

# Motlow State Community College

A center  
for **LIFELONG**  
LEARNING  
and  
growth opportunities...

2000-2001

student  
handbook

CATALOG

## INFORMATION DIRECTORY

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Academic Assessment (AAPP)	Director of Remedial/Developmental Studies, 393-1718
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ACT Testing	Director of Counseling, 393-1762
Applications, Admissions	Director of Admissions and Records, 393-1520
Athletic Program	Director of Athletics, 393-1614
Bookstore	Follett, 393-1571
Business Office	Director, Budget and Fiscal Services, 393-1531
Career Education Programs	Dean of Career Education and Workforce Development, 393-1627
Career Planning/Placement	Director of Career Planning, Placement and Cooperative Education, 393-1610
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Computer Services	Director of Computer Services, 393-1582
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Cooperative Education	Director of Career Planning, Placement and Cooperative Education, 393-1610
Counseling and Guidance	Director of Counseling, 393-1762
Development/Fundraising	Director of Development, 393-1692
Disabled Student Support Services	Dean of Student Development, 393-1762
Evening Classes	Dean of Extended Services, 393-1750
Fees and Expenses	Director, Budget & Fiscal Services, 393-1531
Financial Aid	Director of Financial Aid, 393-1553
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Honors Program	Dean of Liberal Arts, 393-1700
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Information	Director of Community Relations, 393-1546
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Job Placement Services	Director of Career Planning, Placement and Cooperative Education, 393-1610
Job Training Partnership Act	Director of Job Training, 455-9596
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Quiz Bowl	Dean of Liberal Arts, 393-1700
Registration	Director of Admissions and Records, 393-1520
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Student Appeals	Vice President for Student Affairs/Institutional Advancement, 393-1690
Testing Services	Director of Counseling, 393-1762
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Workforce Development Programs	Dean of Career Education and Workforce Development, 393-1627
Workshops, Institutes, Seminars-Business	Director of Economic and Community Development, 393-1756

**Visit us at our Web Site — <http://www.MSCC.CC.TN.US>**

### A NOTE TO VISITORS

The college administration, faculty, and staff welcome visitors to the campus. The administrative offices are open Monday through Friday, 8:00 a.m. - 4:30 p.m.

# Motlow State Community College

*A Tennessee Board of Regents Institution*

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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 CALENDAR

This calendar is 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. Contact the Office of Admissions and Records to verify calendar dates for each term.

### FALL SEMESTER 2000

Registration .....	August 16
Late Registration Begins .....	August 17
Classes Begin .....	August 21
Last Day to Register or Add Courses .....	August 25
Holiday, Labor Day (campus closed) .....	September 4
Last Day to be Deleted from Roll .....	September 1
Midterm Examinations .....	October 9-13
Fall Break .....	October 19-20
Last Day to Drop Classes with and Receive a "W" .....	October 27
Intent to Graduate Forms due .....	November 1
Holiday, Thanksgiving (campus closed) .....	November 23-24
Final Examinations (evening) .....	December 5, 11, 13, 14
Final Examinations (day) .....	December 11-14

### SPRING SEMESTER 2001

Registration .....	January 8
Late Registration Begins .....	January 9
Classes Begin .....	January 11
Holiday, Martin Luther King, Jr. Day (campus closed) .....	January 15
Last Day to Register or Add Courses .....	January 16
Last Day to be Deleted from Roll .....	January 23
Midterm Examinations .....	March 5-9
Spring Break .....	March 12-16
Last Day to Drop Classes and Receive a "W" .....	March 20
General Education and Major Field Testing for all Graduates .....	April 9-20
Good Friday Holiday (campus closed) .....	April 13
Final Examinations (day) .....	May 8-11
Final Examinations (evening) .....	May 3, 7, 8, 9
Commencement .....	May 12

### SUMMER SEMESTER 2001

Registration for all Terms .....	May 30
Full Term Classes Begin .....	May 31
Last Day to Add Full Term Classes .....	June 6
Final Exams Full Term .....	August 7-8
1st Half Classes Begin .....	May 31
Last Day to Add 1st Half Classes .....	June 4
Final Exams 1st Half .....	July 3
2nd Half Classes Begin .....	July 5
Last Day to Add 2nd Half Classes .....	July 9
Final Exams 2nd Half .....	August 7
Holiday, Independence Day (campus closed) .....	July 4

**THE PROGRAMS, CURRICULA, AND FEES AS SET FORTH IN THIS CATALOG ARE SUBJECT TO CHANGE AT ANY TIME AT THE DISCRETION OF MOTLOW STATE COMMUNITY COLLEGE OR THE TENNESSEE BOARD OF REGENTS. BECAUSE OF THE POSSIBILITY OF CHANGE OR UNDETECTED ERROR, IMPORTANT POINTS OF FACT AND INTERPRETATION SHOULD BE CONFIRMED BY THE APPROPRIATE COLLEGE OFFICIAL.**



*Dear Reader:*

*The Motlow College faculty, staff, and student body are excited about the opportunities that will come with the 2000-01 academic year. We pledge our continued commitment to educational excellence, community service, workforce development, and cultural enrichment.*

*Our 30-year history is a testament to our mission, which is "to enrich and empower its students and the community it serves." Motlow continues as a center of teaching and learning where students are given the opportunity for growth and personal development through student organizations, community service, and scholarships. Our programs are accredited, affordable, and accessible. Every resident within the 11-county service area is within an hour's drive of a Motlow teaching site.*

*Our alumni are a testament to the quality of instruction, education, and training opportunities provided here. Motlow graduates are highly praised by employers for their abilities to communicate effectively, to work in a team environment, and to perform in a technologically driven global society.*

*We invite you to become a member of the Motlow College family and to share in the many positive experiences available to you. Visit Motlow College at your convenience.*

*Sincerely,*

A handwritten signature in dark ink, appearing to read "A. Frank Glass". The signature is fluid and cursive.

*A. Frank Glass*

*President*

## 4 GENERAL INFORMATION

### STATEMENT OF MISSION

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, and Associate of Applied Science degrees and certificates of credit.

Motlow College strives to develop the cultural, intellectual, and vocational resources 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:

- degree programs designed for transfer to other colleges and universities;
- degree and non-degree programs designed to develop immediate job readiness skills and competencies; and
- 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.

Motlow College encourages critical thinking, clear communication, ethical behavior, respect for others, civic responsibility, problem solving, effective functioning in individual and team situations, and appreciation for 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 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.

### ABBREVIATED MISSION STATEMENT

The mission of Motlow State Community College is to enrich and empower its students and the community it serves.

### VISION STATEMENT

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

### CONTINUOUS QUALITY IMPROVEMENT

In 1992 the college instituted a Continuous Quality Improvement (CQI) program. The college also developed its guiding principles--the ways in which we support our mission and vision statements, achieve our desired outcomes, and incorporate our core values in serving our customers.

#### DESIRED OUTCOMES OF CQI

1. Improve teamwork
2. Provide opportunities for self-improvement
3. Improve communications
4. Maximize our efficiency, effectiveness, and productivity
5. Promote continuous improvement

#### CUSTOMERS

1. Students
2. Receiving institutions
3. Employers
4. Taxpayers
5. Co-workers

#### CORE VALUES

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Excellence</li> <li>2. Creativity</li> <li>3. Trust</li> <li>4. Respect</li> <li>5. Diversity</li> </ol> | <ol style="list-style-type: none"> <li>6. Teamwork</li> <li>7. Integrity</li> <li>8. Knowledge</li> <li>9. Honesty</li> </ol> |
|--|---|

#### GUIDING PRINCIPLES

1. Motlow College is committed to ethical standards as we strive through teamwork to promote trust, respect for diversity, and the free exchange of ideas.
2. Motlow College is committed to excellence in scholarship and in service; through vision and innovation we seek continuous improvement.
3. Motlow College is committed to our customers, to the total development of individuals and to the community at large; we strive to enhance student capabilities and to further the cultural development of our service area.



## MOTLOW STATE COMMUNITY COLLEGE

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

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.

### LOCATION

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.

### HISTORY

The 1967 General Assembly authorized the construction of three additional community colleges in Tennessee. At a called meeting of the Tennessee Board of Education on June 13, 1967, officials of the cities and counties in the Elk River Development area asked that a community college be located in Moore County near Tullahoma, Tennessee. The Tennessee Board approved this request.

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, Governor Buford Ellington and Commissioner of Education, J. Howard Warf, recommended that the college be named Motlow State Community College.

Ground for the college buildings was broken at a ceremony in November, 1967, on the site. Yearwood and Johnson, Architects of Nashville, Tennessee, designed the campus. The principal construction contract was awarded to Martindale Construction Company of Murfreesboro, Tennessee, at a cost of approximately \$2,700,000. Actual construction was begun on five buildings in March, 1968.

Dr. Sam H. Ingram, formerly Dean of the School of Education at Middle Tennessee State University, was appointed president of the college. He opened temporary offices for administrative personnel of the college in the First Baptist Church building in Tullahoma in February, 1969. The administrative staff moved 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 approximately 500 students and 25 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. Since that time, other new career programs have been added, along with a very active program of continuing education, measurably increasing the institution's service to students and to the community.

In January, 1975, Dr. Ingram resigned to become Commissioner of Education, and the following March, Dr. Harry Wagner, Vice President for Student Affairs at Middle Tennessee State University, was appointed president. In 1984 Motlow's service area was expanded from seven to eleven counties, and Motlow assumed the lead institution role for identifying the educational and training needs of its area. In that same year, a major campus expansion project was implemented including major renovation of the Student Center, renovation of the maintenance complex, and construction of a new building. The new facility provides a 280-seat theater/auditorium, instructional support areas for nursing and engineering, and an office complex for the Career Education and Workforce Development division.



In May, 1986, Dr. Wagner resigned to become President of Chattanooga State Technical Community College and Dr. Wade Powers, Dean of the College at Volunteer State Community College, Gallatin, Tennessee, became interim president.

In April, 1987, Dr. A. Frank Glass, academic dean since 1975, became the third president of the college. Credit and non-credit courses, seminars, and workshops drew increased enrollment throughout the 1987-90 period.

Activities funded by a \$1.6 million Title III grant strengthened the student academic advisement system and provided for acquisition of state-of-the-art equipment for a model Computer Integrated Manufacturing Center. Related activities of the college's Center for Information Systems, funded through the Tennessee Board of Regents' Centers of Emphasis program, resulted in program revisions, increased faculty/staff development activities, and linkages with area businesses and industries.

Construction of a 14,000 square foot instructional facility in McMinnville was completed for opening in the fall, 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. In addition, the college expanded its evening program in Fayetteville and initiated a day instructional program there in the fall, 1988. Concurrent with the expanded program, an initiative was undertaken by Lincoln county residents to fund a new facility. This effort reached fruition with the opening of a 14,000 square foot instructional facility located just east of Fayetteville on highway 64.

#### **MOTLOW STATE COMMUNITY COLLEGE THE ROLE OF THE LEAD INSTITUTION FOR THE TENNESSEE 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 in an area based upon the area's employment demands. Motlow College has been assigned the lead institution role for the Tennessee 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**

Motlow State Community College intends to comply with Executive Order 11246, as amended in its entirety; all pertinent, subsequent amendments; and any superseding Executive Orders concerning Affirmative Action. Furthermore, Motlow State Community College intends to comply with Title IV of the Civil Rights Acts of 1964, as amended; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Fair Labor Standards Act of 1938, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Americans with Disabilities Act of 1990; subsequent amendments to these acts; Title VI; and all other current state and Federal laws and regulations regarding equal employment opportunity and/or affirmative action. The Director of Administrative Services located in the Ingram Administration Building (telephone number 931-393-1542) is the person responsible for the coordination of policies and procedures for compliance with the aforementioned Acts.

#### **DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989**

Motlow State Community College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol on the campus property or on institutionally owned, leased, or otherwise controlled property or as part of any activity of MSCC. All faculty, staff, and students are subject to applicable federal, state, and local laws related to illegal use and possession of controlled substances and alcohol. Additionally, students found in violation of the Drug-Free Communities Act will result in disciplinary action set forth in the Student Handbook.

**JOB TRAINING DIVISION**  
(Job Training Partnership Act)

The Motlow State Community College Job Training Division provides training to prepare youth and unskilled adults for entry into the labor market. The authority for this program was established by the federal government through the Job Training Partnership Act (JTPA) signed by the President in 1982. Motlow College was designated as the administrative entity and grant recipient in July, 1983, for the program in Bedford, Coffee, Franklin, Lincoln, Moore, and Rutherford counties. These counties are designated as Service Delivery Area 10 (SDA 10), out of fourteen SDAs across the state.

The JTPA represents a significant shift in former federal manpower programs. The Private Industry Council (PIC), composed of appointed members from business and industry throughout the SDA, provides policy guidance for the entire program. The program is orchestrated in close cooperation with local groups, educational institutions, and federal and state agencies. As a check and balance system of management, the Act requires that all county executives and mayors of incorporated cities in the area comprise a Consortium of Local Elected Officials (LEO) which must review the Council's action. Through the Council (PIC) and Consortium (LEO), policy guidance and program oversight are maintained.

Services provided under the Job Training Partnership Act are offered without cost to eligible participants. Participants may enroll in a GED class, update basic skills, or receive job skill training. The emphasis is on quality training leading to a permanent career position. During the course of training, participants may qualify for support services which help defray the costs of transportation.

**WORKFORCE DEVELOPMENT CENTERS**

The Workforce Development Centers provide counseling and classroom training in basic and job skill training for JTPA participants. The project's goals are to provide competency-based training in the following areas: assessment, job skills, job search, and job placement.

During assessment the needs and goals of the applicant are determined by interviewing and testing. Some students are referred to programs to upgrade basic skills or provide preparation leading to a GED. Other students are referred to specific skill training leading to employment. Each individual is prepared to be job ready with confident pre-employment skills and motivational training. The JTPA staff will assist in the job-seeking process as a follow-up to participation in other JTPA activities.

**SUMMER YOUTH PROGRAM**

The JTPA Summer Youth Program is designed to provide basic skills remediation, career exploration, and work experience to economically disadvantaged youth ages 14-21 within the six counties that comprise SDA 10. Participants earn minimum wage during the six to eight week program.

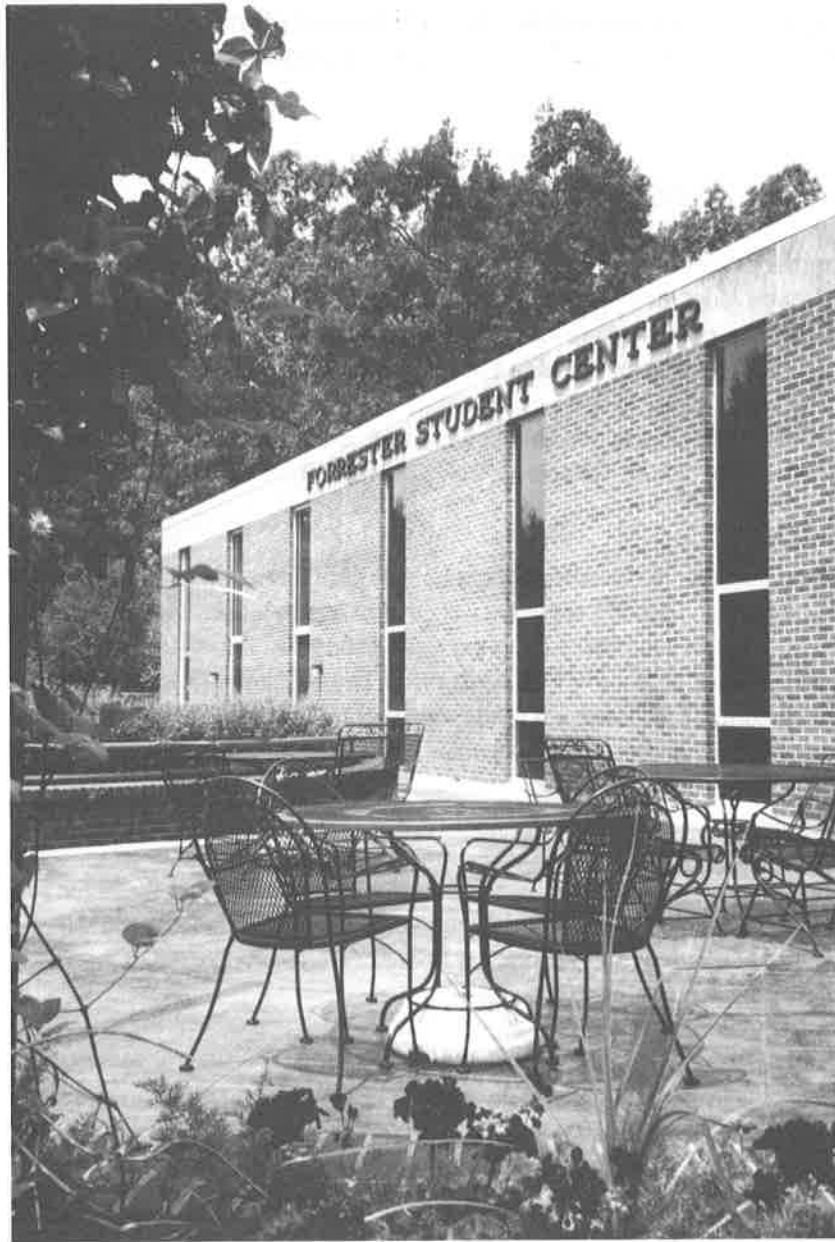
**FAMILIES FIRST PROGRAM**

On September 1, 1996, the State of Tennessee began implementation of the Families First Program. Families First is a job training program created to assist public assistance recipients enter the workforce and compete for jobs.

Motlow Job Training provides the following services for Families First: job skill training, life skill instruction, and support services such as assistance with dental care, eye care, and transportation.

**DISLOCATED WORKER RETRAINING PROGRAM (EDWAAA)**

The Dislocated Worker Program integrates available state and local services in meeting the needs of workers undergoing permanent plant closings and substantial lay-offs and provides assistance to the communities impacted by these circumstances. Students can be provided with the following services: counseling, retraining through post-secondary, vocational, basic and remedial education skills, along with assistance in locating employment and referrals to other service providers. The program is operated under the Economic Dislocation and Worker Adjustment Assistance Act (EDWAAA). EDWAAA was passed as a part of the Omnibus Trade Bill and replaced Title III of the Job Training Partnership Act effective July 1, 1989.



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## STUDENT AFFAIRS

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## STUDENT AFFAIRS

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Motlow State Community College recognizes that it is the student that brings to full realization the goals and objectives of a college program. Each person who is involved in the total effort at Motlow endeavors to demonstrate that the college is willing to work toward the success of each individual who comes to participate in the program of his or her choice.

### ADMISSION TO THE COLLEGE

Motlow State Community College subscribes to the open door policy for admission. Prospective students seeking admission to the college must meet the admission requirements listed for the type of student which they will be when entering the college. The student types identified for admission purposes are given on the following pages. Each type is defined, specific requirements for admission of each type are listed, and additional information appropriate to that type is given.

All correspondence regarding admissions should be mailed to the Office of Admissions and Records, Motlow State Community College, P. O. Box 88100, Tullahoma, TN 37388-8100.

### **FINAL ACCEPTANCE**

All requirements for admission to the college must be met prior to the student registering for classes. When all admission requirements have been met, the applicant will be sent a letter indicating full acceptance for admission. Deadlines for admission to the college are published in the class schedule. If further action is necessary in order to establish eligibility for admission, the student will be advised. 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, nor will copies of the student's transcript be released until all admission requirements have been met.

### **NON-RESIDENT STUDENTS**

The admission requirements for non-residents of Tennessee are the same as those for Tennessee residents. For the purpose of paying fees and tuition, all residency 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.

### **GENERAL INTEREST COMMUNITY SERVICE STUDENTS**

A general interest community service student is enrolled in non-credit continuing education courses. Enrollment requires completion of forms in the Office of Extended Services during the registration process and payment of the fee appropriate to the selected course(s).

## 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.

### HONORS ENTRY REQUIREMENTS

Students are selected on the basis of past performance as measured by ACT scores, high school records, diagnostic writing samples, and/or college instructor recommendations. Students who have a recent ACT composite score of 23 (22 on ACT taken before October 1989) are prime candidates. Sophomores must have a minimum grade-point average of 3.0 with 3.5 in the specific Honors area to be eligible for Honors courses. Students who do not have a recent ACT test score may be admitted to Honors classes by consulting with the Dean of Liberal Arts to determine if they meet Honors requirements. Class discussion and interaction are integral parts of the Honors experience. Only in exceptional circumstances will students receive an Honors designation in a class outside of scheduled Honors sections. No Honors credit is offered in the summer session. Requests for Honors designation should be made to the Dean of Liberal Arts prior to registration for the course. Additional information about the Honors program is available in the Offices of the Divisions of Career Education/Workforce Development and Liberal Arts.

### NURSING PROGRAM REQUIREMENTS

Students wishing to apply for admission to the nursing program must satisfy all admission requirements of the college and, in addition, complete a nursing application, take the Registered Nursing Entrance Examination and comply with all provisions of the Academic Assessment Placement Program (AAPP). For information concerning testing dates, contact the Director of Nursing Education. Final selection of successful applicants will be reviewed by a screening committee comprised of the Director of Nursing Education, the Dean of Career Education and Workforce Development, the Vice President for Academic Affairs, and the Vice President for Student Affairs.

One nursing class is admitted annually in the fall semester. Students may enter the college to pursue the general education courses prior to planned entrance into the nursing program. Advisement by the nursing faculty is recommended to plan an appropriate program of study.

Transfer or readmit students who wish to enter the nursing program must have a two-year currency in nursing courses and a recommended five-year currency in required mathematics and natural sciences.



## DEGREE AND CERTIFICATE OF CREDIT SEEKING STUDENTS

A degree or certificate of credit seeking student is defined as a student taking courses for credit who intends to complete an associate degree or certificate of credit at Motlow.

### *STUDENT TYPES FOR ADMISSION*

The following student types have been identified at Motlow State Community College for admission purposes:

New Freshman Student	Transient Student
Transfer Student	60-Year-Old or Older Audit Student
Readmit Student	65-Year-Old or Older Credit Student
Audit-Only Student	International Student
Special Student for Credit	Academically Talented/Gifted Student
Joint Enrollment Student	Totally Disabled Student
Dual Enrollment Student	

On the following pages, 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. A prospective student seeking admission to the college must complete the requirements for the student type which he/she has chosen for entry into the college.

Any student enrolled in one of the student type categories who wishes to change categories must meet the admission requirements for the new student type category.

### NEW FRESHMAN STUDENT

A new freshman student is a student who is pursuing a degree or certificate of credit program at Motlow and has never attended college before. To be admitted as a new freshman student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school from which the applicant graduated forward to the Office of Admissions and Records at Motlow an official transcript indicating the receipt of a regular high school diploma as specified by the Tennessee State Department of Education. A student who received a high school certificate or a diploma of special education may be admitted on the basis of GED, EDP, or ACT scores and high school transcripts. If the General Education Development (GED) examination was taken, request that the testing center at which the test was taken forward to the Office of Admissions and Records at Motlow evidence of satisfactory completion of the examination with a comprehensive score of 45 or more. If the American Council on Education (ACE) External Diploma Program (EDP) diploma was awarded, the student must request that the Board of Education where the diploma was awarded forward the transcript showing the completion of the 65 required competencies to the Office of Admissions and Records at Motlow. To be admitted on the basis of American College Test (ACT), the composite score must be 19 or above. The high school transcript, GED examination, EDP transcript, or ACT test results must be sent directly to Motlow from the high school or testing center. All transcripts must be on file prior to registration.
3. Provide an official American College Testing Program (ACT) report if the applicant is under 21 years of age. (This ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Office of Guidance and Testing to schedule taking an ACT test. ACT scores on the high school transcript that are less than three years old are acceptable. Only one valid set of ACT scores will be used for admission and AAPP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score. If the scores were not requested at the time of testing, an official ACT report can be requested by writing to the American College Testing Program, Box 451, Iowa City, IA 52240 and including a \$7.00 fee. (For more information, contact ACT directly at 319-337-1320.) The score report is to be sent directly to the Office of Admissions and Records at Motlow.
4. For assessment and placement information, see pages 77-79.

## TRANSFER STUDENT

A transfer student is a degree or certificate of credit seeking student who has not previously attended Motlow and is coming to Motlow from an approved college or university. (A student who has previously attended Motlow and transfers from another institution is a "readmit" student.) To be admitted as a transfer student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records at Motlow from each college or university previously attended by the applicant. All transcripts must be on file prior to registration.
3. For assessment and placement information, see pages 77-79.

Students who wish to transfer from another college or university to Motlow State Community College must fulfill admission requirements described previously. Transfer students must be eligible to re-enter the school from which they are transferring. Transfer students who wish to enter the nursing program must have a two-year currency credit in nursing, and a recommended five-year currency for credit in required mathematics and natural science courses.

All collegiate-level course work for each transfer student who is degree-seeking or certificate of credit-seeking 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 toward degree or certificate program requirements will be given for transfer coursework that meets all three criteria. Grades for any course accepted as transfer credit will be used in computing the cumulative grade point average. A copy of the transcript evaluation will be mailed to the student as soon as the evaluation is complete. All questions, including appeals, should be directed to the Director of Admissions and Records.

A transfer student who is not eligible to re-enter the institution from which he/she is transferring may appeal the suspension to the Student Affairs Committee at Motlow if he/she feels there are unusual circumstances which have contributed to the suspension from the previous institution. A transfer student who is allowed to enter Motlow through this appeal process may be advised to reduce his or her load, repeat certain courses, or change program of study. The student will enter on probation.

An appeal must be requested by obtaining a suspension appeal form from the office of Admissions and Records and bringing or mailing the completed form along with a copy of a transcript reflecting all previous college work to the Vice President for Student Affairs and Institutional Advancement prior to the day before the first day of the regular registration period as indicated in the official college calendar for the semester which the student wishes to enter. Appeals will be heard by the Committee beginning at 8:30 a.m. on the day before the first day of regular registration each semester. The student should confirm the date with the Office of the Vice President for Student Affairs at 393-1690. The student should report to the cafeteria in Forrester Student Center by 8:30 a.m. on the day of appeals. The Student Affairs Committee reserves the right to alter the date for appeals based upon the number of appeals to be heard.

The Vice President for Student Affairs and Institutional Advancement may remove the suspension status for a student when recommended by the Student Affairs Committee.

## READMIT STUDENT

A readmit student is a student who has previously taken credit classes at Motlow College. To be admitted as a readmit student, a person must do the following:

1. Submit a completed Application for Readmission to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records from each institution attended since last attending Motlow. All transcripts must be on file prior to registration.
3. For assessment and placement information, see pages 77-79.

**AUDIT-ONLY STUDENT**

An audit-only student is a student who is enrolled with audit status in every class for which he/she is enrolled. Remedial or developmental level courses may not be taken for audit status. A student who attends a class with audit status will receive no credit and no grade. Enrollment with audit status is reflected on the academic record as AU for "audit." 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. To be admitted as an audit-only student, a person must submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.

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. However, a student will neither be allowed to change from audit to credit nor credit to audit after the last day to add a class as designated in each semester's class schedule. Enrollment for audit may be subject to space availability. Remedial or developmental level courses may not be taken for audit status.

**SPECIAL STUDENT FOR CREDIT**

A special student for credit is a student who is taking one or more courses for credit at Motlow but is not pursuing a degree or certificate of credit program. To be admitted as a special student for credit, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Provide proof of a regular high school diploma or a GED high school equivalency diploma with a composite GED test score of 45 or above. Proof can be a copy of a high school or GED diploma, copy of high school or college transcript, copy of GED scores, letter from employer or other documentation that requires a high school diploma.

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 prerequisites, until they have provided appropriate ACT, assessment scores, or prior college coursework showing evidence of adequate preparation for these courses. For assessment and placement information, see pages 77-79.

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.

**TRANSIENT STUDENT (summer semester only)**

A transient student is a student from another institution who takes classes during the summer term at Motlow and transfers the credit to the home institution. A transient student must submit an official request to the Office of Admissions and Records at Motlow to have an official transcript forwarded to the home institution at the end of the summer term. Transient students must be eligible to re-enter the home institution. To be admitted as a transient student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records; or, in the event that the student has previously attended Motlow, submit a completed Application for Readmission form to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records at Motlow from the college or university where the applicant is regularly enrolled. All transcripts must be on file prior to registration.



**SIXTY-YEAR-OLD OR OLDER AUDIT STUDENT**

This student type is a student who is sixty (60) years old or older and is domiciled in Tennessee who is enrolled only as an audit student. This student type may audit credit courses without payment of a maintenance fee. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a sixty-year-old audit student, a person must do the following.

1. Submit a completed Application for Admission form and a non-refundable \$5.00 application fee to the Office of Admissions and Records.
2. Submit proof of age.

**SIXTY-FIVE-YEAR-OLD OR OLDER CREDIT STUDENT**

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. 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 \$45.00 per semester. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a sixty-five-year-old student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit proof of age.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records:
  - a. an official high school transcript or other proof of graduation from high school; or
  - b. an official report of a comprehensive GED score of 45 or more;
  - c. an official EDP transcript indicating the 65 required competencies; or
  - d. evidence of graduation from a college or university.

**TOTALLY DISABLED STUDENT**

This student type is a person who is domiciled in Tennessee and is totally disabled, as defined by the Tennessee Board of Regents. 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 \$45.00 per semester. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a totally disabled student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit certification of disability, as defined by the Tennessee Board of Regents.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records:
  - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education; or
  - b. an official report of a comprehensive GED score of 45 or more;
  - c. an official EDP transcript indicating the 65 required competencies; or
  - d. evidence of graduation from a college or university.
4. Provide an official ACT report if applicant is under 21 years of age. (The ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Counseling Office to schedule an ACT test. ACT scores on the high school transcript that are less than three years old are acceptable. Only one valid set of ACT scores will be used for admission and AAPP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score.
5. For assessment and placement information, see pages 77-79.

**INTERNATIONAL STUDENT**

An international student is a student who is a citizen or a permanent resident of a country other than the United States. To be admitted as an international student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official TOEFL (Test of English as a Foreign Language) report with a score of at least 500 be forwarded to the Office of Admissions and Records at Motlow. (The TOEFL is not administered at Motlow.)
3. Submit a completed financial statement form.
4. Submit evidence of high school graduation or the equivalent, or an official report of a comprehensive GED score of 45 or more, or an official EDP transcript indicating the 65 required competencies, or graduation from a college or university.
5. 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.
6. Provide an official American College Testing Program (ACT) report if the applicant is under 21 years of age. (The ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Counseling Office to schedule taking an ACT test. ACT scores on the high school transcript are acceptable. Only one valid set of ACT scores will be used for admission and AAPP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score.
7. Submit copies of appropriate examination certificates to the Office of Admissions and Records.
8. All international students applying for admission pursuant to a student visa shall 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, and 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.
9. International students without valid ACT/SAT scores must complete the entire COMPASS test. For assessment and placement information, see pages 77-79.
10. Submit proof of health insurance.



## EARLY ADMISSION

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. Three categories, Joint Enrollment, Dual Enrollment, and Academically Talented/Gifted, are defined to provide the opportunity for early admission.

### JOINT ENROLLMENT

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. The joint enrollment category is for the student who has completed the junior year in high school and is still involved in a high school program of study. The following conditions must be met for a student to be eligible for enrollment at Motlow as a joint enrollment student.

1. The 9th, 10th, and 11th grades have been completed.
2. The cumulative grade average (excluding department grades) beginning with the sophomore year and including all high school work completed at the time of enrollment at MSCC is a minimum of 3.2 based on a 4.0 scale or the equivalent.
3. When a content area in the high school curriculum corresponds to the coursework to be completed at MSCC, the grade point average in the content area must be a minimum of 3.2 based on a 4.0 scale or the equivalent.
4. The high school principal must approve the student for joint enrollment and submit a letter of recommendation to the Director of Admissions and Records at MSCC. An endorsement letter must also be submitted from the student's parents or guardians.
5. The student must provide an official Enhanced American College Testing Program (ACT) report with a composite score of 22 or higher. Students enrolling in English courses must have a minimum ACT English subscore of 19; students enrolling in mathematics courses must have a minimum ACT mathematics subscore of 19. ACT scores on the high school transcript are acceptable. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Counseling Office to schedule an ACT test. Only one valid set of ACT scores will be used for admission and AAPP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score.

When the above conditions have been met, the prospective joint enrollment student must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school send an official transcript directly to the Office of Admissions and Records at MSCC. If a letter of approval and recommendation from the principal has not been previously submitted, such a letter should accompany the transcript at this time.
3. Letter of approval and high school transcript must be on file prior to registration.

Courses taken must be chosen by the student in consultation with his/her high school counselor and a Motlow advisor in order to supplement, and not overlap, the total high school 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 MSCC.

### DUAL ENROLLMENT

Dual enrollment is the enrollment of a high school student in one or more specified college courses for which the student will be awarded both high school and college credit. Dual enrollment opportunities are available for students whose high schools have consensual agreements with the college to offer college-level courses for which both high school units and college credits are awarded simultaneously. To be eligible for dual enrollment courses, the student must:

1. Meet the same eligibility requirements as students entering under the joint enrollment category;
2. Submit a completed Application for Admission and pay a \$5.00 non-refundable application fee to the Office of Admissions and Records;
3. Request that an official high school transcript be sent directly to the Office of Admissions and Records. If letters of approval from high school principals and parents or guardians have not been previously submitted, such letters should accompany the transcript. Transcripts and letters must be on file prior to registration.

**ACADEMICALLY TALENTED/GIFTED STUDENTS**

Chapter 395 of the Public Acts of 1983 specifies as follows:

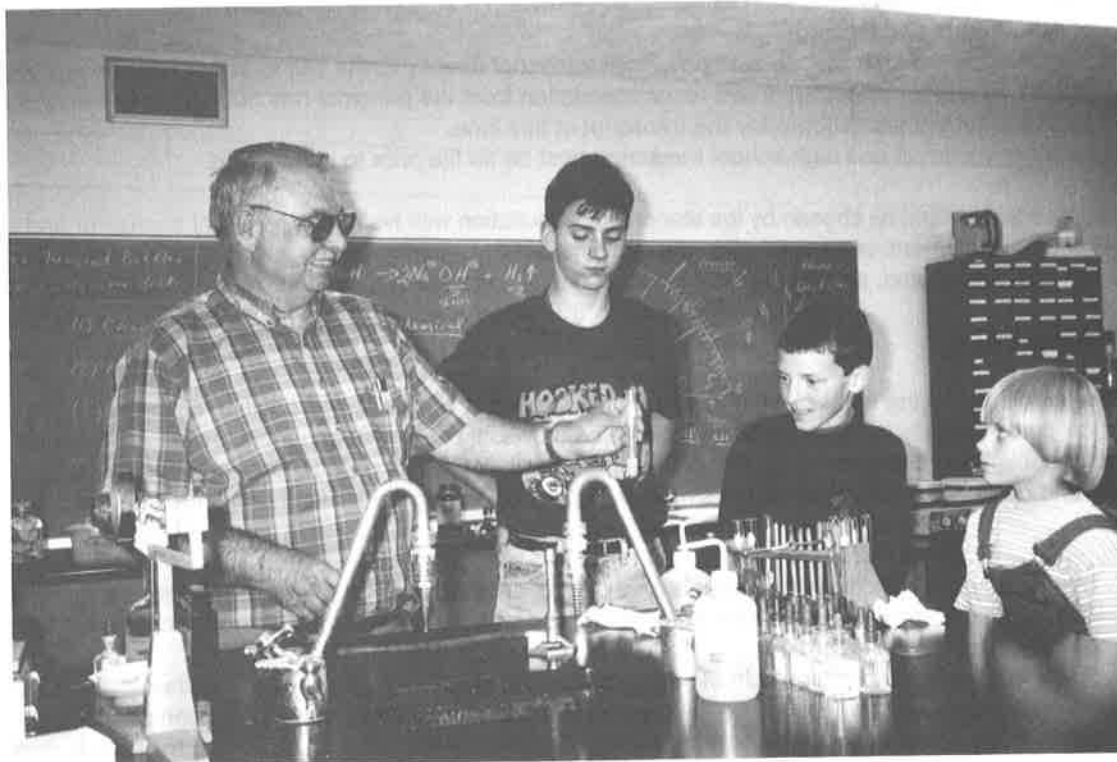
"Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high school in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee postsecondary 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."

The following conditions as described in Chapter 395 must be met for a student to be eligible for enrollment at MSCC 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 average (excluding department grades) beginning with the ninth grade and including all work completed at the time of enrollment at MSCC is equivalent to 3.2 or more on a 4.0 maximum basis.
3. Enrollment in course at MSCC 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 at MSCC and submit a letter of recommendation, a transcript, and a copy of the student's Individual Education Program to the Vice President for Academic Affairs. Courses to be taken are to be identified in the IEP.

The school principal will be notified of action taken on the recommendation. If the proposed enrollment is approved by the Vice President for Academic Affairs, the prospective student should submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.

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 MSCC.



**UNDERGRADUATE ADMISSION REQUIREMENTS  
UNIVERSITY BACCALAUREATE PROGRAMS  
AND  
COMMUNITY COLLEGE TRANSFER PROGRAMS**

Effective Fall Term, 1989

**BACKGROUND**

In December, 1982, the Tennessee Board of Regents (TBR) of the State University and Community College System endorsed--as part of its review of teacher education--the "basic academic competencies" and "the basic academic subjects" described by the College Board in its Educational EQuality Project. Subsequently, as part of the Comprehensive Education Reform Act of 1984, Tennessee expressed legislative intent that the same College Board document would provide a benchmark for measurable improvement in K-12 instructional programs. Section 99 of that Act states:

SECTION 99. Within five (5) years after passage of this act it is the legislative intent that the instructional program shall be improved to provide measurable improvement in the subjects of Chapter II "The Basic Academic Competencies," Chapter III "Computer Competency: An Emerging Need," and Chapter IV "The Basic Academic Subjects," all as set out in Academic Preparation for College: What Students Need to Know and Be Able to Do, published by the College Board, 888 Seventh Avenue, New York, New York, 10106, 1983.

By its action TBR asserted the position that college-level work should presume the College Board competencies and that admitted students unable to pursue studies at that level are by definition underprepared.

**PROFICIENCY IN BASIC ACADEMIC SUBJECTS**

For students with the goal of a baccalaureate degree--which includes university students and those in transfer programs at community colleges--TBR asserts that those subject outcomes acquired ideally from high school study fall in six (6) areas: English, the arts, mathematics, science, social studies, and foreign language.

The requirements listed for TBR universities apply to all students graduating from high school in the spring 1989 or thereafter and entering a TBR university fall 1989 or thereafter as freshman applicants for regular admission. Undergraduate transfer applicants for regular admission who are deficient in any of these areas must have college courses that remove the deficiency.

Community colleges will remain open admission institutions admitting all high school graduates. However, Motlow State Community College recommends that students seeking admission to programs at Motlow designed for transfer pursue the high school curriculum required for university admission. Collegiate level courses used to remove admissions deficiencies may be used to satisfy elective credit but will not count toward graduation requirements; non-collegiate level courses used to satisfy deficiencies may not be used to meet elective credit. These requirements must be completed prior to the awarding of an associate degree designed for transfer to a university.

**HIGH SCHOOL UNITS REQUIRED FOR REGULAR ADMISSION  
AT ALL TBR UNIVERSITIES EFFECTIVE FALL 1989**

Beginning with the fall term 1989 all TBR universities require that first-time undergraduate freshmen who graduate from high school spring 1989 and thereafter have the high school subject units listed below for regular admission. Students who received the General Educational Development (GED) Certificate in 1989 or thereafter are considered to have met all high school unit requirements except those in foreign language and visual or performing arts, and those indicated by AAPP testing. However, students entering with the GED credential must complete the entire battery of AAPP tests unless they have valid ACT scores of 26 or greater (ACT is optional for students 21 years of age or older). All TBR community colleges recommend, but do not require, the same subject units for freshmen admitted to programs designed for transfer to baccalaureate schools. Students admitted without these subjects must remove the deficiencies before receiving an associate degree designed for transfer. The deficiencies may be removed by completing specifically designated courses with a grade of "C" or better or through achieving satisfactory scores on examinations (CLEP in subject areas or AAPP), if applicable. See the following pages for details of courses and examinations.

ENGLISH ..... 4 Required Units  
Units in this category must address reading and literature, writing, speaking, and listening, and principles concerning the English language. Extensive experience in reading and writing should characterize all courses.

**MATHEMATICS** . . . . . 3 Required Units  
 Units in this category must include Algebra I, Algebra II, and Geometry or an advanced course with Geometry as a major component. Students are recommended to take a fourth unit in computing, advanced mathematics, or statistics. All college freshmen will benefit by having studied mathematics as seniors.

**NATURAL AND PHYSICAL SCIENCE** . . . . . 2 Required Units  
 Units in this category must include mathematical skills, fundamental concepts, and some laboratory and field work. At least one unit must address detailed knowledge in the more traditional fields of biology, chemistry, or physics and must include a laboratory.

**UNITED STATES HISTORY** . . . . . 1 Required Unit  
 One unit in United States History is required.

**SOCIAL STUDIES** . . . . . 1 Required Unit  
 For students entering as first-time freshmen fall 1993 and thereafter, one unit is required. Units may include world history, ancient history, modern history, world geography, or European history. For students who graduated from high school between spring 1989 and spring 1992, units may include economics, civics, United States government, sociology, psychology, or anthropology.

**FOREIGN LANGUAGE** . . . . . 2 Required Units  
 Two units in a single foreign language are required in this category. One additional unit in this category is recommended.

**VISUAL/PERFORMING ARTS** . . . . . 1 Required Unit  
 For students entering as first-time freshmen fall 1993 and thereafter, one unit is required. Units may include theater arts, visual arts, music theory, music history, vocal music, instrumental music, art history, and general music. For students who graduated from high school between spring 1989 and spring 1992, this unit is not required.

**One unit is one year of high school study of a given subject.** Applicants who attended high schools not offering the required courses may be admitted to a university but must remove the deficiencies during the first 64 semester (or 96 quarter) hours. Transfer students must remove any deficiencies prior to regular admission. Collegiate level courses used to remove admissions deficiencies may be used to satisfy elective credit but will not count toward graduation requirements; non-collegiate level courses used to satisfy deficiencies may not be used to meet elective credit. These requirements must be completed prior to the awarding of an associate degree designed for transfer to a university.

**REMOVING UNIT DEFICIENCIES**

Students who graduate from high school spring 1989 or thereafter and are admitted to Motlow College as first-time, degree-seeking students in the fall 1989 or thereafter in the University Parallel major are subject to fall 1989 admission requirements. Students who received the GED certificate in 1989 or thereafter are considered to have met all high school unit requirements except those in foreign language and visual or performing arts, and those indicated by AAPP testing. However, students entering with the GED credential must complete the entire COMPASS test unless they have valid ACT composite scores of 26 or greater (ACT is optional for students 21 years of age or older). Students who enter with deficiencies must remove them prior to receiving the Associate of Arts or Associate of Science degrees.

The deficiencies may be removed by completing specifically designated courses with a grade of "C" or better or through achieving satisfactory scores on CLEP subject examination as available or by scoring above the cut-off score on the COMPASS test. Hours earned in Remedial and Developmental courses may not be used as any part of the hours in a degree program. Hours earned in collegiate courses to remove high school deficiencies may be used as general electives but may not be used to satisfy any item in the general education requirements or any specific course described in the area of emphasis requirements in any program in the University Parallel major.

For each semester enrolled, a student must take steps to remove at least one deficiency through scheduling a course that will lead to removal of a deficiency or by successfully completing an applicable CLEP examination. In disciplines where deficiencies exist, the deficiency must be removed before enrolling in other courses within the affected discipline.

Motlow College has identified the following procedures for removing deficiencies in high school units:

## THE USE OF AAPP ASSESSMENT FOR STUDENTS WITH DEFICIENCIES IN ADMISSION REQUIREMENTS

TBR admission standards implemented Fall 1989 apply to all students graduating from high school Spring 1989 and thereafter. Students who received the GED certificate in 1989 or thereafter are considered to have met all high school unit requirements except those in foreign language and visual or performing arts and those indicated by placement testing. Students deficient in required high school units may be admitted to community colleges and, through alternative admission, to TBR universities. The COMPASS tests in English and mathematics are used to determine the placement of students requiring removal of unit deficiencies in these subject areas. Consequently, students deficient in English or mathematics units may remove these deficiencies by (1) scoring at the college level placement on the COMPASS test and thereby demonstrating competency, or by (2) completing R/D course(s) indicated by COMPASS placement. Students admitted under the following categories must undergo AAPP assessment for purposes of meeting high school unit admission criteria:

1. Students entering with the GED credential must complete the entire COMPASS test battery.
2. International students must complete the entire COMPASS test battery if ACT scores so indicate.
3. Students 21 or older must complete the COMPASS test battery.
4. Students who lack a high school unit in English or Algebra must complete the appropriate COMPASS English or mathematics tests.
5. Transfer students deficient in required high school English or mathematics units must complete these COMPASS subject area tests.

NOTE: Students whose valid ACT composite scores are 26 or greater are exempt from AAPP testing.

### ENGLISH - 4 units required

ASSESSMENT AND REMEDIAL/DEVELOPMENTAL COURSES. A student deficient in English will be required to take the reading and English portions of the COMPASS test unless the student's valid ACT composite score is 26 or greater. If assessment indicates deficiency based on existing cutoff scores correlated to criteria for college-level work, the student will be required to enroll in Remedial/Developmental courses and follow all established requirements for Remedial/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Remedial/Developmental courses. Successful performance on the COMPASS test or successful completion of Remedial/Developmental courses meets the requirements for removing the deficiency in this subject area. Credit hours earned by completing remedial and/or developmental level courses are add-on hours and will not be used as any part of the total hours required to earn an associate degree or certificate of credit.

### ALGEBRA I AND II - 2 units required

ASSESSMENT AND REMEDIAL/DEVELOPMENTAL COURSES. A student deficient in algebra will be required to take the appropriate mathematics portions of the COMPASS test unless the student's valid ACT composite score is 26 or greater. If assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Remedial/Developmental courses and follow all established requirements for Remedial/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Remedial/Developmental courses. Successful performance on the COMPASS test instrument or successful completion of Remedial/Developmental courses meets the requirements for removing the deficiency in this subject area. Credit hours earned by completing remedial and/or developmental level courses are add-on hours and will not be used as any part of the total hours required to earn an associate degree or certificate of credit.

### GEOMETRY OR OTHER ADVANCED MATHEMATICS COURSE WITH GEOMETRY AS A MAJOR COMPONENT - 1 unit required

MAT 0990 GEOMETRY. A student deficient in the Geometry/Advanced Mathematics unit will remove the deficiency by completing, with a grade of "C" or better, MAT 0990 Geometry. Credit hours earned in MAT 0990 are add-on hours and will not be used as any part of total hours required to earn an associate degree or certificate of credit.

NATURAL/PHYSICAL SCIENCES, INCLUDING AT LEAST ONE UNIT, WITH LAB, OF BIOLOGY, CHEMISTRY, OR PHYSICS - 2 units required

BIO 1410, 1420 GENERAL BIOLOGY I AND II. A student deficient in two units of science may remove the deficiency by completing, with a grade of "C" or better in each, both BIO 1410 General Biology I and BIO 1420 General Biology II. A student deficient in one unit of science may remove the deficiency by completing only BIO 1420 General Biology II. The awarded hours remove the deficiency and are used as elective hours. Additional courses must be completed to meet the general education requirement of eight semester hours of college science.

CLEP EXAMINATION. A student deficient in science may remove the deficiency by completing a CLEP examination in Biology with a minimum score of 50. If the CLEP examination is successfully completed, eight semester hours of credit are awarded to remove the deficiency. If a student is deficient in two units of science, the eight hours awarded through CLEP will remove the deficiency and will be used only as elective hours. Additional courses must be completed to meet the general education requirement of eight semester hours college science. If a student is deficient in only one unit, four hours of credit remove the deficiency and become part of elective hours, and the four remaining hours may be used in meeting program requirements. An additional four semester hours must be earned to complete the general education requirement.

UNITED STATES HISTORY - 1 unit required

HIS 2110 UNITED STATES HISTORY I. A student deficient in United States History may remove the deficiency by completing, with a grade of "C" or better, HIS 2110 United States History I. A student who removes the deficiency with HIS 2110 will complete the six semester hours in the general education requirement by completing either of the following: HIS 2120 United States History II with HIS 2610 History of Tennessee or HIS 1110 World Civilization I with HIS 1120 World Civilization II.

CLEP EXAMINATION. A student deficient in United States History may remove the deficiency by completing a CLEP examination in American History with a minimum score of 50. If the CLEP examination is successfully completed, six semester hours of credit are awarded. Three of the awarded hours remove the deficiency and are used as elective hours. The three remaining hours may be used to meet degree requirements. In order for a student to meet the general education requirements in history, the student must take either HIS 2610 History of Tennessee or both HIS 1110 World Civilization I and HIS 1120 World Civilization II.

SOCIAL STUDIES - 1 unit required

A student deficient in Social Studies may remove the deficiency by completing, with a grade of "C" or better, GGY 2010 Survey of Regional Geography. For students who graduated from high school between spring 1989 and spring 1992, PSY 1100 Psychology of Human Relations may be used to remove a deficiency by completing the course with a grade of "C" or better. Also for students who graduated from high school between spring 1989 and spring 1992, the social studies deficiency may be removed by completing a CLEP examination in Psychology or Sociology with a minimum score of 50. If the CLEP examination is successfully completed, three semester hours of credit are awarded for either PSY 1310 General Psychology I or SOC 2110 Introduction to Sociology, as appropriate. The awarded hours remove the deficiency and are used as elective hours.

VISUAL/PERFORMING ARTS - 1 unit required

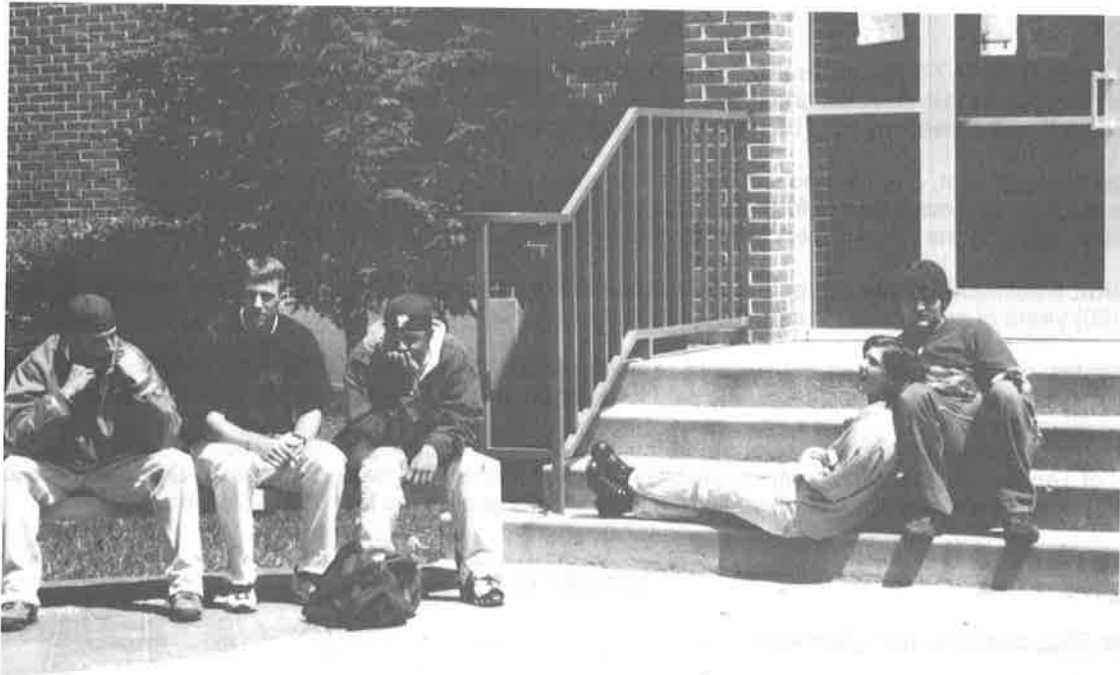
A student deficient in one unit of visual/performing arts may remove the deficiency by completing, with a grade of "C" or better, ART 1010 Art Appreciation or MUS 1050 Music Appreciation. In order for the student to meet the general education humanities requirement, the student must take another elective chosen from ANT, ART, MUS, or COM 1080, 2020, or 2030.



FOREIGN LANGUAGE - 2 units required

FRE 1110, FRE 1120, BEGINNING FRENCH I and II; GER 1010, GER 1020, BEGINNING GERMAN I and II; or SPA 1010, 1020, BEGINNING SPANISH I and II. A student deficient in two units of foreign language may remove the deficiency by completing, with a grade of "C" or better in each course, the first year sequence of either French, German, or Spanish. A student deficient in one unit of foreign language may remove the deficiency by completing the second semester of the first year sequence of either French, German, or Spanish. To enroll in the second semester of the sequence, the student must demonstrate proficiency in the first semester course. If the student cannot demonstrate proficiency, the entire first year sequence must be completed. In the event that a student has one unit of high school foreign language other than in French, German, or Spanish, the two-course first year sequence in French, German, or Spanish must be completed. To qualify for the Associate of Arts degree, the student must complete an additional year of foreign language.

CLEP EXAMINATION. A student deficient in foreign language may remove the deficiency by completing a CLEP examination in French, German, or Spanish with a minimum score of 50. If the CLEP examination is successfully completed, six semester hours of credit are awarded. If a student is deficient in two units of foreign language, the six hours awarded through CLEP will remove the deficiency and will be used only as elective hours. If a student is deficient in only one unit, three hours of credit remove the deficiency and become part of elective hours, and the three remaining hours may be used in meeting program requirements. To qualify for the Associate of Arts degree, an additional year of foreign language must be completed.



**EXPENSES AND BUSINESS REGULATIONS**

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 or VISA credit card, or electronically by phone with a credit card. A deferred payment plan is also available. Information regarding deferred payment is available in the Business Office.

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 or Madison county 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.)**

Full-time students (12 or more hours):	
Residents of Tennessee .....	\$599.00
Non-residents	
Maintenance fee .....	\$599.00 per semester
Tuition .....	\$1,794.00 per semester
Total .....	\$2,393.00 per semester
Part-time students:	
Residents of Tennessee .....	\$53.00 per semester hour
Non-Residents	
Maintenance fee .....	\$53.00 per semester hour
Tuition .....	\$157.00 per semester hour
Total .....	\$210.00 per semester hour

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 equal to fifty percent of the per hour rate for residents of Tennessee, up to a maximum of forty-five dollars (\$45), 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.

For **audit** enrollment, no fee is required for persons with a permanent total disability, and persons who become sixty (60) years of age or older during the academic semester.

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 preregister no earlier than four weeks prior to the first day of classes.

**OTHER FEES**

Application Fee, one-time, nonrefundable .....	\$5.00
Campus Access Fee, each semester, nonrefundable .....	\$6.00
The campus access fee will be assessed each student who registers for credit classes and students taking general interest CED classes which meet for eight weeks or longer. If a student enrolls in both credit and general interest classes or in more than one general interest class to which the fee applies, the student will pay this fee only once during the semester.	
Technology Access Fee, each semester .....	\$4.00 per credit hour up to 11 hours or \$50 for 12 credit hours or more

Student Activity Fee, each semester, nonrefundable .....	\$5.00
The activity fee is to be paid by students taking six or more credit hours.	
Late Registration Fee, nonrefundable .....	\$10.00
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.	
Deferred Payment Plan Fees, nonrefundable	
Administrative Fee, each semester that deferred plan is elected .....	\$10.00
Late Payment fee, for each installment payment paid after due date .....	\$25.00
Graduation Fee, nonrefundable .....	\$25.00
This fee covers the cost of the diploma, cap and gown, and other graduation expense. This fee must be paid by November 1, before an Intent to Graduate form will be processed by the Office of Admissions and Records.	
College Level Examination Program (CLEP) .....	\$44.00 per test
Non-Motlow students are also required to pay a \$10.00 registration fee for CLEP testing	
General Education Development (GED) Test Fee .....	\$45.00 for initial testing
GED Retest Fee .....	\$9.00 per test section
ACT Residual Test Fee .....	\$20.00 per test
Library Fee	
Overdue Books, per book .....	10 cents per day to a maximum \$10.00
Overdue Reserve Books, per book .....	25 cents per library operating hour, to a maximum \$10.00
Fines for lost materials are posted in the Library.	
Nursing Entrance Examination Fee, nonrefundable .....	\$25.00
Nursing Lab Fee, for NET 1410 and 2410, nonrefundable .....	\$8.00
Returned Check Fee, per returned check, nonrefundable .....	\$20.00
Traffic Violations Fee	
First and second violation, each .....	\$5.00
Each violation thereafter .....	\$10.00
Disabled Parking Violation	
Each violation .....	\$100.00

### RETURNED CHECKS

There is a \$20.00 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 disenrollment of the student. A late fee of \$10.00 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 college disciplinary action.

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

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 two to three weeks for completion. Students receiving Federal Title IV grants and loans are required to notify the Financial Aid Office upon changing enrollment status by dropping any class, or upon withdrawing from the institution.

### INSTITUTIONAL POLICY

1. Seventy-five percent of fees will be refunded for drops or withdrawals that occur within the first 14 calendar days of a semester, beginning with an 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 semester 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.

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 within time periods for half summer terms being prorated as a percentage of a regular term.

### FEDERAL POLICY

Federal regulations require an exception to the above institutional refund policy for federal financial aid recipients at Motlow State Community College. Students who withdraw from the institution at or before the 60 percent point of the term will be subject to a pro rata refund of all institutional charges. Refunds for these students will be based on the number of calendar days completed in the term at the point of withdrawal. Books and supplies expenses are not considered to be institutional charges; thus, they are not included in the refund calculation process.

Federal Pell Grant and SEOG funds disbursed directly to a student for non-institutional expenses are included in the refund calculation, and the student could be required to return 50 percent of the amount received. In such a case, the student will be billed for the required amount and must make repayment arrangements with Motlow State Community College in order to be considered for future financial aid eligibility at any institution.

All refunds will be distributed in the following order: (1) Unsubsidized Federal Direct Stafford Loan, (2) Subsidized Federal Direct Stafford Loan, (3) Federal Pell Grant, (4) Federal Supplemental Educational Opportunity Grant (SEOG), (5) other Federal Title IV programs, (6) other sources, and (7) the student.

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.

Examples of the application of these refund policies are available from the Financial Aid Office, upon request.

### GENERAL INTEREST CLASSES

No refunds will be made for a general interest class unless the class is canceled.

## 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 Technology Center in McMinnville, the Fayetteville Campus Bookstore at the Fayetteville Center, and the Murfreesboro Campus Bookstore at the Tennessee Technology Center in Murfreesboro. All students' academic needs may be served by ordering textbooks and supplies online at [www.motlow.bkstr.com](http://www.motlow.bkstr.com) using a credit card. A nominal fee is charged for shipping. Students may also reserve textbooks and supplies at this same online address.

**BUYBACK POLICY.** Cash is paid for used books throughout the year. Prices paid depend on future class use at Motlow State Community College and Tipps Bookstore inventory levels. 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.) Textbooks should be sold as soon after the last class as possible for maximum value. This is when inventories will be most depleted and the 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.

**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 15 calendar days from the opening day of classes (or within 2 days if purchased thereafter). Summer term textbooks may be returned for full credit within 7 calendar days from the opening day of classes. All textbooks of 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.

**TIPPS BOOKSTORE HOURS.** The hours of operation for the Tipps Bookstore are as follow: Monday and Tuesday, 7:30 a.m. to 6:00 p.m.; Wednesday, Thursday, and Friday, 7:30 a.m. to 4:30 p.m.; Saturday and Sunday--closed.

**MCMINNVILLE CAMPUS BOOKSTORE HOURS:** The hours of operation for the McMinnville Campus Bookstore are as follow: Monday and Tuesday, 9:00 a.m. to 2:00 p.m. and 4:00 p.m. to 6:00 p.m.; Wednesday, Thursday, and Friday 9:00 a.m. to 2:00 p.m.

**FAYETTEVILLE CAMPUS BOOKSTORE HOURS:** The hours of operation for the Fayetteville Campus Bookstore are posted at the beginning of the semester.

**MURFREESBORO CAMPUS BOOKSTORE HOURS:** The hours of operation for the Murfreesboro Campus Bookstore are as follow: Monday and Wednesday, 9:00 a.m. to 11:00 a.m.; and Friday, 10:00 a.m. to noon.

Holidays, summer hours, and extended hours will be posted at each location at the beginning of each term.

### **VEHICLE REGISTRATION AND PARKING**

Any regular 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 hangtag, valid from August 1 through July 31 of the following year. If needed, students may obtain additional hangtags at the Business Office.

Designated parking areas are provided for students with disabilities. A special parking hangtag for students with disabilities is available from the College Nurse upon the recommendation of a physician or based on an evaluation of the disability by the College Nurse.

In an extreme emergency when a non-registered vehicle is necessary for a limited time, the student must secure a temporary parking permit from the Vice President for Student Affairs and Institutional Advancement in order not to be subject to a charge for parking violation. This means even for one day.

The first and second parking violation, during each academic year, except disabled parking violations, will result in a \$5.00 charge for each violation. The charge for each regular violation thereafter will be \$10.00 and a warning of disciplinary action. A \$100.00 charge will be assessed for the each disabled parking violation. 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.

### **APPEAL OF A CITATION FOR VIOLATION OF VEHICLE REGISTRATION AND/OR PARKING REGULATIONS**

Any student may appeal his or her notice of a vehicle registration/parking violation to the Vice President for Student Affairs and Institutional Advancement. Appeals must be made within one week of the time of the citation for the violation. Ignorance of parking regulations will not be considered as a reason for appeal.

**STUDENT FINANCIAL AID**

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend college successfully. Motlow College adheres to a nationally established policy and philosophy of financial aid for education. Basically, this policy is that students and parents have the first responsibility for financing an education. However, when it is determined that a family cannot meet the educational costs, then financial assistance is available. All students are encouraged to apply for aid if they feel they have the need. To determine if there is need for assistance, Motlow College recommends filing the Free Application for Federal Student Aid which takes into consideration the factors which affect a family's financial status.

The Financial Aid Office is located in Forrester Student Center. The Director of Financial Aid is available during posted hours to discuss any student's financial need with him/her and to help with the necessary aid application. The application can be obtained in the Financial Aid Office, Extended Services Office, or in the local high school Guidance Office. All information received in the Financial Aid Office is kept in strictest confidence.

The college provides financial assistance to students through four basic sources: employment, grants, loans, 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 progress in the course of study he/she has selected. More detailed information on aid programs and student rights and responsibilities is available in the publication, "Student Consumer's Guide to Financial Aid," available in the Financial Aid Office.

The following sources of financial assistance are discussed on the following pages.

Employment:	Federal Work-Study Program Campus Work Program
Grants:	Federal Pell Grant Federal Supplemental Educational Opportunity Grant Tennessee Student Assistance Award
Loans:	Federal Loans Emergency Loans
Scholarships:	Leadership Service Scholarships Academic Service Scholarships Non-traditional Service Scholarships Minority Grants Other scholarships

**SATISFACTORY ACADEMIC PROGRESS**

Motlow State Community College requires students receiving Pell Grant, TSAC, SEOG, or Student Loans to make satisfactory academic progress toward completion of their degree. Other federal, state and local assistance programs may have other satisfactory academic progress requirements not listed.

Satisfactory Academic Progress will be determined by the following criteria:

1. Students must pass 67% of their cumulative attempted hours at Motlow to remain eligible for financial aid. This standard will be applied to each semester and will include all terms of enrollment at Motlow. (Grades of F's, W's, WP's, WF's, and I's are considered hours attempted.)
2. The student who is academically suspended due to not meeting retention standards or remedial and developmental program requirements are ineligible for financial aid. A detailed explanation of retention standards and remedial and developmental program requirements are outlined in this Catalog.
3. Maximum hour limitation on aid:
  - a. Once a student has attempted 150 percent of the credit hours required for graduation in his/her major, he/she is considered ineligible for financial aid. Attempted hours will be the official hours attempted as indicated by the Admissions and Records Office. (Grades of F's, W's, WP's, WF's and I's are considered hours attempted.)
  - b. Credits transferred from other institutions applied toward a degree will be counted in this number. Transfer hours could cause students to be placed on probation for the first semester in attendance, which could result in suspension of financial aid at the end of the first semester.
  - c. Remedial and developmental hours are excluded from this number.

4. A student not meeting satisfactory progress requirements for the first time will be placed on financial aid probation. The next time the student fails to meet satisfactory progress requirements, he/she will be suspended from receiving financial aid. Each student will be allowed only one career satisfactory progress probation.
5. Financial Aid recipients earning zero hours during the last term in attendance at Motlow are ineligible for financial aid. Probation does not apply.

## **APPEALS**

A student who is placed on financial aid suspension for failure to achieve Satisfactory Academic Progress may appeal if extenuating circumstances hindered academic performance. Appeal forms are available in the Financial Aid Office. Students are strongly urged to file the appeal form immediately after notification of suspension.

## **EMPLOYMENT**

### **FEDERAL WORK-STUDY PROGRAM**

The Federal Work-Study Program provides jobs on campus for students who need financial assistance as determined from information on the Free Application for Federal Student Aid. This program gives students a chance to work up to 20 hours per week and earn a part of their educational expenses. Students are paid monthly by check.

### **CAMPUS WORK PROGRAM**

A limited number of campus jobs are available to students who normally do not qualify for the Federal College Work-Study Program. The student must be enrolled full time in a degree program. Job opportunities depend upon the skills, needs, and interests of the student as well as the needs of the offices or departments on campus hiring the student worker.

## **GRANTS**

### **FEDERAL PELL GRANTS**

The Federal Pell Grant Program, a federal aid program, provides money to help undergraduates pay for their education after high school. 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. These grants provide the "foundation" of financial aid to which other aid may be added; therefore, all students needing assistance should apply for the grant. Students must be regular, degree-seeking undergraduates.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

The Federal Supplemental Educational Opportunity Grant is a federally funded, but institutionally controlled, grant program. Eligibility is based upon financial need. Students who complete the Free Application for Federal Student Aid will automatically be considered for the grant.

### **MINORITY GRANTS**

A grant awarded through the Financial Aid Office to minorities. A Motlow Scholarship form should be completed to apply for this program.

### **TENNESSEE STUDENT ASSISTANCE AWARD**

The Tennessee Student Assistance Award is a state need-based grant to assist students in financing a postsecondary education. Funds are appropriated annually by the Tennessee General Assembly and administered by the Tennessee Student Assistance Corporation. Tennessee students who complete the Free Application for Federal Student Aid will automatically be considered for the award.

## LOANS

**WILLIAM D. FORD FEDERAL DIRECT STUDENT LOAN PROGRAM**--There are three kinds of Direct Loans:

**William D. Ford Federal Direct Student Loans**--These are subsidized loans, which means that the federal government will pay the interest on the loan while the student is in school and during specified deferments; the student must demonstrate financial need to receive the loan.

**William D. Ford Federal Direct Unsubsidized Student Loans**--Students can get these unsubsidized loans regardless of need but must pay all interest charges.

Students may apply for and receive a William D. Ford Federal Direct Loan at Motlow by completing the Free Application for Federal Student Aid (FAFSA) and the Motlow College Loan Request Form. The FAFSA is the same application used to apply for most other student aid and using it greatly reduces the paperwork and time involved to receive these funds. These loans replace the Federal Stafford loans secured through banks and commercial lenders. Motlow College does not participate in the Federal PLUS Loan Program.

### EMERGENCY LOANS

Motlow College has a small, short-term loan fund which is available to students who encounter problems or delays with their financial aid application.

## SCHOLARSHIPS

### ACADEMIC SERVICE SCHOLARSHIPS

High school seniors are eligible to apply for Academic Service Scholarships if they have a composite score of 19 or above on the American College Test and will be graduating in the upper twenty-five percent of their high school graduating class with a minimum high school grade point average of 2.9 on a 4.0 scale. The above are minimum qualifications. Scholarships will be awarded based on the amount of funds available and quality of applicants. The applicant should be planning on enrolling in at least 15 semester hours per semester. The award (for four semesters only) covers the cost of registering for classes and \$100 per semester for books and supplies. Recipients have a work obligation of 75 hours per semester and must maintain a minimum semester grade point average of 2.5. This scholarship is not available during summer terms. Applications are available in the high school Guidance Office.

### GED SERVICE SCHOLARSHIP

New applicants with outstanding GED scores are eligible to apply. A Motlow Scholarship Application must be completed. The GED Service Scholarship is an Academic Service Scholarship requiring a 75 hour per semester work obligation and a 2.5 semester grade point average for renewal. It covers the cost of registering for classes and a stipend for books. The book stipend is \$100 per semester for full-time students (12 credit hours or more) and prorated for part-time students.

### MOTLOW COLLEGE FOUNDATION SCHOLARSHIPS

#### PRESIDENTIAL SCHOLARSHIPS

The Motlow College Foundation has established the Presidential Scholarship, a competitive, two-year (four semesters) scholarship for outstanding high school graduates. Applicants must be entering freshmen, have a 3.25 grade point average or higher from high school, and have at least a 27 composite score on the ACT to be considered for this scholarship. The value of the scholarship is \$2,200 annually. Recipients must maintain at least 15 credit hours each term with a 3.0 grade point average. Recipients must participate in cocurricular or extracurricular leadership activities. The scholarship is not available during summer terms. Applications are available in the high school Guidance Office.



### **LEADERSHIP SERVICE SCHOLARSHIP**

Area high school students who exhibit outstanding potential for college success will be considered for the Leadership Service Scholarship. Test scores, academic credentials, recommendations from high school counselors, and information on activities and honors received both in high school and the community are considered when awarding this scholarship. A Motlow Scholarship Application must be completed to be considered. The scholarship covers the cost of registering for classes. Recipients have a work obligation of 75 hours per semester and must maintain a minimum semester grade point average of 2.5. Service scholarships are not available during summer terms. Applications are available in the high school Guidance Office.

### **FOUNDATION NON-TRADITIONAL SCHOLARSHIP**

Applicants must have a Free Application for Federal Student Aid on file and have financial need as defined by Federal Title IV Financial Aid Regulations. They must be 23 years of age by August 1 of the academic year for which they are applying. They must never have previously attended college, and must complete a Motlow Scholarship Application. This scholarship is only available for two semesters. Recipients must register for 12 semester hours or more per semester and attain a 2.5 semester GPA for renewal. The scholarship covers the cost of registration at Motlow.

### **ACADEMIC SCHOLARSHIPS**

Outstanding entering freshmen with ACT composite scores of 25 or higher will be considered. Complete a Motlow Scholarship Application to apply.

**SAM INGRAM SCHOLARSHIP**--awarded to an outstanding incoming freshman intending to graduate from Motlow with a university parallel major and pursue a baccalaureate degree.

**HARRY D. WAGNER SCHOLARSHIP**--awarded to an outstanding incoming freshman intending to graduate from Motlow with a university parallel major and pursue a baccalaureate degree.

**MORRIS SIMON SCHOLARSHIP**--awarded to an outstanding incoming freshman intending to graduate from Motlow with a university parallel major and pursue a baccalaureate degree.

**CHARLES R. CRAWFORD SCHOLARSHIP** -- awarded to an applicant who lives in the Motlow College eleven-county service area and has a Motlow College admissions application on file. First consideration will be given to an applicant who is disabled. The applicant can be a full- or part-time student. The scholarship is funded by Trans-Financial Bank.

**LINDSEY AND ELEANOR HALL SCHOLARSHIP**--awarded to a high school graduate from Bedford County. The recipient must be an incoming, full-time freshman intending to graduate from Motlow College.

**MINORITIES IN TEACHER EDUCATION SCHOLARSHIPS** -- Apply to the chairperson of the Minorities in Education Committee c/o the Dean of Liberal Arts.

**MUSIC SCHOLARSHIPS** -- Apply to the Dean of Liberal Arts.

**COLLEGE BOWL SCHOLARSHIP** -- Apply to the Dean of Liberal Arts.

**ATHLETIC SCHOLARSHIPS**--Apply to the Athletic Director.

**STUDENT GOVERNMENT ASSOCIATION LEADERSHIP SCHOLARSHIPS** -- These scholarships are available to the students elected SGA President and SGA Executive Vice President at Fayetteville, McMinnville, and Moore County campuses.

**MOTLOW MONITOR SCHOLARSHIP** -- Awarded to the editors of the student newspaper.

**MOTLOW HONORS SCHOLARSHIP**--Apply to the Dean of Liberal Arts.

**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 four semester hours credit (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 course work 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 the veteran in requesting their military transcript.

A veteran who wishes to contact the VA Central Office may do so at the following address: Veterans Administration, Regional Office, 110 9th Avenue, S., Nashville, Tennessee 37203  
Phone: 1-800-827-1000 (Toll Free)

The Office of Admissions and Records has on-campus responsibility for Veterans Affairs.



## **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. Official registration dates, times, and locations will be announced prior to any registration for that semester. Students may register on-site at Moore County, Fayetteville, or McMinnville locations; via touch-tone telephone using Motlow's voice response 1WAY at 931-393-1929; or by accessing the Web at <http://MSCC.CC.TN.US>. All students are expected to complete registration on 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 time. Students not receiving a registration time should check the time in the current schedule of classes or contact the Office of Admissions and Records for information. Each student will be assigned an academic advisor who will provide academic advisement prior to or during registration and who will continue to assist the student in completing his/her educational program at Motlow.

A student is not officially enrolled until all the requirements of registration have been completed, including payment of fees. Registration during a defined period of time after the announced official registration date may be completed by presenting an acceptable reason for the delay and payment of a late registration fee.

### **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. There is no fee for a change of registration.

#### **ADDING A CLASS**

For a defined period of time following official registration 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 schedule of classes for that semester and posted in the Office of Admissions and Records. 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 followed in adding a class:

1. Obtain a Change of Registration Form from the Office of Admissions and Records.
2. Complete the form with the assistance of the advisor and have the advisor sign the completed form.
3. Have the advisor check on the status of the class to be added.
4. Return with the completed form to the Office of Admissions and Records for checking and data entry.
5. Submit the completed form, and registration fee if applicable, to the Business Office and receive a copy of the form as a permit to attend the added class(es).

Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Extended Services.

#### **DROPPING A CLASS**

When a student no longer wants to be enrolled in a given class, that student may officially drop that class. The drop process is used to reduce a class load. If all classes are discontinued, the process for withdrawal from the College should be followed. Students who stop attending a class and fail to follow the prescribed procedures for dropping that class will receive an "F" in the course.

The following procedures are followed in dropping a class:

1. Obtain a Change of Registration Form from the Office of Admissions and Records.
2. Complete the Change of Registration Form with the assistance of the advisor and have the advisor sign the completed form.
3. Obtain the signature of the instructor of the class being dropped.
4. Return with the completed form to the Office of Admissions and Records for checking and data entry.
5. Submit the completed form to the Business Office.

Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Extended Services.

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 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:
  - Illness/injury of the student or serious personal problem verified by the student's physician or psychologist;
  - Necessary change in the student's work schedule, including new employment for the student, verified in writing by the student's employer; or
  - Death in the immediate family as verified by the student's minister or physician.When any of the above circumstances are verified, the student may drop or withdraw and receive a "W" in each affected class.
4. All requests to drop a class(es) after the drop deadline date should be submitted in writing to the Vice President for Student Affairs and Institutional Advancement.

Specific dates which apply to the above timetable during a given semester will be published in the class schedule for that semester and will be posted in the Office of Admissions and Records.

#### **CHANGING TO OR FROM AUDIT ENROLLMENT**

A student may change his/her enrollment status in any class (except remedial/developmental 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. Obtain a Change of Registration form from the Office of Admissions and Records.
2. Complete the Change of Registration form with the assistance of the advisor and have the advisor sign the form.
3. Obtain the signature of the instructor of the class for which enrollment status is being changed.
4. Return with the completed form to the Office of Admissions and Records for checking and data entry.
5. Submit the completed form fee to the Business Office.

Remedial or developmental level courses may not be taken for audit status. Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Extended Services.

### **WITHDRAWAL FROM THE COLLEGE**

When all classes that are being taken are being dropped, the process of withdrawal from the college must be completed. 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 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.

The following procedures are followed in withdrawing from the college:

1. A Withdrawal Form is obtained from the Office of Admissions and Records.
2. Necessary signatures indicated on the form are obtained to indicate clearance of any obligation to the College.
3. The completed form is taken to the Business Office.
4. To complete a telephone withdrawal, a student must request in writing to be withdrawn from the college. The student is not withdrawn until the letter is received. The Business Office will verify clearance of all obligation to the college, will initiate steps for any appropriate refund of fees, and will officially notify the Office of Admissions and Records that the withdrawal process has been completed. 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.

Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Extended Services.

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 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:
  - Illness/injury of the student or serious personal problem verified by the student's physician or psychologist;
  - Necessary change in the student's work schedule, including new employment for the student, verified in writing by the student's employer; or
  - Death in the immediate family as verified by the student's minister or physician.
 When any of the above circumstances are verified, the student may drop or withdraw and receive a "W" in each affected class.
4. All requests to withdraw after the withdrawal deadline date should be submitted in writing to the Vice President for Student Affairs and Institutional Advancement.

Specific dates which apply to the above timetable during a given semester will be published in the class schedule for that semester and will be posted at the Office of Admissions and Records.

### **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.

**CREDIT IN RESIDENCE**

Credit classes are scheduled by Motlow on the campus and at off-campus locations. All credit earned in classes scheduled by Motlow, whether on campus or off campus, is defined as credit in residence. The last 24 semester hours 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. Unofficial copies are issued to the student or that student's academic advisor. 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 page 40 concerning confidentiality of records and privacy rights of students.

**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 Name form must be completed and supporting documentation turned into the Office of Admissions and Records. 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.

**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 a current, validated ID card with them while on campus. If conditions prohibit the issuance of a picture ID card for a student, the student will receive an official library card which will serve as an identification card for the above purposes. Information about obtaining or replacing an ID card is available from the Community Relations Office.



### CONCURRENT ENROLLMENT

Concurrent enrollment describes a 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. (Motlow, in concert with Chattanooga State Technical Community College and Volunteer State Community College, offers a program of study in Court Reporting. A student interested in this program should check with his/her academic advisor or refer to the Court Reporting specified under the Business Technology Major.)

### ALTERNATIVE SOURCES OF CREDIT

Advanced credit may be granted to Motlow for courses in areas for which a student has demonstrated satisfactory achievement and proficiency. Sources of advanced credit include:

- Advanced Placement Examination Program
- Advanced Standing Credit in English
- Applied Technical Studies Credit
- Armed Services Credit
- Certified Professional Secretary Rating
- Challenge Examination Program
- College Level Examination Program
- Correspondence Courses
- Licensed Practical Nurse Licensure

The maximum amount of advanced credit allowed is one-fourth of the total number of credit hours required for graduation. 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). A maximum of 16 semester hours of credit may be given to qualified students on the basis of performance in the Advanced Placement Examination Program in any two of the following subject areas.

<u>TEST AREAS</u>	<u>MOTLOW COURSES</u>	<u>MAXIMUM HOURS</u>
American History	HIS 2110, 2120	6 credit hours
Biology	BIO 1410, 1420	8 credit hours
Chemistry	CHE 1010, 1020	8 credit hours
*English Composition	ENG 1010, 1020	6 credit hours
Mathematics: **Calculus	MAT 2510, 2520	10 credit hours**

To be eligible for credit, a student must score at the three, four, or five level on the CEEB Advanced Placement Tests. The test is scored by the CEEB and results sent to Motlow on request of the student.

*English . . . . . Score 3 . . . . .	ENG 1010. . . . .	3 semester hours credit
*English . . . . . Score 4 or 5. . . . .	ENG 1010, ENG 1020. . . . .	6 semester hours credit
**Calculus AB . . . . . Score 4 or 5 . . . . .	MAT 2510. . . . .	5 semester hours credit
**Calculus BC. . . . . Score 3. . . . .	MAT 2510. . . . .	5 semester hours credit
**Calculus BC. . . . . Score 4 or 5. . . . .	MAT 2510, 2520. . . . .	10 semester hours credit

### ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an Enhanced ACT English subscore of 32 or greater or its SAT equivalent will be given 6 hours of advanced standing credit ENG 1010 and 1020.

Any student possessing the above score who elects to enroll in composition rather than receive advanced standing credit is encouraged to enroll in English Honors 1010 and English Honors 1020.

**APPLIED TECHNICAL STUDIES CREDIT**

After successfully completing 15 semester hours of credit in the Applied Technical Studies Concentration of the General Technology Major, a student may be eligible to receive college credit for successfully completing an approved diploma or certificate program at a Tennessee Technology Center (TTC) or comparable industry training. For successfully completing a TTC diploma or certificate program that is fewer than 12 months in duration, a student may be awarded 9 semester hours of credit. If a student completes a TTC diploma or certificate program that is 12 months or more in duration, 33 semester hours of credit may be awarded. Credit awarded for a TTC diploma or certificate program will be designated on the student's transcript but will not count in the calculation of the student's grade point average.

Any credit awarded for a TTC diploma or certificate program can be applied only to the Applied Technical Studies Concentration of the General Technology Major and must be approved by the Dean of Career Education and Workforce Development. The application for requesting credit for a TTC program is available in the office of the Division of Career Education and Workforce Development. Upon receipt of the formal application, verification will be made of the 15 hours of credit already received from Motlow State Community College before any credit will be awarded for a TTC diploma or certificate program. For more information about the Applied Technical Studies credit, see Applied Technical Studies Concentration of the General Technology Major.

**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.

**CERTIFIED PROFESSIONAL SECRETARY RATING CREDIT**

After successfully completing 12 semester hours at Motlow State Community College (excluding remedial and developmental hours which earn institutional credit only and may not be used to meet any degree requirements), a Certified Professional Secretary (CPS) may receive a maximum of 18 semester hours credit from the following courses for which college credit has not already been received:

ACT 2310 Principles of Accounting	3 credits
BUS 1210 Introduction to Business	3 credits
BUS 2610 Legal Environment of Business	3 credits
ECO 2010 Principles of Economics I	3 credits
AOS 1020 Document Processing	4 credits
AOS 2030 Office Management	3 credits
AOS 2130 Office Procedures	3 credits

Upon receipt of formal application, verification will be made of the 12 hours credit already received from Motlow and the CPS rating. Credit for the requested course(s) will then be recorded. The application for credit is available in the Office of the Division of Career Education and Workforce Development.

This acceptance of the CPS rating for credits is subject to change whenever (1) the content of the CPS 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 deans by challenge examination. The challenge exam process is not applicable to courses which are part of the remedial/developmental program or to remove a high school unit deficiency as defined on pages 19-23. To receive credit by challenging a course the student must:



1. Enroll in the course for credit.
2. Apply for credit by examination by completing the upper portion of the Challenge Examination Application. This form and further instructions may be secured in either division office. With this form, the student must submit evidence that he/she is qualified to challenge the course.
3. Take an examination during the first two weeks of classes prior to the last day to drop a class and be deleted from the roll for that term. (If the student intends to add a class upon receiving the results of the challenge exam, then the exam should be completed before the last day to add a class as specified in the class schedule.) The examination will cover major aspects of the course as determined by the faculty member.
4. Attend class regularly until the proficiency examination is given. Failure to attend class regularly may disqualify a student from taking the examination.

A letter will be sent by the Dean of the appropriate division to the student to notify him/her of the test results. If the examination is successfully completed, the student will not be required to attend the class for the remainder of the term. The student will receive the credit hours with a grade of "CE", which will not be used in computing grade point average. If the examination is not successfully completed, the student should either withdraw from the class or continue in attendance for the remainder of the course. A 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 dean 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

Students may earn a maximum of 17 semester hours of college credit by examination for an acceptable score of at least 50 on the College Level Examination Program (CLEP). Motlow has been approved as a limited CLEP Testing Center. An application and a fee must be submitted through the Office of the Coordinator of Guidance and 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 College does not grant credit on the basis of the CLEP general examination.

<u>CLEP Subject Area</u>	<u>Credit Hours</u>	<u>Motlow Courses</u>
Introductory Accounting	6	ACT 2310, 2320
Biology	8	BIO 1410, 1420
Introductory Business Law	3	BUS 2610
Introduction to Business Management	3	BUS 2710
Chemistry	8	CHE 1010, 1020
Micro/Macro Economics	6	ECO 2010, 2020
Human Growth & Development	3	EDU 2110
French	6	FRE 1110, 1120
German	6	GER 1010, 1020
Western Civilization	6	HIS 1110, 1120
American History	6	HIS 2110, 2120
College Algebra	3	MAT 1410
Trigonometry	3	MAT 1620
Calculus	5	MAT 2510
Introductory Marketing	3	BUS 2810
American Government	3	POL 1110
General Psychology	3	PSY 1310
Introductory Sociology	3	SOC 2110
Spanish	6	SPA 1010, 1020
Analysis and Interpretation of Literature	3	ENG 2010
American Literature	3	ENG 2020
College Composition Subject Exam with Essay*	6	ENG 1010, 1020
British Literature	3	ENG 2030

\*Required essay subject to review and approval by the English faculty.

**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.

**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 carpool 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 shall be effective for the remainder of the academic year unless revoked by the student. 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 Vice President for Student Affairs and Institutional Advancement 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 and Institutional Advancement of his or her right to a hearing 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. 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 crime of 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 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.



**STUDENT SERVICES****COUNSELING**

Prospective students and enrolled students may receive counseling services in the areas of academic planning, career choices, and personal growth. The professional staff are trained and certified to perform college counseling duties. They are committed to serving Motlow students as an integral part of the college support program for student enrichment. Counselors provide students assistance with the exploration of personal and career planning through the use of the Discover computer-assisted guidance program located in the Counseling Office and the Cyberspace Lab as well as at the Fayetteville and McMinnville Centers.

**DISCOVER**

The Counseling Office maintains a unique computer-assisted guidance program called DISCOVER. This program allows individuals to match their interests and aptitudes to specific careers. DISCOVER is updated annually and contains the most recent information on occupations and educational institutions. The program has a specialized component geared to adults who are considering a career change. DISCOVER is available to students on a walk-in basis and to other individuals by appointment. For further information contact the Counseling Office.

**TUTORIAL PROGRAM**

Academic assistance is provided by the College for students in the areas of writing and mathematics in the Writing Center and the Mathematics Lab, located on the Moore County campus. These study centers are staffed by professionals in the discipline areas and are equipped with media materials selected to complement the academic program at Motlow. Students are encouraged to seek assistance, through individualized instruction, in developing skills necessary for success in those courses requiring writing and mathematics skills. All students at Motlow are eligible for the tutoring assistance.



## TESTING

The Counseling Office participates on a regular basis in the testing programs described below. Test results are kept confidential.

### 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 twice per semester prior to registration and monthly during the summer. Applications and a listing of scheduled testing dates are available from the Counseling Office. There is a test fee. A general interest course entitled "ACT Preparation" is scheduled fall and spring semesters. Information concerning this course may be obtained from the Office of Extended Services.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) gives students the opportunity to obtain college credit by examination. Students may apply a maximum of 17 hours of credit toward meeting degree requirements at Motlow by completing the CLEP examination in selected areas with an acceptable score of at least 50. Motlow has been approved as a limited CLEP testing center. There is a fee for each subject test. An additional fee for all CLEP tests is charged for anyone who is not a Motlow student. Students planning to take a CLEP test must submit a completed registration form with the fee to the Counseling Office at least four weeks prior to the test date. The testing dates for the CLEP examination are arranged between the Director of Counseling and the individual students. Further information concerning CLEP is available from the Counseling Office. A listing of CLEP subject areas which may be tested at Motlow appears on page 39.

### GENERAL EDUCATION DEVELOPMENT TEST (GED)

Adults who have not received a high school diploma and wish to apply for a certificate of equivalency may take the General Education Development test. Motlow has been established as an official GED testing center. The GED test is administered twice each month at Motlow. Applications and a listing of scheduled testing dates are available from the Counseling Office, 393-1762. There is a nonfundable test fee.

Persons who feel inadequately prepared to take the GED test can obtain assistance from their local superintendent's office or Adult Basic Education Supervisor.

### PRE-PROFESSIONAL SKILLS TEST (PPST)

Education majors are encouraged to take the PPST during their sophomore year. Registration forms are provided by the Counseling Office. The test is administered at Middle Tennessee State University and Tennessee Technological University. This test must be taken before acceptance to the teacher education program at the transfer institution. PPST study guides are available for purchase in the Tipps Bookstore. Contact the Counseling Office for details.

### WORK KEYS ASSESSMENT

This type of assessment provides individuals with relevant, reliable information about their existing skill levels and the levels needed to perform specific occupations. For details, contact the Counseling Office, 393-1762.

## CAREER PLANNING AND JOB PLACEMENT

Motlow offers career development and job placement services to all students. The director of career planning, placement and cooperative education assists the student in career planning, including job-seeking strategies, employment interviewing, and resume preparation. The primary objective is to assist the student in effective planning for employment which will develop into a satisfying career. For assistance, call 393-1610.

## 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; 2/3 of the grade is determined by the cooperative education instructor with 1/3 being determined by the work supervisor. Assistance in obtaining education-related employment is available through the director of career planning, placement and cooperative education. For more information on course requirements, see the course descriptions section of this catalog. Additional information is available from the director of career planning, placement and cooperative education, 393-1610.

### 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 (Section 504) and the Americans with Disabilities Act of 1990 (ADA). Together, these laws prohibit discrimination against qualified persons with disabilities.

All students seeking assistance through Disability Services must disclose the presence and nature of a specific disability to the Dean of Student Development. Before receiving requested accommodations, students may be required to obtain documentation of 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 Dean of Student Development coordinates services for students with disabilities at Motlow College and serves as an advocate and liaison for disabled students attending the college.

The office is located in Simon Hall, Room S219. For assistance, call 393-1765.

### NEW STUDENT ORIENTATION

A comprehensive Freshman Orientation program is scheduled for all new students each semester before registration. The program is designed to introduce new students to college life and explain the general operation procedures of the college which affect each student. Some of the topic areas included in the orientation program are 1) testing, 2) introduction of faculty and staff, 3) academic advisement, and 4) student services. The Freshman Orientation program is coordinated by the Director of New Student Admissions. For more information, call 393-1764.

### HEALTH SERVICES

First aid, health screening, immunizations, health counseling, health information, health awareness activities and/or wellness workshops are available to students, faculty, and staff at all campuses at no charge. Flu vaccine and chemzyme are offered at minimal cost. The Student Health Center is located in the Gerwe/Doyle Health Services Complex next door to the Counseling Office in Morris Simon Hall. A registered nurse is available for assistance during posted hours.

Anyone with special health problems, physical disabilities, or major medical conditions should personally contact the College Nurse at the beginning of each semester to discuss special needs and for screening for the adaptive physical education program. Health History Records are requested on all students; these records will remain confidential and will be kept in the Health Services Office. These forms may be picked up during orientation sessions from the College Nurse. Additional information is available from the College Nurse at 393-1768.

### 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 Student Health Center or the Office of Student Affairs on the Moore County campus or the director's office at the Fayetteville and McMinnville centers.

## HOUSING ASSISTANCE

Motlow does not own or operate any housing facilities for students. The college does, however, compile a list each semester of housing accommodations available in close proximity to the college. Any student interested in obtaining housing may obtain a listing of accommodations and assistance from the Office of the Vice President for Student Affairs and Institutional Advancement.

## EMERGENCY MESSAGE SERVICES

On occasion when an emergency message needs to be delivered to a student who is at the college, that message should be directed to the Counseling Office at 931-393-1762. TDD users should call 931-393-1621. An effort will be made to deliver the message.

## LOST AND FOUND

Information concerning lost articles should be directed to the Office of Community Relations in Forrester Student Center. Any article found should be turned in to that office.

## STUDENT CENTER FACILITIES

Forrester Student Center houses the Financial Aid offices, Tipps bookstore, the Community Relations Office, the Internal Auditor, and the cafeteria. Commercial television viewing is available in the cafeteria. Arrangements for the use of any of the facilities after regular hours of operations should be made through the Office of the Director of Community Relations.

A cafeteria, located in Forrester Student Center, is operated by a private vendor. Complete breakfasts and lunches, as well as short order snacks, are served. Drink and vending machines are located in this building and elsewhere on the campus.

## 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. Children will not be allowed to accompany parents to class without 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 over 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 on the Moore County campus to the Student Affairs office during the day classes and the Office of Extended Services during evening classes and the site director at off-campus locations.

## STUDENT ACTIVITIES

### ATHLETICS

The college sponsors intramural and intercollegiate athletics under the supervision of the faculty in health, physical education, and recreation.

The intramural program operates throughout the year and provides men and women students with opportunities to compete in seasonal sports either as individuals or as members of teams from the various student organizations. All students are encouraged to participate in the intramural program.

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 and the Tennessee Junior and Community College Athletic Association.

### SOCIAL EVENTS AND ACTIVITIES

A variety of social events is an important part of the total student life experience at Motlow. Almost all events are planned by students for their enjoyment. Many cultural and intellectually stimulating events are open to interested area citizens. Any student interested in planning or promoting social events should contact the Vice President for Student Affairs and Institutional Advancement.

A social event is defined as any dance, party, activity, or entertainment sponsored by the college-approved student group. A social event must be scheduled with the Vice President for Student Affairs and Institutional Advancement. A request for approval of any proposed event shall be submitted on forms which are available in the Office of the Vice President for Student Affairs and Institutional Advancement. The event shall not be publicized until final approval has been granted.

All social events must have approved chaperons for each activity or event. These chaperons must be present throughout the entire event.

### STUDENT GOVERNMENT

Motlow State Community College is committed to the concept of student government because of its democratic ideals and creative implications. The cooperation of the administration and the students in personal and general activities is significant in challenging students in their preparation for the future. Every student becomes a member of the student government when he/she enrolls. Student-faculty committees provide close liaison between the student government and the college administration.

The student government at Motlow is divided into an executive and legislative branch. The executive branch is composed of the President, Vice-President, appointed cabinet officials, and special committees. Elections for the executive branch are held each spring. The legislative branch is called the Student Senate. The Senate is composed of freshman and sophomore 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 McMinnville and Fayetteville campuses maintain a separate administrative structure for the Student Government Association. Each addresses issues unique to that campus including student activities, student concerns, and community projects. Officers are elected from the freshman and sophomore classes. More information is available from the SGA advisors on those respective campuses.

Information regarding specific election dates and a copy of the Constitution of the Student Government Association of Motlow State Community College may be obtained from the Office of the Vice President for Student Affairs and Institutional Advancement. The constitution outlines the duties of each student government official, gives procedures and regulations for elections, and includes by-laws which govern the day-to-day activities of the SGA. Those wishing to become involved in SGA activities should contact the SGA president or staff advisor.



## STUDENT ORGANIZATIONS

A well-rounded, integrated program of student activities is provided through student organizations. Students may choose from a variety of organizations depending upon individual interests. These organizations include scholastic honoraries, discipline groups, service organizations, and special interest groups. Registration with the Vice President for Student Affairs and Institutional Advancement is required for all student organizations on the campus. Registration forms may be secured from the Vice President for Student Affairs and Institutional Advancement.

The following information must be provided for official registration of student organizations.

1. Name of organization
2. Name of faculty sponsor(s)
3. List of current officers
4. Statement of purpose
5. Copy of constitution, charter, or by-laws, as applicable
6. Letter verifying receipt of registration materials by the Vice President for Student Affairs and Institutional Advancement.

The college shall require an annual written report of each officially registered student organization evaluating its activities. Continued recognition of the organization will depend on the receipt and approval of such an annual report in addition to compliance with college rules and regulations affecting student organizations.

Many clubs and other organizations sponsor a variety of worthwhile cultural and intellectual assemblies. Students, staff, and interested area citizens are encouraged to attend on such occasions. The following organizations are active on the Motlow campus:

**African American Student Association**  
**Art Club**  
**Baptist Student Union**  
**Circle K Club**  
**College Bowl**  
**Communications Club**  
**Fellowship for Christian Athletes**  
**French Club**  
**Gamma Beta Phi Society**  
**Law and Government Club**  
**Literary Club**

**National Society of Professional Engineers**  
**Non-Traditional Student Association (Fayetteville)**  
**Outing Club**  
**Phi Theta Kappa Honor Society**  
**Photography Club**  
**Psychology Club**  
**Student Government Association (Fayetteville, McMinnville, and Moore County Campuses)**  
**Student Tennessee Education Association**  
**Students in Free Enterprise**  
**Tennessee Association of Student Nurses**

A special event, Club Day, is set aside at the beginning of the fall semester for new students to become acquainted with campus organizations. In addition, organizations and meetings are advertised on campus bulletin boards and on stall news. For more information about specific organizations, contact the Office of the Vice President for Student Affairs and Institutional Advancement.



**STUDENT PUBLICATIONS**

The following statement constitutes the operating procedures of all student publications.

**I. Purpose of Student Publications**

*Motlow Monitor*, the student newspaper is edited and published by students during the year to inform students and staff of pertinent upcoming events, to provide students with an expression of opinions and views, and to increase student awareness of campus life. The student newspaper is assisted financially by the college and is provided at no charge to the student body.

*The Mosaic*, the literary magazine, is organized and assisted financially by the college and the Literary Club to promote interest in the literary efforts of the students of Motlow College and the surrounding community.

All publications produced by students at Motlow College may serve as forums for expression of ideas concerning issues and events of interest. Views expressed in the publications are not necessarily the views of the student body as a whole, the college, or the Tennessee Board of Regents.

**II. Organization and Governance**

The editor and associate editor of the *Motlow Monitor* are appointed from applicants by the *Motlow Monitor* advisor and the Vice President for Student Affairs and Institutional Advancement. Other staff members are appointed by the editor from the applicants. The editor and the advisor have administrative responsibility for publication of the newspaper with the Vice President for Student Affairs and Institutional Advancement acting as consultant.

All college and Tennessee Board of Regents financial and administrative policies and procedures shall be followed in establishing and maintaining the operation of the *Motlow Monitor*.

*The Mosaic* shall be published as a project of the Literary Club. This club must have at least one Motlow College faculty/staff advisor-editor. Students for staff and editorial positions will be selected by the literary magazine's advisor(s).

The Tennessee Board of Regents and the college administration recognize that all student publications at Motlow College are guaranteed First Amendment freedom and that student editors have control of the content of student publications. However, the editor also has responsibility to be knowledgeable of the meaning of First Amendment freedom and to work closely with the advisor.

The Student Affairs Committee, consisting of two (2) faculty members from the Liberal Arts Division; two (2) faculty members from the Career Education and Workforce Development Division; one (1) staff member from the Library; and two (2) students representing the Student Government Association, will hear and review plans, requests, or grievances and recommend appropriate action regarding student publications.

**CHANNEL OF COMMUNICATION**

Each student has the right to express an opinion, make a suggestion, or submit a grievance. For the simplest and most direct action, the student will use the channel of communication in the order listed below:

1. Director/Dean of the unit providing the service
2. Appropriate Vice President

If the student does not receive satisfaction through the informal steps listed above, a formal written complaint should be lodged with the Vice President for Student Affairs who will meet with the student to determine the nature of the complaint and, in turn, will investigate the entire incident, determine a resolution, and respond in writing to the student within ten working days. If the student is unsatisfied with the resolution, the student must appeal within five working days. If an appeal is received, the Vice President for Student Affairs will convene the Student Affairs Committee, composed of four faculty members, one administrator, and two students, to hear the appeal within five working days. The decision of the Student Affairs Committee can be appealed in writing to the President of the College. The decision of the President is the final resolution of the complaint. All written complaints with resolutions will be kept on file in the Office of the Vice President for Student Affairs.

## ACCEPTABLE USE OF COMPUTER FACILITIES

### INTRODUCTION

Faculty, students, and staff at MSCC routinely use college-owned computer, 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 policy document is an introduction to the issues of legitimate use, information security, and privacy that arise in the use of computers, software, and electronic information. These policies 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 of the 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 to:

1. Establish and support reasonable standards of security for electronic information that College members produce, use, or distribute, and ensure the privacy and accuracy of administrative information that the College maintains.
2. Protect College computers, networks, and information from destruction, tampering, and unauthorized inspection and use.
3. Ensure that information technology resources are used to support activities connected with instruction and administration.
4. Delineate the limits of privacy that can be expected in the use of networked computer resources and preserve freedom of expression over this medium without countenancing abuse or unlawful activities.
5. 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. Communicate College policies and individuals' responsibilities systematically and regularly in a variety of formats to all parts of the College community.
7. Monitor policies and propose changes in policy as events or technology warrant.
8. 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. Enforce policies by restricting access in case of serious violations. For example, in appropriate circumstances, the Director of Computer Services or the Director of the Center for Information Systems 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. It is the responsibility of each member of the College community to:

1. 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 media of communications.
2. 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. Maintain secure passwords. Users should establish appropriate passwords in the first instance, change them occasionally, and not share them with others.

4. Use resources efficiently. 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 Computer Services or the Director of the Center for Information Systems prior to loading any software on any computer owned by MSCC.
5. 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. 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. 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 lawbreaking. 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 Computer Services 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 dean; 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 Computer Services, Simon Hall, 393-1582.

**GENERAL REGULATIONS ON STUDENT CONDUCT**  
**AND DISCIPLINARY SANCTIONS**

College students are citizens of the national, state, and local governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher 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 the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the Presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Tennessee Board of Regents has developed the following Regulations which are intended to govern student conduct on the several campuses under its jurisdiction, and which regulations may be expanded or supplemented by each institution subject to Board approval. In addition, students are subject to all national, 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 any proceedings instituted by other authorities. Conversely, violation of any section of these Regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of national, state, or local laws.

**DISCIPLINARY OFFENSES**

1. **CONDUCT DANGEROUS TO OTHERS.** Any conduct which constitutes serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse;
2. **HAZING.** Participation of students in hazing activities: any intentional or reckless act, on or off institutional property, by one student, acting alone or with others, which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting or humiliating nature. Such action is prohibited when connected with initiation into, affiliation with or continuing membership in a group or organization and does not include participation in customary athletic events or similar competition;
3. **DISORDERLY CONDUCT.** Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;
4. **OBSTRUCTION OF OR INTERFERENCE WITH INSTITUTIONAL ACTIVITIES OR FACILITIES.** Any intentional interference with or obstruction of any institutional activity, program, event, or facilities (including computer facilities), including the following:
  - a. Any unauthorized occupancy of institution or institutional controlled facilities or blockage of access to or from such facilities.
  - b. Interference with the right of any institution member or other authorized person to gain access to any institution or institutional controlled activity, program, event, or facilities.
  - c. Any obstruction or delay of a campus security officer, fireman, or any institution official in the performance of his or her duty.
5. **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 the institution including but not limited to, 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;
6. **THEFT, MISAPPROPRIATION, OR UNAUTHORIZED SALE.** 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;
7. **MISUSE OF DOCUMENTS OR IDENTIFICATION CARDS.** Any forgery, alteration of or unauthorized use of institution 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;

8. **FIREARMS AND OTHER DANGEROUS WEAPONS.** Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind. Even individuals with handgun permits may not carry handguns onto Motlow campuses; however, any law enforcement officer, policeman, bonded and sworn deputy sheriff may carry such handguns at all times pursuant to a written directive by the executive supervisor of the organization to which the person is or was attached or employed, regardless of the person's regular duty hours or assignments;
9. **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 substances which could be considered to be and used as fireworks;
10. **ALCOHOLIC BEVERAGES.** The consumption or possession of alcoholic beverages;
11. **DRUGS.** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or the sale or distribution of any such drug or controlled substance;
12. **GAMBLING.** Gambling in any form;
13. **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 or to a member of the institution community acting in an official capacity;
14. **UNACCEPTABLE CONDUCT IN HEARINGS.** Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
15. **FAILURE TO COOPERATE WITH INSTITUTIONAL OFFICIALS.** Failure to comply with directions of institutional officials acting in the performance of their duties;
16. **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;
17. **ATTEMPTS AND AIDING AND ABETTING THE COMMISSION OF OFFENSES.** Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (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);
18. **VIOLATIONS OF STATE OR FEDERAL LAWS.** Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

Disciplinary action may be taken against a student for violations of the foregoing Regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus which poses a substantial threat to persons or property within the institutional community.

For the purposes of these Regulations, a "student" shall mean any person who is registered for study in any institution in the State University and Community College System of Tennessee for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

### **ACADEMIC AND CLASSROOM MISCONDUCT**

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

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. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination or to assign an "F" in the course.

If the student believes that he/she has been erroneously accused of academic misconduct; and if his/her final grade has been lowered as a result, the student may initiate an appeal through the Office of the Vice President for Student Affairs and Institutional Advancement who will fully explain all appeal options and assure due process.

## DISCIPLINARY SANCTIONS

1. **RESTITUTION.** A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
2. **WARNING.** The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
3. **REPRIMAND.** A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these Regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the institution community, but that any further violation may result in more serious penalties.
4. **RESTRICTION.** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities, or restriction of organizational privileges.
5. **PROBATION.** Continued enrollment of a student on probation may be continued upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while in probationary status may result in the imposition of a more serious disciplinary sanction.
6. **SUSPENSION.** If a student is suspended, he/she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
7. **EXPULSION.** Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution.
8. **INTERIM OR SUMMARY SUSPENSION.** Though as a general rule, the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him/ her, summary suspension 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, or of any other member of the institution community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
9. **COUNSELING/REHABILITATIVE TREATMENT.** Counseling sessions with Motlow College counseling personnel or outside sources may be recommended.

## DISCIPLINARY PROCEDURES

The principle of due process in student discipline is assured at Motlow State Community College. Any student accused of a disciplinary offense or academic misconduct will be afforded an opportunity to contest the charge through procedures initiated by and coordinated with the Vice President for Student Affairs and Institutional Advancement.

**TENNESSEE UNIFORM ADMINISTRATIVE PROCEDURES ACT.** All cases which may result in (i) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, (ii) assignment of a grade which results in the grade of "F" in a course for academic misconduct, or (iii) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his/her case disposed of in accordance with College procedures established by these rules.

**COLLEGE PROCEDURES**

The student can elect to choose disposition by the Vice President for Student Affairs and Institutional Advancement or to be heard before the Student Affairs Committee.

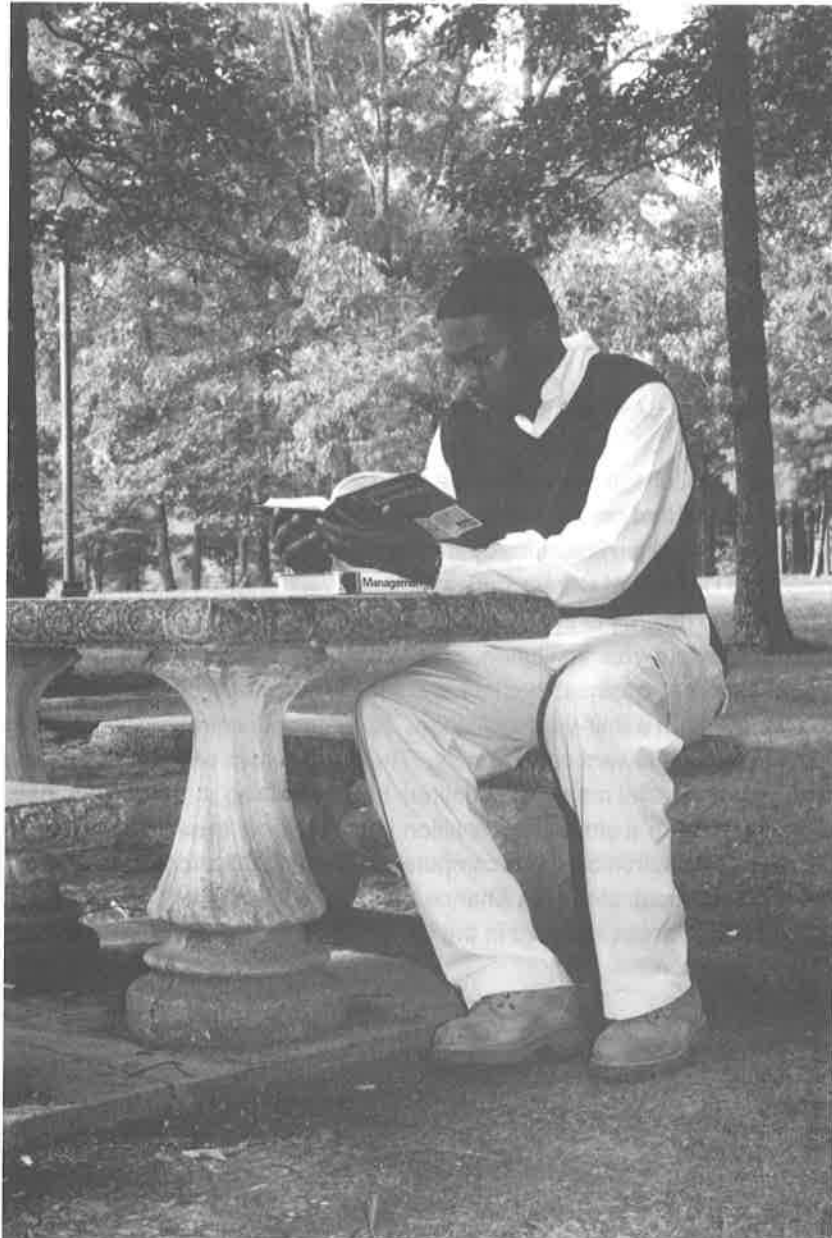
- (a) Disposition by the Vice President for Student Affairs and Institutional Advancement. A student may request that the Vice President for Student Affairs and Institutional Advancement adjudicate the case. If such a decision is made, the following procedures shall apply:
  1. The Vice President for Student Affairs and Institutional Advancement shall advise the student in writing of the alleged charges against him/her and proceed to gather information concerning the case.
  2. The investigation of the case shall include interviews with all relevant parties (accused, accuser, and possible witnesses, etc.).
  3. The Vice President for Student Affairs and Institutional Advancement shall review the evidence, make a determination of innocence or guilt, and decide upon a proper disciplinary sanction.
  4. The accused student and the Vice President for Student Affairs and Institutional Advancement shall meet and discuss the Vice President's findings and recommended disciplinary sanction. The findings shall cite specific disciplinary offenses and specific sanctions as described in these.
  5. The student may accept the Vice President's findings or he/she may request a hearing before the Student Affairs Committee.
- (b) 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. If such a hearing is initiated, the following procedures shall apply:
  1. The Vice President for Student Affairs and Institutional Advancement shall advise the student in writing of the alleged charges against him/her 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 and shall be advised of the following rights:
    - a. the right to present his/her case;
    - b. the right to be accompanied by an advisor;
    - c. the right to call witnesses in his/her behalf;
    - d. the right to confront witnesses against him/her.
  3. The Chairperson of the Student Affairs Committee shall preside at the hearing.
  4. The Vice President for Student Affairs and Institutional Advancement shall present the result 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 above.
  6. Members of the Committee shall have an opportunity to ask questions.
  7. After all presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision.
  8. The decision shall be announced by the presiding officer of the hearing.
  9. The student shall be advised of his/her right to appeal the decision of the Student Affairs Committee to the President of the College.

**CASES OF ALLEGED SEXUAL ASSAULT.** In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- (a) Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and,
- (b) Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

**SEXUAL, RACIAL, OR OTHER HARASSMENT.** Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. Any student, applicant for employment, or employee who believes he or she has been subjected to harassment at Motlow College should present the charge to the Affirmative Action Officer whose office is located in the Ingram Administration Building (telephone number 931-393-1542). The complete text of Guideline P-080 is available on line, in the Human Resources Office and in the Library.





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## ACADEMIC AFFAIRS

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## **ACADEMIC AFFAIRS**

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Motlow State Community College accepts each student as an individual with unique abilities and capacities and endeavors to provide educational experiences which will foster the maximum development of each potential.

### **ACADEMIC ORGANIZATION**

The organization within which the educational programs at Motlow are planned and implemented is designed with four divisions. They are the divisions of Career Education and Workforce Development, Extended Services, Library Services, and Liberal Arts.

#### **THE DIVISION OF CAREER EDUCATION and WORKFORCE DEVELOPMENT**

Motlow State Community College recognizes the need for individuals who are educated in the broad area of the technologies. It also realizes that persons must continue to acquire new competencies as the nation becomes more industrialized and new job classifications emerge requiring education at the college level.

To meet this need, the Division of Career Education and Workforce Development offers a variety of courses and programs for the student who desires to seek employment at the end of one or two years as well as for the student who plans to transfer to a four-year institution.

There are two-year majors in business technology, general technology and nursing, for the person who does not plan to obtain a degree from a four-year institution. Specific concentrations within some of these degree programs provide additional direction toward career goals. The division also offers many courses for the student who plans to follow the university parallel major and continue his/her training at a four-year institution. Under this latter major, emphases can provide for a smoother transition to most higher level institutions. Certificates of Credit may be completed in the areas of electronics, microcomputer software applications, workforce preparedness, production maintenance, and microcomputer maintenance.

The instructional discipline areas included in the Division of Career Education and Workforce Development are listed below.

accounting	emergency medical technology
administrative office support	engineering technology
banking	industrial technology
business	industrial management
business information technology	nursing
computer science	pre-engineering
cooperative education	real estate
economics	

Information about courses in the above listed discipline areas is available in the Office of the Dean of Career Education and Workforce Development.

## ECONOMIC AND COMMUNITY DEVELOPMENT

Economic and Community Development (ECD) is the administrative unit of Motlow College that provides a broad range of nontraditional programs and services to meet community needs. Customers include individuals, employers, professional organizations, and government agencies. These educational opportunities are delivered through program coordination and development of three areas: workforce development, economic development, and community development.

### WORKFORCE DEVELOPMENT

Motlow College serves a dynamic workforce and provides professional development programs and contract/ customized credit programs. Frequently, training is conducted on the employers' premises on a schedule that allows employees to work a part of the day in addition to attending classes. Workforce Development is responsive to the demands of employers for particular types of training needs.

### ECONOMIC DEVELOPMENT

Economic Development provides support for the 11-county service area to stabilize or increase employment in the communities. Current training/retraining needs are identified by convening owners and operators of similar firms or firms with similar needs. Appropriate courses are offered through the Industrial and Business Institute to help employers learn how to increase productivity and retain or increase profitability. Training programs to comply with new regulations and to maintain certifications are included in course offerings.

Participation in local planning groups that scan the business environment for new technologies, emerging work practices, new and pending regulations affecting local businesses, and other area developments is an integral part of the environmental scanning process.

As a partner in the Manufacturing Means Jobs (MMJ) initiative, a statewide Tennessee Department of Economic and Community Development consortium to advance economic development, ECD assists regional manufacturing firms learn, practice, and train employees for new technologies.

Support is given to city, county, and chamber of commerce officials when they meet with potential employers interested in relocating in the area.

Motlow College is a member of the Public Broadcasting Service's (PBS) Adult Learning Satellite Service and as such, hosts nationally broadcast professional development conferences and seminars via satellite in state-of-the-art facilities. Topics are of interest to professionals in diverse areas as banking, finance, accounting, law, health, and government, as well as to the general public.

### COMMUNITY DEVELOPMENT

Community Development works with communities in the service area to help attract business and improve the quality of life their residents enjoy. Programs range from those focused on creating jobs to others which concentrate on planning for growth and helping communities take control of their own economic destinies.

## THE DIVISION OF EXTENDED SERVICES

The Division of Extended Services operates a full selection of courses, both day and evening, enabling the working student to schedule classes of his/her choice at a time most convenient. The association of all students with different backgrounds, work experiences, and varying ages is mutually beneficial to all.

### CREDIT PROGRAMS

Each semester numerous credit courses are offered at night in cooperation with the Divisions of Career Education/Workforce Development and Liberal Arts. These courses, which are described in other sections of this catalog, are available to full-time and part-time students both on campus and at several off-campus locations for the convenience of the student. Individuals interested in pursuing a college degree can earn a degree by attending classes in the evening.

OFF-CAMPUS LOCATIONS

**MCMINNVILLE CENTER - 225 Cadillac Lane, McMinnville**

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.

**FAYETTEVILLE CENTER - 1802 Winchester Highway, P.O. Box 618, Fayetteville**

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 capstoned an initiative undertaken by Fayetteville-Lincoln county residents beginning in 1988. The Tennessee Higher Education Commission approved Center status for the Fayetteville Site in July, 1997.

Additionally, classes are regularly offered at the following locations:

Cannon County	.....	Cannon County High School
Decherd	.....	Lanier Office Complex, 2002 W. Main St.
Manchester	.....	Coffee County Middle School
Shelbyville	.....	Shelbyville Central High School
Smyrna	.....	TN Army National Guard Bldg 250
Winchester	.....	Franklin County High School

**COMMUNITY SERVICES**

Community Services promotes the well-being of the communities in political, social, and cultural areas and provides preparation opportunities for those desiring to pursue post-secondary education. Business topics range from computer software applications to financial planning. Personal interest topics range from health, photography, and dance to gardening, music, and sports.

Enrichment programs for youth are offered during the year with a special emphasis in the summer.

Persons who are residents of Tennessee and are sixty (60) years of age or older or disabled are allowed a 50% discount for community service courses. The discount is allowed after the following conditions are met: 1) The number of fee-paying students required by the institution has been enrolled; 2) Space is available; 3) No regular fee-paying student will be denied access to the course due to the enrollment of persons who receive a 50% discount. Proof of age or disability must be provided upon request.

**THE CONTINUING EDUCATION UNIT (CEU)**

The Continuing Education Unit (CEU) is awarded upon successful completion of certain 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.

Conditions for satisfactory completion. Participants must:

1. Be properly registered and pay all fees;
2. Attend a minimum of 75 percent of scheduled classes; and
3. Achieve a "satisfactory" rating from the instructor and receive a certificate.

## THE CROUCH LIBRARY

The Crouch Library is located on the north side of Morris Simon Hall. The Library supports the institutional mission by providing a supportive environment of high quality library and information services and resources to the students, faculty and staff of the college and the community it serves, employing both traditional library services as well as innovative technologies. These services are provided at the libraries maintained on the Moore County campus, the McMinnville Center, and the Fayetteville Center. A book and article delivery system among the three libraries assures the availability of resources to Motlow students at all three sites.

The Library makes current, world-wide information available to the Motlow community through its collection of over 50,000 print volumes, 3,000 audio-visual materials and 1,000 periodical titles in print, microform, CD-ROM and online; through interlibrary loan service available to all users; and through online databases and Internet access. The computerized catalog and magazine and newspaper indexes, three of which include full-text or full-image articles, make resources easily accessible. The Resources Room provides equipment for the use of all audio-visual materials. Also available are browsing collections of local and national newspapers, current magazines and journals, and books for leisure reading.

During fall and spring semesters, the Library on the Moore County campus is open Monday through Thursday from 7:30 a.m. to 9:00 p.m.; Friday from 7:30 a.m. to 4:30 p.m.; Saturday from 9:00 a.m. to 3:00 p.m.; and Sunday from 1:00 to 4:00 p.m. The Library at the McMinnville Center is open Monday through Thursday from 8:00 a.m. to 8:30 p.m. and Friday from 8:00 a.m. to 4:30 p.m. The Library in the Fayetteville Center is open Monday through Thursday from 7:30 a.m. to 8:00 p.m. and Friday from 7:30 a.m. to 12 noon. Hours for summer terms and vacation periods are posted prior to those times.

## MEDIA SERVICES

Located on the second floor of the Crouch Library, Media Services offers a wide variety of media formats and equipment for class assignments or personal enrichment. Televisions, VCR's, laser disc players, film projectors, slide projectors, and audio cassette players are all housed and accessed through Media Services. In addition, Media Services oversees a fully-functional television studio and operates the Multimedia Lab, which features a digital scanner, color printer and video conferencing system. A campus communication system disseminates notices concerning student activities and MSCC information.

## CYBERSPACE LAB

The Cyberspace lab is located in room NT149 of the new Nursing and Technology Building. The lab features 30 high-end personal computers with the latest relevant software packages in a comfortable learning environment. Lab assistants are on duty most hours to assist students, faculty and staff. The Cyberspace lab is connected to the Internet and the campus-wide network and features a shared laser printer.

## DIGITAL MEDIA CENTER

The Digital Media Center (DMC) is located in room NT242 of the new Nursing and Technology Building. The DMC offers the very latest in digital computer technology in an environment designed to aid faculty, staff, and administrators. Web page creation, 35mm color slide scanning, CD creation, color laser printing and color flatbed scanning are some of the standard services offered. Appointments can be made for individual training, instruction, or assistance. In addition, the DMC offers LCD projectors, laptop computers, and external speaker systems for powerful multi-media presentations.

**THE DIVISION OF LIBERAL ARTS**

The Division of Liberal Arts at Motlow State Community College includes the disciplines in the humanities, the natural and physical sciences, and the social sciences. Liberal arts courses speak to the total experience of mankind. Students are stimulated to develop communication and mathematical skills, an understanding of the scientific world, and an appreciation of the arts and music. Through emphasis on social awareness, students also have an opportunity to grow as informed, responsible, and participating citizens in a democratic society. Studies in the natural, physical, and social sciences blend with the humanities to form the foundation for wide professional pursuits. Preparation is provided for specialized majors and for meeting general education requirements for associate and bachelor degrees. In the process, liberal arts students sharpen abilities to think critically and to assume their individual roles as productive members in society.

The Division of Liberal Arts also includes remedial and developmental studies, the purpose of which is to aid students who demonstrate a need for additional academic preparation before enrolling in college-level courses. Instruction is offered at both remedial and developmental levels in English, mathematics, reading, and study skills. Remedial studies is a program of instruction that leads to proficiency in the academic skills defined and assessed by the Tennessee State Department of Education in the Tennessee Competency Assessment Program (TCAP). Developmental Studies is a program of instruction, distinct from Remedial Studies as defined above, that leads to the level of proficiency in the "Basic Academic Competencies" defined in the Educational Equality Project of the College Board as required for successful pursuit of college studies.

The instructional discipline areas included in the Division of Liberal Arts are listed below.

agriculture	geography
anthropology	geology
art	German
astronomy	health and physical education
biology	history
chemistry	honors
communications	interdisciplinary studies
criminal justice administration	mathematics
developmental studies	music
early childhood education	physics
education	political science
English	psychology
English as a second language	remedial studies
French	sociology
	Spanish

Information about courses in the above listed discipline areas is available in the Office of the Dean of the Division of Liberal Arts.

**LITERARY JOURNAL**

*The Distillery: Artistic Spirits of the South* is a regional literary journal published biannually by Motlow College. The journal showcases poetry, fiction, essays, criticisms, reviews, art, and photography. Submission and subscription information is available in the Office of the Dean of Liberal Arts.

ACADEMIC INVENTORY

The scope of the academic program at Motlow State Community College provides the following alternatives for its 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 either 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.

<u>Division</u>	<u>Major</u>	<u>Area of Emphasis</u>	<u>Degree</u>	
Liberal Arts	University Parallel	Accounting	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Aerospace	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Agriculture	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Art	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Biology	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Business Administration	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Business Education/ Office Management	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Chemistry	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Communications	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Computer Science	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Economics	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	English	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	General Studies	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Geography	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Health & Physical Education	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	History	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Honors Scholar	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Industrial Management	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Information Systems	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Interdisciplinary Studies: Early Childhood Education PreK-3	Associate of Science	(A.S.)

<u>Division</u>	<u>Major</u>	<u>Area of Emphasis</u>	<u>Degree</u>	
Liberal Arts	University Parallel	Interdisciplinary Studies: Early Childhood Education PreK-3, PreK-1	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Interdisciplinary Studies: Elementary Education K-8	Associate of Arts	(A.A.)
Liberal Arts	University Parallel	Interdisciplinary Studies: Elementary Education 5-8	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Mathematics	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Physics	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Political Science	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Pre-Dental	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Pre-Engineering	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Pre-Law	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Pre-Medical	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Pre-Nursing	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Pre-Optometry	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Pre-Pharmacy	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Pre-Physical Therapy	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Pre-Veterinary Medicine	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Psychology	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Recreation	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Social Science	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Social Work	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Sociology	Associate of Arts Associate of Science	(A.A.) (A.S.)



<b>Division</b>	<b>Major</b>	<b>Concentration</b>	<b>Degree</b>	
Career Education and Workforce Development	Business Technology	Accounting	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	Business Technology	Administrative Office Support	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	Business Technology	Banking and Finance	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	Business Technology	Business Computer Applications	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	Business Technology	Business Management	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	Business Technology	Real Estate	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	Early Childhood Education	-----	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	General Technology	Computer Aided Design	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	General Technology	Computer Aided Manufacturing	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	General Technology	Electronics	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	General Technology	Industrial Computer Applications	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	General Technology	Applied Technical Studies	Associate of Applied Science	(A.A.S.)
Career Education and Workforce Development	Nursing	-----	Associate of Applied Science	(A.A.S.)

<b>Division</b>	<b>Technical Certificate</b>
Career Education and Workforce Development	Electronics Certificate of Credit
Career Education and Workforce Development	Microcomputer Software Applications Certificate of Credit
Career Education and Workforce Development	Production Maintenance Certificate of Credit
Career Education and Workforce Development	Workforce Preparedness Certificate of Credit
Career Education and Workforce Development	Microcomputer Maintenance Certificate of Credit

**UNIVERSITY PARALLEL MAJOR**

At Motlow State Community College a student planning to transfer to a baccalaureate program may earn an Associate of 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:

accounting	interdisciplinary studies
aerospace	(formerly early childhood and elementary education)
agriculture	mathematics
art	physics
biology	political science
business administration	pre-dental
business education/office management	pre-engineering
chemistry	pre-law
communications	pre-medical
computer science	pre-nursing
criminal justice administration	pre-optometry
economics	pre-pharmacy
English	pre-physical therapy
general studies	pre-veterinary medicine
geography	psychology
health/physical education	recreation
history	social science
industrial management	social work
information systems	sociology

**BUSINESS TECHNOLOGY MAJOR**

Motlow State Community College offers a business technology major with the following concentrations: accounting, administrative office support, banking and finance, business computer applications, business management, and real estate. These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

**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 courses leading to the Associate of Applied Science in Early Childhood Education. 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 course work and clinic practicums 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.

**GENERAL TECHNOLOGY MAJOR**

Motlow State Community College offers the general technology major with the following concentrations: computer aided design, computer aided manufacturing, electronics, industrial computer applications, and applied technical studies. The major emphasizes the technical training necessary for employment in today's automated environment. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

## **NURSING MAJOR**

Motlow State Community College offers a nursing major in a program leading to the Associate of Applied Science Degree. 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) (formerly titled State Board Test Pool Examination) for licensure as a Registered Nurse. Eligibility is based upon graduation from an approved nursing school, payment of required fees, satisfactory completion of required application forms, and no evidence of reasons (for example, a criminal record) for the Board of Nursing to refuse to allow writing of the exam.

## **CERTIFICATE OF CREDIT PROGRAMS**

A certificate of credit program enables the College to provide a short-term program in a concentrated area to develop specific career skills. A certificate of credit program is available in electronics, microcomputer software applications, production maintenance, microcomputer maintenance, and workforce preparedness. The certificate of credit program is designed for the student who does not intend to transfer to a four-year institution.

## **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 are individual courses for emergency medical technology and a cluster of courses identified as the apprenticeship program.

## **EMERGENCY MEDICAL TECHNICIAN TRAINING**

Training in this credit program can allow a student to become certified in Tennessee as a Basic Emergency Medical Technician. The training is sanctioned by the Tennessee Department of Public Health, Division of Emergency Medical Service. Upon successful completion of the training the student is eligible to sit for the certification examination administered by the Division of Emergency Medical Service. Courses have the EMT discipline code. For information about emergency medical technician training, contact the Dean of Career Education and Workforce Development. Federal Financial Aid is not available for EMT courses.

## **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's trade from the U.S. Department of Labor after completing 8,000 hours of 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. The addition of the Electronics Certificate of Credit program allows the student to progress from the apprenticeship program to the certificate program and then to the associate degree program if desired. For information about the apprenticeship program, contact the Dean of Career Education and Workforce Development.

## **COURT REPORTING PROGRAM**

Chattanooga State Technical Community College (CSTCC) offers an Associate of Applied Science degree in Office Systems Technology with a concentration in Court Reporting. CSTCC and MSCC have initiated an agreement whereby MSCC students who wish to pursue the Court Reporting Program at CSTCC may complete their general education requirements at MSCC. Students enroll at MSCC, complete the designated general education requirements, and then transfer to CSTCC where the coursework completed at MSCC is accepted toward completion of the overall program of study. For a complete listing of the general education requirements that may be completed at MSCC as well as the overall program of study to be completed at CSTCC, refer to the Court Reporting Program specified under the Business Technology Major.

## **TECTA (Tennessee Early Childhood Training Alliance)**

Motlow State Community College is part of the Tennessee Early Childhood Training Alliance, 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 consortia with Middle Tennessee State University which acts as the lead institution and TECTA center for Motlow. Classes are held at various Motlow locations. For more information, contact Debbie Simpson, TECTA Coordinator, MTSU, P.O. Box 86, Murfreesboro, TN 37132; phone 615-898-5526.

**ACADEMIC POLICIES AND STANDARDS****ACADEMIC ADVISEMENT**

Academic advisement is accomplished through a group concept. The College has established six essential academic advisement groups:

Business and Technology  
Education, Physical Education, and Social Science  
Humanities and General Studies  
Nursing and Allied Health  
Mathematics and Science  
Honors Scholar Program

Dependent upon a student's choice of major, emphasis/concentration, or special area of interest, each student is assigned an academic advisor from one of the six groups. If for some reason a student's academic advisor is unavailable for consultation, the group concept permits the student to seek assistance from any of the other academic advisors in the same advisement group.

Academic advisors are responsible for assisting students in interpreting, planning, and fulfilling the appropriate requirements necessary to complete a selected program of study. Academic advisors maintain regularly scheduled office hours. As a minimum, students should consult with an appropriate academic advisor:

1. at the beginning of a program of study;
2. once each semester in preparation for the next semester;
3. to change a program of study, a major, an emphasis/concentration, or an academic advisor; and
4. to submit an Intent to Graduate form.

**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 degree and the Associate of Science degree 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 of the programs of study which are available are outlined on pages 83 through 125. The student who plans to follow an area of emphasis in the university parallel major 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. The selection early in a student's academic career of a curriculum designed to meet educational objectives will increase the satisfaction that student will realize from his/her educational experiences. Faculty advisors and counselors are prepared to assist 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 (remedial, 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.

**PROGRESSION STANDARD FOR COMPLETING  
THE REMEDIAL AND DEVELOPMENTAL MATHEMATICS REQUIREMENT**

A first-time college student requiring remedial or developmental mathematics who is registering as a full-time student (12 or more semester hours) must register for the appropriate remedial or developmental course within the full-time load during the first semester of attendance and remain in a mathematics course each semester until the appropriate remedial or developmental mathematics requirement 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 load of a student per semester. Nineteen (19) semester hours is the maximum load which a student may have without approval of the appropriate Dean. The maximum load for one semester which will be approved is 22 semester hours. Factors which are considered for approving enrollment for more than 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 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.

### 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 Remedial and Developmental and Fall 1989 Admissions requirements prior to spring semester in which he/she plans to participate in the graduation ceremony.**
2. **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. **Complete competency examinations.** 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.
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. **Complete and submit to the Office of Admissions and Records an Intent to Graduate form on or before the November 1 deadline.** (These forms are available in the Office of Admissions and Records and division offices.) Intent to Graduate forms submitted after the November 1 deadline will be subject to approval of the Vice President for Academic Affairs. Intent to Graduate forms for students who fail to complete all requirements by the end of summer term following spring graduation are VOID. Students MUST submit a new Intent to Graduate form prior to the stated deadline immediately prior to their next anticipated date of graduation.
6. **Pay the \$25.00 graduation fee to the Business Office each time the Intent to Graduate form is filed.** This non-refundable fee is required of all students who file an Intent to Graduate form regardless of participation in the graduation ceremony and is payable each time the Intent to Graduate form is submitted to the Office of Admissions and Records.

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 November 1 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 division 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 November 1 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.

**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. The 2000-2001 catalog expires and cannot be used for graduation after August 2006.

**GRADUATION REQUIREMENTS**

To earn the Associate of Arts, the Associate of Science, 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 66 semester hours of college-level credit.
  - b. A minimum of the final 24 semester hours of course work 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 remedial and developmental courses.
2. An Intent to Graduate form should be filed with the Office of Admissions and Records no later than November 1 by anyone who plans to receive a degree in December, May, or August of the current academic year.
3. A Cap and Gown form should be completed, and the \$25.00 graduation fee should be paid.
4. All students who plan to receive a degree are expected to participate in graduation exercises held in May of each year. 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. Exceptions to participation in the graduation ceremony must be requested in writing to the Vice President for Academic Affairs.

**REQUIRED STUDENT ASSESSMENT AND PROGRAM EVALUATION**

All graduating students are required to take the College Basic Academic Subjects Examination (C-BASE) 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 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.

### CERTIFICATE OF CREDIT COMPLETION REQUIREMENTS

The student who receives a certificate of credit does not 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 remedial and developmental courses.
2. An Intent to Receive a Certificate of Credit form should be filed with the Office of Admissions and Records no later than November if the program is to be completed by May, August, or December of that year.

### AWARDING DEGREES OR CERTIFICATES OF CREDIT

When all graduation or certificate of credit requirements have been met by a student, 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 student who has completed the requirements for one associate degree may receive a second associate degree of a different designation (Associate of Arts, Associate of Science, or Associate of Applied Science) upon the completion of the curriculum prescribed for the second degree. The second degree provision applies only to the degree designation, Associate of Arts, Associate of Science, or Associate of Applied Science, not to additional majors or 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 the following cumulative grade point averages 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 "college only" GPA for the semester.

### HONOR ROLL

The Honor Roll each semester includes names of full-time students who have a 3.00--3.49 "college only" GPA for the semester.

**HONORS PROGRAM**

The Honors Program provides a path to excellence for academically talented students who want to derive maximum benefit from their educational experience. This college-wide curriculum helps students achieve their goals through intensive individual and group study and through interaction with other equally well-qualified students under the guidance of qualified faculty.

**Honors Scholar Area of Emphasis**

One path is the Honors Scholar Area of Emphasis under the University Parallel Major. This emphasis requires a core curriculum of honors courses with a minimum of 26 semester hours of honors classes. In addition, Honors Scholars are encouraged to take as many other honors courses as possible. Students completing this program will be recognized as Honors Scholars and will receive a degree with honors designation. In order to graduate as an Honors Scholar, a student must declare the Honors Scholar Area of Emphasis prior to completion of 30 semester hours of collegiate level work.

**Honors Scholar Eligibility Requirements**

Students are selected for entry in the Honors Scholar Area of Emphasis by the Honors Committee on the basis of ACT scores, high school records and/or by diagnostic tests.

1. Students under 21 years of age must present an ACT composite score of 23 or above with documented eligibility for all collegiate level courses and a high school GPA of 3.0 or higher.
2. Students who are 21 years of age or older must take the English, reading, and mathematics portions of the COMPASS test and score high enough to be exempt from remedial or developmental course requirements.
3. 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 Scholar Area of Emphasis but will be required to complete the same number of honors hours as any other honors scholar.
4. The Honors Committee may require additional diagnostic measures to determine eligibility.
5. Students must achieve a 3.3 cumulative GPA for graduation in the Honors Scholar Area of Emphasis and maintain a cumulative 3.0 GPA to remain in the program.

**Honors Courses**

In the second Honors path, eligible students may choose to take selected honors courses without completing the Honors Scholar Area of Emphasis. Students who complete at least 15 hours of honors courses are recognized in the graduation program. Completion of 12 semester hours in honors courses at Motlow will qualify a graduate for entry into upper division honors programs at some four-year institutions.

**Eligibility for Honors Courses**

Students seeking admission to honors courses are selected by individual honors course faculty and reviewed by the Honors Committee on the basis of past performance as measured by ACT scores, high school records, diagnostic writing samples, and/or college instructor recommendations. Students may be admitted to a course as follows:

1. Freshmen who have a recent ACT composite score of 23 or above are prime candidates.
2. Sophomores who have a minimum GPA of 3.0 with 3.5 in the specific honors area where applicable are prime candidates.
3. Students who do not have a recent ACT test score or who do not meet other eligibility requirements must seek permission from the Honors Committee in order to be considered for inclusion in a course.

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.

Only in exceptional circumstances will students receive an Honors designation in a class outside of scheduled honors sections. No honors credit is offered in the summer session. A student request for a specific Honors course designation should be discussed with the appropriate instructor in the semester preceding the semester the course is to be completed. The instructor must present a course outline to the Honors Committee for approval prior to the end of the official add period in any given semester. Additional information about the Honors program is available in the Offices of the Divisions of Career Education/Workforce Development and Liberal Arts.



## COURSE REQUIREMENTS WAIVER AND SUBSTITUTION

When there is sufficient need to change a program of study outlined in the catalog for a student to be able to graduate, a course requirement waiver and/or substitution may be processed. Course waivers and/or substitutions should be determined in conference with the advisor and require the approval of the student's advisor and the Division Dean. A form for this approval is available in the Office of the appropriate Dean. 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.

1. 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.
2. An "I" in nursing (NET) 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.
3. When required work has been submitted to the faculty member and no later than one week after the deadline for removing an "I," the faculty member will file a completed Change of Grade form in the Office of Admissions and Records. The grade change will be updated on the student file prior to semester grade processing.
4. 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.
5. If a faculty member does not submit a completed Change of Grade form 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.
6. Students who receive an "I" for remedial or developmental level course work 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs 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 no later than three weeks prior to the end of the semester in which the course is being repeated. Repeating a course will affect a student's academic record in the following ways:

1. 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 that 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.
2. The hours attempted in repeating a course will be subtracted from the total hours attempted before dividing to compute the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event that 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.
3. 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.
4. 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, Repeat forms should be completed and submitted at the time of registration for a course being repeated.

### GRADING SYSTEM

The following grading system is used at Motlow State Community College:

Grade	Grade Points Awarded Per Semester Hour
A Outstanding	4
B Above Average	3
C Average	2
* D Passing	1
F Failing	0

**\* This grade is not used for any remedial or developmental course, nor does it remove any A89 deficiency.**

Other markings which may appear on the grade report and/or transcript are as follows:

CE	Credit by Exam	P	Passed
I	Incomplete	S	Satisfactory
AU	Audit	W	Withdrew
*IP	In Progress		
*W/D	Withdrawal/Approved		

**\*These grades apply only to remedial and developmental studies courses. W/D indicates withdrawal with the permission of the Director of Remedial/Developmental Studies.**

The "CE" is used when a student receives credit for a course by challenge examination. The "CE" is not used in computing the grade point average. When "CE" is assigned, hours earned are increased. The total hours attempted and quality points earned are not affected.

The "I" indicates that the 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 (NET) 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.

An In Progress (IP) grade may be assigned to a student's grade report when a student 1) has not previously been assigned an IP grade in the course for which the IP grade is being considered, 2) has not withdrawn (W) from the college or course for which the IP grade is being considered, 3) has not previously failed the course for which the IP grade is being considered, 4) has put forth his or her best effort to pass the course, 5) has a strong likelihood of passing the course during the next attempt, 6) has regular attendance in the course throughout the term. Students who receive an "IP" must repeat the course in the following semester or the "IP" reverts to an "F." Students who receive an "IP" in the spring semester will observe the schedule for the following fall semester.

The "AU" is used when a student attends a class with audit status and receives no credit and no grade.

The grades "P" and "F" are used with the Pass/Fail grading option. 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.

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. There is no effect on quality hours attempted (even though a "W" does constitute a course attempt in Remedial/Developmental Studies classes), hours earned, or quality points earned.

The "WD" is used when a student withdraws from a remedial/developmental course with the permission of the Director of Remedial/Developmental Studies. The "WD" does not constitute a remedial/developmental course attempt, and there is no effect on quality hours attempted, hours earned, or quality points earned.

### APPEAL OF A GRADE

The appeal process should be initiated only after the student has first contacted the instructor and has failed to resolve the issues in question.

A student may appeal a grade decision if there are circumstances which the student feels should warrant the appeal. Appeals must be made within forty-five (45) days from the end of the term during which the grade was received. Students enrolled in courses during any summer term shall have forty-five (45) days following the last day of the full summer term in which to file a grade appeal. All appeals should be submitted in writing to the Vice President for Academic Affairs. Upon receipt of the appeal, the Vice President will notify the faculty member involved. The Vice President will reserve the right to question the student who has appealed, as well as the faculty member. The Vice President will review the merits of the case, and the student and faculty member will be notified in writing of the response to the appeal.

### ACADEMIC FRESH START

Any person who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling at Motlow or transferring to Motlow, maintains a 2.00 GPA and completes 30 semester hours of Level 1 course work at Motlow, may petition to have grades on all prior course work disregarded in calculating his/her cumulative grade point average. Removal of grades means removal of all credits. Upon the completion of 30 semester hours at Motlow with a 2.00 cumulative GPA, the student should send a written request and transcript to the Director of Admissions and Records to be submitted for approval to the Vice President for Academic Affairs. If the request is granted, the earlier course work will not count toward meeting requirements for graduation but would appear on the student's transcript.

A student who plans to transfer to another institution should contact that institution to determine the impact of Academic Fresh Start prior to implementing the program at Motlow. If assistance is needed, a student should contact the Office of Admissions and Records.

**GRADE POINT AVERAGE (GPA) / QUALITY POINT AVERAGE (QPA)**

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 page 72 for information about 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 x 4	=	12	grade points earned
5 hrs. course completed with grade C:	5 x 2	=	10	grade points earned
1 hr. course completed with grade B:	1 x 3	=	3	grade points earned
4 hrs. course completed with grade B:	4 x 3	=	12	grade points earned
<u>3</u> hrs. course completed with grade F:	3 x 0	=	<u>0</u>	grade points earned
16 hours completed			37	grade 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 Remedial/Developmental 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, and
- (3) determining term honors.

The "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 time 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.

Semester Hours Attempted	Minimum Cumulative GPA
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 time 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.

Semester Hours Attempted	Minimum Cumulative GPA
00.1 - 08.0	1.0
08.1 - 14.0	1.3
14.1 - 18.0	1.7
18.1 - and above	2.0

## ACADEMIC 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 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.

The period of academic suspension will be 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.

Transfer students will be subject to Motlow retention standards for admission or readmission to Motlow. A transfer student must be eligible to reenter 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 Motlow's 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 appeal regarding academic or remedial/developmental suspension must be made through the Office of Student Affairs located in the Ingram Administration Building. The student should request a suspension appeal form from the Office of Student Affairs, complete the form as indicated, and return it with a copy of his/her college transcript to the Vice President for Student Affairs and Institutional Advancement prior to the day scheduled for hearing appeals. The appeal will be heard by the Student Affairs Committee; decisions of the Committee are final.

The Vice President for Student Affairs and Institutional Advancement has the authority to remove suspension status for a student when recommended by the Student Affairs Committee.

## ACADEMIC SCHEDULE

Motlow State Community College operates on the semester system. There are three academic semesters: fall, spring, and summer. The projected calendar for each term of the academic year appears at the front of this catalog. The calendar for each term is confirmed in the Schedule of Classes when published. The credit granted 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. Courses in the schedule are listed by a discipline code, a course number, a call number, course title, 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 call number when registering or when communicating with college personnel about a course.

Changes in the Schedule of Classes may occur between the publication of the schedule and the opening of the semester. These changes are communicated to all faculty and staff via e-mail updates prior to each term. When a student is registering, it is recommended that he/she check with an advisor or staff member for an update on schedule information.

### 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, an official drop or withdrawal must be processed for each student who has registered for the class. If this procedure is not initiated by the student, the college will complete the process administratively.

### DISCIPLINE CODES

Attention to the symbols and abbreviations below may help in understanding class schedules as well as the catalog.

#### Discipline Codes--Division of Career Education and Workforce Development

ACT	Accounting	ECO	Economics
AOS	Administrative Office Support	EMT	Emergency Medical Technology
BNK	Banking	ERG	Pre-Engineering/Engineering Technology
BIT	Business Information Technology	IAT	Industrial Technology
BUS	Business	IMT	Industrial Management
COP	Cooperative Education	NET	Nursing
CST	Computer Science	RES	Real Estate

#### Discipline Codes--Division of Liberal Arts

AGR	Agriculture	GER	German
ANT	Anthropology	HPE	Health/Physical Education
ART	Art	HIS	History
AST	Astronomy	HON	Honors
BIO	Biology	HOR	Horticulture
CHE	Chemistry	IDS	Interdisciplinary Studies
CJA	Criminal Justice Administration	MAT	Mathematics
COM	Communications	MUS	Music
ECED	Early Childhood Education	PHY	Physics
EDU	Education	POL	Political Science
ENG	English	PSY	Psychology
ESL	English as a Second Language	SOC	Sociology
FRE	French	SPA	Spanish
GGY	Geography		
GEO	Geology		
DSE	Developmental Studies - English	DSM	Developmental Studies - Mathematics
DSR	Developmental Studies - Reading	DSS	Developmental Studies - Study Skills
RSE	Remedial Studies - English	RSM	Remedial Studies - Mathematics
RSR	Remedial Studies - Reading		

## ACADEMIC ASSESSMENT AND PLACEMENT PROGRAM

Beginning in 1985, all Tennessee Board of Regents universities, colleges, and technical institutes implemented the Academic Assessment and Placement Program (AAPP) as a condition for enrollment. All policies and procedures for assessment and placement under this program have been implemented at Motlow State Community College along with a full complement of remedial and developmental courses. The purpose of this program is threefold: (1) identify students who are underprepared for college-level studies, (2) provide programs of instruction designed to remove academic deficiencies, and (3) prepare students for entry into the college-level curriculum.

### ASSESSMENT AND PLACEMENT PROCEDURES

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/placement requirements in the applicable discipline. Listed below are applicant categories subject to assessment/placement provisions.

1. Applicants who are under twenty-one (21) years of age must take the American College Test (ACT). Applicants whose ACT composite scores and English and mathematics sub-scores are 19 or greater may enroll in regular college curriculum without assessment/placement providing they have met high school criteria under the 1989 Admissions Requirements (see page 20 for information on removing high school deficiencies in English and mathematics). Applicants whose ACT composite scores are 18 or less must take the reading portion of the COMPASS test. Applicants whose ACT sub-scores in English are 18 or less must take the writing composition portion of the COMPASS test. Applicants whose ACT sub-scores in mathematics are 18 or less must take the appropriate mathematics portions of the COMPASS test. Only ACT scores which are on file in the Office of Admissions and Records at the time of admission will be considered. ACT scores must be less than three years old as of the first day of the admitting term. Performance on the COMPASS test results in either placement in the regular college curriculum, developmental studies, remedial studies, or a combination of these.
2. Applicants who are twenty-one (21) years of age or older as of the first day of classes of their admitting term and who seek regular admission must take all portions of the COMPASS test. Although students 21 years of age or older are not required to present ACT or SAT scores, those who elect to submit valid scores will be screened for assessment according to the regulations applying to students under 21 years of age. Performance on the COMPASS test results in either placement in the regular college curriculum, developmental studies, remedial studies, or a combination of these.
3. Returning or readmit students and transfer students who have not previously been assessed or who have not earned college-level credits in English composition or college-level, algebra-based mathematics must take the appropriate portion(s) of the COMPASS test before they can enroll unless they are under 21 years of age and otherwise exempt by ACT scores. Performance on the COMPASS test results in either placement in the regular college course, developmental course, or a remedial course.
4. Special Students for Credit who accrue twelve (12) or more semester hours or who enroll in English or mathematics for the first time must take the appropriate portion of the COMPASS test before enrolling. Performance on the COMPASS test results in either placement in a college level course, developmental course, or a remedial course.
5. Applicants who graduated from high school spring 1989 or after and who lack required high school credits in English or mathematics must take the appropriate portions of the COMPASS test and enroll in the course(s) prescribed by test results or provide a valid ACT with composite score of 26 or greater. (see page 19, Undergraduate Admissions Requirements).
6. Applicants seeking the Associate of Arts or Associate of Science degree who have GED equivalency diplomas must take all portions of the COMPASS test to remove English and math high school unit deficiencies. Performance on COMPASS test results either in placement in the regular college course, a developmental course, or a remedial course.

Students who gain regular admission to the college without assessment and who later prove to be underprepared for college level work will be referred to the program director for assessment in the appropriate area. Students who are referred and assessed must enroll in the course(s) appropriate to their assessment results. Referred students who are enrolled in a college level course for which they lack prerequisite skills must drop that course and re-enroll in the appropriate remedial or developmental level course. Students who have previously taken the AAPP test must take the COMPASS test (or portions of it) if their previous test scores are three or more years old and if the students have not completed their placement requirements at the admitting institution or any other TBR institution. Referred students must comply with all operational guidelines relevant to their progression through the AAPP program.

Exceptions to mandatory assessment and placement may be granted in individual cases in which a student's level of readiness into college level course(s) is not considered detrimental to his/her academic progression. Such exception from mandatory assessment/placement will be permitted only after thorough evaluation of student records and documented performance. Recommendation for exception will be made by the Director of Remedial/Developmental Studies and granted, after further review, by the Dean of Liberal Arts. All exceptions will be adequately documented by the program director.

**ACADEMIC ASSESSMENT AND PLACEMENT PROGRAM TEST: COMPASS**

Beginning fall, 1999, the Academic Assessment and Placement Program implemented the COMPASS test to assess students for college level readiness. COMPASS is a computer adaptive testing system which assesses students to determine their academic readiness in reading, writing, and mathematics. The test experience is conducted on a computerized format using interactive response software specially designed to determine academic readiness and to record student results in institutional records for appropriate placement. The reading skills portion of the COMPASS is designed to measure the student's reading comprehension. This component assesses the student's ability to recognize appropriate vocabulary, to isolate main ideas, locate explicit textural information, and to draw inferences. This test also provides a reader profile to assist instructional programming. 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 COMPASS is not a pass/fail test. Test results do not determine whether or not the student is admitted to the college. Instead, test results determine which courses are best suited to the student's level of readiness. Each test component has a separate score with determines student placement.

Except for extenuating circumstances, the COMPASS may not be taken more than once. Under no circumstances will a student be retested within ninety (90) days of his/her previous test. Students may not retake the test or any portion of the test if they have enrolled in remedial or developmental courses to remove prerequisite requirements. Students who transfer to other Tennessee Board of Regents institutions may have their test results forwarded. Additionally, test results are included in student transcript information sent to other TBR institutions.

COMPASS is given regularly throughout the year at Motlow's main campus, at the teaching centers at McMinnville and Fayetteville, and at other teaching sites as the need arises. In circumstances where local computer support is not available and the COMPASS test cannot be used, the ASSETT test will be administered. The ASSETT is a traditional, booklet and answer sheet, multiple choice test whose results are correlated to the same placement values as the COMPASS. Special test accommodations are available for students who require other than standard conditions for taking the test. There is no fee for the COMPASS. The Director of Remedial and Developmental Studies should be contacted for information about the test and test dates.

**REMEDIAL AND DEVELOPMENTAL STUDIES**

A component of the Academic Assessment and Placement Program is a series of remedial and developmental level courses in writing, mathematics, reading and study skills. These courses are designed to assist students who need preparation for college-level work. Remedial and developmental studies courses provide learning experiences which help students succeed in their college level courses.

**REMEDIAL COURSES**

Remedial Studies is a program of instruction that leads to proficiency in the academic skills defined and assessed by the Tennessee State Department of Education in the Tennessee Competency Assessment Program (TCAP). Applicants who are placed in remedial studies will be admitted to the college on a controlled admissions basis and will be required to complete appropriate remedial courses. Following completion of required remedial courses, a student is required to complete successfully all corresponding developmental courses before enrollment in college-level courses. Remedial courses may not be taken for audit. Descriptions of remedial courses are given on page 166.

**DEVELOPMENTAL COURSES**

Developmental studies is a program of instruction designed to provide the student a level of proficiency in the Basic Academic Competencies described by the Educational Equality Project of the College Board as required for successful pursuit of college studies. Applicants who are placed in developmental studies will be admitted to the college on a controlled admission basis. Applicants who are found to be deficient in a basic academic competency at the level of developmental studies may not be enrolled in a regular college-level course which requires that competency as a prerequisite until the exit criteria of the appropriate developmental studies course have been met. Developmental courses may not be taken for audit. Descriptions of developmental courses are given on page 165.



## POLICIES OF REMEDIAL AND DEVELOPMENTAL STUDIES

Student Attendance. Student attendance in Remedial/Developmental courses is mandatory; no absences are permitted. Instructors may impose grade penalties at their discretion for student absences. Student absences may be reported to the Director of Remedial/Developmental Studies for his review and subsequent action. The only entertainable exceptions to this policy are extenuating circumstances which must be verified by the program director.

Drops and Withdrawals. Students enrolled in remedial and developmental courses are not permitted to drop or withdraw from these courses unless extenuating circumstances warrant such action. The Director of Remedial and Developmental Studies recommends approval of drops and withdrawals after verification of the extenuating circumstances.

Student Failure and Suspension. A grade of "C" or better is necessary for students to complete successfully remedial or developmental level courses and progress to the next higher course. Students who earn grades lower than "C" in a remedial or developmental course must repeat the course for a second attempt. Students who earn a grade less than "C" following a second attempt of a remedial or developmental course are suspended from the college for one academic term. When suspension occurs at the end of the spring term, students are not eligible to re-enroll until the following spring term of the next academic year. Following a third unsuccessful attempt at the same course, students will be suspended for one academic year. Students may appeal their suspensions through existing channels provided by the Student Affairs Committee (see page 75).

Credit Hours and Grades Earned in Remedial and Developmental Courses. Credit hours earned in remedial and developmental courses may not be used to meet any degree requirement. These credits are institutional credit only and are "add-on" hours. The grades made in remedial and developmental courses become part of the academic record and will be used in determining semester GPA and cumulative GPA for retention, probation, and suspension purposes, as well as eligibility for financial aid and athletics, but will not be used when determining eligibility for the honor roll, dean's list, or graduation honors.

Grade Assignments. Letter grades assigned to remedial and developmental courses are: A, B, C, F, I (Incomplete), IP (In Progress), WD (Withdrawal with R/D director's approval) and W (Withdrawal without R/D director's approval). Any assigned grade lower than a "C" (W or F) constitutes a course attempt (see Student Failure and Suspension above). Incomplete grades are awarded only under extenuating circumstances. Students are not permitted to audit remedial or developmental courses. An In Progress (IP) grade may be assigned to a student's grade report when a student 1) has not previously been assigned an IP grade in the course for which the IP grade is being considered, 2) has not withdrawn (W) from the college or course for which the IP grade is being considered, 3) has not previously failed the course for which the IP grade is being considered, 4) has put forth his or her best effort to pass the course, 5) has a strong likelihood of passing the course during the next attempt, 6) has regular attendance in the course throughout the term. Students who receive an "I" for remedial or developmental level course work may not enroll in the next higher level course in the sequence until the "I" is removed from the transcript. Students who receive an "IP" must repeat the course in the following semester or the "IP" reverts to an "F." Students who receive an "IP" in the spring semester will observe the schedule for the following fall semester.

Prohibition Against Placement in Remedial or Developmental Courses without Assessment. Students may not enroll in remedial or developmental level courses unless they have been assessed; enrollment must be commensurate with test results.

Student Appeal of Placement. Students may appeal placement if, in the judgment of the Director of Remedial and Developmental Studies, placement results are inconsistent with student performance and other diagnostic test results. Students will not be reassessed but may be placed differently according to the director's determination. For students admitted with high school unit deficiencies in English and mathematics, the R/D director may re-evaluate initial placements and correct placements within R/D through holistic placement practices when such corrections are warranted. Students cannot be holistically placed out of R/D into the college program.

Transfer of Credit of Remedial/Developmental Courses. Credits earned in remedial and developmental courses at other Tennessee Board of Regents institutions are accepted subject to the limitations described above. Motlow reserves the right to place transferring students who have not completed their remedial or developmental level requirements into courses commensurate with their level of progression.

Follow-up on Students Completing the Remedial/Developmental Program. Files are maintained on all students who undergo placement assessment and enroll in any remedial or developmental course. These files are maintained for as long as students are enrolled in college or for a period of six (6) years.

### INTERINSTITUTIONAL ARTICULATION

The Tennessee Board of Regents has established guidelines to provide for collegiate articulation between community colleges and universities in the State University and Community College System of Tennessee. 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 person at Motlow State Community College for transfer student advisement and for interinstitutional articulation is the Director of Admissions and Records. Applications, catalogs, and course equivalency information from many Tennessee colleges and universities are available in the Counseling office. 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 University Parallel Major with a variety of 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 transfer student has satisfactorily completed an associate degree designed for transfer to a university in the Tennessee Board of Regents System, with an area of emphasis which corresponds to the degree major to be pursued at the university, the university shall grant credit toward completion of the baccalaureate degree for all courses completed for the associate degree, subject to the provisions of the next paragraph, provided that credit need not be granted for any course which would not be acceptable by the university for its native students. When a transfer student has been awarded an associate degree not designed for transfer purposes, each university shall accept those level one (freshman and sophomore) courses completed at a community college which have been determined to be equivalent to level one courses offered by the university, as creditable toward completion of relevant requirements for degree programs at the university, to the same extent that the courses would be creditable toward completion of the degree programs by the university's native students with the same degree major.

There shall be no limit to the number of credits transferred from a community college to a university within the System. However, the application of these credits to meet degree requirements will vary according to the degree sought, and the transfer student must meet the requirements for level two work and residency at the university.

Transfer students shall have the same privileges of catalog options as native students at the receiving institution, i.e. the option of complying with the catalog for the transfer student's freshman year to the extent that this privilege is provided for native students.

### ALTERNATIVE DELIVERY

Motlow college offers a variety of courses via alternative delivery formats. For a complete listing, please refer to the Schedule of Classes or visit our website at <http://www.mscc.cc.tn.us>.



### PROGRAMS OF STUDY--CORE CURRICULA

The programs of study leading to the associate degree at Motlow State Community College are outlined on pages 83 to 125. Courses listed first in each program correspond to the general education core curriculum for either the transfer programs or for the career programs. Because the general education requirements in the programs of study are very similar, students can change from one program to another without undue penalty and hardship. The university parallel (transfer) general education core is for students planning to transfer to four-year institutions following graduation from Motlow State Community College. The career technology (non-transfer) core is for students planning immediate employment upon graduation.

#### UNIVERSITY PARALLEL (TRANSFER) CORE CURRICULUM

##### General Education

Area of Study	Minimum Semester Hours Required
English Composition	6
Literature	6
Humanities	3
American History	6
Natural/Physical Sciences	8
Mathematics	3
Physical Education Activities	2
Speech	3
Interdisciplinary Studies	2

Note: Computer literacy, a requirement of the Tennessee Board of Regents, is achieved through a required BIT course, content in a related discipline, or specific program requirements.

#### CAREER TECHNOLOGY (NON-TRANSFER) CORE CURRICULUM

##### General Education

Area of Study	Minimum Semester Hours Required
English Composition	6
Speech	3
Social/Behavioral Science	3
Science/Mathematics	6
Interdisciplinary Studies/Humanities	2

Note: Computer literacy, a requirement of the Tennessee Board of Regents, is achieved through a required BIT course, content in a related discipline, or specific program requirements.

Following the general education course listing are the courses selected to support skill and competency development appropriate to the major and area of emphasis. Some programs of study are completed by general elective hours, giving the student the initiative in choosing additional courses to complete the program. All programs of study leading to the associate degree at Motlow State Community College require a minimum of 66 semester hours.

#### GENERAL EDUCATION

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. The objectives of the general education program at Motlow are to provide learning experiences which will lead students to:

- \* read, write, listen, and speak effectively;
- \* recognize the value of the arts, aesthetics, and their intellectual heritage;
- \* clarify personal strengths, values, and goals, and evaluate attitudes, values, and ideas in a rational manner;
- \* develop the knowledge and skills which promote life-long learning and productive citizenship;
- \* think critically and make reasoned choices by acquiring, analyzing, synthesizing, and evaluating knowledge;
- \* understand the methods of assimilating information using mathematical, quantitative, and information processing skills, and,
- \* acquire an awareness and sensitivity to the effects of science and technology in society.

**TENNESSEE BOARD OF REGENTS  
MINIMUM DEGREE REQUIREMENTS**

**DEGREES DESIGNED FOR TRANSFER**

The Tennessee Board of Regents has determined that the following associate degree requirements be regarded as the acceptable requirements for associate degrees designed for transfer purposes from institutions in the State University and Community College System of Tennessee.

1. All associate degrees shall require a minimum of 64 semester credit hours. Credit hours earned in remedial or developmental courses are institutional credit; they are not applicable to credit hours required for any certificate of credit or associate degree.
2. All associate degrees designed for transfer purposes shall require completion of not less than 32 semester credit hours of level-one courses as described below:
  - a. English composition ..... 6 semester credit hours
  - b. Humanities\* ..... 9 semester credit hours, including at least 3 semester credit hours in literature
  - c. History sequence ..... 6 semester credit hours (to be selected in accordance with requirements of transfer institution; 3 semester hours of Tennessee history may be substituted for 3 semester hours U.S. history)
  - d. Natural/physical sciences/mathematics ..... 9 semester credit hours to include one year of science and at least one course in mathematics
  - e. Physical education activities\*\* ..... 2 semester credit hours to be taken as two 1-semester courses (institutions may substitute satisfactory participation in ROTC, marching band, or armed forces experience.)
3. College courses that are taken as electives to address course deficiencies in high school preparation and that are taken to meet minimum admission requirements effective fall, 1989, may not be used to meet the degree requirements specified in item 2 above.
4. Students studying for an associate of arts degree designed for transfer purposes shall be required to demonstrate proficiency in a foreign language equivalent to completion of one year of college level work.

**We are in the process of moving into a four-digit discipline code and course numbering format. This is being done throughout the TBR system and will eventually streamline the transfer process for students. To facilitate this process, we have moved to four-digit course numbers. Each course number now has a zero added as a place holder in the fourth position.**

**For example: ENG 101            now becomes            ENG 1010**  
**MAT 141            now becomes            MAT 1410**

**Alpha Identifiers are being decided and will be added in subsequent catalogs. If you have any questions about the new course numbering format, please contact your advisor.**

**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 64 semester credit hours.
3. The technical specialty component of the career degree major shall consist of a minimum of 32 semester credit hours.
4. The requirements for a basic core of general education courses for career degrees shall consist of a minimum of 16 semester credit hours including a minimum of one course in each of the following areas:
  - a. oral communications
  - b. written communications
  - c. mathematics
  - d. humanities or fine arts
  - e. social or behavioral sciences
  - f. natural sciences (or an additional mathematics course)
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 developmental or remedial courses cannot be used to satisfy the minimum 64 semester credit hours requirement.

\*All courses in the disciplines of anthropology, art, and music, and selected courses in communications (COM 1080, COM 2020, and COM 2030) have been identified at Motlow State Community College to meet the Humanities requirements established by the Tennessee Board of Regents. In the Honors Scholar Area of Emphasis, ENGH 2020, 2030, and 2040 are additional choices which meet the Humanities requirements.

\*\*See page 38 for information about credit for military service time.

UNIVERSITY PARALLEL MAJOR

The University Parallel major is designed for the student who intends to transfer to a four-year institution. When a student completes one of the following areas of emphases and graduates from Motlow, that student will have completed the minimum acceptable requirements for an associate degree designed for transfer purposes from institutions in the State University and Community College System of Tennessee. Students who intend to transfer to other than institutions in the State University and Community College System of Tennessee may find it necessary to have changes made in the selected program of study. A comparison of the selected program of study at Motlow with the first two years at the four-year institution which a student plans to attend will contribute to a selection of electives which will best complement the program of study to be followed after transfer. The student is urged to secure a copy of the current catalog of the institution to which he/she plans to transfer and to discuss the selected transfer program with his/her advisor and/or a counselor.

ACCOUNTING AREA OF EMPHASIS

University Parallel Major

Associate of Science Degree

Courses Credit hrs.

GENERAL EDUCATION

ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS, or COM 1080, 2020, or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1310, 1330 .....	6
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

ACT 2310, 2320 .....	6
BUS 1210 .....	3
BUS 2410 .....	3
BIT 1250 .....	3
ECO 2010, 2020 .....	6
General Electives .....	3

69 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Motlow also offers a two-year career concentration in this area. To make sure you are following the correct program, check with your advisor or see the Business Technology major.

**AEROSPACE AREA OF EMPHASIS**  
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
CHE 1010 .....	4
PHY 2110, 2120 .....	8
MAT 1410, 1620 .....	6
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

**AREA OF EMPHASIS REQUIREMENTS**

ACT 2310 .....	3
ECO 2010 .....	3
ERG 1010 .....	3
IAT 1200 .....	3
PSY 1310 .....	3
General Electives .....	2
	<hr/> 66 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

NOTE: Students in the Aerospace area of emphasis should complete the private pilot certificate during their freshman or sophomore year. Proof of certification may be required for entry into a program at a four-year institution.

NOTE: Students planning to major in an aerospace program at a four-year institution upon transfer should plan carefully with their advisors for appropriate course selection since program requirements vary by institution.

**AGRICULTURE AREA OF EMPHASIS**  
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020, or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
MAT 1310 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

**AREA OF EMPHASIS REQUIREMENTS**

AGR 1010, 1020, 2340 .....	9
CHE 1010, 1020 .....	8
ECO 2010 .....	3
ACT 2310 .....	3
General Electives .....	3
	<hr/> 68-70 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**ART AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities elective from ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
ART 1040, 1050 .....	6
ART 1110, 1210, 2310, 2410 .....	12
One year sequence in a foreign language .....	6
<hr/> 66-68 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110,2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
ART 1040, 1050 .....	6
ART 1110, 1210, 2310, 2410 .....	12
General Electives .....	4-6
<hr/> 66 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**BIOLOGY AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020, or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
MAT 1410 .....	3
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
BIO 1330 .....	4
BIO 2420 .....	4
CHE 1010, 1020 .....	8
Elective from ART, COM, MUS .....	3
One year sequence in a foreign language .....	6
<hr/> 67 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
MAT 1410 .....	3
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
BIO 1330 .....	4
BIO 2420 .....	4
BIO 2310 .....	4
CHE 1010, 1020 .....	8
MAT 1620 .....	3
General Electives .....	3
<hr/> 68 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**BUSINESS ADMINISTRATION AREA OF EMPHASIS**  
University Parallel Major

Associate of Science Degree

Courses	GENERAL EDUCATION	Credit hrs.
		6
ENG 1010, 1020 .....		3
ENG 2010 .....		3
ENG 2020 or 2030 or 2040 .....		3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....		6
HIS 2110, 2120 .....		8
One year sequence in BIO, CHE, or PHY .....		6
MAT 1310, 1330 .....		2
HPE Activities .....		3
COM 1010 .....		3
*BIT 1150 .....		2
IDS 1010 .....		2

AREA OF EMPHASIS REQUIREMENTS

ACT 2310, 2320 .....	6
BUS 1210, 2410 .....	6
BIT 1250 .....	3
ECO 2010, 2020 .....	6
**General Electives .....	3
	69 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

\*\*Recommended elective: BIT 1260

Motlow also offers a two-year career program in this area. To make sure you are following the correct program, check with your advisor or see the Business Technology major.

**BUSINESS EDUCATION/OFFICE MANAGEMENT AREA OF EMPHASIS**  
University Parallel Major

Associate of Science Degree

Courses	GENERAL EDUCATION	Credit hrs.
		6
ENG 1010, 1020 .....		3
ENG 2010 .....		3
ENG 2020 or 2030 or 2040 .....		3
ART 1010 or MUS 1050 .....		6
HIS 2110, 2120 .....		4
BIO 1000 .....		4
PHY 1010 or GEO 1200 .....		3
MAT 1410 .....		2
HPE Activities .....		3
COM 1010 .....		3
*BIT 1150 .....		2
IDS 1010 .....		2

AREA OF EMPHASIS REQUIREMENTS

ACT 2310, 2320 .....	6
BUS 1210 .....	3
BUS 2410 .....	3
ECO 2010, 2020 .....	6
*AOS 1020 .....	4
General Electives .....	3
	67 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Motlow also offers a similar two-year program of study in Administrative Office Support. To make sure you are following the correct program, check with your advisor or see the Administrative Office Support Concentration under the Business Technology Major.



**CHEMISTRY AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 1010, 1020	6	ENG 1010, 1020	6
ENG 2010	3	ENG 2010	3
ENG 2020 or 2030 or 2040	3	ENG 2020 or 2030 or 2040	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030	3	Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030	3
HIS 2110, 2120	6	HIS 2110, 2120	6
CHE 1010, 1020	8	CHE 1010, 1020	8
**MAT 2510	5	**MAT 2510	5
HPE Activities	2	HPE Activities	2
COM 1010	3	COM 1010	3
*BIT 1150	3	*BIT 1150	3
IDS 1010	2	IDS 1010	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
CHE 2310, 2320	8	CHE 2310, 2320	8
Elective from ART, COM, MUS	3	MAT 2520, 2530	10
General Electives	5	General Electives	4
One year sequence in a foreign language	6		
	66 hrs.		66 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

\*\*MAT 1610 and MAT 1620 are required for students lacking the background to start with MAT 2510. This requirement will be verified by the mathematics faculty and individual advisors.

**COMMUNICATIONS AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 1010, 1020	6	ENG 1010, 1020	6
ENG 2010	3	ENG 2010	3
ENG 2020 or 2030 or 2040	3	ENG 2020 or 2030 or 2040	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030	3	Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030	3
HIS 2110, 2120	6	HIS 2110, 2120	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 1260 or higher	3-5	MAT 1260 or higher	3-5
HPE Activities	2	HPE Activities	2
COM 1010	3	COM 1010	3
*BIT 1150	3	*BIT 1150	3
IDS 1010	2	IDS 1010	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
**COM 1110, 1120, 1130	9	**COM 1110, 1120, 1130	9
COM Electives	3	COM Electives	6
General Electives	4-6	General Electives	7-9
One year sequence in a foreign language	6		
	66 hrs.		66 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

\*\*COM 1120 requires the completion of BIT 1000 and/or the ability to type 35-40 words per minute.

NOTE: Students planning to major in speech-theater upon transfer should plan carefully with their advisors for appropriate selection of courses.

**COMPUTER SCIENCE AREA OF EMPHASIS**  
University Parallel Major

Associate of Science Degree

Courses Credit hrs.

GENERAL EDUCATION

ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020, or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
*MAT 2510 .....	5
HPE Activities .....	2
COM 1010 .....	3
**CST 1400 .....	4
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

CST 1320 .....	3
CST 2400, 2450 .....	6
CST 2500 .....	3
MAT 2520, 2530 .....	10
General Electives .....	3

70 hrs.

\*MAT 1610 and MAT 1620 are required courses for students lacking the background to start with MAT 2510. This requirement will be verified by the mathematics faculty and the individual advisor. (Special Note: Students transferring to UTC, TTU, or UAH should also complete MAT 2830, Linear Algebra, which will satisfy the general elective requirement.)

\*\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

A related program in Information Systems is also in the University Parallel major.

**CRIMINAL JUSTICE ADMINISTRATION AREA OF EMPHASIS**  
University Parallel Major

Associate of Science Degree

Courses Credit hrs.

GENERAL EDUCATION

ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One-year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

PSY 1310, 1320 .....	6
SOC 2110 .....	3
Four Courses from the following:	
CJA 2010, 2110, 2120, 2210, 2220; SOC 2400 .....	12
POL 1110 .....	3
General Electives .....	3

69 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000

**ECONOMICS AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020, or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1310, 1330 .....	6
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

ECO 2010, 2020 .....	6
Elective from ART, COM, MUS .....	3
BUS 2410 .....	3
General Electives .....	3
One year sequence in foreign language .....	6

66 hrs.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1310, 1330 .....	6
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

ACT 2310, 2320 .....	6
BUS 1210 .....	3
BUS 2410 .....	3
ECO 2010, 2020 .....	6
General Electives .....	3

66 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.



ENGLISH AREA OF EMPHASIS

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses Credit hrs.

Courses Credit hrs.

GENERAL EDUCATION

GENERAL EDUCATION

ENG 1010, 1020	6
ENG 2010	3
ENG 2030	3
ART 1010	3
HIS 2110, 2120	6
One year sequence in BIO, CHE, or PHY	8
MAT 1260 or higher	3-5
HPE Activities	2
COM 1010	3
*BIT 1150	3
IDS 1010	2

ENG 1010, 1020	6
ENG 2010	3
ENG 2030	3
ART 1010	3
HIS 2110, 2120	6
One year sequence in BIO, CHE, or PHY	8
MAT 1260 or higher	3-5
HPE Activities	2
COM 1010	3
*BIT 1150	3
IDS 1010	2

AREA OF EMPHASIS REQUIREMENTS

AREA OF EMPHASIS REQUIREMENTS

ENG 2020 or 2040	3
MUS 1050	3
Electives from ART, MUS and COM 1080, 2020 or 2030 (excluding ART 1010 and MUS 1050)	6
General Electives	4-6
One year sequence in a foreign language	6

ENG 2020 or 2040	3
MUS 1050	3
Electives from ART, MUS and COM 1080, 2020 or 2030 (excluding ART 1010 and MUS 1050)	6
General Electives	10-12

66 hrs.

66 hrs.

ENVIRONMENTAL SCIENCE AREA OF EMPHASIS

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses Credit hrs.

Courses Credit hrs.

GENERAL EDUCATION

GENERAL EDUCATION

ENG 1010, 1020	6
ENG 2010	3
ENG 2020 or 2030 or 2040	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030	3
HIS 2110, 2120	6
BIO 1410, 1420	8
MAT 1410	3
HPE Activities	2
COM 1010	3
*BIT 1150	3
IDS 1010	2

ENG 1010, 1020	6
ENG 2010	3
ENG 2020 or 2030 or 2040	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020, or 2030	3
HIS 2110, 2120	6
BIO1410, 1420	8
MAT 1410	3
HPE Activities	2
COM 1010	3
*BIT 1150	3
IDS 1010	2

AREA OF EMPHASIS REQUIREMENTS

AREA OF EMPHASIS REQUIREMENTS

BIO 1330	4
CHE 1010, 1020	8
PHY 2110	4
MAT 1620	3
One year sequence in a foreign language	6
Elective in BIO, CHE or GEO	4

BIO 1330	4
CHE 1010, 1020	8
PHY 2110	4
MAT 1620	3
Electives in BIO, CHE or GEO	8

71 hrs.

69 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**GENERAL STUDIES AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
#*BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
Electives from ANT, ART, COM, or MUS .....	3
**General Electives .....	13-15
One year sequence in a foreign language .....	6
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 66 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020, or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
#*BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
*One year sequence from any discipline .....	6-12
General Electives .....	10-18
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 66 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

\*\*Students planning to pursue licensure in secondary education should take EDU 1110 and EDU 2110 to fulfill or partially fulfill this requirement.

#Students planning to pursue licensure in secondary education should take EDU 1150 to fulfill the computer literacy requirement.

**GEOGRAPHY AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
GGY 1010, 2010 .....	6
GEO 1200 .....	4
General Electives .....	6-8
One year sequence in a foreign language .....	6
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 66 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
GGY 1010, 2010 .....	6
GEO 1200 .....	4
General Electives .....	12-14
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 66 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**HEALTH AND PHYSICAL EDUCATION AREA OF EMPHASIS**

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

Two courses from the following	
HPE 2300, 2320, HPE 2340 .....	6
HPE 2000, 2410 .....	6
PSY 1310 .....	3
EDU 1110, 2110 .....	6
Elective from the following: HPE 2070, 2080, 2120 .....	3
HPE Activities .....	2

68-70 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**HISTORY AREA OF EMPHASIS**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 1010, 1020 .....	6	ENG 1010, 1020 .....	6
ENG 2010 .....	3	ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3	ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3	Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6	HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8	One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5	MAT 1260 or higher .....	3-5
HPE Activities .....	2	HPE Activities .....	2
COM 1010 .....	3	COM 1010 .....	3
*BIT 1150 .....	3	*BIT 1150 .....	3
IDS 1010 .....	2	IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

AREA OF EMPHASIS REQUIREMENTS

HIS 1110, 1120 .....	6	HIS 1110, 1120 .....	6
Electives from ECO, GGY, PSY, or SOC .....	6	Electives from ECO, GGY, PSY, or SOC .....	6
POL 1110, 1120 .....	6	POL 1110, 1120 .....	6
One year sequence in a foreign language .....	6	General Electives .....	4-6

66 - 68 hrs.

66 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**HONORS SCHOLAR AREA OF EMPHASIS**  
 University Parallel Major  
 (See Honors Scholar Eligibility Requirements)

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENGH 1010,1020 .....	6
HON 2010, 2020 .....	12
#Humanities Elective .....	3
**Natural/Physical Science Sequence .....	8
**MAT .....	3-5
HPE Activities .....	2
COMH 1010 .....	3
*BITH 1150 .....	3
IDSH 1010 .....	2

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENGH 1010,1020 .....	6
HON 2010, 2020 .....	12
#Humanities Electives .....	3
**Natural/Physical Science Sequence .....	8
**MAT .....	3-5
HPE Activities .....	2
COMH 1010 .....	3
*BITH 1150 .....	3
IDSH 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

Elective from ANT, ART, COM, or MUS .....	3
**General Electives .....	13-15
One year sequence in a foreign language .....	6

AREA OF EMPHASIS REQUIREMENTS

**One year sequence from any discipline .....	6-12
**General Electives .....	10-18

66

66

#Humanities Electives from ANT, ART, MUS, ENGH 2020, 2030, 2040, or COM 1080, 2020, 2030.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

\*\*Courses elected to meet the mathematics requirement, natural/physical science requirement, and general electives should be chosen after consultation with an honors advisor. Courses should be chosen to satisfy requirements in the transfer major at the four-year institution selected by the student.

**INDUSTRIAL MANAGEMENT AREA OF EMPHASIS**  
 University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1410, 1620 .....	6
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

BUS 2410 .....	3
ECO 2010, 2020 .....	6
ERG 1010 .....	3
IMT 1150, 1530, 1830 .....	9
General Electives .....	2

68 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

INFORMATION SYSTEMS AREA OF EMPHASIS

University Parallel Major

Associate of Science Degree

Courses

Credit hrs.

GENERAL EDUCATION

ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
*MAT 1310, 1330 .....	6
HPE Activities .....	2
COM 1010 .....	3
**BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

ACT 2310, 2320 .....	6
BUS 2410 .....	3
CST 1400 .....	4
ECO 2010, 2020 .....	6
General Electives .....	3

67 hrs.

\*Consult advisor concerning mathematics requirements at transferring institutions.

\*\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

A related program in Computer Science is available in the University Parallel major.

INTERDISCIPLINARY STUDIES

**EARLY CHILDHOOD EDUCATION (Prekindergarten-3 Emphasis):**

The student who plans to transfer to a university and pursue licensure in prekindergarten-3 should conform his or her program of study to curricula in effect at that institution. The following programs of study are designed to be consistent with programs in effect at Middle Tennessee State University and Tennessee Technological University. The student planning to transfer to a university other than MTSU or TTU and pursue licensure in this area should conform his or her program of study to curricula in effect at that institution. Additional information is available in the office of the Dean of Liberal Arts.

**ELEMENTARY EDUCATION (K-8 and 5-8 Emphases):**

The student who plans to transfer to a university and pursue licensure in elementary education should conform his or her program of study to curricula in effect at that institution. The following programs of study are designed to be consistent with programs in effect at Middle Tennessee State University and Tennessee Technological University. The student planning to transfer to a university other than MTSU or TTU and pursue licensure in this area should conform his or her program of study to curricula in effect at that institution. Additional information is available in the office of the Dean of Liberal Arts.

**SECONDARY EDUCATION:**

The student who plans to transfer to a university and pursue licensure in secondary education is advised to follow the area of emphasis in the subject he or she wishes to teach. The student should tailor elective hours as necessary to meet the requirements of the transfer institution; in particular, the student is encouraged to determine a certifiable area of interest and pursue appropriate courses leading to licensure. Information concerning certifiable areas and licensure is available in the office of the Dean of Liberal Arts.



INTERDISCIPLINARY STUDIES AREA OF EMPHASIS

University Parallel Major

Associate of Science Degree

Early Childhood Education
Middle Tennessee State University
(Department of Human Sciences)

Courses

Credit hrs.

GENERAL EDUCATION

Table listing general education courses and credit hours: ENG 1010, 1020 (6), ENG 2010 (3), ENG 2020 or 2030 or 2040 (3), ART 1040 (3), HIS 2110, 2120 (6), BIO 1000, GEO 1200, or PHY 1010 (8), MAT 1230, 1240 (6), HPE Activities (2), COM 1010 (3), \*BIT 1150 (3), IDS 1010 (2).

AREA OF EMPHASIS REQUIREMENTS

Table listing area of emphasis requirements: EDU 1110, 2110 (6), ART 1110 (3), GGY 2010 (3), HPE 2300 (3), HPE 2010 (3).

66 hrs.

Please note: The courses below are requirements for the 5-8 licensure from MTSU and may be taken at Motlow College.

ENG 2240, HPE 2300, MAT 1260 or MAT 1410, HIS 2610, POL 1120

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

INTERDISCIPLINARY STUDIES (cont.)

Associate of Science Degree  
 Early Childhood Education, Prekindergarten-3 Emphasis  
 Middle Tennessee State University  
 Department of Human Services

Courses Credit hrs.

GENERAL EDUCATION

ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
ART 1040 .....	3
HIS 2110, 2120 .....	6
BIO 1000 .....	4
GEO 1200 or PHY 1010 .....	4
MAT 1230, 1240 .....	6
HPE Activities .....	2
COM 1010 .....	3
*EDU 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

EDU 1110, 2110 .....	6
ART 1110 .....	3
GGY 2010 .....	3
HPE 2300 .....	3
HPE 2100 .....	3
HPE 2410 .....	3

66 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Motlow also offers an Early Childhood Education Major leading to an Associate of Applied Science degree. To make sure you are following the correct program, check with your advisor or see the Early Childhood Education Major, A.A.S. degree.

Associate of Arts Degree  
 Elementary Education, K-8 Emphasis  
 Middle Tennessee State University  
 (Department of Elementary and Special Education)

Courses Credit hrs.

GENERAL EDUCATION

ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
ART 1040 .....	3
HIS 2110 or 2120 .....	3
HIS 1110 or 1120 .....	3
BIO 1000, GEO 1200, PHY 1010 .....	12
MAT 1230, 1240 .....	6
HPE Activities .....	2
COM 1010 .....	3
*EDU 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

EDU 1110, 2110 .....	6
MUS 2520 .....	3
GGY 2010 .....	3
One year sequence in a foreign language .....	6

67 hrs.

Please note: The courses below are requirements for K-8 licensure from MTSU and may be taken at Motlow College.

ENG 2240, HPE 2300, MAT 1260 or MAT 1410, HIS 2610, HPE 2410

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

INTERDISCIPLINARY STUDIES (cont.)

Associate of Science Degree

Elementary Education, 5-8 Emphasis  
Middle Tennessee State University  
(Department of Elementary and Special Education)

Courses	Credit hrs.
GENERAL EDUCATION	
	Credit hrs.
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
ART 1040 .....	3
HIS 1110 or 1120 .....	3
HIS 2110, 2120 .....	6
BIO 1000, GEO 1200, PHY 1010 .....	12
MAT 1230, 1240 .....	6
HPE Activities .....	2
COM 1010 .....	3
*EDU 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
EDU 1110, 2110 .....	6
MUS 2520 .....	3
GGY 2010 .....	3
General Electives .....	3
	67 hrs.

Please note: The courses below are requirements for the 5-8 licensure from MTSU and may be taken at Motlow College.  
ENG 2240, HPE 2300, MAT 1260 or MAT 1410, HIS 2610, POL 1120

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Associate of Science Degree

Early Childhood Education, Pre K-3 and Pre K-1  
Tennessee Technological University  
(Child and Family Studies)

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
ART 1010 or MUS 1050 .....	3
HIS 2110, 2120 .....	6
BIO 1000, GEO 1200, PHY 1010 .....	12
MAT 1230, 1260 .....	6
HPE Activities .....	2
COM 1010 .....	3
*EDU 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
GGY 1010 .....	3
HPE 2100 .....	3
HPE 2320 .....	3
HPE 2410 .....	3
General Electives .....	3
	64 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**INTERDISCIPLINARY STUDIES (cont.)**

Associate of Science Degree

Elementary Education, K-8 Emphasis  
 Tennessee Technological University  
 (Multidisciplinary Studies: Human Learning)

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
ART 1010 or MUS 1050 .....	3
HIS 2110, 2120 .....	6
BIO 1000, GEO 1200, PHY 1010 .....	12
MAT 1230, 1260 .....	6
HPE Activities .....	2
COM 1010 .....	3
*EDU 1150 .....	3
IDS 1010 .....	2
<b>AREA OF EMPHASIS REQUIREMENTS</b>	
EDU 1110, 2110 .....	6
SOC 2110 .....	3
GGY 1010 .....	3
HPE 2100 .....	3
HPE 2410 .....	3
HPE 2320 .....	3

70 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Associate of Science Degree

Elementary Education, Grades 5-8 Emphasis  
 Tennessee Technological University  
 (Multidisciplinary Studies: Middle School)

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
ART 1010 or MUS 1050 .....	3
HIS 2110, 2120 .....	6
BIO 1000, GEO 1200, PHY 1010 .....	12
MAT 1230, 1260 .....	6
HPE Activities .....	2
COM 1010 .....	3
*EDU 1150 .....	3
IDS 1010 .....	2
<b>AREA OF EMPHASIS REQUIREMENTS</b>	
EDU 1110, 2110 .....	6
GGY 1010 .....	3
HPE 2100 .....	3
HPE 2320 .....	3
HPE 2410 .....	3
POL 1110 .....	3

70 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**MATHEMATICS AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
*MAT 2510 .....	5
HPE Activities .....	2
COM 1010 .....	3
One course from the following:	
**CST 1300, 1320, 1400, 2450, 2650 .....	3-4
IDS 1010 .....	2

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
*MAT 2510 .....	5
HPE Activities .....	2
COM 1010 .....	3
One course from the following:	
**CST 1300, 1320, 1400, 2450, 2650 .....	3-4
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

MAT 2520, 2530, 2730 .....	13
Elective form ART, COM, MUS .....	3
***General Electives .....	3
One year sequence in a foreign language .....	6

AREA OF EMPHASIS REQUIREMENTS

MAT 2520, 2530, 2730, 2830 .....	16
General Electives .....	6

69-70 hrs.

66-67 hrs.

\*MAT 1610 and MAT 1620 are required courses for students lacking the background to start with MAT 2510. This requirement will be verified by the mathematics faculty and the individual advisor.

\*\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

\*\*\*Recommended elective MAT 2830.



**PHYSICS AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
CHE 1010, 1020 .....	8
*MAT 2510 .....	5
HPE Activities .....	2
COM 1010 .....	3
**BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
MAT 2520, 2530 .....	10
PHY 2310, 2320 .....	8
One year sequence in a foreign language .....	6
68 hrs.	

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
CHE 1010, 1020 .....	8
*MAT 2510 .....	5
HPE Activities .....	2
COM 1010 .....	3
**BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
MAT 2520, 2530, 2730 .....	13
PHY 2310, 2320 .....	8
General Electives .....	3
68 hrs.	

\*MAT 1610 and 1620 are required courses for students lacking the background to start with MAT 2510. This requirement will be verified by the mathematics faculty and the individual advisor.

\* \*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**POLITICAL SCIENCE AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
**BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
POL 1110, 1120 .....	6
Electives from ART, COM, or MUS .....	3
General Electives .....	7-9
One year sequence in a foreign language .....	6
66 hrs.	

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
**BIT 1150 .....	3
IDS 1010 .....	2
AREA OF EMPHASIS REQUIREMENTS	
HIS 1110, 1120 .....	6
POL 1110, 1120 .....	6
General Electives .....	10-12
66 hrs.	

\*\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**PRE-DENTAL AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
*MAT 2510 .....	5
HPE Activities .....	2
COM 1010 .....	3
**BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

CHE 1010, 1020 .....	8
BIO 2310 .....	4
PHY 2110, 2120 .....	8
One year sequence in a foreign language .....	6

70 hrs.

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO, 1410, 1420 .....	8
*MAT 2510 .....	5
HPE Activities .....	2
COM 1010 .....	3
**BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

CHE 1010, 1020 .....	8
CHE 2310, 2320 .....	8
BIO 2310 .....	4
PHY 2110, 2120 .....	8

72 hrs.

\*MAT 1610 and 1620 are required for students lacking the background to start with MAT 2510. This requirement will be verified by the mathematics faculty and the individual advisor.

\*\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

NOTE: Students planning to major in any dental program upon transfer should plan carefully with their advisors for appropriate selection of courses.

**PRE-ENGINEERING AREA OF EMPHASIS**  
University Parallel Major

Associate of Science Degree

Track 1  
Board of Regents System

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
ART 1010 or MUS 1050 .....	3
HIS 2110, 2120 .....	6
CHE 1010 .....	4
PHY 2310, 2320 .....	8
**MAT 2510 .....	5
HPE Activities .....	2
COM 1010 .....	3
CST 1320 .....	3

AREA OF EMPHASIS REQUIREMENTS

ERG 1010, 2010 .....	6
MAT 2520, 2530, 2730, 2830 .....	16

68 hrs.

Track 2\*  
University of Tennessee at Chattanooga (UTC)

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
ENG 2010, 2030 or 2040 .....	6
ART 1010 or MUS 1050 .....	3
HIS 1110, 1120 .....	6
ECO 2010, 2020 .....	6
PHY 2310, 2320 .....	8
CHE 1010 .....	4
**MAT 2510 .....	5
HPE Activities .....	2
CST 1320 .....	3

AREA OF EMPHASIS REQUIREMENTS

ERG 1010, 2010 .....	6
MAT 2520, 2530, 2730, 2830 .....	16

71 hrs.

\*UTC is offering the junior and senior level courses for the Bachelor of Science in Engineering (B.S.E.) degree at the University of Tennessee Space Institute (UTSI) in Tullahoma. The courses listed have been approved by UTC for transfer into the B.S.E. program. In addition, students may complete ERG 2100 and ERG 2110 for transfer to UTC.

\*Pre-engineering students planning to transfer to the University of Tennessee at Knoxville should consult with an engineering advisor for the appropriate course of study to follow.

\*\*MAT 1610 and 1620 are required courses for students lacking the background to start with MAT 2510. This requirement will be verified by the mathematics faculty and the individual advisor.

**PRE-LAW AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
<b>GENERAL EDUCATION</b>		<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6	ENG 1010, 1020 .....	6
ENG 2010 .....	3	ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3	ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3	Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6	HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8	One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5	MAT 1260 or higher .....	3-5
HPE Activities .....	2	HPE Activities .....	2
COM 1010 .....	3	COM 1010 .....	3
*BIT 1150 .....	3	*BIT 1150 .....	3
IDS 1010 .....	2	IDS 1010 .....	2
<b>AREA OF EMPHASIS REQUIREMENTS</b>		<b>AREA OF EMPHASIS REQUIREMENTS</b>	
ECO 2010, 2020 .....	6	ECO 2010, 2020 .....	6
POL 1110, 1120 .....	6	POL 1110, 1120 .....	6
General Electives .....	4-6	PSY and/or SOC Electives .....	6
One year sequence in a foreign language .....	6	General Electives .....	4-6
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 66 hrs.		<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 66 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**PRE-MEDICAL AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
<b>GENERAL EDUCATION</b>		<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6	ENG 1010, 1020 .....	6
ENG 2010 .....	3	ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3	ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3	Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6	HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8	BIO 1410, 1420 .....	8
**MAT 2510 .....	5	**MAT 2510 .....	5
HPE Activities .....	2	HPE Activities .....	2
COM 1010 .....	3	COM 1010 .....	3
*BIT 1150 .....	3	*BIT 1150 .....	3
IDS 1010 .....	2	IDS 1010 .....	2
<b>AREA OF EMPHASIS REQUIREMENTS</b>		<b>AREA OF EMPHASIS REQUIREMENTS</b>	
CHE 1010, 1020 .....	8	CHE 1010, 1020 .....	8
BIO 2310 .....	4	CHE 2310, 2320 .....	8
PHY 2110, 2120 .....	8	BIO 2310 .....	4
One year sequence in a foreign language .....	6	PHY 2110, 2120 .....	8
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 70 hrs.		<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 72 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

\*\*MAT 1610 and 1620 are required for students lacking the background to start with MAT 2510. This requirement will be verified by the mathematics faculty and the individual advisor.

NOTE: Students planning to major in any medical program upon transfer should plan carefully with their advisors for appropriate selection of courses.



**PRE-NURSING AREA OF EMPHASIS**  
 University Parallel Major  
 Associate of Science Degree

Courses Credit hrs.

GENERAL EDUCATION

ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410 and CHE 1010 .....	8
MAT 1410 .....	3
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

BIO 2310, 2710, 2720 .....	12
BUS 2410 .....	3
PSY 1310 and PSY 1320 or PSY 2120 .....	6
SOC 2110, 2120 .....	6

69 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Entrance requirements vary among different schools and colleges of nursing. While this program will meet the admission requirements of many schools, additional courses may be necessary for admission to others. Each student should contact the nursing school of choice for specific entrance requirements early in the college career.

Motlow also offers a two-year nursing major. To make sure you are following the correct program check with your advisor or see section entitled Nursing Program.

**PRE-OPTOMETRY AREA OF EMPHASIS**  
 University Parallel Major  
 Associate of Science Degree

Courses Credit hrs.

GENERAL EDUCATION

ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
*MAT 2510 .....	5
HPE Activities .....	2
COM 1010 .....	3
**BIT 1150 .....	3
IDS 1010 .....	2

AREA OF EMPHASIS REQUIREMENTS

BIO 2310 .....	4
CHE 1010, 1020, 2310, 2320 .....	16
PHY 2110, 2120 .....	8

72 hrs.

\*MAT 1610 and MAT 1620 are required for students lacking the background to start with MAT 2510. This requirement will be verified by the mathematics faculty and the individual advisor.

\*\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Entrance requirements vary widely among different schools and college of optometry. While this program will meet the admission requirements of many schools, additional courses may be necessary for admission to others. Each student should contact the optometry school of choice for specific entrance requirements early in the college career and plan carefully with the advisor for appropriate selection of courses.

**PRE-PHARMACY AREA OF EMPHASIS**  
 University Parallel Major  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020, or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
*MAT 2510 .....	5
HPE Activities .....	2
COM 1010 .....	3
**BIT 1150 .....	3
IDS 1010 .....	2
<b>AREA OF EMPHASIS REQUIREMENTS</b>	
ACT 2310 .....	3
CHE 1010, 1020, 2310, 2320 .....	16
PHY 2110, 2120 .....	8
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 71 hrs.	

\*MAT 1610 and MAT 1620 are required for students lacking the background to start with MAT 2510. This requirement will be verified by the mathematics faculty and the individual advisor.

\* \*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

NOTE: Students planning to major in any pharmacy program upon transfer should plan carefully with their advisors for appropriate selection of courses.

**PRE-PHYSICAL THERAPY AREA OF EMPHASIS**  
 University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020, or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
MAT 1410 .....	3
HPE Activities .....	2
**BIT 1150 .....	3
COM 1010 .....	3
IDS 1010 .....	2
<b>AREA OF EMPHASIS REQUIREMENTS</b>	
CHE 1010, 1020 .....	8
BIO 2710, 2720 .....	8
PSY 1310, 1320 .....	6
PHY 2110, 2120 .....	8
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 72 hrs.	

\*\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Entrance requirements vary among different schools and colleges of Physical Therapy. While this program will meet the admission requirements of many schools, additional courses may be necessary for admission to others. Each student should contact the Physical Therapy school of choice for specific entrance requirements early in the college career.

**PRE-VETERINARY MEDICINE AREA OF EMPHASIS**  
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020, or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
MAT 1310, 1330 .....	6
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

**AREA OF EMPHASIS REQUIREMENTS**

AGR 1010, 1020 .....	6
CHE 1010, 1020 .....	8
PHY 2110, 2120 .....	8

67 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

After completion of the Associate of Science Degree with an option in pre-veterinary medicine, the student will transfer to a four-year institution to complete other requirements. Competition for admission to veterinary school is intense because more students generally apply than can be accepted. Students are advised to consider possible career alternatives in selection of their program after completion of the Associate of Science Degree. The Associate of Science Degree is designed to permit students to work toward the normal entry requirements for veterinary school yet maintain the recommended career flexibility in a variety of agriculture and other baccalaureate degree programs.

**PSYCHOLOGY AREA OF EMPHASIS**  
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
<b>GENERAL EDUCATION</b>		<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6	ENG 1010, 1020 .....	6
ENG 2010 .....	3	ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3	ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3	Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6	HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8	One year sequence in BIO, CHE, or PHY .....	8
MAT 1410 or higher .....	3-5	MAT 1410 or higher .....	3-5
HPE Activities .....	2	HPE Activities .....	2
COM 1010 .....	3	COM 1010 .....	3
*BIT 1150 .....	3	*BIT 1150 .....	3
IDS 1010 .....	2	IDS 1010 .....	2

**AREA OF EMPHASIS REQUIREMENTS**

PSY 1310, 1320, 2120, 2900 .....	12
Electives from ART, COM, MUS .....	3
General Electives .....	1-3
One year sequence in a foreign language .....	6

66 hrs.

**AREA OF EMPHASIS REQUIREMENTS**

PSY 1310, 1320, 2120, 2900 .....	12
General Electives .....	10-12

66 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**RECREATION AREA OF EMPHASIS**

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
BIO 1410, 1420 .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

**AREA OF EMPHASIS REQUIREMENTS**

HPE 2300, 2320 .....	6
HPE 2000, 2120, 2340 .....	9
HPE Activities .....	2
General Electives .....	5-7

66 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**SECONDARY EDUCATION AREA OF EMPHASIS**

University Parallel Major

(See Interdisciplinary Studies, pages 94-98)

**SOCIAL SCIENCE AREA OF EMPHASIS**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

**AREA OF EMPHASIS REQUIREMENTS**

Three of the following 6-hour sequences .....	18
ECO 2010, 2020; POL 1110, 1120; PSY 1310, 1320; SOC 2110, 2120	
One year sequence in a foreign language .....	6

66-68 hrs.

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

**AREA OF EMPHASIS REQUIREMENTS**

Three of the following 6-hour sequences .....	18
ECO 2010, 2020; POL 1110, 1120; PSY 1310, 1320; SOC 2110, 2120	
General Electives .....	4-6

66 hrs.

\*Keyboarding skills are required; requirement may be satisfied previous keyboarding course or by completing BIT 1000.

**SOCIAL WORK AREA OF EMPHASIS**

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

**AREA OF EMPHASIS REQUIREMENTS**

PSY 1310, 1320, 2120 .....	9
SOC 2110, 2120, 2200, 2570 .....	12
General Electives .....	1-3

66 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**SOCIOLOGY AREA OF EMPHASIS**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

**AREA OF EMPHASIS REQUIREMENTS**

SOC 2110, 2120, 2200 .....	9
PSY 1310, 1320 .....	6
General Electives .....	1-5
One year sequence in a foreign language .....	6

66 hrs.

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
ENG 2010 .....	3
ENG 2020 or 2030 or 2040 .....	3
Humanities Elective from ANT, ART, MUS or COM 1080, 2020 or 2030 .....	3
HIS 2110, 2120 .....	6
One year sequence in BIO, CHE, or PHY .....	8
MAT 1260 or higher .....	3-5
HPE Activities .....	2
COM 1010 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2

**AREA OF EMPHASIS REQUIREMENTS**

SOC 2110, 2120, 2200 .....	9
PSY 1310, 1320 .....	6
General Electives .....	7-9

66 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**BUSINESS TECHNOLOGY MAJOR**

Motlow State Community College offers a Business Technology major with the following concentrations: Accounting, Administrative Office Support, Banking and Finance, Business Computer Applications, Business Management, and Real Estate. 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 Administrative Office Support concentration prepares students for a variety of administrative support positions in a business or professional office environment. The Banking and Finance concentration prepares students for career entry in the field of banking and finance. The Business Computer Applications concentration prepares students for a variety of positions in the field of business data processing. The Business Management concentration provides students with a broad academic foundation for mid-management and junior level positions in business administration. The Real Estate concentration provides knowledge of the total operation of a real estate business.

The major core curriculum is designed to promote development of the following competencies.

- \* 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

These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

**ACCOUNTING CONCENTRATION**  
Business Technology Major

Associate of Applied Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010, 2020 .....	6
MAT 1310 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
BUS 1220 .....	3
<b>CONCENTRATION REQUIREMENTS</b>	
ACT 2310, 2320 .....	6
ACT 2410 .....	3
ACT 2510, 2520 .....	6
ACT 2610, 2810, 2910 .....	9
BUS 1210, 2220, 2710 .....	9
BUS 2610, 2910 .....	6
BIT 1250 .....	3
General Electives .....	1-3
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/>	
69-71 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Motlow also offers a university parallel major with this area of emphasis. To make sure you are following the correct program check with your advisor or see the accounting area of emphasis in the university parallel major.

**ADMINISTRATIVE OFFICE SUPPORT CONCENTRATION**  
Business Technology Major

Associate of Applied Science

This career program is designed to prepare students to fulfill administrative support duties required to carry on the functions of a business or professional office. This program emphasizes general administrative tasks as well as information processing applications. Jobs and career positions in this field include typist, receptionist, data entry operator, executive aide, secretary, information processing specialist, administrative assistant, and office systems specialist. This program is designed for students who do not intend to transfer to a four-year institution.

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010 .....	3
MAT 1310 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
BUS 1220 .....	3
<b>CONCENTRATION</b>	
ACT 2310, 2320 .....	6
BUS 1210, 2220, 2610 .....	9
BUS 2910 .....	3
BIT 1240, 1270 .....	6
BIT 1250 or 1260 .....	3
*AOS 1020 .....	4
AOS 1150 .....	3
AOS 2030, 2130, 2210 .....	9
General Electives .....	3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 69hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Motlow, in concert with Chattanooga State Technical Community College, offers a program of study in Court Reporting. For more information on this program, check with your academic advisor or refer to the Court Reporting Program provided under the Business Technology Major.

**BANKING AND FINANCE CONCENTRATION**  
Business Technology Major

Associate of Applied Science Degree

This career program will introduce persons to the field of banking and finance. It will also enable banking personnel to get American Institute of Banking certificates of achievement along with college credit. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010, 2020 .....	6
MAT 1310 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
BUS 1220 .....	3
<b>CONCENTRATION REQUIREMENTS</b>	
ACT 2310, 2320 .....	6
BNK 1110, 1220, 2220, .....	9
BUS 1210, 2220, 2910 .....	9
BUS 2410, 2610, 2710 .....	9
Electives from the following:	
BNK 1180, 1200, 1420, 2130, 2530, 2610, 2620 .....	6
General Electives .....	3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 68 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**BUSINESS COMPUTER APPLICATIONS CONCENTRATION**  
Business Technology Major

Associate of Applied Science Degree

This career program 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.

Courses	Credit hrs.
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010, 2020 .....	6
MAT 1310, 1330 .....	6
*BIT 1150 .....	3
IDS 1010 .....	2

CONCENTRATION REQUIREMENTS

ACT 2310, 2320 .....	6
BUS 1210, 2220, 2610, 2710, 2910 .....	15
BIT 1240, 1250, 1260, 1270 .....	12
CST 1300, 2610 .....	6
CST 1610 or 1650 .....	3
**General Electives .....	1-3

69-71 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

\*\*Recommended elective: ACT 2910

Motlow also offers a university parallel major related to this concentration. To make sure you are following the correct program, check with your advisor or see the Information Systems or Computer Science areas of emphases in the university parallel major.

Motlow also offers a short-term certificate of credit in this area. The student seeking less than an associate's degree should check with a faculty advisor and refer to the Microcomputer Software Applications certificate of credit program. Credits earned in this program are acceptable toward the associate degree.

**BUSINESS MANAGEMENT CONCENTRATION**  
Business Technology Major

Associate of Applied Science Degree

This career program will provide a broad academic foundation in business and will prepare for mid-management and junior level positions in business administration. Graduates will be able to perform in areas of business, limited accounting, computers, supervision, and general sales. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010, 2020 .....	6
MAT 1310 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
BUS 1220 .....	3

CONCENTRATION REQUIREMENTS

ACT 2310, 2320, 2910 .....	9
BUS 1210, 2010 .....	6
BUS 2220, 2410, 2610 .....	9
BUS 2500 or 2750 .....	3
BUS 2710, 2810, 2910 .....	9
BIT 1250 .....	3
General Electives .....	3

68 hrs.

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Motlow also offers a university parallel major related to this area of emphasis. To make sure you are following the correct program, check with your advisor or see the business administration area of emphasis in the university parallel major.



**REAL ESTATE CONCENTRATION**  
Business Technology Major

Associate of Applied Science Degree

This career program is designed to assist the student in becoming knowledgeable in the total operation of a real estate business and to provide preparation for the Tennessee Real Estate Licensing Examinations. Students not desiring to pursue the Associate of Applied Science Degree may register for real estate courses to satisfy the requirements established by the Tennessee Real Estate Commission for licensure. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010, 2020 .....	6
MAT 1310 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
BUS 1220 .....	3
<b>CONCENTRATION</b>	
ACT 2310, 2320 .....	6
BNK 1220 .....	3
BUS 1210, 2220, 2610, 2810, 2910 .....	15
RES 2010, 2110, 2230, 243 .....	12
General Electives .....	6
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**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 courses leading to the Associate of Applied Science in Early Childhood Education. 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 course work and clinic practicums 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.

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010 .....	3
COM 1010 .....	3
ART 1040 .....	3
BIO 1000 .....	4
HIS 2110 .....	3
MAT 1260 .....	3
Suggested electives from ENG 1020, HIS 2120, GGY 2010, HPE 2100 .....	6
<b>CONCENTRATION REQUIREMENTS</b>	
ECED 1010 .....	2
ECED 1020 .....	3
ECED 2010 .....	3
ECED 2020 .....	3
ECED 2040 .....	3
ECED 2050 .....	3
ECED 2060 .....	3
ECED 2070 .....	3
ECED 2130 .....	3
ECED 2140 .....	3
Choose 6 hours from ECED 2100, ECED 2110, ECED 2120, ECED 2030, ECED 2090, ENG 2620 .....	6
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 60 hrs	

Motlow also offers a university parallel major with this area of emphasis. To make sure you are following the correct program, check with your advisor or see the Early Childhood Education Emphasis in the University Parallel major.

**COURT REPORTING PROGRAM**  
**Chattanooga State Technical Community College**  
**Program of Study Offered In Conjunction with**  
**Motlow State Community College**

Chattanooga State Technical Community College (CSTCC) offers an Associate of Applied Science degree in Office Systems Technology with a concentration in Court Reporting. Motlow College has initiated an agreement with CSTCC, whereby Motlow students who wish to pursue CSTCC's Court Reporting Program may complete their general education requirements at Motlow College prior to transferring to CSTCC. CSTCC's Court Reporting Program is approved by the National Court Reporters Association.

**GENERAL EDUCATION COURSES**  
**To Be Completed At**  
**Motlow State Community College**  
**Semester by Semester Sequence**

**Freshman Year -- Fall Semester**

Course	Credit hrs.		
MSCC ENG 1010	English Composition	.....	3
MSCC *BIT 1150	Introduction to Computer Applications	.....	3
MSCC BUS 1220	Applied Business Computations	.....	3
MSCC ART 1010 or MUS 1050	Art Appreciation <u>or</u> Music Appreciation	.....	3
MSCC PSY 1310 or SOC 2110	General Psychology <u>or</u> Introduction to Sociology	.....	3
	Semester Total		15

**Freshman Year -- Spring Semester**

MSCC COM 1010	Fundamentals of Speech	.....	3
MSCC BUS 2220	Business Communications	.....	3
MSCC *AOS 1020	Document Processing	.....	4
MSCC BIO, CHE, GEO, or PHY	Biology, Chemistry, Geology, <u>or</u> Physics	.....	4
MSCC	Unrestricted Elective	.....	1
	Semester Total		15

TOTAL HOURS COMPLETED AT MSCC .....30

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**AREA OF CONCENTRATION REQUIREMENTS**  
**To Be Completed At**  
**Chattanooga State Technical Community College**  
**Semester by Semester Sequence**

**First Year -- Fall Semester**

CSTCC OF 2100	Court Reporting I	.....	5
CSTCC HS 1040	General Medical Terminology I	.....	3
CSTCC LA 1100	Fundamentals of Law	.....	3
	Semester Total		11

**First Year -- Spring Semester**

CSTCC OF 2200	Court Reporting II	.....	4
CSTCC HS 1140	General Medical Terminology II	.....	3
CSTCC LA 2400	Civil Procedures	.....	3
	Semester Total		10

First Year -- Summer Semester

CSTCC OF	2300	Court Reporting III .....	4
		Semester Total	4

Second Year -- Fall Semester

CSTCC OF	2400	Court Reporting IV .....	4
CSTCC OF	2600	Court Reporting Procedures I .....	4
		Semester Total	8

Second Year -- Spring Semester

CSTCC OF	2500	Court Reporting V .....	4
CSTCC OF	2700	Court Reporting Procedures II .....	4
		Semester Total	8

Second Year -- Summer Semester

CSTCC OF	2550	Court Reporting VI .....	4
CSTCC OF	175	Medical & Technical Dictation .....	3
		Semester Total	7

TOTAL HOURS COMPLETED AT CSTCC.....48

TOTAL CREDIT HOURS FOR PROGRAM.....78

**GENERAL ENROLLMENT INFORMATION**

- Students interested in enrolling in this program should contact their academic advisor or one of the following individuals:

Dr. Randall Bartley  
 Career Education and Workforce Development Division  
 Room E210, MSCC Moore County (Main) Campus  
 Tullahoma, Tennessee 38388-8100  
 931-393-1640  
 Toll Free 1-800-654-4877- ext. 1640

Ms. Laqueta Soule  
 Business & Information Systems Division  
 Room 112, CSTCC East Campus  
 7158 Lee Highway  
 Chattanooga, Tennessee 37421  
 423-697-4797

- Apply for admission to MSCC as outlined in the current MSCC Catalog/Student Handbook. A Change of Major form should be completed by currently enrolled students wishing to enter this program. Previously enrolled students must complete an application for readmission.

**NOTE:** When completing the MSCC Application for Admission/Readmission, students should indicate that they are "Following an Associate of Applied Science Degree Program at Motlow and Not Planning to Transfer," and that their "Intended Major" is "Business Technology Major, Administrative Office Support." On the same line as "Intended Major," students should also write "(CRP)", e.g.:

INTENDED MAJOR (Selecting major code from the listing on page 1 of this application form) 5001006 (CRP)

- Complete the Academic Assessment and Placement Program (AAPP) examination, if required. The AAPP requirements are outlined in the current MSCC Catalog/Student Handbook. Students are required to complete all remedial and/or developmental courses as indicated by the AAPP.

**GENERAL TECHNOLOGY MAJOR**  
Associate of Applied Science Degree

Motlow State Community College offers the General Technology major, which is designed for the student interested in a position as a technician in a technical field. Five concentrations are offered to meet the needs of different students: Computer Aided Design (CAD), Computer Aided Manufacturing (CAM), Electronics, Industrial Computer Applications, and Applied Technical Studies. The curriculum is designed to give the student a general education base to support the technological training necessary for employment in today's automated environment. The technology courses emphasize practical experience to prepare for a role of technician.

The curriculum for the Electronics, CAD, CAM, and Industrial Computer Applications Concentrations is designed to promote development of the following competencies:

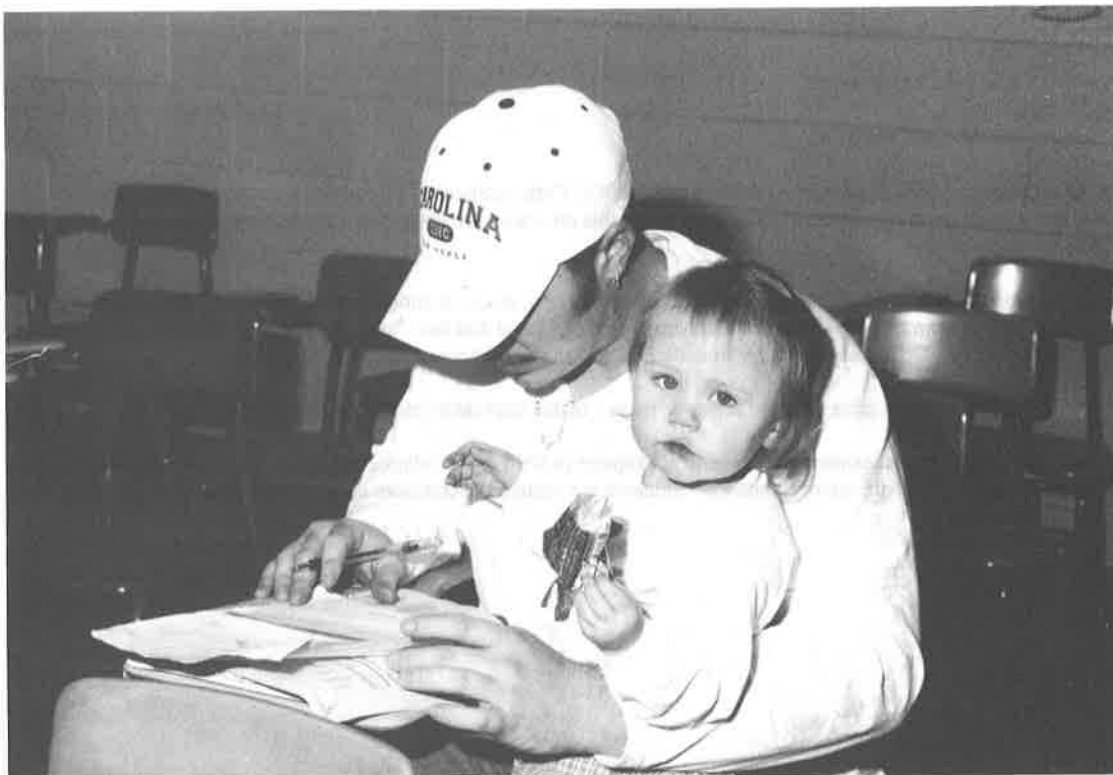
- \* the ability to use mathematics and communication skills in engineering and manufacturing application
- \* the ability to apply fundamental principles of physics
- \* an understanding of fundamental computer concepts, technology, and processes
- \* an understanding of graphical communication and visualization including use of a state-of-the-art computer-aided design and engineering system
- \* an understanding of circuitry, robotics, and computer-aided manufacturing methods
- \* an understanding of industrial processes, principles, and methods used in today's work environment

The curriculum for the Applied Technical Studies Concentration is designed for the student who anticipates earning college credit for demonstrated competency of skills acquired through a Tennessee Technology Center diploma program or comparable industry training. The concentration is designed to meet the following objectives:

- \* to recognize students' prior learning experiences and competencies, thus avoiding unnecessary duplication of training or cost to the student and cost to the state
- \* to expand opportunities for job mobility and promotion for students
- \* to increase students' ability to use technology effectively and responsibly
- \* to increase students' ability to communicate information effectively through reading, writing, speaking, and listening
- \* to develop students' ability to solve problems through reasoning, information retrieval, and productive teamwork
- \* to help students understand that education is a life-long process.

The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

Motlow also offers a university parallel major in the Pre-engineering, Industrial Management, and Computer Science areas of emphasis. To make sure you are following the correct program, check with your advisor or see the appropriate area of emphasis in the university parallel major.



**COMPUTER AIDED DESIGN CONCENTRATION**

General Technology Major

Associate of Applied Science Degree

This career option provides the student with the foundation for work as a beginning engineering aide. The Computer Aided Design (CAD) concentration is for students interested in the design phase of product development. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010 or PSY 1100 .....	3
MAT 1210 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
PHY 2110, 2120 .....	8
CONCENTRATION REQUIREMENTS	
CST 2640 .....	3
IMT 1900 or BUS 2220 .....	3
ERG 1010, 1070, 2010, 2020 .....	13
IMT 2230 .....	3
IAT 1140, 2040, 2050 .....	11
Technical Electives from CST, ERG, IAT, or IMT .....	3
General Electives .....	3
<hr style="width: 100%;"/>	
67 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Motlow also offers a university parallel major in the Pre-engineering, Industrial Management, and Computer Science areas of emphasis. To make sure you are following the correct program, check with your advisor or see the appropriate area of emphasis in the university parallel major.

**COMPUTER AIDED MANUFACTURING CONCENTRATION**

General Technology Major

Associate of Applied Science Degree

This career program provides the student with the foundation for a technician position in a modern factory environment where Computer Aided Manufacturing (CAM) is utilized. The Computer Aided Manufacturing concentration is for students interested primarily in the manufacturing phase of product development. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010 or PSY 1100 .....	3
MAT 1210 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
PHY 2110, 2120 .....	8
CONCENTRATION REQUIREMENTS	
CST 2640 .....	3
IMT 1900 or BUS 2220 .....	3
ERG 1010, 1810, 2010 .....	10
IAT 1140, 2300 .....	6
IAT 2040, 2050, 2100 .....	11
IMT 1150 .....	3
General Electives .....	3
<hr style="width: 100%;"/>	
67 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Motlow also offers a university parallel major in the Pre-engineering, Industrial Management, and Computer Science areas of emphasis. To make sure you are following the correct program, check with your advisor or see the appropriate area of emphasis in the university parallel major.

**ELECTRONICS CONCENTRATION**  
General Technology Major

Associate of Applied Science Degree

This career program provides the student with the technological training necessary to work as an electronics technician or engineering aide. The Electronics concentration includes practical experience in electronics troubleshooting with the necessary theory of electronic circuits. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010 or PSY 1100 .....	3
MAT 1210 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
PHY 2110, 2120 .....	8
<b>CONCENTRATION REQUIREMENTS</b>	
IMT 1900 or BUS 2220 .....	3
ERG 2800 .....	3
ERG 1810, 1820, 2810 .....	12
IMT 2230 .....	3
IAT 2100, 2150, 2300 .....	9
Technical Electives from CST, ERG, IAT, or IMT .....	3
General Electives .....	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 64 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Motlow also offers a university parallel major in the Pre-engineering areas of emphasis. To make sure you are following the correct program, check with your advisor or see the appropriate area of emphasis in the university parallel major.

Motlow also offers a short-term certificate of credit in this area. The student seeking less than an associate's degree should check with a faculty advisor and refer to the Electronics certificate of credit program. Credits earned in this program are acceptable toward the associate degree.

**INDUSTRIAL COMPUTER APPLICATIONS CONCENTRATION**  
General Technology Major

Associate of Applied Science Degree

This career program provides the student with the technological training to work as a computer technician in an industrial environment. The Industrial Computer Applications concentration is for students interested in manufacturing, engineering, and scientific applications in data processing. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010 or PSY 1100 .....	3
MAT 1210 .....	3
*BIT 1150 .....	3
IDS 1010 .....	2
PHY 2110, 2120 .....	8
<b>CONCENTRATION REQUIREMENTS</b>	
IMT 1900 or BUS 2220 .....	3
CST 1320, 1400 .....	7
CST 2400, 2450 .....	6
CST 2500, 2640 .....	6
ERG 1010, 2010 .....	6
IMT 2230 .....	3
General Electives .....	3
Technical Electives from CST, ERG, IAT, IMT .....	6
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68 hrs.	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

Motlow also offers a university parallel major in the Computer Science area of emphasis. To make sure you are following the correct program, check with your advisor or see the Computer Science area of emphasis in the university parallel major.

**APPLIED TECHNICAL STUDIES CONCENTRATION**

General Technology Major  
Associate of Applied Science Degree

This career option provides the student with the opportunity to earn college credit for successfully completing a Tennessee Technology Center diploma or certificate program or comparable industry training. Students may seek college credit for prior learning after completing a diploma or certificate program at the Shelbyville, Murfreesboro, McMinnville, or any other Tennessee Technology Center.

Students seeking to articulate credit for prior learning must satisfy the following requirements:

1. The student must meet all regular admission requirements of Motlow State Community College as described in the Motlow Catalog/Student Handbook.
2. The student who is admitted to degree admission status must meet Academic Assessment and Placement Program (AAPP) requirements. Students will be required to complete all remedial and developmental courses as indicated by the AAPP.
3. The student pursuing articulated credit in this concentration must have successfully completed a Tennessee Technology Center diploma or certificate program or comparable industry training. For successfully completing a diploma or certificate program of fewer than 12 months in duration, a student will be awarded 9 semester hours of credit. Students who successfully complete a diploma or certificate program of 12 months or more in duration will be awarded 33 semester hours of credit.
4. The student must successfully complete 15 semester hours of credit in the Applied Technical Studies Concentration at Motlow State Community College (excluding remedial/developmental hours which earn institutional credit and may not be used to meet any degree requirements) before being awarded any credit for prior learning at a Tennessee Technology Center or comparable industry training. The credit awarded for a Tennessee Technology Center diploma or certificate program, or comparable industry training, will be designated on the transcript but will not count in the calculation of the student's grade point average.

The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENG 1010, 1020 .....	6
COM 1010 .....	3
ECO 2010 or PSY 1100 .....	3
*MAT 1210 or BUS 1220 .....	3
**BIT 1150 .....	3
IDS 1010 .....	2
IMT 1900 or BUS 2220 .....	3
One of the following:	
BIO 1410, CHE 1010, or PHY 2110 .....	4
<b>CONCENTRATION REQUIREMENTS</b>	
Applied Technical Studies Credit .....	9 or 33
*Technical Electives from BIT, CST, ERG, IMT, AOS, or IAT .....	33 or 9
	69 hrs.

\*Students articulating credit from business and office programs should take BUS 1220 and technical electives from AOS, BIT, or CST. Students articulating credit from any other technical area should take MAT 1210 and technical electives from CST, ERG, IAT, or IMT. Students must see an advisor to select the appropriate mathematics course and technical electives to correspond with the earned credit being articulated.

\*\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**NURSING PROGRAM**  
**NURSING MAJOR -- Associate of Applied Science**

Motlow State Community College offers a Nursing major for those students wishing to pursue a career as a health care professional. The purpose of the program is to assist the students in developing the technical and intellectual competencies necessary to function as associate degree nurses and to instill a commitment to maintain and enhance those competencies through continued education. The philosophy of the program is to provide a balanced schedule of general and specialized learning congruent with current scientific knowledge. Upon successful completion of this program, students will have demonstrated the ability to perform safely a variety of nursing skills and the capability of directing ancillary workers in providing bedside patient care. As defined by the National League for Nursing's Council for Associate Degree Programs (1990), the program's curriculum is intended to promote development of:

- \* nursing care using the nursing process, communication techniques, and health teaching information to formulate and maintain individualized client care plans;
- \* nursing care based on the nursing process, in acute and long-term care settings where policies and procedures are specified and guidance is available; and
- \* a technical registered nurse who practices within the ethical and legal framework of the nursing profession and is accountable for his/her own actions.

**PROGRAM OF STUDY****PREREQUISITES TO THE MSCC NURSING PROGRAM**

BIO	1410	General Biology I
BIO	2710	Anatomy and Physiology I
BIO	2720	Anatomy and Physiology II

**FIRST ACADEMIC YEAR**

FALL SEMESTER		SPRING SEMESTER		SUMMER SEMESTER	
<u>Courses</u>	<u>Credit Hrs.</u>	<u>Courses</u>	<u>Credit Hrs.</u>	<u>Courses</u>	<u>Credit Hrs.</u>
ENG 1010	3	ENG 1020	3	HPE 2230	3
MAT 1200	1	PSY 1310	3		
NET 1400	1	NET 1420	9		
NET 1410	9				
HOURS:	14		15		3

TOTAL HOURS FOR THE FIRST ACADEMIC YEAR: 32

**SECOND ACADEMIC YEAR**

FALL SEMESTER		SPRING SEMESTER	
<u>Courses</u>	<u>Credit Hrs.</u>	<u>Courses</u>	<u>Credit Hrs.</u>
BIO 2310	4		
NET 2410	10	NET 2130	1
PSY 2900	3	NET 2420	9
HOURS:	17		10

TOTAL HOURS FOR THE SECOND ACADEMIC YEAR: 27

TOTAL HOURS FOR THE PROGRAM (including prerequisites): 71

The Nursing Education Program functions within the general policies, purposes, and standards of Motlow State Community College and is especially concerned with meeting the changing educational and health needs of the community. The curriculum includes planned learning experiences organized around common recurring nursing problems, with special emphasis on nursing interventions related to the patient's reactions to physiological, psychosocial, and environmental changes. All clinical periods are planned by the college faculty who select, guide, and influence the learning experiences of the student. Laboratory facilities are utilized in the college classrooms, area hospitals, extended care facilities, and various other health and community agencies in the college's eleven county service area. This program of study is not intended to transfer to a four-year institution.



## ADMISSION REQUIREMENTS

To apply for admission to the nursing program, an individual must:

- \* apply and be accepted for admission to the College;
- \* submit a nursing program application to the Office of Nursing Education by January 31 of the year the applicant is applying to enter the program (Applications are available upon request from the Office of Nursing Education, Nursing and Technologies Building, telephone number (931) 393-1628 or toll free 1-800-654-4877); and
- \* complete an Entrance Examination for Schools of Nursing prepared by the Psychological Corporation of San Antonio, Texas. (The Entrance Exam will be administered by the Office of Nursing Education in March of the year the applicant is applying to enter the program.)
- \* Complete BIO 1410, 2710, and 2720 with a grade of "C" or better prior to entry into the Nursing program. It is recommended that science courses not be completed over five years prior to entry into the Nursing program. (This requirement will take effect for the Nursing class of fall semester 2001.)

## SELECTION STANDARDS

To be considered for selection into the nursing program, a student must have:

- \* a cumulative 2.0 grade point average (GPA) for any college work attempted; and
- \* completed any required remedial and/or developmental courses. (An applicant may be tentatively accepted if he/she is in the process of taking remedial/developmental coursework which will be completed by the end of the spring semester prior to entry in the subsequent fall semester.)
- \* Complete BIO 1410, 2710, and 2720 with a grade of "C" or better prior to entry into the Nursing program. It is recommended that science courses not be completed over five years prior to entry into the Nursing program. (This requirement will take effect for the Nursing class of fall semester 2001.)

Final selection criteria are based on a points system with designated points assigned for scores/grades earned and for courses completed. The system for points allocation follows:

1000 total points possible

500 total points if Entrance Exam score = 100% cumulative  
(a percentage of points will be awarded for Entrance Exam scores less than 100)  
(Example: Entrance Exam score = 50% (500 points x .50 = 250.00 points)

300 points if cumulative GPA = 4.0  
(A percentage of points will be awarded for GPA's under 4.0)  
(Divide current GPA by 4.0)  
(Example: GPA = 3.0 divided by 4.0 = .75 or 300 x .75 = 225.00)

50 points for each selected college-level biology course completed (BIO 1410, 2710, 2720, 2310)  
(Note: cumulative GPA is high school or college, whichever is most recent. Remedial and developmental courses are excluded from calculation of college GPA.)

Based on the points awarded, candidates will be placed on a selection list in numerical order. Those candidates with the highest summed scores will be selected to fill the class. After the class has been filled, the selection list automatically converts to an alternate list. As the need arises, candidates will be selected from the alternate list in numerical sequence. Students with Entrance Exam scores below 45 or with cumulative GPA's below 2.0 at the time of selection will be classified as ineligible for the current class. All candidates not selected from the initial or alternate list will be required to re-enter competition if they wish to be considered for the next class. To be considered for the next class, candidates must re-submit an application to the Office of Nursing Education by January 31 of the next year, or the year he/she wishes to be re-considered for selection. A candidate does not need to retake the Entrance Exam unless he/she wishes. If a candidate decides to use an existing Entrance Exam score, he/she must provide an official copy of that score along with his/her application. The Entrance Exam score is considered current for five years after completing the examination. (More detailed instructions and information pertaining to the selection criteria are provided in the MSCC Associate Degree Nursing Program Admission Information and Application booklet.)

**NURSING EDUCATION PROGRAM FEES**

In addition to the fees of the College, students admitted to the nursing program may anticipate the following nursing costs:

Entrance Exam Fee .....	\$25.00
Uniform & supplies .....	\$65.00 - \$85.00
(purchased from the bookstore prior to first fall semester)	
Face shield & frames .....	\$5.00 - \$16.00
(purchased from the bookstore prior to first fall semester)	
Professional Liability Insurance (per year) .....	\$35.00
Textbooks: (minimum)	
First Year .....	\$1,000.00
Second Year .....	\$300.00
Nursing lab fee (per lab section) .....	\$8.00
Testing fees (\$220.00 total) payable each semester to Assessment Technologies Incorporated at .....	\$55.00/semester
NCLEX-RN fees (final semester) .....	\$170.00
Nursing Pin (final semester) .....	\$60.00 - \$150.00

(All figures reflected above represent approximate costs and are subject to change without prior notice.)

**RETENTION STANDARDS**

Students must demonstrate the following performance criteria for retention in the nursing program:

- \* 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 move from room to room and maneuver in small spaces;
- \* gross and 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; and
- \* tactile ability sufficient for physical assessment.

For all collegiate courses attempted, students must maintain a cumulative grade point average of 2.00 (C) to remain in the nursing program. In addition, the student must make no grade less than "C" in any required nursing, biology, or mathematics course. Students with documented unsatisfactory classroom nursing lab (CNL) and/or clinical field experience (CFE) performance who withdraw from any nursing (NET) course prior to the last day to drop with a "W" may be readmitted only once. A student with a second withdrawal due to documented unsatisfactory performance in CFE and/or CNL will not be readmitted to the nursing program. Students who receive grades of "D" or "F" in any two nursing (NET) courses are ineligible for admission/readmission to the Motlow nursing program. Satisfactory performance in both theory and clinical components of each course is required for the student to be eligible for succeeding nursing courses. The prescribed pattern of nursing courses must be followed in the sequence outlined by the curriculum.

Because the College seeks to provide a reasonably safe and legal environment for nursing students, nursing faculty, and for the patients entrusted to their care, a student may be required, during the course of the program, to demonstrate his/her physical and/or emotional fitness to meet the requirements of the course. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. The nursing faculty reserves the right to ask a nursing student to submit to physical and/or psychological testing or counseling if deemed necessary. The cost of this testing/counseling will be the responsibility of the student. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, to avoid discriminating against any individual on the basis of disability.

## TRANSFER STUDENTS

Transfer students from other collegiate-level nursing programs must submit a letter to the Director of Nursing Education, requesting entry into the MSCC nursing program. To be accepted, transfer students must:

- \* meet the transfer and admissions requirements of the College; and
- \* meet the same requirements/criteria as MSCC students desiring readmission into the Nursing Education Program, which are:
  - \* space available in nursing courses and clinical laboratory groups at time of transfer;
  - \* cumulative GPA of 2.0 or higher at time of transfer;
  - \* two-year currency on last nursing course completed; and
  - \* recommended five-year currency on all science and math courses completed.

Transfer students must also request a letter be sent to the Director of Nursing Education from the Dean/Director of their most recently attended nursing program. The letter should include information relative to the student's readmission status to that particular program. Once all requirements have been satisfied, transfer students will be placed on a readmission list along with MSCC students desiring readmission. Transfer students will be placed on the readmission list in the order that their letters requesting entry into the program are received by the Office of Nursing Education. The order of selection into the program will be: (1) MSCC readmission students who withdrew with extenuating and mitigating circumstances; (2) transfer students; and (3) MSCC readmission students who withdrew from the program because of low grades or disciplinary actions. Students with documented unsatisfactory classroom nursing lab (CNL) and/or clinical field experience (CFE) performance who withdraw from any nursing (NET) course prior to the last day to drop with a "W" may be readmitted only once. A student with a second withdrawal due to documented unsatisfactory performance in CFE and/or CNL will not be readmitted to the nursing program. Students who receive grades of "D" or "F" in any two nursing (NET) courses are ineligible for admission/readmission to the Motlow nursing program. Students will be selected from the readmission list as classroom and clinical laboratory space allows. Students not selected for admission will be so notified by letter from the Office of Nursing Education and may apply again by resubmitting a request to enter the program and following the aforementioned entry requirements/criteria.

## READMISSION STANDARDS

Students who withdraw from the nursing program after successfully completing at least one semester of the program may apply for readmission within two years of their withdrawal date. To be considered for readmission, students must submit a letter of intent to the Director of Nursing Education, which includes information relative to when the student withdrew, why the student withdrew, and why the student wants to be readmitted. Eligibility for readmission will be based on:

- \* space available in nursing courses and clinical laboratory groups at time of readmission;
- \* cumulative GPA of 2.0 or higher at time of readmission;
- \* two-year currency on last nursing course completed;
- \* recommended five-year currency on all science and math courses completed; and
- \* rationale for withdrawing from the program.

Students requesting readmission will be placed on a readmission list based on (1) the reason(s) they withdrew from the program and (2) in the order that their letters of intent are received by the Office of Nursing Education. Those students who withdrew from the program for extenuating and mitigating circumstances will be placed on the readmission list ahead of transfer students and those MSCC students who withdrew from the program for low grades or disciplinary reasons. The order of selection into the program will be: (1) MSCC readmission students who withdrew for extenuating and mitigating circumstances; (2) transfer students; and (3) MSCC readmission students who withdrew from the program because of low grades or disciplinary actions. Students with documented unsatisfactory classroom nursing lab (CNL) and/or clinical field experience (CFE) performance who withdraw from any nursing (NET) course prior to the last day to drop with a "W" may be readmitted only once. A student with a second withdrawal due to documented unsatisfactory performance in CFE and/or CNL will not be readmitted to the nursing program. Students who receive grades of "D" or "F" in any two nursing (NET) courses are ineligible for admission/readmission to the Motlow nursing program. Students will be selected from the readmission list as classroom and clinical laboratory space allows. Students not selected for readmission will be so notified

by letter from the Office of Nursing Education. If a student is not selected one year, he/she will be required to reapply for readmission in the year he/she wishes to enter the program.

Students selected for readmission will be required to satisfactorily demonstrate clinical skills from previously completed courses by a designated date. Students will be notified of the date by the Department of Nursing. Immediately upon notification of being selected for readmission, students should contact the Director of Nursing Education to schedule a time to complete an appropriate check-off of previously acquired clinical skills. In preparation for the check-off, students may use the main campus nursing lab for practice by contacting the Office of Nursing Education. If a student does not satisfactorily demonstrate clinical skills, he/she will be required to withdraw and the next student on the list will be selected for readmission.

If a student withdraws from the program during his/her first semester and then wishes to come back into the program, he/she must submit a new application and be subject to the selection process for acceptance into the next class. There are no readmit procedures for students who do not successfully complete all nursing courses attempted during his/her first semester.

### **SPECIAL EXAMINATIONS AND LICENSING EXAMINATION**

Students may be required to take the National League for Nursing achievement tests and general education assessment tests at selected points in the nursing sequence. Upon completion of the program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may complete the National Council Licensing Examination (NCLEX-RN), formerly titled State Board Test Pool Examination, for licensure as a Registered Nurse. Eligibility is based upon graduation from an approved nursing school, payment of required fees, satisfactory completion of required application forms, and no evidence of reasons for the Board of Nursing to refuse to allow writing of the exam. Students selected for the program who have criminal records may, upon graduation from the nursing program, be ineligible to complete the NCLEX-RN, as determined by the Tennessee Board of Nursing.

### **CAREER MOBILITY TRANSITION/CHALLENGE PROGRAM**

Licensed Practical Nurses (LPN) with a current Tennessee license may apply for the Career Mobility Transition/Challenge Program. Courses included in the program are NET 1350, Nursing Transition, NET 1410, Nursing Care I, and NET 1420, Nursing Care II. The Career Mobility Transition/Challenge Program may be attempted only once. LPN's desiring admission to the program must:

- apply and be accepted by the college,
- apply and be accepted into the nursing program, and
- Complete any required remedial/developmental courses. (An applicant may be tentatively accepted if he/she is in the process of completing remedial/developmental coursework which will be completed by the end of the summer semester prior to entry in the subsequent fall semester.)
- Complete BIO 1410, 2710, and 2720 with a grade of "C" or better prior to entry into the Nursing program. It is recommended that science courses not be completed over five years prior to entry into the Nursing program. (This requirement will take effect for the Nursing class of fall semester 2001.)

To apply and be accepted into the nursing program, applicants must submit a letter of request to the Director of Nursing Education by January 31 of the year the applicants wish to enter the program. Along with the letter of request, applicants must provide proof of a current Tennessee license and report any personal information concerning past or pending health care related disciplinary actions.

Acceptance into the Career Mobility Transition/Challenge program is determined by a points system. Points are awarded for scores/grades earned and for courses completed. The system consists of 500 possible points distributed between two selection categories as follows:

Cumulative GPA ... possible 300 points. (Points are determined by dividing the GPA by 4.0 and then multiplying the answer by 300. For example, an applicant with a 4.0 GPA would receive 300 points ( $4.0/4.0 \times 300 = 300$  points), an applicant with a 3.0 GPA would receive 225 points ( $3.0/4.0 \times 300 = 225$  points), etc.

Completion of biology courses ... possible 200 points. (Applicants receive 50 points each for completing BIO 1410, 2310, 2710, and 2720.)

Based on the points awarded, applicants are placed on a selection list in numerical order. The applicants with the highest summed scores are selected to enter the program. Applicants not selected are required to re-apply if they wish to be considered for the next year's class.

After selection into the Career Mobility Transition/Challenge Program, students will enroll in NET 1350, Nursing Transition. Upon successful completion of the course, students receive four semester credit hours for NET 1350 and are granted an additional 5 semester credit hours for NET 1410, Nursing Care I. Students are then eligible to enroll in NET 1420, Nursing Care II, provided that all prerequisite requirements of NET 1420 are met. Those who do not successfully complete NET 1350 are required to withdraw from the current nursing sequence and apply for re-admission to the nursing program in order to complete NET 1410.

Students who successfully complete NET 1350 also have the option to challenge NET 1420 by contacting the Director of Nursing Education and following the challenge examination procedures outlined in the MSCC Catalog/Student Handbook. The challenge examination for NET 1420 consists of three components as follows:

- \* A written exam testing the theory and rationales taught in NET 1420.
- Satisfactory demonstration in the Campus Nursing Lab (CNL) of selected clinical procedures taught in NET 1420.
- \* Satisfactory completion of a medical/surgical Clinical Field Experience (CFE) that includes skills taught in NET 1420.

A 75% competency level is required on the written component in order to continue to the next component of the challenge examination. Satisfactory completion of the CNL component is then required before progression to the CFE component. The CFE component is conducted as a client care assignment under the supervision of nursing faculty in a selected agency. The CFE assignment will not be conducted in an agency in which the student is employed. Assignment of instructors to administer the different components of the examination is made by the Director of Nursing Education.

#### STUDENTS NOT SELECTED FOR THE PROGRAM

Students not selected for acceptance into the nursing program may reapply by following the procedures described in the Admission Requirements and Selection Standards provided in the college catalog/student handbook. While a student is waiting to be selected for entrance into the program, he/she may enroll in any course(s) offered by the College except nursing (NET) courses and MAT 1200.

#### NURSING PROGRAM ENRICHMENT COURSES

Students who have not been selected for acceptance into the nursing program or students in the program who may need additional courses to complete a full load may enroll in the following enrichment courses. While these courses are not in the nursing program of study and will not count toward the requirements of the nursing program, the material contained in these courses complement the material presented in the different nursing courses.

BIO 1090 Basic Concepts of Human Anatomy and Physiology I; BIO 1100 Basic Concepts of Human Anatomy and Physiology II; BIO 1420 General Biology II; BIT 1150 Intro/Microcomputer Applications; BUS 2910 Career Preparation; CHE 1010 General Chemistry I; COM 1010 Fundamentals of Speech; EDU 2110 Psychology of Human Development; HPE 2320 First Aid and Safety; IMT 1900 Technical Writing; MAT 1260 Contemporary Mathematics or MAT 1310 Finite Math I; MAT 1330 Calculus for Business Applications or MAT 1410 College Algebra; PSY 1320 Child Psychology; SOC Any course

#### PROGRAM OF STUDY

##### GENERAL EDUCATION PROGRAM REQUIREMENTS

Courses	Credit Hrs.
ENG 1010, 1020	6
BIO 1410, 2310, 2710, 2720	16
HPE 2230	3
MAT 1200	1
PSY 1310	3
PSY 2900	3

Courses	Credit Hrs.
NET 1400	1
NET 1410, 1420	18
NET 2130	1
NET 2410, 2420	19
TOTAL HOURS	71

**TECHNICAL CERTIFICATE OF CREDIT PROGRAMS**

A certificate of credit program enables the College to provide a short-term program in a concentrated area to develop specific career skills. A certificate of credit program is available at Motlow in electronics, in microcomputer software applications and in workforce preparedness. Credits earned in these programs are acceptable toward the associate degree if the student decides to continue. The certificate of credit program is designed for the student who does not intend to transfer to a four-year institution.

**ELECTRONICS**  
Technical Certificate of Credit

Motlow State Community College offers the Electronics Certificate of Credit for those interested in electronics, maintenance, and assembly. The certificate offers an excellent opportunity for preparation for employment. Those who are already employed may wish to upgrade or update their skills and knowledge by enrolling in this program. Many types of industry and many businesses offer employment opportunities for persons trained in electronics service, maintenance and assembly. This program includes practical troubleshooting experience using state-of-the-art computer-assisted electronics trainers in a lecture/laboratory environment.

Courses	Credit hrs.
ERG 2800 .....	3
ERG 1810, 1820, 2810 .....	12
IAT 2100, 2150 .....	6
MAT 1210 .....	3
	24 hrs.

**MICROCOMPUTER SOFTWARE APPLICATIONS**  
Technical Certificate of Credit

Motlow State Community College offers the Microcomputer Software Applications Certificate of Credit for those interested in learning the applications of microcomputer software in today's world. The certificate offers employment preparation opportunities and the opportunity to upgrade skills for those who are already employed. Training in the application of microcomputer software offers employment opportunities in many business and service organizations.

Courses	Credit hrs.
*BIT 1150, 1240, 1250, 1260, 1270 .....	15
CST 1610 .....	3
BUS 1210 .....	3
ACT 2310, 2910 .....	6
	27 hrs.

**WORKFORCE PREPAREDNESS**  
Technical Certificate of Credit

The Certificate of Credit in Workforce Preparedness will prepare the student to :

- > Better utilize coping and survival skills necessary in the workplace
- > Learn work habit improvement skills
- > Achieve competencies in oral and written communication, interpersonal and coping skills, and problem solving techniques
- > Earn entry-level communication and computer skills which prepare him/her to enter the workforce
- > Learn the social, political, and economic aspects of the world of work

First Term		Second Term	
Courses	Hours	Courses	Hours
BUS 1300 .....	3	BNK 1120 .....	1
BIT 1000 .....	2	BUS 1210 .....	3
*BIT 1150 .....	3	BUS 2910 .....	3
PSY 1100 .....	3	SOC 2110 .....	3
IDS 2200 .....	3	HPE 2340 .....	3
Hours	14	Hours	13
Total Hours for the program	27		

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**PRODUCTION MAINTENANCE**  
 Technical Certificate of Credit

Motlow State Community College offers the Production Maintenance Technical Certificate of Credit in order to prepare technicians to gain the technical knowledge required to support and maintain control systems, computer controlled electrical and mechanical production equipment, and materials processing equipment. It also offers students the opportunity to obtain the technical skills background needed for supervisory positions. The technical certificate of credit in production maintenance will develop positive personal habits, a strong work ethic, a sense of responsibility toward one's job, and problem-solving skills.

First Term		Second Term	
Courses	Hours	Courses	Hours
MAT 1210 .....	3	IAT 2150 .....	3
*BIT 1150 .....	3	IAT 2300 .....	3
IMT 1150 .....	3	ERG 1810 .....	4
IMT 1530 .....	3	IMT 2230 .....	3
IAT 1010 .....	3	ERG 1070 .....	3
<hr/>		<hr/>	
Total	15	Total	16
Total Hours for the program		31	

\*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.

**MICROCOMPUTER MAINTENANCE**  
 Technical Certificate of Credit

Motlow State Community College offers the Microcomputer Maintenance Technical Certificate of Credit for students interested in learning the fundamentals of microcomputer hardware and software operations, installation of hardware and software, and the repair and maintenance of hardware and related peripheral components. This certificate is designed for individuals interested in the maintenance and technical aspects of microcomputers and offers employment preparation opportunities as well as opportunities to upgrade skills for those who are already employed.

First Term		Second Term		Third Term	
Courses	Hours	Courses	Hours	Courses	Hours
*BIT 1150 .....	3	CST 1610 .....	3	CST 1620 .....	3
MAT 1210 .....	3	CST 2630 .....	3	CST 2640 .....	3
		CST 1650 .....	3	CST .....	3
<hr/>		<hr/>		<hr/>	
Hours	6		9		9
Total Hours for program 24					

\*Keyboarding skills are required; requirement may be satisfied by previous keyboarding course or by completing BIT 1000.

## COURSE DESCRIPTIONS

We are in the process of moving into a four-digit discipline code and course numbering format. This is being done throughout the TBR system and will eventually streamline the transfer process for students. To facilitate this process, we have moved to four-digit course numbers. Each course number now has a zero added as a place holder in the fourth position. For example:

ENG 101	now becomes	ENG 1010
MAT 141	now becomes	MAT 1410

The alpha identifiers are being decided and will be added in subsequent catalogs.

If you have any questions about the new course numbering format, please contact your advisor.

### COLLEGIATE CURRICULUM

Courses which may be taken for credit toward earning a degree or certificate of credit from Motlow College are described on the following pages. Included with the description of course content are the semester credit hours earned by completing the course and a listing of any courses which should be taken prior to the time (prerequisite) or at the same time (corequisite) enrollment in the course occurs.

In each discipline is a 2990 Topics course. A topics course permits development of a specific study project under the supervision of the discipline instructor. The topics course must be developed by the instructor who will supervise the activity and must be approved by the student's advisor and the dean of the division 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.

### ACCOUNTING

ACT 2310 PRINCIPLES OF ACCOUNTING I ..... 3 sem hrs cr  
This course is a study of basic principles of accounting, the accounting cycle, accrual accounting, and financial statements for proprietorships.

ACT 2320 PRINCIPLES OF ACCOUNTING II ..... 3 sem hrs cr  
This course expands the principles presented in ACT 2310 with emphasis on partnership and corporate entity accounting, manufacturing cost systems, and financial statement analysis. Prerequisite: ACT 2310.

ACT 2410 INCOME TAX ACCOUNTING--PERSONAL ..... 3 sem hrs cr  
This course is a study of federal income tax laws with emphasis on the preparation of returns for individuals. Topics discussed include items to be placed in gross income and exclusions, adjustments to income, itemized deductions, and tax credits.

ACT 2510 INTERMEDIATE ACCOUNTING I ..... 3 sem hrs cr  
This course is a study of fundamentals of accounting, including statement of changes in financial position, present value, cash and receivables, inventories, depreciation, amortization, and current and long term liabilities. Prerequisite: ACT 2320.

ACT 2520 INTERMEDIATE ACCOUNTING II ..... 3 sem hrs cr  
This course includes the study of fundamental processes in stockholders' equity, earnings per share, temporary and long term investments, income taxes, leases, pensions, and financial statement analysis. Prerequisite: ACT 2510.

ACT 2610 COST ACCOUNTING ..... 3 sem hrs cr  
This course is a study of the use of cost data for external reporting, internal planning, and control decisions. Topics include product costing, cost behavior analysis for decision making, standard costing, budgeting, and direct costing. Prerequisite: ACT 2320 or permission of the Dean of Career Education and Workforce Development.

ACT 2810 AUDITING ..... 3 sem hrs cr  
This course is a study of auditing theory and procedures with emphasis on areas of deviation from acceptable accounting principles and on problems that auditors encounter in preparing an audit report. Topics discussed include verifying accounting data, preparing reports, and examining auditor liability in the preparation of financial statements. Prerequisite: ACT 2320 or permission of the Dean of Career Education and Workforce Development.

ACT 2910 ACCOUNTING APPLICATIONS ON THE MICROCOMPUTER ..... 3 sem hrs cr  
This course is designed to prepare the student to set up an accounting system using commercial software on a microcomputer. It introduces the recording of transactions, adjustments, and other accounting data to produce a set of financial statements. Prerequisites: ACT 2310 and BIT 1150.



**ACT 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 Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### ADMINISTRATIVE OFFICE SUPPORT

**AOS 1020 DOCUMENT PROCESSING** . . . . . 4 sem hrs cr  
 This course emphasizes increasing speed and accuracy in the preparation of business documents using word processing software. Prerequisite: BIT 1000 or previous keyboarding course or permission of the Dean of Career Education and Workforce Development. (Formerly OST 102)

**AOS 1150 DOCUMENT TRANSCRIPTION AND PRODUCTION** . . . . . 3 sem hrs cr  
 This course develops skill in the composition and transcription of business, legal, and medical documents by using electronic hardware and software. Useable copy will be produced from recorded dictation, handwritten and draft copy, and copy from disk. Prerequisites: ENG 1010 and AOS 1020. (Formerly OST 115)

**AOS 2030 OFFICE MANAGEMENT** . . . . . 3 sem hrs cr  
 This course is a study of office management principles related to the supervision of administrative support personnel. Topics covered include leadership; motivation; job enrichment; organizational communications; interviewing, selecting, and training employees; office organization and functions; and office design. It is recommended that this course be taken in the spring semester prior to graduation. (Formerly OST 203)

**AOS 2130 OFFICE PROCEDURES** . . . . . 3 sem hrs cr  
 This course is a study of the responsibilities of administrative support personnel operating in an office environment. Topics covered include professionalism, office etiquette, human relations skills, mail processing, telecommunications, reprographics, travel and conference arrangements, and collection and presentation of business data. (Formerly OST 213)

**AOS 2210 RECORDS MANAGEMENT** . . . . . 3 sem hrs cr  
 This course emphasizes the record life cycle including alphabetic, numeric, subject, and geographic records storage and retrieval methods. Practical application is provided through the use of manual and computer database management exercises. Prerequisite or corequisite: BIT 1150 or its equivalent or permission of the Dean of Career Education and Workforce Development. (Formerly OST 221)

**AOS 2990 TOPICS IN ADMINISTRATIVE OFFICE SUPPORT** . . . . . 1-5 sem hrs cr  
 Selected topics in administrative office support 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 Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### AGRICULTURE

**AGR 1010 ANIMAL SCIENCE FOR AGRICULTURE** . . . . . 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.

**AGR 1020 PLANT SCIENCE FOR AGRICULTURE** . . . . . 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.

**AGR 2100 THE ECONOMICS OF AGRICULTURE** . . . . . 3 sem hrs cr  
 This course examines economic principles as they relate to agriculture, the place of agriculture and agribusiness in the national economy.

**AGR 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 will be placed on the on-farm recognition, prevention, and lay person treatment of farm animal diseases.

**AGR 2990 TOPICS IN AGRICULTURE** . . . . . 1-5 sem hrs cr  
 Selected topics in agriculture 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### ANTHROPOLOGY

**ANT 2010 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.

**COURSE DESCRIPTIONS**

ANT 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**ART**

ART 1010 ART APPRECIATION ..... 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.

ART 1040 ART ACTIVITIES FOR CHILDREN ..... 3 sem hrs cr  
 This course is designed to provide future classroom teachers with introductory experiences in both knowing how to create and respond to art. The focus is an understanding of art elements and principles and how to plan, implement, and evaluate art programs developmentally appropriate for children.

ART 1050 ARTS AND CRAFTS ..... 3 sem hrs cr  
 This course provides experiences with arts and crafts projects which reflect contemporary life as well as folk and crafts objects.

ART 1110 BASIC DESIGN ..... 3 sem hrs cr  
 This studio course uses a contemporary approach to the elements and principles of two-dimensional art. (6 hours a week)

ART 1210 DRAWING ..... 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.)

ART 2310 PAINTING ..... 3 sem hrs cr  
 This studio course provides the basic techniques of painting with acrylics. (Additional three hours of lab required per week.)

ART 2410 CERAMICS ..... 3 sem hrs cr  
 This studio course focuses on the techniques of making hand-built pottery, wheel pottery, and sculpture. Decorating the art objects and firing the kiln are included. (6 hours a week)

ART 2610 COMMERCIAL ART ..... 3 sem hrs cr  
 This course is designed to teach lettering, layout, overlay, and methods of composition and visual communication in advertising design.

ART 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**ASTRONOMY**

AST 1100 INTRODUCTION TO ASTRONOMY ..... 3 sem hrs cr  
 This general survey of astronomy includes a study of the constellations, gravitation and planetary motion, optics and telescopes, the nature of light, the solar system, stellar evolution, galactic structure and cosmology. The course includes observation sessions using binoculars and telescopes. A knowledge of algebra and trigonometry is helpful but not required.

**BANKING**

AMERICAN INSTITUTE OF BANKING. The American Institute of Banking (AIB) is an educational division of the American Bankers Association. Motlow State Community College coordinates the course offerings for two AIB study groups, the Middle Tennessee Study Group and the Cumberland Study Group. Students taking banking courses through Motlow College earn college credit as well as American Institute of Banking credit. The courses may be taken by any student but are primarily structured to meet the needs of banking employees. Information on specific AIB diploma and certificate programs may be obtained in the Office of Extended Services.

BNK 1110 PRINCIPLES OF BANKING ..... 3 sem hrs cr  
 This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

- BNK 1120 VERBAL COMMUNICATION** ..... 1 sem hr cr  
 This course focuses on the understanding of core communication principles essential for communication effectiveness and the application of these principles to the major communication contexts.
- BNK 1180 LAW AND BANKING: PRINCIPLES** ..... 3 sem hrs cr  
 This course is an overview of the legal aspects of banking with special emphasis on the Uniform Commercial Code. The course includes summaries of law pertaining to contracts, real estate, and bankruptcy.
- BNK 1200 LAW AND BANKING: APPLICATIONS** ..... 3 sem hrs cr  
 This course is an introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Check losses and a broad range of legal issues related to processing checks are included. Case studies are used to illustrate important legal points.
- BNK 1220 MONEY AND BANKING** ..... 3 sem hrs cr  
 This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment is kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitation of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.
- BNK 1250 FINANCIAL ACCOUNTING** ..... 2 sem hrs cr  
 This course emphasizes current practices of accounting procedures and includes coverage of the latest principles set forth by the Financial Accounting Standards Board. This course will not substitute for either ACT 2310 or ACT 2320.
- BNK 1300 CONCEPTS OF DATA PROCESSING** ..... 3 sem hrs cr  
 This course is designed for banking personnel in data processing and operations departments. It covers the topics of data processing concepts, principles, and uses; the impact of technological change; and implications and applications for the future.
- BNK 1420 DEPOSIT OPERATIONS** ..... 2 sem hrs cr  
 This course examines the deposit operations of banks in the context of the United States payment system. It explores how banks operate relative to their deposit-taking activities. Emphasis is on system rather than product or instrument. Government rules and regulations and the future of American payment mechanisms are covered.
- BNK 1440 TELLER TRAINING** ..... 3 sem hrs cr  
 This course provides the skills that tellers need in today's banking industry. It includes topics on the banking industry's impact upon society and the economy, quality customer service, bank security, and loss prevention techniques, and various other banking transactions.
- BNK 1450 SELLING BANK SERVICES: A HUMAN RELATIONS APPROACH** ..... 1 sem hr cr  
 This course focuses on important aspects of the customer's ego, active listening and probing, presenting benefits, and successfully closing a sale.
- BNK 2100 MORTGAGE LOAN DOCUMENTATION** ..... 2 sem hrs cr  
 This course is an introduction to mortgage loan processing and meets the basic training needs of loan processing offices that are subsidiaries of commercial banks. Compliance with regulatory requirements is emphasized.
- BNK 2130 CONSUMER LENDING** ..... 3 sem hrs cr  
 In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.
- BNK 2200 ECONOMICS FOR BANKERS** ..... 3 sem hrs cr  
 This course is an introduction to the fundamental principles of economics with special emphasis in macroeconomics and topics of importance to the banker. The course covers the basics of economic theory and applications to banking.
- BNK 2220 ANALYZING FINANCIAL STATEMENTS** ..... 3 sem hrs cr  
 This course is organized into two main sections: characteristics of financial statements and financial statement analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. The second section of the course covers goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.

**COURSE DESCRIPTIONS**

- BNK 2300 FINANCIAL PLANNING** ..... 3 sem hrs cr  
This course provides information on the financial planning process and its applications and a better understanding of the factors affecting consumers' financial decisions.
- BNK 2420 REAL ESTATE FINANCE** ..... 3 sem hrs cr  
This course addresses the manner in which funds are channeled into mortgage markets, the financing of residential and income-producing property, and administrative tasks common to most mortgage departments.
- BNK 2430 INTERNATIONAL BANKING** ..... 3 sem hrs cr  
The text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.
- BNK 2530 COMMERCIAL LENDING** ..... 3 sem hrs cr  
This course provides an introductory overview of the commercial lending function. It stresses the need for a solid relationship between a bank's commercial customers and the lending officer and the importance of commercial loans to a bank's portfolio.
- BNK 2610 STATEMENT ANALYSIS** ..... 3 sem hrs cr  
This course provides the basic concepts of and skills for statement analysis. Based on a five-part, reusable, self-instructional format, the components are designed for maximum flexibility and immediate on-the-job application.
- BNK 2620 MARKETING FOR BANKERS** ..... 3 sem hrs cr  
This course for commercial bankers develops the market awareness characteristics of present financial services competitors. It defines marketing, examines motivational strategies for customers who purchase financial services, and provides instruction for developing a successful marketing plan. Also covered is the integration of public relations, advertising sales promotion, selling, and service distribution functions.
- BNK 2650 BANK MANAGEMENT** ..... 3 sem hrs cr  
This course is an introduction to the handling of day-to-day bank activities including formulation of objectives and policies; management of assets and liabilities; sources and uses of funds; administration of deposits, loans, and other investments; and the short-term management of funds. Case studies are used to aid the student in acquiring bank management skill.
- BNK 2700 MANAGEMENT** ..... 3 sem hrs cr  
This course introduces a variety of modern management theories and approaches organized around the basic functions of planning, staffing, leading, and controlling. Organizational theory, motivation and communication, budgetary controls, and management information systems are included.
- BNK 2990 TOPICS IN BANKING** ..... 1-5 sem hrs cr  
Selected topics in banking 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 Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**BIOLOGY**

**HONORS BIOLOGY:** For students who qualify, an Honors Biology opportunity exists through enrollment in a laboratory section identified in the semester schedule of classes. The distinguishing feature of the Honors Biology laboratory is individual research on a variety of topics.

**BIO 1000 PRINCIPLES OF BIOLOGICAL SCIENCE** ..... 4 sem hrs cr  
This course surveys the plant kingdom, the animal kingdom, and ecology. Specific topics include: taxonomy, morphology, physiology, the economic importance of plants and animals (including humans), and principles of ecology. (3 hours lecture - 2 hours laboratory) This course is intended for students in the Interdisciplinary Studies Area of Emphasis. BIO 1000 cannot be used to satisfy any part of the general education requirements of a one-year sequence in biology. (Normally offered during fall semester only.)

**BIO 1090 BASIC CONCEPTS OF HUMAN ANATOMY AND PHYSIOLOGY I** ..... 4 sem hrs cr  
This is a survey course of the human body. Specific topics include cell composition and function, tissue organization, and an overview of the following systems: integumentary, skeletal, muscular, nervous, and endocrine. BIO 1090 will not substitute for BIO 2710. BIO 1090 and BIO 1100 will not satisfy the general education requirement of a one-year sequence in BIO. (3 hours lecture - 2 hours laboratory)

**BIO 1100 BASIC CONCEPTS OF HUMAN ANATOMY AND PHYSIOLOGY II** ..... 4 sem hrs cr  
 This is a survey course of the human body. Specific topics include the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems (including genetics and development). BIO 1100 will not substitute for BIO 2720. BIO 1090 and BIO 1100 will not satisfy the general education requirement of a one-year sequence in BIO. (3 hours lecture - 2 hours laboratory)

**BIO 1330 ENVIRONMENTAL SCIENCE** ..... 4 sem hrs cr  
 This course is an introduction to the causes, effects, and solutions of current environmental problems. Topics include ecosystems, energy sources, land use, geochemical cycles, population dynamics, and chemical and biological wastes. Laboratory/field trips provide hands-on experience in identification of biotic and abiotic factors affecting environmental quality. BIO 1330 cannot be used to satisfy any part of the general education requirements of a one-year sequence in biology.

**BIO 1410 GENERAL BIOLOGY I** ..... 4 sem hrs cr  
 This course examines in detail the physical and chemical basis of life with emphasis on cell processes, reproduction, and inheritance. A unit on Monera, Protista, and Fungi introduces the student to three of the five kingdoms of living organisms. (3 hours lecture-2 hours laboratory)

**BIO 1420 GENERAL BIOLOGY II** ..... 4 sem hrs cr  
 This course examines the major groups of plants and animals. Emphasis is placed on the taxonomy, morphology, physiology, and evolution of these two kingdoms. (3 hours lecture - 2 hours laboratory)

**BIO 1500 INTRODUCTION TO ENTOMOLOGY** ..... 4 sem hrs cr  
 This is a basic course designed to give a practical approach to the study of insects. Fundamentals of insect identification, development, food habits, and control through pest management are emphasized. BIO 1500 cannot be used to satisfy any part of the general education requirements of a one-year sequence in biology.

**BIO 2310 MICROBIOLOGY** ..... 4 sem hrs cr  
 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. (3 hours lecture - 3 hours laboratory) Prerequisite: BIO 1410.

**BIO 2420 GENETICS** ..... 4 sem hrs cr  
 This course is an introduction to the fundamental principles and laws governing inheritance in plants and animals including man. Three lectures and one two-hour lab. Prerequisites: 8 hours of college biology.

**BIO 2710 ANATOMY AND PHYSIOLOGY I** ..... 4 sem hrs cr  
 This course is a study of the structure and function of the human body emphasizing the cellular and tissue level of organization, the integumentary, reproductive, skeletal, muscular, nervous, sensory, and endocrine systems. (3 hours lecture-2 hours laboratory) Prerequisite: BIO 1410. (Normally offered during the fall semester only)

**BIO 2720 ANATOMY AND PHYSIOLOGY II** ..... 4 sem hrs cr  
 This course is a study of the structure and function of the human body emphasizing development and inheritance, the cardiovascular, lymphatic, respiratory, digestive, and urinary systems. The latter part of the course deals with fluid, electrolyte, and acid-base dynamics. (3 hours lecture-2 hours laboratory) Prerequisite BIO 2710. (Normally offered during the spring semester only)

**BIO 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**BUSINESS**

**BUS 1210 INTRODUCTION TO BUSINESS** ..... 3 sem hrs cr  
 This course provides the student with an overview of the business environment with attention being focused on business careers, business ownership and organization, management, marketing, and finance. Completion of a research paper or special project may be required.

**BUS 1220 APPLIED BUSINESS COMPUTATIONS** ..... 3 sem hrs cr  
 This is a comprehensive study of the business applications of mathematical principles. Topics covered include business statistics, international finance, payroll, insurance, taxes, markups/markdowns, inventory control, depreciation, financial statements, and the mathematics of finance (simple and compound interest, annuities, stocks, and bonds). This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate level mathematics or permission of the Dean of Career Education and Workforce Development. (Formerly MAT 122)

**COURSE DESCRIPTIONS**

- BUS 1300 PERSONAL MONEY MANAGEMENT** ..... 3 sem hrs cr  
 This course is designed to present areas in the personal or family financial cycle which affect every adult. Subject areas include financial and personal records, personal budgeting, financial services, consumer credit, insurance, Social Security, investments, housing, tax management, retirement and estate planning.
- BUS 2010 INTERNATIONAL BUSINESS** ..... 3 sem hrs cr  
 This course is a survey of the major issues associated with doing business internationally. Included is a study of international organizational structures and managerial processes and the cultural, political, economic, competitive, and technological environments of global business. Prerequisite: BUS 1210 or permission of the Dean of Career Education and Workforce Development.
- BUS 2220 BUSINESS COMMUNICATIONS** ..... 3 sem hrs cr  
 This course is a study of the principles of effective written and oral business communications. Emphasis is placed on the composition and formatting of business correspondence including good/routine news, bad news, and persuasive messages. All documents must be typewritten. Prerequisites: ENG 1010 and BIT 1150.
- BUS 2410 BUSINESS STATISTICS** ..... 3 sem hrs cr  
 This course involves a study of techniques used in collecting, presenting, and interpreting data; measures of central tendency and dispersion; probability and probability distributions; sampling distributions; estimation; and hypothesis testing. Prerequisite: MAT 1310 or higher mathematics course or permission of the Dean of Career Education and Workforce Development.
- BUS 2500 HUMAN RESOURCES MANAGEMENT** ..... 3 sem hrs cr  
 This course is the study of the organization, functions, and administration of a human resources management department. Topics covered include personnel recruitment, selection, training, placement, and promotion; employee compensation and benefits; employee performance appraisal; and the laws affecting the human resources function. Prerequisite: BUS 1210 or permission of the Dean of Career Education and Workforce Development.
- BUS 2550 STUDENTS IN FREE ENTERPRISE PRACTICUM** ..... 3 sem hrs cr  
 This course is a study of the free enterprise system. The course develops organizational leadership, human relations, creative problem-solving, report writing, teamwork and communications skills through the students' practice and teaching of free enterprise principles. (This course is specifically intended for students participating in the MSCC chapter of Students in Free Enterprise; however, the course is open to any student desiring to learn more about the free enterprise system.)
- BUS 2610 LEGAL ENVIRONMENT OF BUSINESS** ..... 3 sem hrs cr  
 This course is a study of the legal and regulatory environment of business. Topics covered include the nature of legal systems; business ethics; the impact of the Constitution on business; basic law of torts and contracts; business crimes; international business transactions; and the legislative, judicial, and administrative control of business through the laws affecting employment, labor, antitrust, consumer and debtor protection, environmental protection, corporate financing and securities regulation.
- BUS 2710 PRINCIPLES OF MANAGEMENT** ..... 3 sem hrs cr  
 This course is a study of the management functions of planning, organizing, staffing, directing, and controlling. Special emphasis is placed on the evolution of managerial thought, organizational behavior, managerial ethics, and social responsibilities. Case-study methodology is used to emphasize the applicability of material covered. Prerequisite: BUS 1210 or permission of the Dean of Career Education and Workforce Development.
- BUS 2750 SMALL BUSINESS MANAGEMENT** ..... 3 sem hrs cr  
 This course is a study of the techniques of organizing and operating a small business. A broad range of topics is discussed relating to all aspects of small business management. Case-study methodology is used to emphasize the applicability of material covered.
- BUS 2810 PRINCIPLES OF MARKETING** ..... 3 sem hrs cr  
 This course is a study of the fundamentals of marketing. Topics to be covered include the functions, principles, processes, institutions, and trends concerning the distribution of consumer and industrial goods and services. Case-study methodology is used to stimulate inquiry and to emphasize the applicability of the material covered. (Formerly MKT 281)
- BUS 2910 CAREER DEVELOPMENT** ..... 3 sem hrs cr  
 This course is a detailed study of the methods for successful entry into work organizations and continued success after employment. Emphasis is placed on job search methods; evaluation of employment opportunities; preparation of the application blank, application letter, and resume; interviewing techniques; work skills and attitudes; and other topics related to the successful pursuit of a career. It is recommended that this course be taken in the semester prior to graduation.

**BUS 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 Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**BUSINESS INFORMATION TECHNOLOGY**

**BIT 1000 COMPUTER KEYBOARDING** ..... 2 sem hrs cr  
 This course provides instruction in the operation of the computer keyboard. Emphasis is placed on speed, accuracy, and basic document formatting using word processing software. No credit will be granted to a student who has successfully completed AOS 1020 or its equivalent. (Formerly CST 100)

**BIT 1030 INTRODUCTION TO THE INTERNET** ..... 1 sem hr cr  
 This course introduces the student to the use of the Internet. The course covers the terminology, concepts, and tools necessary to access the Internet, and includes the historical development, types of access, and the character and graphical user interface required to use the Internet. Recommended prerequisite: Students should be familiar with the Windows operating environment. (Formerly CST 103)

**BIT 1040 INTRODUCTION TO WINDOWS 95 OPERATING SYSTEM** ..... 1 sem hr cr  
 This course introduces the student to the Windows 95 Operating System for microcomputers. The course covers how to use a mouse, desktop management, opening and manipulating multiple windows, managing files, creating folders, and using the Windows 95 Explorer, Find and Help options. Recommended prerequisite: Students should be familiar with microprocessing and the Windows operating environment. (Formerly CST 104)

**BIT 1060 USING QUICKEN FOR WINDOWS** ..... 1 sem hr cr  
 This course introduces the student to the use of a personal finance software package. The course covers the use of Quicken for Windows to manage an individual's checking, savings, credit card, and personal loan accounts. Additional topics covered include the use of Quicken in preparing household and personal budgets, printing checks, paying bills, tracking investments, preparing taxes, and forecasting future cash flow. Recommended prerequisite: Students should be familiar with microprocessing and the Windows operating environment.

**BIT 1070 INTRODUCTION TO THE WINDOWS OPERATING ENVIRONMENT** ..... 1 sem hr cr  
 This course introduces the student to the Windows operating environment. The course covers how to use a mouse, desktop management, executing programs and commands, opening and manipulating windows, managing files, creating folders, managing disks and directories, and using Windows accessory programs. (Formerly CST 107)

**BIT 1150 INTRODUCTION TO MICROCOMPUTER 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. Prerequisite or corequisite: BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development. (Formerly CST 115)

**BIT 1240 WORD PROCESSING APPLICATIONS** ..... 3 sem hrs cr  
 This course is designed to provide a working knowledge of word processing. Basic terminology, concepts, editing and formatting commands, and intermediate and advanced features are introduced and reinforced through various practical exercises. Prerequisite: BIT 1150 or permission of the Dean of Career Education and Workforce Development. (Formerly CST 124)

**BIT 1250 SPREADSHEET APPLICATIONS FOR MICROCOMPUTERS** ..... 3 sem hrs cr  
 This course is designed as a study of developing spreadsheet applications on a microcomputer. Business and accounting problems are the medium used to develop spreadsheets. Prerequisite: Documented eligibility for collegiate mathematics and BIT 1150 or permission of the Dean of Career Education and Workforce Development. (Formerly CST 125)

**BIT 1260 DATABASE APPLICATIONS FOR MICROCOMPUTERS** ..... 3 sem hrs cr  
 This course is designed as a study of database management application software for microcomputers. Complex business and industrial database types will be developed in the course using a Relational Database Management System. Prerequisite: Documented eligibility for collegiate mathematics and BIT 1150 or permission of the Dean of Career Education and Workforce Development. (Formerly CST 126)

**BIT 1270 GRAPHICS/WEB PAGE DEVELOPMENT FOR THE BUSINESS PROFESSIONAL** ..... 3 sem hrs cr  
 This course is a study of the fundamentals of computer-assisted presentations and web page design for the business professional. Basic elements of design and techniques are covered including the use of a presentation software package, a graphics editor and HTML editor. Prerequisite: BIT 1150 or equivalent or permission of the Dean of Career Education and Workforce Development. (Formerly CST 127)

**BIT 2270 MULTIMEDIA APPLICATIONS DEVELOPMENT** ..... 3 sem hrs cr  
 This course is a study of the development and implementation of multimedia applications and the development of Web pages. The course covers image editing, screen capture, image enhancement and HTML creation. Utilizing an authoring software package and an HTML editor, students design and develop multimedia applications projects. Prerequisite: BIT 1270 or permission of the Dean of Career Education and Workforce Development. (Formerly CST 227)

**COURSE DESCRIPTIONS**

**BIT 2990 TOPICS IN BUSINESS INFORMATION TECHNOLOGY** ..... 1-5 sem hrs cr  
 Selected topics in business information technology 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 Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**HONORS BUSINESS INFORMATION TECHNOLOGY**

**BITH 1150 INTRODUCTION TO MICROCOMPUTERS - HONORS** ..... 3 sem hrs cr  
 This course introduces the student to the use, capabilities, and limitations of microcomputer hardware and software. A study of Windows desktop, computer-assisted presentation software, word processing, the Internet, and imaging software and hardware is covered. The course emphasizes the preparation of computer-generated presentations. Prerequisite or corequisite: COMH 1010, BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development. See Eligibility for Honors Courses.

**CHEMISTRY**

**CHE 1010 GENERAL CHEMISTRY I** ..... 4 sem hrs cr  
 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: Documented eligibility for collegiate mathematics. (3 hours lecture - 3 hours laboratory)

**CHE 1020 GENERAL CHEMISTRY II** ..... 4 sem hrs cr  
 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. (3 hours lecture - 3 hours laboratory)  
 Prerequisite: CHE 1010.

**CHE 2310 ORGANIC CHEMISTRY I** ..... 4 sem hrs cr  
 This course is a study of the preparations and properties of aliphatic and aromatic compounds, their nomenclature, and their reactions. (3 hours lecture - 3 hours laboratory) Prerequisite: CHE 1020.

**CHE 2320 ORGANIC CHEMISTRY II** ..... 4 sem hrs cr  
 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. (3 hours lecture - 3 hours laboratory)  
 Prerequisite: CHE 2310.

**CHE 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**COMMUNICATIONS**

**COM 1010 FUNDAMENTALS OF SPEECH** ..... 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 or corequisite: ENG 1010

**COM 1040 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.

**COM 1080 ORAL INTERPRETATION** ..... 3 sem hrs cr  
 This course develops skills in the art of reading aloud. Choosing, preparing, and presenting literary selections are stressed.

**COM 1110 INTRODUCTION TO MEDIA COMMUNICATIONS** ..... 3 sem hrs cr  
 This course explores the historical development of various media. Topics include standard print media, radio, television, films, public relations, advertising, new electronic media and the World Wide Web with emphasis on the roles and responsibilities of these media and their impact on society.

**COM 1120 INTRODUCTION TO JOURNALISM** ..... 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. Laboratory participation on student publication(s) is required. Prerequisite: BIT 1000 and/or ability to type 35-40 words per minute.



- COM 1130 INTRODUCTION TO BROADCASTING ..... 3 sem hrs cr  
 This course is an introduction to broadcasting history, structure, and careers. It is designed to provide a working knowledge of broadcasting operations. Laboratory experience is provided in radio and/or television operations and broadcasting.
- COM 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.
- COM 2030 INTRODUCTION TO DRAMA ..... 3 sem hrs cr  
 This course surveys and emphasizes various topics of drama. Included in the study are the development of drama and the theater, basic mechanics of acting, and characterization. Critical study of plays will be covered in the course.
- COM 2120 WRITING ARTICLES AND FEATURES ..... 3 sem hrs cr  
 This course focuses on writing human-interest stories, newspaper and magazines articles, personal columns, inspirational prose, and a variety of other materials. Laboratory participation on student publication(s) is required.
- COM 2210 RADIO PRODUCTION ..... 3 sem hrs cr  
 This course is a foundations course in the field of radio production. Basic techniques of program productions and equipment operation are stressed. Practical experience is provided in announcing, recording, editing, interviewing, cueing records, and using the microphone.
- COM 2410 BASIC PHOTOGRAPHY ..... 3 sem hrs cr  
 This is an introductory course in black and white photography. Basic photographic techniques and darkroom procedures is emphasized as well as the principles of optics and visual perception. Additional darkroom work is required.
- COM 2420 INTERMEDIATE PHOTOGRAPHY ..... 3 sem hrs cr  
 This course emphasizes the finer points of lighting, composition, equipment selection, and advanced darkroom technique. Color photography is introduced along with basic color darkroom techniques. Additional darkroom work is required. Prerequisite: COM 2410 or permission of the Dean of Liberal Arts.
- COM 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**HONORS COMMUNICATION**

- COMH 1010 FUNDAMENTALS OF SPEECH - HONORS ..... 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. The course emphasizes the preparation of computer-supported presentations using content from other courses in the honors curriculum. Constructive criticism of presentations is incorporated into the course. Prerequisite or corequisite: BITH 1150 and ENG 1010 or ENGH 1010. See Eligibility for Honors Courses.

**COMPUTER SCIENCE**

- CST 1080 VMS OPERATING SYSTEM ..... 1 sem cr hr  
 This course introduces students to the VMS operating system. Topics covered include basic VMS commands, file management commands, the EDT and LSE editors, E-mail, and File Transfer Protocol. How to compile, link and execute programs are also covered.
- CST 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. Required Prerequisites: Documented eligibility for collegiate mathematics and BIT 1150 or permission of the Dean of Career Education and Workforce Development; Recommended prerequisite: BIT 1250 or BIT 1260.
- CST 1320 FORTRAN PROGRAMMING ..... 3 sem hrs cr  
 This course introduces the student to the use of the FORMula TRANslation (FORTRAN) programming language. Emphasis will be on mathematical and scientific applications. Prerequisites: MAT 1210 or MAT 1410 or higher and BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development.
- CST 1400 INTRODUCTION TO PROGRAMMING ..... 4 sem hrs cr  
 This course is designed to introduce students to computers and problem-solving using a structured language as a tool. Major topics include programming logic and flowcharting. Emphasis is on problem-solving using the language and principles of structured software. Prerequisites: Documented eligibility for collegiate mathematics and BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development.

## COURSE DESCRIPTIONS

**CST 1610 MICROCOMPUTER MAINTENANCE AND REPAIR** ..... 3 sem hrs cr

This course deals with the non-technical, component-level diagnosis and repair of microcomputers and peripheral equipment. Hard disk management and software installation and maintenance will be included. Prerequisite: BIT 1150 or permission of the Dean of Career Education and Workforce Development; Recommended prerequisite: BIT 1240, BIT 1250 or BIT 1260.

**CST 1620 ADVANCED MICROCOMPUTER MAINTENANCE AND REPAIR** ..... 3 sem hrs cr

This course is a study of the technical aspects of maintaining and repairing microcomputers. Topics include microprocessor troubleshooting procedures, changing components on the motherboard, network maintenance, advanced operating system techniques, and installing and maintaining peripheral devices: printers, CD ROM drives, video devices, sound devices, and scanners. Prerequisite: CST 1610 or permission of the Dean of Career Education and Workforce Development.

**CST 1650 DATA COMMUNICATIONS AND LOCAL AREA NETWORKING** ..... 3 sem hrs cr

This course covers basic terminology and the operation of data communication and local area networking. Topics include examination of the physical layer, data link protocols, introduction to local area networking, review of industry standards (CCITT, ISO, and IEEE) that relate to data communications, and issues relating to network management. Introduction and use of the Internet is also covered. Hands-on experience with a local area network is included. Prerequisites: BIT 1150 or equivalent or permission of the Dean of Career Education and Workforce Development.

**CST 2400 DATA STRUCTURES** ..... 3 sem hrs cr

This course examines the basic concepts of data including the abstract data type, lists, sets, stacks, queues, B-trees, binary trees, AVL trees, heaps, hash tables, and other complex structures. Sorting techniques and data management are also covered. A structured programming language is the primary tool for implementation. Prerequisite: CST 1400 or permission of Dean of Career Education and Workforce Development. Recommended prerequisite: CST 2450.

**CST 2450 C PROGRAMMING** ..... 3 sem hrs cr

This course presents the essential elements of the C programming language. Topics include Input/Output concepts, fundamentals in data types, operators and control statements, functions, pointers, and arrays and structures. Prerequisite: CST 1400 or permission of the Dean of Career Education and Workforce Development.

**CST 2500 INTRODUCTION TO COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE PROGRAMMING** ..... 3 sem hrs cr

This course teaches elementary computer architecture machine language concepts and Assembly Language Programming for the hardware in the Motlow College Computer Center. Data representation and elementary assembly language programming instructions are studied in detail and applied to numerous problems. Prerequisites: CST 1400 and MAT 1210 or MAT 1410 or higher or permission of the Dean of Career Education and Workforce Development.

**CST 2610 COMPUTER SYSTEMS ANALYSIS AND DESIGN** ..... 3 sem hrs cr

This course involves systems feasibility study, analysis, and design in a business environment. The systems development life cycle (SDLC) is the methodology used for analyzing computer-based business systems. Prerequisites: BIT 1150, BIT 1260, CST 1300, and either CST 1400 or six additional hours of BIT courses (BIT 1250 or higher) or permission of the Dean of Career Education and Workforce Development.

**CST 2630 WINDOWS NT OPERATING SYSTEM** ..... 3 sem hrs cr

This course is an introduction to the WindowsNT operating system. Topics covered include operational and support details of the Microsoft WindowsNT Workstation and Server software in a single domain environment. Prerequisite: BIT 1150 or permission of the Dean of Career Education and Workforce Development.

**CST 2640 UNIX OPERATING SYSTEMS** ..... 3 sem hrs cr

This course introduces the UNIX operating systems and UNIX utilities. Other items to be included are basic UNIX commands, editor commands, UNIX basic shell commands (Bourne, Korn, and C-shell), file management commands, directory commands, mail commands, nroff, troff, awk, grep, and sed commands. Prerequisite: BIT 1150 or permission of the Dean of Career Education and Workforce Development.

**CST 2650 ADA PROGRAMMING** ..... 3 sem hrs cr

This course presents an introduction to the basic concepts of the Ada language including conceptual overview, terminology, data types, development and usage of basic expressions, object declarations, packages, tasking, subprograms, and generics. Development and usage of basic concepts through programming assignments that cover topics such as data abstraction, information hiding, and multiple tasking concepts are covered. Prerequisites: Two of the following: CST 1320, CST 1400, CST 2400, CST 2450, or the equivalent; and MAT 1410 or higher or permission of the Dean of Career Education and Workforce Development.

**CST 2660 JAVA PROGRAMMING** ..... 3 sem hrs cr

This course provides extensive experience with the Java language and its run-time development environment. Other topics included are object-oriented programming methodology and the features provided by the Java language, development of Java applets and applications and security. Prerequisites: CST 2400 or CST 2450 and CST 2640 or permission of the Dean of Career Education and Workforce Development.

**CST 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 Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**COOPERATIVE EDUCATION**

The Cooperative Education program provides students the opportunity to complete a portion of their academic program as employees in industry, business, government, or educational institutions where their work is directly related to their academic major. Additional information regarding the Cooperative Education program is available from the Director of Career Planning, Placement and 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 attendance at five one-hour college seminars during the semester. Enrollment requires instructor approval. Prerequisites: 12 or more semester hours earned and a 2.5 or higher cumulative GPA.

**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. Enrollment requires instructor approval. Prerequisites: COP 2010 and a 2.5 or higher cumulative GPA.

**CRIMINAL JUSTICE ADMINISTRATION**

**CJA 2010 INTRODUCTION TO CRIMINAL JUSTICE** . . . . . 3 sem hrs cr  
 This course is an interdisciplinary examination of the American criminal justice system. Topics include criminal justice and the rule of law; development, role, and operations of the police; functions of the courts; criminal law processes; the development and role of corrections; and the philosophy and operations of the juvenile justice system. Contemporary criminal justice issues and trends are surveyed.

**CJA 2110 THE JUDICIAL 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.

**CJA 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.

**CJA 2210 PREVENTION AND CONTROL OF CRIME** . . . . . 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.

**CJA 2220 CORRECTIONAL PROCEDURES** . . . . . 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.

**CJA 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**EARLY CHILDHOOD EDUCATION**

**ECED 1010 INTRODUCTION TO EARLY CHILDHOOD EDUCATION** . . . . . 2 sem hrs cr  
 This course is an introduction to the early childhood profession and the basic skills needed for a successful academic career. Topics include professionalism, family relationships, individual and cultural diversity, child development, developmentally appropriate practice, observation and assessment, learning environment, health and safety, and guidance as well as introduction to the different types of early childhood programs, community resources, and professional organizations.

**ECED 1020 FOUNDATIONS OF EARLY CHILDHOOD DEVELOPMENT** . . . . . 3 sem hrs cr  
 This course is a survey of the theoretical models and services available to parents and children and involves laboratory observation and interaction.

**COURSE DESCRIPTIONS**

- ECED 2010 SAFE, HEALTHY, LEARNING ENVIRONMENTS** ..... 3 sem hrs cr  
 This course is a study of the basic principles of good health as they relate to the child in the family, care center, and community. Topics include child nutrition, growth, disease and accident prevention, and safety. Classroom activities are supplemented with laboratory observation and interaction. Pre-requisite: ECED 1010 or instructor permission.
- ECED 2020 INFANT, TODDLER, CHILD DEVELOPMENT** ..... 3 sem hrs cr  
 This course involves the study of the physical, cognitive, social, and emotional growth of the young child and their application to the care, guidance, and development of the child. Classroom activities are supplemented with laboratory observation and interaction. Pre-requisite: ECED 2010
- ECED 2030 INFANT AND TODDLER CARE** ..... 3 sem hrs cr  
 This course emphasizes methods of providing safe, competent individual and group care, as well as a warm and secure emotional atmosphere for infants and toddlers. Procedures for stimulating the intellectual and physical development of infants and toddlers in addition to basic caregiving skills are included. (Course open to non-majors, i.e., parents, parents-to-be, babysitters.) Pre-requisite: ECED 1010
- ECED 2040 FAMILY DYNAMICS AND COMMUNITY INVOLVEMENT** ..... 3 sem hrs cr  
 This course considers the role of the family and community in the physical, cognitive, social, and emotional growth of the child in a diverse society and involves program management and professionalism. Classroom activities are supplemented with laboratory observation and interaction. Pre-requisite: ECED 2010
- ECED 2050 PSYCHOMOTOR DEVELOPMENT** ..... 3 sem hrs cr  
 This course will consider major theories of psychomotor development and the application to the development of the young child. Particular emphasis is placed on the positive development of motor skills. Classroom activities are supplemented with laboratory observation and interaction. Pre-requisite: ECED 2020
- ECED 2060 DEVELOPMENT OF EXCEPTIONAL CHILDREN** ..... 3 sem hrs cr  
 This course covers physical disabilities, mental retardation, sensory impairment, the gifted child, and the accessing and coordinating of community resources to ensure accurate diagnosis and appropriate treatment and services. Students will learn to interpret diagnostic instruments and to write programs to meet the special needs of exceptional children. Classroom activities are supplemented with laboratory observation and interaction. Pre-requisite: ECED 2050
- ECED 2070 DEVELOPMENTAL ASSESSMENT** ..... 3 sem hrs cr  
 This course studies the basic instruments and checklists leading to competency in screening children for developmental problems. The course considers appropriate community support programs and referral procedures. Classroom activities are supplemented with laboratory observation and interaction. Pre-requisite: ECED 2050
- ECED 2090 CREATIVE DEVELOPMENT** ..... 3 sem hrs cr  
 This course deals with theories, teaching techniques, and basic program components of early childhood art instruction and emphasizes the value of art in physical-mental and social-emotional growth of young children. Activities include use of art media, creative play activities, and methods of incorporating creativity into other curricular areas. Pre-requisite: ECED 1010
- ECED 2100 THE MENTORING TEACHER** ..... 3 sem hrs cr  
 This course is a study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis is placed on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff.
- ECED 2110 ADVANCED LEARNING ENVIRONMENTS** ..... 3 sem hrs cr  
 This course focuses on the skill, knowledge, and materials development which are necessary in the provision of a developmentally appropriate environment for young children. Classroom activities are supplemented with laboratory observation and interaction. Pre-requisites: ECED 1020 and 2020
- ECED 2120 ADMINISTRATION OF CHILD CARE CENTERS** ..... 3 sem hrs cr  
 This course is a study of organization and administration practices applicable to the child care center. Topics of special consideration are staff-management relations, state and local licensing standards, national accreditation, CDA (Child Development Associate) standards, tax laws, legal liabilities, and the effect these topics will have on the care of the child. Classroom activities are supplemented with laboratory observation and interaction.
- ECED 2130 CLINICAL PRACTICUM I** ..... 3 sem hrs cr  
 This course is a supervised pre- or in-service practicum. Pre-requisite: Successful completion of or co-enrollment in ECED 2020 and a minimum of 45 contact hours of courses.
- ECED 2140 CLINICAL PRACTICUM II** ..... 3 sem hrs cr  
 This course is a supervised pre- or in-service practicum. A minimum of 45 clock hours must be completed in a NAEYC (National Association for the Education of Young Children), NAFCC (National Association of Family Child Care), or NSACA (National School Age Care Alliance) accredited agency, or TECTA (Tennessee Early Childhood Teaching Alliance) approved site. Pre-requisites: ECED 1010, ECED 1020, ECED 2020, and ECED 2040

## ECONOMICS

- ECO 2010 PRINCIPLES OF ECONOMICS I ..... 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.
- ECO 2020 PRINCIPLES OF ECONOMICS II ..... 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.
- ECO 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 Dean of Career Education and Workforce Development. No more that six semester hours in topics courses may be used in meeting minimum degree requirements.

## EDUCATION

- EDU 1110 THE TEACHING PROFESSION ..... 3 sem hrs cr  
This course introduces prospective teachers to schools in American society. The history of schools is viewed in relationship to present problems, issues, and trends. Suitability for the teaching profession is recognized as students observe a minimum of ten hours in multi-grade-level classrooms. (Formerly EDU 132)
- EDU 1150 COMPUTER-AIDED COURSE DEVELOPMENT TOOLS ..... 3 sem hrs cr  
This course introduces students to the fundamentals of integrating technology into the classroom curriculum. Students develop classroom presentations as part of the course work. Topics covered include fundamental microcomputer skills and the use of Windows, the Internet, computer presentation tools, and multi-media. Prerequisite or corequisite: BIT 1000 or typewriting experience.
- EDU 2110 THE PSYCHOLOGY OF HUMAN DEVELOPMENT AND LEARNING ..... 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 tutorial assignment off-campus is required. Recommended prerequisite: EDU 1110 (Formerly EDU 131)

**NOTE:** It is recommended, but not required, that EDU 1110 and EDU 2110 be taken in sequence. Because of extensive off-campus work required in both courses, they cannot be taken during the same semester.

- EDU 2150 WEB PAGE DEVELOPMENT FOR THE CLASSROOM TEACHER ..... 3 sem hrs cr  
This course is a study of the integration of web page technology into the K-12 classroom. Students use an HTML editor to develop web pages for the classroom. The basic elements of design and graphic editing software are also introduced. Students also learn to use a scanner and edit scanned images. Prerequisites: EDU 1150, BIT 1150, or equivalent, or permission of the Dean of Career Education and Workforce Development.
- 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## HONORS EDUCATION

- EDUH 1110 THE TEACHING PROFESSION - HONORS ..... 3 sem hrs cr  
The history of schools and current challenges, trends, and alternatives are examined. Students explore their suitability for classroom teaching by sharing independent research findings on a variety of educational topics and issues with the class in videotaped discussions and debates. Suitability for teaching is further explored as students assist a teacher in a classroom setting for a minimum of ten hours. Prerequisite: See Honors Program entry requirements. (Formerly EDUH 132)
- EDUH 2110 THE PSYCHOLOGY OF HUMAN DEVELOPMENT AND LEARNING - HONORS ..... 3 sem hrs cr  
This course examines the physical, mental, social, and values development from the beginning to the end of life. Theories of learning, behavior, and motivation are studied with respect to classroom management. Individual work and analytical thinking are required as students conduct research and present their findings as related to psychology and teaching. Class discussion and debate are essential to this Honors experience. A minimum of ten hours of tutoring at an area public school is also required. Prerequisite: See Honors Program entry requirements. (Formerly EDUH 131)

## EMERGENCY MEDICAL TECHNOLOGY

Upon successful completion of EMT 1100 and EMT 1110, the student will be eligible to take the examination given by the Tennessee Department of Public Health, Division of Emergency Medical Service, for certification as a Basic Emergency Medical Technician. Federal Financial Aid is not available for EMT courses.

EMT 1100 BASIC EMERGENCY MEDICAL TECHNOLOGY I . . . . . 6 sem hrs cr  
This course begins the presentation of the emergency medical techniques currently considered to be within the responsibilities of the Basic Emergency Medical Technician providing pre-hospital emergency care as outlined by the Tennessee Department of Public Health, Division of Emergency Medical Service. Professional Liability Insurance may be required. (90 hours of classroom work) Prerequisite: Healthcare Provider CPR Certification.

EMT 1110 BASIC EMERGENCY MEDICAL TECHNOLOGY II . . . . . 6 sem hrs cr  
This course completes the presentation of the emergency medical techniques currently considered to be within the responsibilities of the Basic Emergency Medical Technician providing pre-hospital emergency care as outlined by the Tennessee Department of Public Health, Division of Emergency Medical Service. Professional Liability Insurance may be required. (90 hours classroom work) Prerequisite: EMT 1100.

EMT 1200 EMERGENCY MEDICAL TECHNOLOGY "BRIDGE COURSE" . . . . . 1 sem hr cr  
This course is designed to transition previously licensed Emergency Medical Technicians into the new curriculum of the Tennessee Department of Public Health, Division of Emergency Medical Services. Students must be Tennessee certified Emergency Medical Technicians.

EMT 1500 INTRAVENOUS (IV) THERAPY . . . . . 3 sem hrs cr  
This course is designed to prepare the licensed Emergency Medical Technician to administer IV's in the field when necessary. The course includes patient assessment and conditions under which an intravenous line is warranted; the equipment selection and types of solutions; conditions worsened by the injudicious administration of IV fluids and how to recognize them; the infusion procedures and types of solutions; and, the need for field asepsis. During the clinical experience, five successful venipunctures must be accumulated. Prerequisite: Students must be a Tennessee-certified Emergency Medical Technician and must show proof of Professional Liability Insurance coverage in the amount of \$1,000,000.00.

EMT 2990 TOPICS IN EMERGENCY MEDICAL TECHNOLOGY . . . . . 1-5 sem hrs cr  
Selected topics in emergency medical technology 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 Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ENGINEERING TECHNOLOGY  
PRE-ENGINEERING

ERG 1010 ENGINEERING GRAPHICS I . . . . . 3 sem hrs cr  
This course develops drafting fundamentals with use of instruments, theory of projection, sections, auxiliary views and dimensioning with considerable technical sketching. This course includes preparation for and introduction to computer-aided drafting and solid modeling. (2 hours lecture-2 hours laboratory)

ERG 1070 INTRODUCTION TO AUTOCAD . . . . . 3 sem hrs cr  
This course introduces computer aided drafting (CAD) using AutoCAD software. The course covers the basic fundamentals for making two dimensional drawings. Applications projects are integrated with lectures and demonstrations. Prerequisite: ERG 1010 or equivalent.

ERG 1080 DESIGNING WITH AUTOCAD . . . . . 3 sem hrs cr  
This course prepares students to apply the AutoCAD software to practical design problems. Features of the AutoCAD software are learned and practiced. Team interactions are encouraged using the Windows NT operating system to communicate and share information. Periodic oral reports and a final written report are required. Prerequisite: ERG 1070 or equivalent.

ERG 1110 BASIC ENGINEERING I . . . . . 4 sem hrs cr  
This course is a study of forces, vector quantities and moments, resultants of force systems, simple static equilibrium, displacement vectors, particle kinematics and projectile motion kinetics of particles using Newton's Law. (3 hours lecture-3 hour laboratory) Prerequisite or corequisite: MAT 2510.

ERG 1120 BASIC ENGINEERING II . . . . . 4 sem hrs cr  
This course is a study of frictional forces, impulse-momentum, work and kinetic energy, temperature, heat, First Law of Thermodynamics and the Kinetic Theory of Gases. (3 hours lecture-3 hours laboratory) Prerequisite: ERG 1110. Prerequisite or corequisite: MAT 2520.

- ERG 1810 BASIC ELECTRONICS I . . . . . 4 sem hrs cr  
 This course is a study of the concept of electricity, electrical safety, metric notation, use of an electronic trainer, Ohm's Law, series circuits, parallel circuits, series-parallel circuits, voltage dividers, current dividers, direct-current meters, conductors, insulators, resistors, batteries, switches, fuses, circuit breakers, relays, schematic diagrams, Kirchoff's Laws, Norton's and Trevenin's theorems, Wheatstone bridge circuits, meter loading effects, introduction to alternating current and voltage, diodes, half and full wave rectifiers, diode limiters, diode clampers, transistors, common emitter amplifiers, common collector amplifiers, and common base amplifiers. This course includes a computer-assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite or corequisite: MAT 1210 or its equivalent.
- ERG 1820 BASIC ELECTRONICS II . . . . . 4 sem hrs cr  
 This course is a study of magnetism, magnetic units, electromagnetic induction, alternating current and voltage, inductance and capacitance, inductive and capacitive circuits, time constants, resonance, filters, transformers, relays, switches, electrical schematic reading, and electrical circuit troubleshooting procedures. This course includes a computer-assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite: ERG 1810.
- ERG 2010 COMPUTER-AIDED DESIGN . . . . . 3 sem hrs cr  
 This course develops skills in computer aided drafting, solid modeling, and system assemblies using a state-of-the-art CAD system. Design work is accomplished on Sun Workstations using a UNIX-based operating system. Emphasis is placed on the operating system and peripheral equipment operation. Some prior computer experience is desirable. (2 hours lecture-2 hours laboratory) Prerequisite: ERG 1010.
- ERG 2020 COMPUTER-AIDED DESIGN PROJECT . . . . . 4 sem hrs cr  
 This course provides increased knowledge and skill in applying a state-of-the-art CAD system to mechanical design problems. The course emphasizes team work and integration of designs in an industrial atmosphere. Each student designs a part of a mechanical system which must be integrated with other student work. Oral progress reports and a written final report are required. Prerequisite: ERG 2010 or permission of the Dean of Career Education and Workforce Development.
- ERG 2100 ELECTRICAL CIRCUITS LABORATORY . . . . . 1 sem hr cr  
 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. Laboratory 3 hours. Corequisite: ERG 2110
- ERG 2110 CIRCUITS I . . . . . 3 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. Prerequisite or corequisite MAT 2520; corequisite ERG 2100.
- ERG 2250 INTRODUCTION TO MATERIALS SCIENCE . . . . . 3 sem hrs cr  
 This course is a study of property/microstructure interrelations and design considerations for engineering materials; overview of manufacturing processes; interrelations among materials, design, and manufacturing. Prerequisite: CHE 1020.
- ERG 2310 MECHANICS OF MATERIALS . . . . . 3 sem hrs cr  
 This course is a study of the concepts of stress and strain, stress-strain relations and Mohr's circle, static analysis of members, area moments of inertia, analysis of axially loaded members, torsion, and bending. Energy methods for normal and shearing stresses will be studied. Prerequisites: ERG 1110 or ERG 2520 and MAT 2510.
- ERG 2520 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: MAT 2510.
- ERG 2530 DYNAMICS . . . . . 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. Prerequisites: ERG 2520 or ERG 1110 and MAT 2520.
- ERG 2800 INTRODUCTION TO DC AND AC MOTORS . . . . . 3 sem hrs cr  
 This course is the study of motor operating characteristics such as current, torque speed, horsepower, watts, heat, and efficiency. DC motors with their brushes and commutators and the AC motors with their current alternations and phase characteristics are studied. Motor nameplates and specifications along with motor maintenance and troubleshooting techniques are studied. Prerequisite or corequisite: ERG 1820. (Formerly ERG 180)
- ERG 2810 DIGITAL ELECTRONICS . . . . . 4 sem hrs cr  
 This course is a study of digital logic, number system conversions, clock circuits, memory circuits, store and shift circuits, arithmetic counter circuits, A/D - D/A conversion, basic computer functions, 8085 microprocessor architecture and operation, and 8085 microprocessor troubleshooting procedures. This course includes a computer-assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite: ERG 1810 or its equivalent.

ERG 2860 FIBER OPTICS ..... 3 sem hrs cr  
 This course is a study of the manufacture, use and installation of fiber optics cable. The content includes the theory of transmitting and receiving optic signals and signal evaluation after exposure to splices and connectors utilizing various fiber optic testing technology. Practical applications with fusion, mechanical splicing and connectors are included. Prerequisites: ERG 1820 and ERG 2810.

ERG 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 Dean of Career Education and Workforce Development. No more that six semester hours in topics courses may be used in meeting minimum degree requirements.

### ENGLISH

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 (ENG 1010 and ENG 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 offerings in English include Creative Writing, Literature of the South, and Topics in English. (Note: These electives do not fulfill English requirements.)

### 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 (remedial, 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 under 21 years of age who have satisfactorily met the 1989 Admissions Requirements in English (4 units of high school English) and whose ACT subscores in English are 19 or greater are eligible to enroll in a collegiate-level English course. Students under 21 years of age whose ACT English subscores are 18 or less must take the writing portion of the Academic Assessment and Placement Program (AAPP) before they enroll. All new students who are 21 years of age or older must take the writing portion of the COMPASS test before they can enroll. Returning/readmit, transient, and transfer students must also take the writing portion of the COMPASS test unless they have been previously assessed or have earned collegiate-level credits in English during previous enrollments. Students who have previously taken the COMPASS test must re-take the writing 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. All students who earned high school equivalency through GED testing must take the writing portion of the COMPASS test. Assessment results indicate whether students are eligible to enroll in collegiate-level English courses or must complete prerequisite requirements through completion of remedial or developmental English courses. Collegiate English courses are denoted with a ENG or ENGH discipline code and have numbers greater than 1000.

### ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an Enhanced ACT English subscore of 32 or greater or its SAT equivalent will be given six hours of advanced standing credit for ENG 1010 and 1020.

Any student possessing the above score who elects to enroll in composition rather than receive advanced standing credit is encouraged to enroll in English Honors 1010 and English Honors 1020.

ENG 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 logical thinking. Prerequisite: Documented eligibility for collegiate English.

ENG 1020 ENGLISH COMPOSITION II ..... 3 sem hrs cr  
 This course emphasizes critical thinking, argumentative essay writing, in-depth extended research, and a brief introduction to literary criticism. Prerequisite: ENG 1010.

**NOTE:** Selected sections of ENG 1010 and ENG 1020 Composition I and II are taught using wordprocessing. Students should check each semester's Schedule of Classes for the designation of these sections. Wordprocessing and keyboarding experience are not required for enrollment in these designated sections but are an asset.

ENG 2010 EXPERIENCING LITERATURE ..... 3 sem hrs cr  
 This course involves reading and analyzing a variety of fiction, poetry, and drama, researching literary topics, and writing analytical papers. Prerequisite: ENG 1020.



- ENG 2020 AMERICAN LITERATURE ..... 3 sem hrs cr  
 This course is the study of representative works of American prose, poetry, and drama beginning with the early settlement period through the twentieth century. Prerequisite: ENG 2010.
- ENG 2030 BRITISH LITERATURE ..... 3 sem hrs cr  
 This course is the study of representative works of British prose, poetry, and drama beginning with the Anglo-Saxon period through the early twentieth century. Prerequisite: ENG 2010.
- ENG 2040 WORLD LITERATURE ..... 3 sem hrs cr  
 This course involves reading and analyzing a variety of world fiction, poetry, and drama, researching literary topics and writing analytical papers. Prerequisite: ENG 2010.
- ENG 2240 LITERATURE OF THE SOUTH ..... 3 sem hrs cr  
 This course is a study of the literature of the South emphasizing Appalachia. It has a non-sequential time frame and includes a variety of genres, especially the novel of the 20<sup>th</sup> century. The focus is on the culture of the South as revealed through its literature. Prerequisite: ENG 2010 or HON 2010. (This course does not substitute for the sophomore literature requirement.)
- ENG 2620 CHILDREN'S LITERATURE ..... 3 sem hrs cr  
 This course is a survey of children's literature from pre-school to eighth grade with an emphasis on selection of quality, age-appropriate materials, classics, and modern titles. Prerequisite: ENG 1010. (This course does not substitute for the sophomore literature requirement.)
- ENG 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: ENG 1010 or permission of the Dean of Liberal Arts. (This course does not substitute for the sophomore literature requirement.)
- ENG 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: ENG 1010 or permission of the Dean of Liberal Arts. (This course does not substitute for the sophomore literature requirement.)
- ENG 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**HONORS ENGLISH**

Ordinarily, students may enter Honors English courses only at the beginning of the freshman composition sequence or when taking sophomore literature courses. Students should consult the Honors Entry Requirements on page 11 for specific details. Once the appropriate prerequisites and the Honors Entry Requirements are met at the sophomore level, the Honors literature courses, ENGH 2010 World Literature, ENGH 2020 American Literature, and ENGH 2030 British Literature, may be taken in any order to satisfy the six-hour literature requirement for any given emphasis.

- ENGH 1010 ENGLISH COMPOSITION I - HONORS ..... 3 sem hrs cr  
 This course is an in-depth study of fiction with emphasis on literary analysis and criticism including essay writing using a variety of expository and argumentative patterns as well as an extended research project. Prerequisite: See Honors Entry Requirements.
- ENGH 1020 ENGLISH COMPOSITION II - HONORS ..... 3 sem hrs cr  
 This course is an in-depth study of poetry and drama with emphasis on literary criticism and research, including the writing of analytical papers. Prerequisite: ENGH 1010 or ENG 1010. See Honors Entry Requirements.
- ENGH 2020 AMERICAN LITERATURE - HONORS ..... 3 sem hrs cr  
 This course is a study of representative works of American prose, poetry, and drama from the Colonial period through the Twentieth Century. Emphasis is on the development of American literature in the context of American culture. Students may expect intensive class participation, creative writing projects, and a field trip to a literary site. Prerequisite: ENGH 1020 or ENG 1020. See Honors Entry Requirements.
- ENGH 2030 BRITISH LITERATURE - HONORS ..... 3 sem hrs cr  
 This course is an in-depth study of British prose, poetry, and drama, tracing its development from Anglo-Saxon through modern periods. Assignments include field trips, student-initiated creative projects, oral reports, and debates on social and philosophical issues arising from the literature. Prerequisite: ENGH 1020 or ENG 1020. See Honors Entry Requirements.

**COURSE DESCRIPTIONS**

ENGH 2040 WORLD LITERATURE - HONORS ..... 3 sem hrs cr  
 This course is a study of a variety of world prose, poetry, and drama in translation, from Homer through the twentieth century. Assignments include field trips, writing projects, oral reports, and detailed class discussion of the works read. Prerequisite: Completion of ENGH 1020 or ENG 1020. See Honors Entry Requirements. (Formerly ENGH 201)

**ENGLISH AS A SECOND LANGUAGE**

ESL 1000 ENGLISH AS A SECOND LANGUAGE ..... 3 sem hrs cr  
 This course focuses on the four aspects of language usage -- reading, writing, speaking, listening -- with particular attention to skills which aid students in successfully entering mainstream classes in their desired field of study. Non-native speakers will be required to register for ESL 1000 if they score below 500 on an institutionally-administered pre-TOEFL exam or present a national TOEFL score below 50. Hours earned in ESL may not be used in any degree or certificate program.

**ENGLISH DISCIPLINE TUTORIAL AND COMPUTER SERVICES**

**WRITING CENTER.** The Writing Center, located on the Moore County campus, assists any Motlow students from any class needing individual instruction and/or practice in specific writing skills. Students may be referred by any Motlow instructor or can request individual assistance any time during the semester. No fees are charged for tutorial service or assistance; however, the student must be currently enrolled at Motlow. Students receive individual tutoring from a professional Writing Center Technician who may assign reading materials, exercises, and/or appropriate microcomputer programs. Each semester the Writing Center Technician, aided by other English faculty, presents a variety of Writing Workshops centered on common writing and grammatical problems as well as special projects such as writing research papers. Writing tutors are available at the Fayetteville and McMinnville Centers. Please check with the Center Directors for tutors' schedules.

Microcomputers are available for student use in the Writing Center on the Moore County campus.



**FRENCH**

- FRE 1110 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.
- FRE 1120 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: FRE 1110.
- FRE 2110 INTERMEDIATE FRENCH I . . . . . 3 sem hrs cr  
 This course continues grammar review with exercises for improving oral and written skills and includes readings in French literature and culture. Prerequisite: FRE 1120 or high school equivalent with advanced placement examination.
- FRE 2120 INTERMEDIATE FRENCH II . . . . . 3 sem hrs cr  
 This course continues grammar review and further develops oral and written skills. Readings in French literature are expanded. Prerequisite: FRE 2110.
- FRE 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**GEOGRAPHY**

- GGY 1010 CULTURAL GEOGRAPHY . . . . . 3 sem hrs cr  
 This course examines spatial variations in culture and analyzes how cultural elements vary or recur from place to place and influence change and economic development.
- GGY 2010 SURVEY OF REGIONAL GEOGRAPHY . . . . . 3 sem hrs cr  
 This course surveys world regions to indicate the general influence of the geographical environment.
- GGY 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**GEOLOGY**

- GEO 1200 INTRODUCTION TO EARTH SCIENCE . . . . . 4 sem hrs cr  
 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. (3 hours lecture - 2 hours laboratory) (Normally offered during the spring semester only)
- GEO 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**GERMAN**

- GER 1010 BEGINNING GERMAN I . . . . . 3 sem hr cr  
 This course emphasizes the essentials of German grammar and develops reading, writing, and speaking skills in the language. Readings about German culture are included.
- GER 1020 BEGINNING GERMAN II . . . . . 3 sem hr cr  
 This course continues to emphasize the essentials of German grammar and further develops reading, writing, and speaking skills. Introductory readings in German literature are included. Prerequisite: GER 1010.
- GER 2010 INTERMEDIATE GERMAN I . . . . . 3 sem hr cr  
 This course continues grammar review with exercises for improving oral and written skills and includes readings in German literature and culture. Prerequisite: GER 1020 or high school equivalent with advanced placement examination.
- GER 2020 INTERMEDIATE GERMAN II . . . . . 3 sem hr cr  
 This course continues grammar review and further develops oral and written skills. Readings in German literature are expanded. Prerequisite: GER 2010.

**COURSE DESCRIPTIONS**

GER 2990 TOPICS IN GERMAN ..... 1-5 sem hr cr  
 Selected topics in German 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 Dean of Liberal Arts. No more than six (6) semester hours in topics courses may be used in meeting minimum degree requirements.

**HEALTH/PHYSICAL EDUCATION****ACTIVITY COURSES**

**NOTE:** To satisfy requirements for the University Parallel degree, students must have 2 semester credit hours of physical education activity courses to be taken as two 1-semester courses in separate semesters.

HPE 1010 BADMINTON ..... 1 sem hr cr  
 This course is designed to develop basic skills and understanding of badminton. (2 hours per week) (Formerly PED 101)

HPE 1020 VOLLEYBALL ..... 1 sem hr cr  
 This course is designed to develop basic skills and understanding of volleyball. (2 hours per week) (Formerly PED 102)

HPE 1030 AEROBIC WALKING ..... 1 sem hr cr  
 This course is designed for individuals who want to begin a physical fitness program or further develop a walking program already in place. (2 hours per week) (Formerly PED 103)

HPE 1040 DANCE EXERCISE ..... 1 sem hr cr  
 This course is designed for conditioning in which the student works vigorously on flexibility, muscle toning, and cardiovascular fitness through choreographed music routines. Special attention is given to proper nutrition and fitness principles. (2 hours per week) (Formerly PED 104)

HPE 1080 FOLK AND SQUARE DANCE ..... 1 sem hr cr  
 The first half of this course provides an introduction to an instruction in folk dances from countries around the world. The second half of the course provides instruction and participation in beginning square dances. (2 hours per week) (Formerly PED 108)

HPE 1090 ARCHERY ..... 1 sem hr cr  
 This beginning course provides instruction and practice in the basic fundamentals of archery. (2 hours per week) (Formerly PED 109)

HPE 1100 GOLF ..... 1 sem hr cr  
 This beginning course provides instruction and practice in the basic fundamentals of golf. Student is required to play three rounds of golf during the semester. (2 hours per week) (Formerly PED 110)

HPE 1110 TENNIS ..... 1 sem hr cr  
 This beginning course provides instruction and practice in the basic fundamentals of tennis. (2 hours per week) (Formerly PED 111)

HPE 1130 BOWLING ..... 1 sem hr cr  
 This course is designed to develop basic bowling skills and examines the history and scoring of recreational bowling. Student is responsible for transportation and lane fees. (2 hours per week) (Formerly PED 113)

HPE 1140 SOCCER ..... 1 sem hr cr  
 This course is designed to develop an understanding of the rules of soccer and an acquisition of basic skills. (2 hours per week) (Formerly PED 114)

HPE 1150 BODY BUILDING AND WEIGHT LIFTING ..... 1 sem hr cr  
 This course is designed for body building and conditioning through the use of weights and a gym machine. (2 hours per week) (Formerly PED 115)

HPE 1190 BODY AEROBICS ..... 1 sem hr cr  
 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. (2 hours per week) (Formerly PED 119)

HPE 1210 CONDITIONING EXERCISES ..... 1 sem hr cr  
 The course focuses upon physical self-awareness and development. It is designed for the student who is interested in improving vitality, graceful movement patterns, and skill in performing sports. (2 hours per week) (Formerly PED 121)

- HPE 1240 JOGGING FOR FITNESS ..... 1 sem hr cr  
 This course is designed to help the student develop jogging as a technique of exercise and to improve physical fitness. (2 hours per week) (Formerly PED 124)
- HPE 1310 ADAPTIVE PHYSICAL EDUCATION I ..... 1 sem hr cr  
 This course is designed to assist students with disabilities in developing physically, mentally, and socially, through counseling and physical activities that will benefit the student in these areas. Verification of eligibility is required through the Dean of Liberal Arts. (2 hours per week) (Formerly PED 131)
- HPE 1320 ADAPTIVE PHYSICAL EDUCATION II ..... 1 sem hr cr  
 This course is a continuation of HPE 1310. Verification of eligibility is required through the Dean of Liberal Arts. (2 hours per week) (Formerly PED 132)
- HPE 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 PED 141)
- HPE 1420 VARSITY ATHLETICS II ..... 1 sem hr cr  
 This course is a continuation of HPE 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 PED 142)
- HPE 1510 BEGINNING SWIMMING ..... 1 sem hr cr  
 This beginning course equips the individual with basic water safety skills and knowledge for activities in, on, or about the water and includes instructions in the basic skills of good swimming technique. Student is responsible for own transportation to site of class. (2 hours per week) (Formerly PED 151)
- HPE 1520 INTERMEDIATE SWIMMING ..... 1 sem hr cr  
 This intermediate course in swimming is designed to provide the student with the opportunity to learn the elements of good swimming technique. These elements include four individualized strokes and some emphasis on safety and rescue techniques. Certification by American Red Cross is possible. Student is responsible for own transportation to site of class. (2 hours per week) (Formerly PED 152)

PROFESSIONAL COURSES

The professional courses in health and physical education are intended primarily for those students following an area of emphasis in health, physical education, recreation, or related areas. **These courses do not satisfy the physical education activities requirement.**

- 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 PED 200)
- 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 PED 205)
- 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 PED 206)
- HPE 2070 PREVENTION AND CARE OF ATHLETIC INJURIES ..... 3 sem hrs cr  
 This course gives an overview of common injuries in various sports, safety procedures, first aid, conditioning, taping and bandaging, and training room maintenance. Prevention of injuries, rehabilitation, and general fitness are stressed. (Formerly PED 207)
- 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 PED 208)
- HPE 2100 PRINCIPLES OF ELEMENTARY NUTRITION ..... 3 sem hrs cr  
 This course presents the principles of proper nutrition with emphasis on scientific, psychological, sociological, and economic aspects of nutrition as well as nutritional education and the nutritional needs of children. Prerequisite: BIO 1000 or equivalent.
- HPE 2120 CAMPING AND OUTDOOR RECREATION ..... 3 sem hrs cr  
 This course involves the development of recreational camping skills, program planning, and leadership training for camp leaders and counselors. (Formerly PED 212)

**COURSE DESCRIPTIONS**

- HPE 2230 PRINCIPLES AND THERAPEUTICS OF NUTRITION . . . . . 3 sem hrs cr  
 This course is designed to present the principles of nutrition and to examine how those principles are applied to various disease processes. Food composition as a tool of diet therapy is emphasized. Prerequisite: BIO 1410 or permission of the Dean of Liberal Arts. (Formerly HED 223)
- HPE 2240 EXERCISE PHYSIOLOGY . . . . . 3 sem hrs cr  
 This course presents the scientific principles of physiological adaptations to exercise and examines the scientific basis of cardio-respiratory and muscular conditioning. Techniques of weight training exercises are covered as well as development of conditioning programs. Bioenergetics is covered in detail. Prerequisite: BIO 1000 or BIO 1410 or BIO 1420 or permission of the Dean of Liberal Arts.
- 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. (Formerly HED 211)
- 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.) (Formerly HED 212)
- HPE 2340 WELLNESS AND FITNESS LIFESTYLES . . . . . 3 sem hrs cr  
 This course is a study of Wellness Lifestyles through health appraisal, fitness evaluation, identification of cardiovascular risk factors, and creation of individual exercise programs. (Formerly HED 2340/PED 234)
- HPE 2410 PHYSICAL EDUCATION FOR THE ELEMENTARY CHILD . . . . . 3 sem hrs c  
 This course is a study of developmentally appropriate curriculum , teaching strategies and techniques, and psychomotor activities (games, gymnastics, rhythmic activities, physical fitness) for K-8 students. (Formerly PED 241)
- 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**HISTORY**

- HIS 1110 WESTERN CIVILIZATION I . . . . . 3 sem hrs cr  
 This course examines the social, political, religious, economic, and cultural development of Western civilization from Pre-History through the Reformation.
- HIS 1120 WESTERN CIVILIZATION II . . . . . 3 sem hrs cr  
 This course examines the social, political, religious, economic, and cultural development of Western civilization from the Reformation to the present.
- HIS 2110 UNITED STATES HISTORY I . . . . . 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.
- HIS 2120 UNITED STATES HISTORY II . . . . . 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. Recommended Prerequisite: HIS 2110.
- HIS 2610 HISTORY OF TENNESSEE . . . . . 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.
- HIS 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## HONORS HISTORY

HISH 2110 UNITED STATES HISTORY I - HONORS ..... 3 sem hrs cr

This course covers in depth 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. Individual work and analytical thinking are emphasized. Extensive study of historical figures replaces the more general topical coverage of HIS 2110. The figures chosen represent diversity in gender, race, ethnic background, and political views. The class selects the people to be studied at the beginning of each semester. Class discussion and debate is an integral part of this Honors class experience. Prerequisite: See Honors entry requirements.

HISH 2120 UNITED STATES HISTORY II - HONORS ..... 3 sem hrs cr

This course traces in depth 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. Individual work and analytical thinking are emphasized. Extensive study of historical figures replaces the more general topical coverage of HIS 2120. The figures chosen represent diversity in gender, race, ethnic background, and political views. The class selects the people to be studied at the beginning of each semester. Class discussion and debate is an integral part of this Honors class experience. Recommended Prerequisite: HISH 2110. See Eligibility for Honors Courses.

## HONORS

HONORS BIOLOGY: For students who qualify, an Honors Biology opportunity exists through enrollment in a laboratory section identified in the semester schedule of classes. The distinguishing feature of the Honors Biology laboratory is individual research on a variety of topics.

BITH 1150 INTRODUCTION TO MICROCOMPUTERS - HONORS ..... 3 sem hrs cr

This course introduces the student to the use, capabilities, and limitations of microcomputer hardware and software. A study of Windows desktop, computer-assisted presentation software, word processing, the Internet, and imaging software and hardware is covered. The course emphasizes the preparation of computer-generated presentations. Prerequisite or corequisite: COMH 1010, BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development. See Eligibility for Honors Courses.

COMH 1010 FUNDAMENTALS OF SPEECH - HONORS ..... 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. The course emphasizes the preparation of computer-supported presentations using content from other courses in the honors curriculum. Constructive criticism of presentations is incorporated into the course. Prerequisite or corequisite: BITH 1150 and ENG 1010 or ENGH 1010. See Eligibility for Honors Courses.

EDUH 1110 THE TEACHING PROFESSION - HONORS ..... 3 sem hrs cr

The history of schools and current challenges, trends, and alternatives are examined. Students explore their suitability for classroom teaching by sharing independent research findings on a variety of educational topics and issues with the class in videotaped discussions and debates. Suitability for teaching is further explored as students assist a teacher in a classroom setting for a minimum of ten hours. Prerequisite: See Eligibility for Honors Courses. (Formerly EDUH 132)

EDUH 2110 THE PSYCHOLOGY OF HUMAN DEVELOPMENT AND LEARNING - HONORS ..... 3 sem hrs cr

This course examines the physical, mental, social, and values development from the beginning to the end of life. Theories of learning, behavior, and motivation are studied with respect to classroom management. Individual work and analytical thinking are required as students conduct research and present their findings as related to psychology and teaching. Class discussion and debate are essential to this Honors experience. A minimum of ten hours of tutoring at an area public school is also required. Prerequisite: See Eligibility for Honors Courses. (Formerly EDUH 131)

ENGH 1010 ENGLISH COMPOSITION I - HONORS ..... 3 sem hrs cr

This course is an in-depth study of fiction with emphasis on literary analysis and criticism including essay writing using a variety of expository and argumentative patterns as well as an extended research project. Prerequisite: See Eligibility for Honors Courses.

ENGH 1020 ENGLISH COMPOSITION II - HONORS ..... 3 sem hrs cr

This course is an in-depth study of poetry and drama with emphasis on literary criticism and research, including the writing of analytical papers. Prerequisite: ENGH 1010 or ENG 1010. See Eligibility for Honors Courses.

ENGH 2020 AMERICAN LITERATURE - HONORS ..... 3 sem hrs cr

This course is a study of representative works of American prose, poetry, and drama from the Colonial period through the Twentieth Century. Emphasis is on the development of American literature in the context of American culture. Students may expect intensive class participation, creative writing projects, and a field trip to a literary site. Prerequisite: ENGH 1020 or ENG 1020. See Eligibility for Honors Courses.

**COURSE DESCRIPTIONS**

- ENGH 2030 BRITISH LITERATURE - HONORS** ..... 3 sem hrs cr  
 This course is an in-depth study of British prose, poetry, and drama, tracing its development from Anglo-Saxon through modern periods. Assignments include field trips, student-initiated creative projects, oral reports, and debates on social and philosophical issues arising from the literature. Prerequisite: ENGH 1020 or ENG 1020. See Eligibility for Honors Courses.
- ENGH 2040 WORLD LITERATURE - HONORS** ..... 3 sem hrs cr  
 This course is a study of a variety of world prose, poetry, and drama in translation, from Homer through the twentieth century. Assignments include field trips, writing projects, oral reports, and detailed class discussion of the works read. Prerequisite: ENGH 1020 or ENG 1020. See Eligibility for Honors Courses. (Formerly ENGH 201)
- HISH 2110 UNITED STATES HISTORY I - HONORS** ..... 3 sem hrs cr  
 This course covers in depth 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. Individual work and analytical thinking are emphasized. Extensive study of historical figures replaces the more general topical coverage of HIS 2110. The figures chosen represent diversity in gender, race, ethnic background, and political views. The class selects the people to be studied at the beginning of each semester. Class discussion and debate is an integral part of this Honors class experience. See Eligibility for Honors Courses.
- HISH 2120 UNITED STATES HISTORY II - HONORS** ..... 3 sem hrs cr  
 This course traces in depth 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. Individual work and analytical thinking are emphasized. Extensive study of historical figures replaces the more general topical coverage of HIS 2120. The figures chosen represent diversity in gender, race, ethnic background, and political views. The class selects the people to be studied at the beginning of each semester. Class discussion and debate is an integral part of this Honors class experience. Recommended Prerequisite: HISH 2110. See Eligibility for Honors Courses.
- HON 2010 AMERICAN STUDIES I** ..... 6 sem hrs cr  
 This course is an in-depth study of United States history, literature, and culture from the beginning of English settlement in North America to 1876, including a study of representative works in prose, poetry, and drama. The course focuses on the Appalachian region for specific examples of these developments and shows the impact of national events on the Appalachian area. The reading of works by native writers, the exploration of the cultural and historical diversity of the area, intensive class participation, creative writing and research projects, and field trips to historical and literary sites are part of the class. This course generates three semester credit hours in U.S. History and three semester credit hours in American Literature. Prerequisite: ENG 1020 or ENGH 1020. See Eligibility for Honors Courses.
- HON 2020 AMERICAN STUDIES II** ..... 6 sem hrs cr  
 This course is an in-depth study of United States history, literature and culture from 1876 to the present, including a study of representative works in prose, poetry, and drama. The course focuses on the Appalachian region for specific examples of these developments and shows the impact of national events on the Appalachian area. The reading of works by native writers, the exploration of the cultural and historical diversity of the area, intensive class participation, creative writing and research projects, and field trips to historical and literary sites are part of the class. This course generates three semester credit hours in U.S. History and three semester credit hours in American Literature. Prerequisite: HON 2010. See Eligibility for Honors Courses.
- IDSH 1010 HONORS SEMINAR FOR CRITICAL THINKING** ..... 2 sem hrs cr  
 This course assists students in assessing how they think as well as how others think; introduces students to the principles and techniques of creative thinking; and emphasizes the development of the skills of analysis, evaluation, criticism, collaboration and debate so as to enable them to share thoughts and examine ideas within a group setting; to identify and solve problems; to make decisions; and to understand the world in which they live. This course is taught through a cross-curricula, cross-divisional approach and thus has a changing focus based upon the discipline emphasized. Prerequisite: ENG 1010 or ENGH 1010. See Eligibility for Honors Courses.



**HORTICULTURE**

**HOR 1240 NURSERY TECHNOLOGY** ..... 3 sem hrs cr  
 This course is a study of the day-to-day operations used to grow, maintain, and harvest both container and field-grown nursery stock; selection, use and maintenance of nursery equipment and supplies; the various kinds of nurseries; marketing of nursery products and services; and garden center operations.

**HOR 1250 LANDSCAPE PLANTS** ..... 3 sem hrs cr  
 This course is a study of woody and herbaceous plants commonly used in the residential and commercial landscape. Sight identification of selected woody and herbaceous plants, the physical characteristics, cultural requirements, and landscape uses of these plants are presented.

**HOR 2220 HORTICULTURE MANAGEMENT AND SALES** ..... 3 sem hrs cr  
 This course emphasizes management and sales concepts associated with the nursery industry. Effective employee management styles and procedures, financial factors to consider as an employee/employer, marketing and sales strategies related to selected horticultural industries, and selected computer software appropriate to horticultural businesses are presented.

**HOR 2710 PLANT PROPAGATION I** ..... 3 sem hrs cr  
 This course is a study of the following types of asexual propagation: layering, cuttings, grafting, budding, and dividing. Students learn to perform asexual (seed) propagation of ornamental plants; select, use, and maintain equipment and supplies used in plant propagation; and choose the correct propagation method for a variety of ornamental plants.

**HOR 2720 PLANT PROPAGATION II** ..... 3 sem hrs cr  
 This course is a study of advanced asexual plant propagation techniques including five types of layers, seven types of cuttings, five types of grafts and/or buds, and aseptic cultures. Students perform advanced sexual plant propagation techniques including selected pollination, scarification, and stratification, and complete a detailed propagation project. Prerequisite: HOR 2710.

**HOR 2910 GREENHOUSE HORTICULTURE** ..... 3 sem hrs cr  
 This course presents basics of greenhouse construction, materials, and equipment; physical and cultural needs of greenhouse plants; and fundamentals of the growing of flower, bedding plant, seasonal pot plant, and foliage plant crops.



## INDUSTRIAL MANAGEMENT

- IMT 1150 INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING ..... 3 sem hrs cr  
 This course is a study of Computer Integrated Manufacturing (CIM) in industry. The course content includes the role of CIM components, the planning for CIM, the CIM implementation and management, and overcoming obstacles to implementation.
- IMT 1210 APPLIED TECHNICAL MATHEMATICS ..... 3 sem hrs cr  
 This course covers principles of algebra, geometry, and trigonometry as they apply to problems in the shop and tool room. Measurement of plane figures, problems in construction, mathematics principles of screw threads and gears, logarithms, and tool engineering are also covered. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics or permission of the Dean of Career Education and Workforce Development. (Formerly MAT 121).
- IMT 1530 INDUSTRIAL SAFETY ..... 3 sem hrs cr  
 This course addresses the control of industrial hazards through safe-guarding machinery and processes, mechanical guards, remote controls, nature and analysis of accidents, and control of accidents with emphasis on latest Federal laws. Additional topics to be covered include electrical safety, lifting, oxyacetylene welding, fire safety, chemical safety, grinding wheel safety, eye safety and enclosed vessel entry.
- IMT 1550 WASTE AND HAZARDOUS MATERIALS MANAGEMENT ..... 3 sem hrs cr  
 This course is a study of waste and hazardous materials and their effects on the environment. Emphasis will be placed on the handling of solid waste substances which are originally converted raw materials and, in most cases, can be re-converted. The difficulty and expense relative to monitoring adequately the adverse health effects caused by the increasing number and variety of these substances will also be addressed.
- IMT 1830 PRINCIPLES OF SUPERVISION ..... 3 sem hrs cr  
 This course is a study of managing one's self, management of people at work, and the planning, direction, and control of human resources in industrial plants. The main focus is on three major resources of good supervision; management-mindedness, leadership, and job knowledge. The learning tasks are reinforced with relevant applications.
- IMT 1900 TECHNICAL WRITING ..... 3 sem hrs cr  
 This course is a specialized composition course designed to teach the principles of technical writing, including giving directions, describing processes and mechanisms, dealing with specifications, abstracts, memoranda, and progress and field reports. This course may not be used in place of a required ENG course. Prerequisite: ENG 1020 or permission of the Dean of Career Education and Workforce Development. (Formerly ENG 190)
- IMT 2230 QUALITY CONTROL ..... 3 sem hrs cr  
 This course examines product quality control and reliability using sampling plans, control charts and limits, statistical evaluations of tolerance, systematic investigation of processing variables, and evaluations of reliability. The history of quality control is emphasized examining the impact of the methods of Squires, Deming, Juran, and Taguchi on competitive position. Prerequisite: Documented eligibility for collegiate mathematics.
- IMT 2250 ISO 9000 SERIES QUALITY ..... 3 sem hrs cr  
 The purpose of the International Standards Organizations (ISO) 9000 series is to control quality when doing business world-wide. This course is a study of the ISO 9000 series of standards to include: ISO 9000, 9001, 9002, 9003, and 9004. Prerequisite: IMT 2230 or permission of the Dean of Career Education and Workforce Development.
- IMT 2470 PRODUCTION AND INVENTORY MANAGEMENT ..... 3 sem hrs cr  
 This course is the study of production and inventory management, purchasing, work simplification, value analysis, forecasting and calculation, and value of economic order quantity. Master planning, material requirements planning, capacity requirements planning, and production activity control are also covered. Course correlates with the educational requirements for the American Production and Inventory Control Society examination.
- IMT 2500 ADVANCED COMPUTER INTEGRATED MANUFACTURING ..... 4 sem hrs cr  
 This course is the culmination of the Computer Aided Manufacturing Concentration of the General Technology Major. The course is an advanced study of computer integrated manufacturing (CIM) in industry. The content includes the strategic, leadership, operational, and material flow process associated with the planning and implementation of CIM. Emphasis is placed on student involvement in a hands-on, manufacturing environment where the students produce a product on a fully automated production line. Prerequisites: IMT 1150, IAT 1140, IAT 2050, and IAT 2100.
- IMT 2990 TOPICS IN INDUSTRIAL MANAGEMENT ..... 1-5 sem hrs cr  
 Selected topics in industrial management 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 Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**INDUSTRIAL TECHNOLOGY**

- IAT 1010 APPLIED BLUEPRINT READING . . . . . 3 sem hrs cr  
 This course is designed to develop skills in blueprint reading and sketching skills needed in the shop by journeymen in the metal working industry. Topics of study will include surface finishes, fits, tolerances, graphic language, dimensioning, working drawings, and isometrics.
- IAT 1140 MANUFACTURING PROCESSES . . . . . 3 sem hrs cr  
 This course is a study of modern materials and processes in manufacturing, including casting and forming, machining process, welding and allied processes, and techniques related to manufacturing. Several field trips to local manufacturing industries are included. (Formerly ERG 114)
- IAT 1200 METALLURGY . . . . . 3 sem hrs cr  
 This course is designed to develop skills in materials identification and characteristics, practical application, heat treatment of various steels, and tools used in the machine shops.
- IAT 1800 MACHINERY'S HANDBOOK . . . . . 3 sem hrs cr  
 This course is designed to develop the apprentice's ability to utilize the vast amount of technical information found in the Machinery's Handbook, a standard reference book for the mechanical industry in use throughout the world.
- IAT 2020 NURSERY EQUIPMENT SAFETY AND REPAIR . . . . . 3 sem hrs cr  
 This course presents basic concepts of safety and repair of equipment used in the nursery industry. Topics addressed include basic mechanics, electronics, hydraulic systems used in nursery production, and proper handling and care techniques for large equipment. Service on small, air-cooled, two- and four-cycle engines, and basic welding techniques are presented.
- IAT 2040 COMPUTER NUMERICAL CONTROL (CNC) . . . . . 4 sem hrs cr  
 This lecture/laboratory course is an introduction to computer machining. It explores creative ways to program, as well as the geometry of programming, and teaches the application of computers in industry.
- IAT 2050 COMPUTER AIDED MANUFACTURING . . . . . 4 sem hrs cr  
 This course covers the methods of interfacing computer aided design (CAD) with computer numerical control (CNC) manufacturing equipment. The course emphasizes practical learning as the student transfers designs prepared in computer-aided design to a CNC device using a state-of-the-art computer aided manufacturing system. Mechanical parts are actually produced on modern CNC machines.
- IAT 2080 NONTRADITIONAL MACHINING PROCESSES . . . . . 3 sem hrs cr  
 This course examines the special characteristics that distinguish nontraditional machining processes from traditional machining processes. It is a study of those processes which apply to a wide variety of mechanical, electrical, thermal and chemical material removal.
- IAT 2100 ROBOTICS . . . . . 3 sem hrs cr  
 This lecture/laboratory course presents the major categories of robots, how they are taught, and how to achieve a combination tool motion and orientation that is beyond human capability to execute but not to understand. The course emphasizes practical skills in programming an individual six axis robot to accomplish assigned tasks. Each student will accomplish a project to program the robot for a specific function in a manufacturing process. oral reports and a final written report are required. Prerequisite: ERG 1810 or the permission of the Dean of Career Education and Workforce Development.
- IAT 2150 PROGRAMMABLE CONTROLLERS . . . . . 3 sem hrs cr  
 This lecture/laboratory course is a study of the electrical devices designed to control machines and industrial processes automatically. The content provides an overview of the central system or group of systems which can control, monitor and change basic manufacturing operations to provide maximum production flexibility.
- IAT 2300 FLUID POWER . . . . . 3 sem hrs cr  
 This laboratory/lecture course covers hydraulics and pneumatic principles, systems, and components. Along with these principles and operating characteristics of fluid power, laboratory experiments are used to diagnose systems problems and to illustrate the proper installation of components.
- IAT 2990 TOPICS IN INDUSTRIAL TECHNOLOGY . . . . . 1-5 sem hrs cr  
 Selected topics in industrial technology 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 Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

INTERDISCIPLINARY STUDIES

IDS 1000 COLLEGE SURVIVAL SKILLS . . . . . 3 sem hrs cr
This course orients students to college by introducing techniques of time management, study strategies, research, computer use, collaborative learning, health management, critical thinking, and problem solving. In addition, students will become familiar with college offices, policies, and procedures.

IDS 1010 CRITICAL THINKING . . . . . 2 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, etc. It analyzes the interrelationship of the humanities and technology and its impact on social, civic, and economic thinking in contemporary America. Critical thinking tools are also applied to a variety of additional topics such as current events and ethical issues. Prerequisite: ENG 1010.

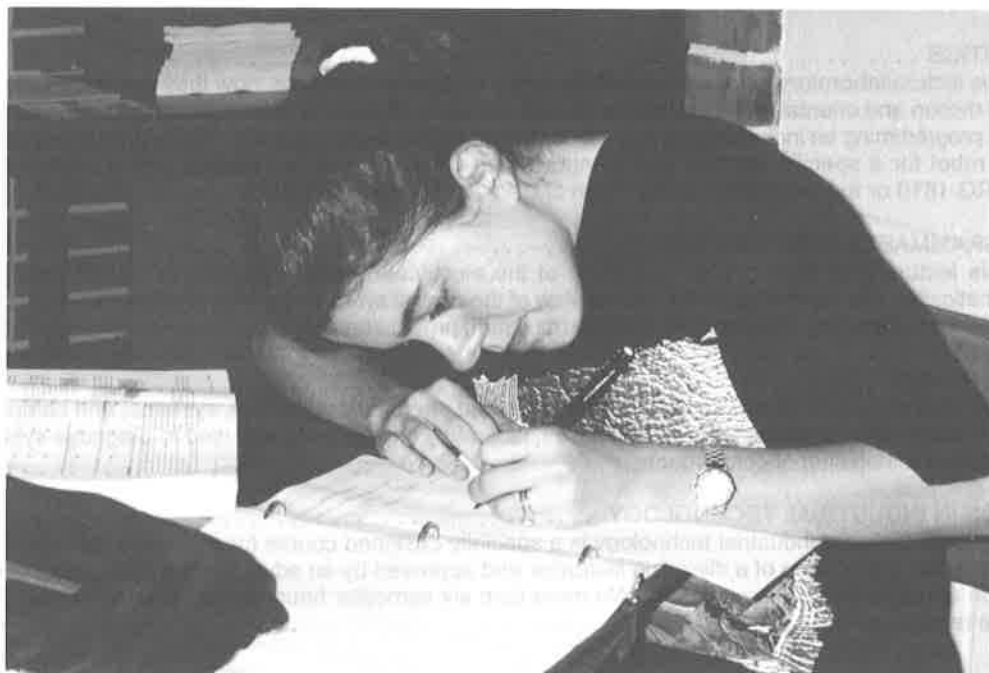
IDS 1100 INTERNET USE . . . . . 3 sem hrs cr
This course is a study in the quantity, quality, and types of information available to any person with access to the Internet global computer network. Applications include research in academic subjects, entertainment, citizenship, and cultures. Search tools required to find information sources, as well as methods for accessing the information are employed. This course may not be used to meet the IDS 1010 requirement.

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.

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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

HONORS INTERDISCIPLINARY STUDIES

IDSH 1010 HONORS SEMINAR FOR CRITICAL THINKING . . . . . 2 sem hrs cr
This course assists students in assessing how they think as well as how others think; introduces students to the principles and techniques of creative thinking; and emphasizes the development of the skills of analysis, evaluation, criticism, collaboration and debate so as to enable them to share thoughts and examine ideas within a group setting; to identify and solve problems; to make decisions; and to understand the world in which they live. This course is taught through a cross-curricula, cross-divisional approach and thus has a changing focus based upon the discipline emphasized. Prerequisite: ENG 1010 or ENGH 1010. See Eligibility for Honors Courses.



## MATHEMATICS

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.

### PLACEMENT IN MATHEMATICS COURSES

Students who graduated from high school spring 1989 or thereafter, and who are seeking an associate degree for transfer, must comply with the 1989 admission requirements. The high school units required in mathematics are one unit each in algebra I and algebra II and one unit in geometry or other advanced mathematics with geometry as a major component. Students admitted without the indicated credits are deficient in these and must remove the deficiencies before enrolling in courses for which these subjects are prerequisites and before receiving an associate degree designed for transfer.

Students deficient in algebra are required to take the appropriate Academic Assessment and Placement Program (AAPP) algebra examination regardless of their ACT scores or high school grade point average. Successful performance on the AAPP examination meets the requirements for removal of the deficiency in this subject area. If AAPP assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Remedial/Developmental mathematics courses. Successful completion of required Remedial/Developmental mathematics course(s) meets the requirements for removal of the deficiency in this subject area.

Students deficient in the geometry/advanced mathematics unit will remove the deficiency by completing, with a grade of "C" or better, MAT 0990 Geometry.

### ASSESSMENT AND PLACEMENT IN MATHEMATICS COURSES

Beginning in 1985, all Tennessee Board of Regents colleges, universities, and technical institutes implemented the Academic Assessment and Placement Program (AAPP) as a condition for enrollment. The purposes of the program are to identify students who are underprepared 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 subscores 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 under 21 years of age whose ACT mathematics subscores are 18 or less must take the mathematics portion of the AAPP test before they enroll in mathematics.
3. All new students who are 21 years of age or older as of the first day of classes of their admitting term and who seek regular admission must take the mathematics portion of the AAPP test before they can enroll in mathematics.
4. Returning/readmit, transient, and transfer students who have not previously taken the AAPP test in mathematics or who have not previously earned credits in mathematics must also take the mathematics portion of the AAPP test unless exempt by ACT scores. 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.
5. All students who earned high school equivalency diplomas through GED testing must take the mathematics portion of the AAPP test.

Assessment results indicate whether students are eligible to enroll in college-level mathematics courses or must enroll in remedial or developmental courses. Students may not register for remedial or developmental courses without being assessed. College-level mathematics courses are denoted with MAT discipline code and have course numbers greater than 1000.

### PROGRESSION STANDARD FOR COMPLETING THE REMEDIAL AND DEVELOPMENTAL MATHEMATICS REQUIREMENT

A first-time college student requiring remedial or developmental mathematics who is registering as a full-time student (12 or more semester hours) must register for the appropriate remedial or developmental course within the full-time load during the first semester of attendance and remain in a mathematics course each semester until the appropriate remedial or developmental 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 AAPP program as described above. The documentation will be in the form of:

1. appropriate ACT subscores which permit enrollment into collegiate-level mathematics or
  2. sufficiently high scores on AAPP mathematics examinations to place at the collegiate level in mathematics or
  3. successful completion of remedial and developmental courses required as a result of AAPP test performance.
- See previous section on meeting applicable 1989 admissions requirements.

**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.

**MATHEMATICS LABORATORY**

The mathematics laboratory, located on the Moore County campus, provides help for any Motlow student needing individual instruction and practice in developing specific mathematics skills and understanding mathematical concepts. No fees are charged for tutorial service or assistance in mathematics; however, students must be currently enrolled at Motlow. No academic credit is given for participation.

**MATHEMATICS FOR REMOVING GEOMETRY CREDIT DEFICIENCY**

MAT 0990 is for students subject to the A89 admission requirements who must remove a geometry deficiency from high school. Such students earning an associate degree designed for transfer must successfully complete MAT 0990 Geometry to remove the deficiency in order to be eligible for collegiate-level mathematics and to receive the degree. Hours earned in MAT 0990 may not be used in a degree or certificate program. A grade of "C" or better is required to earn credit in this course. See information above and on pages 19-23 for more information concerning 1989 admission requirements.

MAT 0990 GEOMETRY ..... 3 sem hrs cr

This course includes a study of two-dimensional and three-dimensional figures and their properties; symmetry, congruence, and similarity; the Pythagorean theorem and special right-triangle relationships; drawing geometrical figures; and writing proofs. A grade of "C" or better is required to earn credit in this course. Prerequisite: Documented competency in RSM 0700, DSM 0800, and DSM 0810 skills.

**COLLEGIATE MATHEMATICS**

MAT 1150 GRAPHICS CALCULATOR BASICS ..... 1 sem hr cr

This course provides instruction in the operation of graphics calculators. Content includes instruction in proper use of calculator operations, menus, and functions with applications appropriate for College Algebra, Calculus, Trigonometry, and statistical methods for science, business, and social sciences. This course is graded on a pass/fail basis. Prerequisite: Documented eligibility for collegiate mathematics.

MAT 1200 MATHEMATICS FOR HEALTH PROFESSIONS ..... 1 sem hr cr

This course is a study of the metric, Apothecaries', and household systems of measurement; medical abbreviations; the mathematics of preparation and administration of oral and parenteral medication, intravenous medications, and solutions. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics and acceptance into the nursing program.

MAT 1230 MATHEMATICS FOR ELEMENTARY EDUCATION ..... 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. Successful completion of an Arithmetic Proficiency Test is required. This course may be used in only the Interdisciplinary Studies area of emphasis (Early Childhood Education and Elementary Education emphases) to meet the general education mathematics requirement. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 1230.

- MAT 1240 CONCEPTS OF GEOMETRY** . . . . . 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 will include creating models and manipulatives. This course may be used in only Interdisciplinary Studies Area of Emphasis (Elementary Education) to meet the general education mathematics requirement. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 1240.
- MAT 1260 CONTEMPORARY MATHEMATICS** . . . . . 3 sem hrs cr  
 This course is a study of problem-solving techniques using sets and logic, equations, geometry, functions, probability and statistics, and math of consumer finances. Additional topics from the history of mathematics, trigonometry, calculus, and graphing applications are included. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, and algebra II. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 1260.
- MAT 1310 FINITE MATHEMATICS** . . . . . 3 sem hrs cr  
 This course is a study of linear models, matrix algebra, linear programming, mathematics of finance, combinatorics, and probability with applications in each of these areas. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I and algebra II. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 1310.
- MAT 1330 CALCULUS FOR BUSINESS APPLICATION** . . . . . 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: MAT 1310. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 1330.
- MAT 1410 COLLEGE ALGEBRA** . . . . . 3 sem hrs cr  
 This course is a study of selected topics from functions, matrices, and probability. The course is designed for the student whose program of study does not include calculus. A student may not use both MAT 1410 and MAT 1610 in meeting minimum program requirements for any program of study. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 1410. (Formerly MAT 151)
- MAT 1550 ALGEBRA COMPUTER APPLICATIONS** . . . . . 1 sem hr cr  
 This course is an optional supplement to the collegiate algebra courses, featuring computer demonstrations and projects as well as extensive use of a graphics calculator. Demonstrations will be used to enhance the understanding of algebraic theory. Explorations will collect data, model real-world situations, and apply algebraic concepts to find a solution using current technology. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite or corequisite: MAT 1310 or MAT 1410 or MAT 1610. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 1550.
- MAT 1610 PRECALCULUS I** . . . . . 5 sem hrs cr  
 This course is a study of precalculus topics including equations and inequalities; functions and graphs; polynomial, rational, exponential, and logarithmic functions; systems of equations, conic sections; binomial theorem; and mathematical induction. The course is designed for students whose program of study requires one or more semesters of calculus. A student may not use both Mat 1410 and Mat 1610 in meeting minimum program requirements for any program of study. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 1610.
- MAT 1620 PRECALCULUS II (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, inverse trigonometric functions, identities and conditional equations, composite angle formulas, and other selected topics. Prerequisite: MAT 1410 or MAT 1610 (MAT 1410 for students whose program of study does not included calculus; MAT 1610 for students whose program of study includes calculus) or permission of the Dean of Liberal Arts. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 1620. (Formerly MAT 152)
- MAT 2510 CALCULUS I** . . . . . 5 sem hrs cr  
 This course is a study of selected topics in advanced algebra, trigonometry, and plane analytic geometry; functions, including their limits and continuity; 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 between curves. Prerequisites: Documented eligibility for collegiate mathematics; at least four high school credits in college preparatory mathematics to include algebra I, algebra II geometry, and trigonometry or MAT 1610 and MAT 1620. Students who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 2510.

MAT 2520 CALCULUS II ..... 5 sem hrs cr  
 This course is a study of differentiation and integration of trigonometric, inverse trigonometric, logarithmic, exponential and hyperbolic functions; integration techniques, including parts, substitution and partial fractions; indeterminate forms; applications of the integral; sequences and infinite series including Taylor expansions. Prerequisite: MAT 2510. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 2520.

MAT 2530 CALCULUS III ..... 5 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: MAT 2520. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 2530.

MAT 2550 CALCULUS COMPUTER APPLICATIONS ..... 1 sem hr cr  
 This course is an optional supplement to the calculus courses, featuring computer demonstrations and projects as well as extensive use of a graphics calculator. Demonstrations will be used to enhance the understanding of algebraic theory. Explorations will collect data, model real-world situations, and apply algebraic concepts to find a solution using current technology. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite or corequisite: MAT 1330 or MAT 2510 or higher. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 2550.

MAT 2730 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: MAT 2530. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 2730.

MAT 2830 ELEMENTS OF 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: MAT 2510. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 0990 prior to enrollment in MAT 2830.

MAT 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## MUSIC

MUS 1050 MUSIC APPRECIATION ..... 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.

MUS 1410 ENSEMBLE: CHOIR I ..... 1 sem hr cr  
 MUS 1420 ENSEMBLE: CHOIR II ..... 1 sem hr cr  
 MUS 1430 ENSEMBLE: CHOIR III ..... 1 sem hr cr  
 MUS 1440 ENSEMBLE: CHOIR IV ..... 1 sem hr cr  
 These courses require participation in all phases of choral activity, including rehearsals and performances. A variety of musical styles is covered. These courses are open to all students.

MUS 1610 ENSEMBLE: CHAMBER I ..... 1 sem hr cr  
 MUS 1620 ENSEMBLE: CHAMBER II ..... 1 sem hr cr  
 MUS 1630 ENSEMBLE: CHAMBER III ..... 1 sem hr cr  
 MUS 1640 ENSEMBLE: CHAMBER IV ..... 1 sem hr cr  
 These courses allow 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 these courses requires permission of the instructor.

MUS 1710 BEGINNING GUITAR ..... 1 sem hr cr  
 MUS 1720 INTERMEDIATE GUITAR ..... 1 sem hr cr  
 These courses provide group instruction in basic guitar skills for students with beginning or intermediate experience. Each course progressively develops guitar skills. The courses must be taken sequentially.

MUS 1810 STAGE BAND I ..... 1 sem hr cr  
 MUS 1820 STAGE BAND II ..... 1 sem hr cr  
 MUS 1830 STAGE BAND III ..... 1 sem hr cr  
 MUS 1840 STAGE BAND IV ..... 1 sem hr cr  
 These courses provide students with the opportunity to perform in the jazz band setting modeled after the big band style. Rehearsals and performances are required. Enrollment in these courses requires permission of the instructor.



MUS 2300 TRADITIONAL MUSIC OF THE MIDSOUTH ..... 3 sem hrs cr  
This course introduces the primary strains of traditional music indigenous to the MidSouth region such as country, blues, gospel, bluegrass, and old-time string band styles. Special emphasis is given to understanding the roles which these various styles play in individual and collective experience.

MUS 2520 FUNDAMENTALS OF MUSIC FOR SCHOOL AND COMMUNITY ..... 3 sem hrs cr  
This course is designed to develop basic music skills and understanding of elementary music concepts. Music fundamentals including scales, chords, meters, and rhythm will be applied to at least one of the following instruments or techniques: guitar, piano, recorder, percussion, and singing. Specific emphasis will be given to using musical skills in elementary education and community participation.

MUS 2990 TOPICS IN MUSIC ..... 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.



## NURSING

- NET 1050 MEDICAL TERMINOLOGY** ..... 3 sem hrs cr  
 This course is a study of the language of the allied health sciences, nursing and medicine. The meaning and pronunciation of complex words are presented through analysis of word roots, suffixes, prefixes, and combining forms, describing all body systems.
- NET 1350 NURSING TRANSITION** ..... 4 sem hrs cr  
 This course is designed to assist the transition from Licensed Practical Nurse to Associate Degree Nurse. Guided learning experiences from NET 1410, Nursing Care I, are presented to provide a theoretical background congruent with the nursing program. Topics emphasized are communications and teaching/learning techniques, the nursing process, physical assessment and fluid/electrolyte needs. (Upon successful completion of this course, students will be eligible to enroll in NET 1420, Nursing Care II, provided that all prerequisite requirements of NET 1420 are met.) Prerequisites: Acceptance into the Career Mobility Transition/Challenge Program, CPR certification for health providers, and proof of current liability insurance; completion of BIO 1410, BIO 2710, and BIO 2720, with a grade of "C" or better (Effective fall semester 2001). Prerequisite or corequisite: ENG 1010, and MAT 1200. Corequisite: NET 1400.
- NET 1400 ROLE OF THE ASSOCIATE DEGREE NURSE** ..... 1 sem hr cr  
 This course is designed to introduce the student to the role and competencies of the Associate Degree Nurse student and graduate; the philosophy and conceptual framework (Adaptation Model for Nursing) of the program; the use of the nursing process to provide patient care; and selected ethical, historical, and legal aspects of the nursing profession. Licensed Practical Nurses or recent transfer students from diploma nursing programs who successfully challenge NET 1410 are required to take this course in the appropriate sequence. Prerequisite: Acceptance into the nursing program; completion of BIO 1410, BIO 2710, and BIO 2720, with a grade of "C" or better (Effective fall semester 2001). Corequisite: NET 1410 or NET 1350. Prerequisite or corequisite ENG 1010, MAT 1200.
- NET 1410 NURSING CARE I** ..... 9 sem hrs cr  
 Guided learning experiences introduce the student to health maintenance of the individual, the health care system, and the participation of the nurse within that system. Pharmacological aspects of patient care are introduced. Curriculum threads emphasized are stress adaptation, nursing process, communication and teaching/learning techniques of adults and children, and introduction to human growth/development and cultural diversity. Introductions to clinical laboratory objectives are designed to assist the student in learning basic nursing psychomotor skills; use of the nursing process to assess mental and physical health needs of adults and children; identification of nursing diagnoses; planning interventions for safety and hygiene; and the principles and techniques of barrier nursing and of administration of nonparenteral therapeutic agents. Clinical experience is provided in area hospitals and health care agencies. (6 hours lecture - 9 hours laboratory) Prerequisites: Acceptance into the nursing program; CPR certification for health care providers, proof of liability insurance; completion of BIO 1410, BIO 2710, and BIO 2720, with a grade of "C" or better (Effective fall semester 2001). Prerequisites or corequisites: NET 1400, MAT 1200, ENG 1010.
- NET 1420 NURSING CARE II** ..... 9 sem hrs cr  
 Guided learning experiences focus on caring for the family unit through the normal reproductive process, childbearing, parenting, maintenance of the family process, community health issues, growth and development, women's/men's health needs, and sensory perception of adults and children, and drug therapy. Curriculum threads emphasized are nursing process, growth and development across the life span, stress adaptation, communication skills with adults and children, legal-ethical issues related to families, and cultural diversity. Classroom laboratories include the principles and techniques of surgical asepsis and of administering parenteral medications, women's and men's health management and care of the newborn. Clinical objectives focus on the student's ability to use the nursing process in planning nursing interventions, in implementation of interventions, and in beginning evaluation of the care given. Clinical experience is provided in area hospitals and health care agencies. (5 hours lecture - 12 hours laboratory) Prerequisites: ENG 1010, MAT 1200, NET 1400, NET 1410 or NET 1350; CPR certification for health care providers, proof of liability insurance; completion of BIO 1410, BIO 2710, and BIO 2720, with a grade of "C" or better (Effective fall semester 2001).. Prerequisites or Corequisites: PSY 1310, ENG 1020.
- NET 2130 SEMINAR IN NURSING** ..... 1 sem hr cr  
 This course focuses on ethical, legal, and professional trends and issues in nursing, and on selected aspects of leadership and management. Varying responsibilities and roles of nurses in hospitals and other agencies are explored, as are the needs of the graduate associate nurse for adaptation to the work setting. Curriculum threads emphasized are nursing process, stress adaptation, and self-vocational growth. Group discussions, student presentations, and guest speakers are included. Prerequisites: BIO 2310, PSY 2900, NET 2410. Corequisite: NET 2420.
- NET 2410 NURSING CARE III** ..... 10 sem hr cr  
 Guided learning experiences focus on caring for adults and children with chronic illnesses involving alterations in gastrointestinal/nutrition processes, cardiac output/tissue perfusion, acid/base balance, fluid and electrolytes, ventilation, urinary elimination, endocrine problems, wound healing as well as the pharmacological aspects associated with these illnesses. Curriculum threads emphasize stress adaptation, communication skills, the teaching/learning process and self growth. Classroom laboratories include principles and techniques for caring for the elderly/chronically ill, parenteral nutrition, nasogastric lavage/gavage, ostomy care, urological irrigation/diversions, oxygenation therapy, respiratory suctioning. Clinical experience is provided in area long-term care facilities and community health agencies. Satisfactory demonstration of first level clinical skills is required the first week of this course. (6 hours lecture - 12 hours laboratory) Prerequisites: BIO 2720, ENG 1020, HPE 2230, PSY 1310, NET 1420, and CPR recertification. Prerequisites or corequisites: PSY 2900, BIO 2310.

NET 2420 NURSING CARE IV . . . . . 9 sem hrs cr  
 Guided learning experiences focus on caring for adults and children with alterations in anticipatory grieving, powerlessness in effective coping, dysfunctional grief; potential for violence and potential for traumatic injuries; cellular deviation, immunocompromised diseases, and neurological conditions as well as the pharmacological aspects associated with these illnesses. Curriculum threads emphasize nursing process, stress adaptation, communication skills, legal-ethical issues, self-growth, the teaching/ learning process, and cultural diversity. Classroom laboratories include principles and techniques of crisis intervention, neurological assessment, blood and blood products therapy, and code/arrest therapy, as well as the pharmacological aspects associated with these illnesses. Clinical objectives focus on students' ability to use nursing process to organize care for multiple patient assignments. Clinical experience is provided in area hospitals and health care agencies. (6 hours lecture -9 hours laboratory) Prerequisites: BIO 2310, NET 2410, PSY 2900. Corequisite: NET 2130.

NET 2510 APPLIED PATHOPHYSIOLOGY . . . . . 3 sem hrs cr  
 This course is designed to help the student build on previous knowledge of anatomy and physiology. Adaptations and alterations in body function are emphasized to help the student anticipate and identify existing physiological problems. Examples of clinical situations are used and appropriate interventions discussed. To encourage critical thinking skills, key concepts are presented to facilitate analysis and application of material learned. Prerequisites: BIO 2710 and BIO 2720

NET 2600 REGISTERED NURSE REFRESHER COURSE . . . . . 3 sem hrs cr  
 This course is designed per criteria of the Tennessee State Board of Nursing as a refresher course for Registered Nurses who have been out of practice for five years or more. The use of the nursing process for provisions of patient care is emphasized. Basic nursing theory and patient care skills are reviewed. Classroom laboratory and hospital laboratory learning experiences are provided. (2 hours lecture - 3 hours laboratory) Prerequisite: Previous licensure as a Registered Nurse.

NET 2650 HEALTH ASSESSMENT FOR NURSES . . . . . 3 sem hrs cr  
 This course is designed to aid the nurse in developing beginning skills in interviewing for a health history, in reporting health history, and in the principles and techniques of physical examination of all body systems of adults and children. A unit on geriatrics is included. Prerequisite: Licensure as a Registered Nurse or Licensed Practical Nurse.

NET 2700 NURSING MANAGEMENT . . . . . 3 sem hrs cr  
 This course is designed to teach the principles and techniques of first line management for registered nurses preparing for the role of charge nurse or team leader. Prerequisite: Licensure as a Registered Nurse.

NET 2990 TOPICS IN NURSING . . . . . 1-5 sem hrs cr  
 Selected topics in nursing. Second-year nursing students may pursue an in-depth study in a specialized area of nursing under the advisement of a nursing faculty member. This course may be recommended for transfer or readmission students who need special assistance in selected areas. Approval of the Director of Nursing Education and the Dean of Career Education and Workforce Development is required. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.



## PHYSICS

- PHY 1010 INTRODUCTION TO PHYSICAL SCIENCE ..... 4 sem hrs cr  
 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. This course is offered for non-science majors. (3 hours lecture - 2 hours laboratory) (Normally offered during the fall semester only)
- PHY 2110 COLLEGE PHYSICS I ..... 4 sem hrs cr  
 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. (3 hours lecture-2 hours laboratory) Prerequisite or corequisite: MAT 1210 or its equivalent. (Formerly ERG 171)
- PHY 2120 COLLEGE PHYSICS II ..... 4 sem hrs cr  
 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. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 2110. (Formerly ERG 172)
- PHY 2310 GENERAL PHYSICS I ..... 4 sem hrs cr  
 This calculus-based course is intended for science and engineering students. Subjects covered include mechanics, heat and thermodynamics, and waves. (3 hours lecture - 3 hours laboratory) Prerequisites: MAT 2510 and concurrent enrollment in or completion of MAT 2520.
- PHY 2320 GENERAL PHYSICS II ..... 4 sem hrs cr  
 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. (3 hours lecture - 3 hours laboratory) Prerequisite: PHY 2310.
- PHY 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## POLITICAL SCIENCE

- POL 1110 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.
- POL 1120 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.
- POL 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## PSYCHOLOGY

- PSY 1100 PSYCHOLOGY OF HUMAN RELATIONS ..... 3 sem hrs cr  
 This course introduces the student to factors in human interaction that contribute to the understanding of self and others. Topics covered include self-concept, emotions, communication, work, and family relations.
- PSY 1310 GENERAL PSYCHOLOGY I ..... 3 sem hrs cr  
 This course is a study of selected topics in general psychology. Subject matter includes research methods, biological foundations of behavior, human development, learning, memory, sensation and perception, and consciousness.
- PSY 1320 GENERAL PSYCHOLOGY II ..... 3 sem hrs cr  
 This course is a study of selected topics in general psychology. Subject matter includes thinking and language, intelligence, motivation, emotion, theories of personality, social psychology, psychological disorders, and psychotherapy. Recommended prerequisite: PSY 1310.
- PSY 2100 SOCIAL PSYCHOLOGY ..... 3 sem hrs cr  
 This course is a study of the social influences on human behavior. Topics covered include social cognition, attitudes, social influence, aggression, prosocial behavior, interpersonal attraction, and group processes. Prerequisite: Three hours of psychology or sociology or permission of the Dean of Liberal Arts.

- PSY 2120 CHILD PSYCHOLOGY ..... 3 sem hrs cr  
 This course is the study of behavior in infancy and childhood. It includes a survey of language, emotional, physical, social, moral, and cognitive development. Prerequisite: Two courses in psychology or permission of the Dean of Liberal Arts.
- PSY 2200 INTRODUCTION TO INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY ..... 3 sem hrs cr  
 This course is a study of psychological processes in work organizations. Topics include occupational information, personnel selection, training and development, performance appraisal, motivation, safety, and organizational environment. Prerequisite: Three hours of psychology or permission of the Dean of Liberal Arts.
- PSY 2900 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: Two courses in psychology or permission of the Dean of Liberal Arts.
- PSY 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**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.
- RES 2030 REAL ESTATE BASICS: AGENCY, BROKERAGE, CONTRACTS, FAIR HOUSING ..... 1 sem hr cr  
 This course is a study of the important phases of the beginning real estate agent's training. Emphasis will be given to agency relationships, brokerage, types of contracts, and fair housing.
- RES 2050 STRATEGIC TECHNIQUES IN LISTING AND SELLING REAL ESTATE ..... 2 sem hrs cr  
 This course is a study of the techniques of listing and selling real estate. Topics include prospecting, preparing, and presenting a listing contract, presenting the offer and negotiating, and answering objections. Prerequisite: RES 2010.
- RES 2110 REAL ESTATE LAW ..... 3 sem hrs cr  
 This course is a study of real estate law, including rights incident to property ownerships and management, agency contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions, with additional emphasis on Tennessee real estate law. This course applies toward the educational requirements for the Tennessee broker's examination.
- RES 2230 REAL ESTATE APPRAISAL ..... 3 sem hrs cr  
 This course covers the purpose of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit property.
- RES 2250 REAL ESTATE IN ACTION ..... 2 sem hrs cr  
 This course introduces the student to the practical day-to-day use of basic real estate tools and techniques. The course is action-oriented and includes practical experience in completing listing agreements, preparing offers to purchase, disclosure statements, marketing analysis and closing statements. The course is required for all affiliate brokers licensed by the State of Tennessee after January 1, 1994.
- RES 2430 REAL ESTATE FINANCE ..... 2 sem hrs cr  
 This course is an examination and analysis of the principles and methods of financing real estate, sources of funds including FHA and VA types, types and contents of financing instruments, and roles of various financing institutions, both private and governmental.
- RES 2450 SALES AND FINANCING STRATEGIES FOR THE RESIDENTIAL SALESPERSON ..... 2 sem hrs cr  
 This course presents basic selling techniques and strategies and an in-depth study of government loans and how they can be used to increase the number of sales by the residential salesperson.
- RES 2990 TOPICS IN REAL ESTATE ..... 1-5 sem hrs cr  
 Selected topics in real estate 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 Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum, degree requirements.

## SOCIOLOGY

- SOC 2110 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, culture, inequality and social class, political and economic orders, and the changing society.
- SOC 2120 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: SOC 2110 or permission of the Dean of Liberal Arts.
- SOC 2200 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.
- SOC 2310 SOCIAL GERONTOLOGY ..... 3 sem hrs cr  
 This course offers an introduction to understanding the dynamics of the aging process, where it fits into each individual's life, and the implications associated with significant growth in the United States' aging population. Topics include the myths and realities of how a person ages, role changes in later life, and societal response to the older population.
- SOC 2320 APPLIED GERONTOLOGY ..... 3 sem hrs cr  
 This course provides an understanding of how knowledge of the aging process can be applied to everyday interactions with increased numbers of senior adults in family, work, and community environments. Topics include increasing financial resources, older worker issues, relating to both adult children and elderly parents, coping with pension plan uncertainties, late life career changes, and intimacy in senior adulthood.
- SOC 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.
- SOC 2570 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.
- SOC 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## SPANISH

- SPA 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.
- SPA 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: SPA 1010.
- SPA 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: SPA 1020.
- SPA 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-American cultures and selections from Spanish authors are emphasized. Prerequisite: SPA 2010.
- SPA 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 Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**REMEDIAL AND DEVELOPMENTAL CURRICULUM**

Courses in the remedial and developmental curriculum are provided to aid students who demonstrate a need for additional academic preparation before enrolling in college-level courses. Remedial studies is a program of instruction that leads to proficiency in the Basic Skills Competencies defined by the Tennessee State Department of Education as "Tennessee Competency Assessment Program" (TCAP). Developmental studies is a program of instruction, distinct from Remedial Studies, that leads to the level of proficiency in the "Basic Academic Competencies" defined in the Educational Equality Project of the College Board as required for successful pursuit of college studies.

Remedial and developmental courses are open only to students whose assessment test performance indicates a need to improve skills in reading, writing, or mathematics. Students whose assessment results indicate placement in DSS 0800, Developmental Study Skills, must complete this course within their first 12 credit hours of enrollment. Hours earned in these courses are add-on hours and may not be used to complete any degree requirement. For more information about the Academic Assessment Placement Program, see pages 77 through 79. Remedial or developmental courses may not be taken for audit status.

**WRITING CENTER AND MATHEMATICS LABORATORY.** Help is provided in the Writing Center and in the Mathematics Laboratory, located on the Moore County campus, for any Motlow student needing individual instruction and/or practice in developing specific writing or mathematics skills. No fees are charged for tutorial service or assistance; however, students must be currently enrolled at Motlow College. No academic credit is given for participation.

**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 (remedial, 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.

**PROGRESSION STANDARD FOR COMPLETING THE REMEDIAL AND DEVELOPMENTAL MATHEMATICS REQUIREMENT**

A first-time college student requiring remedial or developmental mathematics who is registering as a full-time student (12 or more semester hours) must register for the appropriate remedial or developmental course within the full-time load during the first semester of attendance and remain in a mathematics course each semester until the appropriate remedial or developmental mathematics requirement is completed.

**DEVELOPMENTAL STUDIES - ENGLISH**

DSE 0800 DEVELOPMENTAL WRITING . . . . . 3 sem hrs cr  
 This course develops skills in punctuation, sentence writing, paragraphing, and outlining. The course emphasizes proofreading skills, conceiving ideas for writing, and varying writing styles as paragraph development merges into essay writing. Prerequisite: Documented competency in RSE 0700 skills.

**DEVELOPMENTAL STUDIES - MATHEMATICS**

DSM 0800 ELEMENTARY 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 linear inequalities in one variable; graphing linear equations and inequalities; problem-solving; polynomial arithmetic; operations with integer exponents; factoring polynomials and solving quadratic equations by factoring. Prerequisite: Documented competency in RSM 0700 skills.

DSM 0810 INTERMEDIATE ALGEBRA . . . . . 3 sem hrs cr  
 This course is a study of algebraic fractions, graphs, slopes, and equations of lines; solving systems of linear equations and inequalities; operations involving radicals and rational exponents; graphing and solving quadratic equations and inequalities; and functions. Applications are studied with each topic. Students with only one credit in high school algebra must be tested to verify eligibility for DSM 0810 without successful completion of DSM 0800. Prerequisite: Documented competency in DSM 0800 skills.

**DEVELOPMENTAL STUDIES - READING**

DSR 0800 DEVELOPMENTAL READING . . . . . 3 sem hrs cr  
 This course is designed to improve reading fluency. Identifying main ideas with major and minor supporting details, sequencing, locating facts, using contextual clues, drawing conclusions, making inferences, understanding figurative language, and detecting tones and mood are skills that are developed. Vocabulary extension, critical thinking skills, and pleasure reading are stressed. Prerequisite: Documented competency in RSR 0700 skills.

**DEVELOPMENTAL STUDIES - STUDY SKILLS**

DSS 0800 DEVELOPMENTAL STUDY SKILLS ..... 3 sem hrs cr  
 This course emphasizes academic success skills necessary for students to achieve their educational goals. Topics such as time management, communications skills, study techniques, library use, note-taking, and exam-taking are emphasized. The course also includes goal-setting, study habits, attitude development, and current issues which college students face. Students whose assessment results indicate placement in DSS 0800, Developmental Study Skills, must complete this course within their first 12 credit hours of enrollment.

**REMEDIAL STUDIES - ENGLISH**

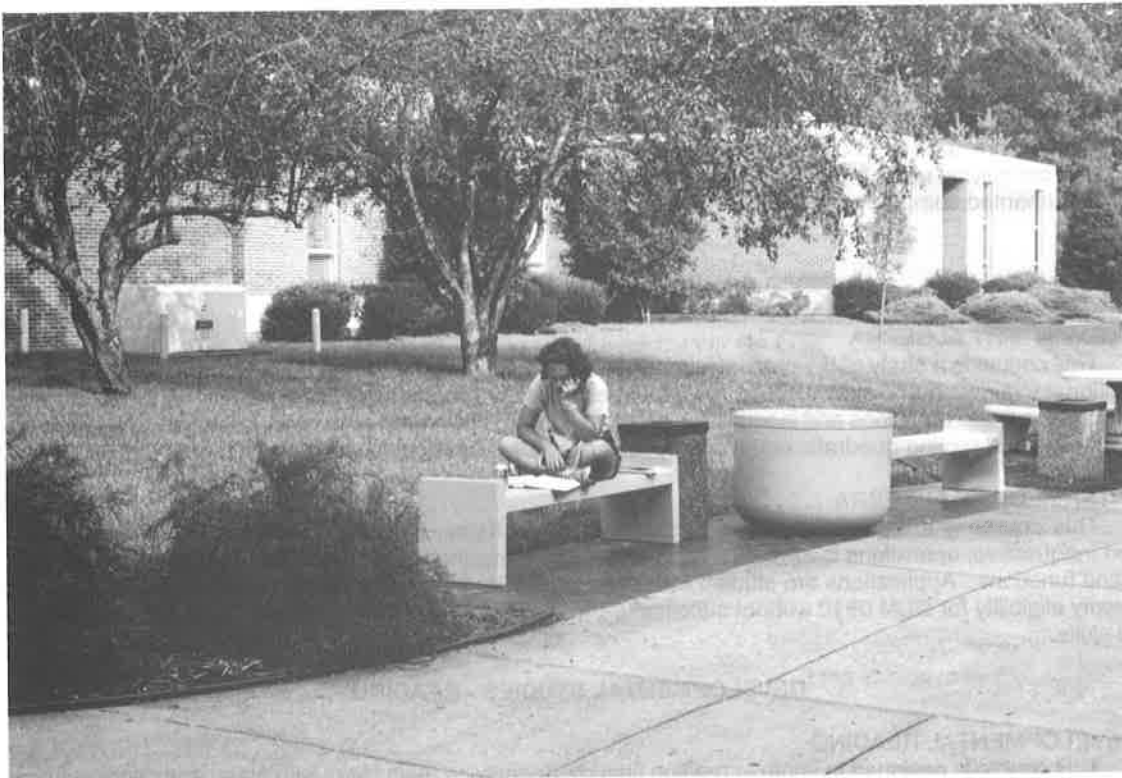
RSE 0700 BASIC WRITING ..... 3 sem hrs cr  
 This course includes a review of rudimentary skills in grammar, mechanics, punctuation, capitalization, and effective sentence writing. Additionally, students learn to use the dictionary and write business and friendly letters.

**REMEDIAL STUDIES - MATHEMATICS**

RSM 0700 BASIC MATHEMATICS ..... 3 sem hrs cr  
 This course places emphasis on the principles and applications of arithmetic including reading and writing numerals; fundamental operations on whole numbers and common and decimal fractions; percent, ratio and proportion; rounding; introductory topics from geometry; determining arithmetic mean; interpreting graphs; the English and metric measuring systems; exploring steps necessary to solve word problems; operations with signed numbers; and evaluating variable expressions and solving linear equations.

**REMEDIAL STUDIES - READING**

RSR 0700 BASIC READING ..... 3 sem hrs cr  
 This course concerns reading fundamentals--identifying main ideas with major and minor supporting details, sequencing, locating facts, using contextual clues, drawing conclusions, and making inferences. Increasing vocabulary is a major component of the course.







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**FACULTY, STAFF, AND  
ADMINISTRATION**

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 Sandra Schaffer ..... Accountant/Director, Purchasing  
 Lyvonna Hodosi ..... Payroll Supervisor  
 Annette Mosley ..... Account Clerk II  
 Reada Payne ..... Account Clerk II  
 Sandy Petty ..... Account Clerk II  
 Norma Spry ..... Account Clerk III  
 Janie Stout ..... Account Clerk II  
 Nancy Cole ..... Account Clerk I  
 Terri Hopwood ..... Account Clerk I

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 Juanita Anthony ..... Secretary II  
 Veronica King ..... Secretary III  
 Dianne Knight ..... Secretary III  
 Diane Martindale ..... Secretary I

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 Joe Myers ..... Coordinator, Financial Aid  
 Peter Traversa ..... Coordinator, Financial Aid  
 Carolyn Clay ..... Financial Aid Technician  
 Cindy Ingram ..... Financial Aid Clerk  
 Gina Moore ..... Financial Aid Technician

## Human Resources

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 Laura Brown ..... Account Clerk I  
 Lisa Lee ..... Personnel Assistant  
 Jean Taylor-Parker ..... Switchboard Operator

## Library

John Hitchcock ..... Director, Library Services  
 Julie Stepp ..... Librarian  
 Joyce Bateman ..... Secretary III  
 Patra Burden ..... Library Assistant Sr.  
 Roger Merritt ..... Cataloging Technician/Librarian, McMinnville Center  
 Blossom Merryman ..... Library Assistant II/Archivist  
 Debbe Schiesser ..... Library Assistant I  
 Ann Bittel ..... Librarian, Fayetteville Center  
 Mary Murphy ..... Reference Librarian  
 John Sullivan ..... Cataloging Technician

## Maintenance

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 DeWayne Davis ..... Coordinator, McMinnville Shared Services  
 Larry Beckman ..... Watchkeeper  
 Elizabeth Chamblee ..... Custodial Supervisor  
 Gay Davis ..... Secretary III  
 Jim Harris ..... Custodian  
 Eric King ..... Maintenance Mechanic  
 Nancy King ..... Custodian  
 Mac McMillen ..... Custodian, McMinnville Shared Services  
 Phillip Miller ..... Watchkeeper  
 Mary Morris ..... Custodian  
 Warren Patterson ..... Maintenance Scheduler  
 Hollis Reed ..... Custodian  
 Jeffrey Rogers ..... Custodian, McMinnville Shared Services  
 Debra Watkins ..... Custodian  
 Ike Rust ..... Grounds Worker I  
 Bobby Sharp ..... Custodian  
 Bob Salmon ..... Custodian  
 Jeff Skelton ..... Grounds Supervisor  
 JR Smith ..... Air Conditioning/Heating Mechanic II  
 Daniel Trail ..... Grounds Worker I  
 Thomas Womble ..... Maintenance Mechanic  
 Alverine Preston ..... Custodian  
 Charles Schaffer ..... Watchkeeper  
 Junior Sharpe ..... Custodian, Fayetteville Center  
 Bobbie Tate ..... Custodian, Fayetteville Center  
 Michelle Owen ..... Custodian, McMinnville Shared Services

JOB TRAINING

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 Peggy Jacocks . . . . . Fiscal Manager  
 Jola Boyd . . . . . Case Manager/Education Coordinator  
 Lana McAnally . . . . . Youth Coordinator  
 Jim Parks . . . . . Manager Monitoring, Planning, Procurement  
 Bobbie Patterson . . . . . Case Manager Specialist/Older Worker, Soft-Skills Instructor  
 Greg Wilhoite . . . . . Program Monitor  
 Betty Carden . . . . . Support Services Technician  
 Teresa Langley . . . . . Computer Operator Specialist  
 Shirley Riddle . . . . . Executive Secretary  
 Jacqueline Rippy . . . . . Fiscal Technician  
 Patty Wilcox . . . . . Office Technician

Fresh Start/Welfare-To-Work Staff

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 Sandra Butler . . . . . Fresh Start/Welfare-to-Work Manager  
 Bobbie Bynum . . . . . Fresh Start Instructor  
 Gary Haile . . . . . Case Manager/Welfare-to-Work Intervention Counselor  
 Norma Higgs . . . . . Fresh Start Facilitator/Post-Employment Case Manager Specialist  
 Dawn Hutson . . . . . Instructor  
 Lynn Moss . . . . . Welfare-to-Work Intervention Counselor  
 Brenda Nicely . . . . . Instructor  
 Richard Watson . . . . . Case Manager/Welfare-to-Work Intervention Counselor

Southern Regional Center Staff

Cindy Blackwelder . . . . . Case Manager Specialist  
 Debrah Campbell . . . . . Case Manager Specialist  
 Tom Cawood . . . . . Southern Regional Manager  
 Betsy Dunn . . . . . Case Manager Specialist  
 Kathy Guess . . . . . Case Manager Specialist  
 Steve Hice . . . . . Instructor  
 Michael Mason . . . . . Case Manager  
 Brenda Reed . . . . . Case Manager Specialist  
 Carol Rose . . . . . Case Manager  
 Frances Tilley . . . . . Instructor

Northern Regional Center Staff

Kawana Britton . . . . . Case Manager Specialist  
 David Crawford . . . . . Case Manager  
 Dana Frizzell . . . . . Case Manager Specialist  
 Martha Gasser . . . . . Instructor  
 Geri Johns . . . . . Case Manager Specialist  
 Ginny Pamplin . . . . . Case Manager Specialist  
 Melynda Pittard . . . . . Case Manager Specialist  
 Linda Randolph . . . . . Case Manager Specialist

## FACULTY, STAFF, AND ADMINISTRATION

- Adams, Phyllis D. . . . . Associate Professor, Communications  
B.S., 1977, Tennessee State University, M.S., 1978, Tennessee State University; Additional Graduate Study, George Peabody College of Vanderbilt University; Motlow Position, 1986.
- Allen, Billy . . . . . Computer Operations Specialist  
Certificate, 1966, Tennessee Technology Center; Shelbyville; A.A.S. 1999, Motlow State Community College; Motlow position, 1994.
- Alsop, Greer . . . . . Transcript Analyst  
B.S., 1970, Belmont College; Motlow position, 1992.
- Anglin, Melanie . . . . . Information Research Technician I  
A.A.S., 1996, Motlow State Community College; Motlow position, 1997.
- Anthony, Juanita . . . . . Secretary II  
A.S., 1985, Motlow State Community College; Motlow position, 1982.
- Arman, Sandra A. . . . . Instructor, Mathematics  
A.S., 1986, Motlow State Community College; B.S., 1988, Middle Tennessee State University; M.S.T., 1992, Middle Tennessee State University; Motlow position, 1988.
- Bahr, Howard . . . . . Associate Professor, English  
B.A., 1976, University of Mississippi; M.A., 1980, University of Mississippi; Additional Graduate Study, University of Mississippi; Motlow position, 1993.
- Bair, Charles A. . . . . Associate Professor, Engineering  
B.S., 1965, Parks College of Aeronautical Technology, Saint Louis University; M.S., 1975, Air Force Institute of Technology; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1987.
- Baker, James D. . . . . Assistant Professor, Business Information Technology and Computer Science  
B.S., 1979, Southern Illinois University; B.S., 1984, Chapman College; M.B.A., 1987, Chapman College; M.S., 1994, Middle Tennessee State University; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1986.
- Ballard, Joy K. . . . . Secretary II  
Motlow position, 1998.
- Barfield, Gary . . . . . Instructor, Health and Physical Education, Women's Softball Coach  
A.S., 1991, Motlow State Community College; B.S., 1999, Middle Tennessee State University; Motlow position, 1999.
- Bartley, Randall B. . . . . Associate 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.
- Bateman, Joyce . . . . . Secretary III  
A.S., 1979, Motlow State Community College; CPS, 1994; Motlow position, 1979.
- Bates, Bob . . . . . Director, Maintenance  
A.A., 1980, Pensacola Junior College; Additional Study, University of West Florida, Middle Tennessee State University; Motlow position, 1994.
- Beckman, Larry . . . . . Watchkeeper  
Motlow position, 1998.
- Bell, Daphne A. . . . . Associate Professor, Mathematics  
A.A., 1970, Cumberland College of Tennessee; B.A.E., 1972, University of Mississippi; M.S.T., 1977, Middle Tennessee State University; Motlow position, 1985.

- Bell, Lynn ..... Fresh Start Instructor / Case Manager Specialist, JTPA  
Motlow position, 1996.
- Bigham, Terry ..... Accountant  
B.S., 1979, David Lipscomb University, Motlow position, 1984
- Bittel, Ann B. .... Librarian  
B.A., 1966, University of Mississippi; M.L.S., 1967, University of Mississippi; Motlow position 1996.
- Blackwelder, Cynthia D. .... Case Manager Specialist, JTPA  
A.S., 1981, Motlow State Community College; B.B.A., 1983, Middle Tennessee State University; Motlow position, 1984.
- Bloodworth, Amy D. .... Assistant Professor, English  
B.A., 1988, University of Alabama, Huntsville; M.A., 1990, University of Alabama, Huntsville; Additional Graduate Study,  
Middle Tennessee State University; Motlow position, 1994.
- Bloodworth, William Stuart ..... Assistant Professor, English  
B.A. 1989, University of Tennessee, Martin; M.A., 1992, Murray State University; Motlow position 1993.
- Boyd, Jola ..... Case Manager/Education Coordinator, JTPA  
A.S., 1989, Motlow State Community College; B.S., 1991, Middle Tennessee State University; Motlow position, 1992.
- Bradley, Michael R. .... Professor, Social Science  
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.
- Brazle, Ellen M. .... Secretary I  
B.S., 1988, University of Tennessee, Knoxville; Motlow position, 1998.
- Breece, Thomas H. .... Assistant Professor, Music  
B.M.Ed., 1984, Southern College; M.M.Ed., 1990, University of Tennessee at Chattanooga; Motlow position, 1993.
- Britton, Kawanna ..... Case Manager Specialist, JTPA  
Diploma, Tennessee Technology Center, Shelbyville; Motlow position, 1998.
- Brock, D.J. .... Systems Programmer II  
A.A., 1968, Freed Hardeman College; Motlow position, 1990.
- Brooks, Vera R. .... Associate Professor, Business  
B.S., 1974, Austin Peay State University; M.B.E., 1981, Middle Tennessee State University; Additional Graduate Study,  
Western Carolina University and Tennessee State University; CPS, 1985; Motlow position, 1980.
- Brown, Laura ..... Account Clerk I  
Motlow position, 1999.
- Burden, Patra T. .... Library Assistant Sr.  
CPS, 1996; Motlow position, 1993.
- Burgess, Monica ..... Administrative Secretary  
A.S., 1986, Motlow State Community College; Motlow position, 1987.
- Burke, Gina ..... Assistant Professor, Accounting  
B.B.A., 1987, Middle Tennessee State University; M.B.A., 1988, Tennessee Technological University; CPA (Inactive)  
Tennessee; Motlow position, 1992.
- Butler, Sandra ..... Fresh Start/Welfare-to-Work Manager, JTPA  
B.S., 1972, Trevecca Nazarene College; Additional Graduate Study, Middle Tennessee State university; Motlow position,  
1990.

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- Bynum, Bobbie ..... Fresh Start Instructor, JTPA  
A.S., 1993, Motlow State Community College; additional study Middle Tennessee State University; Motlow position, 1998
- Byrd, Sharon, RN, MSN ..... Instructor/Lab Technician, Nursing  
BSN, 1970, University of Tennessee, Memphis; MSN, 1984, University of Tennessee, Memphis; Motlow position, 1999.
- Campbell, Debra ..... Case Manager Specialist, JTPA  
Motlow position, 1997.
- Campbell, Jessie ..... Director, Counseling  
B.S., 1962, Tennessee State University; M.Ed., 1974, Middle Tennessee State University; Ed. D., 1998, George Peabody College of Vanderbilt University; Motlow position, 1975.
- Cannon, Brenda G. .... Director, Community Relations  
B.S., 1978, Tennessee State University; M.Ed., 1998, Middle Tennessee State University; Motlow position, 1988.
- Carden, Betty ..... Support Services Technician, JTPA  
Motlow position, 1984.
- Carr, Jerome ..... Instructor, Business  
B.A., 1972, University of Illinois; MBE, 1995, Middle Tennessee State University; Ed. S., 1997, Middle Tennessee State University; Motlow position, 2000.
- Cawood, Jane ..... Director, Health and Wellness Services  
B.S., 1960, University of Tennessee College of Nursing; M.A., 1974, Eastern Kentucky Graduate School; Motlow position, 1993.
- Cawood, Tommy ..... Southern Regional Manager, JTPA  
B.S., 1960, Baylor University; M.S., 1973, Union College; Motlow position, 1983.
- Chamblee, Elizabeth ..... Custodial Supervisor  
Motlow position, 1988.
- Cheatham, C. Donald ..... Professor, Political Science  
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.
- Claxton, Keith ..... Assistant Professor, Mathematics  
B.S., 1986, Middle Tennessee State University; M.S., 1988, Middle Tennessee State University; Motlow position, 1992.
- Clay, Carolyn ..... Financial Aid Technician  
Motlow position, 1987.
- Cleveland, Deborah ..... Instructor, Economics  
A.S., 1987, Motlow State Community College; B.S.B.A., 1989, University of Alabama, Huntsville; MBA, 1992, Middle Tennessee State University; Additional graduate study, Middle Tennessee State University; Motlow position, 1997.
- Coffey, Charle B. .... Director, Academic Services  
A.S., 1976, Walters State Community College; B.B.A., 1978, Middle Tennessee State University; M.Ed., 1994, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University, University of Tennessee, Knoxville; Motlow position, 1983.
- Coile, Thelma ..... Lab Instructor/Technician, Mathematics  
B.S., 1959, Peabody College; M.A., 1967, Middle Tennessee State University; Ed.S., 1980, Middle Tennessee State University; Motlow position, 1996.
- Cole, Nancy ..... Account Clerk I  
Motlow position, 1999.
- Copeland, Dawn ..... Instructor, 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. .... Executive Secretary  
CPS, 1995; Motlow position, 1986.
- Crawford, David ..... Case Manager, JTPA  
B.S., 1952, Clemson University; Motlow position, 1987.



- Crews, Vicky S. . . . . Secretary III  
Motlow position, 1979.
- Cross, Cheryl, RN, MSN . . . . . Instructor, Nursing  
A.A.S., 1986, Motlow State Community College; BSN, 1997, University of Alabama, Huntsville; MSN, 1998, University of Alabama, Huntsville; Motlow position, 1999.
- Crosslin, Bob C. . . . . Assistant Professor, Mathematics  
B.S., 1968, Middle Tennessee State University; M.S.T., 1978, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow position, 1980.
- Cunningham, Karen . . . . . Secretary I  
Technical Certificate of Credit, Motlow State Community College, 1998; Motlow position, 1998.
- Daniel, Beverly J. . . . . Secretary III  
Motlow position, 1984.
- Davis, DeWayne . . . . . Maintenance Coordinator  
Motlow position, 1996.
- Davis, Gay . . . . . Secretary III  
Motlow position, 1979.
- Dickey, Susan . . . . . Assistant Professor, Accounting  
B.B.A., 1986, University of Memphis; M.S., 1990, University of Alabama at Huntsville; CPA, Tennessee; Motlow position, 1993.
- Dunn, Betsy . . . . . Case Manager Specialist, JTPA  
Diploma, 1956, Draughtons Junior College; Motlow position, 1992.
- Edmonds, Melody. . . . . Instructor, Business Information Technology  
A.S., 1989, Motlow State Community College; B.S., 1990, Middle Tennessee State University; MBA, 1995, Tennessee Technological University; Motlow position, 1995.
- Eslick, Shirley . . . . . Graphic Arts Technician  
Motlow position, 1994.
- Everett, Marcia . . . . . Vice President for Student Affairs and Institutional Advancement  
B.S., 1971, Middle Tennessee State University; M.Ed., 1973, Middle Tennessee State University; Ed.S., 1976, Middle Tennessee State University; Additional Graduate Study, Peabody College of Vanderbilt University, Middle Tennessee State University; Motlow position, 1985.
- Finney, Debbie . . . . . Admissions and Records Clerk  
Technical Certificate of Credit, 1997, Motlow State Community College; Motlow position, 1998.
- Frizzell, Dana . . . . . Case Manager Specialist, JTPA  
Motlow position, 1996.
- Fruehauf, Wanda H. . . . . Director, Admissions and Records  
A.S., 1979, Motlow State Community College; CPS, 1995; Additional Study, Middle Tennessee State University; Motlow position, 1979.
- Gasser, Martha . . . . . Instructor, JTPA  
B.S., 1975, Middle Tennessee State University; Motlow position, 1988.
- Gault, Ronald . . . . . Director, Computer Services  
A.S., 1976, Motlow State Community College; Motlow position, 1985.
- Glass, A. Frank . . . . . President  
B.S., 1964, Middle Tennessee State University; M.A., 1965, Middle Tennessee State University; D.A., 1973, Middle Tennessee State University; Motlow position, 1975.
- Glenn, Christy . . . . . Executive Secretary  
A.S., 1998, Motlow State Community College; CPS, 1996; Motlow position, 1999.
- Graham, Rosalie B. . . . . Associate Professor, Computer Science  
B.A., 1967, Queens College; M.A.T., 1968, University of North Carolina; Additional Study, IBM Corporation; Motlow position, 1983.

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- Gregory, Cheri ..... Instructor, Biology  
A.S., 1982, Motlow State Community College; B.S., 1984, Middle Tennessee State University; M.S., 1987, Middle Tennessee State University; Motlow position, 1998.
- Gross, Richard H. .... Associate Professor, Biology  
A.A., 1961, Palm Beach Junior College; B.S.E., 1963, University of Florida; M.Ag., 1964, University of Florida; Additional Graduate Study, Florida Atlantic University, Colorado State University, Middle Tennessee State University, and Tennessee State University; Motlow position, 1977.
- Guess, Kathy ..... Case Manager Specialist, JTPA  
Motlow position, 1999.
- Haile, Gary Wayne ..... Case Manager/Welfare-to-Work Intervention Counselor, JTPA  
B.S., 1981, Middle Tennessee State University; Motlow position, 1996.
- Hale, Annette ..... Associate Professor, English  
B.A., 1976, Lee College; M.A., 1980, University of Central Florida; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1986.
- Harder, Janice ..... Professor, Business  
B.S., 1971, Middle Tennessee State University; M.Ed., 1972, University of Memphis; Ed.D., 1984, University of Memphis; CPS, 1980; Motlow position, 1978.
- Harder, Ward D. .... Associate Professor, Accounting  
B.S., 1967, Middle Tennessee State University; M.B.A., 1971, Middle Tennessee State University; CPA, Tennessee; Additional Graduate Study, University of Arkansas and Nova University; Motlow position, 1976.
- Hardison, Sherry ..... Secretary III  
B.A., 1980, University of Tennessee Knoxville; Motlow position, 1999.
- Harris, Jim ..... Custodian  
Motlow position, 1999.
- Harris-Young, Linda ..... Professor, Biology  
B.A., 1978, University of California, Davis; M.S., 1984, University of Alabama, Birmingham; Ph.D., 1993, University of Alabama, Birmingham; Motlow position, 1992.
- Hasty, Doyle E. .... Professor, Engineering  
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.
- Hasty, Linda Hester. .... Professor, Business  
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; CPS, 1980; CM, 1995; CPRW, 1998; Motlow position, 1978.
- Hatcher, Ann ..... Instructor, Business  
B.S., 1980, University of Alabama Huntsville; M. Ed., 1996, Middle Tennessee State University; Motlow position, 1999.
- Hazelbaker, Margie L. .... Secretary II  
A.S., 1988, Motlow State Community College; Additional Study, Middle Tennessee State University; CPS, 1994; Motlow position, 1989.
- Hendrix, Pat ..... Instructor, Nursing  
B.S.N., 1977, University of Tennessee; M.S. (Nursing), 1982, University of Southern Mississippi; Motlow position, 1996.
- Hice, Steve ..... Instructor, JTPA  
B.S., 1976; Middle Tennessee State University; M.Ed., 1990, Middle Tennessee State University; Motlow position, 1984.
- Higgs, Norma ..... Fresh Start Facilitator / Post-Employment Case Manager Specialist, JTPA  
Motlow position, 1999.
- Hillis, Jeanette Taylor ..... Admissions and Records Clerk  
A.S., 1990, Motlow State Community College; CPS, 1994; Motlow position, 1990.

- Hitchcock, John ..... Director, Library Services  
B.S., 1971, Middle Tennessee State University; M.A., 1975, Tennessee Technological University; M.L.S., 1987, University of Tennessee, Knoxville; Motlow position, 1996.
- Hix, Billy ..... Associate Professor, Business Information Technology  
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; Motlow position, 1984.
- Hodosi, Lyvonna ..... Payroll Supervisor  
A.A.S., 1998, Motlow State Community College; Motlow position, 1997.
- Holt, Carol ..... Director, Institutional Research  
A.S., 1980, Motlow State Community College; B.B.A., 1987, Cumberland University; M.B.A., 1993 Middle Tennessee State University; Motlow position, 1976.
- Holt, Coolidge ..... Coordinator, Workforce Development  
B.S., 1949, Tennessee Technological University; M.S., 1950, University of Tennessee; Motlow position, 1984.
- Holt, Will ..... Director, Center for Information Systems  
A.S., 1985, Motlow State Community College; B.S., 1987, Cumberland University; Motlow position, 1998.
- Hopwood, Terri ..... Account Clerk I  
Motlow position, 1999.
- Hulvey, Matt ..... Computer Laboratory Technician  
A.A.S., 1995, Motlow State Community College; B.S., 1997, Middle Tennessee State University; Motlow position, 1999.
- Huskey, Alice K. .... Associate Professor, Business Information Technology  
B.S.E., 1969, Arkansas State University; M.S.E., 1970, Arkansas State University; Additional Graduate Study, Middle Tennessee State University and Tennessee State University; CPS, 1986; Motlow position, 1970.
- Hutson, Dawn ..... Instructor, JTPA  
Motlow position, 1995.
- Ingram, Cindy ..... Financial Aid Clerk  
B.S., 1975, Middle Tennessee State University; Motlow position, 1999.
- Jacocks, Peggy ..... Manager Fiscal, Contracts, Support Services, JTPA  
A.S., 1981, Motlow State Community College; Motlow Position 1984.
- Jennings, Jan ..... Instructor/Lab Technician, 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.
- Jernigan, David ..... Computer Laboratory Technician  
Motlow position, 1998.
- Johns, Geri ..... Case Manager Specialist, JTPA  
B.S., 1996, Middle Tennessee State University; Motlow position, 1999.
- Johnson, Henry E. .... Associate Professor, Chemistry  
B.S., 1961, University of North Alabama; M.S. 1967, University of Mississippi; Additional Graduate Study, University of Mississippi and Tennessee State University; Motlow position, 1970.
- Johnson, Loretta G. .... Programmer/Analyst  
Certificate, 1972, Draughons Business College; Motlow position, 1979.
- Jones, Ivan ..... Director, McMinnville Teaching Center, Instructor, Education  
B.S., 1972, Eastern Illinois University; M.S., 1979, Eastern Illinois University; Additional Graduate Study, Eastern Illinois University and George Peabody College of Vanderbilt University; Motlow position, 1987.
- Keel, Margia ..... Instructor, Mathematics  
B.S., 1990, Middle Tennessee State University; M.S., 1993, Middle Tennessee State University; Motlow position, 1998.

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- Kelly, Larry L. . . . . Director, Remedial and Developmental Studies, Assistant Professor, English  
A.A., 1969, Edison College; B.S., 1971, Middle Tennessee State University; M.Ed., 1975, Middle Tennessee State  
University; Ed.S., 1982, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State  
University; Motlow position, 1985.
- Kilgour, Edward F., Jr. . . . . Director, Financial Aid  
B.S., 1965, Middle Tennessee State University; M.Ed., 1967, Middle Tennessee State University; Additional Graduate  
Study, Middle Tennessee State University; Motlow position, 1989.
- Kimbro, Kay . . . . . Coordinator, Community Services  
Certificate, 1966, Fall's Business College; Motlow position, 1969.
- King, Eric . . . . . Maintenance Mechanic  
Motlow position, 1999.
- King, Nancy . . . . . Custodian  
Motlow position, 1975.
- King, Veronica Ray . . . . . Secretary III  
A.S., 1993, Motlow State Community College; Additional Study, Tennessee State University; Motlow position, 1989.
- Knight, Dianne Lewis . . . . . Secretary III  
A.S., 1994, Motlow State Community College; CPS, 1994; Motlow position, 1981.
- Koss, Jacqueline . . . . . Associate Professor, Health and Physical Education  
B.S., 1973, University of Tennessee; M.A., 1976, University of South Florida; MSN, 1997, Vanderbilt University; Additional  
Graduate Study, Middle Tennessee State University; Motlow position, 1976.
- Kribs, Marcia J. . . . . Instructor/Lab Technician, Biology  
B.S., 1967, Western Michigan University; Graduate Study, Western Michigan University; Motlow position, 1983.
- Kribs, Richard A. . . . . Associate Professor, Psychology  
B.A., 1969, Western Michigan University; M.A., 1970, Western Michigan University; Additional Graduate Study, Middle  
Tennessee State University; Motlow position, 1971.
- Langley, Teresa Andre . . . . . Computer Operator Specialist, JTPA  
A.A.S., 1993, Motlow State Community College; Motlow position, 1992.
- Lapczynski, Kathleen . . . . . Assistant Professor, Biology  
A.S., Motlow State Community College; B.S., 1989 Middle Tennessee State University; M.S., 1993, Middle Tennessee  
State University; Motlow position, 1993.
- Layne, Freda Ann . . . . . Secretary III  
A.S., 1980, Motlow State Community College; Motlow position, 1980.
- Lee, Lisa D. . . . . Personnel Assistant  
Motlow position, 1994.
- Lewis, Brenda R. . . . . Assistant Professor, English  
B.A., 1971, Tennessee Technological University; M.A., 1972, Tennessee Technological University; Motlow position, 1986.
- Lewis, Susan . . . . . Assistant Professor, English  
B.A., 1961, University of Mississippi; M.A., 1982, Middle Tennessee State University; Additional Graduate Study, Middle  
Tennessee State University; Motlow position, 1992.
- Logan, Cynthia . . . . . Programmer/Analyst  
A.S., 1985, Motlow State Community College; Motlow position, 1994.
- Lokey, Carolyn . . . . . Instructor/Lab Technician, Nursing  
A.D.N., 1979, Parkland College; BSN, 1999, University of Alabama, Huntsville; Motlow position, 1993.
- Majors, Inman . . . . . Instructor, English  
B.A., 1986, Vanderbilt University; M.F.A., 1995, University of Alabama; Motlow position, 1997.

- Martin, Gloria R. . . . . Director, Budget and Fiscal Services  
A.S., 1978, Motlow State Community College; B.B.A., 1980, Middle Tennessee State University; M.S., 1984, Middle Tennessee State University; CPA, Tennessee; Additional Graduate Study, Memphis State University and Tennessee State University; Motlow position, 1981.
- Martin, Vivian . . . . . Assistant Professor, Study Skills and Business  
B.B.A., 1972, Hofstra University; J.D., 1975, St. John's University School of Law; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1992.
- Martindale, Diane . . . . . Secretary I  
Motlow position, 1995.
- Mason, Mike . . . . . Case Manager, JTPA  
B.A., 1967, David Lipscomb University; Motlow position, 1999.
- Mason, Sheri S. . . . . Coordinator, Off-Campus Student Services  
A.S., 1983, Motlow State Community College; B.S., 1985, Middle Tennessee State University; Motlow position, 1994.
- Maxwell, Deanna V. . . . . Assistant Professor, English  
A.A., 1962, Stephens College; B.A., 1966, University of Missouri at Kansas City; M.A., 1989, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1983.
- May, Jay . . . . . Dean, Career Education  
B.S., 1974, Ohio University; M.A., 1978, Central Michigan University; Additional Graduate Study, University of Tennessee Knoxville; Motlow position, 1999.
- McAnally, Lana . . . . . Youth Coordinator, JTPA  
B.S., 1990, Freed Hardeman University; Graduate Study, Trevecca Nazarene University; Motlow position, 1996.
- McKinnon, Lara . . . . . Programmer/Analyst  
A.S., 1988, Motlow State Community College; B.S., 1990, Middle Tennessee State University; Motlow position, 1992.
- McKoon, Donna . . . . . Assistant Professor, Business Information Technology  
B.S., 1986, Middle Tennessee State University; M.S.; 1988, Middle Tennessee State University; Motlow position, 1992.
- McLemore, Mary E. . . . . Dean, Division of Liberal Arts, Assistant Professor, English  
B.A., 1967, Middle Tennessee State University; M.A., 1980, Middle Tennessee State University; Ph.D., 1991, Vanderbilt University; Motlow position, 1987.
- McMillen, Mac . . . . . Custodian, McMinnville  
Motlow position, 1999.
- McMurtry, Iris C. . . . . Assistant Professor, Mathematics  
B.A., 1967, Winthrop College; M.S., 1974, Tennessee Technological University; Additional Graduate Study, University of South Carolina; Motlow position, 1987.
- Merritt, Roger . . . . . Cataloging Technician/Librarian, McMinnville  
B.A., 1986, David Lipscomb University; Motlow position, 1994.
- Merryman, Blossom. . . . . Library Assistant II/Archivist  
A.S., 1981, Motlow State Community College; B.S., 1986, Middle Tennessee State University; Graduate study, Middle Tennessee State University; Motlow position, 1989.
- Midgett, Carolyn . . . . . Secretary III  
B.S., 1964, Middle Tennessee State University; Graduate Study, Middle Tennessee State University; Motlow position, 1987.
- Miller, Joyce . . . . . Secretary II  
B.S., 1967, University of Tennessee, Knoxville; Motlow position, 1998.
- Miller, Phillip . . . . . Watchkeeper  
Motlow position, 1997.
- Moore, Gina . . . . . Financial Aid Technician  
A.S., 1983, Motlow State Community College; B.S., 1986, Middle Tennessee State University; Motlow position, 1999.

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- Morgan, Gary D. . . . . Interim Executive Director, JTPA  
Advanced Certificate, American Institute of Banking; Graduate, Tennessee School of Banking, Vanderbilt University;  
Motlow position, 1988.
- Morris, Mary . . . . . Custodian  
Motlow position, 1994.
- Mosley, Annette . . . . . Account Clerk II  
Certificate, 1983, Tennessee Technology Center, Shelbyville; CPS, 1996; Motlow position, 1989.
- Mosley, Marie . . . . . Secretary III  
A.S., 1985, Motlow State Community College; Motlow position, 1984.
- Moss, Lynn . . . . . Welfare-to-Work Intervention Counselor, JTPA  
Motlow position, 1997.
- Murphy, Mary B. . . . . Reference Librarian  
B.A., 1967, Douglass College; M.L.S., 1983, Rutgers University; Additional Graduate Study, Rutgers University; Motlow  
position, 1996.
- Murray, Dale C. . . . . Administrative Assistant to the President  
A.S., 1980, Motlow State Community College; Baccalaureate Study, Middle Tennessee State University; CPS, 1994;  
Motlow position, 1976.
- Myers, Joe B., Jr. . . . . Coordinator, 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.
- Nicely, Brenda . . . . . Instructor, JTPA  
Motlow position, 1992.
- Oakley, Sherian . . . . . Secretary III  
Motlow position, 1995.
- Orzino, Richard M. Sr. . . . . Coordinator, Industrial and Business Institute  
A.S., 1986, Community College of the Air Force; Motlow position, 1993.
- Owen, Michelle . . . . . Custodian  
Motlow position, 1998.
- Palmer, Jeannette B. . . . . Assistant Professor, English  
B.A., 1968, Middle Tennessee State University; M.A.T., 1984, Middle Tennessee State University; Additional Graduate  
Study, Middle Tennessee State University; Motlow position, 1990.
- Pamplin, Ginny. . . . . Case Manager Specialist, JTPA  
A.S., 1984, Motlow State Community College; Motlow position, 1998.
- Parks, Jim . . . . . Manager Monitoring, Planning and Procurement, JTPA  
A.S., 1977, Motlow State Community College; B.S., 1979, Middle Tennessee State University; M.Ed., 1997, Middle  
Tennessee State University; Motlow position, 1987.
- Parks, Katherine . . . . . Instructor, Chemistry  
B.S., 1977, Bethel College; Teacher's Certificate Geology/Math, 1977, University of Memphis; M.S., 1992, Middle  
Tennessee State University; Motlow position 1999.
- Parsons, Pamela A. . . . . Administrative Secretary  
A.S., 1983, Motlow State Community College; Motlow position, 1984.
- Patterson, Bobbie F. . . . . Case Manager Specialist / Older Worker, Soft Skills Instructor, JTPA  
Certificate, 1971, Draughons Jr. College; Additional Study, Middle Tennessee State University; Motlow position, 1987.
- Patterson, Debra S. . . . . Coordinator, Public Information  
A.S., 1990, Motlow State Community College; B.S., 1997, Middle Tennessee State University; Graduate study, Middle  
Tennessee State University; CPS, 1994; Motlow position, 1990.

- Patterson, Warren ..... Maintenance Scheduler  
Certificate, 1990, Motlow State Community College; Motlow position, 1987.
- Payne, Reada ..... Account Clerk II  
A.S., 1974, Motlow State Community College; CPS, 1995; Motlow position, 1990.
- Pearson, Stanley N. .... Dean, Division of Extended Services, Instructor, Education  
B.S., 1969, Middle Tennessee State University; M.A.T., 1973, Middle Tennessee State University; Motlow position, 1972.
- Perryman, Elaine S. .... Director, Economic and Community Development  
A.S., 1982, Motlow State Community College; B.B.A., 1987, Middle Tennessee State University; M.Ed., 1993, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; CPS, 1985; Motlow position, 1979.
- Petty, Sandy ..... Account Clerk II  
Certificate, 1996, Motlow State Community College; A.S., 1996, Motlow State Community College; Motlow position, 1994.
- Pilzer, Jay M. .... Professor, History  
B.A., 1969, Old Dominion University; M.A., 1974, Old Dominion University; Ph.D., 1976, Duke University; Additional Graduate Study, Simon Fraser University; Motlow position, 1992.
- Pittard, Melynda S ..... Case Manager Specialist, JTPA  
Motlow position, 1997.
- Pittman, Maurice E. .... Director, Administrative Services  
B.S., 1971, Middle Tennessee State University; M.B.A., 1974, Middle Tennessee State University; Additional Graduate Study, Tennessee State University; Motlow position, 1985.
- Poe, Joe ..... Executive Director, Technology  
B.S., 1965, Milligan College; MBA, 1988, Middle Tennessee State University; Motlow position, 1999.
- Posanka, Elaine ..... Instructor, English  
B.A., 1990, Regis College; M.A. 1990, Auburn University; Motlow position, 1999.
- Posey, Michael E. .... Vice President for Business Affairs  
B.S., 1971, Middle Tennessee State University; Graduate Study, University of Tennessee; Motlow position, 1987.
- Preiser, Kenneth R. .... Director, Career Planning, Placement and Cooperative Education  
B.A., 1970, Purdue University; M.S., 1973, Northern Illinois University; Additional graduate study, Southern Illinois University, Oswego State University; Motlow position, 1998.
- Preston, Alverine ..... Custodian  
Motlow position, 1993.
- Randolph, Linda ..... Case Manager Specialist, JTPA  
Motlow position, 1999.
- Reavis, Jackie ..... Assistant Professor, Health and Physical Education  
B.S., 1964, Middle Tennessee State University; M.Ed., 1968, Middle Tennessee State University; Motlow position, 1973.
- Reddick, Niles M. .... Assistant Professor, English  
B.A., 1988, Valdosta State University; M.A., 1991, State University of West Georgia; Ph.D., 1996, Florida State University; Motlow position, 1994.
- Redmon, Christi ..... Admissions and Records Clerk  
Motlow position, 1998.
- Reed, Brenda ..... Case Manager Specialist, JTPA  
Motlow position, 1998.
- Reed, Hollis ..... Custodian  
Motlow position, 1973.

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- Reeder, Robert E. . . . . Assistant Professor, Biology  
 B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University; Additional Graduate  
 Study, Middle Tennessee State University; Motlow position, 1978.
- Rhoton, Don . . . . . Instructor, Math; Baseball Coach; Athletics Director  
 B.S., 1973, Memphis State University; M.S., 1979, Middle Tennessee State University; Motlow position, 1989.
- Riddle, Shirley J. . . . . Executive Secretary, JTPA  
 A.S., 1987, Motlow State Community College; CPS, 1990; Motlow position, 1984.
- Rippy, Jacqueline Y. . . . . Fiscal Technician, JTPA  
 Certificate, 1984, Tennessee Technology Center, Shelbyville; A.A.S., 1991, Motlow State Community College; Motlow  
 position 1992.
- Robinson, Brian . . . . . Instructor, Art  
 B.F.A., 1995, Middle Tennessee State University; M.F.A., 1997, Washington State University; Motlow position, 1999.
- Robinson, Elaine . . . . . Assistant Professor, Mathematics  
 B.S., 1977, University of Tennessee, Martin; M.S., 1982, University of Tennessee, Martin; Additional Graduate Study,  
 Alabama A & M University and University of Tennessee Space Institute; Motlow position, 1992.
- Robinson, Michelle . . . . . Secretary II  
 Certificate, 1990, Diamond Oaks Vocational School; Certificate, 1994, Tennessee Technology Center, Shelbyville; Motlow  
 position, 1998.
- Rogers, Jeffrey . . . . . Custodian  
 Certificate, 1991, Tennessee Technology of McMinnville; Motlow position, 1999.
- Rollins, Linda C. . . . . Assistant Professor, English  
 B.S., 1963, Tennessee Technological University; M.A., 1964, George Peabody College for Teachers; Additional Graduate  
 Study, Middle Tennessee State University and Memphis State University; Motlow position, 1976.
- Rose, Carol . . . . . Case Manager, JTPA  
 B.S., 1969, Middle Tennessee State University; M.Ed., 1978, Middle Tennessee State University; Additional Graduate  
 Study, Middle Tennessee State University; Motlow position, 1990.
- Russell, Michael . . . . . Director, New Student Admissions  
 B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University; Licensed School  
 Psychologist, 1978; Licensed Psychological Examiner, 1986; Motlow position, 1983.
- Rust, Ike . . . . . Grounds Worker I  
 Motlow position, 1994.
- Salmon, Bob . . . . . Custodian  
 Motlow position, 1999.
- Sanders, Susan . . . . . Director of Nursing Education; Instructor, Nursing  
 B.S.N., 1978, University of Tennessee; M.S.N., 1989, University of Alabama at Huntsville; Motlow position, 1995
- Sanders, Valerie . . . . . Secretary II  
 A.S., 1995, Motlow State Community College; B.S., 1999, Middle Tennessee State University; Motlow position, 1998.
- Scarbrough, John F. . . . . Assistant Professor, Social Studies  
 B.S., 1968, Middle Tennessee State University; M.A.T., 1971, Middle Tennessee State University; Additional Graduate  
 Study, Middle Tennessee State University; Motlow position, 1979.
- Scarbrough, Martha W. . . . . Associate Professor, 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.
- Schaffer, Charles . . . . . Watchkeeper  
 Motlow position, 1997.



- Schaffer, Sandra ..... Accountant / Director, Purchasing  
 B.B.A., 1985, Middle Tennessee State University; Motlow position, 1990.
- Schiesser, Debbe ..... Library Assistant I  
 A.S., 1993, Motlow State Community College; Motlow position, 1998.
- Selman, John ..... Assistant Professor, History  
 B.S., 1986, Jacksonville State University; M.A., 1990, Jacksonville State University; Ph.D., 1997, Mississippi State University; Motlow position, 1998.
- Serra, Karen ..... Instructor, Physical Education; Women's Basketball Coach  
 B.S., 1985, University of Tennessee, Martin; Motlow position, 1997.
- Sharp, Bobby ..... Custodian  
 Motlow position, 1992.
- Sharpe, Junior ..... Custodian  
 Motlow position, 1993.
- Shasteen, C. Scott ..... Telecommunications Technician III  
 A.S., 1996, Motlow State Community College; Motlow position, 1995.
- Siler, Dorothy P. .... Technical Clerk  
 A.S., 1985, Motlow State Community College; CPS, 1994; Motlow position, 1986.
- Simmons, Charoline ..... Assistant Professor, Reading and Study Skills; Assessment Coordinator  
 B.S., 1973, Tennessee State University; M.Ed., 1985, Tennessee State University; Motlow position, 1992.
- Simmons, Mary Ann ..... Dean, Student Development  
 B.S., 1972, Tennessee State University; M.Ed., 1991, Trevecca Nazarene College; Motlow position, 1983.
- Skelton, Jeffery T. .... Grounds Supervisor  
 B.A., 1989, Middle Tennessee State University; Motlow position, 1990.
- Smith, JR. .... AC/Heating Mechanic II  
 Certificate, Tennessee Technology Center, Shelbyville; Motlow position, 1992.
- Smotherman, Steven W. .... Assistant Professor, Mathematics/Physics  
 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.
- Spratlin, Wes ..... Instructor, English  
 B.S., 1990, Austin Peay State University; M.A., 1992, Middle Tennessee State University; Additional graduate study, Auburn University; Motlow position, 1998.
- Spry, Norma ..... Account Clerk III  
 CPS, 1994; Motlow position 1986.
- St. Clair, John R., III ..... Assistant Professor, Mathematics  
 B.S., 1973, Middle Tennessee State University; M.S., 1984, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1989.
- Stepp, Julie ..... Technical Services Librarian  
 B.S., 1990, Tennessee Technological University; M.S.I.S., 1998, University of Tennessee, Knoxville; Motlow position, 1999.
- Stevenson, Laura D. .... Programmer/Analyst  
 A.S., 1992, Motlow State Community College; B.B.A., 1997, Middle Tennessee State University; Motlow position, 1994.
- Stewart, Judy ..... Assistant Professor, Health and Physical Education  
 A.A., 1966, Martin Methodist College; B.S., 1968, David Lipscomb University; M.Ed., 1975, Middle Tennessee State University; D.A., 1998, Middle Tennessee State University; Motlow position, 1998.

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- Stewart, Marian I. . . . . Associate Professor, Nursing  
 B.S.N., 1981, University of Tennessee; M.S.N., 1984, University of Alabama, Birmingham; Motlow position, 1993.
- Stidham, Juliette B . . . . . Admissions and Records Clerk  
 Motlow position, 1980.
- Stimpson, Quintin . . . . . Assistant Professor, Education  
 B.A., 1979, University of Tennessee; M.A.T., 1988, Brown University; Additional Graduate Study, Columbia University  
 Teachers College and Middle Tennessee State University; Motlow position, 1991.
- Stockton, J. Harlan . . . . . Coordinator, Media Services; Assistant Professor, Education  
 B.S., 1970, East Tennessee State University; M.A., 1971, East Tennessee State University; Additional Graduate Study,  
 Middle Tennessee State University; Motlow position, 1972.
- Stone, Delene L. . . . . Director, Development and Alumni Relations  
 CPS, 1975; Baccalaureate Study, Athens College, University of Tennessee-Nashville, and Columbia State Community  
 College; Motlow position, 1979.
- Stout, Janie . . . . . Account Clerk II  
 B.S., 1975, Middle Tennessee State University; Motlow position, 1993.
- Stuart, Gloria . . . . . Associate Professor, Nursing  
 B.S.N., 1962, University of Pennsylvania; M.S.N., 1980, University of Alabama at Birmingham; Additional Graduate Study,  
 Troy State University and University of Alabama at Birmingham; Motlow position, 1994.
- Sullivan, John, D. . . . . Cataloging Technician/Circulation Assistant  
 Motlow position, 1998.
- Tate, Bobbie . . . . . Custodian  
 Motlow position, 1996.
- Taylor-Parker, Jean . . . . . Switchboard Operator  
 A.A.S., 1996, Motlow State Community College; Motlow position, 1997.
- Taylor, Judy A. . . . . Associate Professor, Biology  
 A.S., 1976, Motlow State Community College; B.S., 1978, Middle Tennessee State University; M.S.T., 1979, Middle  
 Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Memphis State  
 University; Motlow position, 1979.
- Thomas, Hilda . . . . . Internal Auditor  
 B.B.A., 1984, Middle Tennessee State University; M.S., 1988, Middle Tennessee State University; 1986, Certified Public  
 Accountant; Motlow position, 1988.
- Thompson, Lonnie . . . . . Instructor, Health and Physical Education, Men's Basketball Coach  
 A.S., 1983, Gainesville Junior College; B.S., 1986, Middle Tennessee State University; M.S., 1997, Middle Tennessee  
 State University; Motlow position, 1998.
- Tilley, Frances B . . . . . Instructor, JTPA  
 A.S., 1974, Motlow State Community College; B.S., 1976, Middle Tennessee State University; Motlow position, 1990.
- Tippett, Sally B. . . . . Executive Secretary  
 CPS, 1994; Motlow position, 1987.
- Trail, Daniel W. . . . . Grounds Worker I  
 Certificate, Tennessee Technology Center, Shelbyville; Motlow position, 1995.
- Traversa, Peter A. . . . . Coordinator, Financial Aid  
 B.S., 1973, Troy State University; B.S., 1981, Clearwater Christian College; M.B.A., 1984, University of South Florida;  
 Motlow position, 1999.
- Tucker-Brown, Jeannie . . . . . Assistant Professor, Communications  
 A.S., 1985, Motlow State Community College; B.S., 1987, Middle Tennessee State University; M.S., 1989, Middle  
 Tennessee State University; Additional graduate study Middle Tennessee State University; Motlow position, 1993.

- Wakefield, Nan ..... Instructor, Computer Science  
 B.S., 1981, University of Tennessee, Knoxville; M.S., 1986, University of Alabama, Huntsville; Motlow position 1998.
- Walker, Arthur L., Jr. .... , Vice President, Academic Affairs, Instructor, Psychology  
 A.A., 1971, Okaloosa-Walton Junior College; B.S., 1973, Athens College; M.S., 1975, Troy State University; Ed. D., 1994,  
 University of Memphis; Motlow position, 1988.
- Walker, Patricia ..... Assistant Professor, Business Information Technology  
 B.S., 1985, University of Tennessee at Martin; M.S., 1987, Middle Tennessee State University; Additional graduate study,  
 Middle Tennessee State University; Motlow position, 1989.
- Walters, Reba ..... Instructor, Nursing Education  
 A.S., 1972, Pensacola Junior College; B.S.N., 1975, Florida State University; M.S.N., 1980, Boston University; Motlow  
 position, 1995.
- Watkins, Debra ..... Custodian  
 Motlow position, 1998.
- Watson, Richard ..... Case Manager/ Welfare-to-Work Intervention Counselor, JTPA  
 B.S., 1995, Middle Tennessee State University; Motlow position, 1997.
- Wells, Betty Carol ..... Secretary II  
 Technical Certificate of Credit, 1994, Motlow State Community College; A.A.S., 1995, Motlow State Community College;  
 Motlow position, 1995.
- Wells, Carolyn ..... Veteran's Affairs Coordinator  
 Motlow position, 1977.
- Werlein, Halsey E. .... Associate Professor, English and French  
 B.A., 1958, University of the South; M.A., 1962, Columbia University; D.A., 1993, Middle Tennessee State University;  
 Additional Graduate Study, Columbia University, Louisiana State University and Middle Tennessee State University;  
 Motlow position, 1989.
- Wilcox, Patricia D. .... Office Technician, JTPA  
 Motlow position, 1992.
- Wilhoite, Greg ..... Program Monitor, JTPA  
 B.A., 1982, Middle Tennessee State University; Graduate Study, Middle Tennessee State University; Motlow position,  
 1995.
- Williams, Jean T. .... Associate Professor, Psychology/Sociology  
 B.S., 1976, Tennessee Technological University; M.L.S., 1981, George Peabody College of Vanderbilt University;  
 Additional Graduate Study, George Peabody College of Vanderbilt University and Middle Tennessee State University;  
 Motlow position, 1980.
- Womble, Tommy ..... Maintenance Mechanic  
 Technical Certificate of Credit, 1992, Motlow State Community College; Motlow position, 1975.
- Wurst, Clifford ..... Assistant Professor, Industrial Technology  
 A.S., 1963, Henry Ford Community College; B.S.M.E., 1966, University of Michigan; B.S.E.M, 1966, University of  
 Michigan; M.S., 1970, University of Tennessee Space Institute; Motlow position, 1994.
- Wurst, Leslie ..... Instructor, Mathematics  
 B.S., 1975, Middle Tennessee State University; M.S., 1977, University of Tennessee Space Institute; Motlow position,  
 1999.
- Young, Vicki ..... Assistant Professor, Mathematics  
 B.A., 1966, Vanderbilt University; M.S.T., 1977, Middle Tennessee State University; Additional Graduate Study, Middle  
 Tennessee State University and Tennessee State University; Motlow position, 1982.
- Zimmerman, Debbie ..... Associate Professor, Communications  
 A.A., 1973, Motlow State Community College; B.S., 1974, Middle Tennessee State University; M.Ed., 1980, Middle  
 Tennessee State University; Additional Graduate Study, Tennessee State University and Middle Tennessee State  
 University; Motlow position, 1981.

## ADJUNCT FACULTY

Allen, Deborah	Rem/Dev Mathematics, M.A., Tennessee Technological University
Archer, Christine	Sociology, M.S., University of Tennessee
Benefield, Kandy	Rem/Dev Reading, B.S., Middle Tennessee State University
Booker, Natalie	Nursing, A.D.N., Motlow State Community College
Bost, Tammy	Business and Rem/Dev Math, M.B.A., Tennessee Technological University
Boyd, William	Art, M.A., University of Alabama
Bradford, Faye	History, M.A., Middle Tennessee State University
Brown, Leland	Art, M.S.Ed., Indiana University
Burnett, Marty	Music, M.M., Rice University
Carr, Jerome	Business, Ed.S., Middle Tennessee State University
Chambers, James	Business, M.B.A., Florida Institute of Technology
Church, Frances	Art, Ed.D., University of Oregon
Clark, Jewel	Art, M.A., University of Texas
Collins, Lisa	Rem/Dev English, M.Ed., Alabama A & M University
Cooper, Annette	Rem/Dev Reading and Study Skills, M.Ed., Middle Tennessee State University
Crosslin, Judy	Rem/Dev Mathematics, B.S., Middle Tennessee State University
Curlee, Robert	Rem/Dev Mathematics, M.S., University of Tennessee
Dale, David	History, M.A.T., Middle Tennessee State University
Davenport, Joe	History, M.A., Middle Tennessee State University
Davis, Brent	Health and Physical Education, M.S., Middle Tennessee State University
Davis, Christopher	Health and Physical Education, M.A., University of North Alabama
Dayton, Jack	Real Estate, M.B.A., Middle Tennessee State University
Delong, Deborah	Biology, M.S., University of North Dakota
Denton, Pamela	Interdisciplinary Studies, M.A., Tennessee Technological University
Dodson, Nancy	Communications, M.A., University of Memphis
Dove, Roxana	Sociology, M.A., Middle Tennessee State University
Dubose, Martha	Communications, Interdisciplinary Studies, and Rem/Dev English, M.A., University of Missouri
Dunlap, David	Health and Physical Education, M.A., Tennessee Technological University
Edmondson, John	Music, M.C.M., New Orleans Baptist Theological Seminary
Estes, Dora	Accounting, M.B.A., Tennessee Technological University
Faulkner, Jason	History, M.A., Middle Tennessee State University
Freeman, Argie Faye	Rem/Dev Mathematics, Ed.S., Middle Tennessee State University
Frisby, Ted	Chemistry, Ed.S., Middle Tennessee State University
Gomez, Shelby	Spanish, M.A., Universidad De Las Americas
Grandey, Tim	History, M.A., Middle Tennessee State University
Gray, Joseph	Anthropology, Ph.D., University of Otago
Greer, Mary	Health and Physical Education, M.A., Tennessee Technological University
Guerin, Stephen	Psychology, Psy.D., Forest Institute of Professional Psychology
Haley, Katrina	Business Information Technology and Education, M.A., Tennessee Technological University
Ham, Eugene	Interdisciplinary Studies and Rem/Dev English, M.A., University of Virginia
Hampton, Susan	Biology, M.S., Middle Tennessee State University
Harvey, Jim	Banking, B.S., Alabama A & M University
Harwell, Jeffrey	Political Science, M.S., University of Alabama
Hendrickson, Tim	English, M.A.C.T., Murray State University
Hendrix, Gail	Rem/Dev Mathematics, M.A., Middle Tennessee State University
Henry, Catherine	Rem/Dev Mathematics, M.A.T., Emory University
Henson, Julia	Rem/Dev English, Ed.D., Tennessee State University
Hinson, Beth	Biology, M.S., Middle Tennessee State University
Hogan, Rebecca	Mathematics, M.S., Middle Tennessee State University
Hughes, Gayle	Rem/Dev Reading and Study Skills, M.A., Alabama A & M University
Humphrys, Gene	Psychology and Sociology, M.A. Trevecca Nazarene University/Middle Tennessee State University
Hurst, David	Business Information Technology, M.S., University of Tennessee Space Institute
Jarpe, Elaine Cantrell	Business and Business Information Technology, M.B.A., New Mexico State University
Jeffries, John	Biology and Chemistry, Ed.S., Middle Tennessee State University
Johnson, Stacy	Emergency Medical Technology, University of Alabama
Jolley, Roger	History, M.A.T., Middle Tennessee State University
Jones, Fran	Business, M.A., Trevecca Nazarene University
Jones, Linda	English, M.A., University of Northern Colorado
Jones, Nancy	Rem/Dev Reading and Study Skills, B.S., University of Tennessee
Kelley, Daniel	Rem/Dev English, M.A., Middle Tennessee State University
King, Myrna	English, M.A.T., Middle Tennessee State University
Knox, Holly	Spanish, B.A., Middle Tennessee State University
Laird, Shirley	English, Ph.D., Auburn University
Lamb, Michelle	Criminal Justice, B.S., Middle Tennessee State University
Lee, Donald	Emergency Medical Technology, Motlow State Community College

Leech, Veronica	Biology Lab, M.S., Middle Tennessee State University
Lokey, Luther	Geography, M.Ed., Eastern Illinois University
Lynn, Craig	Business Information Technology, M.B.A., Tennessee Technological University
Martin, Kathryn	Rem/Dev Mathematics, B.A., Middle Tennessee State University
McCoy, Roger	Astronomy, M.S., University of Missouri
Massengale, Marilyn	Rem/Dev Study Skills, M.Ed., Tennessee A & I University
McGlone, John	History, D.A., Middle Tennessee State University
McGregor, Velma	Chemistry Lab, B.S., David Lipscomb College
McKinley, Jeffrey	Rem/Dev Mathematics, D.C., Logan College of Chiropractic
McMinn, Wesley	Rem/Dev Mathematics, M.S., University of Tennessee
Meadows, Gloria	Health and Physical Education, M.A., University of Alabama
Mettler, Emily	English and Rem/Dev English, M.A., Pepperdine University
Morris, Sally Beth	Mathematics and Rem/Dev Mathematics, B.S.Ed., Athens College
Murphy, Patrick	Physics, Ph.D., University of Tennessee
Myrick, Nolan	Business, J.D., Samford University
Newman, Bill	Agriculture, D.V.M., Auburn University
Northcutt, Billy Dean	Psychology, M.A., Liberty University
Orr, John	Business, M.B.A., Middle Tennessee State University
Pallas, Pamela	Early Childhood Education, M.S., Southern Connecticut State University
Parkes, Bobby	Rem/Dev Mathematics, M.Ed., Alabama A & M University
Partin, Robert	Physics, M.S., University of Tennessee
Perry, Robert	Interdisciplinary Studies, M.A., Harding Graduate School of Religion
Plemons, Marsha	Communications, M.S., Indiana State University
Potter, Dale	Criminal Justice and Political Science, J.D., University of Tennessee School of Law
Pratt, Harvey	Accounting, M.B.A., University of West Florida
Ramsey, Beverly	Rem/Dev Mathematics, M.A., Tennessee Technological University
Reeder, Jerry	Psychology, M.Ed., Middle Tennessee State University
Reeder, Kevin	Psychology, M.A., Middle Tennessee State University
Reynolds, Sharon	Rem/Dev English, Education and Rem/Dev Reading, M.Ed., Middle Tennessee State University
Rittenberry, Ardis	Rem/Dev Mathematics, M.Ed., Middle Tennessee State University
Robbins, Janie	Business Information Technology, B.S., Tennessee Technological University
Roberts, George	Emergency Medical Technology, University of Tennessee
Roland, Randy	Psychology, Ph.D., Columbia Pacific University
Russell, Judith	English, M.A., Middle Tennessee State University
Saunders, Coleen	Communications, M.S., Auburn University
Scott, Barbara	English, M.A., Purdue University
Scott, Mary Duncan	Early Childhood Education, M.A., Atlanta University
Shurney, Glyndon	Psychology, M.S., Alabama A & M University
Smotherman, Ann	Art, M.A.T., University of Georgia
Steffee, Larry	Rem/Dev Mathematics, M.S.T., Middle Tennessee State University
Steinbach, Richard	Emergency Medical Technology, Roane State Community College
Stubblefield, Billy	Rem/Dev Mathematics, M.A., Middle Tennessee State University
Taylor, Shelia	Psychology, M.A., Middle Tennessee State University
Taylor-Sturdivant, Rebecca	History, M.A., Middle Tennessee State University
Thomas, Rebecca	Rem/Dev English, M.S., Middle Tennessee State University
Todd, Sherry	Emergency Medical Technology, Florida Community College
Trail, Tina	Biology, M.A., Middle Tennessee State University
Vaughn, Pamela	Business and Business Information Technology, M.B.A., Tennessee Technological University
Vaughn, Thomas	Communications and Political Science, M.A., University of Kansas
Warmbrod, Dan	Biology, M.A., Peabody College
Watson, Houston	Rem/Dev Mathematics, M.Ed., Trevecca Nazarene University
Welch, Jack	Mathematics and Rem/Dev Mathematics, M.S., University of Tennessee
Williams, Cherie	Communications, Interdisciplinary Studies, and Rem/Dev English, M.A., Regent University
Williams, Henry	History and Psychology, M.A., Ball State University
Wilson, Chastity	English, M.A., Tennessee Technological University
Wilson, Linda	Psychology, Ed.S., Middle Tennessee State University
Winton, Dawn	Business, M.B.A., Barach College - Cuny
Wyatt, Eleanor	Music, M.C.M., South Western Theological Seminary

THE COMMUNITY ADVISORY COUNCILS

The Motlow College Foundation and individual advisory councils are comprised of citizens representing various professions, businesses, and occupations in the service area of the college. The purpose of the Foundation and advisory councils is to assist in determining needs of the community for college services and to make appropriate recommendations.

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Mr. Tom McGill	Tullahoma
Mr. Frank Robinson	Shelbyville
Dr. Randall Bartley	Motlow College Representative
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Student Representatives	

## NURSING AND ALLIED HEALTH

Ms. Mary Ann Dunlap	Shelbyville
Ms. Trudy Kettenbach	Shelbyville
Ms. Jennifer Hardin	Shelbyville
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Ms. Penny Tipps	Tullahoma
Ms. Pam Goodwin	Tullahoma
Ms. Candi Parker	Tullahoma
Ms. Roxana Poole	Winchester
Ms. Mildred Click	Winchester
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Ms. Sally Ann Storer	Lynchburg
Ms. Becky Patterson	Lynchburg
Ms. Stephanie Harville	Lynchburg
Ms. Vicky Groce	Fayetteville
Mr. Gary Kendrick	Fayetteville
Ms. Ann Fisher	McMinnville
Ms. Roberta McCord	McMinnville
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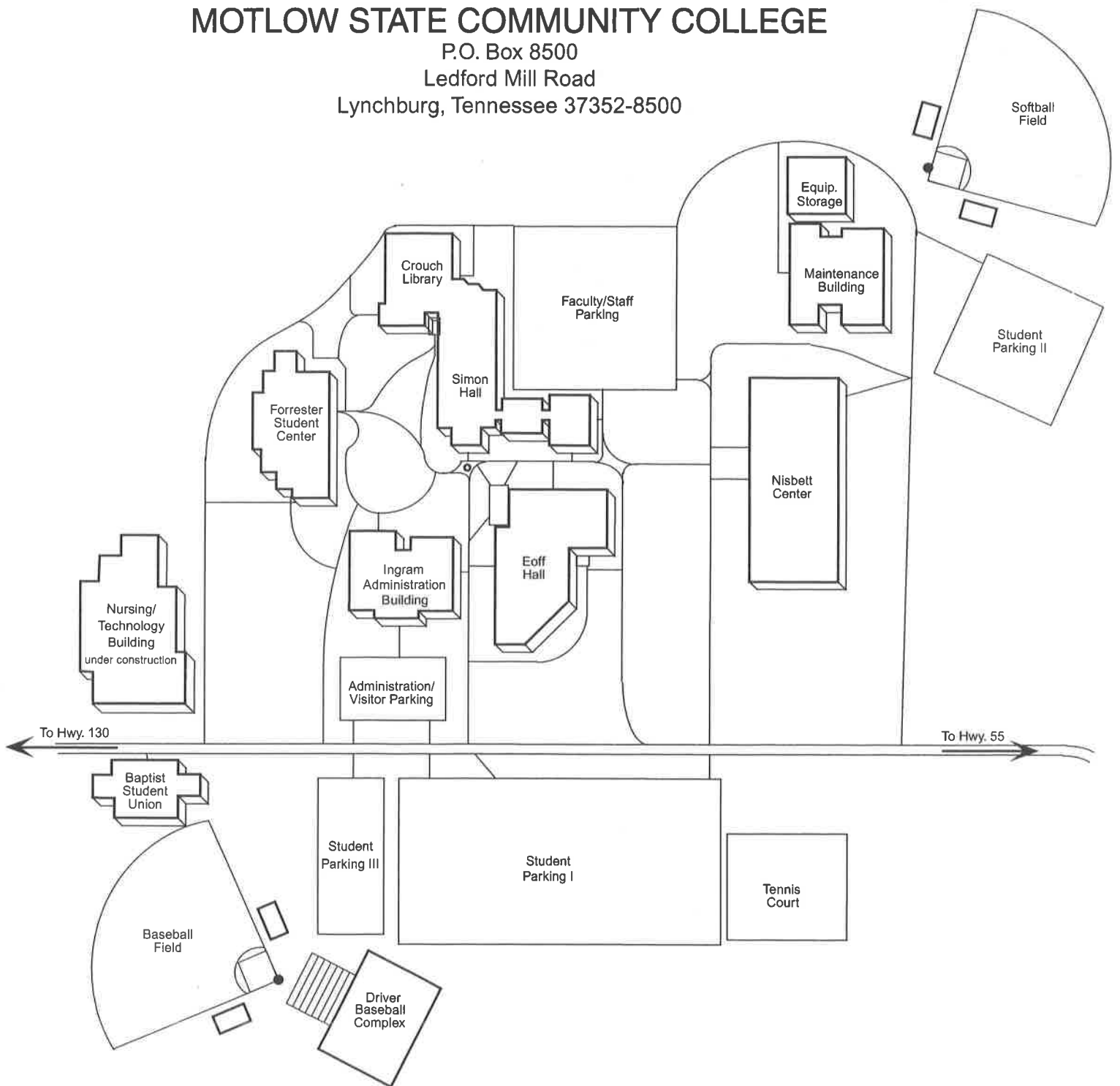


# MOTLOW STATE COMMUNITY COLLEGE

P.O. Box 8500

Ledford Mill Road

Lynchburg, Tennessee 37352-8500



**THE COLLEGE SEAL**

This seal was designed by a committee of students, faculty and staff and adopted by the College in May 1993. The elements include the book and quill signifying scholarship and education, the Mercury symbolizing a strong athletic tradition, the gears symbolizing industry and technology, and the torch symbolizing excellence. Two olive branches meet at the bottom of the circle. The date, 1969, is the date Motlow State Community College opened its doors to provide quality, affordable, accessible, higher education to the residents of its service area.

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