum chair(This course does not substitute for the sophomore literature requirement.)**Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2990 - Topics in English

1-5 sem hrs cr. Selected topics in English is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.**Transfer (UT) or Non Transfer Course (UN): UT**

French

FREN 1010 - Beginning French I

3 sem hrs cr. This course emphasizes the essentials of French grammar and develops reading, writing, and speaking skills in the language. Readings about French culture are included. *Formerly/Same As* (Formerly FRE 1110)**Transfer (UT) or Non Transfer Course (UN): UT**

FREN 1020 - Beginning French II

3 sem hrs cr. This course continues to emphasize the essentials of French grammar and further develops reading, writing, and speaking skills. Introductory readings in French literature are included. Prerequisite: FREN 1010 *Formerly/Same As* (Formerly FRE 1120)**Transfer (UT) or Non Transfer Course (UN): UT**

FREN 2010 - Intermediate French I

3 sem hrs cr. This course emphasizes a more advanced grammar review with exercises for improving oral and written skills and includes readings in French literature and culture. Prerequisite: FREN 1020 **Transfer (UT) or Non Transfer Course (UN): UT**

FREN 2020 - Intermediate French II

3 sem hrs cr. This course continues with a more advanced grammar review and further develops oral and written skills. Readings in French literature are expanded. Prerequisite: FREN 2010 **Transfer (UT) or Non Transfer Course (UN): UT**

FREN 2990 - Topics in French

1-5 sem hrs cr. Selected topics in French is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UT**

Geography

GEOG 1012 - Cultural Geography

3 sem hrs cr. This course examines variations in culture and analyzes how cultural elements vary or recur from place to place and influence change and economic development. Topics include demographics, distribution patterns, and interactions of such cultural characteristics as language, religion, politics, urbanization, and economics. Prerequisite: Exemption from or completion of READ 0810 and ENGL 0810 *Formerly/Same As* (Formerly GGY 1010, GEOL 1030)**Transfer (UT) or Non Transfer Course (UN): UT**

GEOG 2010 - World Regional Geography

3 sem hrs cr. This course examines world regions from a geographical perspective. Topics include major physical and cultural characteristics of each region, location, land forms, climate, population, political structures, agriculture, industry, resources, languages, and religions. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly GGY 2010)**Transfer (UT) or Non Transfer Course (UN): UT**

GEOG 2990 - Topics in Geography

1-5 sem hrs cr. Selected topics in geography is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly GGY 2990)**Transfer (UT) or Non Transfer Course (UN): UT**

Geology

GEOL 1030 - Survey of Geology

4 sem hrs cr. (3 hours lecture-3 hours lab) This course focuses upon the earth's structure, function, physical processes, and location in space. Emphasis is given to the external and internal forces that mold the face of the earth and its atmosphere. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair *Formerly/Same As* (Formerly GEO 1200)**Transfer (UT) or Non Transfer Course (UN): UT**

GEOL 2990 - Topics in Geology

1-5 sem hrs cr. Selected topics in geology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly GEO 2990)**Transfer (UT) or Non Transfer Course (UN): UT**

Health/Physical Education

HPE 2000 - Foundations of Physical Education

3 sem hrs cr. This course examines the history of physical education as a profession and introduces the student to developments and directions in careers related to health, physical education, and recreation. The biological, physiological, and psychological bases of physical education are studied. *Formerly/Same As* (Formerly PED 2000)**Transfer (UT) or Non Transfer Course (UN): UN**

HPE 2010 - Fitness for Life

2 sem hrs cr. This course challenges the student to increase fitness levels and knowledge in the following areas: 1) nutrition, 2) exercise, 3) stress management, 4) lifetime activities, and 5) self-esteem. The course also provides the ability to both measure and monitor fitness levels. Fitness assessments provide goals for activity development for improving lifestyles and a holistic approach to life. Laboratory experiences provide information for individual exercise prescriptions exercise interests, and personal goals. **Transfer (UT) or Non Transfer Course (UN): UN**

HPE 2050 - Coaching Basketball

2 sem hrs cr. This course emphasizes theories and practices of coaching basketball, with attention to team play, rules, and the coaching of individual performance. *Formerly/Same As* (Formerly PED 2050)**Transfer (UT) or Non Transfer Course (UN): UN**

HPE 2060 - Coaching Baseball

2 sem hrs cr. This course emphasizes theories and practices of coaching baseball with attention to team play, rules, and the coaching of individual performance. *Formerly/Same As* (Formerly PED 2060)**Transfer (UT) or Non Transfer Course (UN): UN**

HPE 2080 - Officiating

3 sem hrs cr. This course is designed to prepare individuals to meet T.S.S.A.A. requirements for officiating in baseball, basketball, football, volleyball, and soccer. *Formerly/Same As* (Formerly PED 2080)**Transfer (UT) or Non Transfer Course (UN): UN**

HPE 2300 - Personal Health

3 sem hrs cr. This course is a study of contemporary personal health issues and problems with a major emphasis placed on emotional health, drugs, tobacco, alcohol, and human sexuality. **Transfer (UT) or Non Transfer Course (UN): UT**

HPE 2320 - First Aid and Safety

3 sem hrs cr. This course focuses on first aid care and accident prevention, with emphasis on artificial respiration and cardiopulmonary resuscitation (CPR). (Certification in CPR is given. Students are responsible for the CPR certification fee.) **Transfer (UT) or Non Transfer Course (UN): UT**

HPE 2340 - Wellness Perspectives and Lifestyles

3 sem hrs cr. This course provides the student with the knowledge and skills to make informed positive lifestyle choices and understand the impact of lifestyle choices on the individual, family, community, and society. The course focuses on the impact of behavioral choices on physical, mental, emotional, and social wellness on the individual and his culture. *Formerly/Same As* (Formerly HED 2340/PED 2340)**Transfer (UT) or Non Transfer Course (UN): UT**

HPE 2410 - Physical Education for The Elementary Child

3 sem hrs cr. This course is a study of developmentally appropriate curriculum, teaching strategies and techniques, and psychomotor activities (games, gymnastics, rhythmic activities, physical fitness) for K-6 students. **Transfer (UT) or Non Transfer Course (UN): UN**

HPE 2990 - Topics in Health/Physical Education

1-5 sem hrs cr. Selected topics in health and physical education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UN**

History

HIST 2010 - Early United States History

3 sem hrs cr. This course covers the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly HIS 2110) **Transfer (UT) or Non Transfer Course (UN): UT**

HIST 2020 - Modern United States History

3 sem hrs cr. This course traces the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the place of the United States as a world power. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 Recommended HIST 2010 *Formerly/Same As* (Formerly HIS 2120) **Transfer (UT) or Non Transfer Course (UN): UT**

HIST 2030 - Tennessee History

3 sem hrs cr. This course is a study of Tennessee's political, economic, social, and intellectual development from the pre-colonial era to the present. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly HIS 2610) **Transfer (UT) or Non Transfer Course (UN): UT**

HIST 2130 - Studies in History

3 sem hrs cr. This course provides a forum to allow students to explore an area of history in great depth than is possible in survey courses. Students will develop skills which will enable them to apply critical thinking tools of historical thought. This course does not meet the six (6) hour history requirement in the general education core. **Transfer (UT) or Non Transfer Course (UN): UT**

HIST 2310 - Early World History

3 sem hrs cr. This course is a survey of human history that examines the major social, political, intellectual, military, and religious events in world history from prehistory through the Reformation. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly HIS 1110, HIST 1110) **Transfer (UT) or Non Transfer Course (UN): UT**

HIST 2320 - Modern World History

3 sem hrs cr. This course is a survey of human history that examines the major social, political, intellectual, military, and religious events in world history from the Reformation through the present. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly HIS 1120, HIST 1120) **Transfer (UT) or Non Transfer Course (UN): UT**

HIST 2990 - Topics in History

1-5 sem hrs cr. Selected topics in history is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UT**

Honors

HONS 1001 - Service Learning Honors I

1 sem hr cr This course is designed for students who participate in the Honors Program and involves on-campus or off-campus volunteer service in a program approved by the Honors Program Director. Students must commit to complete one hour per week of volunteer service and submit a portfolio at the end of the semester. Prerequisite or Corequisite: Admission to the Honors Program or Approval from the Honors Program Director

This course is intended for Honors Program students to engage in community/service learning and to earn credit toward the Honors requirements. This course will transfer as lower division elective credit. MTSU currently offers two upper division community/service learning courses. *Formerly/Same As Formerly (IDSH 1001)* **Transfer (UT) or Non Transfer Course (UN): UT**

HONS 1002 - Service Learning Honors II

1 sem hr cr This course is designed for students who participate in the Honors Program and involves on-campus or off-campus volunteer service in a program approved by the Honors Program Director. Students must commit to complete one hour per week of volunteer service and submit a portfolio at the end of the semester. Prerequisite: HONS 1001 This course is intended for Honors Program students to engage in community/service learning and to earn credit toward the Honors requirements. This course will transfer as lower division elective credit. MTSU currently offers two upper division community/service learning courses. *Formerly/Same As Formerly (IDSH 1002)* **Transfer (UT) or Non Transfer Course (UN): UT**

HONS 1003 - Service Learning Honors III

1 sem hr cr This course is designed for students who participate in the Honors Program and involves on-campus or off-campus volunteer service in a program approved by the Honors Program Director. Students must commit to complete one hour per week of volunteer service and submit a portfolio at the end of the semester. Prerequisite: HONS 1002 This course is intended for Honors Program students to engage in community/service learning and to earn credit toward the Honors requirements. This course will transfer as lower division elective credit. MTSU currently offers two upper division community/service learning courses. *Formerly/Same As Formerly (IDSH 1003)* **Transfer (UT) or Non Transfer Course (UN): UT**

HONS 1004 - Service Learning Honors IV

1 sem hr cr This course is designed for students who participate in the Honors Program and involves on-campus or off-campus volunteer service in a program approved by the Honors Program Director. Students must commit to complete one hour per week of volunteer service and submit a portfolio at the end of the semester. Prerequisite: HONS 1003 This course is intended for Honors Program students to engage in community/service learning and to earn credit toward the Honors requirements. This course will transfer as lower division elective credit. MTSU currently offers two upper division community/service learning courses *Formerly/Same As Formerly (IDSH 1004)* **Transfer (UT) or Non Transfer Course (UN): UT**

HONS 1020 - Honors Seminar in Humanities Studies I

3 sem hrs cr. This course provides a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The course is cross-curricular and has a changing focus based on the chosen topic. *Formerly/Same As Formerly (IDSH1020)* **Transfer (UT) or Non Transfer Course (UN): UT**

HONS 1021 - Honors Seminar in Humanities Studies II

3 sem hrs cr. This course provides a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The course is cross-curricular and has a changing focus based on the chosen topic. *Formerly/Same As (Formerly IDSH 1021)* **Transfer (UT) or Non Transfer Course (UN): UT**

HONS 1022 - Honors Seminar for Humanities Studies III

3 sem hrs cr. This course provides a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The course is cross-curricular and has a changing focus based on the chosen topic. *Formerly/Same As* (Formerly IDSH 1022)**Transfer (UT) or Non Transfer Course (UN): UT**

HONS 1023 - Honors Seminar for Humanities Studies IV

3 sem hrs cr. This course provides a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The course is cross-curricular and has a changing focus based on the chosen topic. *Formerly/Same As* (Formerly IDSH 1023)**Transfer (UT) or Non Transfer Course (UN): UT**

HONS 2001 - Leadership in Honors

1 sem hr cr This course is designed for students who participate in the Honors Program sophomore mentorship program and involves learning, building, and honing leadership qualities through work as a mentor. **Transfer (UT) or Non Transfer Course (UN): UT**

Information Systems

INFS 1010 - Computer Applications

3 sem hrs cr. This course introduces the student to the use, capabilities, and limitations of microcomputer applications. Students study the terminology and concepts involved with the hardware operating system Windows environment, and microcomputer applications software. A fundamental study of the Windows environment and its interaction with hardware and software is covered. The Internet and word processing within the Windows environment are introduced. Keyboarding skills are required for this course. (A keyboarding tutorial is available in the computer labs for students who wish to refresh or improve their keyboarding skills.) *Formerly/Same As* (Formerly BIT 1150, INFS 1150)**Transfer (UT) or Non Transfer Course (UN): UT**

INFS 1290 - Current Trends in Business Computing Technologies

3 sem hrs cr. This course covers various computing tools available to business computer professionals and users. Topics include Internet tools, including Web 2.0 tools, for sharing resources such as documents, videos, etc., social networking, data backups, and security. Ethical and social issues arising from advances in computer technology and the responsibility that computer professionals and users have with regard to computer usage will also be examined. Prerequisite: INFS 1010 or permission of the appropriate curriculum chair **Transfer (UT) or Non Transfer Course (UN): UN**

INFS 2990 - Topics in Information Systems

1-5 sem hrs cr. Selected topics in information systems is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UN**

Interdisciplinary Studies

IDS 1010 - Critical Thinking

3 sem hrs cr. This course teaches the tools and methodologies of critical thinking including inductive and deductive reasoning, principles of logic, categorization of values, argumentation, problem solving, etc. It analyzes the process of how individuals think and how certain views are developed. The impact of beliefs on social, civic and economic thinking in contemporary American is also addressed. Critical thinking tools are also applied to a variety of additional topics such as current events and ethical issues. Prerequisite: Documented eligibility for collegiate level English **Transfer (UT) or Non Transfer Course (UN): UN**

IDS 1020 - Seminar for Humanities Studies I

3 sem hrs cr. These courses provide a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The courses are cross-curricular and have a changing focus based on the chosen topic. **Transfer (UT) or Non Transfer Course (UN): UT**

IDS 1021 - Seminar for Humanities Studies II

3 sem hrs cr. These courses provide a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The courses are cross-curricular and have a changing focus based on the chosen topic. **Transfer (UT) or Non Transfer Course (UN): UT**

IDS 1022 - Seminar for Humanities Studies III

3 sem hrs cr. These courses provide a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The courses are cross-curricular and have a changing focus based on the chosen topic. **Transfer (UT) or Non Transfer Course (UN): UT**

IDS 1023 - Seminar for Humanities Studies IV

3 sem hrs cr. These courses provide a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The courses are cross-curricular and have a changing focus based on the chosen topic. **Transfer (UT) or Non Transfer Course (UN): UT**

IDS 2010 - Applied Biotechnology

1 sem hr cr This course includes career exploration, history, and applications of DNA/RNA technology, molecular biology, bioethics, radiation safety, and laboratory practices. Laboratory exercises, field trips, and demonstrations illustrate the basic techniques of biotechnology, including fundamental concepts like the metric system, equipment safety, chemical nomenclature, states of matter, and solution concentrations. In the lab, students will exercise modern laboratory methods used in the biotechnology industry. Laboratory experiments are designed to familiarize the student with biotechnology techniques, including key concepts from general biology. The course is designed to give hands-on practical experience as well as theoretical knowledge in a variety of laboratory procedures. Prerequisite: BIOL 1110 OR with permission of the Curriculum Chair. **Transfer (UT) or Non Transfer Course (UN): UT**

IDS 2100 - Ethics

1 sem cr hr This course introduces basic ethical theories and value systems and applies these perspectives to moral issues, problems, and situations. This course presents the moral principles of conduct and the basic principles underlying these principles such as good, evil, right, wrong, justice, value, duty, and obligation. **Transfer (UT) or Non Transfer Course (UN): UN**

IDS 2200 - Human Dynamics: Covey's Seven Habits

3 sem hrs cr. This course covers the basic principles underlying the habits of highly effective people. Guided learning experiences emphasize those habits that directly affect personal and professional performance capabilities. **Transfer (UT) or Non Transfer Course (UN): UN**

IDS 2990 - Topics in Interdisciplinary Studies

1-5 sem hrs cr. Selected topics in interdisciplinary studies is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UT**

Learning Support

ENGL 0810 - Learning Support Writing

3 sem hrs cr. This course emphasizes the development and use of writing skills within the context of collegiate-level courses and employs computerized, self-paced study plans. Upon completion, students will demonstrate adequate competency in writing expository essays. Corequisite: ENGL 1010 Students enrolled in ENGL 0810 must also be enrolled in an ENGL 1010 course during the same semester and having the same starting and ending dates as the 0810 course. Any degree seeking student enrolled in a Learning Support course must also enroll in MSCC 1300 during his or her first semester. **Transfer (UT) or Non Transfer Course (UN): UN**

MATH 0101 - Learning Support Math for General Studies

3 sem hrs cr. This course is a study of the properties of the real number system, arithmetic operations with rational numbers and order of operations; evaluation and simplification of variable expressions; determining solutions of linear equations in one variable; graphing linear equations; evaluating logarithmic expressions; solving logarithmic equations; problem solving; logical thought and reasoning; polynomial arithmetic; operations with integer exponents. MATH 0101 is the mandatory co-requisite course for those Learning Support Mathematics students enrolled in MATH 1010. A learning support course is required for students whose ACT or ACCUPLACER mathematics scores indicate a need for co-requisite mathematics coursework. Topics include real number operations, manipulation of algebraic expressions, evaluation and simplification of variable expressions, equation solving, and critical thinking. Students must demonstrate mastery of all required competencies in order to earn a passing grade.

Students enrolled in MATH 0101 must also be enrolled in MATH 1010 during the same semester. Any degree seeking student enrolled in a Learning Support course must also enroll in MSCC 1300 First Year Experience, during his or her first semester. **Transfer (UT) or Non Transfer Course (UN): UN**

MATH 0530 - Learning Support for Introductory Statistics

3 sem hrs cr. This course is a study of the properties of the real number system, arithmetic operations with rational numbers and order of operations; evaluation and simplification of variable expressions; determining solutions of linear equations in one variable; graphing linear equations; solving literal equations; creating graphical representations of data; calculating mean, median and mode; operations with percentages; problem solving; polynomial arithmetic; operations with integer exponents. MATH 0530 is the mandatory co-requisite course for those Learning Support Mathematics students enrolled in MATH 1530. A learning support course is required for students whose ACT or ACCUPLACER mathematics scores indicate a need for co-requisite mathematics coursework. Topics include real number operations, manipulation of algebraic expressions, graph analysis, equation solving, and critical thinking. Students must demonstrate mastery of all required competencies in order to earn a passing grade.

Students enrolled in MATH 0530 must also be enrolled in MATH 1530 during the same semester. Any degree seeking student enrolled in a Learning Support course must also enroll in MSCC 1300 First Year Experience, during his or her first semester. **Transfer (UT) or Non Transfer Course (UN): UN**

MATH 0630 - Learning Support for Finite Mathematics

3 sem hrs cr. This course is a study of the properties of the real number system, arithmetic operations with rational numbers and order of operations; evaluation and simplification of variable expressions; determining solutions of linear equations and inequalities in one variable; graphing linear equations and inequalities; solving systems of linear equations and inequalities; utilizing matrices; exponential rules and applications; problem solving; polynomial arithmetic; polynomial factorization. MATH 0630 is the mandatory co-requisite course for those Learning Support Mathematics students enrolled in MATH 1630. A learning support course is required for students whose ACT or ACCUPLACER mathematics scores indicate a need for co-requisite mathematics coursework. Topics include real number operations, manipulation of algebraic expressions, graph analysis, equation solving, and critical thinking. Students must demonstrate mastery of all required competencies in order to earn a passing grade.

Students enrolled in MATH 0630 must also be enrolled in MATH 1630 during the same semester. Any degree seeking student enrolled in a Learning Support course must also enroll in MSCC 1300 First Year Experience, during his or her first semester. **Transfer (UT) or Non Transfer Course (UN): UN**

MATH 0810 - Learning Support Math for Intermediate Algebra

3 sem hrs cr. This course is a study of the properties of the real number system, arithmetic operations with rational numbers and order of operations; evaluation and simplification of variable expressions; solutions of linear equations and inequalities in one variable; graphing linear equations and inequalities; solving systems of linear equations and inequalities; problem solving; polynomial arithmetic; operations with integer exponents; GCF factoring. Prerequisite or Corequisite: Students enrolled in MATH 0810 must also be enrolled in MATH 1003 during the same semester. **MATH 0810**

is the mandatory co-requisite course for those Learning Support Mathematics students enrolled in MATH 1003. A learning support course is required for students whose ACT or ACCUPLACER mathematics scores indicate a need for co-requisite mathematics coursework. Topics include the real number system: arithmetic operations; equations and inequalities; graphing; problem solving; polynomial arithmetic; exponents; factoring. Students must demonstrate mastery of all required competencies in order to earn a passing grade. Any degree seeking student enrolled in a Learning Support course must also enroll in MSCC 1300 First Year Experience, during his or her first semester. **Transfer (UT) or Non Transfer Course (UN): UN**

READ 0810 - Learning Support Reading

3 sem hrs cr. This course emphasizes the development and use of reading skills within the context of collegiate-level courses and employs computerized, self-paced study plans. Upon completion, students will demonstrate the ability to employ critical reading and logic when evaluating information and ideas within a text. Corequisite: MSCC 1300 Students enrolled in READ 0810 must also be enrolled in an MSCC 1300 course during the same semester and having the same starting and ending dates as the 0810 course. **Transfer (UT) or Non Transfer Course (UN): UN**

Mathematics

MATH 1003 - Intermediate Algebra

3 sem hrs cr. This course is required for students whose ACT or Accuplacer scores indicate the need for learning support in mathematics and who plan to take MATH 1710 or MATH 1720. Topics include factoring, rational expressions, radicals, and functions and their graphs. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810

Corequisite: If a student is not eligible for collegiate mathematics, he/she must enroll in MATH 0810 Learning Support Math for Intermediate Algebra as a co-requisite with the MATH 1003 course THIS COURSE DOES NOT MEET THE REQUIREMENTS FOR A COLLEGIATE LEVEL GENERAL EDUCATION MATH COURSE. **Transfer (UT) or Non Transfer Course (UN): UN**

MATH 1010 - Math for General Studies

3 sem hrs cr. This course is a study of problem solving techniques using sets and logic, algebraic reasoning, geometry, probability and statistics, and trigonometry. Additional topics from the history of mathematics and consumer finances are included. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810

Corequisite: If a student is not eligible for collegiate level mathematics, he/she must enroll in MATH 0101 Learning Support Math for General Studies as a co-requisite with the MATH 1010 course

A minimum grade of "C" is required in this course to meet the requirement of the AST degree. **Transfer (UT) or Non Transfer Course (UN): UT**

MATH 1410 - Number Concepts for Teachers

3 sem hrs cr. This course is a conceptual approach to the study of the properties of number sets within the real number system. Topics include tools for problem solving, sets, functions, logic, numeration systems, properties of and operations with whole numbers, integers, rational numbers and real numbers. Prerequisite: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry A minimum grade of "C" is required in this course the meet the requirement of the AST degree *Formerly/Same As* (Formerly MAT 1230) **Transfer (UT) or Non Transfer Course (UN): UT**

MATH 1420 - Geometry Concepts for Teachers

3 sem hrs cr. Topics include measurement, congruence, similarity, and graphing; constructions, theorems, and proofs in both non-coordinate and Cartesian settings; historical development of geometry as a tool. Activities include creating models and manipulatives. Prerequisite: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry A minimum grade of "C" is required in this course the meet the requirement of the AST degree *Formerly/Same As* (Formerly MAT 1240) **Transfer (UT) or Non Transfer Course (UN): UT**

MATH 1530 - Introductory Statistics

3 sem hrs cr. This course is an introduction to probability and statistics without calculus. Topics covered include sampling, frequency distribution, elementary probability, hypothesis testing, linear regression and correlation, analysis of variance and non-parametric statistics. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810

Corequisite: If a student is not eligible for collegiate level mathematics, he/she must enroll in MATH 0530 Learning Support for Introductory Statistics as a co-requisite with the MATH 1530 course

Transfer (UT) or Non Transfer Course (UN): UT

MATH 1630 - Finite Mathematics

3 sem hrs cr. This course is a study of linear models, matrix algebra, linear programming, mathematics of finance, combinatory, and combinatory with applications in each of these areas. Other topics include factoring, rational expressions, radicals, and functions with their graphs. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 Corequisite: If a student is not eligible for collegiate level mathematics, he/she must enroll in MATH 0630 Learning Support for Finite Mathematics as a co-requisite with the MATH 1630 course *Formerly/Same As* (Formerly MAT 1310/MATH 1610)**Transfer (UT) or Non Transfer Course (UN): UT**

MATH 1710 - Precalculus Algebra

3 sem hrs cr. This course includes a study of functions and their graphs, with emphasis on linear, quadratic, polynomial, rational, exponential, and logarithmic functions; equations, inequalities, and systems; matrices; conic sections; sequences and series; and probability. Prerequisite: Exemption from or completion of MATH 1003 or an ACT Math sub-score of 19 or higher and one high school credit in each algebra I, algebra II, and geometry. Exemption from or completion of ENGL 0810 and READ 0810. Students may not receive credit for both MATH 1710 and MATH 1730. *Formerly/Same As* (Formerly MATH 1130)**Transfer (UT) or Non Transfer Course (UN): UT**

MATH 1720 - Precalculus Trigonometry

3 sem hrs cr. This course is a study of trigonometric functions and their application to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, identities and conditional equations, composite angle formulas, and other selected topics. Prerequisite: Exemption from or completion of MATH 1003 or an ACT Math sub-score of 19 or higher and one high school credit in each algebra I, algebra II, and geometry. Exemption from or completion of ENGL 0810 and READ 0810. Students may not receive credit for both MATH 1720 and MATH 1730. *Formerly/Same As* (Formerly MATH 1620)**Transfer (UT) or Non Transfer Course (UN): UT**

MATH 1730 - Precalculus

5 sem cr hrs This course includes a study of functions and their graphs with emphasis on linear, quadratic, polynomial, rational, exponential, logarithmic, and trigonometric functions; equations, inequalities, and systems; matrices; conic sections; sequences and series; probability, trigonometric applications of right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, composite angle formulas, and other selected topics. Prerequisite: Exemption from or completion of MATH 1003 or ACT Math sub-score of 21 and one high school credit in each algebra I, algebra II, and geometry Exemption from or completion of ENGL 0810 and READ 0810. Students may not receive credit for both MATH 1710 and MATH 1730 nor may they receive credit for both MATH 1720 and MATH 1730.**Transfer (UT) or Non Transfer Course (UN): UT**

MATH 1830 - Applied Calculus

3 sem hrs cr. This course is an intuitive approach to the concepts of limits and the differential and integral calculus with applications to business, economics, and related fields. Prerequisite: A minimum ACT Mathematics Subject Score of 25 or MATH 1630 or MATH 1710 or MATH 1730, and exemption from or completion of ENGL 0810 and READ 0810. *Formerly/Same As* (Formerly MAT 1330)**Transfer (UT) or Non Transfer Course (UN): UT**

MATH 1910 - Calculus I

4 sem hrs cr. This course is a study of limits and continuity of functions; derivatives of algebraic and trigonometric expressions and their applications to graphing, maxima and minima, and related rates; integration of algebraic and trigonometric expressions and area under curves. Prerequisite: At least four high school credits in college preparatory mathematics including Algebra I, Algebra II, Geometry and Trigonometry (or a Pre-Calculus

course containing Trigonometry) and a minimum ACT Mathematics Subject Score of 25 or MATH 1710 and MATH 1720 or MATH 1730 and exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly MAT 2510)**Transfer (UT) or Non Transfer Course (UN): UT**

MATH 1920 - Calculus II

4 sem hrs cr. This course is a study of differentiation and integration of trigonometric, inverse trigonometric, logarithmic, and exponential functions; integration techniques, including parts, substitution and partial fractions; indeterminate forms; applications of the integral; sequences and infinite series including Taylor expansions. Prerequisite: MATH 1910 **Transfer (UT) or Non Transfer Course (UN): UT**

MATH 2010 - Introduction to Linear Algebra

3 sem hrs cr. This course is a study of matrices, systems of linear equations, determinants, vectors, vector spaces, eigenvalues, eigenvectors, and other selected topics. Prerequisite: MATH 1910 *Formerly/Same As* (Formerly MAT 2830)**Transfer (UT) or Non Transfer Course (UN): UT**

MATH 2050 - Calculus Based Prob/Stats

3 sem hrs cr. This course is an introduction to probability and statistics. Data analysis, probability, and statistical inference are introduced in this course. The inference material covers means, proportions, and variances for one and two samples, one-way ANOVA, regression and correlation, and chi-square analysis. Prerequisite: MATH 1830 or MATH 1910 **Transfer (UT) or Non Transfer Course (UN): UT**

MATH 2110 - Calculus III

4 sem hrs cr. This course is a study of parametric and polar equations; vectors in the plane and in space; solid analytic geometry, including cylindrical and spherical coordinates; functions of several variables, including partial derivatives and their applications; multiple integrals with applications; selected topics from vector calculus. Prerequisite: MATH 1920 *Formerly/Same As* (Formerly MAT 2530)**Transfer (UT) or Non Transfer Course (UN): UT**

MATH 2120 - Differential Equations

3 sem hrs cr. This course is a study of ordinary differential equations with applications, numerical solutions, power series, and Laplace transforms. Prerequisite: MATH 1920 *Formerly/Same As* (Formerly MAT 2730)**Transfer (UT) or Non Transfer Course (UN): UT**

MATH 2990 - Topics in Mathematics

1-5 sem hrs cr. Selected topics in mathematics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UN**

Mechatronics

MECH 1310 - Electrical Components

3 sem hrs cr. (2 hours lecture-2 hours lab) This course is a study of the basic electrical components in a mechatronics system. Topics covered will include basic functions and physical properties of electrical components; the systematic flow of energy and measurement of components; troubleshooting techniques and strategies to identify, localize and correct malfunctions; and systematic preventive maintenance and electrical component safety. Technical documentation such as data sheets, schematics, timing diagrams and system specifications will also be covered. *Formerly/Same As* (Formerly MECH 1100)**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 1320 - Mechanical Components and Electrical Drives

3 sem hrs cr. (2 hours lecture-2 hours lab) This course is a study of the basic mechanical components and electrical drives in a mechatronics system. Topics covered will include basic functions and physical properties of mechanical components and electrical AC and DC drives; materials,

lubrication requirements and surface properties; troubleshooting techniques and strategies to identify, localize and correct malfunctions; and systematic preventative maintenance and electrical component safety. Technical documentation such as data sheets and specifications of mechanical elements and electrical drives will also be covered. *Formerly/Same As* (Formerly MECH 1200)**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 1330 - (Electro) Pneumatic and Hydraulic Control Circuits

3 sem hrs cr. (2 hours lecture-2 hours lab)This course is a study of the basic pneumatic, electro pneumatic and hydraulic control circuits in a mechatronics system. Topics covered will include the functions and properties of control elements; measuring pneumatic and hydraulic control circuits; troubleshooting techniques and strategies to identify, localize and correct malfunctions; and systematic preventive maintenance and safety of (electro) pneumatic and hydraulic components. Technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts will also be covered. *Formerly/Same As* (Formerly MECH 1300)**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 1340 - Digital Fundamentals and Programmable Logic Controllers

3 sem hrs cr. (2 hours lecture-2 hours lab)This course is a study of basic digital logic and programmable logic controllers (PLCs) in a mechatronics system using the automation system SIMATIC S7-300 and the programming software STEP7. Topics covered will include basic PLC functions and testing; identification of malfunctioning PLCs; and troubleshooting techniques and strategies to identify and localize PLC hardware generated problems. Emphasis is on writing small programs and problem-solving using computer simulations. Prerequisite or Corequisite: MECH 1330 *Formerly/Same As* (Formerly MECH 1500)**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 1350 - Industrial Robotics

3 sem hrs cr. (2 hours lecture-2 hours lab)This course introduces the student to industrial robots and teaches software for programming various manufacturers' robots. Students gain operating and troubleshooting experience, plus experience in programming an industrial robot for manufacturing and mechatronics applications.**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 1900 - Mechatronics System Applications

4 sem hrs cr. This course is a study of mechatronics focusing on system design and applications. It is designed as a bridge course for Tennessee College of Applied Technology Center students. Analysis of all system integration is covered as well as specific PLC control using Siemens controllers. A total mechatronic training system will be used for study and analysis.

Prerequisite: An Industrial Maintenance Technician diploma or Mechatronics diploma from any Tennessee College of Applied Technology Center.**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 2320 - Motor Control

3 sem hrs cr. (2 hours lecture-2 hours lab)This course is a study of the principles of motor control. Topics covered will include general machine operations and motor control techniques; mechanical components and electric drives; motor sensors, braking and loads; motor efficiency and power; preventive measures and troubleshooting techniques. Prerequisite: MECH 1320 *Formerly/Same As* (Formerly MECH 2400)**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 2425 - Mechanics and Machine Elements

4 sem hrs cr. (3 hours lecture-2 hours lab)This course is a study of the mechanical components that are included in a complex mechatronic system. Topics covered will include an overview of Statics and Kinetics with a focus on force system analysis, study of equilibrium, frames and machines, friction and the effects of forces on the motion of objects. Fundamentals and classification of machine elements to include calculations involving force, stress and wear analysis will also be covered. Prerequisite: MECH 1320 and MATH 1710 or MATH 1720 or MATH 1730 or MATH 1910 *Formerly/Same As* (Formerly MECH 2500)**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 2440 - Process Control Technologies

4 sem hrs cr. (3 hours lecture-2 hours lab)This course is a study of the Process Control technologies associated with a complex mechatronics system. Topics covered will include the Closed Loop Control; interaction between controllers, sensors and actuators; controller operating parameters; PID

controllers; ON/OFF and PID controllers; and the differences between controllers typically used in mechatronic systems. The analysis of plant documentation and manuals, the creation and interpretation of charts with diagrams for time-based changes of measured values will also be covered. Prerequisite: MECH 1310 and MATH 1710 or MATH 1720 or MATH 1730 or MATH 1910 *Formerly/Same As* (Formerly MECH 2100)**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 2441 - Introduction to Totally Integrated Automation

4 sem hrs cr. (3 hours lecture-2 hours lab)This course is an introduction to Totally Integrated Automation. Topics covered will include the automaton pyramid, analogue sensors and actuators, STEP 7 functions, MPI-Bus and PROFIBUS systems, and systems maintenance and troubleshooting. Prerequisite: MECH 1340 and MATH 1710 or MATH 1720 or MATH 1730 or MATH 1910 *Formerly/Same As* (Formerly MECH 2200)**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 2480 - Automation Systems

4 sem hrs cr. (3 hours lecture-2 hours lab)This course is a study of the automation systems utilized within a mechatronics system. Topics covered will include Metal Cutting, Modal Analysis, CNC, CAD, CAM, programming and microcontrollers that are used in modern manufacturing technologies. Prerequisite: MECH 1340 and MATH 1710 or MATH 1720 or MATH 1730 or MATH 1910 *Formerly/Same As* (Formerly MECH 2300)**Transfer (UT) or Non Transfer Course (UN): UN**

MECH 2490 - Manufacturing Applications

4 sem hrs cr. (3 hours lecture-2 hours lab)This course is a study of the overall manufacturing process. Topics covered will include process management and design. Students will be exposed to a factory simulation and will be required to complete a design project. Prerequisite: This course requires the successful completion of or enrollment in all other mechatronics courses or permission of the appropriate curriculum chair/director. *Formerly/Same As* (Formerly MECH 2600)**Transfer (UT) or Non Transfer Course (UN): UN**

Medical Lab

MLAB 1301 - Intro to Medical Lab Technology

3 sem hrs cr. An introduction to the clinical laboratory sciences which includes care and use of equipment, laboratory safety, basic laboratory math, medical terminology, principles of phlebotomy, quality control, preparation of chemical solutions and an orientation to the major testing areas in the medical laboratory.**Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 1510 - Clinical Practicum I

5 sem hrs cr. (205 clinical contact hours)Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program**Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 1520 - Clinical Practicum II

5 sem hrs cr. (240 clinical contact hours)Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program**Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 2130 - Seminar I

1 sem hr crThe student will be given the opportunity to develop a broader application of the clinical laboratory scientist's role as a health professional in a variety of learning experiences, including seminars, lectures, practices quizzes, and discussions in the seven knowledge areas (hematology, blood bank, clinical chemistry, microbiology, laboratory operations, immunology, and urinalysis/body fluids). It is also a seminar course designed to give students experience in researching and presenting case studies with emphasis on correlation of laboratory results. Included in this course are review

and practice examinations as well as a comprehensive battery of examinations encompassing seven knowledge areas to prepare students for certification examinations. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program **Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 2201 - Clinical Immunology

2 sem hrs cr. (15 lecture hours/30 laboratory hours) Basic principles of the immune system structure and function in health and disease. Topics include principles of a natural and acquired immunity, hypersensitivity, autoimmunity, immunodeficiency, transplant and tumor immunology, immunological techniques and flow cytometry. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program **Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 2202 - Urinalysis & Body Fluids

2 sem hrs cr. (15 lecture hours/30 laboratory hours) This course examines the urinary system as related to the routine urinalysis. The component parts of the urinalysis, to include the physical, chemical and microscopic examination, are performed. The course also includes the examination of common types of body fluid. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program **Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 2270 - Seminar II

2 sem hrs cr. The student will be given the opportunity to develop a broader application of the clinical laboratory scientist's role as a health professional in a variety of learning experiences, including seminars, lectures, practices quizzes, and discussions in the seven knowledge areas (hematology, blood bank, clinical chemistry, microbiology, laboratory operations, immunology, and urinalysis/body fluids). It is also a seminar course designed to give students experience in researching and presenting case studies with emphasis on correlation of laboratory results. Included in this course are review and practice examinations as well as a comprehensive battery of examinations encompassing seven knowledge areas to prepare students for certification examinations. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program **Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 2301 - Immunohematology/Blood Bank

3 sem hrs cr. (30 lecture hours/30 laboratory hours) The theory and practice of blood group antigens and antibodies, donor selection, and component therapy. Topics include: ABO grouping, Rh typing, cross matching, antibody screening and identification, quality control, donor screening, component preparation, hemolytic disease of the fetus and newborn, autoimmune hemolytic anemias, and adverse effects of transfusion. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program **Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 2401 - Clinical Chemistry

4 sem hrs cr. (45 lecture hours/30 laboratory hours) An overview of clinical chemistry theory, principles, procedures, and correlations. Tests for glucose, urea, creatinine, uric acid, proteins, bilirubin, enzymes and electrolytes are included. Colorimetric and photometric techniques used in examining normal and abnormal clinical specimens are introduced along with special procedures such as immunoassays and electrophoresis. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program **Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 2402 - Hematology & Hemostasis

4 sem hrs cr. (45 lecture hours/30 laboratory hours) This course integrates the theory of hematology with application through assessment of laboratory test results. Laboratory test results are correlated with disease. Areas of study include formation of blood, composition of blood, morphology of blood cells and changes observed in blood cells in response to disease. An overview of coagulation theory is provided. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program **Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 2403 - Clinical Microbiology

4 sem hrs cr. (45 lecture hours/30 laboratory hours) This course examines the study of microorganisms of medical importance as it relates to man and disease. The course includes discussions of proper collection, handling and examination of specimens, staining and culture techniques, identification

methods, drug sensitivity testing, and quality control procedures. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program **Transfer (UT) or Non Transfer Course (UN): UN**

MLAB 2510 - Clinical Practicum III

5 sem hrs cr. (240 clinical contact hours) Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy. Prerequisite: Program Restriction—Enrollment limited to students admitted to the MLT program **Transfer (UT) or Non Transfer Course (UN): UN**

MSCC

MSCC 1300 - First Year Experience

3 sem hrs cr. This course is designed to empower students to reach their educational and career goals. Students will become familiar with college resources, policies, and procedures while also improving their time management, study, research, and technology skills. Collaborative learning opportunities are designed to improve critical thinking, problem solving, and reading comprehension abilities.

Corequisite: This course is also mandatory in the first semester of enrollment for any student required to complete ENGL 0810, MATH 0101, MATH 0530, MATH 0630, MATH 0810, or READ 0810 **Transfer (UT) or Non Transfer Course (UN): UT**

Music

MUS 1027 - Class Piano I

1 sem cr hr This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. Playing positions, fingering, note identification, and reading beginning level rhythms are covered.

This course satisfies the one-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in music. *Formerly/Same As* (Formerly MUS 1530) **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1030 - Introduction to Music

3 sem hrs cr. This course is designed to develop the student's awareness of music from many historical style periods, music from diverse cultures, and the foundations of modern streams of musical thought. Prerequisite: Documented eligibility for READ 0810 Learning Support Reading *Formerly/Same As* (Formerly MUSA 1030) **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1057 - Music Theory I

3 sem hrs cr. This course provides a study on music notation and harmony including major and minor scales, key signatures, triads, intervals, and rhythm. Students will learn to write four-part music, including primary chords in first inversion and cadences. This is a university-parallel course for students majoring in music.

This course satisfies the three-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in Music. *Formerly/Same As* (Formerly MUS 1110) **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1058 - Ear Training I

1 sem cr hr This course provides the student knowledge to sing and play notated music (both pitch and rhythm) as well as to notate music that the student hears (aural dictation). Melodies using the major and minor scale and intervals from the tonic and dominant triad will be studied. This is a university parallel course for students who plan to major in music. This course satisfies the one-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in music. *Formerly/Same As* (Formerly MUS 1300) **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1127 - Class Piano II

1 sem cr hr This course is a continuation of MUS 1027 with attention to beginning level keyboard literature and developing skills such as music reading, technique, and modal and diatonic harmonization. Reading rhythms and ensemble playing are included.

This course satisfies the one-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in music. Prerequisite: MUS 1027 *Formerly/Same As* (Formerly MUS 1540)**Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1155 - Music Theory II

3 sem cr hrs Continuation of MUS 1057. This course provides new material which includes secondary chords, chord inversions, proper usage of non-chord tones, and diatonic seventh chords. The student will learn to write music using figured bass and to harmonize melodies using the chords and harmonic practices studied. This course satisfies the three-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in music. Prerequisite: MUS 1057 *Formerly/Same As* (Formerly MUS 1120)**Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1156 - Ear Training II

1 sem cr hr This course provides new elements for the alto and tenor clefs, the subdivided beat in simple and compound meters, diatonic seventh chords, and diatonic chord progressions involving I (i), IV (iv), V, ii6 (ii6) and vi (VI). Students will learn to read (sing) and write (by aural dictation) pitch and rhythm together.

This course satisfies the one-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in music. Prerequisite: MUS 1058 *Formerly/Same As* (Formerly MUS 1400)**Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1610 - Ensemble: Chamber I

1 sem hr cr This course allows for the formation of special interest musical groups not covered in other music curriculum. Content emphasizes, but is not limited to, instrumental music. A variety of musical styles is covered. Rehearsals and performances are required. Enrollment in this course requires permission of the instructor. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1620 - Ensemble: Chamber II

1 sem hr cr This course allows for the formation of special interest musical groups not covered in other music curriculum. Content emphasizes, but is not limited to, instrumental music. A variety of musical styles is covered. Rehearsals and performances are required. Enrollment in this course requires the permission of the instructor. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1630 - Ensemble: Chamber III

1 sem hr cr This course allows for the formation of special interest musical groups not covered in other music curriculum. Content emphasizes, but is not limited to, instrumental music. A variety of musical styles is covered. Rehearsals and performances are required. Enrollment in this course requires the permission of the instructor. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1640 - Ensemble: Chamber IV

1 sem hr cr This course allows for the formation of special interest musical groups not covered in other music curriculum. Content emphasizes, but is not limited to, instrumental music. A variety of musical styles is covered. Rehearsals and performances are required. Enrollment in this course requires the permission of the instructor. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1710 - Beginning Guitar

1 sem cr hr This course provides group instruction in basic guitar skills for students with beginning or intermediate experience. This course progressively develops guitar skills. MUS 1710 Beginning Guitar and MUS 1720 Intermediate Guitar must be taken sequentially and are open to all students. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1712 - Applied Piano

2 sem cr hrs This course offers one private lesson per week on a music major's primary or secondary instrument. Instruction is directed to individual problems and needs, beginning at the student's level of proficiency. May be repeated for credit with a maximum of eight times to apply toward graduation.

This course along with three additional semesters of the same course satisfies the eight-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in Music. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1720 - Intermediate Guitar

1 sem cr hr This course provides group instruction in basic guitar skills for students with beginning or intermediate experience. This course progressively develops guitar skills. MUS 1710 Beginning Guitar and MUS 1720 Intermediate Guitar must be taken sequentially and are open to all students. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1722 - Applied Voice

2 sem cr hrs Private vocal study, meeting 50 minutes weekly, with emphasis on posture, breathing, tone quality, vowel pronunciation, consonant articulation, register melding, range expansion, music reading, dramatic interpretation, and performance practices. Includes study of standard art-song repertoire in English, Italian, German, and French (usually in that order). Instruction is directed to individual problems and needs, beginning at the student's level of proficiency. May be repeated for credit with a maximum of eight times to apply toward graduation.

This course along with three additional semesters of the same course satisfies the eight-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in Music. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1732 - Applied Guitar

2 sem cr hrs This course offers one private lesson per week on a music major's primary or secondary instrument. Instruction is directed to individual problems and needs, beginning at the student's level of proficiency. May be repeated for credit with a maximum of eight times to apply toward graduation.

This course along with three additional semesters of the same course satisfies the eight-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in Music. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1742 - Applied Woodwind

2 sem cr hrs This course offers one private lesson per week on a music major's primary or secondary instrument. Instruction is directed to individual problems and needs, beginning at the student's level of proficiency. May be repeated for credit with a maximum of eight times to apply toward graduation.

This course along with three additional semesters of the same course satisfies the eight-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in Music. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1752 - Applied Brass

2 sem cr hrs This course offers one private lesson per week on a music major's primary or secondary instrument. Instruction is directed to individual problems and needs, beginning at the student's level of proficiency. May be repeated for credit with a maximum of eight times to apply toward graduation.

This course along with three additional semesters of the same course satisfies the eight-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in Music. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1762 - Applied String

2 sem cr hrs This course offers one private lesson per week on a music major's primary or secondary instrument. Instruction is directed to individual problems and needs, beginning at the student's level of proficiency. May be repeated for credit with a maximum of eight times to apply toward graduation.

This course along with three additional semesters of the same course satisfies the eight-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in Music. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 1772 - Applied Percussion

2 sem cr hrs This course offers one private lesson per week on a music major's primary or secondary instrument. Instruction is directed to individual problems and needs, beginning at the student's level of proficiency. May be repeated for credit with a maximum of eight times to apply toward graduation.

This course along with three additional semesters of the same course satisfies the eight-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in Music. **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 2055 - Music Theory III

3 sem cr hrs This course is a continuation of MUS 1155. It introduces the chromatic vocabulary of the Common Practice Period with the use of Secondary Dominant Chords, Secondary Diminished Seventh Chords, Augmented Sixth Chords, the Neapolitan Sixth Chord, Modal Change and Modulation. This course satisfies the program requirement for the TTP agreement in accordance with the A.F.A. degree in music. Prerequisite: MUS 1155 *Formerly/Same As* (Formerly MUS 2100) **Transfer (UT) or Non Transfer Course (UN): UT**

MUS 2056 - Ear Training III

1 sem cr hr This course includes aural dictation and provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. This course satisfies the one-hour program requirement for the TTP agreement in accordance with the A.F.A. degree in music. Prerequisite: MUS 1156 *Formerly/Same As* (Formerly MUS 2300) **Transfer (UT) or Non Transfer Course (UN): UT**

MUSA 2990 - Topics in Music Appreciation

1-5 sem hrs cr. Selected topics in music is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair.

No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UT**

MUSP 1021 - Choir

1 sem hr cr This course requires participation in all phases of choral activity, including rehearsals and performances. A variety of musical styles is covered. May be repeated for credit a maximum of eight times to apply toward graduation. This course is open to all students. *Formerly/Same As* (Formerly MUS 1410) **Transfer (UT) or Non Transfer Course (UN): UT**

MUSP 1141 - Band Ensemble

1 sem hr cr This course provides students with the opportunity to perform in the jazz band setting modeled after the big band style. May be repeated for credit a maximum of eight times to apply toward graduation. Rehearsals and performances are required. Enrollment in this course requires permission of the instructor. *Formerly/Same As* (Formerly MUS 1810) **Transfer (UT) or Non Transfer Course (UN): UT**

MUSP 2990 - Topics in Music Performance

1-5 sem hrs cr. Selected topics in music is a specially designed course for students interested in pursuing specific projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly MUS 2990) **Transfer (UT) or Non Transfer Course (UN): UT**

Nursing-NRSG

NRSG 1130 - Math Applications for Nursing

1 sem hr cr This course focuses on the arithmetic of dosages and solutions used by the practicing nurse. Topics include the metric, household systems, dosages in units and milli-equivalents, dry powdered drugs, and calculations of IV flow rates. This course is specifically designed for prospective or enrolled nursing students who need more practice and instruction to master calculation skills. **Transfer (UT) or Non Transfer Course (UN): UN**

NRSG 1320 - Women's Health and the Childbearing Family

3 sem hrs cr. (2 lecture; 1 clinical/lab) This course applies the core concepts that provide the basis for the knowledge, skills, and attitudes that are essential for providing safe nursing care for women, infants, childbearing patients and families including pharmacological management. Prerequisite: NRSG 2730 Medical-Surgical Nursing II, NRSG 1330, BIOL 2230; ENGL 1020, PSYC 2130, or COMM 2025; Permission of Dean/Director Corequisite: NRSG 2740 Medical-Surgical Nursing III, NRSG 2240 Professional Practice in Nursing Prerequisite or Corequisite: ART 1035, MUS 1030, or THEA 1030 **Transfer (UT) or Non Transfer Course (UN): UN**

NRSG 1330 - Pediatric Nursing

3 sem hrs cr. (2 lecture; 1 clinical/lab) This course applies the core concepts that provide the basis knowledge, skills, and attitudes that are essential for providing safe nursing care for children with alterations in health including pharmacological management. Prerequisite: NRSG 1720 Medical-Surgical Nursing I, NRSG 1340 Mental Health Nursing, Permission of Dean/Director Corequisite: NRSG 2730 Medical-Surgical Nursing II Prerequisite or Corequisite: ENGL 1020, PSYC 2130, or COMM 2025; BIOL 2230 **Transfer (UT) or Non Transfer Course (UN): UN**

NRSG 1340 - Mental Health Nursing

3 sem hrs cr. (2 lecture; 1 clinical/lab) This course applies the core concepts that provide the basis for knowledge, skills, and attitudes that are essential for providing safe nursing for clients with alterations in mental health including pharmacological management. Prerequisite: NRSG 1710 Fundamentals in Nursing; BIOL 2010, ENGL 1010, PSYC 1030, Permission of the Dean/Director Corequisite: NRSG 1720 Medical-Surgical Nursing I Prerequisite or Corequisite: BIOL 2020; MATH 1530 **Transfer (UT) or Non Transfer Course (UN): UN**

NRSG 1370 - Medical Terminology for Healthcare Professionals

3 sem hrs cr. This course is a study of the language of the allied sciences, nursing, and radiology. The meaning and usage of medical terminology within all body systems is presented. **Transfer (UT) or Non Transfer Course (UN): UN**

NRSG 1700 - Transition to Professional Nursing

7 sem hrs cr. (5 lecture; 2 clinical/lab) Course is designed to assist the student in transitioning to the role of the professional nurse. This course is not transferable for meeting degree requirements. Prerequisite: Program admission; ENGL 1010; BIOL 2010, BIOL 2020, PSYC 1030, MATH 1530 **Transfer (UT) or Non Transfer Course (UN): UN**

NRSG 1710 - Fundamentals in Nursing

7 sem hrs cr. (4 lecture; 3 clinical/lab) An introduction to the core concepts that provide the basis for knowledge, skills, and attitudes that emphasize fundamental principles necessary to provide safe nursing care for individuals with basic alterations in homeostasis and health. Prerequisite: Program Admission Prerequisite or Corequisite: BIOL 2010, ENGL 1010, PSYC 1030 **Transfer (UT) or Non Transfer Course (UN): UN**

NRSG 1720 - Medical-Surgical Nursing I

7 sem hrs cr. (5 lecture; 2 clinical/lab) This course applies the core concepts that provide the basis for the knowledge, skills, and attitudes that are essential for providing safe nursing care including pharmacological management for adults with alterations in health that are primarily chronic in nature. Prerequisite: NRSG 1710 Fundamentals in Nursing, BIOL 2010, ENGL 1010, PSYC 1030 Corequisite: NRSG 1340 Mental Health Nursing Prerequisite or Corequisite: BIOL 2020, MATH 1530 **Transfer (UT) or Non Transfer Course (UN): UN**

NRSG 2240 - Professional Practice in Nursing

2 sem hrs cr. (lecture)This course examines management and leadership concepts, issues, roles and functions as applied to the role of the professional nurse in various healthcare settings. Prerequisite: NRSG 2730 Medical-Surgical Nursing II, NRSG 1330 Pediatric Nursing, BIOL 2230; ENGL 1020, PSYC 2130, or COMM 2025 Corequisite: NRSG 2740 Medical-Surgical Nursing III, NRSG 1320 Women's Health and the Childbearing Family Prerequisite or Corequisite: ART 1035, MUS 1030, or THEA 1030 **Transfer (UT) or Non Transfer Course (UN): UN**

NRSG 2730 - Medical-Surgical Nursing II

7 sem hrs cr. (5 lecture; 2 clinical/lab)This course applies the core concepts that provide the basis for the knowledge, skills, and attitudes that are essential for providing safe nursing care including pharmacological management for adults with alterations in health that are primarily acute in nature. Prerequisite: NRSG 1720 Medical-Surgical Nursing I, NRSG 1340 Mental Health Nursing Corequisite: NRSG 1330 Pediatric Nursing Prerequisite or Corequisite: ENGL 1020, PSYC 2130, or COMM 2025; BIOL 2230 **Transfer (UT) or Non Transfer Course (UN): UN**

NRSG 2740 - Medical-Surgical Nursing III

7 sem hrs cr. (5 lecture; 2 clinical/lab)This course applies the core concepts that provide the basis for the knowledge, skills, and attitudes that are essential for providing safe nursing care including pharmacological management for adults with alterations in health of a more complex nature. Prerequisite: NRSG 2730 Medical-Surgical Nursing II, NRSG 1330 Pediatric Nursing, BIOL 2230; ENGL 1020, PSYC 2130, or COMM 2025 Corequisite: NRSG 1320 Women's Health and the Childbearing Family, NRSG 2240 Professional Practice in Nursing Prerequisite or Corequisite: ART 1035, MUS 1030, or THEA 1030 **Transfer (UT) or Non Transfer Course (UN): UN**

Physical Education: Activity Courses

PHED 1010 - Badminton

1 sem hr cr (2 hours per week) This course is designed to develop basic skills and understanding of badminton. *Formerly/Same As* (Formerly PED/HPE 1010) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1020 - Volleyball

1 sem hr cr (2 hours per week) This course is designed to develop basic skills and understanding of volleyball. *Formerly/Same As* (Formerly PED/HPE 1020) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1030 - Aerobic Walking

1 sem hr cr (2 hours per week)This course is designed for individuals who want to begin a physical fitness program or further develop a walking program already in place. *Formerly/Same As* (Formerly PED/HPE 1030) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1060 - Basketball

1 sem hr cr (2 hours per week) This course teaches the basic fundamentals of basketball through practice and playing games. *Formerly/Same As* (Formerly PED 1060) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1140 - Soccer

1 sem hr cr (2 hours per week) This course is designed to develop an understanding of the rules of soccer and an acquisition of basic skills. *Formerly/Same As* (Formerly PED/HPE 1140) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1150 - Body Building and Weightlifting

1 sem hr cr (2 hours per week) This course is designed for body building and conditioning through the use of weights and a gym machine. *Formerly/Same As* (Formerly PED/HPE 1150) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1160 - Yoga

1 sem hr cr (2 hours per week) This course provides the student with a basic understanding of the principles of yoga exercise. The student will learn the basic physical postures, and breathing, stress reduction, and relaxation techniques. Yoga exercises increase strength, muscle tone, and flexibility; improve posture; and aid in relaxation. **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1190 - Body Aerobics

1 sem hr cr (2 hours per week) This course focuses on developing and accomplishing the objectives of an individual workout program. Activities include use of weights, jogging, jumping rope, aerobic exercise, minitramp, stationary bike etc. Other fitness topics include food value and stress control. *Formerly/Same As* (Formerly PED/HPE 1190) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1210 - Conditioning Exercises

1 sem hr cr (2 hours per week) The course focuses on an individualized exercise program to meet the student's needs and goals to improve physical fitness. The student's individually designed program may address cardiovascular fitness, muscular strength and endurance, flexibility, and/or body composition and weight control using a variety of exercise choices. *Formerly/Same As* (Formerly PED/HPE 1210) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1240 - Jogging for Fitness

1 sem hr cr (2 hours per week) This course is designed to help the student develop jogging as a technique of exercise and to improve physical fitness. *Formerly/Same As* (Formerly PED/HPE 1240) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1410 - Varsity Athletics I

1 sem hr cr Students participating on the appropriate varsity athletic team will register for "Varsity Athletics." No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement. *Formerly/Same As* (Formerly PED/HPE 1410) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1420 - Varsity Athletics II

1 sem hr cr This course is a continuation of PHED 1410. No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement. *Formerly/Same As* (Formerly PED/HPE 1420) **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 2990 - Topics in Physical Education

1-5 sem hrs cr. Selected topics in physical education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN): UN**

Physical Science

PSCI 1030 - Survey of Physical Science

4 sem hrs cr. (3 hours lecture-3 hours lab) This course is a study of selected topics from general physics and general chemistry. Subject matter includes such topics as forces, laws of motion, light, heat, atoms, molecules, and reactions. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair **Transfer (UT) or Non Transfer Course (UN): UT**

Physics

PHYS 2010 - Non-Calculus Physics I

4 sem hrs cr. (3 hours lecture-3 hours lab) This course is an applied physics study of the basic laws and principles of technical measurement, forces, vectors, equilibrium, velocity and acceleration, work, energy, and power, basic laws and principles of rotational motion, simple machines, and properties of solids and fluids. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair. In addition, completion of MATH 1710 and MATH 1720 (MECH1320 can substitute for MATH1720) or completion of MATH 1730 or exemption with permission of the Curriculum Chair. *Formerly/Same As* (Formerly PHY 2110) **Transfer (UT) or Non Transfer Course (UN): UT**

PHYS 2020 - Non-Calculus Physics II

4 sem hrs cr. (3 hours lecture-3 hours lab) This course is an applied physics study of temperature, heat transfer, heat gas laws and thermodynamic applications, basic laws and principles of electrostatics, direct current, magnetism, alternating current, sound, light and nuclear physics. Prerequisite: Completion of PHYS 2010 Non-Calculus Physics I with a grade of "C" or better **Transfer (UT) or Non Transfer Course (UN): UT**

PHYS 2110 - Calculus Based Physics I

4 sem hrs cr. (3 hours lecture-3 hours lab) This calculus-based course is intended for science and engineering students. Subjects covered include mechanics, heat and thermodynamics, and waves. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair and completion of MATH 1910 or with permission of the Curriculum Chair *Formerly/Same As* (Formerly PHY 2310) **Transfer (UT) or Non Transfer Course (UN): UT**

PHYS 2120 - Calculus Based Physics II

4 sem hrs cr. (3 hours lecture-3 hours lab) This calculus-based course is intended for science and engineering students. Subjects covered include electricity and magnetism, light and optics, and selected topics from modern physics. Prerequisite: Exemption from and completion of ENGL 0810, READ 0810 and PHYS 2110 *Formerly/Same As* (Formerly PHY 2320) **Transfer (UT) or Non Transfer Course (UN): UT**

PHYS 2990 - Topics in Physics

1-5 sem hrs cr. Selected topics in physics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly PHY 2990) **Transfer (UT) or Non Transfer Course (UN): UT**

Political Science

POLS 1030 - American Government

3 sem hrs cr. This course is a study of the basic features of American government with emphasis on constitutional principles and the structure and functions of the three branches of national government. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly POL 1110) **Transfer (UT) or Non Transfer Course (UN): UT**

POLS 2025 - State and Local Government

3 sem hrs cr. This course is a study of the forms and functions of state and local government in the United States, with particular emphasis on government in the state of Tennessee. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly POL 1130, PS 2020, POL 1120, POLS 2010) **Transfer (UT) or Non Transfer Course (UN): UT**

POLS 2990 - Topics in Political Science

1-5 sem hrs cr. Selected topics in political science is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly POL 2990) **Transfer (UT) or Non Transfer Course (UN): UT**

Psychology

PSYC 1030 - Introduction to Psychology

3 sem hrs cr. This is an introductory survey course focused on the scientific study of behavior and mental processes. Topics include the history of psychology, critical thinking and research methods in psychology, the biological and psychological bases of consciousness, sensation, perception, memory, learning, cognition, development across the lifespan, motivation, emotion, sexuality, stress and health, social psychology, personality, psychological disorders, and psychological therapies. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly PSY 1310, PSY 1320; PSY 1410)**Transfer (UT) or Non Transfer Course (UN): UT**

PSYC 1040 - Abnormal Psychology

3 sem hrs cr. This course examines concepts related to psychopathology and behavior disorders with emphasis on maladaptive social behavior. Topics include adjustment disorder, personality disorders, anxiety-based disorders, and psychotic disorders. Prerequisite: PSYC 1030 and documented eligibility for collegiate level English *Formerly/Same As* (Formerly PSY 2900)**Transfer (UT) or Non Transfer Course (UN): UT**

PSYC 2014 - Psychology of Human Sexuality

3 sem cr hrsThis course is a study of the biological, psychological, and psychosocial bases and manifestations of human sexual behavior. Topics include sex in history, theory and research in sexuality, anatomy and physiology of sex, sex in the context of human relationships, gender development and identity, sexuality and the lifecycle, pregnancy and childbirth, sexual dysfunctions and disease, sexual deviancy, and sex in society. Prerequisite: PSYC 1030 and documented eligibility for collegiate level English *Formerly/Same As* (Formerly PSY 2010)**Transfer (UT) or Non Transfer Course (UN): UT**

PSYC 2120 - Social Psychology

3 sem hrs cr. This course is the scientific study of how people's thoughts, emotions, and behaviors are influenced by other people. Topics include social cognition, self-presentation, attitude formation, persuasion, social influence, affiliation, interpersonal attraction, prejudice and stereotyping, aggression, and prosocial behavior. Prerequisite: PSYC 1030 and documented eligibility for collegiate English *Formerly/Same As* (Formerly PSY 2210)**Transfer (UT) or Non Transfer Course (UN): UT**

PSYC 2130 - Lifespan Development Psychology

3 sem cr hrsThis course is a study of the biological, psychological, and psychosocial bases of human development from conception through death. Topics include current research and theory pertaining to the physical, cognitive, personality, psychological, emotional, and social development across the lifespan. Prerequisite: PSYC 1030 and documented eligibility for collegiate English *Formerly/Same As* (Formerly PSY 2300)**Transfer (UT) or Non Transfer Course (UN): UT**

PSYC 2990 - Topics in Psychology

1-5 sem hrs cr. Selected topics in psychology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly PSY 2990)**Transfer (UT) or Non Transfer Course (UN): UT**

Real Estate

RES 2010 - Introduction to Real Estate

4 sem hrs cr. This course covers the basic laws and principles of real estate, including finance, decreased ownership, brokerage appraisals, license law, and real estate mathematics.This course is essential to persons interested in acquiring the real estate affiliate's license in Tennessee.**Transfer (UT) or Non Transfer Course (UN): UN**

Service Learning

SRVL 1010 - Service Learning

3 sem hrs cr. This course is designed to engage students in active roles of service learning through partnership with local and/or national service agencies. Students will complete a minimum of 20 hours of volunteer service in addition to weekly classroom meetings. Students must submit a portfolio, completed project or product, or a summative presentation at the end of the semester.

This course will transfer as lower division elective credit.

Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 **Transfer (UT) or Non Transfer Course (UN): UT**

Sociology

SOCI 1010 - Introduction to Sociology

3 sem hrs cr. This course identifies basic human relationships essential to survival in modern society and seeks to assist students in understanding and applying this knowledge in everyday life. Topics include introduction to sociology, culture, inequality and social class, political and economic orders, and the changing society. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly SOC 2110)**Transfer (UT) or Non Transfer Course (UN): UT**

SOCI 1040 - Social Problems

3 sem hrs cr. The sociological perspective of the understanding of and solutions for some of the major current problems confronted in American society is examined. Included are such issues of social concern as poverty, social deviance, environment, energy, population, health, education, and medical care. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly SOC 1020, SOC 2120, SOCI 1020)**Transfer (UT) or Non Transfer Course (UN): UT**

SOCI 2010 - Marriage and Family

3 sem hrs cr. This course considers the customs and patterns of courtship and the problems of the modern family. Emphasis is placed on the problems of the family in an era of rapid social change; social, cultural, and personal factors relating to mate selection and family life; and family organization, disorganization, and reorganization. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 *Formerly/Same As* (Formerly SOC 2200)**Transfer (UT) or Non Transfer Course (UN): UT**

SOCI 2400 - Introduction to Criminology

3 sem hrs cr. This course is a study of crime and criminal behavior. Topics examined include the nature of crime, its measurement and forms, the social dimensions and correlates of crime, major theories of criminal and delinquent behavior, and possible solutions to the crime problem. *Formerly/Same As* (Same as CRMJ 2400)

(Formerly SOC 2400)**Transfer (UT) or Non Transfer Course (UN): UT**

SOCI 2550 - Understanding Terrorism

3 sem hrs cr. This course is a survey course covering the historical background of terrorism as a criminal activity, terrorist typologies, the motivations behind terrorist activity, and the responses of the criminal justice system to terrorism. *Formerly/Same As* (Same as CRMJ 2550)

(Formerly SOC 2550)**Transfer (UT) or Non Transfer Course (UN): UT**

SOCI 2600 - Introduction to Gerontology

3 sem hrs cr. This course will use a multidisciplinary approach towards understanding the process of aging. Gerontology is the study of inter-relatedness of biological, psychological, and social aspects of aging. This course will provide an overview of the major issues of aging and the social forces and institutions affecting older adults. No required prerequisites.**Transfer (UT) or Non Transfer Course (UN): UT**

SOCI 2990 - Topics in Sociology

1-5 sem hrs cr. Selected topics in sociology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in Topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly SOC 2990)**Transfer (UT) or Non Transfer Course (UN): UT**

Social Work

SWRK 2010 - Introduction to Social Work

3 sem hrs cr. This course examines the history, philosophy, professional mission, career patterns, practice, methods and present organization of the social work profession. *Formerly/Same As* (Formerly SOC 2570)**Transfer (UT) or Non Transfer Course (UN): UT**

SWRK 2990 - Topics in Social Work

1-5 sem hrs cr. Selected topics in social work is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair.

No more than six semester hours in topics courses may be used in meeting minimum degree requirements.**Transfer (UT) or Non Transfer Course (UN): UT**

Spanish

SPAN 1010 - Beginning Spanish I

3 sem hrs cr. This course emphasizes the essentials of Spanish grammar and develops reading, writing, and speaking skills in the language. Readings about Spanish cultures are included. *Formerly/Same As* (Formerly SPA 1010)**Transfer (UT) or Non Transfer Course (UN): UT**

SPAN 1020 - Beginning Spanish II

3 sem hrs cr. This course continues to emphasize the essentials of Spanish grammar and further develops reading, writing, and speaking skills. Readings about Spanish and South American cultures are included; and the literature of important Spanish authors, such as Cervantes, Espronceda, and Gaballero, is introduced. Prerequisite: SPAN 1010 *Formerly/Same As* (Formerly SPA 1020)**Transfer (UT) or Non Transfer Course (UN): UT**

SPAN 2010 - Intermediate Spanish I

3 sem hrs cr. This course combines grammar review with exercises for improving oral and written skills and includes readings in Spanish literature and culture. Prerequisite: SPAN 1020 *Formerly/Same As* (Formerly SPA 2010)**Transfer (UT) or Non Transfer Course (UN): UT**

SPAN 2020 - Intermediate Spanish II

3 sem hrs cr. This course continues a grammar review and further develops oral and written skills. Readings from Spanish and Latin-America cultures and selections from Spanish authors are emphasized. Prerequisite: SPAN 2010 *Formerly/Same As* (Formerly SPA 2020)**Transfer (UT) or Non Transfer Course (UN): UT**

SPAN 2990 - Topics in Spanish

1-5 sem hrs cr. Selected topics in Spanish is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in Topics courses may be used in meeting minimum degree requirements.**Transfer (UT) or Non Transfer Course (UN): UT**

Speech

SPCH 2010 - Oral Interpretation

3 sem hrs cr. This course includes the selection, preparation, and presentation of literary works for developing the skills for the art of reading aloud. Choosing, preparing, and presenting literary selections are stressed. *Formerly/Same As* (Formerly COM 1080)**Transfer (UT) or Non Transfer Course (UN): UT**

SPCH 2020 - Voice and Diction

3 sem hrs cr. This course provides training in the development of more articulate speech and effective voice quality through study of vocal anatomy and mechanism. Classroom drills and individualized instruction are utilized. *Formerly/Same As* (Formerly COM 1040)**Transfer (UT) or Non Transfer Course (UN): UT**

SPCH 2990 - Topics in Speech

1-5 sem hrs cr. Selected topics in speech is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. *Formerly/Same As* (Formerly COM 2990)**Transfer (UT) or Non Transfer Course (UN): UT**

Theatre

THEA 1015 - Acting I

3 sem hrs cr. Fundamentals of acting process examined through improvisation, physical movement, characterization, text analysis, and basic acting techniques.**Transfer (UT) or Non Transfer Course (UN): UT**

THEA 1025 - Stage Craft I

3 sem hrs cr. Introduction to the various technical elements of theatre. Special emphasis is placed on the design and construction of stage scenery.**Transfer (UT) or Non Transfer Course (UN): UT**

THEA 1030 - Introduction to Theatre

3 sem hrs cr. This course provides an overview of theatre as an art form. Included in the course is the study of the development of drama, the theatre and an appreciation and understanding of the theatrical process. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 This is not a production or performance course. *Formerly/Same As* (Formerly COM 1030)**Transfer (UT) or Non Transfer Course (UN): UT**

THEA 1040 - Theatre Production

3 sem hrs cr. This course is a survey of practice in all phases of play production, including play choice, casting, directing, staging, make-up, costuming, lighting, and scenic design. May be repeated for credit a maximum of two times to apply toward graduation. *Formerly/Same As* (Formerly COM 2030)**Transfer (UT) or Non Transfer Course (UN): UT**

THEA 2020 - Children's Drama

3 sem hrs cr. Training is provided in story-telling, creative dramatics, and acting in children's drama. This course is recommended for students with an interest in drama and for those who plan a career working with children, particularly in education.

May be repeated for credit a maximum of two times to apply toward graduation. *Formerly/Same As* (Formerly COM 2020)**Transfer (UT) or Non Transfer Course (UN): UT**

THEA 2030 - Script Analysis for the Theatre

3 sem hrs cr. Theatre students learn to analyze plays for the purpose of directing, designing, or acting in productions for the stage. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810 or exemption with permission of the Curriculum Chair. **Transfer (UT) or Non Transfer Course (UN): UT**

THEA 2990 - Topics in Theatre

1-5 sem hrs cr. Selected topics in theatre is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate curriculum chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

Formerly/Same As (Formerly COM 2990) **Transfer (UT) or Non Transfer Course (UN): UT**

Topics Courses

Topics 2990 - Topics

All disciplines offer a Topics Course, so indicated by the normal course designation followed by the section number 99 (for example, ENGL 1010 99). A designation of 2990 is reserved for specially designed Topics Course, driven by need, designed by the course instructor, and approved by the appropriate curriculum chair. A topics course permits the development of a specific study project under the supervision of a discipline instructor. A topics course must be developed by the instructor who will supervise the activity and must be approved by the student's advisor and the curriculum chair to which the discipline is assigned. The credit for a topics course may vary from one to five hours. No more than six semester credit hours earned in topics courses may be used in meeting minimum degree requirements. **Transfer (UT) or Non Transfer Course (UN):**

TN eCampus courses

The Tennessee Board of Regents (TBR) colleges and universities have joined together in offering courses via TN eCampus. Most courses completed in TN eCampus are entirely online and completely transferable among all the participating TBR institutions. Students are able to choose the college or university that will award their degree. All thirteen TBR two-year colleges deliver and award associate degrees, while all six TBR universities deliver and award bachelor degrees.

All TN eCampus programs and courses are accessed through D2L, a state-of-the-art, user-friendly online learning management system.

Before the semester starts, take some time to become acquainted with D2L features and tools that you'll be using on a regular basis. Online learning requires that you possess certain skills, behavior, study habits, computer equipment and discipline in order to be successful.

- Click here to access STUDENT RESOURCES via TN eCAMPUS.
- Click here to access ORIENTATION for TN eCampus online learning.

For more information, please visit www.tnecampus.org or contact our TN eCampus student liaison, Dean of Digital First Learning at 615-220-7885.

ACCT 2341 - Cost Accounting

3 sem hrs cr. This course introduces the student to the processes used to prepare cost accounting information for decision making in internal operations. Prerequisite: ACCT 1020 or permission of the appropriate department chair. *Formerly/Same As* (Formerly ACCT 2610, ACT 2610)**Transfer (UT) or Non Transfer Course (UN): UN**

ALH 1000 - Careers in Healthcare

3 sem hrs cr. This course is designed to explore different careers in healthcare which require skilled healthcare professionals and practitioners. Discussion will include places of employment, educational requirements, licensures, occupational descriptions, and career opportunities.**Transfer (UT) or Non Transfer Course (UN): UN**

ASTR 1030 - Astronomy

4 sem hrs cr. As an introduction to astronomy, this course explores what we know about the solar system and how we know what we know. Topics covered include the history of astronomy, methods of astronomy, formation of the solar system, and the physical characteristics of the sun, planets, moons, and minor members of the solar system (asteroids, meteoroids, and comets). Through the use of text, laboratory, astronomy web sites and actual observation, the student can expect to learn to identify, locate and specify location of the visible planets, some constellations and any other "visitors" that happen to show themselves in our solar system during the course. Prerequisite: There are no other college level courses that must be taken before this one, but the student should have entry-level college reading and math skills. Some concepts of astronomy and some laboratory exercises require an ability to understand and perform basic algebraic manipulations. The course is not appropriate for those needing remedial mathematics. Physics 1030 may be taken before or after this course for those students needing a two-semester science elective. The most logical sequence would be Physics and then Astronomy because some of the laws studied in Physics apply to Astronomy.**Transfer (UT) or Non Transfer Course (UN): UT**

BIOL 1020 - Diversity of Life with Lab

4 sem hrs cr. This course introduces the student to the diversity of life on earth, looking in more detail at the fungi, plants and animals. The structure and function of flowering plants is reviewed. Animal anatomy (tissues, organs and organ systems), physiology, reproduction and development are covered with an emphasis on humans. The final section of the course covers the principles of ecology.**NOTE: This course is intended for Non-Science majors. Prerequisite: Completion of or exemption from learning support writing and math competencies. Transfer (UT) or Non Transfer Course (UN): UT**

BIOL 1430 - Nutrition

3 sem hrs cr. The purpose of this course is to study nutrients and their relationship to human growth, development, and maintenance. Special emphasis is given to the role of foods and the nutrients they contain, with regard to the physiological, psychological, and sociological well-being of the individual. Practical analysis of food records and application of nutritional knowledge will be included. Prerequisite: Students will have met

established entrance requirements for college level courses or will have completed appropriate transitional prerequisite courses with a C or better. **Transfer (UT) or Non Transfer Course (UN): UT**

BUSN 1301 - Legal Issues for the Web

3 sem hrs cr. This course addresses Internet law and provides guidelines for legally putting existing material online, creating material specifically for the Internet, using material found on the Internet, e-commerce, and educational aspects of the Internet. Real-world examples are used to illustrate how the rules affect businesses. Students will work on real case studies and have discussions on what they feel the correct outcome based on the law as learned in this course should be. Prerequisite: Sufficient reading and writing skills to succeed in this course. **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 1370 - Spreadsheet Applications

3 sem hrs cr. This course is designed to develop skills with spreadsheet software. Use and design of spreadsheets for practical business applications and business problem-solving will be an integral part of this course. **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2320 - Business Finance

3 sem hrs cr. This course examines financial principles, which may include financial statement analysis, risk and return relationships, time value of money, valuation of assets, capital budgeting, and working capital management. Prerequisite: ACCT 1010 and ACCT 1020 **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2350 - Organizational Behavior

3 sem hrs cr. This course examines the importance of understanding human relations in the workplace and developing the skills necessary to foster more effective communication and motivation. It is designed to help you gain insights into specific people skills that you can use on the job to motivate people, communicate better, and create more effective teams. It provides a basic knowledge of behavior as it relates to the way people (individuals and groups) act in organizations as well as the organization system itself. It encompasses a wide range of topics such as values, attitudes, perception, and ethics of individuals, motivation of individuals and groups, team building, effective communication, leadership and management, conflict and negotiation, training and development, performance appraisals, and cultural changes. **Transfer (UT) or Non Transfer Course (UN): UN**

BUSN 2450 - E-Commerce

3 sem hrs cr. A study of electronic commerce and its impact on business. The course provides a framework for understanding electronic commerce, including possible marketing opportunities, as well as implementation and organization issues involved in capitalizing on electronic commerce. Prerequisite: Students must be able to read and write at the college-level. Students will be expected to write and express themselves in grammatically correct, concise, Standard English. Grades will be based on writing skills, content, thorough research effort and timeliness. **Transfer (UT) or Non Transfer Course (UN): UN**

CHEM 1010 - Introduction to Chemistry I & Lab

4 sem hrs cr. This course examines, atomic and molecular structure, nuclear chemistry, bonding, equation writing and stoichiometry, compound classification, gas, liquid, and solid states solutions, acids and bases, basics of organic and analytical chemistry, organic compound families, in particular hydrocarbons and alcohols qualitative and quantitative analytical methods. Prerequisite: Successful completion of learning support competencies. **Transfer (UT) or Non Transfer Course (UN): UT**

CHEM 1020 - Introduction to Chemistry II & Lab

4 sem hrs cr. This course examines organic compound families, in particular carboxylic acid, aldehydes, ketones, amines, amides, esters and ethers, major classes of bio-organic molecules including lipids, carbohydrates, proteins, and nucleic acids, metabolism. Prerequisite: CHEM 1010 **Transfer (UT) or Non Transfer Course (UN): UT**

CITC 1310 - Programming I

3 sem hrs cr. This course introduces the basic concepts of programming, problem solving, programming logic, and design techniques using an object-oriented language. The topics covered include the language syntax, functions, return types, and objects found in a current object-oriented programming language. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1311 - Programming II

3 sem hrs cr. This course is a continuation of CITC 1310 Programming I. It introduces the student to object oriented programming. Topics include class creation, methods, events, inheritance, objects and error handling. Prerequisite: Because this is the second online course in Programming, it is important for the student to: Have completed the first programming course CITC 1310. Work well independently. Stay self motivated. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1312 - Intro to .NET Programming

3 sem hrs cr. An introductory study of object-oriented programming through the use and practical application of the language. Topics include classes, objects, methods, GUI programming, graphics, databases, XML, Web pages and Internet. Prerequisite: CITC 1310 **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1313 - .NET Programming

3 sem hrs cr. This course introduces Microsoft Visual Basic. Topics to be covered include: object-oriented programming, interface design, controls, decisions, creating menus and dialog boxes, looping, arrays, accessing database files. Prerequisite: INFS 1010 **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1318 - Data Structures

3 sem hrs cr. This course covers the basic fundamental principles of data structures. It uses a programming language to implement a variety of data structures. Topics will include recursion, containers, vectors, pointers, dynamic memory, stacks, queues, and Lists with or without iterators. User Designed classes are implemented. Prerequisite: This course requires that you have taken an introduction to programming course including: CISP 1010. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1319 - Intro to Programming for Mobile Apps

3 sem hrs cr. This course is an introduction to mobile computer programming. Students will learn the foundation of computer programming while designing, developing, and deploying mobile applications that incorporate multimedia, GPS and other current technologies. **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1333 - Linux LPIC-1

3 sem hrs cr. This course prepare the student to complete the LPIC-1 Junior Level Linux Certification exams 101 and 102. Topics will include Linux command line operation, maintenance tasks within Linux, and installation, configuration, and connectivity of Linux workstations. Prerequisite: INFS 1010 **Transfer (UT) or Non Transfer Course (UN): UN**

CITC 1360 - Computer Graphic & Animation

3 sem hrs cr. The objective of this course is to help the student develop some facility in the use of graphics editing software and graphics creation software. The course will cover the basic concepts in image development and graphics manipulation. Prerequisite: INFS 1010 **Transfer (UT) or Non Transfer Course (UN): UN**

ENGL 2055 - African-American Literature

3 sem hrs cr. This course is a survey of African-American literature from its beginnings through the present. Representative literary works are studied within their historical and cultural contexts. Prerequisite: ENGL 1020 *Formerly/Same As* ENGL 2530 **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2110 - Early American Literature

3 sem hrs cr. This course is a survey of American literature from the time of English colonization through the Civil War. It examines the works of significant writers of fiction, poetry and non-fiction taking into account the events in history that influenced them. Prerequisite: ENGL 1010 and ENGL 1020 **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2116 - Writing for the Web

3 sem hrs cr. This course includes critiques of current Web pages, how to convert business documents into web content that is fresh, and essential skills for 21st century business writing. Prerequisite: ENGL 1010 **Transfer (UT) or Non Transfer Course (UN): UN**

ENGL 2120 - Modern American Literature

3 sem hrs cr. This course is a survey of American masterpieces from the Civil War to the present. Prerequisite: ENGL 1010 and ENGL 1020. Students do not have to take ENGL 2110 before taking ENGL 2120. **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2410 - Early European Literature

3 sem hrs cr. This course is a survey of masterpieces of Western World literature: the ancient Near East, ancient Greece and Rome, the Middle Ages, and the Renaissance. Prerequisite: ENGL 1010 and ENGL 1020 **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2420 - Modern European Literature

3 sem hrs cr. This course is a survey of literary masterpieces of Western World literature including the Enlightenment, Romanticism, Realism and Modernism/Postmodernism periods. Prerequisite: ENGL 1010 and ENGL 1020 **Transfer (UT) or Non Transfer Course (UN): UT**

ENGL 2630 - Literature for Children

3 sem hrs cr. This course is a historical survey of literature for children with special attention given to literature for pre-school and elementary years. Genres or types studied include picture books, fiction, traditional literature, nonfiction and poetry. The course does not fulfill the general education requirement. It is primarily intended for Early Childhood Education or Elementary Education majors. Prerequisite: ENGL 1010 **Transfer (UT) or Non Transfer Course (UN): UT**

HIMT 1300 - Medical Terminology

3 sem hrs cr. This course is a study of the language of medicine with emphasis on body systems, prefixes, suffixes, root terms, pronunciation and spelling. Prerequisite: READ 0810 *Formerly/Same As* NRSG 1370

(formerly HIT 1010) **Transfer (UT) or Non Transfer Course (UN): UN**

HIST 2050 - Appalachian History

3 sem hrs cr. This course examines the theme of continuity and change in the Southern and Central Appalachian region from the 14th century to the present. The states included in this study are western Virginia, eastern Kentucky, western North Carolina, East Tennessee, northern Georgia, northern Alabama, and southern West Virginia. Prerequisite: College-level reading and writing skills, basic computer skills, and the ability to think critically about concepts presented in an academic context. **Transfer (UT) or Non Transfer Course (UN): UN**

HIST 2060 - African American History

3 sem hrs cr. This course examines the history of Africans and their descendants in the United States from the end of the Civil War to the present. The course investigates topics from emancipation to the ongoing struggle for Civil Rights. Connections between this history and the issues and concerns facing all Americans presently will be explored. Students will be asked to acquire factual information, but the mere memorization of facts is

less important than the analysis, synthesis, and evaluation of those historical facts. Prerequisite: Completion of all Learning Support competencies or acceptable placement scores are required. HIST 2020 and English Composition are encouraged. **Transfer (UT) or Non Transfer Course (UN): UN**

MATH 1005 - Algebra Essentials

3 sem hrs cr. This course includes operations with polynomials, analysis of quadratic functions and graphs, solving quadratic equations, and other types of functions. The course is designed to prepare the student for algebra intensive courses. Prerequisite: Completion of Learning Support competencies. **Transfer (UT) or Non Transfer Course (UN): UN**

MATH 1130 - College Algebra

3 sem hrs cr. This course is designed primarily for students majoring in non-science degrees. Topics include functions and graphs, linear and quadratic equations, inequalities, polynomials, rational expressions, exponents, radicals, and exponential and logarithmic functions. Prerequisite: MATH 1000 with a grade of C or better, or MATH 1005 with a grade of C or better. This course may not substitute for MATH 1710. **Transfer (UT) or Non Transfer Course (UN): UN**

MDT 2100 - Photoshop Essentials

3 sem hrs cr. This course introduces photo editing, image enhancement, workflow, color management, and best practices using Adobe Photoshop. The course also focuses on related software with images from professional digital cameras and other digital images. Documents created in class will be optimized for the web, print and multimedia uses. Students will complete a variety of tutorials as well as create personal projects. The topics studied in this course include: editing a photo, using selection tools and shortcut keys, working with layers, drawing and painting with color, enhancing and repairing photos, applying filters and patterns, creating color channels and actions, working with vector graphics, creating web pages and animations. Prerequisite: CITC 1300 **Transfer (UT) or Non Transfer Course (UN): UN**

PHED 1031 - Walking for Fitness

2 sem hrs cr. This course improves cardiovascular fitness without the possible risks associated with higher intensity exercise. The ROCKPORT FITNESS WALKING TEST will be used to design individualized walking programs based on existing levels of cardiovascular fitness. (TN eCampus course ID PHED 1140)Note: This course is equivalent to PHED 1030 Aerobic Walking **Transfer (UT) or Non Transfer Course (UN): UN**

PHIL 1030 - Introduction to Philosophy

3 sem hrs cr. This course gives a basic overview of philosophy and its development throughout history. Students will learn to think as philosophers, and discover some of the major thinkers and schools of thought in western philosophy. **Transfer (UT) or Non Transfer Course (UN): UN**

PHIL 2430 - Philosophy of Religion

3 sem hrs cr. This course is a philosophical examination of religion. Some issues studied include the existence and nature of God, relationship between faith and reason, and challenges to religious belief. Throughout history, individuals have pondered whether or not God exists. Many consider it the most important question that can be asked. The reason? As Mortimer Adler, a well-known philosopher, points out, "More consequences for thought and action follow from the affirmation or denial of God than from answering any other basic question." This course addresses philosophical issues as they relate to God's existence or absence. One of the first issues to be examined will be the relationship between faith and reason in religious belief. Next, we will examine the major challenges to theism (e.g., the problem of evil) and provide potential responses to these difficulties. This will be followed by a discussion of reasons for belief in God: classical arguments, religious experience, pragmatic reasons and the like. Prerequisite: ENGL 1010 with a grade of C or better. **Transfer (UT) or Non Transfer Course (UN): UN**

PHYS 1030 - Survey of Physics with Lab

4 sem hrs cr. This is an introductory physics course for non-science and non-engineering majors. Emphasis is placed on understanding the nature of physics and applying basic physics concepts to one's everyday life experience and work. The use of mathematics is limited to basic algebraic manipulations required to understand and apply physics concepts. Topics covered include mechanical motion, energy, temperature and heat, fluids, electricity, magnetism and wave motion. Prerequisite: Knowledge of basic algebra to solve simple literal equations. This course is not appropriate for students needing remedial mathematics. **Transfer (UT) or Non Transfer Course (UN): UN**

POLS 1010 - Intro to Political Science

3 sem hrs cr. This course is an analysis of politics and political systems in various countries. Students will acquire a general understanding of the key concepts and ideas upon which different systems of government are based. Prerequisite: Students must be able to read and write at the college level. *Formerly/Same As* POL 1020, POLS 1020 **Transfer (UT) or Non Transfer Course (UN): UN**

POLS 2035 - International Relations

3 sem hrs cr. This course is designed to provide you with a broad introduction to International Relations (IR). It will introduce you to the fundamental approaches to studying IR and will consider how each approach treats selected aspects of current international politics. *Formerly/Same As* POLS 1501 **Transfer (UT) or Non Transfer Course (UN): UN**

PSYC 215 - Child Growth and Development

3 sem hrs cr. The topics studied in this course include: Physical, emotional, social and intellectual child development from conception through adolescence, concepts of development and function derived from theoretical approaches, research and clinical observation emphasized, child rearing applications included. Prerequisite: PSYC 1030 **Transfer (UT) or Non Transfer Course (UN): UN**

PSYC 2110 - Psychology of Adjustment

3 sem hrs cr. The purpose of this course is to increase self-knowledge, personal freedom, personal accountability, and the ability to effect positive personal change. Growth is examined theoretically and applied to real life situations. Topics include: 1) personality and self, 2) stress disorders and happiness, 3) thinking and feeling, 4) values and beliefs, 5) financial planning, 6) personal accountability, and 7) personal relationships. This is a process course that requires engagement, self-examination, self-discipline and motivation. Prerequisite: College level reading and writing. **Transfer (UT) or Non Transfer Course (UN): UN**

PSYC 2230 - Psychology of Aging

3 sem hrs cr. This course focuses on current research associated with aging by exploring recent changes in demography and subsequent individual behavior. Emphasis is on positive aging which explores the psychological factors, individual traits, and social and community resources integral to living and functioning optimally in old age. *Formerly/Same As* (TN eCampus course ID PSYC 223) **Transfer (UT) or Non Transfer Course (UN): UN**

SOCI 2170 - Sociology of Aging

3 sem hrs cr. This is a general course in social gerontology with an emphasis on the aging process and problems of the aged. **Transfer (UT) or Non Transfer Course (UN): UN**

SWRK 245 - Introduction to Counseling

3 sem hrs cr. This course is a comparative analysis of major theoretical approaches to counseling and psychotherapy practice; psychodynamic, behavioral, cognitive behavioral, gestalt, transactional analysis, rational- emotive therapy and systems theory. Prerequisite: College level reading and writing. **Transfer (UT) or Non Transfer Course (UN): UN**

TELC 2010 - Survey of Exceptionalities & Diversity

3 sem hrs cr. This course enables instructors to identify psychological, physical, educational, medical, behavioral and learning characteristics and needs of individuals with various disabilities. The course also focuses on working with students from diverse cultural, social, ethnic and racial backgrounds. It includes information regarding the modification and adaptation of instruction as it relates to ADA in order to fit individual needs and learning styles. It also enables the instructor to develop individualized educational programs with the principles of normalization and the least restrictive environment. **Transfer (UT) or Non Transfer Course (UN): UN**

TELC 2011 - Teaching and Learning with Technology

3 sem hrs cr. This course addresses the "Tennessee Statement of Education Teacher Licensure Standards for Professional Education." It assists instructors in examining various issues related to teaching with Internet technology and resources, as well as learning to evaluate and integrate this technology into "teaching" and "learning" online and on-ground. It will also assist instructors in locating curriculum resources that support and enhance instruction. Addresses Standards # 4, 6, 11 of the Tennessee Teacher Licensure Standards for Teaching Strategies, Communication, and Technology. **Transfer (UT) or Non Transfer Course (UN): UN**

TELC 2012 - Teachers as Agents of Change

3 sem hrs cr. This course is designed for individuals working in a public school environment on the Professional Occupational license or one of the Alternative Licenses. It provides an overview of current issues, trends, and problems that are commonplace to teaching in public school settings. Students will engage in analytic learning experiences which focus on: a) teaching in urban, suburban and rural settings, b) meeting the needs of diverse student populations, c) historical, sociological and philosophical aspects of education in a diverse society, d) legal, financial, equality/inequality of access and resources, e) governance issues related to public schooling in the U.S., f) developing knowledge and skills regarding professionalism, national and state initiatives, effective teaching, and licensure, and g) action research to improve current practice. **Transfer (UT) or Non Transfer Course (UN): UN**

TELC 2014 - Managing the Learning Environment in Post Sec

3 sem hrs cr. This course provides the use of appropriate knowledge and skills for managing the total learning environment in post-secondary technical settings. There is emphasis on development of skills that facilitate effective teaching through appropriate management techniques and the involvement of business leaders and community members. **Transfer (UT) or Non Transfer Course (UN): UN**

WEB 1010 - Basic Web Design

3 sem hrs cr. (COM 1010 course ID with TN eCampus)

This course presents the principles for planning well-designed web pages and websites. It explores the factors that affect web layout and design such as organization, navigation, usability, accessibility, typography, graphics and color. **Transfer (UT) or Non Transfer Course (UN): UN**

WEB 1020 - Basic Web Graphics

3 sem hrs cr. (COM 1020 course ID with TN eCampus)

An introductory class using a graphics program, scanner, and other digital devices to create and edit graphic images for web pages. Projects will be included to allow students to demonstrate mastery of the use of a graphics program to edit, optimize and create imagery for the web, set up hierarchical folders/directories and implement, upload, and edit a functional website. This course is taught using Photoshop® and a basic HTML editor. Prerequisite: WEB 1010 (COM 1010 course ID for TN eCampus) **Transfer (UT) or Non Transfer Course (UN): UN**

WEB 2120 - Audio/Video for the Web

3 sem hrs cr. This course familiarizes students with the technologies associated with bringing photographic (film, video and still) images and audio to the Internet environment and enable them to identify and use the tools which facilitate these media in Web sites. Appropriate media selection, software tools for encoding various media, delivery system attributes and limitations, associated file types, audio and video codecs and software players will be discussed. Students will learn to prepare aural and visual media for the Web by creating and encoding assigned projects. Students will also learn to design for and solve problems with the integration of audio and video media into pre-existing Web sites. Prerequisite: A practical knowledge of how the Internet operates and working knowledge of HTML code, graphic formats, website building, web page design, and an introductory knowledge of a computer graphics program is required. These pre- and co-requisites may be obtained through COM 1000 and COM 1020, or IST 2630. **Transfer (UT) or Non Transfer Course (UN): UN**

WEB 2812 - Web Design III:Advanced Site Design

3 sem hrs cr. This problem-oriented course will teach the use of dynamic graphic elements to enhance web pages and sites. Advanced concepts in page layout and site optimization will be studied with emphasis on principles used to craft dynamic web pages that get noticed. The course exercises and projects will allow students to apply the principles of web design to their own sites that will be created in the course. Prerequisite: Practical knowledge of how the Internet operates, HTML code, web page design, graphic formats, and introductory knowledge of a computer graphics

program and of website building with standard professional software is required. Pre- and co-requisites may be obtained through CIS 264; or COM 1000, COM 1020 and INTC 1050 or MDT 2100; or equivalent knowledge and training. **Transfer (UT) or Non Transfer Course (UN): UN**

WEBT 1310 - Web Page Application (WYSIWIG)

3 sem hrs cr. This course is the study of various applications available for the support of web pages. Topics covered include web page multimedia design, graphics and animation. The latest techniques of web page design technology will be emphasized. Prerequisite: A basic working knowledge of the Windows operating system, the Internet and Microsoft Front Page or permission of the Dean of Career and Technical Programs. **Transfer (UT) or Non Transfer Course (UN): UN**

WGST 2050 - Intro to Women/Gender Studies

3 sem hrs cr. The course is an interdisciplinary approach to the study of women's social identity and placement throughout history and the world. Theoretical perspectives and research from sociology, psychology, biology and anthropology are used to understand how gender shapes our lives on individual, cultural and societal levels. Areas of study emphasize the role of gender in social institutions including family, workplace, education, religion, media and politics. Prerequisite: ENGL 1010 *Formerly/Same As* WMST 2010 **Transfer (UT) or Non Transfer Course (UN): UN**

Inventory of Programs

ACADEMIC INVENTORY - INVENTORY OF PROGRAMS

The scope of the academic program at Motlow State Community College provides the following alternatives for students: (1) an associate degree program designed for transfer purposes, or (2) an associate degree program designed for immediate career application, or (3) a concentrated, short-term certificate program. For each program of study completed toward receiving the Associate of Arts degree, the Associate of Science degree, or the Associate of Applied Science degree, a student will identify a major and will select, when applicable, an area of emphasis/concentration in that major. The following chart is an inventory of programs available and the academic departments that oversees each program.

UNIVERSITY PARALLEL MAJOR (ASSOCIATE OF ARTS/ASSOCIATE OF FINE ARTS/ASSOCIATE OF SCIENCE)

At Motlow State Community College, a student planning to transfer to a baccalaureate program may earn an Associate of Arts Degree, Associate of Fine Arts Degree, or an Associate of Science Degree. The University Parallel Major in the associate degree program is the transfer program within which a student selects an area of emphasis. The General Studies area of emphasis provides students an opportunity to complete general education requirements before moving into specialized study. The specific areas of emphasis in the University Parallel Major are:

Department	Major	Area of Emphasis	Degree
Business & Technology	University Parallel	Accounting	Tennessee Transfer Pathway, Associate of Science (A.S.)
Natural Science	University Parallel	Agriculture-Animal Science	Tennessee Transfer Pathway, Associate of Science (A.S.)
Natural Science	University Parallel	Agriculture-Business	Tennessee Transfer Pathway, Associate of Science (A.S.)
Humanities	University Parallel	Art (Studio)	Tennessee Transfer Pathway, Associate of Arts (A.A.)
Natural Science	University Parallel	Bioinformatics, Athens State	Associate of Science (A.S.)
Natural Science	University Parallel	Biology	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Business Administration	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Business Education	Associate of Science (A.S.)
Natural Science	University Parallel	Chemistry	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Civil Engineering	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Computer Science	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Concrete Management, Middle Tennessee State	Associate of Science (A.S.)

		University	
Social Sciences	University Parallel	Criminal Justice Administration	Tennessee Transfer Pathway, Associate of Science (A.S.) OR Associate of Arts (A.A.)
Education	University Parallel	Early Childhood Education, Tennessee State University	Associate of Science (A.S.)
Business & Technology	University Parallel	Economics	Tennessee Transfer Pathway, Associate of Science (A.S.) OR Associate of Arts (A.A.)
Business & Technology	University Parallel	Electrical Engineering	Tennessee Transfer Pathway, Associate of Science (A.S.)
Education	University Parallel	Elementary Education, Athens State	Associate of Science (A.S.)
Education	University Parallel	Elementary Education, Lipscomb	Associate of Science (A.S.)
Languages	University Parallel	English	Tennessee Transfer Pathway, Associate of Arts (A.A.)
Business & Technology	University Parallel	Finance	Tennessee Transfer Pathway, Associate of Science (A.S.)
Languages	University Parallel	Foreign Language	Tennessee Transfer Pathway, Associate of Arts (A.A.)
Humanities	University Parallel	General Studies Track 1	Associate of Science (A.S.) OR Associate of Arts (A.A.)
Humanities	University Parallel	General Studies Track 2	Associate of Science (A.S.) OR Associate of Arts (A.A.)
Nursing and Allied Health	University Parallel	Health Sciences	Associate of Science (A.S.)
Social Sciences	University Parallel	History	Tennessee Transfer Pathway, Associate of Science (A.S.) OR Associate of Arts (A.A.)
Business & Technology	University Parallel	Information Systems	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Management	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Marketing	Tennessee Transfer Pathway, Associate of Science (A.S.)
Humanities	University Parallel	Mass Communications	Tennessee Transfer Pathway, Associate of Science (A.S.) OR Associate of Arts (A.A.)
Mathematics	University Parallel	Mathematics	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Mechanical Engineering	Tennessee Transfer Pathway, Associate of Science (A.S.)
Humanities	University Parallel	Music	Tennessee Transfer Pathway, Associate of Fine Arts (A.F.A.)
Natural Science	University Parallel	Physics	Tennessee Transfer Pathway, Associate of Science (A.S.)
Social Sciences	University Parallel	Political Science	Tennessee Transfer Pathway, Associate of Science (A.S.) OR Associate of Arts (A.A.)

Natural Science	University Parallel	Pre-Clinical Lab Sciences	Tennessee Transfer Pathway, Associate of Science (A.S.)
Natural Science	University Parallel	Pre-Health Professions (Dentistry, Medicine, Optometry, Pharmacy, Veterinary Medicine)	Tennessee Transfer Pathway, Associate of Science (A.S.)
Social Sciences	University Parallel	Pre-Law	Associate of Science (A.S.) OR Associate of Arts (A.A.)
Natural Science	University Parallel	Pre-Occupational Therapy	Tennessee Transfer Pathway, Associate of Science (A.S.)
Natural Science	University Parallel	Pre-Physical Therapy	Tennessee Transfer Pathway, Associate of Science (A.S.)
Social Sciences	University Parallel	Psychology	Tennessee Transfer Pathway, Associate of Science (A.S.) OR Associate of Arts (A.A.)
Education	University Parallel	Secondary Education, Mathematics	Associate of Science (A.S.)
Social Sciences	University Parallel	Social Work	Tennessee Transfer Pathway, Associate of Science (A.S.) OR Associate of Arts (A.A.)
Social Sciences	University Parallel	Sociology	Tennessee Transfer Pathway, Associate of Science (A.S.) OR Associate of Arts (A.A.)
Education	University Parallel	Special Education Modified K-12	Associate of Science (A.S.)
Humanities	University Parallel	Speech and Theater	Associate of Science (A.S.)
Business & Technology	University Parallel	Sport & Leisure Management	Tennessee Transfer Pathway, Associate of Science (A.S.)

ASSOCIATE OF SCIENCE IN TEACHING

The Associate of Science in Teaching degree has been implemented throughout the Tennessee Board of Regents system to facilitate entry of transfer students from community colleges into university teacher education programs. A common curriculum applicable to all community colleges and acceptable to all TBR universities is prescribed. Admission, retention, and graduation requirements are the same as those published in the Graduation Requirements section of this catalog with the additional requirement that students who qualify for the AST must satisfy the following:

1. Attainment of a cumulative 2.75 grade point average
2. Successful completion of the Core Academic Skills for Educators (or a composite score of 22 or greater on the enhanced ACT or a combined verbal and mathematical score of 1020 or greater on the recentered SAT),
3. Achievement of satisfactory rating on an index of suitability for the teaching profession
4. Achievement of “C” or better in ENGL 1010 and ENGL 1020 and each of the Mathematics (MATH) and Education (EDU) courses in the curriculum.

Department	Major	Area of Emphasis	Degree
Education	Teaching K-5	Elementary Education	Associate of Science in Teaching (A.S.T.)
Education	Teaching Pre K-3	Elementary Education	Tennessee Transfer Pathway, Associate of Science in Teaching (A.S.T.)

ASSOCIATE OF APPLIED SCIENCE

BUSINESS MAJOR

Motlow State Community College offers a Business major with the following concentrations: Accounting, Business Office, Management, and Medical Office. This major prepares students for a variety of positions in the broad field of business. The Accounting concentration prepares students in a broad range of accounting fields, including accounting systems, record keeping, financial statements, tax accounting, budgeting, and other accounting areas. The Business Office concentration prepares students for a variety of positions in the field of business data processing. These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science is awarded.

The major core curriculum is designed to promote and achieve the following outcomes:

- an understanding of fundamental business concepts and terminology
- an understanding of fundamental management concepts and human resources utilization
- an understanding of the accounting system applicable to business ownerships
- an understanding of fundamental macroeconomics, microeconomics, and economic applications
- an understanding of computer hardware and software applications
- the ability to apply mathematical concepts for business-related problem solving and analysis and presentation of data
- an understanding of principles of written business communications applying standard rules
- an understanding of the legal aspects of a business environment
- an understanding of business concepts and operations in a global environment

These two-year programs are all accredited by the Accreditation Council for Business Schools & Programs and are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science is awarded.

For information about the concentrations available, including required courses, please see the links below.

[Accounting Concentration \(A.A.S.\)](#)

[Business Office Concentration \(A.A.S.\)](#)

[Management Concentration \(A.A.S.\)](#)

[Medical Office Concentration A.A.S.](#)

EARLY CHILDHOOD EDUCATION MAJOR

Motlow State Community College, as part of the Tennessee Board of Regents' Vision 2003: Tennessee Head Start's Academic Excellence Model, offers an Early Childhood Education major. The purpose of this model is to create a Head Start statewide early childhood academic degree and professional/career development model that supports the Head Start Reauthorization Act degree requirements for Head Start teachers/staff. This initiative builds on the established Tennessee Early Childhood Training Alliance (TECTA) model. The academic coursework and practicum prepare students for CDA (Child Development Associate) assessment and credentialing. The major is not limited to Head Start personnel but is open to all persons wishing to gain professional expertise in childcare from infant to children in the third grade. The Basic Technical Certificate and Certificate in Early Childhood Education and Basic Early Childhood Education are embedded in the Associate of Applied Science Degree. The college offers an accelerated evening degree program to serve persons already employed in Early Childhood Education. Contact the Education Department for additional information about this scheduling option.

NURSING MAJOR

Motlow State Community College offers a nursing major in a program leading to the Associate of Applied Science Degree. Admission to the nursing program is selective. Upon completion of the program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may write the National Council Licensing Examination (NCLEX-RN) for licensure as a Registered Nurse.

Division

Major

Area of Emphasis

Degree

Business & Technology	Business	Accounting	Associate of Applied Science (A.A.S.)
Business & Technology	Business	Business Office	Associate of Applied Science (A.A.S.)
Business & Technology	Business	Management	Associate of Applied Science (A.A.S.)
Business & Technology	Business	Medical Office	Associate of Applied Science (A.A.S.)
Business & Technology	Computer Information Technology	Cyber Defense	Associate of Applied Science (A.A.S.)
Business & Technology	General Technology	(selected in consultation with an advisor)	Associate of Applied Science (A.A.S.)
Education	Early Childhood Education	Education	Associate of Applied Science (A.A.S.)
Career Readiness	Mechatronics Technology	Mechatronics	Associate of Applied Science (A.A.S.)
Nursing and Allied Health	Emergency Medical Services	Paramedic	Associate of Applied Science (A.A.S.)
Nursing and Allied Health	Medical Laboratory Technology	Medical Laboratory Technology	Associate of Applied Science (A.A.S.)
Nursing and Allied Health	Nursing	Nursing	Associate of Applied Science (A.A.S.)

TECHNICAL CERTIFICATE OF CREDIT PROGRAMS

A certificate of credit program enables the college to provide a short-term program in a concentrated area of study as a means to acquire a specific body of knowledge and/or develop specific career skills. Certificate programs offer employment preparation opportunities and the opportunity to upgrade skills for those who are already employed. Courses successfully completed, and the credits earned as part of a certificate program, are acceptable toward an associate degree if the student wishes to continue his/her educational pursuits. The certificate programs are not designed for transfer to a four year institution; however, the specific courses and hours completed as part of a certificate program may be used as part of a program of study that is intended for transfer. Certificate programs are available at Motlow in mechatronics, early childhood education and Emergency Medical Services. These certificate are not covered by Financial Aid.

EMERGENCY MEDICAL SERVICES EDUCATION

The purpose of the EMS Education is to prepare an EMS professional who demonstrates the competencies necessary to assume the role of emergency personnel as defined by the Tennessee Department of Health, Division of Emergency Medical Services and to provide competent, qualified candidates eligible for licensure to meet the needs of the college's eleven county service area.

Classes are completed in an intense setting utilizing lecture, lab and clinical training. Class size is limited and is filled on a first to qualify basis (EMT/AEMT). Paramedic is filled in a selection process with limited class size. Courses have the EMSA, EMSB AND EMSP discipline code.

Motlow State Community College offers three tracks of educational training in emergency medical services.

1. Emergency Medical Technician – students take 16 credit hours which includes fundamentals, skills and clinical/field experience. Upon successful conclusion of the course, students may take the National Registry Exam to obtain national certification as an EMT.
2. Advanced Emergency Medical Technician – students take 16 credit hours which includes fundamentals, skills and clinical/field experience. Upon successful completion of the course, students may take the National Registry Exam to obtain national certification as an AEMT.
3. Paramedic - students take 43 credit hours which include fundamentals, skills, and clinical/field experience. The paramedic training is completed in three semesters. Upon successful completion of the training, the student is eligible to take the National Registry Exam to obtain national certification as an EMT-Paramedic.

Division	Certificate
Career Readiness	Mechatronics Certificate of Credit
Education	Early Childhood Education Technical Certificate of Credit (12 credit hours)
Education	Early Childhood Education Technical Certificate of Credit (24 credit hours)
Nursing and Allied Health	Emergency Medical Technician Certificate of Credit
Nursing and Allied Health	Advanced Emergency Medical Technician Certificate of Credit
Nursing and Allied Health	Paramedic Certificate of Credit

TECTA (Tennessee Early Childhood Training Alliance)

Motlow State Community College is part of the Tennessee Early Childhood Training Alliance, (TECTA) a statewide training system based on the belief that early childhood education personnel need to acquire recognized professional knowledge and skills to provide appropriate care and education for young children. TECTA is approved and sponsored by the Tennessee Board of Regents and funded through Tennessee State University (TSU) by the Department of Human Services (DHS) using federal funds. There are consortia of higher education institutions that serve all ninety-five Tennessee counties. Motlow is part of the consortium with Middle Tennessee State University that acts as the lead institution and TECTA center for Motlow. Classes are held at various Motlow locations. For more information, Tracy Harper 615-277-1695 work, 615-243-3059 mobile or email her at tharper1@tnstate.edu

OTHER EDUCATIONAL ACTIVITIES

In response to special needs of persons in its service area, Motlow College develops special credit courses or identifies special groups of courses designed to meet specific educational objectives without a degree or a certificate of credit. Among these individual courses are emergency medical technology and a cluster of courses identified as the apprenticeship program.

APPRENTICESHIP PROGRAM

The apprenticeship program is a group of courses designed to satisfy the 40-semester-credit-hours related studies requirement to obtain the journeyman’s card in the machinists’ trade from the U.S. Department of Labor. Completion of 8,000 hours of an on-the-job training component must be negotiated between the student’s employer and the U.S. Department of Labor. Most of the related studies courses are listed with an IAT discipline code. For information about the apprenticeship program, contact the Curriculum Chair of Business and Technology.

ADULT COLLEGE EXPRESS

The Adult College Express (ACE) Program is a fast-track program designed for the highly motivated, independent adult student focused on completing his or her degree. Classes are held one night each week for 5 weeks and last for 4 hours each night (except 4 hour courses which meet extra evenings) with additional group study nights. Students only take one ACE class at a time. The program normally takes 24 months to complete (excluding any required learning support courses). For more information about this program, contact the ACE Director at 615-220-7826.

Expenses and Business Relations

Motlow State Community College is a state-supported institution and, therefore, maintains modest matriculation and incidental fees. Expenses are charged and payable by the semester since each semester is a separate unit of operation. A student may enroll at the beginning of any semester. Registration for each semester is not complete until all required fees have been satisfied, and no student may be admitted to classes without having met his or her financial obligation. Payment of fees may be made by cash, check, MasterCard, VISA, Discover or American Express credit card. Students are encouraged to use our safe, convenient, online payment option to avoid any chance of having to wait in line. A payment plan is also available. Information regarding the payment plan is available in the Business Office or on the Motlow College website, www.mscc.edu on the Business Office webpage. Students are classified as residents or non-residents for the purpose of assessing tuition charges. The definition of residency as determined by the Tennessee Board of Regents will apply. Information about residence classification may be obtained from the Office of Admissions and Records.

The Tennessee legislature has declared that a limited number of residents of Jackson, Madison, and Limestone Counties in Alabama may attend Motlow State Community College for the same rates as residents of Tennessee. Contact the Office of Admissions and Records for details.

MAINTENANCE AND TUITION FEES

THESE FEES AND ALL OTHER FEES GIVEN IN THIS CATALOG ARE SUBJECT TO CHANGE BY POLICY OF THE TENNESSEE BOARD OF REGENTS. For current fees visit www.mscc.edu

At the Tennessee Board of Regents meeting, a fee increase was approved and became effective in the fall 2018 semester. The effect of this increase for Motlow State Community College is as follows:

Hourly Rates up to 12 hours

Residents of Tennessee \$164.00 per semester hour

Non-residents (out of state) \$512.00 per semester hour

Rates over 12 hours:

Residents of Tennessee \$1968.00 per semester plus \$34.00 per hour over 12 hours

Non-residents (out of state) \$6144.00 per semester plus \$103.00 per hour over 12 hours

TN eCampus Students:

Residents of Tennessee \$164.00 per semester hour

Non-residents (out of state) \$512.00 per hour

On-Line Course Fee \$66.00 per hour

Dual Enrollment Rate \$166.00 per credit hour

eRate (Non-residents of Tennessee and exclusively in online classes) \$82.00 per semester hour

E-Rate

The eRate is available to students who enroll at TBR institutions, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses. The e-rate is a significant reduction in the out of state tuition cost. The e-rate out-of-state tuition rate is \$82 per credit hour. To qualify for an eRate, students must (a) meet all institution admission requirements, (b) must be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the institution, and (c) Out of state students refers to geographic location and does not include undocumented students living in Tennessee. Students enrolled in any type courses other than online (on-ground, distance education, etc.) will not be eligible for the eRate specified in this guideline and will instead incur traditional non-resident fees and charges. Students who enroll in both online courses and other type courses and subsequently drop the other type courses will not then become eligible for the eRate.

NOTE: TN eCampus degree courses are all charged at a per-hour rate and viewed separately from on-campus courses. TN eCampus fees are not included in the full-time cap applicable to all other types of courses.

Pursuant to TCA 49-7-113, the Tennessee legislature has provided specific exceptions for payment of registration fees for certain disabled and elderly students domiciled in Tennessee as outlined below. The privilege to enroll under these exceptions may be denied based on space availability.

For **credit** enrollment, a nonrefundable service fee of \$70.00 per semester will be charged to persons with a permanent total disability, and persons who will become sixty-five (65) years of age or older during the academic semester and who are domiciled in Tennessee. This fee includes maintenance fees, campus access fees, student activity fees, and technology access fees; it does not preclude an application fee. For **audit** enrollment, no fee is required for persons with a permanent total disability or persons who become sixty (60) years of age or older during the academic semester and are domiciled in Tennessee, and persons who have retired from state service with thirty (30) or more years of service, regardless of age.

Pursuant to TCA 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict.

Registration and tuition fees for the summer semester will be the same as for the other two semesters. Fees for auditing a course will be the same as the fees paid if taking courses for credit. Enrollment for audit may be subject to space availability.

Enrollment under employee fee waiver programs, i.e., State of Tennessee, Tennessee Board of Regents, and University of Tennessee, is subject to the availability of space in the class being requested. Students enrolled under fee waiver programs may pre-register no earlier than four weeks prior to the first day of classes.

REGISTRATION FEES

Campus Access Fee, each semester, nonrefundable	\$27.00
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(The campus access fee will be assessed each student who registers for credit classes.)

Technology Access Fee, each semester	\$9.00 per credit hour, up to 11 hours
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	\$112.50 for 12 credit hours or more
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Student Activity Fee, each semester, nonrefundable	\$6.00
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International Education Fee, each semester, nonrefundable	\$7.00
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PROGRAM AND SERVICE FEES

Late Registration Fee, nonrefundable	\$25.00
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This fee will be charged during the entire period of late registration as indicated in the official calendar for each term published in the class schedule.

Payment Plan Fees, nonrefundable

Administrative Fee, each semester that the payment plan is elected \$25.00

Returned Payment Fee \$30.00

Nursing Competency Test Fee, nonrefundable

Freshman Year (Fall \$32.00 and Spring \$32.00) \$64.00

Sophomore Year (Fall \$64.00 and Spring \$119.00) \$183.00

Nursing Material Fee, nonrefundable \$25.00

LPN to RN Bridge (Summer) \$32.00

MLT Fee \$50.00

Allied Health Liability Insurance \$10.00 per year

Science Consumables, nonrefundable per class \$15.00

Applied Music Fee, nonrefundable \$55.00 per credit hour

Siemens Exam Fee - nonrefundable

Level I \$150.00

Level II \$150.00

OTHER FEES

College Level Examination Program (CLEP)-effective July 1, 2018 \$87.00 per test

Optional essay fee \$10.00

CLEP Administrative fee \$28.50

High School Equivalency Test (HiSET) (\$50.00 ETS Fee and \$25.00 test center administration fee) **All fees will need to be paid online** \$75.00 battery

Retest HiSET fee (entire test purchased) \$5.00

HiSET Individual subsets (\$10.00 ETS fee and \$5.00 test center administration fee) \$15.00 per test

Retest HiSET fee (individual test purchased) \$5.00

ACT Residual Test Fee, nonrefundable \$48.50 per test

ACCUPLACER Challenge Test Fee, nonrefundable*	\$20.00 for entire test; \$10.00 per part
*The first challenge using ACCUPLACER is free of charge.	
Challenge Examination Program Credit Fee	\$25.00
Correspondence/Distance Education Proctor Fee, nonrefundable	\$18.50
Credit by Assessment Test Fee, nonrefundable	\$55.00
Library Fee	
Fines for lost materials	\$50.00 or more per item
Interlibrary Loan Fee – Fee for non-pickup of requested material	\$5.00
Photo ID Replacement	\$5.00
Nursing Entrance Examination Fee, nonrefundable	\$50.00
Returned Check Fee, per returned check, nonrefundable	\$30.00
Traffic Violations Fee	
First and second violation, each	\$10.00
Each violation thereafter(after 2nd violation)	\$20.00
Disabled Parking Violation	
Each violation	\$200.00

RETURNED CHECKS

There is a \$30.00 charge for any check tendered for payment to the college that is subsequently dishonored and returned by the bank. Returned checks received for the payment of registration fees, if not redeemed within ten calendar days from the postmark date of the institution's letter of notification, shall result in the dis-enrollment of the student. A late fee of \$25.00 will also be assessed for any returned check that was tendered for registration fees, unless the student registered late initially.

For other returned checks cashed on campus, an opportunity to redeem the check shall be allowed; and, if the check is not then redeemed, a formal notice will be sent by registered mail to the drawer. Failure to redeem the check after formal notice shall result in the initiation of further action by the college.

No student may re-enroll, graduate, receive grades, or receive a transcript of his or her record until all accounts are settled. The term "account" includes any indebtedness to the college.

The above policy on returned checks is in accordance with recommended and approved policies of the State University and Community College System of Tennessee.

REFUNDS AND REPAYMENTS

A student may be eligible for a refund of institutional charges, based on a change in enrollment status due to: (1) dropping a course or courses, (2) withdrawing from college, (3) cancellation of a class by the institution, or (4) death of the student. Refund processing requires three to four weeks for completion. Students receiving Federal Title IV grants, loans, and state grants/scholarships are required to notify the Financial Aid Office upon changing enrollment status by dropping any class or upon withdrawing from the institution.

INSTITUTIONAL FEES

1. Seventy-five percent of fees will be refunded for drops or withdrawals that occur within the first 14 calendar days (unless the class begins on Saturday. See # 5 below) of an academic term, beginning with and inclusive of the first official day of classes, or within an equivalent period for a short-term course. Twenty-five percent of fees will be refunded following expiration of the 75 percent refund period, to the point in time when 25 percent of the term is completed. No refunds will be made beyond the 25 percent point.
2. One hundred percent of fees will be refunded for classes canceled by the institution.
3. One hundred percent of fees will be refunded for withdrawals prior to the first day of classes for the regular academic terms and summer sessions.
4. One hundred percent of fees will be refunded in case of death of the student.
5. One hundred percent of fees will be extended when the first day of the academic term falls on a Saturday through the weekend until the following Monday morning (12:01 a.m.).

Fees discussed above include Maintenance and Technology Access Fees only. All other fees are non-refundable.

Summer term refunds will be based on the above procedures with time periods for half-summer terms being prorated as a percentage of a regular term.

No refunds will be made for a general interest class unless the class is canceled.

PAYMENT PLAN

A payment plan is available to allow students to pay registration fees in installments. The plan does not apply to books or to non-credit classes and is available for fall and spring semesters only. All students in good financial standing are eligible to participate in the payment plan. Total fees eligible must be at least \$400 after application of any financial aid awarded to student. (Fees not eligible include application fee, and any account balance from prior terms.)

- To participate in the payment plan, you must complete the Payment Plan Application on MyMotlow.
- The plan requires an initial payment consisting of 50% of fees plus a \$25 administrative fee at the beginning of the term. The remaining balance will be paid in equal installments. (Due dates will be specified in the Payment Plan Contract.)
- Students who fail to pay the required initial payment by the appropriate (preregistration or regular registration) last day to pay fees specified in the term calendar will be deleted from the class rolls.
- Students who fail to pay the second and/or third installments will have their records placed on hold. The College will proceed with collection procedures as required by the Tennessee Board of Regents, Guideline B-010, including submission to a collection agency, if necessary.
- Initial payment and subsequent installments will be paid by auto deduction.
- **Withdrawal from classes does not forgive any remaining balance due except to the extent that any refund, as determined by the College's refund policy, will be applied to the balance due.** Refunds for students on payment contracts are calculated based on the total fees assessed, not the portion of the fees actually paid at the time of the refund.
- A student who fails to make timely payments in a previous term may be denied the right to participate in the payment plan in future enrollment periods.

FEDERAL FINANCIAL AID RETURN TO TITLE IV (R2T4)

Federal Title IV regulations require Motlow State Community College (Motlow) to recalculate the federal financial aid eligibility for each student who withdraws from the institution at or before the 60 percent point of the term. Eligibility is based on the number of calendar days completed in the term at the point of withdrawal. Students who stop attending classes without initiating the formal Motlow withdrawal process will be assigned a withdrawal date based on their documented last-date-of-engagement in their classes.

Note: For programs offered in modules/mini-terms (ex. Adult College Express [ACE] program), Federal Title IV regulations require Motlow to recalculate the federal financial aid eligibility for each student who withdraws from the institution if all scheduled modules within a term are not completed (see example 2 below).

Example # 1:

A student withdraws on the 30th day of the term, which is 120 days in length. The student has completed 25 percent of the term, thus, is only eligible for 25 percent of the federal financial aid awarded for that term. Therefore, Motlow must return 75 percent of the federal aid originally retained by the college to satisfy the student's institutional fees. As a result, the student will receive a billing e-mail from the Motlow Business Office for that portion of the fees no longer covered by federal financial aid. Students are not required to make repayments of fifty dollars or less.

In addition, the student is required to repay a portion of the federal financial aid received for personal and living expenses for the term. The initial amount to be returned in this example is based on a 75 percent calculation; however, to ease the repayment burden on the student, the following guidelines apply:

- The student is required to repay only 50 percent of the portion of the initial repayment amount that is attributable to Federal Pell Grant and Federal Supplemental Educational Opportunity Grant funds disbursed directly to the student. The student will be billed for the required amount and must make repayment arrangements with Motlow. Failure to make repayment within 30 days of notification may result in the matter being referred to the U.S. Department of Education Debt Collection Service, and the student will be unable to receive future federal financial aid funds from any educational institution until repayment has been satisfied.

Example # 2 Modules:

Within a semester, there are 3 modules (A, B, C) that span the entire term and are 5 weeks each, offered consecutively. In the fall semester, the student enrolls in modules A, B, and C. Student completes courses in module A. Student begins Module B and withdraws. At this point, the student is a Title IV withdrawal and a R2T4 calculation must be done. The student's registration for module C is not enough to override the R2T4 requirement. However, if the school collects written confirmation from the student at the time of the withdrawal from module B that they intend to return for Module C, a R2T4 is not required. If the student returns for Module C and completes the module, no R2T4 is required. If the student does not return for Module C, a R2T4 is done using the withdrawal date from Module B. If the student returns for Module C and then withdraws, a R2T4 is done using the withdrawal date from Module C.

Note that because we are looking at completed days, if the above student was also enrolled in a course that spanned the entire term and completed that course, the withdrawal from the modular courses would not result in a withdrawal for the term. By completing the 15-week course the student has completed all days for which he/she enrolled.

All required repayments to Federal Title IV programs will be distributed in the following order: (1) Federal Direct Unsubsidized Loan (Motlow does not offer loans), (2) Federal Direct Subsidized Loan (Motlow does not offer loans), (3) Federal Pell Grant, (4) Federal Supplemental Educational Opportunity Grant, and (5) any other applicable programs (ex. Lottery, TSAA, TN Promise, TN Reconnect, etc.)

Any refunds calculated for students who received financial assistance from sources other than Federal Title IV funds will be refunded according to each source's policy.

Admission to the College

Motlow State Community College subscribes to the open door policy for admission. All prospective students, including online students, seeking admission to the college must meet applicable admission requirements as determined by their selected applicant admission type.

I. REQUIREMENTS

- A. Requirements for admission to the college and types of admission are published annually in the college catalog.
- B. All applications for admission must be received by the Office of Admissions and Records by the date published in the [Academic Calendar](#).
 - 1. Prospective students that fail to submit their application by the date published in the Academic Calendar must submit a written request to the Dean of Students requesting an exception to policy.
 - 2. Decisions on exceptions to this policy are the sole responsibility of the Dean of Students, whose decision will be final.
- C. All applicants shall be required to provide documentation for the applicant's admission type as specified in the college catalog for the term for which the applicant is requesting admission to the college.
- D. Applicants may be denied admission to the college or to a specific admission type if the applicant fails to provide the required documentation or if the applicant's credentials fail to meet the requirements specified in the college catalog for the term for which the applicant is requesting admission to the college.
- E. Admission requirements shall be reviewed annually.

II. ADMISSION TO THE COLLEGE

- A. The student types identified for admission purposes are defined in Section VIII. Each type is defined, specific requirements for admission of each type are listed, and additional information appropriate to that type is given.
- B. All correspondence regarding admissions should be mailed to the Office of Admissions and Records, Motlow State Community College, Department 520, P. O. Box 8500, Lynchburg, TN 37352-8500.

III. FINAL ACCEPTANCE

- A. All requirements for admission to the college should be met prior to the first day of classes for the first semester of enrollment.
- B. When all admission requirements have been met, the applicant will be notified by email sent to the student's email account indicating full acceptance for admission.
- C. If further action is necessary in order to establish eligibility for admission, the student will be advised.
- D. If any requirement is not completed during the first semester of attendance, the student will not receive a grade report for that semester; the student will not be allowed to register for an additional semester, and copies of the student's transcript will not be released until all admission requirements have been met. This process is the same for online and on-ground students.

IV. REGISTRATION

- A. Class registration must be completed before the published start date. Class start dates may be found in the [Academic Calendar](#).
- B. Students may not register for a class past the published deadline on the academic calendar for each term.
- C. Exceptions to the registration process may be granted by the appropriate academic dean after consultation with the Dean of Students or his or her designee.

V. NON-TENNESSEE RESIDENTS

- A. The admission requirements for non-residents of Tennessee are the same as those for Tennessee residents.
- B. For the purpose of paying fees and tuition, all classifications will be made by the Office of Admissions and Records according to the policy set forth by the Tennessee Board of Regents. Copies of these policies are available from the Office of Admissions and Records upon request.

VI. REQUIREMENTS FOR SPECIAL PROGRAMS

Certain instructional programs of the college are subject to special admission requirements which are in addition to the general admission requirements and are subject to change due to the availability of institutional resources.

A. Adult College Express

1. The Adult College Express (ACE) Program is a fast-track program designed for the highly motivated, independent adult student focused on completing his or her degree.
2. In addition to meeting regular college admission requirements, students must complete the ACE Program Application.
3. A personal interview may be required prior to acceptance into the ACE Program.

B. Honors Program

1. Students seeking admission to honors courses are eligible on the basis of past performance as measured by:
 - a. ACT scores
 - b. high school records
 - c. previous college-level coursework, and/or
 - d. college professor recommendations
2. Students may be admitted to a course as follows:
 - a. Students under 21 years of age must complete the ACT.
 - b. A composite score of 23 or above is preferred, and the student must present documented eligibility for collegiate level courses except mathematics and a high school GPA of 3.0 or higher.
 - c. Students may request an exception to the minimum ACT score from the Honors Director.
 - d. Students who are 21 years of age or older must take the English, reading, and mathematics portions of the ACCUPLACER test and score high enough to be exempt from learning support requirements in English and reading.
 - e. Students eligible for dual and/or joint enrollment may enroll in honors courses.
 - f. Students who have taken collegiate courses in dual and/or joint enrollment arrangements and maintained a 3.0 collegiate average or students who have Advanced Standing credit in English, Advanced Placement credit, or CLEP credit may enter the Honors Program but will be required to complete the same number of honors hours as any other honors scholar.
 - g. Students who fail to meet the requirements listed above may still enroll in honors courses upon the recommendation of the Honors Director or the faculty member teaching the honors course in which the student wishes to enroll.
 - h. After admission to honors course(s) and successful completion of said course(s) with a 3.0 or better, students are eligible for continued enrollment in specific sequential honors courses.

C. Nursing Program

1. Students wishing to apply for admission to the nursing program must satisfy all admission requirements of the college in addition to the following:
 - a. Complete a nursing application
 - b. Take the HESI Nursing Entrance Examination
 - c. Comply with all provisions of the Learning Support Program
2. For information concerning testing dates, visit the nursing web page at www.msc.edu/nursing and click the link to the HESI entrance exam.
3. Upon review of all applicants to the nursing program who have completed the admission procedure, the Dean of Nursing and Allied Health will compile a list of applicants ranked according to admission criteria.
4. This list of candidates for the program as well as those applicants not chosen will be submitted to a selection committee for review.
5. The selection committee will include the following:
 - a. Dean of Students
 - b. Vice President for Academic Affairs or his or her designee
 - c. Dean of Nursing and Allied Health
 - d. Nursing faculty member
 - e. One graduating second-year generic student and one LPN transition student chosen by the Dean of Nursing and Allied Health
6. The committee will verify test scores and calculations using student name and ID number without any other distinguishing characteristics. (Policy No. NURS-03-01, Revised 7/05/05)
7. The generic nursing class is admitted annually in the fall semester.
8. The LPN bridge class is admitted annually in the summer semester.

9. Students may enter the college to pursue the general education courses prior to planned entrance into the nursing program. Academic advisement is recommended to plan an appropriate program of study.
10. Transfer or readmit students who wish to enter the nursing program must have a two-year currency in nursing courses and a five-year currency in required natural science as well as meet all other requirements for transfer or readmission as outlined in the [Nursing Student Handbook](#).

VII. DEGREE AND CERTIFICATE-OF-CREDIT SEEKING STUDENTS

A degree or certificate-of-credit seeking student is defined as a student taking courses either online or on-ground for credit who intends to complete an associate degree or certificate of credit at Motlow State Community College.

VIII. STUDENT TYPES FOR ADMISSION

- A. The following student types have been identified at Motlow State Community College for admission purposes:
 1. New Freshman Student
 2. Transfer Student
 3. Readmit Student
 4. Audit-Only Student
 5. Special Student for Credit
 6. Joint Enrollment Student
 7. Dual Enrollment Student
 8. Transient Student
 9. 60-Year-Old or Older Audit Student
 10. 65-Year-Old or Older Credit Student
 11. International Student
 12. Academically Talented/Gifted Student
 13. Totally and Permanently Disabled Student
- B. In the following paragraphs, each of the student types named above is defined, the specific requirements for admission are listed, and additional information appropriate to that type is given.
- C. A prospective student seeking admission to the college must complete the requirements for the student type which has been chosen for entry into the college.
- D. New Freshman Student
 1. A new freshman student is a student who is pursuing a degree or certificate-of-credit program and has never attended college.
 2. To be admitted as a new freshman student, the applicant must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Submit proof of high school graduation.
 - i. Applicants with a **regular high school diploma** should request that the high school send their official transcript noting a graduation date and proficiency examination passing scores directly to the Office of Admissions and Records.
 - ii. Applicants with a **General Education Development (GED)** examination diploma must request that the testing center send evidence of satisfactory completion of the exam; satisfactory completion is a comprehensive score of 45, if taken before 2002, or 450, if taken after 2002, or if taken after January 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher.
 - iii. Applicants with an **American Council on Education (ACE) External Diploma (EDP)** diploma must request a transcript showing the completion of the 65 required competencies be sent from the Board of Education where the diploma was awarded to the Office of Admission and Records.
 - iv. Applicants who graduated from **nonpublic high schools** (including private schools, home schools, and church-related schools) must submit an official transcript showing credits earned and date of graduation. The transcript of a home school applicant must be an official copy from an affiliated organization as defined by state law (T. C. A. 49-50-801) or be accompanied by a certification of registration with the superintendent of the local education agency which the student would otherwise attend. Applicants who cannot provide a satisfactory secondary school credential must provide acceptable scores on the GED examination.

- v. Applicants who received a **high school certificate or a diploma of special education** may be admitted on the basis of passing GED/HiSET or EDP scores accompanied by ACT scores and high school transcripts.
- c. Submit ACT/SAT scores.
 - i. Provide an official ACT/SAT report if the applicant is younger than 21 years of age. (The ACT/SAT report is not required of applicants who are 21 years old or older.)
 - ii. ACT/SAT scores must be less than five years old as of the first day of the admitting term. Applicants who are under 21 years of age without ACT/SAT scores or whose ACT/SAT scores are more than five years old should contact the Testing Center to schedule an ACT test.
 - iii. ACT/SAT scores on the high school transcript that are less than five years old are acceptable.
 - iv. If the scores are not on the high school transcript, the applicant must request an official ACT report be sent directly from the American College Testing Program, Box 451, Iowa City, IA 52243 to the Office of Admissions and Records (For more information, contact ACT directly at 319-337-1320.)
 - v. Assessment and Learning Support Courses. A student deficient in algebra will be required to take the appropriate mathematics portions of the ACCUPLACER test unless the student's valid ACT composite score is 26 or greater.
- d. Provide proof of immunizations.
 - i. Varicella Immunization (Chicken Pox) - Applicants who enroll as full-time students who were born in 1980 or later must provide: (a) Documentation of 2 doses of Varicella vaccine given at least 28 days apart, excluding doses given earlier 4 days before the first birthday, or (b) History of chicken pox illness diagnosed by a health care provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, or (c) Documentation of blood test (serology) showing immunity to Varicella. (d) Applicants who provide proof of prior or current military service are exempt from immunization requirements.
 - ii. MMR Immunization - Applicants who enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of MMR (measles, mumps and rubella) vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later. (a) Applicants who provide proof of prior or current military service are exempt from immunization requirements.
 - iii. Hepatitis B Immunization - (a) Applicants must complete and submit the Hepatitis B Immunization Health History form to the Office of Admissions and Records. (b) Applicants are not required to complete the shot series unless they are an Allied Health and Nursing student. (c) Students under the age of 18 must submit to the Office of Admissions and Records the form with a parent's or legal guardian's signature prior to registering for classes. (d) All Allied Health and Nursing students are required to submit proof of Hepatitis B Immunization. (e) Applicants who provide proof of prior or current military service are exempt from immunization requirements.
- e. Proof of citizenship: Show proof by valid regular Tennessee driver's license (Temporary driver's license is not acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory. For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>.
- f. Provide proof of draft registration.
 - (1) Male applicants born in 1960 or later who have attained the age of 18 must have registered for the draft before registering for classes.
 - (2) If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled.
 - (3) Draft registration may be completed online at www.sss.gov.
- g. Complete placement testing - All degree-seeking students are required to take a placement test unless exempted by ACT/SAT scores or transfer credit. See section entitled "Learning Support Program" in the college catalog for ACCUPLACER test information.

E. Transfer Student

- 1. A transfer student is a degree or certificate-of-credit seeking student who has not previously attended the college and is transferring from another college or university. (A student who has previously attended the college and transfers from another institution is a "readmit" student.) To be admitted as a transfer student, a person must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.

- b. Submit a high school transcript unless a baccalaureate degree has been earned.
 - c. Request that an official transcript from each college or university previously attended by the applicant be forwarded directly to the Office of Admissions and Records.
 - i. An official transcript has the granting institution's seal and is either mailed, is hand delivered in a sealed school envelope, or faxed with a cover from the prior institution directly to the Office of Admissions and Records.
 - ii. All transcripts must be on file prior to registration.
 - d. Proof of Citizenship: Show proof by valid regular Tennessee driver's license (Temporary driver's license is not acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory. For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>.
 - e. Two Varicella Immunizations (Chicken Pox) (See additional requirements under New Freshman Student type above).
 - f. Two MMR Immunizations (See additional requirements under New Freshman Student type above).
 - g. Hepatitis B Immunization (See additional requirements under New Freshman Student type above).
 - h. Draft Registration (See additional requirements under New Freshman Student type above).
 - i. See section entitled "Learning Support Program" in the college catalog for ACCUPLACER test information.
2. All collegiate-level transfer coursework for each student who is degree-seeking or certificate-of- credit seeking will be evaluated according to the following criteria:
- a. Course similarity within the programs enrolled in at the college.
 - b. Courses with similar content taught at the same level as the college.
 - c. Same credentialing requirements for faculty at the transferring institution.
3. Credit toward degree or certificate program requirements will be given for transfer coursework that meets all criteria.
- a. Grades for any course accepted as transfer credit will be used in computing the cumulative grade point average.
 - b. Student's transcript evaluations, once reviewed, will be available for student access through [MyMotlow](#).
 - c. Mechatronics courses will be evaluated by the Director of Career Readiness.
4. Transfer students should be eligible to re-enter the school from which they are transferring.
- a. A transfer student who is not academically eligible to re-enter the institution from which he/she is transferring may appeal the suspension to the Student Affairs Committee through the Dean of Students if he/she feels extenuating circumstances have contributed to the suspension from the previous institution.
 - b. A transfer student who is allowed to enter the college through this appeal process may be advised to reduce his or her load, repeat certain courses, or change program of study.
 - c. The student will enter on probation.
 - d. To appeal, the student must complete an academic suspension appeal form from the Motlow State Community College website and bring or mail the completed form along with a copy of a transcript reflecting all previous college work to the Office of Student Affairs prior to the deadline.
 - e. Appeals will be heard by the committee on the day set forth in the calendar each semester.
 - f. The Student Affairs Committee reserves the right to alter the date for appeals based upon the number of appeals to be heard.
 - g. The student should confirm the date with the Office of Student Affairs.
 - h. Through the Office of Student Affairs, the suspension status for a student may be removed once the appeal is approved by the Student Affairs Committee.

F. Readmit Student

1. A readmit student is a student who has previously taken credit classes at the college but did not attend the preceding term (summer excluded).
2. To be admitted as a readmit student, a person must complete the following:
 - a. Submit a completed Application for Readmission to the Office of Admissions and Records (no fee).
 - b. Request that an official transcript be forwarded directly to the Office of Admissions and Records from each institution attended since last attending the college. All transcripts must be on file prior to registration.
 - c. See section entitled "Learning Support Program" in the college catalog for ACCUPLACER test information.

G. Audit-Only Student

1. An audit-only student is a student who is enrolled with audit status in every class for which he/she is enrolled.
2. Learning support courses may not be taken for audit status.
3. A student who attends a class with audit status will receive no credit and no grade.
4. Enrollment with audit status is reflected on the academic record as AU for “audit.”
5. To be eligible for enrollment as an audit-only student, the person must have attained the age of fourteen (14) years prior to the semester in which he/she plans to audit a course.
6. To be admitted as an audit-only student, a person must submit a completed Application for Admission to the Office of Admissions and Records.
7. A student who is eligible to enroll for credit may change from audit to credit or from credit to audit during the period of time designated for adding a class in the schedule of classes for the semester or a student who has audited a course may take it for credit at a later time.
8. However, a student will not be allowed to change from audit to credit or from credit to audit after the last day to add a class as designated in each semester’s class schedule.
9. Students auditing college-level English or mathematics courses may not change to credit status unless they have undergone placement testing or are otherwise exempt from placement testing.
10. Enrollment for audit may be subject to space availability.

H. Special Student for Credit

1. A special student for credit is a student who is taking one or more courses for credit at the college but is not pursuing a degree or certificate-of-credit program.
2. To be admitted as a special student for credit, a person must complete the following.
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Provide proof of high school graduation by one of the following:
 - 1) High school transcript noting either regular diploma or state proficiency tests passed (Tennessee residents only) and graduation date. 2) GED if taken before 2002, or 450, if taken after 2002, or if taken after January 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher.
 - 3) Official transcript from the last college/university if the student has attended any college/university.
3. Show proof of citizenship by valid regular Tennessee driver’s license (Temporary driver’s license is not acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory.
For more information go to: <http://www.msc.edu/admissions/DocumentationForCitizenship.pdf>
4. Special students for credit may not enroll in a college-level English or mathematics course or in a course that has an English or mathematics prerequisite until they have provided appropriate ACT, assessment scores, or prior college coursework showing evidence of adequate preparation for these courses.
5. See section entitled “Learning Support Program” for ACCUPLACER Test information.
6. Special students for credit who change to degree-seeking status must meet all admission requirements for the degree-seeking student category which they are pursuing.

I. Transient Student (Summer Semester Only)

1. A transient student is a student from another institution who takes classes during the summer term at the college and transfers the credit to the home institution.
2. Transient students must be eligible to re-enter the home institution.
3. To be admitted as a transient student, a person must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records or
 - b. In the event that the student has previously attended the college, submit a completed Application for Readmission to the Office of Admissions and Records.
4. Show proof of citizenship by valid regular Tennessee driver’s license (Temporary driver’s license is not acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory.
For more information go to: <http://www.msc.edu/admissions/DocumentationForCitizenship.pdf>
5. To be able to register for summer classes on May 1, transient students must have a letter of good standing and a partial transcript if a class is needed as a pre-requisite.
6. These should be forwarded directly to the Office of Admissions and Records from the college or university where the applicant is regularly enrolled.
7. A final transcript from the college or university must be sent to Motlow State Community College at the end of spring term before a transcript can be sent to the home institution.

8. A transient student must submit an official request to the Office of Admissions and Records to have an official transcript forwarded to the home institution at the end of the summer term.

J. Sixty-Year-Old or Older Student

1. This student type is a student who is sixty (60) years old or older and is domiciled in Tennessee and who is enrolled only as an audit student.
2. This student type may audit credit courses without payment of a maintenance fee.
3. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested.
4. To be admitted as a sixty-year-old audit student, a person must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Submit proof of age.

K. Sixty-Five-Year-Old or Older Credit Student

1. This student type is a student who is sixty-five (65) years old or older and is domiciled in Tennessee who is enrolled for credit.
2. This student type may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of one-half the current per-semester-hour maintenance fee rate for each semester hour of enrollment up to a maximum of \$70.00 per semester.
3. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested.
4. To be admitted as a sixty-five-year-old student, a person must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Submit proof of age.
 - c. Request any one of the following be forwarded directly to the Office of Admissions and Records:

- i. Official report of a comprehensive GED score of 45 or more, if taken before 2002, or 450, if taken after 2002, or if taken after January 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher
- ii. Official high school transcript or other proof of graduation from high school
- iii. Official EDP transcript indicating the 65 required competencies
- iv. Evidence of graduation from a college or university

L. Totally and Permanently Disabled Student

1. This student type is a person who is domiciled in Tennessee and is totally and permanently disabled, as defined by the Tennessee Board of Regents.
2. This student type may audit credit courses without payment of a maintenance fee and may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of one-half the current per-semester-hour maintenance fee rate for each semester credit hour of enrollment up to a maximum of \$70.00 per semester.
3. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested.
4. To be admitted as a totally and permanently disabled student, a person must complete the following.
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Submit certificate of disability or affidavit from a physician or appropriate agency.
 - c. Request any one of the following be forwarded directly to the Office of Admissions and Records:
 - i. Official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education.
 - ii. Official report of a comprehensive GED score of 45 or more, if taken before 2002, or 450, if taken after 2002, or if taken after January 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher.
 - iii. Official EDP transcript indicating the 65 required competencies.
 - iv. Evidence of graduation from a college or university.

- d. Provide an official ACT/SAT report if applicant is less than 21 years of age. (The ACT/SAT report is not required of applicants who are 21 years old or older.) ACT/SAT scores must be less than five years old as of the first day of the admitting term. Applicants without ACT/SAT scores or whose ACT/SAT scores are more than five years old should contact the Testing Center to schedule an ACT test. ACT/SAT scores on the high school transcript that are less than five years old are acceptable.
- e. See section entitled “Learning Support Program” for ACCUPLACER Test information

M. International Student

1. An international student is a student who is a citizen or a permanent resident of a country other than the United States.
2. To allow adequate time for processing the application and completing the visa documents, the application for admission and all documentation must be submitted by July 15 for the fall semester enrollment, November 15 for the spring semester and April 1 for summer enrollment.
3. To be admitted as an international student, a person must complete the following:
 - a. Submit a completed Application for Admission to the Office of Admissions and Records.
 - b. Request that an official TOEFL (Test of English as a Foreign Language) report with a score of at least 500 on the paper-based test or at least 173 on the computer-based test or at least 61 on the Internet-based test or an official Michigan Test with a score of 72 or greater be forwarded to the Office of Admissions and Records. (The TOEFL and Michigan Test are not administered at Motlow State Community College.)
 - c. Submit a completed financial statement form. This form can be obtained in the Office of Admissions and Records.
 - d. Submit evidence of high school graduation, an official report of a comprehensive GED score of 45 or more, if taken before 2002, or 450, if taken after 2002, or if taken after January 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher, an official EDP transcript indicating the 65 competencies, or graduation from a college or university.
 - e. Request that transcripts be forwarded to the Office of Admissions and Records from each educational institution previously attended. Applicants must furnish transcripts of all secondary school and college level studies accompanied by official English translations. The applicant is responsible for paying any cost for official translation of foreign language transcripts.
 - f. Provide an official ACT/SAT report if applicant is less than 21 years of age. (The ACT/SAT report is not required of applicants who are 21 years old or older.) ACT/SAT scores must be less than five years old as of the first day of the admitting term. Applicants without ACT/SAT scores or whose ACT/SAT scores are more than five years old should contact the Testing Center to schedule an ACT test. ACT/SAT scores on the high school transcript that are less than five years old are acceptable.
 - g. Submit copies of appropriate examination certificates to the Office of Admissions and Records.
 - h. If applying for admission pursuant to a student visa, submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis within thirty days from the first day of classes. Failure to submit such certification shall result in denial of further enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment does not present a risk to others and upon the student’s compliance with any prescribed medical treatment program.
 - i. Complete the entire ACCUPLACER test if the student does not have valid ACT/SAT scores. See section entitled “Learning Support Program” for ACCUPLACER Test information.
 - j. Obtain health and accident insurance as a condition of admission and continued enrollment at the college. Minimum requirements for coverage set up by the Tennessee Board of Regents are specified on the insurance form provided by the Office of Admissions and Records.

N. Early Admission

1. Motlow State Community College provides for admission of select students who are still involved in an educational program in grades 9, 10, 11, and 12.
2. Three categories—Joint Enrollment, Dual Enrollment and Academically Talented/Gifted—are defined to provide the opportunity for early admission.

O. Joint Enrollment

1. Joint enrollment is the enrollment of a high school student in one or more college courses for which the student will earn only college credit.

2. The joint enrollment category is for the student who has completed the sophomore year in high school and is still involved in a high school program of study.
3. The following conditions must be met for a student to be eligible for enrollment as a joint enrollment student:
 - a. The 9th and 10th grades have been completed.
 - b. Have at least a 3.0 unweighted cumulative high school GPA. For career, technical, and education courses, a minimum unweighted cumulative GPA of 2.5 is required, except for transferable courses (excluding education.)
 - c. The student's parent or guardian must approve the student for joint enrollment by signing the Parent/Guardian portion of the Dual/Joint Enrollment Form (located on page two of the Dual/Joint Enrollment Application).
 - d. The high school counselor must certify the student by completing and signing the High School Counselor/Principal section of the Dual/Joint Enrollment Application.
4. The student wishing to enroll in a non-mathematics joint enrollment course must provide an official ACT/ACT Plan report with the required sub-score as outlined below (c and d). A student wishing to enroll in a joint enrollment mathematics course must meet enrollment standards set below (a and b). Students who are homeschooled are required to meet ACT standards as outlined in a, c, and d. Students who wish to take:
 - a. A collegiate mathematics course (non-Calculus track) or courses for which a mathematics course serves as a prerequisite course must have a reading sub-score of 19 or greater, an English sub-score of 18 or greater, and a math sub-score of 19 or greater; or
 - b. Students may enroll in a non-Calculus track collegiate course provided they have a 3.0 unweighted GPA in all Integrated Mathematics Courses or must have a 3.0 unweighted GPA in any of the following courses a student has completed: Algebra I, Algebra II, Geometry, Trigonometry, and Pre-Calculus (a minimum of three of these courses must be completed for GPA calculation.)
 - c. A collegiate science course must have a reading sub-score of 19 or greater, an English sub-score of 18 or greater, and a math sub-score of 19 or greater.
 - d. Any other collegiate course (for example: English, history, music, psychology) must have a reading sub-score of 19 or greater and an English sub-score of 18 or greater, or have a minimum of a 3.0 GPA in all of the student's high school English courses
5. Comparable SAT/PSAT scores may substitute for ACT/ACT Plan scores for purposes of joint admission and enrollment as outlined below:

SUBJECT/TEST CATEGORY	ACT/ACT PLAN SUBJECT SCORE	SAT/PSAT SUBJECT SCORE	ACCUPLACER SCORE	PLACEMENT
Writing	English 18-36	Evidence Based Reading & Writing 490-800	Sentence Skills 92-120	ENGL 1010
Math	Math 19-36	Math 500-800	Elementary Algebra 92-120	College-level Math course
Reading	Reading 19-36	Evidence Based Reading & Writing 500-800	Reading Comprehension 85-120	College-level

6. ACT/ACT Plan scores on the high school transcript are acceptable. Applicants without ACT/ACT Plan scores or with ACT scores that are more than five years old should contact the Testing Center to schedule an ACT test.
7. Prospective joint enrollment students with valid ACT scores below the required minimum scores for college-level reading, English, and/or math may challenge their placement by taking one or more portions of the ACCUPLACER test. (a) Students wishing to take the ACCUPLACER test will not be charged a fee for their first attempt. (b) The college charges \$10.00 to challenge each portion of the test or \$20.00 to challenge the entire test. Fees are payable at the time the test is taken. (c) Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times.
8. Prospective joint enrollment students who present without scores, or with only ACT Plan scores may not challenge the placement through the ACCUPLACER test.
9. Prospective joint enrollment students without valid ACT scores, may take either the National ACT test or the Residual ACT Test. (a) Scores from the Residual ACT Test are only valid at Motlow State Community College. (b) The Residual ACT Test is administered on select dates on the Moore County campus only. Students should contact the Testing Center for information about test dates and special accommodations.
10. Any joint enrollment student seeking to enter the mechatronics certificate program must have the following: (a) High school GPA of 2.0 (b) Recommendation by the high school guidance counselor or principal. (c) Prospective joint enrollment mechatronics students must also have a minimum math score of 17 on the ACT. (d) A prospective joint enrollment mechatronics student presenting without the ACT score, must take the math portion of the ACCUPLACER test and receive a minimum score of 17 in order to be admitted to the program.
11. Students 18 years of age or who turn 18 years of age during joint enrollment classes must submit proof of citizenship. Acceptable forms of Proof of Citizenship include the following: (a) Copy of valid regular Tennessee driver's license (Temporary driver's license is not acceptable), or (b) Copy of official birth certificate issued by a U.S. state, jurisdiction, or territory. (c) For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>
12. When the conditions have been met, the prospective joint enrollment student must complete the following: (a) Submit a completed Dual/Joint Application for Admissions application packet to the Office of High School Partnership Programs. Signatures on the Dual Enrollment Form page of the dual enrollment application packet must be included for the application to be valid. (b) Request that the high school send an official transcript with current GPA and ACT/ACT Plan scores to the Office of High School Partnership Programs, Motlow State Community College, P.O. Box 8500, Dept. 265, Lynchburg, TN 37352-8500.

P. Dual Enrollment

1. Dual enrollment is the enrollment of a high school student in one or more college courses for which the student will be awarded both high school and college credit.
2. Dual enrollment opportunities are available for students whose high schools have consensual agreements with the college to offer college-level credit for which both high school units and college credits are awarded simultaneously.
3. Unless enrolling in a program covered by a Motlow State Community College Memorandum of Understanding (MOU) agreement, requirements for the dual enrollment program are:
 - a. Be a junior or senior in high school or qualify as an Academically Talented/Gifted Student.
 - b. Have at least a 3.0 unweighted cumulative high school GPA. For career, technical and education courses, a minimum unweighted cumulative GPA of 2.5 is required, except for transferable courses (excluding education).
 - c. The student's parent or guardian must approve the student for dual enrollment by signing the Parent/Guardian portion of the Dual Enrollment Form (located on page two of the Dual/Joint Enrollment Application).
 - d. The high school counselor must certify the student by completing and signing the High School Counselor/Principal section of the Dual/Joint Enrollment Application.
4. To be eligible to enroll in non-mathematics dual enrollment coursework, the student must either provide an official ACT/ACT Plan report with the required sub-score as outlined in 4c-4e; to enroll in mathematics dual enrollment coursework, the student must meet requirements as outlined in 4a or 4b. Students who are homeschooled are required to meet ACT standards as outlined in 4a, 4c, and 4d. Students who wish to take:
 - a. A collegiate mathematics course (non-Calculus track) or courses for which a mathematics course serves as a prerequisite course must have reading sub-score of 19 or greater, an English sub-score of 18 or greater, and a math sub-score of 19 or greater; or
 - b. A collegiate mathematics course (non-Calculus track) must have a 3.0 unweighted GPA in all Integrated Mathematics courses or must have a 3.0 unweighted GPA in any of the following courses a student has

completed: Algebra I, Algebra II, Geometry, Trigonometry, and Pre-Calculus (a minimum of three of these courses must be completed for GPA calculation).

- c. A collegiate science course must have a reading sub-score of 19 or greater, an English sub-score of 18 or greater, and a math sub-score of 19 or greater.
- d. Any other collegiate course (for example: English, history, music, psychology) must have a reading sub-score of 19 or greater and an English sub-score of 18 or greater, or the student must have a minimum of a 3.0 GPA in all of the student's high school English courses.
- e. Comparable SAT/PSAT scores may substitute for ACT/ACT Plan scores for purposes of dual admission and enrollment as outlined below:

SUBJECT/TEST CATEGORY	ACT/ACT PLAN SUBJECT SCORE	PAT/PSAT SUBJECT SCORE	ACCUPLACER SCORE	PLACEMENT
Writing	English 18-36	Evidence Based Reading & Writing 490-800	Sentence Skills 92-120	ENGL 1010
Math	Math 19-36	Math 500-800	Elementary Algebra 92-120	College-level Math course
Reading	Reading 19-36	Evidence Based Reading & Writing 500-800	Reading Comprehension 85-120	College-level

- f. ACT/ACT Plan scores on the high school transcript are acceptable.
- g. Applicants without ACT/ACT Plan scores or with ACT scores that are more than five years old should contact the Testing Center to schedule an ACT test.
- h. Prospective dual enrollment students with valid ACT scores below the required minimum scores for college-level reading, writing, and/or math may challenge their placement by taking one or more portions of the ACCUPLACER test. (1) Students wishing to take the ACCUPLACER test will not be charged a fee for their first attempt. (2) The college charges \$10.00 to challenge each portion of the test or \$20.00 to challenge the entire test. Fees are payable at the time the test is taken. (3) Students can challenge placement no more than two times.
- i. Prospective dual enrollment students who present without scores or with only ACT Plan scores may not challenge the placement through the ACCUPLACER test.
- j. Prospective dual enrollment students without valid ACT scores must take either the National ACT test or the Residual ACT Test. Scores from the Residual ACT Test are only valid at Motlow State Community College.
- k. The Residual ACT Test is administered on select dates on the Moore County campus only. Students should contact the Testing Center for information about test dates and special accommodations.
- l. Any dual enrollment student seeking to enter the mechatronics certificate program must have: (1) High school GPA of 2.0 (2) Recommendation by the high school guidance counselor or principal. (3) Minimum math score of 17 on the ACT.
- m. Students 18 years of age or who turn 18 years of age during dual enrollment classes must submit proof of citizenship. Acceptable forms of proof of citizenship include: (1) Copy of valid regular Tennessee driver's license (Temporary driver's license is not acceptable), or (2) Copy of official birth certificate issued by a U.S. state, jurisdiction, or territory.
- n. For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>
- o. When the above conditions have been met, the prospective dual enrollment student must complete the following: (1) Submit a completed Dual/Joint Application for Admissions packet to the Office of High School Partnership Programs.

(2) Signatures on the Dual Enrollment Form page of the dual enrollment application packet must be included for the application to be valid. (3) Request that the high school send an official transcript with current GPA and ACT/ACT Plan scores to the Office of High School Partnership Programs, Motlow State Community College, P.O. Box 8500, Dept. 265, Lynchburg, TN 37352-8500.

- p. Courses taken must be chosen by the student in consultation with the high school counselor in order to supplement, and not overlap, the total high school program.
- q. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to the college.

Q. Academically Talented/Gifted Students

1. Chapter 395 of the Public Acts of 1983 specifies as follows:

- a. “Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high school in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee post-secondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such a placement is a part of the student’s planned Individual Education Program (IEP) as established by the multidisciplinary team process.”
- b. The following conditions as described in Chapter 395 must be met for a student to be eligible for enrollment as an academically talented/gifted student: (1) The student is enrolled in grade 9, 10, 11, or 12. If a student is in the 9th grade, he/she has completed at least one grading period. (2) The cumulative grade point average (excluding department grades) beginning with the ninth grade and including all work completed at the time of enrollment is equivalent to 3.2 or more on a 4.0 maximum basis. (3) Enrollment in courses is part of the student’s planned Individual Education Program (IEP) as established by the multidisciplinary team process. (4) The high school principal must approve the student for academically talented/gifted enrollment and submit a letter of recommendation, a transcript, and a copy of the student’s Individual Education Program (IEP) to the Vice President for Academic Affairs or his or her designee. Courses to be taken are to be identified in the IEP.
- c. The school principal will be notified of action taken on the recommendation.
- d. If the proposed enrollment is approved by the Vice President for Academic Affairs or his or her designee, the prospective student should submit a completed Application for Admission to the Office of Admissions and Records.
- e. Courses taken must be those courses specifically identified in the student’s Individual Education Program. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to the college.

Alternative Sources of Credit

Advanced credit may be granted by Motlow for courses in areas for which a student has demonstrated satisfactory achievement and proficiency. The maximum amount of advanced credit allowed from all sources for graduation is 30 credit hours, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents. Sources of advanced credit include:

- Advanced Placement Examination Program
- Advanced Standing Credit in English
- Armed Services Credit
- Certified Administrative Professional Rating
- Challenge Examination Program
- College Level Examination Program
- Correspondence Courses
- Dual Credit Program (Credit by Assessment)
- Licensed Practical Nurse Licensure
- Portfolio Assessment

The maximum amount of advanced credit allowed from all sources is 30 total credit hours required for graduation, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents. For additional information about alternative sources of credit, contact the Office of Admissions and Records at Motlow.

ADVANCED PLACEMENT EXAMINATION PROGRAM CREDIT

Motlow College participates in the Advanced Placement Examination Program (APEP) of the College Entrance Examination Board (CEEB). The maximum amount of advanced credit allowed from all advanced credit sources, which includes Advanced Placement Examination Program Credit, is 30 credit hours for graduation; credit may be given to qualified students in any two of the following subject areas:

AP Examination	AP Score	Suggested Course Hours	Suggested Equivalent TBR Community College Courses*
Art History	3,4,5	3 SCH	ART 2000 Art History Survey I
Biology	3	4 SCH	BIOL 1010 or BIOL 1110
Biology	4	8 SC	BIOL 1010 & BIOL 1020 or BIOL 1110 & BIOL 1120
Calculus AB	3	3 SCH	MATH 1830 Applied Calculus / BIOL
Calculus AB	4,5	3 or 4 SCH	MATH 1830 or MATH 1910 Calculus I
Calculus BC	3	8 SCH	MATH 1910 & MATH 1920 Calculus II
Chemistry	3	4 SCH	CHEM 1110 General Chemistry I
Chemistry	4	8 SCH	CHEM 1110 General Chemistry I & CHEM 1120 General Chemistry II
Chinese Language and Culture 3		6 SH	6 hours of Foreign Language Credit
Chinese Language and Culture 4		9 SH	9 hours of Foreign Language Credit
Chinese Language and Culture 5		12 SH	12 hours of Foreign Language Credit
Computer Science A	3,4,5	3 SCH	CISP 1010 Computer Science I
Macroeconomics	3,4,5	3 SCH	ECON 2100 Principles of Macroeconomics
Microeconomics	3,4,5	3 SCH	ECON 2200 Principles of Microeconomics
English Language	3	3 SCH	ENGL 1010 English Composition I
English Language	4,5	6 SCH	ENGL 1010 English Composition I & ENGL 1020 English Composition II
English Literature & Composition	3,4,5	6 SCH	ENGL 2235 Topics in British Literature + 3 SCH Humanities elective
European History	3,4,5	6 SCH	6 hours of History Core Credit
Environmental Science	3,4,5	4 SCH	BIOL 1510 Environmental Science I
French Language & Culture	3	6 SCH	FREN 1010 Beginning French I & FREN 1020 Beginning French II

French Language & Culture	4	9 SCH	FREN 1010, FREN 1020 & FREN 2010 Intermediate French I
French Language & Culture	5	12 SCH	FREN 1010, FREN 1020, FREN 2010, & FREN 2020 Intermediate French II
German Language and Culture	3	6 SCH	6 hours of Foreign Language Credit
German Language and Culture	4	9 SCH	9 hours of Foreign Language Credit
German Language and Culture	5	12 SCH	12 hours of Foreign Language Credit
Comparative Government and Politics	3,4,5	3 SCH	3 hours of Social Sciences Core or elective course
Italian Language and Culture	3	6 SCH	6 hours of Foreign Language Credit
Italian Language and Culture	4	9 SCH	9 hours of Foreign Language Credit
Italian Language and Culture	5	12 SCH	12 hours of Foreign Language Credit
Japanese Language and Culture	3	6 SCH	6 hours of Foreign Language Credit
Japanese Language and Culture	4	9 SCH	9 hours of Foreign Language Credit
Japanese Language and Culture	5	12 SCH	12 hours of Foreign Language Credit
Latin	3	6 SCH	6 hours of Foreign Language Credit
Latin	4	9 SCH	9 hours of Foreign Language Credit
Latin	5	12 SCH	12 hours of Foreign Language Credit
Music Theory	3,4,5	3 SCH	3 hours Elective Credit
U. S. Government & Politics	3,4,5	3 SCH	POLS 1030 American Government
Human Geography	3,4,5	3 SCH	GEOG 1012 Cultural Geography
Physics B	3	4 SCH	PHYS 2010 Non-Calculus Physics I
Physics B	4	8 SCH	PHYS 2010 Non-Calculus Physics I & PHYS 2020 Non-Calculus Physics II
Physics B			Test scheduled for revision effective fall 2014
Physics C	3	4 SCH	Pt. 1 PHYS 2110 Calculus Based Physics I
Physics C	3	4 SCH	Pt. 2 PHYS 2120 Calculus Based Physics II
Psychology	3,4,5	3 SCH	PSYC 1030 Introduction to Psychology
Spanish Language	3	6 SCH	SPAN 1010 Beginning Spanish I & SPAN 1020 Beginning Spanish II
Spanish Language	4	9 SCH	SPAN 1010, SPAN 1020, & SPAN 2010 Intermediate Spanish I
Spanish Language	5	12 SCH	SPAN 1010, SPAN 1020, SPAN 2010 , & SPAN 2020 Intermediate Spanish II
Spanish Language and Culture	3,4,5	3 SCH	3 hours Elective Credit
Statistics	3,4,5	3 SCH	MATH 1530 Introductory Statistics
Studio Art Drawing	3,4,5	3 SCH	ART 1045 Drawing I
Studio Art 2D Design	3,4,5	3 SCH	ARTP 1110 Two Dimensional Design
Studio Art 3D Design	3,4,5	3 SCH	ARTP 1120 Three Dimensional Design
U.S. History	3,4,5	6 SCH	HIST 2010 Early United States History & HIST 2020 Modern United States History
U.S. Government & Politics	3,4,5	3 SCH	POLS 1030 American Government
World History	3,4,5	6 SCH	HIST 2310 Early World History & HIST 2320 Modern World History

The maximum amount of alternative sources of credit allowed from all sources is 30 total credit hours required for graduation, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents.

*TBR Community Colleges will award/transfer PLA credit for AP scores in to the Suggested course or the equivalent course at their institution. There may be variations in course number and/or course title. Community Colleges should award the PLA credit for course other than the suggested course when it is in the best interest of the student.

ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an ACT sub score in English/Writing of 27 to 30 or an SAT sub score in Writing of 610 to 680 will be given 3 hours of advanced standing credit for ENGL 1010. Students under 21 years of age with an ACT sub score in English/Writing of 31 or an SAT sub score in Writing of 690 or higher will be given 6 hours of advanced standing credit for ENGL 1010 and ENGL 1020. The maximum amount of advanced credit allowed from all advanced credit sources, which includes advanced standing credit in English, is 30 credit hours required for graduation.

ARMED SERVICES CREDIT

Veteran students who have received an honorable discharge after serving active duty with the armed forces may request credit by submitting a valid DD214 form. Up to four (4) hours of physical education credit may be granted. Students will receive one credit for each six (6) months of active duty. These credits meet the physical education activity requirements for all programs of study.

In evaluating armed services credit, Motlow State Community College uses as a reference the Guide to the Evaluation of Education Experience in the Armed Services published by the American Council on Education. Contact the Office of Admissions and Records for additional information.

The maximum amount of alternative sources of credit allowed from all sources is 30 total credit hours required for graduation, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents.

CERTIFIED ADMINISTRATIVE PROFESSIONAL RATING CREDIT

After successfully completing 12 semester hours at Motlow State Community College (excluding learning support hours which earn institutional credit only and may not be used to meet any degree requirements, a (CAP) may receive a maximum of 12 semester hours credit from the following courses for which college credit has not already been received:

ACCT 1010 Principles of Accounting I	3 credits
BUSN 1305 Introduction to Business	3 credits
BUSN 2370 Legal Environment of Business	3 credits
ECON 2100 Principles of Macroeconomics	3 credits

Upon receipt of formal application, verification will be made of the 12 hours credit already received from Motlow and the CAP rating. Credit for the requested course(s) will then be recorded. The maximum amount of advanced credit allowed from all advanced credit sources, which includes Certified Administrative Professional Rating Credit is 30 credit hours required for graduation. The application for credit is available in the Department of Business and Technology.

This acceptance of the CAP rating for credits is subject to change whenever (1) the content of the CAP exam is revised so that it does not correspond with the content of the courses designated for credit or (2) the courses at Motlow are revised substantially.

CHALLENGE EXAMINATION PROGRAM CREDIT

Students who have achieved competence equivalent to that offered in a course through on-the-job training, previous instruction, or other methods may receive credit for selected courses as designated by the department head in conjunction with the faculty member administering the challenge examination. In rare cases, students may be approved to use the challenge exam as a means of earning less than a course's full hours, such as when transferring quarter term credits to Motlow. To receive credit by challenging a course the student must:

1. Contact the appropriate Curriculum Chair to determine if your experience, instruction or training can be matched with a specific course in your chosen major.
2. If advised by the Curriculum Chair to continue, submit the Challenge Application, along with evident of qualifications, and pay the \$25 fee.
3. Work with the Curriculum Chair or assigned faculty member to take the examination.

An email will be sent by the Chair to the student to notify him/her of the test results. If the examination is successfully completed, the student will receive the credit hours with a grade of "P", which will not be used in computing grade point average. These credit hours will not be counted towards the current semester's minimum hours for financial aid. The maximum amount of advanced credit allowed from Challenge Examination Program is one-fourth of the total number of credit hours required for graduation. Failure does

not impact the student's GPA but the student may challenge a specific course only once, and this challenge program may not be used to remove an "I" or an "F" grade or to improve a grade already earned.

Contact the appropriate curriculum chair/director for additional information concerning challenge of specific courses. Procedure for challenge of selected nursing courses is outlined in the Nursing Program section of this catalog.

COLLEGE LEVEL EXAMINATION PROGRAM CREDIT

The maximum amount of advanced credit allowed from all credit sources, which includes College Level Examination Program (CLEP) Credit, is 30 credit hours required for graduation. Motlow has been approved as a limited CLEP Testing Center. An application and a fee (see Expenses and Business Regulations) must be submitted through the Office of Testing at least four weeks prior to the test date. This office should be contacted for any additional information. CLEP results may not be used to remove an "I" or "F" or to improve a grade already earned.

The following is a list of the CLEP subject examinations administered at Motlow State Community College and for which credit is granted by the college. Opposite the examinations are the Motlow State Community College course equivalents. Motlow does not grant credit on the basis of the CLEP general examination.

CLEP Subject Area	CLEP Score	Credit Hours	Motlow Courses
American Government	50	3	POLS 1030 American Government
American Literature	50	3	ENGL 2130 Topics in American Literature
Analyzing & Interpreting Literature	50	6	Credit for Literature Requirements in Humanities or Fine Arts
Biology	50	8	BIOL 1110 General Biology I & BIOL 1120 General Biology II
Calculus	50	4	MATH 1910 Calculus I
Chemistry	50	8	CHEM 1110 General Chemistry I & CHEM 1120 General Chemistry II
College Algebra	50	3	MATH 1710 Precalculus Algebra or MATH 1630 Finite Mathematics
College Composition (Freshman)	50	6	ENGL 1010 English Composition I, ENGL 1020 English Composition II
College Composition Modular	50	3/6	ENGL 1010 English Composition I, ENGL 1020 English Composition II
College Mathematics	50	3	MATH 1010 Math for General Studies
English Literature	50	3	ENGL 2235 Topics in British Literature
Finance Accounting	50	3	ACCT 1010 Principles of Accounting I
French Language, level I	50	6	FREN 1010 Beginning French I & FREN 1020 Beginning French II
French Language, level II	59	12	FREN 1010 Beginning French I FREN 1020 Beginning French II FREN 2010 Intermediate French I FREN 2020 Intermediate French II
History of the United States I	50	3	HIST 2010 Early United States History
History of the United States II	50	3	HIST 2020 Modern United States History
Human Growth & Development	50	3	EDUC 2210 Educational Psychology or PSYC 2130 Lifespan Development Psychology
Humanities	50	6	Credit for Humanities or Fine Arts Requirements
Information Systems & Computer Applications	50	3	INFS 1010 Computer Applications
Law	50	3	BUSN 2370 Legal Environment of Business
Introductory Psychology	50	3	PSYC 1030 Introduction to Psychology
Introductory Sociology	50	3	SOCI 1010 Introduction to Sociology
Natural Science	50	4	BIOL 1010 Introduction to Biology
Pre-Calculus	50	3	MATH 1710 Precalculus Algebra
Principles of Macroeconomics	50	3	ECON 2100 Principles of Macroeconomics

Principles of Management	50	3	BUSN 2330 Principles of Management
Principles of Marketing	50	3	BUSN 2380 Principles of Marketing
Principles of Microeconomics	50	3	ECON 2200 Principles of Microeconomics
Social Sciences & History	50	6	Credit for Social/Behavioral Sciences Requirements
Spanish Language, level I	50	6	SPAN 1010 Beginning Spanish I SPAN 1020 Beginning Spanish II
Spanish Language, level II	63	12	SPAN 1010 Beginning Spanish I SPAN 1020 Beginning Spanish II SPAN 2010 Intermediate Spanish I SPAN 2020 Intermediate Spanish II

CORRESPONDENCE COURSE CREDIT

Credits earned by correspondence and extension may be accepted toward graduation subject to the following:

1. The credits earned must be from a college which is a member of the National University Extension Association or the Teachers College Association for Extension and Field Services.
2. Students in residence enrolled in eighteen or more hours at Motlow may not earn credit in correspondence courses at the same time.

The maximum amount of advanced credit allowed from all advanced credit sources, which includes Correspondence Course Credit, is 30 credit hours required for graduation.

DUAL CREDIT PROGRAM

The Dual Credit Program is a collaborative effort between Motlow State Community College (MSCC) and the secondary institutions (high schools) located within the college's eleven-county service area. The purpose of the program is to provide pathways for secondary students to acquire college credit while still attending a secondary institution. The program objectives are to:

- Integrate secondary education with post-secondary education as a means of reducing repetition in Career and Technical Education courses.
- Reduce costs for attaining a post-secondary education.
- Reduce the time required to complete a post-secondary program of study and/or prepare students to enter the workforce.
- Encourage students to pursue a post-secondary certificate or Associate of Applied Science (AAS) degree.

Students are able to earn college credit by completing courses that are being taught as part of their regular high school curriculum, and that have been aligned to meet the learning outcomes of comparable courses offered by the college. Students may earn college credit by successfully completing the aligned high school course, and then successfully completing an end-of-course assessment that is developed and administered by the college. Effective with the 2016-17 academic year, students will be charged a testing fee for each Dual Credit Exam scheduled.

High school students who have completed an approved high school course, and who wish to take a Dual Credit exam must submit a completed Dual Credit Application to Test along with the \$25.00 exam fee. Application and payments should be sent to:

Motlow State Community College
 Business Office, Dept. 180
 P.O. Box 8500
 Lynchburg, TN 37352-8500

Credit Card payment by phone: (931) 393-1531 or (931) 393-1532

High school students who successfully pass the Dual Credit Examination with a grade of 70% or higher are then eligible to receive the appropriate number of MSCC credits for the aligned course. The earned credit hours will be retained by the college on behalf of the student for a maximum of two (2) years after anticipated high school graduation date listed on the Dual Credit Application to Test. The credit will be recorded on the student's academic transcript upon written request of the student after the student has been admitted to the College (including dual enrollment), and has completed three (3) collegiate level credits.

College credits earned through the Motlow State Community College Dual Credit program may transfer to other post-secondary institutions at the discretion of the receiving institution. It is the responsibility of the student to contact the receiving institution to determine if the earned credit will transfer.

Motlow State Community College will create a Dual Credit Course Option menu from which secondary institutions will be able to select courses for dual credit opportunities. This menu of courses will be reviewed annually for changes in curriculum alignment.

High school students who successfully pass the Dual Credit Examination with a grade of 70% or higher will receive a letter along with instructions for requesting the earned credit be added to their academic record.

The maximum amount of alternative sources of credit allowed from all sources is 30 total credit hours required for graduation, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents.

PORTFOLIO ASSESSMENT

Students may choose to pursue specific course credit by creating a portfolio of their knowledge to be evaluated by faculty in the subject area. This knowledge could have been obtained by working, participating in employer training programs, serving in the military, studying independently, volunteering or doing community service, and studying open source coursework. In short, Portfolio Assessment is the evaluation and assessment of an individual's life learning for college credit, certification, or advanced standing toward further education or training.

The maximum amount of alternative sources of credit allowed from all sources is 30 total credit hours required for graduation, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents.

Enrollment and Student Records

REGISTRATION FOR COURSES

The academic year begins in August and is divided into three semesters—fall, spring, and summer. Students may enter at the beginning of any semester. Registration dates, times, and locations will be announced prior to any registration for that semester. Students may register in person at Moore County, Fayetteville, McMinnville, or Smyrna, or by accessing the web at <http://www.mscc.edu/schedules.aspx>. All students are expected to complete registration by the dates announced.

Students who were in attendance the previous term, readmit students, and new students whose applications for admission or readmission have been processed by the Office of Admissions and Records will receive notification of registration through their MyMotlow email account. Upon admission, each student is assigned a Completion Coach who provides academic and registration assistance. Students should meet with their Completion Coach on a regular basis throughout the academic year to discuss academic progress. In addition, second year students are also assigned a faculty advisor who assists them in completing their educational program.

A student is not officially enrolled until all the requirements of registration have been completed, including payment of fees.

Students taking courses in Fayetteville, McMinnville, or Smyrna may complete any of these transactions at the campus administration office.

CHANGE OF REGISTRATION

After official registration is completed, a student may change his/her schedule by adding classes, dropping classes, changing audit enrollment to credit enrollment, or changing credit enrollment to audit enrollment.

ADDING A CLASS

For a defined period of time each semester, a student may add classes. The last day that a student may add classes for a specific semester will be stated in the academic calendar (calendar can be found at <http://www.mscc.edu/schedules.aspx>). A student who attends a class without officially registering or following the prescribed procedures for adding a class will not receive credit for that class.

The following procedures are used in adding a class:

- Click on [MyMotlow](#), then click on “Student login,” then enter ID and pin numbers, then follow prompts to add/drop a class.

DROPPING A CLASS

When a student no longer wants to be enrolled in a given class, that student may officially drop that class unless a grade in the class already has been assigned. If a grade has been assigned, dropping the class is not an option. The drop process is used to reduce a class load. If all classes are discontinued, see withdrawal procedures. Students who stop attending a class and fail to follow the prescribed procedures for dropping that class will receive an “F” in the course.

To drop a class:

- Click on [My Motlow](#), then click on “Student login,” then enter ID and pin numbers, then follow prompts to add/drop a class.

Officially dropping a class will affect the academic record of a student at Motlow in one of the following ways:

1. Dropping a class during the time up to, and including, the last day to be deleted from the class roll (indicated in the official college calendar for that semester) will result in no indication on the academic record that the student was enrolled in the class that semester.

2. Dropping a class after the last day to be deleted from the roll and no later than ten weeks into the semester for fifteen-week courses and no later than two-thirds into shorter courses in the term will result in a “W” on the academic record for the class(es) dropped. The “W” which indicates “withdrew” is not used in computing the grade point average.
3. After the drop deadline date, students may not drop or withdraw without one of the following causes:
 - a. Illness/injury of the student or serious personal problem verified by the student’s physician or psychologist;
 - b. Necessary change in the student’s work schedule, including new employment for the student, verified in writing by the student’s employer; or
 - c. Death in the immediate family as verified by the student’s minister or physician.
4. When any of the above circumstances are verified, the student may drop or withdraw and receive a “W” in each affected class.
5. All requests to drop a class(es) after the drop deadline date should be submitted in writing to the Office of Student Affairs within the semester of taking the class(es).

Specific dates which apply to the above timetable during a given semester can be found on the academic calendar; (calendar can be found at <http://www.msc.edu/schedules.aspx>)

CHANGING TO OR FROM AUDIT ENROLLMENT

A student may change his/her enrollment status in any class (except learning support courses) from audit to credit or credit to audit during the period of time designated for adding a class. The last day to add a class and, therefore, to change to or from audit status in a given semester is stated in the class schedule for that semester.

The following procedures are necessary for changing to or from audit status:

1. Complete the audit form available in Admissions and Records.
2. Submit fee to the Business Office.

Learning support level courses may not be taken for audit status.

WITHDRAWAL FROM THE COLLEGE

When all classes that are being taken are being dropped, the process of withdrawal from the college must be completed. The process of withdrawal is not an option for a class in which the grade has already been assigned. Students finding it necessary to withdraw from the college should do so officially to maintain good standing. The withdrawal process is not completed until appropriate forms are completed and processed in the appropriate offices or completed online and all obligations to the college have been met. Official withdrawal may be completed by the student or by a person designated to act on his/her behalf. A student needing to withdraw, who cannot come to the campus and does not have a person to designate to complete the withdrawal process for him/her, should call the Office of Admissions and Records, explain the circumstances, and ask that the withdrawal process be completed for him/her.

A student may withdraw in person in the Office of Admissions and Records on the Moore County Campus or in the administrative offices at the Fayetteville, McMinnville, or Smyrna centers, or by accessing [MyMotlow](#), then click on “Student login,” then enter ID and pin numbers, then follow prompts to add/drop a class.

The Business Office will verify clearance of all obligations to the college and will initiate steps for any appropriate refund of fees. A student who stops attending all classes without completing the official withdrawal process will receive a failing grade (F) in each course in which he/she is enrolled.

Official withdrawal from the college will affect the academic record of a student at Motlow in one of the following ways.

1. Withdrawal during the time up to, and including, the last day to be deleted from the class roll (indicated in the official college calendar for that semester) will result in no indication on the academic record of attendance during the semester.
2. Withdrawal after the last day to be deleted from the class roll and no later than ten weeks into the semester for fifteen-week courses and two-thirds through shorter courses in the term will result in a “W” on the academic record for each class in which the student is enrolled at the time of withdrawal. The “W” is not used in computing the grade point average.
3. After the withdrawal deadline date, students may not withdraw without one of the following causes:
 - a. Illness/injury of the student or serious personal problem verified by the student’s physician or psychologist;

- b. Necessary change in the student's work schedule, including new employment for the student, verified in writing by the student's employer
 - c. Death in the immediate family as verified by the student's minister or physician.
4. When any of the above circumstances are verified, the student may drop or withdraw and receive a "W" in each affected class.
5. All requests to withdraw after the withdrawal deadline date should be submitted in writing to the Office of Student Affairs within the semester of taking the class(es).

Specific dates which apply to the above timetable during a given semester can be found on the academic calendar; (calendar can be found at <http://www.msc.edu/schedules.aspx>).

CREDIT IN RESIDENCE

Credit classes are scheduled by Motlow at a variety of locations and in a variety of delivery formats. All credit earned in classes scheduled by Motlow is defined as credit in residence. Twenty-five percent of credit granted toward a degree from Motlow must be earned in residence at Motlow.

TRANSCRIPT OF ACADEMIC RECORDS

Academic records of each student are kept on permanent file in the Office of Admissions and Records. Copies of a student's academic record will be furnished free of charge. All requests for transcripts must be submitted in writing; therefore, no requests by telephone will be honored. In response to a written request, an official transcript will be sent directly to another educational institution or business. To request an official copy of a transcript, log into **MyMotlow**; enter user id and password; click on students, then student records, then request printed transcript, then follow the prompts prior to clicking submit request. In all cases, a student's obligations to the college must be fulfilled before a transcript will be issued. Student grades will not be posted publicly by faculty at the close of any term. See section entitled "Privacy Rights of Students" concerning confidentiality of records and privacy rights of students.

IDENTIFICATION CARDS

Student Identification cards (ID card) are issued to all students. These cards are used for cashing checks and bookstore transactions, admission and identification for athletic events, social functions, library check-outs, and other college activities. Students are required to carry an ID card with them while on campus. Information about obtaining or replacing an ID card is available in the libraries at all campus locations. There is a \$5.00 charge for replacement cost of an ID.

CHANGE OF NAME OR ADDRESS

The Office of Admissions and Records should be informed of all changes in the student's legal name because of marriage or other reasons, place of residence, mailing address and telephone number. If the student is requesting a name change, a Change of Record form must be completed and supporting documentation turned into the Office of Admissions and Records on the Moore County Campus or in the administrative offices at the Fayetteville, McMinnville, or Smyrna centers. The college is not responsible for a student's failure to receive official information due to failure to notify the college of any changes stated above. The form can be found at http://www.msc.edu/admissions/personal_data_change.pdf

DISTANCE EDUCATION

Distance Education, as defined by Tennessee Board of Regents' policy, "...occurs where there is a physical separation of the teacher and the learner and when communication and instruction take place through, or [are] supported by, any technological means such as telephone, radio, television, computers, satellite delivery, interactive video, or any combination of present and future telecommunication technology." Motlow College has several forms of distance education including online Internet courses, online and on ground hybrid Internet courses, and interactive television. Classes that are conducted via distance education are identified in the current Schedule of Classes.

MSCC Online

A select number of Motlow classes are offered in the online format. These classes are taught by Motlow faculty members and billed at the same rate as an on-campus class. The class is listed in the schedule of classes each term as "Web" where the location is listed

and “TBA” where time is listed. If a student needs assistance with an online Motlow class, the student should contact the Motlow Help Desk at 931-393-1510 or contact the instructor as indicated in the course syllabus.

TN eCampus (formally RODP)

Motlow State Community College offers courses leading to the Associate of Arts, the Associate of Science, and the Associate of Applied Science degrees as part of the Tennessee Board of Regent’s Online Campus Collaborative (TN eCampus). TN eCampus is a cooperative online enterprise that includes the 6 universities, 13 community colleges and the 27 technology centers that make up the Tennessee Board of Regents (TBR). As part of TN eCampus, they provides the collegiate-level courses that make up the program leading to the aforementioned associate degrees. The courses offered in TN eCampus are developed and are taught by a faculty member employed at any one of the TBR colleges or universities. Because the courses offered are part of the TN eCampus, they include an additional course fee and are billed to the student at a higher rate than regular MSCC courses. For detailed information about degrees through TN eCampus, please visit <http://tnecampus.org/> or contact the Motlow TN eCampus Coordinator at 615-220-7885 (Toll free 800-654-4877, Ext 7885).

CONCURRENT ENROLLMENT

Concurrent enrollment describes student’s attending more than one institution in the same term. Students who concurrently enroll in two or more institutions are advised to take no more than a combined total of 21 hours per term. The student must request that a transcript of hours attempted at another institution be mailed to the Office of Admissions and Records at Motlow. Additional information on concurrent enrollment is available in the Office of Admissions and Records.

Financial Aid

STUDENT FINANCIAL AID

Motlow State Community College School Code: 006836

Motlow State Community College (Motlow) has financial aid offices located on the second floor of the Crouch Center on the Moore County Campus and in the administrative buildings on the Fayetteville, McMinnville, and Smyrna centers. Students may also speak to a financial aid representative during regular business. Students with questions about the financial aid process may call 1-800-654-4877, ext. 1553, or 931-393-1553 or may send an email to fas@mscc.edu.

The following financial aid sections outline current provisions; but since regulations and funding for institutional, state, and federally supported programs are subject to change, Motlow reserves the right to administer the programs accordingly.

The primary purpose of the financial aid program at Motlow is to provide assistance to students who, without such aid, would find it difficult or be unable to attend college successfully. The financial aid programs at Motlow are administered in accordance with nationally established policy and philosophy of financial aid for education. The basis of this policy is the belief that students and parents have the primary responsibility for financing education and that financial assistance is available when the student and parents cannot meet educational costs. Motlow provides this assistance through federal, state, institutional, and private sources. All students are encouraged to apply for aid if they feel they have the need. To determine if there is need for assistance, students must complete and submit the Free Application for Federal Student Aid (FAFSA) to the United States Department of Education, which takes into consideration the factors that affect a family's financial status. The FAFSA should be filed on-line at www.fafsa.ed.gov. Motlow's financial aid programs focus on the student as an individual with aid being awarded to students with need without regard to age, disability, national origin, race, religion, sex, or sexual orientation.

HOW TO APPLY

Students receiving financial assistance are responsible for completing all necessary paperwork in advance to assure proper credits to their accounts. Students not meeting this requirement may be required to pay in advance of receiving any financial assistance.

- **NOTE: Priority and Deadline dates are posted on the Motlow Financial Aid webpage.**
- 1. Financial Aid is awarded on a first-come, first-served basis. Students filing applications after the priority deadline dates will be considered on a funds-available basis.
- 2. The student must apply and be accepted for admission to Motlow. Final high school transcripts or HSE transcripts must be in place with the Admissions and Records Office prior to any financial aid being processed. Transfer students must submit all previous college transcripts and have them evaluated prior to any financial aid being processed.
- 3. The student must be enrolled as a regular student and must be working toward a Department of Education approved degree or certificate program. Students who hold a bachelor's degree or higher are not eligible to receive federal or state aid while at Motlow.
- 4. To receive full consideration for all funds available through Motlow, all applicants must complete the Free Application for Federal Student Aid (FAFSA) along with any additional financial aid requirements. The application process is **FREE** and can be located on-line at www.fafsa.ed.gov.
The Federal School Code for all Motlow campuses is 006836. Questions concerning the FAFSA can be directed to the Federal Processor at 1-800-4-FED-AID. All information received during the Financial Aid process is kept in strictest confidence.
- 5. **THE STUDENT MUST REAPPLY FOR AID EACH YEAR BY SUBMITTING A NEW FAFSA AND REQUIRED INSTITUTIONAL FORMS.**
- 6. Students interested in applying for scholarships and other grants must complete and submit a Motlow Scholarship Application, according to directions, on or before March 15th. Please visit the financial aid section on the website for detailed instructions.

GENERAL INFORMATION

Motlow uses the results from the FAFSA in awarding all federal and need-based programs, including the Tennessee Education Lottery Scholarship Program, TN Promise and TN Reconnect. The student will receive a Student Aid Report (SAR) from the federal

processor by mail or e-mail. The college receives a similar report from the federal processor provided that Motlow was listed as one of the schools the student is interested in attending on the FAFSA. Some students will be selected by the processor or by the school for a process called verification. If the application is selected for verification, additional worksheets and documentation will have to be supplied to the Financial Aid Office prior to the student receiving financial assistance. Students can review their status on-line at any time.

Motlow calculates financial need by deducting the estimated family contribution (EFC) from the cost of attendance (COA). The EFC is provided on the Student Aid Report (SAR) from the Department of Education. The COA is based on an allowance for tuition and fees, room and board estimates, books and supplies estimates, transportation estimates, and miscellaneous expense estimates along with other calculations depending on the student situation (COA may be prorated for students who are not full time or enrolled in special programs). Information on the Cost of Attendance budget is available in the Financial Aid Office or on-line by logging into [MyMotlow](#). Once financial need is calculated, the Pell Grant and the Tennessee Education Lottery Scholarship **are awarded if the student is eligible, followed by other resources**. Other resources include, but are not limited to, Vocational Rehabilitation benefits, VA benefits, WIA benefits, TRA benefits, private and institutional scholarships, discounts and fee waivers, federal supplemental educational opportunity grant (FSEOG), Tennessee Student Assistance (TSAA), TN Promise (a last dollar scholarship), TN Reconnect (a last dollar scholarship) etc. Motlow reserves the right to adjust any award because of changes in eligibility, enrollment status or change in funding levels. **Any adjustments resulting in a balance due on the student's account is the full responsibility of the student to repay.** Financial aid recipients are required to inform the Financial Aid Office of any resources awarded to them, such as scholarships, loans, grants, etc., by any source other than Motlow. Failure to do so may result in later reductions or cancellations of assistance.

All awards are contingent upon (1) the number of hours for which the student enrolls each academic term; (2) the student's ability to maintain [satisfactory academic progress](#) as outlined on the Motlow College Financial Aid webpage; (3) the availability of federal, state, and institutional funds; and (4) Motlow's receipt of those funds. Thus, Motlow reserves the right to adjust student awards accordingly. All awards will be credited to the student Business Office account each academic term and applied toward institutional charges. Any funds remaining will be made available to the student generally within fourteen (14) business days via a check, which the student may pick up at the Business Office (or via Electronic Funds-Transfer beginning Fall 2018). Students at the off-campus locations may have a longer delivery time on checks. To pick up a student refund check, the student must present a Motlow ID. **Checks not picked up within 20 days of the fund disbursement date may be voided, and the funds returned to the appropriate financial aid program(s).**

Students must be enrolled in a degree or a certificate program in one of the following areas: Associate of Science, Associate of Science in Teaching, Associate of Arts, Associate of Applied Sciences, or approved Technical Certificate. Financial aid is available only for one of the degrees/certificates. A second degree will be considered if it is in a different degree program. A completed financial aid appeal form will be required for this consideration.

Student Discounts: Student discounts will be calculated and applied to the student account by the Business Office. (Note: Any Teacher Dependent Discount does not include on-line fees in the calculation.)

RETURN TO TITLE IV

Students who received or could have received federal financial aid must be processed through the Return to Title IV calculation if they withdraw officially/unofficially prior to completing 60% of the academic term or do not complete modules in a module program. As a result the student could be required to return all or a portion of financial aid funds received. For additional information, please refer to the Refund and Repayment section of this catalog under the heading Federal Financial Aid Return to Title IV. If students experience any difficulties while attending Motlow, please contact the Financial Aid Office to discuss options before stopping class engagement or initiating the formal withdrawal process. Students who stop attending all classes prior to the end of the term are considered to have withdrawn unofficially.

Note: Courses offered in mini-terms within a semester are now treated as modules. All modules must be completed without an official or unofficial withdrawal to maintain eligibility for financial aid awards for the semester. Dropping or withdrawing from mini-terms may result in financial aid funds having to be returned by the student for the entire semester.

SATISFACTORY ACADEMIC PROGRESS

All students at Motlow who receive federal and some state financial aid must make satisfactory academic progress toward completion of their degrees/certificates within a reasonable period of time. Motlow has approved standards defining satisfactory progress, in accordance with regulations issued by the U.S. Department of Education. Satisfactory academic progress is measured at

the end of each term of enrollment utilizing these standards. Other federal, state, private, and institutional assistance programs may have the same or other satisfactory progress requirements not shown.

Refer to the **Satisfactory Academic Progress** section of the Motlow College **Financial Aid website** for up-to-date information on these standards.

TYPES OF AID

Motlow provides financial assistance to students through: grants and scholarships. Most of these funds come from programs sponsored by the federal and state governments. In order to be entitled to receive federal and/or state student assistance benefits, a student must maintain satisfactory academic progress in the program of study he/she has selected. More detailed information on aid programs and student rights and responsibilities is available online at <http://studentaid.ed.gov>.

The following sources of financial assistance are discussed on the following pages:

Grants:	Federal Pell Grant
	Federal Supplemental Educational Opportunity Grant (FSEOG)
	Tennessee Student Assistance Award (TSAA)
Scholarships:	Tennessee Education Lottery Scholarships
	Tennessee Promise
	Tennessee Reconnect
	Institutional Scholarships
	Foundation Scholarships
	Additional Scholarships: Private

GRANTS

FEDERAL PELL GRANT

The Federal Pell Grant Program is a federal aid program that provides money to help undergraduates pay for their education. Eligibility is determined by the Department of Education using a standard formula to evaluate the information provided on the Free Application for Federal Student Aid (FAFSA). This grant provides the “foundation” of financial aid to which other aid may be added; therefore, all students needing assistance should apply for the grant each year. Students must be regular, degree-seeking undergraduates. The application can be submitted on-line at www.fafsa.ed.gov.

In December 2011, the Consolidated Appropriations Act, 2012 (Public Law 112-74) was signed into law. This law has significantly impacted the Pell Grant Program. Beginning in Fall 2012, students are now limited to 12 semesters (or 600%) of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant.

Please be conscious about the lifetime limit of the Pell Grant when changing majors and/or scheduling classes. You may view the amount of Pell Grant used by logging into www.NSLDS.ed.gov.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally funded, institutionally controlled grant program. Eligibility is based upon financial need. Students who complete the Free Application for Federal Student Aid (FAFSA) will automatically be considered for the grant. Funding for this program is limited and students are encouraged to apply early.

TENNESSEE STUDENT ASSISTANCE AWARD

The Tennessee Student Assistance Award (TSAA) is a state need-based grant. Funds are appropriated annually by the Tennessee General Assembly and administered by the Tennessee Student Assistance Corporation (TSAC). Tennessee students who complete the Free Application for Federal Student Aid will automatically be considered for the award. To qualify for funding under this program the student must be enrolled in at least six (6) credit hours per semester. Funding for this program is limited and students are encouraged to apply early with the FAFSA.

SCHOLARSHIPS

TENNESSEE EDUCATIONAL LOTTERY SCHOLARSHIPS (TELS)

The TELS program consists of Tennessee HOPE Scholarship, General Assembly Merit Scholarship, Aspire Award, Tennessee Hope Access Grant, Tennessee Non-traditional Lottery Scholarship, and Tennessee Hope Foster Care Grant. To receive the most current information and to learn more about the individual programs, go to www.tn.gov/CollegePays.

TELS Notes:

- Apply with the Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov. Motlow must be listed first in the “School Choice” section of the student’s FAFSA.
- FAFSA’s must be received by September 1 for fall semester and February 1 for spring and summer semesters. Early application is recommended.
- Maintain institutional satisfactory academic progress and TELS progression requirements.
- Maintain a minimum part-time enrollment (not less than 6 hours in fall and spring semesters). Award amounts for part-time enrollment will be prorated based on credit hours attempted.
- Maintain enrollment status for every semester. If the student begins the semester as a full-time student, he or she must finish the semester with at least 12 hours. If the student begins the semester as a part-time student, he or she must maintain at least 6 credit hours. Dropping or withdrawing from one or more classes may result in the permanent loss of eligibility.
 - The student may file a Tennessee Lottery Appeal if he/she fails to meet enrollment requirements due to extenuating personal or medical circumstances. Eligibility may be reinstated based on the appeal and supporting documentation.
- **The only valid ACT scores are tests from national test dates.**
- Credits gained through dual enrollment, advanced placement, or other tests do not count in the TELS GPA or TELS attempted hours.
- All classes taken after high school graduation count in the TELS GPA and attempted hours, including repeated classes which Motlow excludes from the institutional GPA.
- The TELS GPA and TELS attempted hours may differ from the Motlow GPA and attempted hours, due to the exclusions mentioned in the preceding item. The student should check the TELS GPA and attempted hours in the Tennessee Lottery information section on their My Motlow account frequently to determine progress.
- If a student fails to meet the required TELS GPA at any bracket, TELS eligibility will be lost. However, there is a one-time regain provision that a student may use the regain eligibility if they have continued to meet all other requirements and bring their TELS GPA up to the required standards at a subsequent bracket.
- **CHANGES TO THE TENNESSEE LOTTERY SCHOLARSHIP: (effective fall 2011)**

If you first received the Tennessee Lottery Scholarship DURING or AFTER fall 2009:

Terminating events: You will lose your lottery scholarship eligibility when you reach 120 attempted hours. Attempted hours include all classes completed after high school graduation, classes in which you received a grade of W or I, Learning Support classes, and repeated classes.

Classes completed during the 2011 summer term will NOT count towards the 120 attempted hour cap.

Summer School Eligibility: You may be eligible for your lottery scholarship for summer terms, beginning with summer 2012. You must still be academically eligible at the end of the previous spring term.

Summer awards will be the same amount as awards for fall and spring terms.

If you first received the Tennessee Lottery Scholarship BEFORE fall 2009:

You will NOT lose your lottery scholarship eligibility when you reach 120 attempted hours. Your eligibility will continue until you graduate with a baccalaureate degree or five years have passed since your initial enrollment at a post-secondary institution.

You will NOT be eligible for a lottery scholarship in the summer term.

TENNESSEE PROMISE SCHOLARSHIP

Tennessee Promise is both a scholarship and mentoring program available to eligible students finishing high school in the 2015 graduating class and later. The scholarship is also available to dependents of Tennessee military parents who are stationed out of Tennessee. The scholarship is a last-dollar scholarship, meaning the scholarship will cover mandatory tuition and fees not covered by the Pell Grant, the Hope Scholarship, or state student assistance funds (including state discounts and waivers.) The Tennessee Promise Scholarship DOES NOT cover the cost of textbooks. The Tennessee Promise Scholarship DOES NOT cover all the costs associated with TN eCampus courses. Tennessee Promise students who register for one or more TN eCampus courses will owe a balance to the business office.

Fees covered by TN Promise

- Maintenance Fee
- Student Activity Fee
- Technology Access Fee
- Campus Access Fee
- International Education

Fees NOT covered by TN Promise

- TN eCampus Course Fee
- Science Consumables Fee
- Textbooks

For more information regarding fees, please go to <http://www.msc.edu/documents/business-office/tuition-fees.pdf>.

Requirements

In order to qualify for the Tennessee Promise Scholarship, a student must:

- Graduate from an eligible Tennessee high school, complete a Tennessee home school program, or, prior to reaching 19 years of age, obtain a GED or HiSET diploma.
- Begin college at an eligible institution in August directly after graduating from high school
- Complete the TN Promise Application by November 1st during the students senior year in high school
- Attend all mandatory TnAchieves meetings held at the student's local high school
- Complete the FAFSA by February 1st during the students senior year in high school
- Submit 8 hours of community service to TnAchieves by July 1st during the students senior year of high school
- Maintain a cumulative 2.0 GPA once in college

Denial of the Tennessee Promise

Students may be denied the Tennessee Promise Scholarship if they:

- Fail to submit their TN Promise Application by November 1st during their senior year in high school
- Fail to attend the required mandatory meetings at their local high school
- Fail to complete the FAFSA by the appropriate deadline during their senior year of high school
- Fail to submit 8 hours of community service by the appropriate deadline during their senior year of high school
- Fail to submit all required forms to the Motlow financial aid office before the appropriate deadlines including any and all materials related to the FAFSA verification process
- Fail to attend a qualifying institution in August directly after graduating from high school

Appealing the Tennessee Promise

- Eligible students can appeal the loss of the Tennessee Promise Scholarship if they:
- Suffered from a major illness that prevents them from starting college directly after graduating from high school
- Have a recently deceased immediate family member or one who is severely ill
- Experience extreme financial hardship that prevents them from attending college
- Must fulfill a religious commitment expected of all students of that faith
- Joined a branch of the U.S. military and will be completing basic training directly after graduating from high school
- Completed the Tennessee Promise Application by the appropriate deadline, attended all mandatory meetings, completed 8 hours of community service by the appropriate deadline, completed the FAFSA by the appropriate deadline, and submitted all required materials to the Motlow Financial Aid Office by the appropriate deadline.

APPEALS PROCESS

Please complete the appeal form below, attach any and all supporting documentation, and submit to the Motlow Financial Aid office.

Current Motlow students who are currently registered for classes with Motlow, please complete Appeal Form A.

Tennessee Promise Appeal Form A

Incoming students who have never registered for a class at Motlow, please complete Appeal Form B.

Tennessee Promise Appeal Form B

TENNESSEE RECONNECT GRANT

Tennessee Reconnect is a last dollar scholarship program available to eligible students beginning in the fall 2018 semester. The scholarship program DOES NOT cover the cost of textbooks, science consumable fees, or the costs associated with TN eCampus courses.

Eligibility Requirements:

- Tennessee resident for one (1) year prior to date of application
- File the FAFSA by the deadline date and be classified as an independent student
- Be enrolled in a federal Title IV eligible curriculum of courses leading to a certificate or associate degree
- Not have previously earned an associate degree or baccalaureate degree
- Enroll in and attend at least six (6) hours at an eligible institution
- Maintain a minimum 2.0 cumulative GPA at the end of the academic year as determined by the institution
- Participate in a college success program, as determined by the Tennessee Higher Education Commission

Award Facts:

- Award amount varies based on amount of remaining tuition and mandatory fees after all other gift aid has first been applied.
- Scholarship is terminated after the student has attained an associate degree or certificate in an eligible program of study OR the student has attempted the total number of semester hours necessary for completion of an eligible program of study as

determined under Title IV satisfactory academic progress standards, inclusive of any postsecondary hours transferred to the eligible program of study which were earned prior to enrollment at the postsecondary institution as a TN Reconnect student OR five (5) years have passed since the date of initial enrollment as a TN Reconnect grant student.

How to Apply:

- Submit the Tennessee Reconnect Grant application at www.tnreconnect.gov
- Submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov

Additional Information: Please visit www.tnreconnect.gov for additional information

INSTITUTIONAL and FOUNDATION SCHOLARSHIPS

Refer to the Scholarship section of the Motlow [Financial Aid website](#) for up-to-date information about available scholarship opportunities.

VETERANS AFFAIRS

Motlow State Community College cooperates with the Veterans Administration in providing educational opportunities for veterans and other eligible persons under appropriate public laws. Veterans and other eligible persons desiring to attend Motlow under appropriate federal legislation should contact the Office of Admissions and Records.

To start receiving veteran's benefits, the appropriate forms must be completed. These are available in the Office of Admissions and Records. A certified copy of the DD 214 must be submitted, as well as marriage certificate, divorce papers, and birth certificates of dependent children. A veteran must be approved by the VA for an educational objective, such as a specific degree. A veteran must enroll in classes directly related to his/her approved program. Courses not required for graduation or exceeding the number of elective hours required will not be approved to or by the VA. A change of status may reduce the payment from the VA.

A change of program is subject to VA approval. A form available in the Office of Admissions and Records should be completed and submitted for program change approval.

Veteran students will receive a maximum of four semester credit hours (4 hours physical education) for military service time based on active military service in the Armed Forces of the United States. The veteran must present a certified copy of the DD 214 (if not already on file at Motlow) to the Office of Admissions and Records. (One semester hour of credit will be granted for every six months of active service to a maximum of four semester hours.) Veterans will receive credit for coursework completed while in the military if credit is recommended by the American Council on Education (ACE). The VA Coordinator in the Office of Admissions and Records can assist veterans in requesting their military transcripts.

The Veterans Administration will not provide for Learning Support courses taken through alternative delivery such as Internet, hybrid class, video, interactive video, etc.

A veteran who wishes to contact the VA Central Office may do so at the Educational toll free number: 1-888-442-4551 or the following address: www.gibill.va.gov then go to WAVE link or phone 877-823-2378.

The Office of Admissions and Records has on-campus responsibility for Veterans Affairs.

ELIGIBILITY FOR DEFERMENT OF PAYMENT OF TUITION AND FEES BY CERTAIN ELIGIBLE STUDENTS RECEIVING U.S. DEPARTMENT OF VETERANS AFFAIRS OR OTHER GOVERNMENTALLY FUNDED EDUCATIONAL ASSISTANCE BENEFITS

Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees

balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

General Regulations on Student Conduct and Disciplinary Sanctions

GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

INSTITUTION POLICY STATEMENT

1. Students enrolled in post-secondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of post-secondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between Motlow College and the academic community which it seeks to serve, the Tennessee Board of Regents (“TBR” or “The Board”) has authorized the President of the College to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
2. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the College has developed the following policies, which are intended to govern student conduct on the several campuses under its jurisdiction. In addition, students are subject to all federal, state, and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of its educational objectives, the institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted by civil or criminal authorities.
3. For the purpose of these regulations, a “student” shall mean any person who is admitted and/or registered for study at Motlow College for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, “student” shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct. Students are responsible for compliance with the Rules of Student Conduct and with similar institutional policies at all times.
4. Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity of the mission, processes, and functions of the institution. The College may enforce its own or TBR regulations regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.
5. These policies, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as a member of, or while attending or participating in any activity of, the organization.
6. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. §10-7-504(a)(4), a student’s disciplinary files are considered “educational records” and are confidential within the meaning of those Acts.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

DISCIPLINARY OFFENSES

1. Institutional disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution’s pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by the College.

2. Motlow College adopts the following non-exclusive list of offenses for which both individuals and student organizations may be subject to disciplinary action.
 - a. Conduct dangerous to Self or Others. Any conduct, or attempted conduct, which constitutes a danger to any person's health, safety, or personal well-being, including, but not limited to, the following:
 1. Physical and/ or verbal abuse,
 2. Threats and/or intimidation,
 3. Harm inflicted on self;
 - b. Hazing. Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
 - c. Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;
 - d. Obstruction of or Interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional, program, event, or facility (including computer facilities), including the following:
 1. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities,
 2. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by an institution,
 3. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of the institution, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;
 - e. Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials, computer equipment, and/or safety devices; and any such act against property belonging to a member of the institution community or a guest of the institution;
 - f. Theft, Misappropriation, or Unauthorized Sale of Property. Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution;
 - g. Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
 - h. Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;
 - i. Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks; on the college campus or property owned or controlled by the institution; at an institution-sponsored event; or on property owned or controlled by an affiliated clinical site;
 - j. Alcoholic Beverages. The use and/or possession, distribution, sale or manufacture of alcoholic beverages or public intoxication on property owned or controlled by the institution (Motlow College) or controlled by an affiliated clinical site is prohibited. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption; or in violation of any term of the Motlow Drug-Free Schools and Communities Policy Statement; (Policy No. 3:00:00:00) Pursuant to Tennessee Code Annotated § 49-7-146, Motlow College is required to notify a parent of a student under age twenty-one (21) if the student "has committed a disciplinary violation" with respect to the use or

possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or of any rule or policy of Motlow College, except as prohibited by the Family Education Rights and Privacy Act (FERPA). The trigger for notification will be (1) a plea of guilty to the applicable code of conduct violation, or (2) a final finding of guilt pursuant to disciplinary procedures, including completion of an appeal. The Drug-Free Schools and Communities Act of 1989 is on the website;

- k. **Drugs.** The unlawful use, possession, distribution, sale or manufacture of any drug or controlled substance (including but not limited to, any stimulant, depressant, narcotic, or hallucinogenic drug or substances or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or “over the counter” drugs is prohibited. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on property owned or controlled by the institution, at an institution-sponsored event, on property owned or controlled by an affiliated clinical site, or in violation of any term of the Motlow Drug-Free Schools and Communities Policy Statement: (Policy No. 3:00:00:00) Pursuant to Tennessee Code Annotated § 49-7-146, Motlow College is required to notify a parent of a student under age twenty-one (21) if the student “has committed a disciplinary violation” with respect to the use or possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or of any rule or policy of the institution, except as prohibited by the Family Education Rights and Privacy Act (FERPA). The trigger for notification will be (1) a plea of guilty to the applicable code of conduct violation, or (2) a final finding of guilt pursuant to disciplinary procedures, including completion of an appeal. The Drug-Free Schools and Communities Act of 1989 is on the website;
- l. **Drug Paraphernalia.** The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property;
- m. **Public Intoxication.** Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance;
- n. **Gambling.** Unlawful gambling in any form;
- o. **Financial Irresponsibility.** Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution;
- p. **Unacceptable Conduct in Disciplinary Proceedings.** Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;
- q. **Failure to Cooperate with Institutional Officials.** Failure to comply with directions of institutional officials acting in the performance of their duties;
- r. **Violation of General Rules and Regulations.** Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
- s. **Attempts, Aiding and Abetting.** Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;
- t. **Violations of State or Federal Laws.** Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;
- u. **Violation of Imposed Disciplinary Sanctions.** Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution;
- v. **Sexual Misconduct** – an offense including acts of sexual assault, domestic violence, dating violence and/or stalking as defined in MSCC Policy 8:05:00:00. All matters involving allegations of sexual misconduct will be governed by the procedures set for in MSCC Policy 8:05:00:00;

- w. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, MSCC Policy 8:04:00:00, and TBR Guideline P-080;
- x. Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:
 - 1. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,
 - 2. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours,
 - 3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
- y. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for an institutional facility without proper authorization;
- z. Litter. Dispersing litter in any form onto the grounds or facilities of the campus;
- aa. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
- bb. Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:
 - 1. Use of another person's identification to gain access to institutional computer resources,
 - 2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
 - 3. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
 - 4. Unauthorized transfer of a computer or network file,
 - 5. Use of computing resources and facilities to send abusive or obscene correspondence,
 - 6. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
 - 7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official,
 - 8. Violation of any published information technology resources policy,
 - 9. Unauthorized peer-to-peer file sharing;
- cc. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
- dd. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;
- ee. Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms and storing, sharing, and/or distributing of such unauthorized images by any means;
- ff. Smoking Violations. Violation of any Motlow College and/or TBR smoking or other tobacco use rules or policies.
- gg. Violations of conduct requirements described in handbooks for specific programs of study.

3. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at Motlow College for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at the College, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.02, Disciplinary Offenses. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

ACADEMIC AND CLASSROOM MISCONDUCT

1. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.
2. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, laptop computers, games, etc.).
3. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Based on their professional judgment, instructors have the authority to impose the following academic sanctions: (a) require the student to repeat the assignment for full or partial credit; (b) assign a zero, an F, or any other grade appropriate for the assignment or examination; (c) assign an F for the course. In addition, disciplinary sanctions may be imposed through the regular institutional procedures. When a faculty member discovers an incident of academic misconduct and the student's grade is lowered or the student is assigned an F in the course, the faculty member will notify the academic dean. The academic dean will notify the student in writing within five (5) working days and provide a summary of the details of the incident and the penalty along with an explanation of the student's right to due process and the college's appeal process. The academic dean will also notify the Dean of Students.
 - a. When a student receives more than one F as a result of academic misconduct, the Dean of Students will summon the student and begin proceedings for additional disciplinary actions, subject to the process for disciplinary procedures, outlined in Part 6.
 - b. A student may not drop or withdraw from a course when he or she is suspected of academic misconduct to avoid a penalty for academic misconduct.
 - c. Other disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes coordinated by the Dean of Students.
4. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct procedures as defined below:
 - a. If the student wishes to appeal a grade as a result of academic misconduct, he or she should submit a written appeal to the appropriate academic dean within five (5) business days of the event. The appeal should include the identifying the element(s) of concern; justification for appeal; and attachment of any and/or all supporting material.

- b. The appropriate academic dean will review the appeal, perform whatever investigation is deemed necessary, discuss the issues with the student, and make a decision. The academic dean will have ten (10) business days to respond.
 - c. Should the student after following the above procedure feel that circumstances warrant further appeal, the student may appeal in writing to the Vice President for Academic Affairs within five (5) business days of the academic dean's decision notification.
 - d. The Vice President for Academic Affairs will review the merits of the case, conduct any investigation deemed necessary, and will notify the student, the instructor, and the Vice President for Academic Affairs in writing of the response of the appeal within ten (10) business days. The decision of the Vice President for Academic Affairs is final.
5. Other misconduct described in handbooks for specific programs of study.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

DISCIPLINARY SANCTIONS

1. Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these regulations, institutional disciplinary policies, or the general policies of the College, disciplinary sanctions may be imposed, either singly or in combination, by the College or school officials.
2. Definition of Sanctions:
 - a. Restitution. Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;
 - b. Warning. The appropriate institutional official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;
 - c. Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these Regulations and provides notice that any further violation(s) may result in more serious penalties;
 - d. Service to the Institution or Community. A student, or student organization, may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property);
 - e. Specified Educational/Counseling Program. A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;
 - f. Apology. A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;
 - g. Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;

- h. Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities, or restriction of organizational privileges;
 - i. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;
 - j. Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;
 - k. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
 - l. Revocation of Admission, Degree, or Credential;
 - m. Interim Suspension. As a general rule, the status of a student or student organization accused of violation of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, any other member of the institution its guests, property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student, or student organization shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;
 - n. Any alternate sanction deemed necessary and appropriate to address the misconduct.
3. The President of the College is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.04 Disciplinary Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

VEHICLE REGISTRATION, TRAFFIC AND PARKING

- 1. General: Motlow State Community College policy provides traffic and parking regulations applicable for all MSCC campuses. The purpose of this policy is to facilitate the orderly and efficient flow of traffic on all campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. These policies are published annually, and as appropriate, through signage, handbooks and the website.
- 2. Registration of automobiles/permits/decals: Motlow requires the registration of vehicles and/or the issuance of decals/permits on campus for the purpose of effective enforcement of campus traffic and/or parking regulations.
 - a. Any student, faculty member, or staff member who expects to operate and park a privately owned vehicle on campus must register the vehicle with the Business Office and obtain an official registration decal. It is the individual's responsibility to ensure that the decal is properly used and displayed and to ensure that rules and regulations relative to operating a vehicle on College property are obeyed, regardless as to whom the vehicle is registered.

- b. Decals do not have an expiration date. If needed, students may obtain additional decals at the Business Office.
 - c. In an extreme emergency when a non-registered vehicle is necessary for a limited time, including a single day, the student must secure a temporary parking permit in order to not be subject to a charge for parking violation.
 - d. Visitor and temporary parking permits may be obtained from the Business Office in the Ingram Administration Building.
3. Parking: Motlow College has designated parking zones for faculty, staff, students, visitors, and appropriate groups. Students, faculty, staff, and visitors should park only in the appropriately designated areas. The designated areas are identified by appropriate signage.
- a. Vehicles are not to be parked at any time in loading areas, in parking area entrances or so as to block roadways, fire lanes or the movement of any other vehicle, on sidewalks or in places with signs indicating parking restrictions.
 - b. Disability Parking Procedures. Designated parking areas are provided for anyone with a state issued or Motlow issued disability placard/tag. A special parking hang tag for students with disabilities is available from the Office of Disability Services upon the recommendation of a physician or based on an evaluation of the disability by the Director of Disability Services.
4. Traffic: All State of Tennessee motor vehicle laws are applicable on all MSCC sites 24 hours a day.
- a. Vehicles must yield right-of-way to all emergency vehicles by pulling over and coming to a complete stop.
 - b. Pedestrians have the right-of-way. Motorists must yield the right-of-way to all pedestrians.
 - c. All vehicles must come to a complete stop at intersections where stop signs are located, painted on streets, or mounted on posts.
5. Fines/Penalties: The first and second parking violation, during each academic year, except disabled parking violations, will result in a \$10.00 charge for each violation. The charge for each regular violation thereafter will be \$20.00 and a warning of disciplinary action.
- a. The fine for parking violations in areas designated for individuals with disabilities is established by statute T.C.A. § 55-21-108 and will be adjusted as required to remain in compliance with state law.
 - b. Failure to resolve parking violations by payment in the Business Office or by appeal will result in an official hold being placed on all student records. Students, therefore, will neither be able to receive their grades for the current semester nor register for subsequent semesters.
6. Appeals: Any student may appeal his or her notice of a vehicle registration/parking violation to the Dean of Students. Appeals must be made within one (1) week of the time of the citation for the violation. Ignorance of parking regulations will not be considered as a reason for appeal. The decision of the Dean of Students is final.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

DISCIPLINARY PROCEDURES

1. General: Motlow College, in the implementation of TBR regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law. In furtherance of this mandate, Motlow College hereby adopts policies setting forth the disciplinary procedures for the college. All disciplinary procedures shall be affirmatively communicated to the faculty, staff, and students at the institution as well as published in appropriate handbooks, manuals, and on the website.
2. Tennessee Uniform Administrative Procedures Act (TUAPA): All cases which may result in (a) suspension or expulsion of a student or student organization, from the institution, for disciplinary reasons, or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 4-5-101 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all rights to contest the case under any procedure. <http://www.tbr.edu/policies/default.aspx?id=4886>
3. Institutional Procedures: For matters not subject to the requirements of TUAPA or if a student waives TUAPA procedures, Motlow College establishes multiple methods for hearing and for the resolution of disciplinary matters. Any student accused of a disciplinary offense or academic misconduct imposed through disciplinary sanctions will be afforded an opportunity to contest the charge through procedures initiated by and coordinated with the Dean of Students. The student must elect, in writing, (1) disposition by the Dean of Students or (2) Institutional hearing before the Student Affairs Committee. If a student, absent good cause, fails to return the election of procedure within a three (3) day period, the student will be deemed to have waived his/her right to the processes described above and the College may proceed as it deems, in its sole discretion, appropriate in the circumstances.
 - a. Disposition by the Dean of Students. A student may request, in writing, that the Dean of Students adjudicates the case, thereby waiving his/her rights to due process. If a student elects to have disposition by the Dean of Students, the following procedures shall apply:
 1. The Dean of Students shall notify the student within three (3) working days, in writing, of the alleged charges against him or her and proceed to initiate an investigation.
 2. The investigation of the case shall include interviews with all relevant parties (accused, accuser, and possible witnesses, etc.).
 3. The Dean of Students shall review the evidence, make a determination of innocence or guilt, and decide upon a proper disciplinary sanction within ten (10) working days.
 4. The accused student and the Dean of Students shall meet to discuss the Dean of Students findings and recommended disciplinary sanction. The findings shall cite specific disciplinary offenses and specific sanctions as described in these regulations. The decision of the Dean of Student is final.
 - b. Institutional hearing before the Student Affairs Committee. A student accused of violating an offense may choose to have the case heard by the Student Affairs Committee. The committee, appointed by the President, is comprised of four faculty members, two student members and the Dean of Students serves as ex-officio. The appointment of faculty members shall be reviewed annually; reappointment can occur. The student members are selected annually.
 - c. If a student elects to have a hearing by the Student Affairs Committee, the following procedures shall apply:
 1. The Dean of Students shall notify the student within three (3) working days, in writing, of the alleged charges and initiate an investigation.
 2. At the conclusion of the investigation, the accused student shall be informed in writing of the date, time and place of the hearing not less than ten (10) days prior to the day of the hearing. The student may attend the hearing to present his or her case. However, the student's absence, absent good cause, will not hinder the Student Affairs Committee from meeting and rendering a decision.

3. The Chairperson of the Student Affairs Committee shall preside at the hearing.
 4. The Dean of Students shall present the results of the investigation and when appropriate make a recommendation to the Committee. Witnesses and/or statements from witnesses may be entered as evidence.
 5. The accused shall have an opportunity to present his/her case in exercising any of the rights cited in Due Process for Institutional Hearing provisions of this policy.
 6. Members of the Committee shall have an opportunity to ask questions.
 7. After all evidence, presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision.
 8. Within a reasonable time, or three (3) working days, after the committee has rendered a decision, the presiding officer of the hearing will communicate the decision to all parties.
 9. The student shall be advised of his or her right to appeal the decision of the Student Affairs Committee. The student will provide in writing to the Vice President of Student Affairs, within three (3) working days, notification to appeal. Failure to timely file the appeal shall constitute a waiver of any right to appeal. The Vice President of Student Affairs will render a final decision within ten (10) working days.
4. Due Process for Institutional Hearings: The following process applies to institutional hearings before the Student Affairs Committee at Motlow College.
- a. The Dean of Students shall notify the student within a three (3) day period, in writing, of the alleged charges and initiate an investigation.
 - b. At the conclusion of the investigation, the accused student will be informed in writing of the date, time and place of the hearing not less than ten (10) days prior to the day of the hearing.
 - c. The student shall be advised of the following rights applicable at the hearing:
 1. The right to present his or her case,
 2. The right to be accompanied by an advisor. The adviser's participation shall be limited, however, to advising the student and shall not include representing the student,
 3. The right to call witnesses on his or her behalf,
 4. The right to confront witnesses against him or her, and
 5. The student shall be advised of the method and time limitations for appeal if any is applicable.

Students subject to any disciplinary sanction are entitled to a due process hearing unless that right is waived by the student after receiving written notice of the available procedure.

5. Interim Suspension Hearings: Hearings conducted with regard to interim suspensions imposed pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the due process for institutional hearings, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted from imposition of the interim suspension.
6. Alternative Resolution Procedures: Motlow College is authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of disciplinary matters, with the consent of all relevant parties. Alternative resolution

methods may include, but are not limited to, mediation, diversion programs, and/or negotiated resolutions.

7. The President of the College is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT POLICY AND PROCEDURES

I. General Policy

It is the intent of Motlow State Community College that no individual shall be discriminated against on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law. In promulgating this policy statement it is the College's intent to fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act, Title VI of the Civil Rights Act of 1964 as amended, Title VII of the Civil Rights Act as amended, Title IX of the Education Amendments of 1972, §485(f) of the HEA, as amended by §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46, and Appendix A to Subpart D of Part 668; and Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto found at 45 CFR Parts 83 and 86, as well as all applicable state statutes and all regulations promulgated pursuant thereto.

The purpose of this policy is to supplement Tennessee Board of Regents Policies, 8:01:00:00; Prohibition Against Discrimination, Harassment, and Sexual Misconduct, 8:02:00:00; Sex Discrimination, Sexual Harassment or Sexual Misconduct, 8:03:00:00; Sex Discrimination and Sexual Harassment; 2:02:10:01 Sex Discrimination; Sexual Harassment or Sexual Misconduct; 5:01:02:00 Equal Employment Opportunity and Affirmative Action, and TBR Guidelines P-080 Discrimination Harassment Complaint Investigation Procedure, and G-125 Filing Title VI Complaints.

All students and employees are subject to this policy. Any faculty member, student or staff found to have violated this policy by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include expulsion, termination or other appropriate sanction.

All students and employees are to be knowledgeable of policies and guidelines concerning discrimination and harassment. All students and employees must promptly report to the Title IX/EEO Coordinator, any complaint or conduct which might constitute harassment, whether the information concerning a complaint is received formally or informally. Failure to do so may result in disciplinary action up to and including expulsion, termination or other appropriate sanction.

All students and employees are required to cooperate with investigations of alleged discrimination or harassment unless otherwise provided by law. Failure to cooperate may result in disciplinary action up to and including termination. Students are also required to cooperate with these investigations. Failure to do so may result in disciplinary action up to and including expulsion, termination or other appropriate sanction.

Because Motlow College takes its responsibilities in this area seriously, it provides periodic training and education to employees and students regarding conduct that could violate this policy. All employees and students are expected to participate in such education and training. Further, all employees and students are encouraged to engage in reasonable, necessary, and safe bystander intervention to prevent and discourage all types of discrimination and harassment.

II. Applicable Policies and Procedures

Complaints of sex discrimination or sexual harassment by or against students, faculty or staff shall be governed by Motlow Policy 8:02:00:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct, 8:03:00:00 Sex Discrimination and Sexual Harassment, and 8:04:00:00 Discrimination and Harassment. Complaints of sexual misconduct shall be governed by Motlow Policies 8:02:00:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct, 8:03:00:00 Sex Discrimination and Sexual Harassment, and 8:05:00:00 Sexual Misconduct. All other complaints of discrimination shall be governed by

Motlow Policies 8:01:00:00 General Prohibition Against Discrimination, Harassment and Sexual Misconduct, 8:03:00:00 Sex Discrimination and Sexual Harassment, and 8:04:00:00 Discrimination and Harassment.

Graduation Requirements

GRADUATION REQUIREMENTS

To earn the Associate of Arts, The Associate of Fine Arts, the Associate of Science, the Associate of Science in Teaching, or the Associate of Applied Science Degree at Motlow State Community College, students must do the following:

1. Complete curriculum requirements for the specific degree and major (and concentration or area of emphasis, if applicable) selected. No course or courses may be used to meet more than one requirement in a given program. These items apply to all programs completed for a degree:
 - a. Not fewer than sixty (60) semester hours of college-level credit.
 - b. A minimum of twenty-five percent (25%) of coursework must be completed in residence at Motlow State Community College.
 - c. A cumulative grade point average of not less than 2.00 (“C” average) for the degree program excluding all hours earned in learning support courses.
 - d. All Learning Support course requirements must be met and all high school deficiencies must be removed.

To earn the Associate of Science in Teaching Degree at Motlow State Community College, students must meet each of the requirements listed above with the additional requirement that students who qualify for the AST must satisfy the following:

- a. Attainment of a cumulative 2.75 grade point average
 - b. Successful completion of the PRAXIS I
 - c. Achievement of satisfactory rating on an index of suitability for the teaching profession
 - d. Achievement of “C” or better in ENGL 1010 and ENGL1020 and each of the Mathematics (MATH) and Education (EDU) courses in the curriculum.
2. An Intent to Graduate form and Cap and Gown Measurement form, should be filed with the Office of Admissions and Records no later than the following dates: Spring Semester - March 15, Summer Semester - July 1, Fall Semester - October 25 by anyone who plans to receive a degree in May, August, or December, of the current academic year.
 3. Students who complete requirements by August should plan to participate in graduation the preceding May. Those who will not complete degree requirements until fall term must wait until the following spring to take part in the graduation ceremony.
 4. **REQUIRED STUDENT ASSESSMENT AND PROGRAM EVALUATION:** all graduating students are required to take the ETS Proficiency Profile test designed to measure general education achievement, and graduates of career programs are required to take competency tests applicable to the chosen major for the purpose of evaluation of the career program, as required by public policy. Unless otherwise provided for in any individual program, no minimum score or level of achievement is required for graduation. Participation in testing is required for all graduating students. In order to comply fully with this provision, the student must authorize the release of his or her scores to Motlow College. Individual student scores will be treated as confidential.

INTENT TO GRADUATE

Completing the Intent to Graduate process and participating in the graduation ceremony require that the student meet the following criteria:

1. **Complete all learning support.**
2. **For Spring and Summer Graduates** - Be able to complete all program requirements described in the catalog of record by end of summer semester following the spring semester in which he/she plans to participate in the graduation ceremony.
3. **For Fall Graduates** - Be able to complete all program requirements described in the catalog of record by end of summer semester following the spring semester in which he/she plans to participate in the graduation ceremony.
4. **Have a minimum 2.00 cumulative GPA in all collegiate-level courses attempted at the time the Intent to Graduate form is filed.**
5. Pick up “**Intent to Graduate**” form (which includes Cap and Gown Measurement form) from the Admissions and Records Office (Moore County) or Administrative Office (satellite campuses).
6. Print and attach **Graduating Planning System (GPS) degree audit** to the Intent to Graduate form.

7. Meet with an advisor to discuss graduation requirements and complete the **Intent to Graduate** form. An advisor must sign the Intent to Graduate form signifying that you have met all degree requirements.
8. Have your advisor assist in completing any necessary substitution, waiver, and/or repeat forms.
9. Student should complete **“Cap and Gown Measurement Form.”**
10. **Complete and submit the following completed documents to the Office of Admissions and Records office (Moore county) or Administrative Office (satellite campuses):**
 - GPS degree audit
 - Intent to Graduate Form
 - Substitution waiver and repeat forms, if necessary
 - Cap and Gown Measurement Form

FORMS ARE DUE IN THE ADMISSIONS AND RECORDS OFFICE PRIOR TO THE DEADLINE:

Semester	Deadline for Submission
Spring	March 15
Summer	July 1
Fall	October 25

11. **Complete competency examinations.** Register (via MyMotlow) and complete the ETS Proficiency Profile (Exit Exam). All students are required to take tests designed to measure general education achievement. In addition, some students majoring in career programs may be required to take competency tests applicable to the chosen major for the purpose of evaluation of academic programs. Unless otherwise provided for in an individual program, no minimum score or level of achievement on these tests is required for graduation.

(Intent to Graduate forms for students who fail to complete all requirements by the end of summer term following spring graduation is VOID. Students MUST submit a new Intent to Graduate form prior to the stated deadline immediately prior to their next anticipated date of graduation.)

The graduation ceremony is held at the end of spring semester each year. Students who have completed all degree requirements and those who will complete degree requirements in the summer term of the current year will be allowed to participate in the graduation ceremony.

Those who will not complete degree requirements until fall term must wait until the following spring to take part in the graduation ceremony.

Transcripts for students who complete degree requirements will be appropriately posted following the term in which the degree requirements are completed.

INTENT TO RECEIVE A CERTIFICATE OF CREDIT

An Intent to Receive a Certificate of Credit form must be completed by October 25 in the fall semester before the certificate of credit is to be awarded in December, May or August of the current academic year. A student may obtain the form in the Office of Admissions and Records or in any department office. The completed form will indicate the certificate of credit to be received, the effective catalog year, and the projected date for completion of all program requirements. The student should verify the required information with the academic advisor and confirm with the advisor that all certificate of credit requirements will be met by the projected date of graduation. The completed form with the signature of the advisor is to be submitted to the Office of Admissions and Records by October 25 of the completion year. If a student does not finish the certificate of credit requirements during the year that the Intent form is filed, he/she should contact the Office of Admissions and Records during the term that requirements will be completed.

ETS Proficiency Profile (Exit Exam)

The ETS Proficiency Profile (Exit Exam) **is required** for all degree programs. This exam must be taken in the same semester that the final coursework is completed. For example, students who complete coursework in the summer term must take the ETS Exit Exam during the summer, even if the student participated in the graduation ceremony. Failure to take the ETS Exit Exam in the appropriate semester will result in a hold on the student's account; thereby, the student's transcript and/or diploma will not be released.

Business and Education Field Tests

Students seeking any Business related degree must take an additional test. To register for this test, please see an advisor/instructor within the Business and Technology department.

Students seeking the Associate of Applied Science (A.A.S.) degree in the Early Childhood Education (ECED) must take an additional test. To register for this test, please see an advisor/instructor within the Education department.

CERTIFICATE OF CREDIT COMPLETION REQUIREMENTS

The student who receives a certificate of credit may participate in graduation exercises. To receive a certificate of credit at Motlow State Community College, students must do the following:

1. All students must complete curriculum requirements for the specific certificate of credit program selected. A cumulative grade point average of not less than 2.00 ("C" average) is required excluding all hours earned in learning support courses.
2. An Intent to Receive a Certificate of Credit form must be filed with the Office of Admissions and Records no later than October 25 if the program is to be completed by May, August, or December of that year.
3. A Cap and Gown form must be completed.

AWARDING DEGREES OR CERTIFICATES OF CREDIT

When a student has met all graduation or certificate of credit requirements, the transcript will be posted to indicate that the degree has been awarded, and a diploma or certificate of credit will be issued. The date of the award will correspond to the term in which the student completed all requirements. Students in degree programs who participate in graduation exercises and subsequently complete all other requirements will receive diplomas following the term in which all requirements are met.

RECEIVING A SECOND ASSOCIATE DEGREE

A second degree will be awarded only when a student has completed a second associate degree of a different designation – Associate of Arts, Associate of Science, Associate of Science in Teaching, or Associate of Applied Science. The second degree provision applies only to the designation, not to additional majors, concentrations, or areas of emphasis. The student will be governed by the provisions of the catalog in effect at the time work toward the second degree is initiated.

AWARDS AND HONORS

Students graduating with an inclusive combined grade point average will receive the corresponding honor designation on their diplomas:

3.80 - 4.00 Summa Cum Laude

3.50 - 3.79 Magna Cum Laude

3.30 - 3.49 Cum Laude

DEAN'S LIST

The Dean's List each semester includes names of full-time students who have a 3.50–4.00 GPA for collegiate-level courses for the semester.

HONOR ROLL

The Honor Roll each semester includes names of full-time students who have a 3.00–3.49 GPA for collegiate-level courses for the semester.

STUDENT RIGHTS AND RESPONSIBILITIES

I. PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility.

II. STUDENT RIGHTS

A. Freedom of Access to Higher Education

Motlow State Community College is open to all students who are qualified according to its admissions standards.

B. Evaluation in the Classroom

Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Protection of Freedom of Expression

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

D. Protection against Improper Academic Evaluation

Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

E. Protection against Improper Disclosure

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records and this Act is adhered to by the college.

PRIVACY RIGHTS OF STUDENTS

The education records of current and former students at Motlow State Community College are maintained as confidential records pursuant to The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. Students have the right of access to their own education records as hereinafter set forth, and personally identifiable education records of students are not released to persons, agencies, or organizations without the consent of the student unless release is authorized by law and by this institution.

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. "Directory information" includes the following: the student's name, address, email address, telephone listing, date and place of birth, class schedule, full-time/part-time status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended by the student, and the degrees and awards received by the student. Directory information is released to other students for car pool purposes. At the time a student registers for courses, the student may request in writing that any or all directory information concerning the student not be released as public information. This request for non-disclosure shall be made each semester to remain in effect. If the student does not wish directory information to be released, the student's name will not appear in public listings released by the college such as Dean's List, Honor Roll list, or Graduation list.

A student's right to access his/her education records includes the right to inspect and review content of such records. A request by a student for access to his/her education records should be directed to the Office of Student Affairs and will be granted within a reasonable period of time not to exceed forty-five days after the request has been made. The student has the right to seek amendment of the records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Any student who believes that information contained in the education records is inaccurate or misleading or violates the privacy rights of the student may request that the records be amended. After a reasonable period of time, if the institution decides to refuse to amend the education records, the student shall be informed in writing and shall be advised by the Vice President for Student Affairs of his or her right to a hearing before the Student Affairs Committee and the procedures for the hearing. Following a hearing, if the institution decides that the records should not be amended, the student shall have the right to place a written statement in the records concerning the contested information; this statement shall be maintained by the institution as long as the contested information is maintained and which shall be disclosed to any party to whom the contested information is disclosed.

Information concerning education records which is personally identifiable with a particular student, other than directory information shall not be released to persons, agencies, or organizations other than those hereinafter described unless:

1. There is written consent from the student specifying the records to be released, the reason for the release, and to whom the information is to be released, with a copy to the student if requested; or
2. Such information is furnished in compliance with a judicial order or subpoena, provided that advance notice of the receipt of the order or subpoena shall be provided to the student prior to compliance, if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty who have legitimate educational interest.

In addition, such information may be released to the following described persons, agencies, and organizations:

1. MSCC officials — A college official is a person employed by the college in an administrative, supervisory, academic, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agency); a person serving on staff at the Tennessee Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
2. Officials of other schools in which the student seeks or intends to enroll;
3. Auditors or evaluators of compliance with educational programs, including accrediting agencies;
4. Those involved in connection with a student's application for receipt of financial aid;
5. Organizations conducting studies on behalf of the institution;
6. Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other person;
7. Law enforcement officials in compliance with a judicial order or subpoena;
8. Officials serving the student in the juvenile justice system;
9. Directory information;
10. Disclosure to an alleged victim of any violence, as that term is defined in Section 16 of Title 18, United States Code, of the results of any disciplinary proceeding conducted by the college against the alleged perpetrator of the crime with respect to that crime.

A record of access shall be maintained by the institution in the Office of Student Affairs reflecting all individual agencies or organizations having requested or obtained access to a student's education records and specifying the legitimate interest of the party obtaining the information; this record shall be available to the student.

CLASS ATTENDANCE

Unless prevented by circumstances beyond his/her control or absent on the basis of an institutionally approved absence, a student is expected to attend regularly all classes for which he/she is registered. Regardless of the cause or nature of the absence, the student is responsible for the material covered or assigned during the absence.

Each faculty member is responsible for explaining, in writing, at the beginning of each course his/her practice in the treatment of absences. When regular attendance is a definite part of the total performance expected for the satisfactory completion of a course, an unsatisfactory attendance record may adversely affect the final grade recorded for the course.

Students may be given an institutional excuse for absence on the basis that the student represents the college at a public event in the interest of the college or is engaged in an activity such as a field trip, which contributes to the education of the student. In granting an institutional excuse for absence, the college does not excuse the student from the responsibility for material covered or assigned during the absence.

STUDENT COMPLAINT PROCEDURE

Motlow College strives to provide the best instructional atmosphere and level of service to all students. At times, however, students may have an issue, concern or complaint regarding their educational experience. In such cases, the College strives to resolve issues as quickly as possible and at the level closest to the issue.

Students should follow the procedures listed below to resolve their concerns or complaints for matters not involving grade appeals or disciplinary matters. The process for grade appeals and all disciplinary matters are described in the MSCC Catalog in the Academic Affairs section of the catalog.

Informal Resolution

The first step a student should take in resolving a concern or complaint is to directly address the faculty member or staff member in question. There may be some cases in which a student might feel uncomfortable directly addressing the faculty or staff member. If this is the case, the student should speak to the academic department head in the case of a faculty member, or to the supervisor in the case of a staff member. If there is no resolution at that level, the student may file a formal, written complaint.

Formal Resolution

Students who have attempted to resolve their complaints informally and need further resolution may file a formal complaint. Students should fully complete and submit the electronic student complaint form [available via your MyMotlow account]. This form will be submitted to the appropriate Vice President or administrator over the unit in question. An investigation will be conducted within 10 working days of receiving the complaint. A decision, as a result of the investigation, will be communicated to the student no more than 30 working days of receiving the complaint. A written appeal may be filed within five (5) days of the decision to the appropriate Vice President over the unit in question. The Vice President will communicate his/her decision on the appeal within 10 working days. The decision of the Vice President is final.

COMPLAINTS CONCERNING ACCREDITATION OR VIOLATIONS OF STATE LAW

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going on line and filling out the form electronically at <https://www.tbr.edu/academics/program-integrity-student-complaint-form> Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone: 404-679-4500 (www.sacscoc.org).

Complaints of fraud, waste or abuse may be made by email at reportfraud@tbr.edu or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.

MINORS ON CAMPUS

As an institution of higher education, Motlow State Community College must preserve conditions which will permit a proper learning and work environment at all times. Students, faculty, and staff are not approved to leave minors unsupervised on campus. It is not the intent of this policy to prevent children in the accompaniment of an adult from visiting the campus. However, consideration for the learning environment of the students, the work routine of staff employees, and the safety of the children requires that if children on campus with their parents become disruptive, their parents will be asked to remove them. When extenuating circumstances occur, children will be allowed to accompany parents to class only with the prior approval of the instructor.

In certain circumstances, children may be on campus for classes held for their benefit (programs for the academically talented, field trips, etc.). At such times, it is expected that the instructor or responsible adult will supervise the activities of the children and that before and after the class an area will be designated for the children to await their parents' arrival. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the children and to monitor the enforcement where feasible.

In all circumstances related to children on campus, it is the expectation of the institution that good judgment be exercised in preventing disruption of the office routine or learning environment while at the same time exhibiting concern about the safety of children who are visitors to the campus. Where conditions exist which do not appear to be covered by this policy, inquiry should be made through the appropriate Campus Dean or Assistant Dean, who will work in consultation with the Dean of Students.

Student Services and Activities

COOPERATIVE EDUCATION

Motlow College provides a cooperative education program as an integral part of its efforts to link practical work experience to the student's educational program. Students who successfully complete the cooperative work assignments will be awarded two semester hours of credit for a maximum of two terms. The work assignment must be related to the student's program of study or career goals and approved by the program coordinator. The cooperative education classes are graded on a Pass/Fail basis. For more information on course requirements, see the course descriptions section of this catalog. Additional information is available on Moore county campus by calling 931-393-1849, or contacting the academic dean on Smyrna center 615-220-7800, academic dean on McMinnville center 931-668-7010, or academic dean on Fayetteville center 931-438-0028.

DISABILITY SERVICES

Motlow State Community College is committed to meeting the needs of qualified students with disabilities by providing equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. This commitment is consistent with the college's obligations under Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990 (as amended in 2008). Together, these laws prohibit discrimination against qualified persons with disabilities.

All students seeking assistance through Disability Services must self-disclose the presence and nature of a specific disability to the Office of Disability Services. Before receiving requested accommodations, students are required to obtain current documentation (within the last 3 to 5 years) of the disability. Documentation may include records or written statements from a professional who is licensed to practice in the field appropriate for diagnosing and/or treating the disability in question—a physician, optometrist, audiologist, physical or occupational therapist, psychologist, etc.

The Office of Disability Services coordinates services for students with disabilities at all Motlow College campuses. The disability service staff serve as advocates and liaisons for students with disabilities attending the college. The offices are located in Crouch Building, Room 1042 on Moore county campus and Room 134 on Smyrna center. For assistance, call 615-220-7857, email bchampion@mscc.edu.

NEW STUDENT ORIENTATION

A comprehensive New Student Orientation program is required of all first-time freshmen prior to registration for classes. New student orientation is designed to introduce new students to college life, to learn about resources that Motlow has to offer, to find out about campus activities and organizations, and to provide the student with advisement and registration assistance. For more information regarding new student orientation, contact the assistant director of student services at any Motlow campus.

COMPLETION COACHES

Completion Coaches are located on the Fayetteville, McMinnville, Moore County and Smyrna campuses and serve as a valuable college resource to students. All freshmen students are assigned a completion coach at his/her primary campus. Coaches will meet with students discuss their career and academic interests and provide resources to assist students toward successfully achieving their academic goals. Students will be encouraged to take an active role in their learning and education, which ultimately impacts student retention and graduation.

CAREER PLANNING

Completion coaches also assist students with career planning resources to achieve their educational and career goals by offering many helpful tools and career enhancement opportunities.

Career Planning administers an "Interest Inventories" career assessment survey which helps students examine their educational and career pathways. This survey is administered on-line and contains three parts: Career Search with Person Match, Skills Assessment, and Work Values Inventory. Students are encouraged to call for appointments.

This unit facilitates potential employment opportunities by posting full and part-time job listings as well as volunteer opportunities on its web pages. Students are encouraged to contact the companies direct. If there are questions, students may call 931-393-1719 or 931-393-1612.

Students who need assistance in resume preparation, interviewing techniques, and job-seeking strategies may contact us for guidance. This unit also coordinates Career Fairs and industry awareness days for students pursuing employment.

STUDENT HEALTH AND ACCIDENT INSURANCE

Motlow offers a non-compulsory student health and accident policy which will provide protection for students at a very competitive rate. For policy information, contact the Office of Student Affairs on the Moore County campus or the director’s office at the Fayetteville, McMinnville, and the Smyrna campuses.

EMERGENCY MESSAGE SERVICES

On occasion when an emergency message needs to be delivered to a student at one of the college locations, that message should be directed as follows:

Moore County Campus	Office of Student Affairs (Day Only)	931-393-1690
Moore County Campus	Library (Evening Only)	931-393-1670
Fayetteville Center	Director’s Office (Day and Evening)	931-438-0028
McMinnville Center	Director’s Office (Day and Evening)	931-668-7010
Smyrna Center	Director’s Office (Day and Evening)	615-220-7800

TESTING SERVICES

The Testing Office provides a wide range of services to both the College and the community. As a service to Motlow students, to other local students, and to residents of the community, the Testing Office participates on a regular basis in the testing programs described below.

AMERICAN COLLEGE TESTING PROGRAM (ACT)

Motlow State Community College serves as a residual test center of the American College Testing Program (ACT). Tests are given during the semester, prior to registration and monthly during the summer. All students taking the ACT Test must have a Motlow admission’s application on file prior to taking the ACT Test. Students will register for the Residual ACT by logging into their MyMotlow account, go to the Student tab, click Testing/Proctoring Services, click Residual ACT Test Registration then proceed with the registration form. Please see the Motlow website for more information:

<http://www.msc.edu/testing/act.aspx> A general interest course entitled “ACT Test Preparation” is scheduled fall and spring semesters. Information concerning this course may be obtained from the Office of Workforce Development and Extended Service.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) gives students the opportunity to obtain college credit by examination. CLEP is computer-based and scores are returned immediately after testing. The maximum amount of advanced credit allowed is one-fourth of the total number of credit hours required for graduation. Motlow has been approved as a limited CLEP testing center that administers only subject area tests. There is a fee for each subject test. Students planning to take a CLEP test must create an account and register with College Board and complete the online CLEP registration form for Motlow.

<http://www.msc.edu/testing/CLEP.aspx> Further information concerning CLEP is available from the Testing Office. A listing of CLEP subject areas which may be tested at Motlow appears in section entitled “College Level Examination Program Credit.”

GENERAL EDUCATION DEVELOPMENT TEST (GED)

Effective April 1, 2016, General Education Development Test (GED) is no longer an option for High School Equivalency Diploma for residents of Tennessee. Effective July 1, 2016, the HiSET will be the only option for residents of Tennessee who wishes to obtain their High School Equivalency Diploma. Test takers who have started the GED modules have until June 30, 2016 to complete them.

High School Equivalency Test (HiSET)

Adults who have not received a high school diploma and wish to apply for a certificate of high school equivalency may take the HiSET (High School Equivalency Test). Please see the Motlow website <http://www.mscc.edu/testing/HiSET.aspx> to help determine which tests best suits your needs for a High School Equivalency diploma. Persons who feel inadequately prepared to take the HiSET test can obtain assistance from your local service delivery area. Motlow has been established as an official HiSET testing center. The HiSET is available at the Moore county and Smyrna campus on computer-and paper-based format. The paper-based format is administered at the Fayetteville campus and in Winchester.

PRAXIS: Core Academic Skills for Educators Test

Core Academic Skills for Educators (Core) Tests

If you wish to take all three computer-delivered Core Academic Skills for Educators exams (5712, 5722, 5732) at the same time, select Core Academic Skills for Educators Combined Test (5751) when registering. Scores will be reported by individual test (5712, 5722, 5732).

You Need to Take:	Test Code:	Qualifying Score:
Core Academic Skills for Educators: Reading	5712	156
and		
Core Academic Skills for Educators: Writing	5722	162
and		
Core Academic Skills for Educators: Mathematics	5732	150
(On-screen four-function calculator provided.)		

Students pursuing the Associate of Science in Teaching degree are required to take the Core Academic Skills for Educators Test during their sophomore year. For registration information visit www.ets.org and click on PRAXIS.

ETS PROFICIENCY PROFILE (Exit Exam)

For information concerning this exam, contact the Testing Office.

BUSINESS TECHNOLOGY MAJOR FIELD TEST

For information concerning this exam, contact the Testing Office.

EARLY CHILDHOOD EDUCATION MAJOR FIELD TEST

For information concerning this exam, contact the Testing Office.

NURSE ENTRANCE EXAMINATION (HESI)

For information concerning this exam, go online at http://www.mscc.edu/nursing/HESI_entrance_exam.aspx or contact the Testing Office.

STUDENT CENTER FACILITIES

Forrester Student Center on the Moore County campus houses the Tipps Bookstore and the cafeteria. Commercial television viewing is available in the cafeteria. The cafeteria, located in Forrester Student Center, is operated by a private vendor. Breakfast and lunch, as well as short order snacks, are served. Drink and vending machines are located in all buildings on all campuses.

BOOKS AND SUPPLIES

Students attending Motlow State Community College have several options when purchasing textbooks and supplies. Motlow College Bookstore, operated by Follett Higher Education Group, Inc., carries all required textbooks and student supplies which are selected and officially approved by the faculty. Motlow College Bookstore locations include the Tipps Bookstore on the Moore County Campus, the McMinnville Campus Bookstore at the Tennessee College of Applied Technology Center in McMinnville, and at the Smyrna Campus Bookstore. All students' academic needs may be served by ordering textbooks and supplies online at www.motlowshop.com using a credit card. A nominal fee is charged for shipping. Textbooks and supplies may be reserved online at the bookstore online address.

Refund Policy

Textbooks may be returned for full credit if the book is (1) accompanied by a sales receipt; (2) unmarked (if purchased new); and (3) returned within specified time. Regular term textbooks may be returned for full credit up to 7 calendar days from the opening day of classes (or within 2 days if purchased thereafter). Summer term textbooks must be returned within 2 days from the opening day of class for full refund. All textbooks with defective publication will be replaced throughout the term. There are no refunds for textbooks purchased during the last week of classes or during final exam week.

Buy Back Policy

Cash is paid for used books throughout the year. The buyback price is determined by the future class use of the book at Motlow College and the inventory levels at the bookstore. Up to 50% is paid on all textbook editions which have been adopted for the next term (as long as the demand equals or exceeds the supply). To receive maximum value of a textbook, the textbook should be sold as soon after the last class as possible, the time when inventory is most depleted and need is the greatest. For example, by the first day of class a book may not be worth 50% because the inventory level may be adequate. As an additional service, non-adopted textbooks which are current editions and in good condition will be purchased at the current market value based upon a national college textbook market guide.

Bookstore Hours

Please see <http://www.bkstr.com/motlowstateccstore/store-info-contact-us> for current store hours and information for all campuses.

STUDENT ACTIVITIES

ATHLETICS

The college sponsors intercollegiate athletics under the supervision of the faculty in health, physical education, and recreation.

The intercollegiate program sponsors teams in men's basketball and baseball and women's basketball and fast pitch softball. These teams compete in a regular schedule with teams from other recognized institutions of the same scholastic levels as Motlow State Community College. To participate in intercollegiate athletics, students must meet the eligibility requirements of the National Junior College Athletic Association (NJCAA) and the Tennessee Community College Athletic Association (TCCAA).

SOCIAL EVENTS AND ACTIVITIES

Don't just go through college, let college go through you!

At Motlow we encourage you to not just attend college, but to experience college. One way for students to enrich their college experience is to participate in as many co-curricular activities as possible. These activities provide students with opportunities for fellowship with other students, interaction with faculty, leadership opportunities and community involvement. As you pursue your educational goals, we encourage you to become involved with campus activities, organizations, clubs and student government.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is a united group of individuals who are dedicated to expressing the needs of their student body. Each Motlow campus has its own elected student government officials consisting of a vice president, sophomore and freshman senators, as well as other appointed officials. Sophomore members are elected in the spring, and freshmen members are elected in the fall.

The President of the Student Government Association serves as a liaison among SGA on each campus. The Smyrna, McMinnville, Moore and Fayetteville campuses maintain a separate administrative structure for the Student Government Association; each led by an executive vice president on the respective campus. Each addresses issues unique to that campus including student activities, student concerns, and community projects.

STUDENT ORGANIZATIONS

There are a number of nationally recognized organizations at Motlow. Exceptional faculty make these organizations enriching and valuable for the skills, knowledge and experience you will gain. The relationships you will build with faculty and peers cannot be understated. You will find added value to your educational experience, whether in Honors Program, Phi Theta Kappa, Skills USA, American Chemical Society, or the Student Nurses Association. Each organization have their own requirements and many of them travel to various activities and national conferences.

MOTLOW AMBASSADOR PROGRAM

The Motlow Ambassador Program provides a distinct leadership experience. This is a volunteer opportunity for students to be inspired for holistic growth, which in turn will prepare you for the workforce, equipped with the skills necessary to succeed. Motlow Ambassadors learn leadership skills, peer to peer mentorship, professional development, and communication skills. The group represent the College at a host of community special events. Ambassadors are top representatives of the student body and the College as a whole. They demonstrate knowledge about the college, its programs, history and purpose, and the multitude of programs and services it provides. Ambassadors are held in high esteem as they strive to be role models within the College and greater community.

For more information on various clubs, organizations and student leadership opportunities, contact Kirsten Moss-Frye, Dean of Students at kmoss@mscc.edu.

STUDY ABROAD PROGRAMS AND OTHER LEARNING OPPORTUNITIES

The Tennessee Consortium for International Studies (TnCIS) represents a group of TBR colleges and universities (including Motlow College) devoted to making international education and cultural understanding a central goal of higher education throughout the state of Tennessee. TnCIS sponsors an annual conference on international education and provides summer study abroad opportunities in Europe, Asia, Africa, and South America for students of member institutions. For more information about the programs offered and application procedures, please visit the TnCIS website. <http://www.tncis.org/>

TENNESSEE BOARD OF REGENTS/CONGRESSIONAL DISTRICTS/AT-LARGE SERVICE TERM

Tennessee Board of Regents

Click here for website viewing: <http://www.tbr.edu/board/members>

Flora Tydings

Acting Chancellor

Named by Statutory Act:

The Honorable Bill Haslam, Governor

Ex-Officio

The Honorable Jai Templeton, The Commissioner of Agriculture

Ex-Officio

The Honorable Candice McQueen, Commissioner of Education

Ex-Officio

Mike Krause, Executive Director, Tennessee Higher Education Commission

Ex-Officio

Named from Congressional Districts and At-Large Service Term:

Larry Autry

Faculty Regent, 2017-2018

Jeremy Mitchell

Student Regent, 2017-2018

Fran Marcum

At-Large, Middle Tennessee, 2017-2018

Thomas A.H. White

At-Large, East Tennessee, 2017-2022

Leigh A. Shockley

At-Large, West Tennessee 2014-2020

Miles A. Burdine

1st Congressional District, 2017-2019

Danni B. Varlan

2nd Congressional District, 2013-2019

Tom Griscom

3rd Congressional District, 2011-2017

Yolanda S. Greene

4th Congressional District, 2017-2022

Emily J. Reynolds, Vice Chair

5th Congressional District, 2017-2021

MaryLou Apple

6th Congressional District, 2015-2018

Joey Hatch

7th Congressional District, 2017-2022

Barbara U. Prescott

8th Congressional District, 2014-2020

Greg Duckett

9th Congressional District, 2012-2018

ADMINISTRATION & STAFF

Office of the President

Michael Torrence	President
Christy Glenn	Administrative Assistant
Phyllis Daniel	Executive Assistant
Lane Yoder	Director of the Foundation
Sharon Bateman	Assistant Director of the Motlow Foundation

Office of the Vice President for External Affairs and Workforce Innovation

Terri Bryson	Vice President for External Affairs and Workforce Innovation
Andrea Best	Executive Secretary
Tammy O'Dell	Director of Grants
Kathy Parker	Executive Director of Workforce Development
Tom Dillingham	Director of Workforce Development and Extended Services
Michelle Cox	Workforce Development Specialist
Larry Flatt	Executive Director of Advanced Robotics
TBD	Content and Information Coordinator
Brenda Cannon	Director of Special Events
TBD	Coordinator of Graphic Arts
TBD	Learning Support Coordinator
Scott Shasteen	Communications Supervisor
Davis Seal	Webmaster

Office of the Vice President for Academic Affairs

Melody Edmonds	Interim Vice President for Academic Affairs
Camilla Daniel	Executive Secretary
Michele Brown	Coordinator of Academic Services

Bobbie Spratlin	Adjunct and Academic Support Secretary III
Lori Rogers	Secretary II
Brian Robinson	Humanities Curriculum Chair
David Bowlby	Social Sciences Curriculum Chair
Pat Hendrix	Natural Science Curriculum Chair
Meagan McManus	Honors Program Director
Meagan McManus	Languages Curriculum Chair
Brian Mitchell	Math Curriculum Chair
Debra Simpson	Education Curriculum Chair
Lucy Craig	Academic Audit
TBD	Learning Specialist
<u>Office of Career and Technical Programs</u>	
Fred Rascoe	Dean of Career and Technical Programs
Ingrid Rascoe	Coordinator of Career and Technical Programs
Gina Burke	Business and Technology Curriculum Chair
Paul Sand	Mechatronics Curriculum Chair
<u>Office of Academic Technology</u>	
Terry Durham	Dean of Academic Technology
April Harris	Learning Management System Analyst
Lori Rogers	Secretary II
<u>Office of Allied Health and Nursing</u>	
Pat Hendrix	Dean of Allied Health
Amy Holder	Director of Nursing
Nickie Fanning	Administrative Secretary
Drew Hooker	EMS Program Coordinator
Amanda Gail Potter	Nursing Lab Assistant
Kim-Sue Tudor	Director of Medical Laboratory Technician Program
TBD	EMT Secretary

Office of Fayetteville Academic Dean

Lisa Smith	Assistant Dean of Fayetteville
Angie Hall	Administrative Secretary
Sharon Bell	Secretary II
Brett Harrell	Secretary II
Debra Smith	Middle Tennessee Education Center-Shelbyville Administrator

Office of McMinnville Academic Dean

Jean Williams	Interim Dean of McMinnville
Tammy Foust	Administrative Secretary
Kathy Reynolds	Administrative Secretary
Katie Slatton	Secretary II

Office of Moore County Academic Dean

Sid Hill	Dean of Moore County
Brenda Swift	Administrative Secretary

Office of Smyrna Academic Dean

Elizabeth Fitch	Dean of Smyrna
TBD	Assistant Dean
Estelle Davis	Administrative Secretary
Michelle McEwen	Administrative Secretary
Clay Caldwell	Secretary III
Sarah Mankin	Secretary II
TBD	Secretary II

High School Partnership Program Specialist

Sally Pack	High School Partnership Program Specialist
Teal Lynch	High School Programs Coordinator
Bertha Smith	Secretary III

Office of the Vice President for Business Affairs

Hilda Tunstill	Vice President for Finance and Administration
Patty Moore	Assistant Treasurer for Foundation Services

Office of Athletics

TBD	Director of Athletics
Arthur Latham	Men's Basketball Head Coach
Dan McShea	Baseball Head Coach
Janice Morey	Softball Head Coach
LaTanya Collins	Women's Basketball Head Coach
Andy Lyon	Soccer Head Coach
Cody Gaskill	Assistant Baseball Coach
Nick Porter	Assistant Men's Basketball Coach
TBD	Assistant Softball Coach
TBD	Assistant Women's Basketball Coach
TBD	Assistant Soccer Coach

Office of Human Resources

Laura Jent	Executive Director of Human Resources
Lisa Lee	Assistant Director
Brian Stacy	Associate Director of Compliance
Robin Keel	Human Resources Assistant III
Kayren Young	Account Clerk II

Facilities Services

Brian Gafford	Director of Facilities Services
Allie Musall	Secretary III
David Kelley	Maintenance Supervisor/Head HVAC Technician
Steve Daubs	Custodial Supervisor
Justin Brewer	Custodian, Moore
George Brown	Custodian, Fayetteville
George Ciprich	Maintenance Mechanic, Smyrna
John "LJ" Dance	Custodian, Moore

Cody Gaskill	Watchkeeper, Moore
Kenneth Hicks	Custodian, Moore
Jarred Jones	Watchkeeper, Moore
Eric King	Maintenance Mechanic/Grounds Foreman, Moore
Allan McArthur	Maintenance Utility Worker, Moore
John Neal	Watchkeeper, Moore
David Peck	Mail Courier
Andrew Pierce	Maintenance Mechanic, Fayetteville
Amy Pruitt	Custodian, Moore
Stephen Ray	Maintenance Mechanic, McMinnville
Kevin Ridner	Maintenance Mechanic, Moore
Donnie Shelton	Grounds Worker I, Moore
Ashley Taylor	Custodian, Moore
Stanley Temple	Maintenance Mechanic, Smyrna
Daniel Trail	Grounds Worker II, Moore
Amber Williams	Custodian, Fayetteville
Bill Young	Custodian, Moore
<u>Department of Public Safety</u>	
Ray Higginbotham	Director
Joe Brown	Public Safety Officer III, McMinnville
TBD	Public Safety Officer III, Smyrna
Allen Rhodes	Public Safety Officer III
<u>Office of Technical Operations</u>	
Cindy Logan	Chief Information Officer
Billy Young	Director of Technical Operations
David Jernigan	Network Systems and Security Manager
Lara McKinnon	Systems Administrator

Melanie Anglin	Microcomputer Technician, Moore
William Quinn	PC Support Manager, Smyrna
Monica Burgess	Microcomputer Technician, McMinnville
Robert “Andrew” Carter	Microcomputer Technician
Biff Kittii	Microcomputer Technician, Smyrna
Bradley Reeves	Microcomputer Technician, Moore
<u>Business Office</u>	
Jay Turney	Comptroller
Terry Bigham	Senior Accounting
Camilla Stafford	Purchasing and Contract Specialist
Sandy Schaffer	Director of Fiscal Services
Ysel Gonzalez	Account Clerk I
Chris Fulscher	Account Clerk III
Tracey Harden	Account Clerk I
Lisa Kane	Account Clerk III
Reada Payne	Account Clerk III
<u>Administrative Computing</u>	
Rexann Bumpus	Director of Administrative Computing
Noraa Ataher	Programmer/Analyst I
TBD	Programmer/Analyst II
Nick Buckman	Programmer/Analyst II
<u>Institutional Effectiveness and Research</u>	
TBD	Director of Institutional Effectiveness and Research
Ashley Broadrick	Assistant Director of Institutional Research
Tiffany Phillips	Research Technician
<u>Library</u>	
William Bryant	Director of Libraries
Sherian Oakley	Secretary III
Carla Logue	Reference Librarian, Moore

Sharon Edwards	Reference Librarian, McMinnville
Paige Hendrickson	Librarian I, Smyrna
Debora Logan	Library Assistant III, Fayetteville
Roger Merritt	Library Assistant III, Smyrna
Bob Shine	Library Assistant II, Moore
Monica Davis	Evening Library Services Coordinator/IT Desk Technician, Moore

Office of the Vice President for Student Affairs

Jerry Tunstill	Interim Vice President for Student Affairs
Michelle Griffith	Executive Secretary
Allison Barton	Director of Adult Initiatives
Jonathan Graham	TN Promise Coordinator, Rutherford County
Debra Smith	TN Promise Coordinator, (all other counties)
Mary Kay Bell	Secretary III

Office of Dean of Students

Kirsten Moss-Fryes	Dean of Students
Angelica Dotson	Administrative Secretary

Office of Admissions and Records

Mae Sanders	Director of Admissions and Records
TBD	Assistant Director of Admissions and Records
Debbie Finney	High School Transcript Analyst
Ryan Frye	Admissions and Records Secretary II
TBD	High School Transcript Analyst
Richelle McKamey	Transcript Analyst
Annette Mosley	Graduation Analyst
Mary Elisabeth Mills	Admissions and Records Clerk II
Carolyn Wells	Veterans Affairs Coordinator

Office of Student Success

Rhonda Cotham	Director of Student Success
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Theresa Sheppard	Secretary III, Moore
Heidi Parker	Secretary III, Smyrna
Allison Alsup	Completion Coach, Smyrna
Laura Brown	Completion Coach, McMinnville
Josh Caldwell	Completion Coach, Fayetteville
Roxanne Evans	Completion Coach, Moore
Van Lomenick	Completion Coach, Smyrna
Kyle Macon	Completion Coach, Moore
Sidney McPhee	Completion Coach, Smyrna
Veronica Mitchell	Completion Coach, Smyrna
Allen Sanders	Completion Coach, McMinnville
<u>Office of Disability and Testing Services</u>	
Belinda Champion	Director of Disability and Testing Services
Marie Mosley	Coordinator of Testing
Yeulanda Pierce-Beverly	Assistant Director
Lisa Stone	Licensed Professional Counselor
Tina Grizzard	Testing Coordinator I
<u>Office of Financial Aid</u>	
Joe Myers	Executive Director of Financial Aid
Jessica Dodge	Financial Aid Coordinator
TBD	Financial Aid Counselor, McMinnville
Greg Druessedow	Financial Aid Functional Support Specialist
Donna Dunaway	Assistant Director, Smyrna
Erica Lee	Financial Aid Counselor, Smyrna
Casey Martine	Assistant Director, Moore
Tina Smith	Financial Aid Counselor, Smyrna
Anita Toller	Financial Aid Counselor

Andrea Walters Financial Aid Lab/Call Center Coordinator

TBD Financial Aid Clerk, Moore/Fayetteville

Recruitment

Jeremy Mills Director of Recruitment

Sheri Mason Administrative Coordinator of Recruitment, Moore

TBD Administrative Coordinator of Recruitment, McMinnville

Gary Winton Administrative Coordinator of Recruitment, Smyrna

Cindy Jackson Administrative Coordinator of Recruitment, Fayetteville

Office of the Internal Auditor

Tammy Wiseman Internal Auditor

FACULTY/STAFF

Adams, Phyllis D.

**Professor,
Communications**

B.S., 1977, Tennessee State University; M.S., 1978, Tennessee State University; Ed.D, 2001, Vanderbilt University; Motlow position, 1986.

Alsup, Allison

**Completion Coach,
Smyrna**

A.S., 1997, Motlow State Community College; B.S., 2000, University of Tennessee at Chattanooga; M.A.Ed., 2008, Tennessee State University; Motlow position, 2015.

Anglin, Melanie

**Microcomputer
Technician, Moore**

A.A.S., 1996, Motlow State Community College; Motlow position, 1997.

Arman, Sandra A.

**Associate Professor,
Mathematics**

A.S., 1986, Motlow State Community College; B.S., 1988, Middle Tennessee State University; M.S.T., 1992, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1992.

Ataher, Noraa

Programmer/Analyst II

B.S., 2003, Sebha University; M.S., 2012, Middle Tennessee State University; M.S. 2017, Middle Tennessee State University; Motlow position, 2017.

Austin, Houston

Instructor, Paramedic

Certificate, 2014, Tennessee Technological University; Motlow position, 2018.

Bartley, Randall

Professor, Economics

B.S., 1973, University of Tampa; M.B.A., 1977, Northwest Missouri State University; D.A., 1991, Middle Tennessee State University. Additional Graduate Study, Columbus College; Motlow position, 1985.

Barton, Allison

Director of Adult Initiatives

A.S., 2005, Motlow State Community College; B.S., 2007, Middle Tennessee State University; CAP 2012; Previous Motlow positions, 2010-2015; and current 2016.

Bateman, Sharon

Assistant Director of the Motlow Foundation

B.A., 1992, David Lipscomb University; CAP, 2010; Motlow position, 2008.

Beavers, Michael

Instructor, Nursing

B.S., 1984, Auburn University at Montgomery; B.S.N., 2000, Auburn University at Montgomery; M.S.N., 2009, Wolford College; Motlow position, 2015.

Bell, Mary Kay

Secretary III, Smyrna

B.S., 1990, Winona State University; previous Motlow position 2016-2017, current Motlow position, 2018.

Bell, Sharon

Secretary II, Fayetteville

Motlow position, 2013.

Benson, Sheryl “Kate”

Instructor, Psychology

B.A., 2013, University of Tennessee, Knoxville; M.A., 2015, Middle Tennessee State University; Motlow position, 2017.

Best, Andrea

Executive Secretary

B.S., 1995, Austin Peay State University; Motlow position, 2018.

Bethea, David**Associate Professor, Music**

B.A.E., 2001, University of North Florida; M.S., 2004, University of South Florida; Ph.D, 2010, Florida Atlantic University; Motlow position, 2012.

Bigham, Terry**Senior Accountant**

B.S., 1979, David Lipscomb University; Motlow position, 1984.

Bloodworth, William Stuart**Associate Professor, English**

B.A., 1989, University of Tennessee, Martin; M.A., 1992, Murray State University; Motlow position 1993.

Bowlby, David**Curriculum Chair, Social Sciences; Associate Professor,
History**

B.A., 1995, University of Illinois; M.A., 1997, University of Illinois; D.A., 2009, Idaho State University; M.A., 2014, University of Illinois; CAS, 2015, East Tennessee State University; M.A., 2016, University of Illinois; Motlow position, 2009.

Boyer, Teresa**Associate Professor, Nursing**

A.A.S., 1983, Motlow State Community College; M.S.N., 1992, Vanderbilt University; N.N.P., 1992; Post Master's Certificate, 2011, Vanderbilt University, Psychiatric Mental Health Nurse Practitioner; Motlow position, 2001.

Bradley, Michael R.**Faculty Emeritus, Social Sciences**

B.A., 1963, Samford University; B.D., 1966, New Orleans Baptist Seminary; M.A., 1969, Vanderbilt University; Ph.D., 1971, Vanderbilt University; Post Doctorate Fellowship, 1973, Johns Hopkins University; National Endowment for the Humanities Fellow, 1973; National Science Foundation Fellow, 1975; Mellon Regional Faculty Development Grant, 1982; NEH Study and

Research Grant, 1994; AAJC Curriculum Development Grant, 1995; Motlow position, 1970-2005.

Bradley-Roland, Ashley

Instructor, Chemistry

B.S., 2010, Tennessee State University; M.S., 2012, Tennessee State University; Motlow position, 2016.

Brewer, Donna

Instructor, English

B.A., 1999, University of the South-Sewanee; M.A., 2014, University of the South-Sewanee; Motlow position, 2016.

Brewer, Justin

Custodian, Moore

Motlow position, 2018.

Bridge, Kristin

Associate Professor, Biology

B.S., 1980, University of Mississippi; M.S., 1993, University of Alabama, Huntsville; Motlow position, 2009.

Broadrick, Ashley

Assistant Director of Institutional Research

A.S., 2010, Motlow State Community College; B.S., 2015, Austin Peay State University; Motlow position, 2016.

Brooks, Vera R.

Associate Professor, Business

B. S., 1974, Austin Peay State University; M.B.E., 1981, Middle Tennessee State University; M.S., 1989, Middle Tennessee State University; Additional Graduate Study, Western Carolina University and Tennessee State University; CAP, 1985; Motlow position, 1980.

Brown, George

Custodian, Fayetteville

Motlow position, 2015.

Brown, Joe

Public Safety Officer, McMinnville

Motlow position, 2018.

Brown, Kevin

Instructor, Mechatronics

B.S., 1990, University of Missouri-Rolla; M.S., 1993, Lehigh University; Motlow position, 2018.

Brown, Laura

Completion Coach, McMinnville

A.S., 2005, Motlow State Community College, B.S., 2015, Middle Tennessee State University; Motlow position, 1999.

Brown, Michele

Coordinator of Academic Services

Certificate, 1992, Tennessee Technology Center-Shelbyville; A.A.S., 2013, Motlow State Community College; CAP, 2015; Motlow position, 2014.

Bryant, William

Director of Libraries

B.A., 1996, University of Tennessee, Knoxville; M.A., 2006, East Tennessee State University; M.S., 2010, University of South Carolina, Columbia; Motlow position, 2017.

Bryson, Terri

Vice President for External Affairs and Workforce Innovation

B.S., 1985, Mississippi University For Women; M.S., 2007, Capella University; Ph.D., 2016, Grand Canyon University; Motlow position, 2017.

Buckman, Nick

Programmer/Analyst II

A.A., 2012, *Motlow State Community College*; B.S., 2014, *Middle Tennessee State University*; *Motlow position*, 2017.

Bumpus, Rexann

Director of Administrative Computing

B.S., 1989, *Carson-Newman University, Jefferson City, TN*; M.S., 1998, *Florida State University*; *previous Motlow position*, 2015-2016; *current Motlow position*, 2017.

Burgess, Monica

Microcomputer Technician, McMinnville

A.S., 1986, *Motlow State Community College*; *Motlow position*, 1987.

Burke, Gina

**Business & Technology Curriculum Chair; Associate Professor,
Accounting**

B.B.A., 1987, *Middle Tennessee State University*; M.B.A., 1988, *Tennessee Technological University*; CPA, 1989, (*Inactive Tennessee*; *Additional Graduate Study, University of Memphis*; *previous Motlow position*, 1992-2013; *current Motlow position*, 2017.

Burke, Kelly

Instructor, Nursing

B.S.N., 1996, *Belmont University*; M.S.N., 2017, *Westerns Governor's University*; *Motlow position*, 2017.

Bush, Nicholas

Associate Professor, English

B.A., 2002, *University of Tennessee, Martin*; M.A., 2007, *Middle Tennessee State University*; *Motlow position*, 2009.

Butler, Monica

Instructor, History

B.A., 2002, *Middle Tennessee State University*; Ph.D., 2008, *Arizona State University*; *Motlow position*, 2018.

Butwell, John

Instructor, English

B.A., 1988 Indiana University; M.A., 2005, Eastern Kentucky University; Motlow position, 2016.

Caldwell, Joshua

Completion Coach, Fayetteville

A.S., 2006, Motlow State Community College; B.S., 2010, Middle Tennessee State University; Motlow position, 2012.

Caldwell, William Clay

Secretary III, Smyrna

Motlow position, 2013.

Cannon, Brenda G.

Director of Special Events

B.S., 1978, Tennessee State University; M.Ed., 1998, Middle Tennessee State University; Motlow position, 1988.

Carter, Robert (Andy)

Microcomputer Technician

Comp TIAA+ Certified, 2008; CompTIA Security Certified, 2011; Apple Certified Mac Technician, 2016; Motlow position, 2017.

Caviezel, Jenna Morgan

Writing Center Coordinator; Assistant Professor, English

B.S., 2007, The College of William & Mary; M.F.A., George Mason University; Motlow position, 2013.

Champion, Belinda

Director of Disability and Testing Services, Smyrna

M.S., 2009, University of Tennessee, Knoxville; Motlow position, 2014.

Cheatham, C. Donald

Faculty Emeritus, Professor, Political Science & History

A.B., 1950, Samford University; A.B.J., 1950, University of Georgia; M.Ed., 1963, University of Georgia; Ed.D., 1969, University of Georgia; Post-Doctorate Study, Research Grant, National Endowment for the Humanities, Duke University, 1975; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1970-2014.

Cicotello, David

Instructor, English

B.A., 1975, University of Kansas; M.A., 1977, University of Kansas; Motlow position, 2017.

Ciprich, George

Maintenance Mechanic, Smyrna

Motlow position, 2015.

Claunch, Eric

Assistant Professor, Art

B.F.A., 1994, California State University, Chico; M.F.A., 1997, Washington State University; Motlow position, 2013.

Claxton, Keith

Associate Professor, Mathematics

B.S., 1986, Middle Tennessee State University; M.S., 1988, Middle Tennessee State University; Motlow position, 1992.

Cleveland, Deborah

Associate Professor, Economics and Business

A.S., 1987, Motlow State Community College; B.S., 1989, University of Alabama, Huntsville; M.B.A., 1992, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1997.

Coffey, Charle B.

Assistant Professor, Geography

A.S., 1976, Walters State Community College; B.B.A., 1978, Middle Tennessee State University; M.Ed., 1994, Middle Tennessee State University; Covey Facilitator Certification, 1996;

*Additional Graduate Study, Middle Tennessee State University,
University of Tennessee, Knoxville; Motlow position, 1983.*

Collins, LaTanya

Women's Head Basketball Coach

*B.S., 2000, Virginia State University; M.S., 2014, California
University of Pennsylvania; Motlow position, 2017.*

Copeland, Dawn

Associate Professor, English

*A.S., 1981, Motlow State Community College; B.S., 1984, Middle
Tennessee State University; M.A., 1992, Middle Tennessee State
University; Motlow position, 1999.*

Cotham, Rhonda S.

Director of Student Success

*B.A., 2002, Trevecca Nazarene University; M.Ed., 2008, Middle
Tennessee State University; Motlow position, 1988.*

Cox, Michelle

Workforce Development Specialist

*A.S., 1989, Motlow State Community College; Additional Study,
Middle Tennessee State University; ALS, 1996; CAP, 2009; B.A.,
2011, Trevecca Nazarene University; Motlow position, 2009.*

Craig, Lucy

Academic Audit Coordinator; Professor, Criminal Justice

*B.A., 1977, University of Florida; J.D., 1980, Stetson University
College of Law; Additional Graduate Study, Middle Tennessee
State University; Motlow position, 2007.*

Cruz, Richard

Instructor, English

*B.A., 2011, Middle Tennessee State University; M.A., 2014,
Middle Tennessee State University; Motlow position, 2018.*

Cunningham, Dakota

ITV Facilitator/Trainer

B.B.A., 2015, Middle Tennessee State University; Motlow position, 2015.

Dance, John “LJ”

Custodian

Motlow position, 2018.

Daniel, Camilla

Executive Secretary

B.B.A., 1983, Middle Tennessee State University; CAP, 2012; Motlow position, 2011.

Daniel, Phyllis

Executive Secretary

Motlow position, 2007.

Daubs, Steven

Assistant Director of Facilities Services

Motlow position, 2015.

Davenport, Robert

Instructor, Speech

B.S., 1980, Middle Tennessee State University; M.A., 1983, Western Kentucky University; Motlow position, 2017.

Davis, Estelle

Administrative Secretary, Smyrna

Motlow position, 2012.

Davis, Monica

Evening Library Coordinator/IT Help Desk

A.A., 2012, American River College; Motlow position, 2018.

Deaton-Owens, Dayron

Associate Professor, Psychology & Sociology

B.A., 2005, Middle Tennessee State University; M.A., 2008, Middle Tennessee State University; Motlow position, 2011.

DeMell, Keith

Instructor, Mechatronics

B.S., 1990, State University of NY; Ph.D., 2001, Redding University; Motlow position, 2018.

Dickey, Susan

Professor, Accounting & Business

B.B.A., 1986, University of Memphis; M.S., 1990, University of Alabama, Huntsville; CPA, Tennessee; Ed.D., 2015, East Tennessee State University; Certified Public Accountant-Tennessee; Motlow position, 1993.

Dillingham, Tom E.

Director of Workforce Development and Extended Services

B.A., 1974, David Lipscomb University; M.S., 1996, University of Tennessee, Knoxville; Motlow position, 2001.

Dodge, Jessica

Financial Aid Coordinator

B.A., 2008, Southern VA University; Motlow position, 2012

Dodson, Nancy Lynn

Assistant Professor, Speech

B.S., 1993, Harding University, Searcy, AR; M.S., 1996, University of Memphis; Motlow position 2013.

Dotson, Angelica

Administrative Secretary

Motlow position, 2017.

Dowd, Stacy

Instructor, Biology

B.S., 1994, University of the South-Sewanee; M.S., 1996, Middle Tennessee State University; Motlow position, 2015.

Druesedow, Greg

Financial Aid Functional Support Analyst

B.S., 2002, Ball State University; Motlow position, 2017.

Dunaway, Donna

Assistant Director of Financial Aid

B.S., University of Phoenix, 2009; Motlow position, 2010.

Durham, Terry

**Dean of Academic Technology; Assistant Professor,
Information Systems Technology**

*B.S., 1983, Austin Peay University; M.S., 1994, Middle Tennessee
State University; Motlow position, 2013.*

Edmonds, Melody.

Interim Vice President for Academic Affairs

*A.S., 1989, Motlow State Community College; B.S., 1990, Middle
Tennessee State University; MBA, 1995, Tennessee
Technological University; Additional Graduate Study, Tennessee
Technological University; Motlow position, 1995.*

Edwards, Sharon

Reference Librarian, McMinnville

*B.S., 2013, Middle Tennessee State University; M.S.L.S., 2017,
University of Kentucky; Motlow position, 2018.*

Engelhardt, Robert

Instructor, Physics-Physical Science

*B.S., 1984, Lehigh University; M.S., 1988, Eastern Kentucky
University; Ph.D., 1995, Duke University; Motlow position,
2018.*

Evans, Roxanne

Completion Coach, Moore

*CAP, 2010; B.A., 2012, Trevecca Nazarene University; M. S.,
2014, Trevecca Nazarene University; Motlow position, 2008.*

Fanning, Nickie

Administrative Secretary, Nursing

B.A., 2015, Athens State University, A.S., 2012, Motlow State Community College; Motlow position 2018.

Finney, Debbie

High School Transcript Analyst

Technical Certificate of Credit, 1997, Motlow State Community College; Motlow position, 1998.

Fisher, Lori

Instructor, Nursing

A.A.S., 1991, Motlow State Community College; B.S.N., 1993, Middle Tennessee State University; M.S.N. Western Governors University; Motlow position, 2016.

Fisher, Nathan

Instructor, Chemistry

B.S., 2005, Middle Tennessee State University; M.S., 2014, Fisk University; Motlow position, 2018.

Fitch, Elizabeth

Academic Dean, Smyrna; Associate Professor, Biology

B.A., 2002, Kentucky Wesleyan College; M.S., 2004, Middle Tennessee State University; Motlow position, 2007.

Fitch, Kevin

Associate Professor, Biology

B.S., 1995, Austin Peay University; M.S., 1998, Austin Peay University; Motlow position, 2008.

Fitzgerald, Robert

Instructor, Accounting and Business

B.B.A., 1976, Eastern Michigan University; M.S., 1986, Eastern Michigan University; Motlow position, 2018.

Flatt, Larry

**Executive Director of Advanced Robotics; Assistant Professor,
Mechatronics**

*B.S., 1970, Tennessee Technology University; M.B.A., 1973,
Middle Tennessee State University; Motlow position, 2012.*

Forde, Janet Elizabeth

Associate Professor, Biology

*B.S., 1987, Tennessee Technology University; M.S., 1989
Tennessee Technology University; Motlow position, 2011.*

Foust, Tammy

Administrative Secretary, McMinnville

*A.S., 2000, Motlow State Community College; B.S., 2012, Middle
Tennessee State University; CAP, 2013; Motlow position, 2013.*

Fredenberger, William

Instructor, Computer Science

*B.B.A., 1961, The Citadel; M.B.A., 1976, Valdosta State
University; Ph.D., 1990, University of Georgia; Motlow
position, 2018.*

Frye, Ryan

Secretary II

Motlow position, 2018.

Fulscher, Cris

Account Clerk III

B.B.A., 2010, Eastern Illinois University; Motlow position, 2017.

Gafford, Brian

Director of Facilities Services

*B.S., 1991, Tennessee Technology University; Motlow position,
2014.*

Garrison, Gregg

Associate Professor, Biology

B.S., 1989, Middle Tennessee State University; M.S., 1996, Middle Tennessee State University; Motlow position, 2005.

Gaskill, Cody

Assistant Baseball Coach; Watchkeeper, Moore

Motlow position, 2016.

Gilispie, Christie

Instructor, Speech

B.S., 2003, University of Tennessee, Knoxville; M.S., 2005, Middle Tennessee State University; Ed.S., 2012, Middle Tennessee State University; Motlow position, 2016.

Glass, Frank

President Emeritus

B.S., 1964, Middle Tennessee State University; M.A., 1965, Middle Tennessee State University; D.A., 1973, Middle Tennessee State University; Motlow position, 1975-2003.

Glenn, Christy

Administrative Assistant

A.S., 1989, Motlow State Community College; B.S., 2014, Tennessee Technological University; Motlow position, 1999.

Gonzalez, Ysel

Account Clerk I

Motlow position, 2018.

Graham, Jonathan

Tennessee Promise Coordinator; Rutherford

A.S., 2011, Nashville State Community College; Motlow position, 2012.

Green, Andrea

Instructor, English

B.A., 2013, Middle Tennessee State University; M.A., 2015, University of Alabama; Motlow position, 2016.

Gregory, Cheri

Professor, Biology

A.S., 1982, Motlow State Community College; B.S., 1984, Middle Tennessee State University; M.S., 1987, Middle Tennessee State University; Ed.D., 2016, East Tennessee State University; Motlow position, 1995.

Gregory, Jerry

Custodian, Fayetteville

Motlow position, 2017.

Griffith, Michelle

Executive Secretary, Smyrna

Motlow position, 2016.

Griffith, Misty

Assistant Professor, Biology

A.S., 2003, Motlow State Community College; B. S., 2005, Tennessee Technological University; M.S., 2014, Middle Tennessee State University; Motlow position, 2010.

Grizzard, Tina

Testing Coordinator I

Motlow position, 2018.

Guerin, Stephen H.

Professor, Psychology

B.A., 1978, The University of Alabama, Huntsville; M.S., 1981, Alabama A & M University; Psy.D., 1990, The Forest Institute of Professional Psychology; Motlow position, 2005.

Hall, Angie

Administrative Secretary, Fayetteville

Motlow position, 2018.

Harden, Tracey**Account Clerk I**

A.S., 2000, Motlow State Community College; B.S., 2006, Middle Tennessee State University; Motlow position, 2016.

Harder, Janice**Faculty Emeritus; Professor, Business**

B.S., 1971, Middle Tennessee State University; M.Ed., 1972, University of Memphis; Ed.D, 1984, University of Memphis; CAP, 1980; Motlow position, 1978-2016.

Harrell, Brett**Secretary II**

A.S., 2017, Motlow State Community College; Motlow position, 2018.

Harris, April**Learning Management System Analyst**

A.A., 2002, Palm Beach Community College; B.F.A., 2004, University of North Florida; ME.d., 2016, University of South Florida; Motlow position, 2018.

Harris, Pamela K.**Assistant Professor, Psychology and Sociology**

B.S., 2001, Troy University; M.A.T., 2005, Troy University; Motlow position, 2013.

Harris-Young, Linda**Faculty Emeritus; Professor, Biology**

B.A., 1978, University of California, Davis; M.S., 1984, University of Alabama, Birmingham; Ph.D., 1993, University of Alabama, Birmingham; Covey Facilitator Certification, 1996; Motlow position, 1992-2016.

Hart, John**Associate Professor, English**

B.A., 1999, University of Tennessee, Knoxville; M.A., 2004, University of Tennessee, Knoxville; Motlow position, 2008.

Hartman, Michael**Associate Professor, English**

B.A., 1983, Oklahoma Baptist University; M.A., 1986, Oklahoma State University; Ph.D., 1994, Auburn University; Motlow position, 2007.

Hasty, Doyle E.**Faculty Emeritus; Professor, Learning Support**

B.S., 1968, University of Tennessee; M.S., 1974, University of Tennessee; Ed.D., 1994, Nova Southeastern University; PE, Tennessee; Additional Graduate Study, University of Tennessee, Memphis State University, Middle Tennessee State University, University of Central Florida, Morehead State University and Tennessee State University; Motlow position, 1980-2016.

Hasty, Linda Hester**Faculty Emeritus; Professor, Learning Support**

B.S., 1968, Middle Tennessee State University; M.B.E., 1979, Middle Tennessee State University; Ed.D., 1994, Nova Southeastern University; Additional Graduate Study, Middle Tennessee State University, Memphis State University, University of Central Florida and Tennessee State University; CAP, 1980; CM, 1995; CPRW, 1998; Motlow position, 1978-2016.

Hendrickson, Paige**Branch Librarian, Smyrna**

A.S., 1997, Motlow State Community College; B.A., 1998, University of Tennessee, Chattanooga; M.S. (ALA-Accredited) 2005, University of Tennessee, Knoxville; Motlow position, 2011.

Hendrix, Pat**Natural Science Curriculum Chair; Dean of Allied Health;
Associate Professor, Nursing**

B.S.N., 1977, University of Tennessee; M.S. (Nursing), 1982, University of Southern Mississippi; Motlow position, 1996.

Hicks, Kenneth**Custodian, Moore**

Motlow position, 2017.

Higginbotham, Ray

Director of Public Safety

Tennessee Law Enforcement Training Academy, 1989; B.S., 2012, Bethel University; Motlow position 2015.

Hill, Sidney R.

Academic Dean, Moore County; Assistant Professor, Educaiton

B.A., 2001, University of Memphis; M.Ed., 2005, Tennessee State University; Motlow position, 2011.

Hix, Billy

Faculty Emeritus, Education

B.S., 1979, Tennessee Technological University; M.Ed., 1988, Middle Tennessee State University; Additional Graduate Study, University of Central Oklahoma and Middle Tennessee State University; NASA Management School, Washington, DC, 2000; University of Idaho, 2003; Motlow position, 1984-2015.

Holder, Amy

Director of Nursing; Associate Professor, Nursing

B.S.N., 1996, University of Arkansas; M.S.N., 2003, University of Alabama, Huntsville; Post Master Certificate in Nursing Education, 2005, University of Alabama, Huntsville; Motlow position, 2005.

Hooker, Drew

EMS Program Coordinator; Assistant Professor, Paramedic

B.S., 2012, Middle Tennessee State University; Motlow position, 2013.

Howell, Winifred

Assistant Professor, Nursing

B.S., 1987, Western Kentucky University; M.S.N., 1992, University of Tennessee, Knoxville; Motlow position, 2013.

Huskey, Alice K.

Faculty Emeritus, Business Information Technology; Advisor

B.S.E., 1969, Arkansas State University; M.S.E., 1970, Arkansas State University; Additional Graduate Study, Middle Tennessee State University, Tennessee State University and University of Memphis; CAP, 1986; Motlow position, 1970-2005.

Jackson, Cindy

A.S., 2009, Motlow State community College; B.S., 2014, Tennessee Technological University; Motlow position, 2000.

Administrative Coordinator of Recruitment, Fayetteville

Jennings, Jan

Associate Professor, English

A.S., 1992, Motlow State Community College; B.A., 1995, Middle Tennessee State University; M.A., 1998, Middle Tennessee State University; Motlow position, 1998.

Jent, Laura

Executive Director of Human Resources

B.S., 1988, Indiana State University; Senior Professional Human Resources Certification, 1999; Motlow position, 2006.

Jernigan, David

Network Systems and Security Manager

A.S., 2002, Motlow State Community College; CAP, 2008; B.S., 2015, Middle Tennessee State University; Motlow position, 1998.

Johnson, Kristie

Instructor, EMT/AEMT

EMT Paramedic Certificate, 2012, Volunteer State Community College; A.A.S., 2015, Volunteer State Community College; Motlow position, 2017.

Johnson, Mary Jo

Instructor, English

B.A., 1979, Middle Tennessee State University; M.A., 1998, Middle Tennessee State University; Motlow position, 2015.

Johnson, Megan

Instructor, Speech

B.A., 1999, Eastern Illinois University; M.A., 2009, DePaul University; Motlow position, 2017.

Jones, Jarred

Watchkeeper, Moore

Motlow position, 2015.

Jones, Tamara

Instructor, English

B.A., 2013, Middle Tennessee State University; M.A., 2016, University of Alabama-Huntsville; Motlow position, 2016.

Joseph, Maged

Instructor, Mathematics

B.S., 2001, Ain Shams University, Egypt; M.S., 2015, Tennessee Technological University; Motlow position, 2016. [Cell ►](#)

Kane, Lisa

Account Clerk III

Motlow position, 2001.

Keel, Margia

Associate Professor, Mathematics

B.S., 1990, Middle Tennessee State University; M.S., 1993, Middle Tennessee State University; Motlow position, 1998.

Keel, Robin

Human Resources Assistant III

A.A., 2004, Pensacola State College; A.S., 2015, Motlow State Community College; A.S.T., 2015, Motlow State Community College; B.S., 2017, Tennessee Technological University; Motlow position, 2018.

Kelley, David

Maintenance Supervisor; Head HVAC Technician

Certificate, 1992, Tennessee Technology Center; Motlow position, 2015.

King, Charles

Instructor, Mechatronics

B.A., 2005, Trevecca Nazarene University; A.S., 2004, Motlow State Community College; Motlow position, 2018.

King, Eric

Maintenance Mechanic/Ground Foreman, Moore

Motlow position, 1999.

Kittii, Biff

Microcomputer/AV Technician, Smyrna

Motlow position, 2018.

Koller, Heather

Associate Professor, History

A.A., 1991, Black Hawk Community College; B.A., 1994, Southern Illinois University; M.A., 1998, Southern Illinois University; Motlow position, 2006.

Landrum, Mark

Director of Digital-First Technologies

B.S., 1995, Middle Tennessee University; CAP-OM, 2011; Motlow position, 2008.

Latham, Arthur

Men's Basketball Head Coach

B.A., 2010, St. Catherine College; M.A., 2014, St. Catherine College; Motlow position, 2016.

Lee, Erica

Financial Aid Counselor, Smyrna

B.A., 2003, Spelman College, Atlanta, GA; M.S., 2011, Cumberland University; Motlow position, 2013.

Lee, Lisa D.

Assistant Director of Human Resources

A.A.S., 2008, Motlow State Community College; Motlow position, 1994.

Lee, Olivia

Instructor, English

B.S., 2010, University of Tennessee, Martin; M.A., 2012, Western Kentucky University; Motlow position, 2017.

Lee, Tracey

Instructor, Medical Office

B.S., 2000, Tennessee State University; M.S., 2002, Central Michigan University; Motlow position, 2018.

Littrell, Trent

Programmer/Analyst I

B.S., 2014, Middle Tennessee State University; Motlow position, 2016.

Logan, Cindy

Chief Information Officer

A.S., 1985, Motlow State Community College; B.S., 2005, Middle Tennessee State University; M.S., 2014, Middle Tennessee State University; Motlow position, 1994.

Logan, Debora

Branch Library Assistant III, Fayetteville

B.S., 1979, Middle Tennessee State University; Motlow position, 2007.

Logue, Carla M.

Reference Librarian, Moore

B.S., 1993, Western Michigan University; M.S., 1995,
University of Texas, Austin; Motlow position, 2013.

Lomenick, Van

Completion Coach, Smyrna

*B.S., 2005, University of North Alabama; M.A., University of
North Alabama;
Motlow position, 2017.*

Lynch, Teal

High School Programs Coordinator

B.A., 2001, University of North Carolina at Chapel Hill;
Motlow position 2018.

Lyon, Andy

Soccer Head Coach; Coordinator of Non-Credit Activities

B.S., 2001, University of Leeds; Motlow position, 2016.

Macon, Kyle

Completion Coach, Moore

*B.A., 2006, Freed-Hardeman University; M. Ed., 2010, Abilene
Christian University; Motlow position, 2015.*

Mankin, Sarah

Secretary II

*Certificate, 2017, Tennessee College of Applied Technology;
Motlow position, 2018.*

Martin, Beth

Instructor, Art

B.F.A., 2005, Fontbonne University, St. Louis; M.A., 2006,
Fontbonne University, St. Louis; M.F.A., 2007, Fontbonne
University, St. Louis; Motlow position, 2017.

Martine, Casey

Assistant Director of Financial Aid

A.A., 1990, Broward Community College; B.B.A., 1992, Florida International University; Motlow position, 2001.

Mason, Sheri S.

Administrative Coordinator of Recruitment, Moore

A.S., 1983, Motlow State Community College; B.S., 1985, Middle Tennessee State University; Motlow position, 1994.

Matthews, Mary

Assistant Professor, Biology

B.S., 1992, Middle Tennessee State University; M.S., 2002, Middle Tennessee State University; Motlow position, 2014.

Mayo, Lisa

Associate Professor, Geology

B.S., 1991, Middle Tennessee State University; M.S., 2000, Mississippi State University; Motlow position, 2008.

McArthur, Allan

Maintenance Utility Worker, Moore

Motlow position, 2015.

McCord, James Walter

Instructor, Cyber Defense

B.B.A., 1983, Middle Tennessee State University; M.B.A., 1988, Middle Tennessee State University; Motlow position, 2018.

McEwen, Michelle

Administrative Secretary, Smyrna

A.S., 2013, Motlow State Community College; Motlow position, 2013.

McGuire, Theresa

Instructor, Nursing

A.S., 2004, Motlow State Community College; B.S.N., 2006, University of Alabama, Huntsville; M.S.N., 2010, University of Alabama, Huntsville; Motlow position 2018.

McKamey, Richelle

Transcript Analyst

B.A., 2011, Middle Tennessee State University; Motlow position, 2016.

McKinnon, Lara

Database Administrator

A.S., 1988, Motlow State Community College; B.S., 1990, Middle Tennessee State University; Graduate Study, Middle Tennessee State University; Motlow position, 1992.

McLemore, Mary E.

Faculty Emeritus; Professor, English

B.A., 1967, Middle Tennessee State University; M.A., 1980, Middle Tennessee State University; Ph.D., 1991, Vanderbilt University; Motlow position, 1987-2016.

McManus, Meagan

Languages Curriculum Chair; Assistant Professor, English

B.A., 2007, Middle Tennessee State University; M.A., 2013, Middle Tennessee State University; Motlow position, 2014.

McPhee, Sidney

Completion Coach, Smyrna

B.A., 2004, University of Tennessee, Chattanooga; Motlow position, 2012.

McShea, Dan

Associate Professor, Mathematics; Baseball Head Coach

B.A., 2001, The University of Mississippi; M.Ed., 2005, William Carey College; Motlow position, 2006.

Martin, Beth

Instructor, Art

B.F.A., 2005, Fontbonne University, St. Louis; M.A., 2006, Fontbonne University, St. Louis; M.F.A., Fontbonne University, St. Louis; Motlow position, 2017.

Merritt, Roger

Branch Library Assistant III, Smyrna

B.A., 1986, David Lipscomb University; M.S., 2002, Middle Tennessee State University; Motlow position, 1994.

Mills, Jeremy

Director of Recruitment

A.S., 2009, Motlow State Community College; B.B.A., 2011, Middle Tennessee State University; Motlow position, 2016.

Mills, Mary Elisabeth

Admissions and Records Clerk II

A.A.S., 2017, Motlow State Community College; Motlow position 2018.

Mitchell, Brian

**Mathematics Curriculum Chair; Director of Learning Support;
Associate Professor, Mathematics**

B.A., 1995, Roanoke College; M.S., 2008, Vanderbilt University; Motlow position 2012.

Mitchell, Veronica

Completion Coach, Smyrna

A.S., 2004, Western Kentucky Community College; B.A., 2006, Murray State University; Motlow position, 2015.

Moore, Patty

Assistant Treasurer, Foundation Services

A.S., 1975, Motlow State Community College; Motlow position, 2007.

Morey, Janice

Instructor, Education; Softball Head Coach

B.A., 1998, Cumberland University; M.Ed., 2001, Cumberland University; Motlow position, 2015.

Mosley, Annette

Graduation Analyst

Certificate, 1983, Tennessee Technology Center, Shelbyville; A.A.S., 2003, Motlow State Community College; Motlow position, 1989.

Mosley, Marie

Coordinator of Testing

A.S., 1985, Motlow State Community College; Motlow position, 1984.

Moss-Fryes, Kirsten

Dean of Students

A.A., 2000, Pierce College; B.A., 2003, California State University, Northridge; M.A., 2006, Eastern New Mexico University; Motlow position, 2016.

Murphy, Patrick

Instructor, Physics

B.A., 1977, Saint Cloud State University; M.S., 1980, University of Tennessee-Knoxville; Ph.D., 1990, University of Tennessee-Knoxville; Motlow position, 2016.

Murphy, William

Instructor, English

B.S., 1984, University of Minnesota, Twin Cities; M.A., 2002, University of Ulster; Ph.D., 2007, University of Ulster; Motlow position, 2017.

Musall, Allie

Secretary III, Facilities

Motlow position, 2018.

Myers, Joe B., Jr.

Executive Director of Financial Aid

A.S., 1986, Motlow State Community College; B.B.A., 1988, Middle Tennessee State University; M.S., 1998, University of Tennessee, Knoxville; Motlow position, 1989.

Navarro, Rolando

Instructor, Mathematics

B.A., 2003, University of California-San Diego; M.S., 2004, Tennessee Technical University; Motlow position, 2016.

Neal, John

Watchkeeper, Moore

Motlow position, 2001.

Nettles, Joy

Instructor, English

B.A., 2007, Vanderbilt University; M.F.A., 2015, Fairleigh Dickinson University; Motlow position, 2018.

Oakley, Sherian

Secretary III

Motlow position, 1995.

O'Dell, Tammy

Director of Grants

B.S., Tennessee Technological University; Motlow position, 2018.

Ortega, George L.

Associate Professor, Economics

B.S., 1977, Auburn University; M.B.A., 1980, Auburn University; Additional Graduate Study, University of Alabama, Birmingham, University of Alabama, Tuscaloosa, Samford University; Motlow position, 2005.

Pack, Sally

High School Partnership Program Specialist

B.S., 1996, Middle Tennessee State University; Motlow position, 2002.

Palmer, David

Associate Professor, Biology

A.S., 2000, Motlow State Community College; B.S., 2002, Middle Tennessee State University; M.S., 2004, Middle Tennessee State University; Motlow position, 2005.

Parker, Heidi

Secretary III, Smyrna

A.A.S., 2003, Bismark State College; Motlow position, 2016.

Parker, Kathy

**Executive Director of Economic, Community, and Workforce
Development**

B.S., 1992, University of Tennessee, Knoxville, Motlow position, 2018.

Payne, Reada

Account Clerk III

A.S., 1974, Motlow State Community College; Motlow position, 1990.

Paz, Melissa

Instructor, Mechatronics

B.S., 1988, Tennessee Technological University; Motlow position, 2018.

Peck, David

Mail Carrier

Motlow position, 2015.

Perri, Rachel

Instructor, Mathematics

B.S., 2012, Vanguard University; M.S., 2016, Middle Tennessee State University; Motlow position 2018.

Phillips, Tiffany

Research Technician

B.S., 2016, Middle Tennessee State University; A.S., 2014, Motlow State Community College; Motlow position, 2017.

Pierce, Andrew

Watchkeeper, Moore

2016, currently enrolled Industrial Maintenance program, TCAT; Motlow position, 2016.

Pierce-Beverly, Yeulanda

Coordinator of Disabilities and Testing, Smyrna

B.S., 2001, Alcorn State University; M.A., 2010, University of Phoenix; Motlow position, 2017.

Powell, David

Instructor, Biology

B.S., 1999, Middle Tennessee State University; M.S., 2002, Middle Tennessee State University; Motlow position, 2018.

Pruitt, Amy

Custodian, Moore

Motlow position, 2018.

Quinn, William

PC Support Manager

Certified CompTIA, 2018; Motlow position, 2018.

Rascoe, Ingrid

Career and Technical Programs Coordinator

A.A.S., 2007, Motlow State Community College; Motlow position, 2011.

Rascoe, Fred

**Dean of Career and Technical Programs; Assistant Professor,
Mechatronics**

*B.S., 1979, University of Tennessee, Knoxville; M.S., 1990,
University of North Carolina, Charlotte; Motlow position, 2009.*

Ray, Stephen R.

Maintenance Mechanic, McMinnville

Motlow position, 2007.

Reeves, Bradley

Microcomputer Technician

*A.S., 2001, Motlow State Community College; B.S., 2014,
Tennessee Tech University; Motlow position, 2015.*

Reynolds, Eric

Instructor, Mechatronics

*B.S., 1998, Tennessee Technological University; Motlow position,
2018.*

Reynolds, Kathy

Administrative Secretary, McMinnville

*A.S., 1982, John C. Calhoun Community College; B.S., 2005,
Tennessee Tech University; M.S., 2011, Tennessee Tech
University; Motlow position, 2016.*

Rhodes, Allen

Public Safety Officer III, McMinnville

B.S., 2014, Bethal University; Motlow position, 2018.

Ridner, Kevin

Maintenance Mechanic, Moore

*A.S., 1999, Motlow State Community College; B.A. 2011,
Trevecca Nazarene University; Motlow position, 2002.*

Rivers, Rachel

Instructor, Nursing

B.S.N., 1995, University of North Alabama; M.S.N., 1999, University of Alabama, Huntsville; Motlow position, 2017.

Robinson, Brian

Humanities Curriculum Chair; Professor, Art

B.F.A., 1995, Middle Tennessee State University; M.F.A., 1997, Washington State University; Motlow position, 1999.

Robinson, Elaine

Associate Professor, Mathematics

B.S., 1977, University of Tennessee, Martin; M.S., 1982, University of Tennessee, Martin; Additional Graduate Study, Alabama A & M University, Middle Tennessee State University and University of Tennessee Space Institute; Motlow position, 1992.

Rogers, Lori

Secretary II, Moore

A.S., 2009, Motlow State Community College; Motlow position, 2016.

Russell, Judith

Professor, English

A.S., 1991, Motlow State Community College; B.A., 1993, Middle Tennessee State University; M.A., 1996, Middle Tennessee State University; D.A., 2000, Middle Tennessee State University; Motlow position, 2000.

Sand, Paul

Mechatronics Curriculum Chair; Assistant Professor, Mechatronics

B.S., 1990, University of Cincinnati, Ohio; M.S. 1996, AFTI, Wright Patterson AFB; Motlow position, 2012.

Sanders, Allen

Completion Coach, McMinnville

B.S., 2012, Duquesne University, Pittsburg, PA; Motlow position, 2013.

Sanders, Mae

Director of Admissions and Records

B.S., 2011, Lambuth University; Motlow position, 2017.

Scarbrough, Martha W.

Faculty Emeritus, Mathematics

B.A., 1964, Middle Tennessee State University; M.S.T., 1967, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University, Memphis State University and Tennessee State University; Motlow position, 1969-2004.

Schaffer, Sandra

Director, Fiscal Services

B.B.A., 1985, Middle Tennessee State University; Motlow position, 1989.

Seal, Davis

Webmaster

B.S., 2014, Middle Tennessee State University; Motlow position, 2015.

Seal, Emily Brown

Associate Professor, Speech and Theatre

B.A., 2004, Union University; M.F.A., 2008, University of Southern Mississippi; Teacher Licensure and Endorsement, 2009; Graduate Certificate in Communication Ed, 2011; Motlow position, 2011.

Selman, John

Professor, History

B.S., 1986, Jacksonville State University; M.A., 1990, Jacksonville State University; Ph.D., 1997, Mississippi State University; Motlow position, 1998.

Shasteen, C. Scott

Athletic Director; Communications Supervisor

A.S., 1996, *Motlow State Community College*; B.S., 2002, *Middle Tennessee State University*; *Motlow position, 1995.*

Shelton, Donnie

Grounds Worker I, Moore

Motlow position, 2008.

Shelton, Ramona

Instructor, History

B.S., 2003, Athens State University; B.A., 2006, Athens State University; M.A., 2006 Jacksonville State University; Motlow position, 2016.

Sheppard, Theresa

Secretary III

Motlow position, 2008.

Shine, Bob

Library Assistant II, Moore

A.S.T., 2008, Motlow State Community College; B.S., 2010, Tennessee Technology University; Motlow position, 2011.

Simmons, Charoline

Associate Professor, Learning Support

B.S., 1973, Tennessee State University; M.Ed., 1985, Tennessee State University; Motlow position, 1992.

Simpson, Debra Collins

Education Curriculum Chair, Assistant Professor, Education

B.S., 1977, Middle Tennessee State University; M.Ed., 1988, University of Tennessee, Chattanooga; Motlow position 2013.

Singleton, Timberly

Instructor, Mathematics

B.S., 2015, Freed-Hardeman University; M.S., 2017, Tennessee Technological University; Motlow position, 2017.

Slatton, Katlin

Secretary II, McMinnville

B.S., 2015, Tennessee State University; Motlow position, 2016.

Smith, Bertha

Secretary III

A.S., 2000, Motlow State Community College; Motlow position, 2016.

Smith, Debra McClellan

**Assistant Dean of Career and Technical Programs; Tennessee
Promise Coordinator**

A.S., 1995, Motlow State Community College; B.S., 2004, Middle Tennessee State University; M.Ed., 2014, East Tennessee State University; Motlow position, 2002.

Smith, Lisa

Assistant Dean, Fayetteville

A.S., 1986, Columbia State Community College; B.S., 1999, Education, University of Tennessee, Knoxville; M.S., 2003, Golden Gate University; Motlow position, 2016.

Smith, Tina

Financial Aid Counselor, Smyrna

*B.S., 2015, Tennessee Tech University; M.P.S., 2017, Tennessee Tech University;
Motlow position, 2018.*

Smotherman, Steven W.

Associate Professor, Mathematics

A.S., 1979, Motlow State Community College; B.S., 1981, Middle Tennessee State University; M.S., 1983, Middle Tennessee State University; Additional Graduate Study, University of Tennessee Space Institute and Middle Tennessee State University; Motlow position, 1983.

Spencer, Chatney

Instructor, Chemistry

B.S., 2008, Florida A&M University; M.S., 2010, Florida A&M University; M.S., 2016, Vanderbilt University; Motlow position, 2016.

Spratlin, Bobbie

Administrative Secretary, Moore County

CAP, 2014; Motlow position, 2013.

Spratlin, Wes

Associate Professor, English

B.S., 1990, Austin Peay State University; M.A., 1992, Middle Tennessee State University; Additional Graduate Study, Auburn University; Motlow position, 1998.

Stacy, Brian

Compliance Officer

B.L.S., 2014, Boston University; Motlow position, 2015.

Stafford, Camilla

Purchasing and Contract Specialist

B.S., Oakwood University; Motlow position, 2010.

Stanfield, Henry

Instructor, Mathematics

B.S., 1967, University of Tennessee, Knoxville; M.S., 1975, University of Louisville; A.A.S., 2006, Waubonsee Community College; Motlow position, 2017.

Stewart, Marian

Associate Professor, Nursing

B.S.N., 1981, University of Tennessee, Knoxville; M.S.N., 1984, University of Alabama, Birmingham; Motlow positions: 1984-1992; 1993-2010; and current 2015.

Stockdale, Debbie

Instructor, Speech

B.S., 1985, West Texas State University; M.A., 2009, Austin Peay University; Motlow position, 2017.

Stone, Lisa

Licensed Professional Counselor

A.A., 1986, Martin Methodist College; B.A., 1988, Tennessee Wesleyan College, M.Div., 1992, Duke University Divinity School; M.A., 2012, East Tennessee State University; Motlow position, 2017.

Stringfield, James

Associate Professor, English

B.A., 2004, University of Tennessee, Martin; M.A., 2006, Kansas State University; Motlow position, 2008.

Sweeton, Nathan

Associate Professor, English

B.A., 2003, Lee University; M.A., 2005, University of Leeds; Motlow position, 2007.

Swift, Brenda

Administrative Secretary, Moore County

CAP, 2010; B.A., 2012, Trevecca Nazarene University; Motlow position, 2008.

Tantawi, Khalid

Assistant Professor, Mechatronics

B.S., 2005, University of Jordan; M.S.E., 2011, University of Alabama, Huntsville; Ph.D., 2012, University of Alabama, Huntsville; Motlow position, 2012.

Tantawi, Omar

Assistant Professor, Mechatronics

B.S., 2010, Mu'tah University; Pre-Med, 2013, Middle Tennessee State University; Motlow position, 2015.

Taylor, Ashley

Custodian, Moore

Motlow position, 2018.

Temple, Stanley

Maintenance Mechanic, Smyrna

Motlow position, 2006.

Thornton, Janet

Instructor, Nursing

A.A.S., 1990, Motlow State Community College; B.S.N., 2013, University of Tennessee, Knoxville; M.S.N., 2016, Western Governors University; Motlow position, 2018.

Toller, Anita

Financial Aid Counselor

B.S., 1995, Middle Tennessee State University; Motlow position, 2018.

Torrence, Michael L.

President

B.A., 2000, South Dakota State University; M.A., 2001 South Dakota State University; Ph.D., 2009, Tennessee Technological University; Motlow position, 2018.

Trail, Daniel W.

Grounds Worker II, Moore

Certificate, Tennessee Technology Center, Shelbyville; Motlow position, 1995.

Tudor, Kim-Sue

Director of Medical Laboratory Technician Program

B.S., 1990, James Madison University; Ph.D., 1997, University of Cincinnati; M.S., 2010, California University of Pennsylvania; Motlow position, 2017.

Tunstall, Hilda

Vice President for Finance and Administration

B.B.A., 1984, Middle Tennessee State University; M.S., 1988, Middle Tennessee State University; Certified Public Accountant, 1986; Motlow position, 1988.

Tunstall, Jerry

Interim Vice President for Student Affairs

A.S., 1971, Motlow State Community College; B.S., 1973, Middle Tennessee State University; M.Ed., 1978, Middle Tennessee State University; previous Motlow position, 2001-2016; Current Motlow position, 2018.

Turney, Jay

Comptroller

A.S., 1990, Black Hawk College, Moline University; 1993, B.A., Western Illinois University, Macomb, Illinois; M.B.A., 2006, St. Ambrose University, Davenport, IA; 1993, Certified Public Accountant; Motlow position, 2009.

Vaughan, David

Instructor, Biology

B.A., 1971, David Lipscomb University; M.S., 1975, University of Tennessee, Knoxville; M.S.A., 1984, Lynchburg College; Motlow position, 2017.

Walters, Andrea

Financial Aid Lab Coordinator; Call Center Supervisor

A.S., 2015, Motlow State Community College; CAP, 2015; Motlow position, 2012.

Wells, Carolyn

Veterans Affairs Coordinator

Motlow position, 1977.

Wexler, Charles

Instructor, History

B.A., 2006, Temple University; M.A., 2008, College of Charleston; Ph.D., 2015, Auburn University; Motlow position, 2018.

Whiting, Charles

Instructor, Mass Communications

B.A., 1977, University of Alabama; M.A., 1980, University of Alabama; Motlow position, 2016.

Whittenburg, Rhonda

Associate Professor, English

B.A., 2004, University of Illinois; M.A., 2005, University of Illinois; Motlow position, 2009.

Williams, Amber

Custodian, Moore

Motlow position, 2017.

Williams, Cherie

Associate Professor, Communications

B.A., 1982, Union University; M.A., 1984, Regent University; Motlow position, 2006.

Wingard, Ashley

Instructor, Paramedic

Certificate, 2015, Motlow State Community College; A.A.S., 2017 Motlow State Community College; Motlow position, 2018.

Winton, Gary

Administrative Coordinator of Recruitment, Smyrna

A.S., 1997, Motlow State Community College; B.S., 2005, Middle Tennessee State University; Motlow position, 2000.

Wiseman, Tammy

Internal Auditor

B.A., 1996, Middle Tennessee State University; M.B.A., 1999, Middle Tennessee State University; Certified Public Accountant, 2000; Motlow position, 2015.

Wurst, Leslie

Associate Professor, Mathematics

B.S., 1975, Middle Tennessee State University; M.S., 1977, University of Tennessee Space Institute; Motlow position, 1999.

Yoder, Lane

Director of the Foundation

B.A., 1990 The University of the South, Motlow position, 2016.

Young, Bill

Custodian, Moore

Motlow position, 2016.

Young, Billy

Director of Technical Operations

Motlow position, 2018.

Young, Jonathan

Instructor, Mathematics

B.S., 1995, Middle Tennessee State University; M.B.A., 2005, Middle Tennessee State University; Motlow position, 2018.

Young, Kayren

Human Resources Assistant II

Motlow position, 2018.

Zimmerman, Debbie

Faculty Emeritus, Associate Professor, Communications

A.A., 1973, Motlow State Community College; B.S., 1974, Middle Tennessee State University; M.Ed., 1980, Middle Tennessee State University; Motlow position, 1981-2014.

MOTLOW COLLEGE FOUNDATION TRUSTEES EXECUTIVE COMMITTEE

Rhonda Allen	Rutherford County
Jeff Anderson	Bedford County
Jerry Cooper	Warren County
Rick Francis	Bedford County
Michael Griffith	Warren County
Todd Herzog	Warren County
Dr. Sam Ingram	Rutherford County
Howard Kirksey	Moore County
Fran Marcum	Coffee County
Gary Morgan	Rutherford County, Vice Chair
Dr. Harry Nisbett	Coffee County
Lori North	Rutherford County, Chair
John Parker	Bedford County
Hilda Tunstill	Franklin County, Treasurer
Lane Yoder	Coffee County, Executive Director
Daryl Welch	Franklin County

EARLY CHILDHOOD EDUCATION ADVISORY COUNCIL

Ms. Stacy Bradshaw	Tullahoma
Ms. Menza Cantrell	Shelbyville
Ms. Emma Coleman	Tullahoma
Mr. Sid Hill	Area-Wide
Ms. Larue Hopper	Fayetteville
Ms. Margaret McKinley	Murfreesboro/Smyrna
Ms. Nusrat Mohyuddin	Tullahoma
Ms. Debbie Simpson	Murfreesboro/Smyrna

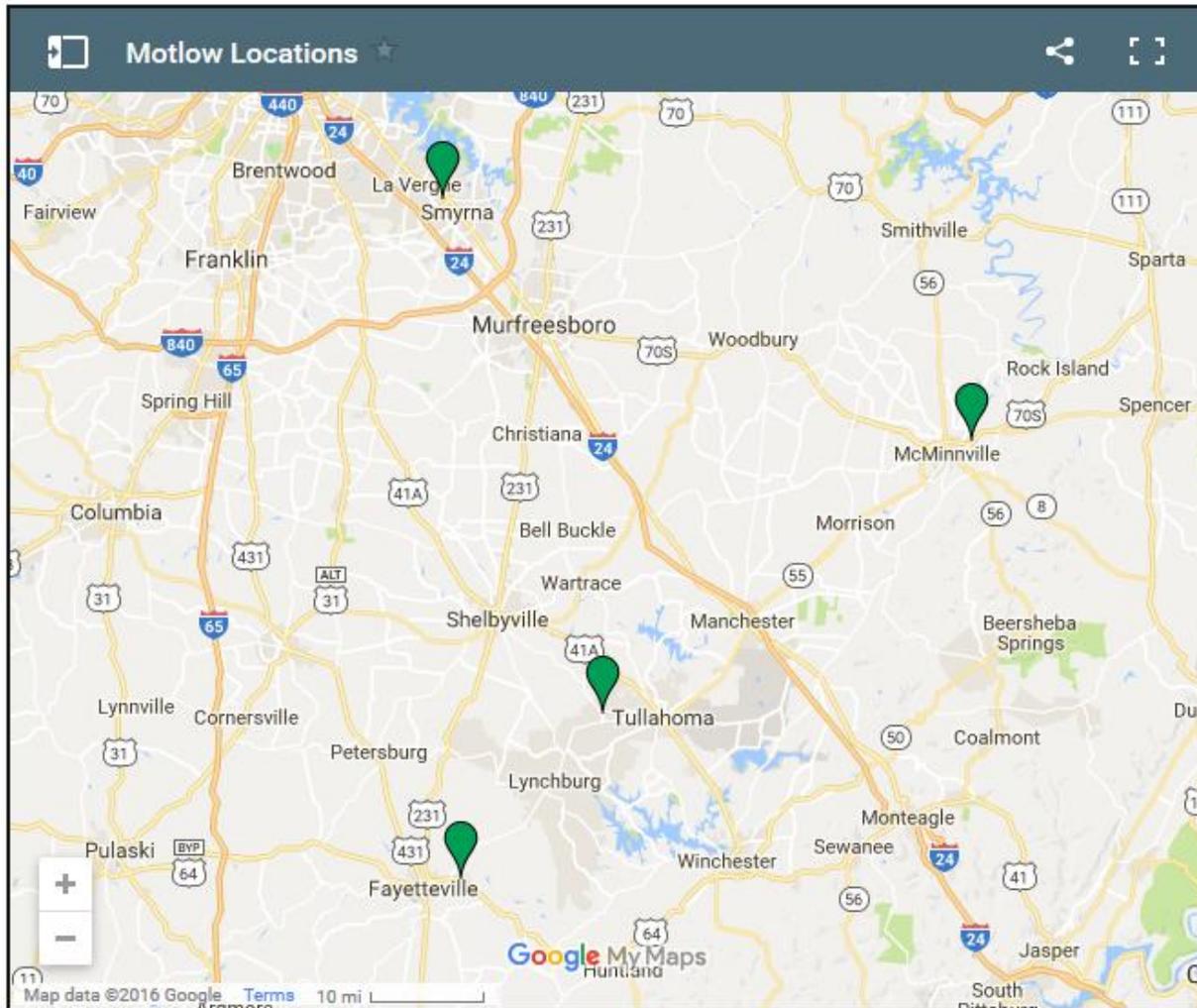
Nursing and Allied Health

Chief Nursing Officers/Directors of Nursing	Representative Current Nursing Clinical Facilities
Current Level II Class President	Motlow College
Current Student Nurses Association President	Motlow College
Previous year's Level II Class President	Motlow College
All Full Time Nursing Faculty	Motlow College
Current Nursing Adjunct Faculty	Motlow College
TTC Director of Nursing	Tennessee College of Applied Technology Centers
University Director of Nursing Representative	
Representatives from other employers of recent graduates	

General Education

Ms. Susan Askew	Sewanee
Ms. Nancy June Brandon	Shelbyville
Ms. Gingi Braswell	Smithville
Ms. Marge Gore	Manchester
Dr. Charles Harvey	Tullahoma
Ms. Carolyn Houston	Spencer
Mr. Ted Jones	Smithville
Ms. Kim Kelly	Murfreesboro
Ms. Barbara Parker	Woodbury
Mr. Robert Smith	Manchester
Mr. Herd Sullivan	Sparta
Ms. Lynne Tolley	Lynchburg
Mr. Thomas Vaughn	McMinnville
Mr. Jeff Whitmore	Fayetteville
Student Representatives	

Motlow State Community College Locations



5002 Motlow College Blvd.
Smyrna, TN 37167

225 Cadillac Ln.
McMinnville, TN 37110

6015 Ledford Mill Rd.
Tullahoma, TN 37388

1802 Winchester Hwy.
Fayetteville, TN 37334

Catalog Addendum

6/28/18 – changed pre-requisite requirement for:

PHYS 2010 - Non-Calculus Physics I-4 sem hrs cr. (3 hours lecture-3 hours lab)This course is an applied physics study of the basic laws and principles of technical measurement, forces, vectors, equilibrium, velocity and acceleration, work, energy, and power, basic laws and principles of rotational motion, simple machines, and properties of solids and fluids. Prerequisite: Exemption from or completion of learning support competency courses OR with permission of the Curriculum Chair. **In addition, completion of MATH 1710 and MATH 1720 (MECH1320 can substitute for MATH1720) or completion of MATH 1730 or exemption with permission of the Curriculum Chair.**
Formerly/Same As (Formerly PHY 2110) Transfer (UT) or Non Transfer Course (UN): UT

7/16/18 - updated Expenses and Business Relations Fees

7/16/18 - updated General Regulations on Student Conduct and Disciplinary Sanctions – Academic and Classroom Misconduct section

7/9/18 - updated ADMN 1302 - removed Pre-req requirement.

8/14/18-added Challenge Examination Program Credit Fee of \$25.00 and correct verbiage.

9/4/18-removed prerequisite from COMM 1010

9/21/18-added “Appropriate MATH course from either of the two chosen programs” to AAS General Technology degree check list.

10/24/18-updated faculty/staff information

11/13/18-updated Early Childhood Education AS TSU AREA OF EMPHASIS REQUIREMENTS (~~20~~-21 credit hours)