

# Motlow College

2005-  
2006

## Student Handbook

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A Tennessee Board of Regents Institution





# MOTLOW STATE COMMUNITY COLLEGE

**Physical Address:**  
6015 Ledford Mill Road  
Tullahoma, TN 37388

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

**FAYETTEVILLE**..... 931-438-0028/438-0619  
**MCMINNVILLE** ..... 931-668-7010/668-2172  
**SMYRNA**..... 615-223-0061/615-223-7749

**TOLL FREE NUMBER: 1-800-654-4877**  
for all locations except Smyrna

ACADEMIC AFFAIRS .....	1696
ADMISSIONS AND RECORDS.....	1524
ADVISING CENTER.....	1719
AFFIRMATIVE ACTION OFFICER.....	1544
ATHLETICS .....	1614
BOOKSTORE .....	1614
BUSINESS AFFAIRS .....	1571
BUSINESS OFFICE .....	1686
CAFETERIA .....	1531
CAREER EDUCATION AND WORKFORCE DEVELOPMENT .....	1572
CAREER PLANNING, PLACEMENT .....	1627
CENTER FOR INFORMATION SYSTEMS .....	1610
COMMUNITY RELATIONS .....	1600
COUNSELING AND TESTING .....	1546
DEVELOPMENT OFFICE .....	1762
DEVELOPMENTAL STUDIES.....	1692
DISABILITY SERVICES FOR STUDENTS.....	1642
ECONOMIC AND COMMUNITY DEVELOPMENT .....	1765
EMERGENCIES.....	1756
EXTENDED SERVICES.....	1911
FINANCIAL AID.....	1750
GED TESTING.....	1553
HEALTH SERVICES .....	1562
HUMAN RESOURCES.....	1762
HUMANITIES AND SOCIAL SCIENCES.....	1768
INSTITUTIONAL RESEARCH.....	1768
LIBRARY, MOORE COUNTY CAMPUS.....	1542
LIBRARY, FAYETTEVILLE .....	1700
LIBRARY, MCMINNVILLE.....	1700
MATH, SCIENCE, AND EDUCATION .....	1611
MEDIA SERVICES.....	1611
NEW STUDENT ADMISSIONS.....	1670
NURSING EDUCATION .....	1670
PRESIDENT.....	3012
SCHOLARSHIPS .....	2113
STUDENT AFFAIRS .....	1810
TECH PREP.....	1600
TECHNOLOGY .....	1600
VETERANS AFFAIRS.....	1764
	1764
	1628
	1682
	1553
	1690
	1629
	1538
	1529

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

# Motlow State Community College

## CONTENTS

Academic Calendar .....	2
Introduction to Motlow State Community College .....	3
Motlow College Mission and Vision Statements.....	4
Student Affairs .....	9 - 66
Admission to the College.....	10
Expenses and Business Regulations .....	24
Student Financial Aid .....	29
Enrollment and Student Records .....	39
Student Services .....	49
Student Activities.....	55
General Codes of Conduct.....	61
Academic Affairs.....	67-142
Academic Organization .....	68
Academic Inventory .....	73
Academic Policies and Standards.....	78
Graduation Requirements .....	80
Retention Standards.....	87
Developmental Studies Program .....	91
Programs of Study.....	96
Areas of Emphasis and Concentration Course Requirements .....	99-142
Course Descriptions .....	143-182
Faculty, Staff, Administration, and Advisory Councils .....	183-202
Tennessee Board of Regents.....	184
Administration and Staff .....	184
Faculty, Staff, and Administration.....	188
Advisory Councils .....	201
Index .....	203
Accreditations .....	208

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 2005

Registration.....	August 24
Late Registration Begins.....	August 25
Classes Begin.....	August 29
Holiday, Labor Day (campus closed).....	September 5
Last Day to Register or Add Courses.....	September 4
Last Day to be Deleted from Roll.....	September 11
Midterm Examinations.....	October 10-14
Fall Break.....	October 17-18
Intent to Graduate Forms Due.....	November 1
Last Day to Drop Classes and Receive a "W".....	November 8
Holiday, Thanksgiving (campus closed).....	November 24-25
Final Examinations (day and evening).....	December 12-15

### SPRING SEMESTER 2006

Registration.....	January 11
Late Registration Begins.....	January 12
Holiday, Martin Luther King, Jr. Day (campus closed).....	January 16
Classes Begin.....	January 17
Last Day to Register or Add Courses.....	January 23
Last Day to be Deleted from Roll.....	January 30
Midterm Examinations.....	February 27-March 3
Spring Break.....	March 6-10
Last Day to Drop Classes and Receive a "W".....	March 30
Good Friday Holiday (campus closed).....	April 14
Final Examinations (day and evening).....	May 1-4
Commencement.....	May 6

### SUMMER SEMESTER 2006

Registration for all Terms.....	May 24
Full Term Classes Begin.....	May 30
Last Day to Add Full Term Classes.....	June 5
Final Exams Full Term.....	August 3-4
1 <sup>st</sup> Half Classes Begin.....	May 30
Last Day to Add 1 <sup>st</sup> Half Classes.....	June 1
Final Exams 1 <sup>st</sup> Half.....	June 30
Holiday, Independence Day (campus closed).....	July 3-4
2 <sup>nd</sup> Half Classes Begin.....	July 5
Last Day to Add 2 <sup>nd</sup> Half Classes.....	July 7
Final Exams 2 <sup>nd</sup> Half Classes.....	August 7

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 Prospective Student:

Welcome to Motlow College, a "learning community" committed to student success. The 35<sup>th</sup> Anniversary slogan, "Education for Life!" captures the purpose, passion, and essence of this learning community, which is embodied in our common vision—  
"to be the area's recognized center for lifelong learning and growth opportunities."

With more than 8,000 graduates, Motlow is known for academic excellence. With four physical locations—Moore County campus, McMinnville Center, Fayetteville Center, and Smyrna Teaching Site, the college offers 51 areas of study, two technical certificates of credit, a diverse class schedule, including day, afternoon, evening, and online classes, and support services. The co-curricular and extra-curricular activities support classroom learning that contributes to a holistic education.

Through teaching and learning, Motlow strives to develop cultural, intellectual, and career opportunities for its students. Our faculty are dedicated professionals who challenge students to perform at their highest levels. Our academic programs, ranging from developmental studies to an honors scholar program, meet students where they are and prepare them to move successfully to the next level.

Motlow College is a dynamic institution, and we invite you to become a part of it. By enrolling, you will become empowered as you begin to realize your personal and professional goals. We want to serve you at Motlow College, your community college.

Sincerely,

  
Arthur L. Walker, Jr.  
President

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

Motlow College is a multi-location community college providing:

- 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 and efficiency.

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

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

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

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

### **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

**SHAREHOLDERS**

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

**GUIDING PRINCIPLES**

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

**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

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

### **MCMINNVILLE CENTER - 225 Cadillac Lane; McMinnville, TN 37111**

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

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

Located on a beautiful 20-acre site 2.5 miles east of downtown Fayetteville, the 14,000 square foot instructional facility opened for classes in the fall of 1992. Construction of this million-dollar facility cap-stoned an initiative undertaken by Fayetteville-Lincoln county residents beginning in 1988. The Tennessee Higher Education Commission approved Center status for the Fayetteville Site in July, 1997. The Don Sundquist Center of Advanced Technologies, completed in August 2001, is located adjacent to the Fayetteville Center.

### **SMYRNA SITE - Tennessee Army National Guard, 8th Avenue, Building 250, Smyrna, TN 37167-2015**

In a continuing effort to fulfill its mission statement, Motlow State Community College began offering evening classes at Riverdale High School in Murfreesboro in 1998. To support the rapid growth and to fulfill the needs of its students who required day classes as well as evening classes, Motlow became partners in education with the Tennessee Army National Guard in Smyrna and began offering day classes to the citizens of Rutherford County in January 2000, where Motlow continues to enrich and empower the students and community it serves.

## HISTORY

Activities ultimately leading to the creation of Tennessee's community college system began in the mid 50's. A study, "Public Higher Education in Tennessee," initiated in 1955 and concluded in 1957 by the Legislative Council of the Tennessee General Assembly is widely regarded as the cornerstone of the two-year college movement in Tennessee. As a result of this study, a public mandate emerged toward establishing new state colleges. The first three community colleges were located in Cleveland, Columbia, and Jackson, one in each grand division of the state. In 1967 the 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 551 students and 18 full-time faculty members. At that time the college offered the two-year university parallel Associate of Arts and Associate of Science degrees and four two-year career programs. 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 1983 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. 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 provided 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. That same year in a joint dedication ceremony, what had been known simply as the classroom building was named Simon Hall, to honor Morris E. Simon who was instrumental in the early development of Motlow College, and the new building was named Eoff Hall, in honor of Mr. J.C. Eoff, a former member of the Tennessee Board of Regents and a lifelong supporter of education.

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 for several semesters and by 1994 the college had experienced 10 consecutive terms of enrollment increases.

Activities funded by a \$1.6 million Title III grant awarded in October 1987 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.

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. The Tennessee Higher Education Commission approved center status for the Fayetteville site in July 1997.

As the College approached its silver anniversary of service to southern middle Tennessee, several events of note recognized the contributions of those who had been instrumental in the early history of the College. In 1988, the Student Center on the Moore County campus was named Forrester Student Center in honor of Mr. G. Nelson Forrester, a long-time supporter and champion of Motlow College. The library was officially named the Crouch Library in July 1992 to honor Senator Earnest Crouch, a state legislator and advocate for Motlow College. In April 1993, the administration building on the Moore County campus was named the Ingram Administration Building in honor of Dr. Sam Ingram, first president of Motlow College.

Campus expansion was undertaken once again in September 1998 when ground was broken for construction of the new Nursing and Technology Building on the Moore County campus. The vision of providing a 21<sup>st</sup> Century facility with design options for preparing students for careers requiring new technology and enhancing current technology was realized when Motlow College was named among the "most wired campuses" by *PC World* magazine. The facility houses state-of-the-art business, industrial and computer technology, the nursing education program including the latest in nursing laboratory equipment, and offices for the Computer Services Department, the Center for Information Systems, and Division of Career Education and Workforce Development. In April 2001, the facility was dedicated and named the Marcum Technology Center in honor of Dan and Fran Marcum for their many contributions to Motlow College. When the Career Education and Workforce Development division moved into new quarters in the Marcum Technology Center, space in Eoff Hall was renovated to accommodate the new Humanities and Social Science division.

Construction of the Don Sundquist Center of Advanced Technologies, located adjacent to the Fayetteville Center, was completed in August 2001. The 32, 500 square foot facility is equipped with the latest in industrial and computer training equipment. The primary focus of the Center is to offer both credit and non-credit courses to meet the workforce development needs of Lincoln and surrounding counties.

### **MOTLOW STATE COMMUNITY COLLEGE 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 role of institution 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.





***Student Affairs***

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 that 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 8500, Lynchburg, TN 37352-8500.

### **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 Community 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 valid 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 appropriate deans 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 appropriate dean 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; Humanities and Social Science; and Mathematics, Science, and Education.

## 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 Nursing Entrance Examination, and comply with all provisions of the Developmental Studies Program (DSP). 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 and Institutional Advancement.

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 \$10.00 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 (paper test) or 450 or more for the computer-based test. 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 who are under 21 years of age without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Office of Counseling and Testing (931-393-1762) 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 DSP 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. See section entitled "Developmental Studies Program (DSP)" for COMPASS test information.

## 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 another 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 \$10.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official transcript from each college or university previously attended by the applicant be forwarded directly to the Office of Admissions and Records at Motlow. All transcripts must be on file prior to registration.
3. See section entitled "Developmental Studies Program (DSP)" for COMPASS test information.

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 transfer course work for each 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 both 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 completed. All questions regarding transfer course work, including appeals, should be directed to the Director of Admissions and Records.

A transfer student who is not academically eligible to re-enter the institution from which he/she is transferring may appeal the suspension to the Student Affairs Committee at Motlow through the Office of the Vice President for Student Affairs and Institutional Advancement 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.

To appeal, the student must request a suspension appeal form from the Office of Admissions and Records and bring or mail 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 appeal day. 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 Affairs Committee reserves the right to alter the date for appeals based upon the number of appeals to be heard. The student should confirm the date with the Office of the Vice President for Student Affairs and Institutional Advancement 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 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. See section entitled "Developmental Studies Program (DSP)" for COMPASS test information.

## **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. Basic 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 \$10.00 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. Students auditing college-level English or mathematics courses may not change to credit status unless they have undergone placement testing or are otherwise exempt from placement testing. Enrollment for audit may be subject to space availability. Basic 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 \$10.00 non-refundable application fee to the Office of Admissions and Records.
2. Provide proof of high school graduation by (1) high school transcript noting either regular diploma or state proficiency tests passed (TN residents only) and graduation date; (2) GED test scores of 45 or more (paper test) or 450 or more for computer-based test; or (3) a student copy of the most recent college transcript. (Note: If the student has attended a college/university within one calendar year prior to the beginning of the term, an official transcript is required.)

Special students for credit may not enroll in a college-level English or mathematics course, or in a course that has an English or mathematics prerequisite, until they have provided appropriate ACT, assessment scores, or prior college coursework showing evidence of adequate preparation for these courses. See section entitled "Developmental Studies Program (DSP)" for COMPASS Test information.

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 \$10.00 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 \$10.00 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 \$75.00 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 \$10.00 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,
  - b. an official report of a comprehensive GED score of 45 or more (paper test) or 450 or more on computer-based test,
  - 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 \$75.00 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 \$10.00 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,
  - b. an official report of a comprehensive GED score of 45 or more (paper test) or 450 or more on computer-based test,
  - 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 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 and Testing 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 DSP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score.
5. See section entitled "Developmental Studies Program (DSP)" for COMPASS Test information.

## 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 \$10.00 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 on the paper-based test or at least 173 on the computer-based test 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, an official report of a comprehensive GED score of 45 or more (paper test) or 450 or more for the computer-based test, 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 and Testing 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 placement. 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. See section entitled "Developmental Studies Program" (DSP) for COMPASS Test information
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 sophomore 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 9<sup>th</sup> and 10<sup>th</sup> grades have been completed.
2. The cumulative grade average (excluding department grades) beginning with the ninth grade 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 19 or higher. The sub-scores for specific disciplines should be 19 or higher for entry into collegiate level courses. Higher level courses may have discipline-specific scores. 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 and Testing Office to schedule an ACT test. Only one valid set of ACT scores will be used for admission and DSP 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 \$10.00 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 \$10.00 non-refundable application fee to the Office of Admissions and Records; and
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 \$10.00 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 (A89 Requirements)**

**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 under prepared.

**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 DSP testing. However, students entering with the GED credential must complete the entire battery of DSP 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 COMPASS Test), 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 all 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 COMPASS 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 Basic 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:

### USE OF COMPASS TESTING 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 DSP course(s) indicated by COMPASS placement. Students admitted under the following categories must undergo COMPASS testing 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 appropriate COMPASS subject area tests.

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

**ENGLISH - 4 units required**

ASSESSMENT AND BASIC/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 Basic/Developmental courses and follow all established requirements for Basic/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Basic/Developmental courses. Successful performance on the COMPASS test or successful completion of Basic/Developmental courses meets the requirements for removing the deficiency in this subject area. Credit hours earned by completing basic 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 BASIC/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 Basic/Developmental courses and follow all established requirements for Basic/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Basic/Developmental courses. Successful performance on the COMPASS test instrument or successful completion of Basic/Developmental courses meets the requirements for removing the deficiency in this subject area. Credit hours earned by completing basic 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**

MATH 0990 GEOMETRY . A student deficient in the Geometry/Advanced Mathematics unit will remove the deficiency by completing, with a grade of "C" or better, MATH 0990 Geometry. Credit hours earned in MATH 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**

Students deficient in one or two units of high school science should consult with their advisors before selecting the course or courses needed to remove high school deficiencies. Students must remove deficiencies with course(s) other than those science courses completed in high school and those science sequences required for their respective emphases. Students may remove the deficiency(ies) by completing with a grade of "C" or better in each, any one or two (as needed) listed below:

BIOL 1030, Introduction to Biology  
 PHYS 1030, Survey of Physical Science  
 GEOL1030, Survey of Geology  
 BIOL 1110, General Biology I  
 BIOL 1120, General Biology II  
 CHEM 1110, General Chemistry  
 CHEM 1120, General Chemistry II  
 PHYS 2010, Non-Calculus Based Physics I  
 PHYS 2020, Non-Calculus Based Physics II

The awarded hours remove the A89 deficiency (ies) and are used as elective hours. Additional courses must be completed to meet the general education requirement of eight semester hours of collegiate science in all University Parallel emphases.

**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**

**HIST 2010 UNITED STATES HISTORY I.** A student deficient in United States History may remove the deficiency by completing, with a grade of "C" or better, HIST 2010 United States History I. A student who removes the deficiency with HIST 2010 will complete the six semester hours in the general education requirement by completing either of the following: HIST 2020 United States History II with HIST 2030 Tennessee History or HIST 1010 Western Civilization I with HIST 1020 Western Civilization II or HIST 1110 Survey of World Civilization I and HIST 1120 Survey of 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 HIST 2030 Tennessee History or both HIST 1010 Western Civilization I and HIST 1020 Western Civilization II or HIST 1110 Survey of World Civilization I and HIST 1120 Survey of 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; or POL 1110, American Government. 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 1030 Art Appreciation or MUS 1030 Music Appreciation. The awarded hours remove the deficiency and are used as elective hours. In order for the student to meet the general education humanities requirement, the student must take another elective chosen from ART 1030, COM 1030, or MUS 1030.

### **FOREIGN LANGUAGE - 2 units required**

SPAN 1001, SPAN 1002, ELEMENTARY SPANISH I AND II (introductory language courses especially designed to remove foreign deficiencies); SPAN 1010, SPAN 1020, BEGINNING SPANISH I and II; FREN 1010, FREN 1020, BEGINNING FRENCH I and II; GERM 1010, GERM 1020, BEGINNING GERMAN 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.)

At the Tennessee Board of Regents meeting a fee increase was approved and became effective in the fall 2003 semester. The effect of this increase for Motlow State Community College is as follows:

#### Full-time students (12 or more hours):

Residents of Tennessee .....	\$976.00
Non-residents (out of state)	
Maintenance fee .....	\$976.00 per semester
Tuition .....	\$2,923.00 per semester
Total .....	\$3,899.00 per semester

#### Part-time students:

Residents of Tennessee .....	\$83.00 per semester hour
Non-Residents	
Maintenance fee .....	\$83.00 per credit hour
Tuition .....	\$253.00 per credit hour
Total .....	\$336.00 per credit hour

#### Regents Online Degree Students:

Residents of Tennessee .....	\$83.00 per semester hour
On-Line Course Fee .....	\$34.00 per semester hour
Total .....	\$117.00 per semester hour

#### Non-Residents:

Maintenance Fee .....	\$83.00 per semester hour
On-Line Course Fee .....	\$34.00 per hour
Tuition .....	\$253.00 per semester hour
Total .....	\$370.00 per semester hour



**NOTE:** Regents degree courses are all charged at a per-hour rate and viewed separately from on-campus courses. Regents fees are not included in the full-time cap applicable to all other types of courses.

Pursuant to TCA 49-7-113, the Tennessee legislature has provided specific exceptions for payment of registration fees for certain disabled and elderly students domiciled in Tennessee as outlined below. The privilege to enroll under these exceptions may be denied based on space availability.

For **credit** enrollment, a nonrefundable service fee of \$75 per semester will be charged to persons with a permanent total disability, and persons who will become sixty-five (65) years of age or older during the academic semester and who are domiciled in Tennessee. This fee includes maintenance fees, campus access fees, student activity fees, and technology access fees; it does not preclude an application fee.

For **audit** enrollment, no fee is required for persons with a permanent total disability or persons who become sixty (60) years of age or older during the academic semester and are domiciled in Tennessee, and persons who have retired from state service with 30 or more years of service, regardless of age.

Pursuant to TCA 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict.

Registration and tuition fees for the summer semester will be the same as for the other two semesters. Fees for auditing a course will be the same as the fees paid if taking courses for credit. Enrollment for audit may be subject to space availability.

Enrollment under employee fee waiver programs, i.e., State of Tennessee, Tennessee Board of Regents, and University of Tennessee, is subject to the availability of space in the class being requested. Students enrolled under fee waiver programs may pre-register no earlier than four weeks prior to the first day of classes.

### REGISTRATION FEES

Campus Access Fee, each semester, nonrefundable.....	\$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 .....	\$9.00 per credit hour up to 11 hours or \$112.50 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.	

### PROGRAM AND SERVICE FEES

Late Registration Fee, nonrefundable .....	\$25.00
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 .....	\$25.00
Late Payment fee, for each installment payment paid after due date .....	\$25.00
Nursing Competency Test Fee, nonrefundable.....	\$30.00
Nursing Lab Fee, for NET 1410 and 2410, nonrefundable .....	\$8.00
On-line Course Fee .....	\$34.00 per semester hour

**OTHER FEES**

Application Fee, one-time, nonrefundable.....	\$10.00
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) .....	\$55.00 per test
Non-Motlow students are also required to pay a \$15.00 registration fee for CLEP testing	
General Education Development (GED) Test Fee .....	\$50.00 for initial testing
GED Retest Fee, nonrefundable .....	\$10.00 per test section
ACT Residual Test Fee, nonrefundable .....	\$26.00 per test
COMPASS Test Fee, nonrefundable .....	\$10.00 per part
	\$20.00 for entire test
Correspondence Test Fee, nonrefundable.....	\$15.00
<b>Library Fee</b>	
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.	
Interlibrary Loan Fee – Fee for non-pickup of requested material .....	\$5.00
Nursing Entrance Examination Fee, nonrefundable.....	\$25.00
Returned Check Fee, per returned check, nonrefundable .....	\$20.00
<b>Traffic Violations Fee</b>	
First and second violation, each .....	\$5.00
Each violation thereafter.....	\$10.00
<b>Disabled Parking Violation</b>	
Each violation .....	\$100.00

**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.

### **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 \$25.00 will also be assessed for any returned check that was tendered for registration fees, unless the student registered late initially.

For other returned checks cashed on campus, an opportunity to redeem the check shall be allowed; and, if the check is not then redeemed, a formal notice will be sent by registered mail to the drawer. Failure to redeem the check after formal notice shall result in the initiation of 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 AND REPAYMENTS**

A student may be eligible for a refund of institutional charges, based on a change in enrollment status due to: (1) dropping a course or courses, (2) withdrawing from college, (3) cancellation of a class by the institution, or (4) death of the student. Refund processing requires three to four weeks for completion. Students receiving Federal Title IV grants 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 FEES**

1. Seventy-five percent of fees will be refunded for drops or withdrawals that occur within the first 14 calendar days of an academic term, beginning with and inclusive of the first official day of classes, or within an equivalent period for a short-term course. Twenty-five percent of fees will be refunded following expiration of the 75 percent refund period, to the point in time when 25 percent of the term is completed. No refunds will be made beyond the 25 percent point.
2. One hundred percent of fees will be refunded for classes canceled by the institution.
3. One hundred percent of fees will be refunded for withdrawals prior to the first day of classes for the regular academic terms and summer sessions.
4. One hundred percent of fees will be refunded in case of death of the student.

**Fees discussed above include Maintenance and Technology Access Fees only. All other fees are non-refundable.**

Summer term refunds will be based on the above procedures with time periods for half-summer terms being prorated as a percentage of a regular term.

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

#### **FEDERAL FINANCIAL AID RETURN TO TITLE IV**

Federal Title IV regulations require Motlow College to recalculate the federal financial aid eligibility for each student who withdraws from the institution at or before the 60 percent point of the term. Eligibility is based on the number of calendar days completed in the term at the point of withdrawal. Students who stop attending classes without initiating the formal Motlow College withdrawal process will be assigned a withdrawal date based on their documented last-date-of-attendance in their classes.

#### Example:

A student withdraws on the 30<sup>th</sup> day of the term, which is 120 days in length. The student has completed 25 percent of the term, thus, is only eligible for 25 percent of the federal financial aid awarded for that term. Therefore, Motlow College must return 75 percent of the federal aid originally retained by the college to satisfy the student's institutional fees. As a result, the student will receive a billing statement from the Motlow Business Office for that portion of the fees no longer covered by federal financial aid.

In addition, the student is required to repay a portion of the federal financial aid received for personal and living expenses for the term. The initial amount to be returned in this example is based on a 75 percent calculation; however, to ease the repayment burden on the student, the following guidelines apply:

1. The student is required to repay only 50 percent of the portion of the initial repayment amount that is attributable to Federal Pell Grant and Federal Supplemental Educational Opportunity Grant funds disbursed directly to the student. The student will be billed for the required amount and must make repayment arrangements with Motlow State Community College. Failure to make repayment within 30 days of notification will result in the matter being referred to the U.S. Department of Education Debt Collection Service, and the student will be unable to receive future federal financial aid funds from any educational institution until repayment has been satisfied.
2. The student is required to repay 100 percent of the portion of the initial repayment amount that is attributable to Federal Direct Loan funds disbursed directly to the student. However, payment of this amount will be made in accordance with the original terms of the promissory note associated with the loan.

All required repayments to Federal Title IV programs will be distributed in the following order: (1) Federal Direct Unsubsidized Loan, (2) Federal Direct Subsidized Loan, (3) Federal Pell Grant, (4) Federal Supplemental Educational Opportunity Grant, and (5) any other applicable programs.

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.

#### **DEFERRED PAYMENT PLAN**

A deferred payment plan is available to allow students to pay registration fees in installments. The plan does not apply to books or to non-credit classes and is available for Fall and Spring semesters only. All students in good financial standing are eligible to participate in the deferred payment plan. Total fees eligible for deferment must be at least \$550 after application of any financial aid awarded to student. (Fees not eligible for deferment include application fee, campus access fee, student activity fee, late registration fee, and any account balance from prior terms.)

To participate in the deferred payment plan, you must complete a Deferred Payment Contract. Contract forms are available in the Business Office on the Moore County (Main) campus and in the administrative offices at the McMinnville Center, Fayetteville Center, and Smyrna Site.



- \* The plan requires an initial payment consisting of all ineligible fees and 50% of deferred fees plus a \$25 administrative fee at the beginning of the term. The remaining balance will be paid in equal installments, the first of which is due approximately 30 days following the beginning of the term and the second, approximately 30 days following the first. (Due dates will be specified in the Deferred Payment Contract which must be signed by the student to initiate participation in the plan.)
  - \* A late fee of \$25 will be charged for any installment payment that is late.
  - \* Students who fail to pay the required initial payment by the appropriate (preregistration or regular registration) last day to pay fees specified in the term calendar will be deleted from the class rolls.
  - \* Students who fail to pay the second and/or third installments will have their records placed on hold. The College will proceed with collection procedures as required by the Tennessee Board of Regents, Guideline B-010, including submission to a collection agency, if necessary.
  - \* Initial payment and subsequent installments may be paid by cash, check, or credit card. (Credit card payment by WEBWAY is not available for the initial payment for the deferred payment plan participants.)
  - \* Withdrawal from classes does not forgive any remaining balance due except to the extent that any refund, as determined by the College's refund policy, will be applied to the balance due. Refunds for students on deferred payment contracts are calculated based on the total fees assessed, not the portion of the fees actually paid at the time of the refund.
  - \* A student who fails to make timely payments in a previous term **may** be denied the right to participate in the deferred payment plan in future enrollment periods. Any student who makes a payment with a check which is subsequently returned will be denied participation in the Deferred Payment Plan in all future terms.
1. The student is required to repay only 50 percent of the portion of the initial repayment amount that is attributable to Federal Pell Grant and Federal Supplemental Educational Opportunity Grant funds disbursed directly to the student. The student will be billed for the required amount and must make repayment arrangements with Motlow State Community College. Failure to make repayment within 30 days of notification will result in the matter being referred to the U.S. Department of Education Debt Collection Service, and the student will be unable to receive future federal financial aid funds from any educational institution until repayment has been satisfied.
  2. The student is required to repay 100 percent of the portion of the initial repayment amount that is attributable to Federal Direct Loan funds disbursed directly to the student. However, payment of this amount will be made in accordance with the original terms of the promissory note associated with the loan.

All required repayments to Federal Title IV programs will be distributed in the following order: (1) Federal Direct Unsubsidized Loan, (2) Federal Direct Subsidized Loan, (3) Federal Pell Grant, (4) Federal Supplemental Educational Opportunity Grant, and (5) any other applicable programs.

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.

## STUDENT FINANCIAL AID

**Motlow State Community College School Code: 006836**

The Financial Aid Office of Motlow State Community College is located in the Forrester Student Center on the Moore County Campus. Phone: 1-800-654-4877, ext. 1553, or (931) 393-1553. Financial aid personnel are available during posted hours to discuss any student's financial need with him/her and assist with the financial aid process.

Students enrolled in the College are subject to the provisions stated herein. The College reserves the right to add, delete, change, update, or correct any provisions with or without advanced notice. Regulations and funding for institutional, state, and federally supported programs are subject to change. Motlow College reserves the right to administer the programs accordingly.

The primary purpose of the financial aid program at Motlow College is to provide assistance to students who, without such aid, would find it difficult to attend the 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 may be available. Motlow College provides this assistance through federal, state and private sources. All students are encouraged to apply for aid if they feel they have the need. To determine if there is need for assistance, students must complete and submit the Free Application for Federal Student Aid (FAFSA) to the United States Department of Education, which takes into consideration the factors that affect a family's financial status. The FAFSA can be filed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## HOW TO APPLY

Students receiving financial assistance are responsible for completing all necessary paperwork far enough in advance to assure proper credits to their accounts. Student not meeting this requirement may be required to pay in advance of receiving any financial assistance.

1. Financial Aid is awarded on a first-come, first-served basis. The priority deadline at Motlow College is March 1<sup>st</sup>. Students filing applications after that date will be considered on a funds-available basis.
2. The student must apply and be accepted for admission to Motlow College. Final high school transcripts or GED transcripts must be in place with Admissions and Records prior to any financial aid being processed. Transfer students must have all previous college transcripts in place with the Admissions and Records office prior to any financial aid being processed.
3. The student must be enrolled as a regular student and must be working toward an approved degree or certificate program. Students who hold a bachelor's degree or higher are not eligible to receive federal or state grants.
4. To receive full consideration for all funds available through Motlow College, all applicants must complete the Free Application for Federal Student Aid (FAFSA). The application process is **FREE**, and can be located on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or obtained in the Financial Aid Office, Extended Services Office, Fayetteville or McMinnville Centers, Smyrna Site, or in local high school Guidance Offices. **The school code needed to have information sent to Motlow State Community College is 006836.** All information received in the Financial Aid Office is kept in strictest confidence. Questions concerning the FAFSA can be directed to the Federal Processor at 1-800-4-FED-AID.
5. **THE STUDENT MUST REAPPLY FOR AID EACH YEAR BY SUBMITTING A NEW FAFSA AND REQUIRED INSTITUTIONAL FORM.** Institutional financial aid forms are available on-line at [www.mscc.edu/finaid.html](http://www.mscc.edu/finaid.html).
6. Students interested in applying for scholarships and other grants must complete and submit a Motlow State Community College Scholarship Application, according to directions, on or before March 1<sup>st</sup>.

## GENERAL INFORMATION

Motlow College uses the results from the FAFSA in awarding all federal and need-based programs, including the Tennessee Education Lottery Scholarship Program. The student will receive a Student Aid Report (SAR) from the processor by mail or e-mail depending on how the FAFSA was filed. The college receives a similar report from the federal processor provided that Motlow was listed as one of the schools the student was interested in attending. Some students will be selected by the processor or by the school for a process called verification. If the application is selected additional worksheets and documentation will have to be supplied to the Financial Aid Office prior to the student receiving financial assistance. Students can review their status on-line at anytime by logging into Motlow Student Web at <http://webreq.mscc.edu/ahomepg.htm> or print the Motlow financial aid forms at [www.mscc.edu/finaid.html](http://www.mscc.edu/finaid.html).

Motlow College calculates financial need by deducting the estimated family contribution (EFC) from the cost of attendance (COA). The EFC is provided on the Student Aid Report (SAR) from the Department of Education. The COA is based on an allowance for tuition and fees, room and board estimates, books and supplies estimates, transportation estimates, and miscellaneous expense estimates along with other calculations depending on the student situation (COA is prorated for students who are not full time or enrolled in special programs). Information on the Cost of Attendance budget is available in the financial aid office or on-line by logging into Student Web. Once financial need is calculated the Pell Grant and the Tennessee Education Lottery Scholarship are awarded if the student is eligible, followed by other resources. Other resources include but are not limited to Vocational Rehabilitation benefits, VA benefits, WIA benefits, TRA benefits, private and institutional scholarships, discounts and fee waivers, federal supplemental educational opportunity grant (FSEOG), federal work study, Tennessee Student

Assistance (TSAA), loan programs, etc. Motlow College reserves the right to adjust any award because of changes in eligibility or enrollment status. Any adjustments resulting in a balance due on the student account is the full responsibility of the student to repay. Financial aid recipients are required to inform the Financial Aid office of any resources awarded to them, such as scholarships, loans, grants, etc., by any source other than Motlow College. Failure to do so may result in later reductions or cancellations of assistance.

All awards are contingent upon (1) the number of hours for which the student enrolls each academic term; (2) students ability to maintain satisfactory academic progress as outlined later in this section of the catalog; (3) the availability of federal, state, and institutional funds; and (4) Motlow's receipt of those funds. Thus, Motlow College reserves the right to adjust student awards accordingly. All awards, with the exception of Federal and Campus Work Study (if applicable), will be credited to the student Business Office account each academic term and applied toward institutional charges. Any funds remaining will be made available to the student generally within seven business days via a check, which the student may pick up at the Business Office. Students at the off-campus locations may have a longer delivery time on checks. Check processing is the sole responsibility of the Business Office. To pick up a financial aid check the student must present a photo ID and a current copy of his/her class schedule, upon which the student must have original signatures of instructors certifying the student's attendance and progress in class. Checks not picked up within 30 days of its print date may be voided and the funds returned to the appropriate financial aid program(s).

Students must be enrolled in a degree or a certificate program in one of the following areas: Associate of Science, Associate of Arts, Associate of Applied Sciences, or Technical Certificate. Financial aid is available only for one of the degrees/certificates. A second degree will be considered if it is in a different designation. A completed financial aid appeal form will be required for this consideration. Please contact the financial aid office for additional details.

#### **RETURN TO TITLE IV**

Students who received or could have received federal financial aid must be processed through the Return to Title IV calculation if they withdraw officially/unofficially prior to completing 60% of the academic term. As a result the student could be required to return all or a portion of financial aid funds received. For additional information, please refer to the Refund and Repayment section of this catalog under the heading Financial Aid Return to Title IV. If students experience any difficulties while attending Motlow, please contact the Financial Aid Office to discuss options before stopping class attendance or initiating the formal withdrawal process. Students who stop attending all classes prior to the end of the term are considered to have withdrawn unofficially.

#### **SATISFACTORY ACADEMIC PROGRESS**

All students at Motlow College who receive federal financial aid must make satisfactory academic progress toward completion of their degrees/certificates within a reasonable period of time. The College's standing committee on financial aid has approved the following standards defining satisfactory progress, in accordance with regulations issued by the U.S. Department of Education. Satisfactory academic progress is measured at the end of each term of enrollment utilizing the standards stated below. Other federal, state, private, and institutional assistance programs may have the same or other satisfactory progress requirements not shown.

Students are considered to be making satisfactory progress if he or she:

- Is admitted and enrolled as a degree/certificate student
- Meets the minimum scholastic measures required for financial aid recipients
- Maintains measurable progress toward the completion of the degree/certificate
- Complete degree/certificate requirements within a reasonable length of time

#### **MINIMUM SCHOLASTIC REQUIREMENTS**

In order to maintain the minimum scholastic requirements, the student must maintain a minimum GPA of 2.0 (including transfer credit and remedial/developmental credit).

#### **MEASURABLE PROGRESS REQUIREMENTS**

In order to maintain measurable progress toward the completion of their degrees/certificates, students must successfully complete 67 percent of all hours attempted. (Hours attempted include completed hours, repeated courses, dropped courses, withdrawals, incomplete courses, and all transfer courses).

### REASONABLE LENGTH OF TIME REQUIREMENT

At Motlow College, a reasonable length of time for completion of a degree program is defined as no more than 90 hours of college level work to complete a degree program. The reasonable length of time for completion of a certificate is defined as no more than 40 hours of college level work to complete a certificate program. Students who are required to take remedial/developmental courses for their degree/certificate program may receive federal financial aid for a maximum of 30 hours of remedial/developmental in addition to the allowable college course hours.

### PROCESS FOR APPEALING DENIAL OF FINANCIAL AID

Students who are ineligible for financial aid because they did not maintain satisfactory academic progress may reapply for financial aid when they have cleared the deficiency and are again progressing satisfactorily according to the requirements outlined above. When special circumstances are involved, students may appeal this decision. To do so, you **MUST**:

- Print and complete a Financial Aid Appeal form at [www.mscc.edu/finaid.html](http://www.mscc.edu/finaid.html)
- Make an appointment with an academic advisor to establish an academic plan for success.
- Draft a letter of appeal to Student Financial Aid requesting reinstatement. The letter must include:
  - The reason(s) why satisfactory progress is not being made
  - A copy of the academic plan for success and a student copy of the academic transcript
  - Documentation that supports the special circumstances that led to unsatisfactory academic progress for the appeal
- Submit the letter of appeal to Student Financial Aid with the supporting documentation mentioned above.
- Submit the above information within one week after notification of financial aid suspension.

Appeals may be approved without provision, or they may be approved conditionally. Appeals may also be denied. It is the student's responsibility to initiate any appeal for financial aid eligibility. Appeals for academic reinstatement granted by the College Admissions Office do not constitute reinstatement of financial aid eligibility. Appeal denials are final in all respects and/or decisions by the Financial Aid Committee are final in all respects.

### TYPES OF AID

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 academic progress in the program of study he/she has selected. More detailed information on aid programs and student rights and responsibilities is available in the publication, "Financial Aid: The Student Guide" available in the Financial Aid Office.

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

Employment:	Federal Work-Study Program
Grants:	Federal Pell Grant
	Federal Supplemental Educational Opportunity Grant (FSEOG)
	Minority Grants
	Tennessee Student Assistance Award (TSAA)
Loans:	Federal Direct Loans
	Subsidized
	Un-subsidized
Scholarships:	Tennessee Education Lottery Scholarships
	Academic Service Scholarships
	GED Scholarships
	Presidential Scholarships
	Leadership Service Scholarships
	Other scholarships



## 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 (FAFSA) and institutional applications. 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. This program gives students a chance to work up to 15 hours per week and earn a part of their educational expenses. Students are paid monthly by check.

## GRANTS

### FEDERAL PELL GRANT

The Federal Pell Grant Program, a federal aid program, provides money to help undergraduates pay for their education. Eligibility is determined by the Department of Education using a standard formula to evaluate the information provided on the Free Application for Federal Student Aid (FAFSA). This grant provides the "foundation" of financial aid to which other aid may be added; therefore, all students needing assistance should apply for the grant each year. Students must be regular, degree-seeking undergraduates. The application can be filed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally funded, institutionally controlled grant program. Eligibility is based upon financial need. Students who complete the Free Application for Federal Student Aid (FAFSA) will automatically be considered for the grant. Funding for this program is limited and students are encouraged to apply early.

### MINORITY GRANT

A minority grant is awarded through the Financial Aid Office to African Americans. A Motlow Scholarship form along with the Free Application for Federal Student Aid (FAFSA) should be completed to apply and be considered for this grant. The Motlow Scholarship form is available on-line at [www.msc.edu](http://www.msc.edu) under the financial aid link.

### TENNESSEE STUDENT ASSISTANCE AWARD

The Tennessee Student Assistance Award (TSAA) is a state need-based grant. Funds are appropriated annually by the Tennessee General Assembly and administered by the Tennessee Student Assistance Corporation (TSAC). Tennessee students who complete the Free Application for Federal Student Aid will automatically be considered for the award. To qualify for funding under this program the student must be enrolled in at least six (6) credit hours per semester. Funding for this program is limited and students are encouraged to apply early. The deadline to apply is May 1.

## LOANS

### WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Students may apply for a William D. Ford Federal Direct Loan by completing the Free Application for Federal Student Aid (FAFSA), the Motlow College Federal Direct Loan Request Form, have remaining financial need, and enrolling in at least 6 credit hours per semester. The Motlow College Federal Direct Loan Request Form is available on-line at [www.msc.edu](http://www.msc.edu) under the financial aid link. This process will determine the student's eligibility for the following loans:

**Federal Direct Subsidized Loan**--The results of the processed FAFSA must indicate that the student has financial need. Recipients of this loan do not have to pay interest on the loan while enrolled in school at least half time (six semester hours) and during specified deferment periods.

**Federal Direct Unsubsidized Loan**--Certain students may receive this loan regardless of their financial need. Recipients of this loan are responsible for the interest while in school and during deferment periods; however, a student has the option of letting the interest capitalize (i.e., adding unpaid accumulated interest to the loan principal).

The maximum subsidized loan amount available during an academic year is \$2,625 for a freshman student (has earned fewer than 28 semester hours) and \$3,500 for a sophomore student (has earned 28 semester hours or more). Basic and developmental semester hours are not included in determining the student's classification as freshman or sophomore. Awarded loan amounts may be less than the above maximums based on a student's Cost of Attendance. Motlow College does not participate in the Federal Direct PLUS Loan Program for parents.

## SCHOLARSHIPS

### TENNESSEE EDUCATIONAL LOTTERY SCHOLARSHIPS

The eligibility requirements are:

- Be a Tennessee resident for one year by May 1 of the year starting college. (Dependent children of U.S. military or Tennessee National Guard on active duty who maintain Tennessee residency while stationed out of the state are eligible)
- Enroll in a Tennessee public college/university or enroll in a Tennessee private college/university that is accredited by the Southern Association of Colleges and Schools (SACS).
- Apply with the Free Application for Federal Student Aid (FAFSA) starting January 1 for each academic year ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)).
- FAFSA and renewal FAFSA applications processed by May 1 will be given priority. Early application recommended
- Full-time enrollment (part-time prorated) – leading to a certificate or degree.
- Maintain satisfactory academic progress.
- **Award amounts based on available funding from State Lottery**

#### Tennessee HOPE Scholarship

- Award amount -- \$1,500 for 2 year institutions (no more than cost of attendance)
- Entering freshman (High School Class of 2005) must have at least a 21 ACT (980 SAT) **OR**
- Overall unweighted 3.0 GPA
- Home school graduates – 21 ACT (980 SAT)
- GED applicants – 525 and 21 ACT (980 SAT)

***Students qualifying for the Tennessee HOPE Scholarship may also qualify for the General Assembly Merit Scholarship or the Need-Based Supplemental Award.***

#### General Assembly Merit Scholarship

- Award amount - \$1000 supplement to Tennessee HOPE Scholarship
- Entering freshmen must have at least a 3.75 GPA (weighted or unweighted) **and** 29 ACT (1280 SAT)
- Home school students must complete 12 college credit hours (at least 4 courses) with a 3.0 GPA at a Tennessee college or university while they are enrolled in the home school program.

#### Need-Based Supplemental Award

- Award amount - \$1000 supplement to Tennessee HOPE Scholarship
- Meet Tennessee HOPE Scholarship requirements **and**
- Must have parents' adjusted gross income or independent student's (and spouse's) adjusted gross income of \$36,000 or less on the appropriate IRS 1040

### Tennessee HOPE Scholarship Renewal Criteria

- Eligibility shall be reviewed at the end of the semesters in which the student has attempted a total of 24, 48, 72, 96, and 120 semester hours
  - Must have a cumulative GPA of 2.75 after 24 attempted semester hours
  - Must have a cumulative GPA of 3.0 after 48, 72, 96, and 120 attempted semester hours
  - Must be enrolled in fall and spring semesters and maintain satisfactory academic progress

**Students not qualifying for the Tennessee HOPE Scholarship may still be eligible to receive the Tennessee HOPE Access Grant for one year.**

#### Tennessee HOPE Access Grant

- Award amount - \$1,250 for 2 year institutions
- Entering freshman must have at least an unweighted 2.75 GPA **and** 18 ACT (860 SAT)  
**and**
- Must have parents' adjusted gross income or independent student's (and spouse's) adjusted gross income of \$36,000 or less on the appropriate IRS 1040
- Grant non-renewable – will be eligible for Tennessee HOPE Scholarship by meeting HOPE Scholarship renewal criteria

Please contact the financial aid office for details on the appeal process for the Tennessee Lottery Scholarships.

### INSTITUTIONAL 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 (ACT) and 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 number of applicants. The applicant must be enrolling in at least 12 credit hours each semester. The award is for four semesters only. Recipients have a work obligation of 50 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 online at [www.mscc.edu](http://www.mscc.edu). March 1<sup>st</sup> is the priority deadline.

#### GED SERVICE SCHOLARSHIP

New applicants with outstanding GED scores are eligible to apply. A Motlow Scholarship Application must be completed. Scholarships will be awarded based on the amount of funds available and number of applicants. The applicant must be enrolling in at least 12 credit hours each semester. The award is for four semesters only. The GED Service Scholarship is an Academic Service Scholarship requiring a 50 hour per semester work obligation and a 2.5 semester grade point average for renewal. Applications are available online at [www.mscc.edu](http://www.mscc.edu). March 1<sup>st</sup> is the priority deadline.

### FOUNDATION SCHOLARSHIPS

#### PRESIDENTIAL SCHOLARSHIP

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 co-curricular or extracurricular leadership activities. The scholarship is not available during summer terms. Applications are available online at [www.mscc.edu](http://www.mscc.edu). March 1<sup>st</sup> is the priority deadline.

**ACT 25 SCHOLARSHIP**

Outstanding entering freshmen with ACT composite scores of 25 or higher will be considered. Scholarships will be awarded based on the amount of funds available and number of applicants. The applicant must be enrolling in at least 12 credit hours each semester. The award is for four semesters only. Recipients must maintain a minimum semester grade point average of 2.5. This scholarship is not available during summer terms. Applications are available online at [www.mscc.edu](http://www.mscc.edu). March 1 is the priority deadline.

**HARRY D. WAGNER SCHOLARSHIP**

This scholarship is awarded to an outstanding incoming freshman intending to graduate from Motlow with a university parallel major and pursue a baccalaureate degree.

**MORRIS SIMON SCHOLARSHIP**

This scholarship is awarded to an outstanding incoming freshman intending to graduate from Motlow with a university parallel major and pursue a baccalaureate degree.

**SAM INGRAM SCHOLARSHIP**

This scholarship is awarded to an outstanding incoming freshman intending to graduate from Motlow with a university parallel major and pursue a baccalaureate degree.

**OTHER SCHOLARSHIPS**

**CHARLES R. CRAWFORD SCHOLARSHIP** is 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 U.S. Bank.

**ATHLETIC SCHOLARSHIP** may be available to students who participate in athletic programs at Motlow College. Application should be made to the Athletic Director.

**CHARLES C. DAVIS TECH PREP MEMORIAL SCHOLARSHIP** may be available to Tech Prep students from area high schools. Application should be made to the Financial Aid office.

**DANE EVERS SCHOLARSHIP** is a competitive scholarship that rotates between graduates of Lincoln County and Hazelgreen High Schools. The student must complete an additional application for this scholarship.

**DONNA COX SCHOLARSHIP** is a scholarship available to a deserving Lincoln County High School graduate. A committee at Lincoln County High School chooses the recipient. Applications are available at the Lincoln County High School Guidance Office.

**FOLLETT SCHOLARSHIP** is a competitive, two-year (four semesters) scholarship for outstanding high school graduates. Applicants must be entering freshman, 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 co-curricular or extracurricular leadership activities. The scholarship is not available during summer term.

**JOHN AND MARGARET SHUTT SCHOLARSHIP** is a competitive scholarship available to a full-time incoming freshman from Lincoln County. Students with a Girl-Scouting or Boy-Scouting background and financial need are given additional consideration.

**LINDSEY AND ELEANOR HALL SCHOLARSHIP** is 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** is a competitive scholarship available to minority students who are preparing for a professional career in education. Applications for this scholarship are available in the Financial Aid Office or in the Humanities and Social Science Division Office.



**MOTLOW MONITOR SCHOLARSHIP** is awarded to the editors of the student newspaper.

**MOTLOW HONORS SCHOLARSHIP** is awarded to area high school students who exhibit outstanding academic achievements and potential for college success. The applicant must be enrolling in at least 15 credit hours per semester, be in the Honors Scholar Area of Emphasis, and must maintain a minimum semester grade point average of 3.0. To graduate in the Honors Area of Emphasis the applicant must achieve a 3.3 cumulative GPA. Recipients do not have a work obligation. Honors scholarships are available on a semester-to-semester basis for up to four semesters. This scholarship is not available during summer terms. Applications are available in high school Guidance Offices, all Motlow locations, and at [www.mscc.edu](http://www.mscc.edu).

**MUSIC SCHOLARSHIPS** application should be made through the music discipline of the Humanities and Social Sciences Division.

**STUDENT GOVERNMENT ASSOCIATION LEADERSHIP SCHOLARSHIPS** are awarded to students elected as SGA President and SGA Executive Vice President at Fayetteville, McMinnville, Smyrna and Moore County campuses.

**WARD AND JANICE HARDER SCHOLARSHIP** is awarded to an African American or female student with demonstrated financial need along with other criteria. Approved areas of study are business, math, communications, or computer science.

**WORTH SCHOLARSHIP** is a competitive scholarship available to employees of Worth, Inc. and their immediate families. Applications for this scholarship are available at Worth, Inc.

**Student Discounts:** Student discounts will be calculated and applied to the student account by the business office. At the point the financial aid office is notified a calculation will be ran to determine the number of hours the student will have to work. If applicable, the work obligation will be pro-rated for students who are part time, have tuition discounts, or fee waivers. (Note: any TDD does not include on-line fees in the calculation)



## 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 veterans in requesting their military transcripts.

The Veterans Administration will not provide for Developmental Studies courses taken through alternative delivery such as Internet, video, interactive video, etc.

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 Toll Free Phone: 1-800-827-1000.

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

### **ELIGIBILITY FOR DEFERMENT OF PAYMENT OF TUITION AND FEES BY CERTAIN ELIGIBLE STUDENTS RECEIVING U.S. DEPARTMENT OF VETERANS AFFAIRS OR OTHER GOVERNMENTALLY FUNDED EDUCATIONAL ASSISTANCE BENEFITS**

Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

## 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, McMinnville, or Smyrna locations, or by accessing the web at <http://www.msc.edu>. 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 is assigned an academic advisor who provides academic advisement prior to or during a registration period throughout enrollment. Students should meet with their advisors prior to and/or during registration periods to discuss progress through programs and to select courses. Advisors 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.

Students taking courses in Fayetteville, McMinnville, or Smyrna may complete any of these transactions at the center/site administration office.

### CHANGE OF REGISTRATION

After official registration is completed, a student may change his/her schedule by adding classes, dropping classes, changing audit enrollment to credit enrollment, or changing credit enrollment to audit enrollment. 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. Access the web at [www.msc.edu](http://www.msc.edu), then click on "Student Web", then log in to "Student Services," follow prompts to add a class OR
2. Obtain a Change of Registration Form from the Office of Admissions and Records, THEN
3. 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 on the Moore County Campus and in Fayetteville, McMinnville, and Smyrna center/site administrative office.

## 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, see withdrawal procedures. Students who stop attending a class and fail to follow the prescribed procedures for dropping that class will receive an "F" in the course.

The following procedures are followed in dropping a class:

1. Access the web at [www.mscc.edu](http://www.mscc.edu), then click on "Student Web", then log in to "Student Services," follow prompts to add a class OR
2. Obtain a Change of Registration Form from the Office of Admissions and Records, THEN
3. 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 on the Moore County Campus and in Fayetteville, McMinnville, and Smyrna at the center/site administrative office.

Officially dropping a class will affect the academic record of a student at Motlow in one of the following ways:

1. Dropping a class during the time up to, and including, the last day to be deleted from the class roll (indicated in the official college calendar for that semester) will result in no indication on the academic record that the student was enrolled in the class that semester.
2. Dropping a class after the last day to be deleted from the roll and no later than ten weeks into the semester for fifteen-week courses and no later than two-thirds into shorter courses in the term will result in a "W" on the academic record for the class(es) dropped. The "W" which indicates "withdrew" is not used in computing the grade point average.
3. After the drop deadline date, students may not drop or withdraw without one of the following causes:
  - a. Illness/injury of the student or serious personal problem verified by the student's physician or psychologist;
  - b. Necessary change in the student's work schedule, including new employment for the student, verified in writing by the student's employer; or
  - c. Death in the immediate family as verified by the student's minister or physician.
4. When any of the above circumstances are verified, the student may drop or withdraw and receive a "W" in each affected class.
5. All requests to drop a class(es) after the drop deadline date should be submitted in writing to the 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 basic/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. Complete a Change of Registration Form
2. Submit the completed form and fee to the Business Office.

Basic 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 on the Moore County Campus and in Fayetteville, McMinnville, and Smyrna center/site administrative office.

### 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. If withdrawing in person:
  - a. Obtain a Withdrawal Form from the Office of Admissions and Records on the Moore County Campus or from the administrative office at the Fayetteville, McMinnville, or Smyrna locations.
  - b. Obtain necessary signatures from financial aid, the bookstore, and the library to indicate clearance of any obligation to the college.
  - c. Take the completed form to the Business Office.

2. If withdrawing by the web:

Access the web at [www.mscc.edu](http://www.mscc.edu) then click on "Student Web," then log in to "Student Services"; follow prompts to drop a class.

The Business Office will verify clearance of all obligation to the college and will initiate steps for any appropriate refund of fees. A student who stops attending all classes without completing the official withdrawal process will receive a failing grade (F) in each course in which he/she is enrolled.

Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Extended Services on the Moore County Campus and in Fayetteville, McMinnville, and Smyrna at the center/site administrative office.

Official withdrawal from the college will affect the academic record of a student at Motlow in one of the following ways.

1. Withdrawal during the time up to, and including, the last day to be deleted from the class roll (indicated in the official college calendar for that semester) will result in no indication on the academic record of attendance during the semester.
2. Withdrawal after the last day to be deleted from the class roll and no later than ten weeks into the semester for fifteen-week courses and two-thirds through shorter courses in the term will result in a "W" on the academic record for each class in which the student is enrolled at the time of withdrawal. The "W" is not used in computing the grade point average.
3. After the withdrawal deadline date, students may not withdraw without one of the following causes:
  - a. Illness/injury of the student or serious personal problem verified by the student's physician or psychologist;
  - b. Necessary change in the student's work schedule, including new employment for the student, verified in writing by the student's employer; or
  - c. Death in the immediate family as verified by the student's minister or physician.



4. When any of the above circumstances are verified, the student may drop or withdraw and receive a "W" in each affected class.
5. All requests to 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 at a variety of locations and in a variety of delivery formats. All credit earned in classes scheduled by Motlow is defined as credit in residence. Twenty 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 section entitled "Privacy Rights of Students" concerning confidentiality of records and privacy rights of students.

### **PRIVACY RIGHTS OF STUDENTS**

The education records of current and former students at Motlow State Community College are maintained as confidential records pursuant to The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. Students have the right of access to their own education records as hereinafter set forth, and personally identifiable education records of students are not released to persons, agencies, or organizations without the consent of the student unless release is authorized by law and by this institution.

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. "Directory information" includes the following: the student's name, address, email address, telephone listing, date and place of birth, class schedule, full-time/part-time status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended by the student, and the degrees and awards received by the student. Directory information is released to other students for car pool purposes. At the time a student registers for courses, the student may request in writing that any or all directory information concerning the student not be released as public information. This request 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. Law enforcement officials in compliance with a judicial order or subpoena;
8. Officials serving the student in the juvenile justice system;
9. Directory information;
10. Disclosure to an alleged victim of any violence, as that term is defined in Section 16 of Title 18, United States Code, of the results of any disciplinary proceeding conducted by the college against the alleged perpetrator of the crime with respect to that crime.

A record of access shall be maintained by the institution 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.

### **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. Information about obtaining or replacing an ID card is available in the library on the Moore County campus and in the administrative office at the Fayetteville, McMinnville and Smyrna locations.

### **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.

### **DISTANCE EDUCATION**

Distance Education, as defined by Tennessee Board of Regents' policy, "...occurs where there is a physical separation of the teacher and the learner and when communication and instruction take place through, or [are] supported by, any technological means such as telephone, radio, television, computers, satellite delivery, interactive video, or any combination of present and future telecommunication technology." Motlow College has several forms of distance education including Internet courses, video courses and interactive television. Classes that are conducted via distance education are identified in the current Schedule of Classes. Additionally, Motlow College offers courses leading to the Associate of Arts, the Associate of Science and the Associate of Applied Science degrees as part of the Regent's Degree. For detailed information about this on-line degree option, see the Tennessee Board of Regents website [www.tbr.state.tn.us](http://www.tbr.state.tn.us).

### **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, 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 by 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 from all sources 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). The maximum amount of advanced credit allowed from all advanced credit sources, which includes Advanced Placement Examination Program Credit, is one-fourth of the total number of credit hours for graduation; credit may be given to qualified students in any two of the following subject areas:

<u>TEST AREAS</u>	<u>MOTLOW COURSES</u>	<u>MAXIMUM HOURS</u>
American History	HIST 2010, 2020	6 credit hours
Biology	BIOL 1110, 1120	8 credit hours
Chemistry	CHEM 1110, 1120	8 credit hours
*English Composition	ENGL 1010, 1020	6 credit hours
Mathematics: **Calculus	MATH 1910, 1920	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 4.....	ENGL 1010 .....	3 semester hours credit
*English .....	Score 5.....	ENGL 1010, ENGL 1020 ...	6 semester hours credit
**Calculus AB .....	Score 4 or 5 .....	MATH 1910.....	5 semester hours credit
**Calculus BC .....	Score 3.....	MATH 1910.....	5 semester hours credit
**Calculus BC .....	Score 4 or 5. ....	MATH 1910, 1920.....	10 semester hours credit

### ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an ACT English subscore of 32 or greater or its SAT equivalent will be given 6 hours of advanced standing credit ENGL 1010 and 1020. The maximum amount of advanced credit allowed from all advanced credit sources, which includes Advanced Standing Credit in English, is one-fourth of the total number of credit hours required for graduation.

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

## PROFESSIONAL STUDIES CREDIT

After successfully completing 15 semester hours of credit in the Professional Studies Concentration of the Business 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). For successfully completing a TTC diploma or certificate program that is fewer than 12 months in duration, a student may be awarded 11 semester hours of credit. If a student completes a TTC diploma or certificate program that is 12 months or more in duration 29 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 Professional Studies Concentration of the Business Technology Major and must be approved by the Dean of Career Education and Workforce Development. To verify the earned credit articulated, and to request the credit be included on his/her transcript, the student must contact the Professional Studies advisor in the Division of Career Education and Workforce Development. Upon receipt of the student's request, 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 Professional Studies credit, contact the Professional Studies advisor in the Division of Career Education and Workforce Development or see the Professional Studies Concentration of the Business 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 basic 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 12 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

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 maximum amount of advanced credit allowed from all advanced credit sources, which includes Certified Professional Secretary Rating Credit is one-fourth of the total number of credit hours required for graduation. 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 basic/developmental program or to remove a high school unit deficiency as defined in section "A89 Requirements". 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 division offices. 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 "P", which will not be used in computing grade point average. The maximum amount of advanced credit allowed from all advanced credit sources, which includes Challenge Examination Program Credit, is one-fourth of the total number of credit hours required for graduation. 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 15 semester hours of college credit by examination for an acceptable score of at least 50 on the College Level Examination Program (CLEP). The maximum amount of advanced credit allowed from all credit sources, which includes College Level Examination Program Credit, is one-fourth of the total number of credit hours required for graduation. 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	BIOL 1110, 1120
Introductory Business Law	3	BUS 2610
Introduction to Business Management	3	BUS 2710
Chemistry	8	CHEM 1110, 1120
Micro/Macro Economics	6	ECO 2010, 2020
Human Growth & Development	3	EDU 2110
French	6	FREN 1010, 1020
German	6	GERM 1010, 1020
Western Civilization	6	HIST 1010, 1020
American History	6	HIST 2010, 2020
College Algebra/Pre-Calculus I	3	MATH 1710
Trigonometry/Pre-Calculus II	3	MATH 1720
Calculus	5	MATH 1910
Introductory Marketing	3	BUS 2810
American Government	3	POL 1110
General Psychology	3	PSY 1310
Introductory Sociology	3	SOC 2110
Spanish	6	SPAN 1010, 1020
Analysis and Interpretation of Literature	3	ENGL 2030
American Literature	3	ENGL 2130
College Composition Subject Exam with Essay*	6	ENGL 1010, 1020
British Literature	3	ENGL 2230

\*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.

The maximum amount of advanced credit allowed from all advanced credit sources, which includes Correspondence Course Credit, is one-fourth of the total number of credit hours required for graduation.

## 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.

### 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 all campuses. 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 in Math and English. Smarthinking offers live, online, personalized learning assistance in math, writing, business, and science. Tutors are available up to 24 hours per day, 7 days per week. Students may log into Smarthinking on the Motlow website [www.mscc.edu](http://www.mscc.edu).

### 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 and 1/3 reflects the evaluation of 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.

### DISCOVER

The Career Planning 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 Career Planning Office.

## 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 Director of Disability Services. Before receiving requested accommodations, students are 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 Director of Disability Services 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 S129. For assistance, call 393-1765.

## NEW STUDENT ORIENTATION

A comprehensive New Student 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 classroom expectations, student rights and responsibilities, student activities, and student services. The New Student Orientation program is coordinated by the Director of New Student Admissions. For more information, call 393-1764.

## ACADEMIC ADVISEMENT

Academic advising is accomplished through one-on-one interaction between students and their academic advisors. Academic advising is an institutionally initiated support service designed to assist students in meeting their short-term and long-term educational and career goals. Students are assigned academic advisors according to their programs of study immediately after being accepted into the college. If students change their programs of study, they should also change their advisors. Advisors are full-time faculty members who teach in an academic subject related to or primary to their advisees' programs. When a student's advisor is not available, the student should seek advice from another faculty-advisor who teaches in the same or related subject or discipline.

Academic advisors are responsible for assisting students in interpreting, planning, and completing the requirements for a particular program of study. Advisors maintain regularly scheduled office hours which are prominently posted on their office doors and with their division deans or teaching site directors. Students should consult with their advisors:

1. at the beginning of the program of study;
2. each semester during early registration periods to select courses for the upcoming term(s);
3. to get information about transferability of courses and programs to other institutions;
4. to acquire signatures on institutional forms and documents;
5. to submit Intent to Graduate forms.

## ADVISING CENTER

The Advising Center located on the Moore County campus is a well-equipped, adequately staffed facility where faculty, students, and community members can get information and materials about college admission, programs of study, courses, course and program transferability, and institutional policies and procedures. Student can also receive academic advice and assistance with course scheduling and program completion. The Center has a full-time director who coordinates advising services throughout the year including new student orientations and early registration periods. The Center is open Tuesday through Friday from 8:00 a.m. until 5:00 p.m. and from 8:00 a.m. until 6:00 p.m. on Mondays. Students are encouraged to call for appointments.

Advising services are also available at other teaching locations in McMinnville, Fayetteville, and Smyrna.

## 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 Disability Services 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. 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 and Institutional Advancement on the Moore County campus or the directors' offices at the Fayetteville and McMinnville Centers and the Smyrna site.

## 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. Contact the Office of the Vice President for Student Affairs and Institutional Advancement at 393-1690.

## EMERGENCY MESSAGE SERVICES

On occasion when an emergency message needs to be delivered to a student, who is at one of the college locations, that message should be directed as follows:

Moore County Campus	Community Relations (Day Only)	931-393-1546
Moore County Campus	Extended Services (Evening Only)	931-393-1751
Fayetteville Center	Director's Office (Day and Evening)	931-438-0028
McMinnville Center	Director's Office (Day and Evening)	931-668-7010
Smyrna Site	Director's Office (Day and Evening)	615-355-7404

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 Simon Hall (or Extended Services office after 4:30 p.m.) on Moore County Campus and the directors' offices at the Fayetteville and McMinnville Centers and the Smyrna Site. Any article found should be turned in to the respective office.

## TESTING SERVICES

The Counseling and Testing Office provides a wide range of services to both the College and the community. As a service to Motlow students, to other local students, and to residents of the community, the Counseling and Testing Office participates on a regular basis in the testing programs described below.

### AMERICAN COLLEGE TESTING PROGRAM (ACT)

Motlow State Community College serves as a residual test center of the American College Testing Program (ACT). Tests are given twice per semester prior to registration and monthly during the summer. Applications, a listing of scheduled testing dates, and the test fee, are available from the Counseling and Testing Office. A general interest course entitled "ACT Preparation" is scheduled fall and spring semesters. Information concerning this course may be obtained from the Office of Community Services.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) gives students the opportunity to obtain college credit by examination. CLEP is computer-based and scores are returned immediately after testing. The maximum amount of advanced credit allowed is one-fourth of the total number of credit hours required for graduation. Motlow has been approved as a limited CLEP testing center that administers only subject area tests. There is a fee for each subject test. 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 and Testing 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 Testing and the individual students. Further information concerning CLEP is available from the Counseling and Testing Office. A listing of CLEP subject areas which may be tested at Motlow appears in section entitled "College Level Examination Program Credit."

### GENERAL EDUCATION DEVELOPMENT TEST (GED)

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 and Testing Office, 393-1762. There is a nonrefundable 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.

### PRAXIS: PRE-PROFESSIONAL SKILLS TEST (paper-based PPST) and COMPUTER-BASED ACADEMIC SKILLS ASSESSMENTS (CBT) *The Counseling and Testing Office provides registration forms only.*

Students seeking entrance into Teacher Education Programs at transfer institutions are encouraged to take the PPST/CBT during their sophomore year. The Counseling and Testing Office provides registration forms. The Computer-Based Academic Skills Assessment (CBT) is offered by appointment through a national network of Sylvan Technology Centers (those nearest to Motlow College located in Franklin, TN and in Chattanooga, TN), selected institutional sites, and Educational Testing Service Field Offices. Middle Tennessee State University, Tennessee Technological University and some Sylvan Learning Centers administer the test. Students may order PPST/CBT study guides through the Tipps (Motlow College) Bookstore.

**COLLEGE BASIC ACADEMIC SUBJECT EVALUATION (CBASE)**

For information concerning this exam, contact the Counseling and Testing Office.

**BUSINESS TECHNOLOGY MAJOR FIELD TEST**

For information concerning this exam, contact the Counseling and Testing Office.

**COMPASS**

For information concerning this exam, contact the Counseling and Testing Office.

**NURSE ENTRANCE EXAMINATION**

For information concerning this exam, contact the Counseling and Testing Office.

**STUDENT CENTER FACILITIES**

Forrester Student Center houses the Tipps Bookstore, the cafeteria, and the Office of Financial Aid. 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 Human Resources Office.

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.



## 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 at the Smyrna Campus Bookstore. 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.

**BUY BACK 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 hereafter). 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.

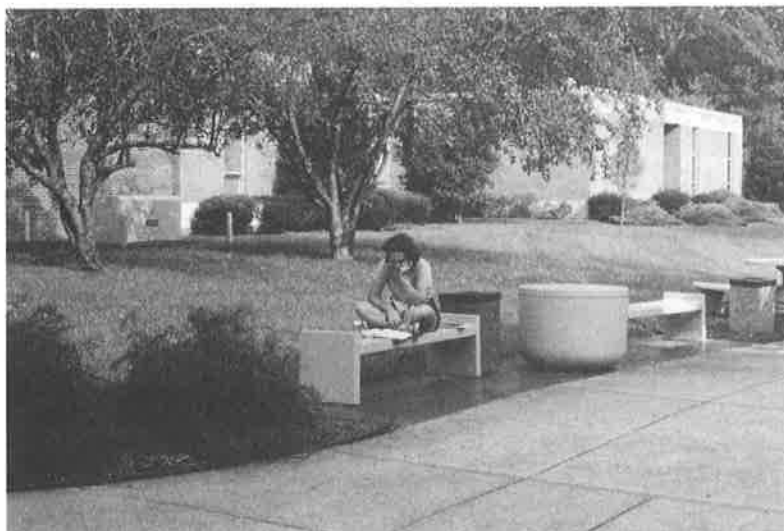
**TIPPS BOOKSTORE HOURS.** The hours of operation for the Tipps Bookstore are as follow: Monday and Tuesday, 7:30 a.m. to 6:00 p.m.; Wednesday, Thursday, and Friday, 7:30 a.m. to 4:30 p.m.; Saturday and Sunday--closed.

**MCMINNVILLE CAMPUS BOOKSTORE HOURS:** The hours of operation for the McMinnville Campus Bookstore are as follow: Monday through Friday, 9:00 a.m. – 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.

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

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



## 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. 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 a 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 chartered on the various Motlow campuses:

**African American Student Association**  
**Baptist Collegiate Ministries**  
**Circle K Club (McMinnville)**  
**Communications Club**  
**Fellowship for Christian Athletes**  
**French Club**  
**Gamma Beta Phi Society**  
**Law and Government Club**  
**Literary Club**  
**Multi-Cultural Student Association**

**Non-Traditional Student Association (Fayetteville)**  
**Outing Club**  
**Phi Theta Kappa Honor Society**  
**Photography Club**  
**Psychology Club**  
**Student Government Association (Fayetteville,  
 McMinnville, Smyrna and Moore County)**  
**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 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 student 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 (only student writing is in *The Mosaic*).

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 Humanities and Social Science Division; two (2) faculty members from the Mathematics, Science, and Education 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.

### **SUBMITTING A GRIEVANCE**

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 and Institutional Advancement 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 and Institutional Advancement will convene the Student Affairs Committee, composed of six 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 and Institutional Advancement.

### **MINORS ON CAMPUS**

As an institution of higher education, Motlow State Community College must preserve conditions which will permit a proper learning and work environment at all times. Students, faculty, and staff are not approved to leave minors unsupervised on campus. It is not the intent of this policy to prevent children in the accompaniment of an adult from visiting the campus. However, consideration for the learning environment of the students, the work routine of staff employees, and the safety of the children requires that if children on campus with their parents become disruptive, their parents will be asked to remove them. When extenuating circumstances occur, children will be allowed to accompany parents to class only with the prior approval of the instructor.

In certain circumstances, children may be on campus for classes held for their benefit (programs for the academically talented, field trips, etc.). At such times, it is expected that the instructor or responsible adult will supervise the activities of the children and that before and after the class an area will be designated for the children to await their parents' arrival. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the children and to monitor the enforcement where feasible.

In all circumstances related to children on campus, it is the expectation of the institution that good judgment be exercised in preventing disruption of the office routine or learning environment while at the same time exhibiting concern about the safety of children who are visitors to the campus. Where conditions exist which do not appear to be covered by this policy, inquiry should be made on the Moore County campus to the Office of Student Affairs and Institutional Advancement during the day classes and the Office of Extended Services during evening classes and the center or site director at other Motlow locations.

### **ACCEPTABLE USE OF COMPUTER FACILITIES**

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

This 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:

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

1. To respect the right of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other communication media;
2. To respect copyright and other intellectual property rights (Unauthorized copying of files or passwords belonging to others or to the college may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses or "Trojan horses," or damaging files) is unethical, may be illegal, and may lead to sanctions);
3. To maintain secure passwords; users should establish appropriate passwords, change them occasionally, and not share them with others;

4. To use resources efficiently and to accept limitations or restrictions on computing resources--such as storage space, time limits, or amount of resources consumed--when asked to do so by system administrators (Additionally, students must receive specific permission from the Director of Computer Services or the Director of the Center for Information Systems prior to loading any software on any computer owned by MSCC);
5. To recognize the limitations to privacy afforded by electronic services (Users have a right to expect that what they create, store, and send will be seen only by those to whom permission is given. Users must know, however, that the security of electronic files on shared systems and networks is not inviolable -- most people respect the security and privacy protocols, but a determined person can breach them. Users must also know that systems or technical managers, as part of their responsibilities, may occasionally need to diagnose or solve problems by examining the contents of particular files);
6. To learn to use software and information correctly (Users should maintain and archive backup copies of important work. Users are responsible for backing up their own files.);
7. To abide by security restrictions on all systems and information to which access is permitted (Users should not attempt to evade, disable, or "crack" passwords of other security provisions; these activities threaten the work of others and are grounds for immediate suspension or termination of privileges and possible further sanctions.).

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

## **SANCTIONS**

Individuals or groups who act in a manner contrary to existing policy and accepted standards for computer use are subject to the sanctions and disciplinary measures normally applied to misconduct or 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 and Institutional Advancement 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 and Institutional Advancement; matters involving faculty will be referred to the appropriate deans; matters involving staff will be referred to the immediate supervisor or the director of the unit. In addition, certain kinds of abuse may entail civil or criminal action.

## **CONCLUSION**

To obtain more information about individual responsibilities, users should contact the Director of Computer Services, Marcum Technology Center, 393-1583.

## 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 use and/or possession, distribution, sale or manufacture of alcoholic beverages or public intoxication on property owned or controlled by the institution, at an institution-sponsored event, on property owned or controlled by an affiliated clinical site, or in violation of any term of the Motlow Drug-Free Schools and Communities Policy Statement;
11. DRUGS. The unlawful use, possession, distribution, sale or manufacture of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substances, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by the institution, at an institution-sponsored event, on property owned or controlled by an affiliated clinical site, or in violation of any term of the Motlow Drug-Free Schools and Communities Policy Statement;
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.

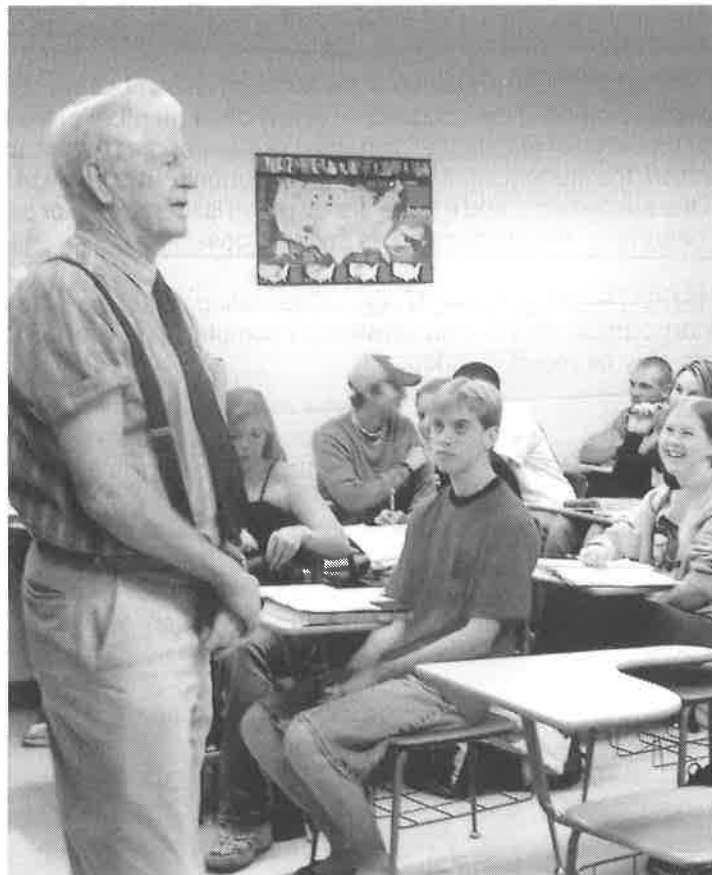
For the purposes of these Regulations, a "student" shall mean any person who is registered for study in any institution in the State University and Community College System of Tennessee for any academic period. A person shall be considered a student during any period which follows the end of an academic 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 State counseling personnel or mandatory participation in, and satisfactory completion of, a drug or alcohol abuse program or rehabilitation program 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 for disciplinary reasons, or (ii) 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 to 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.

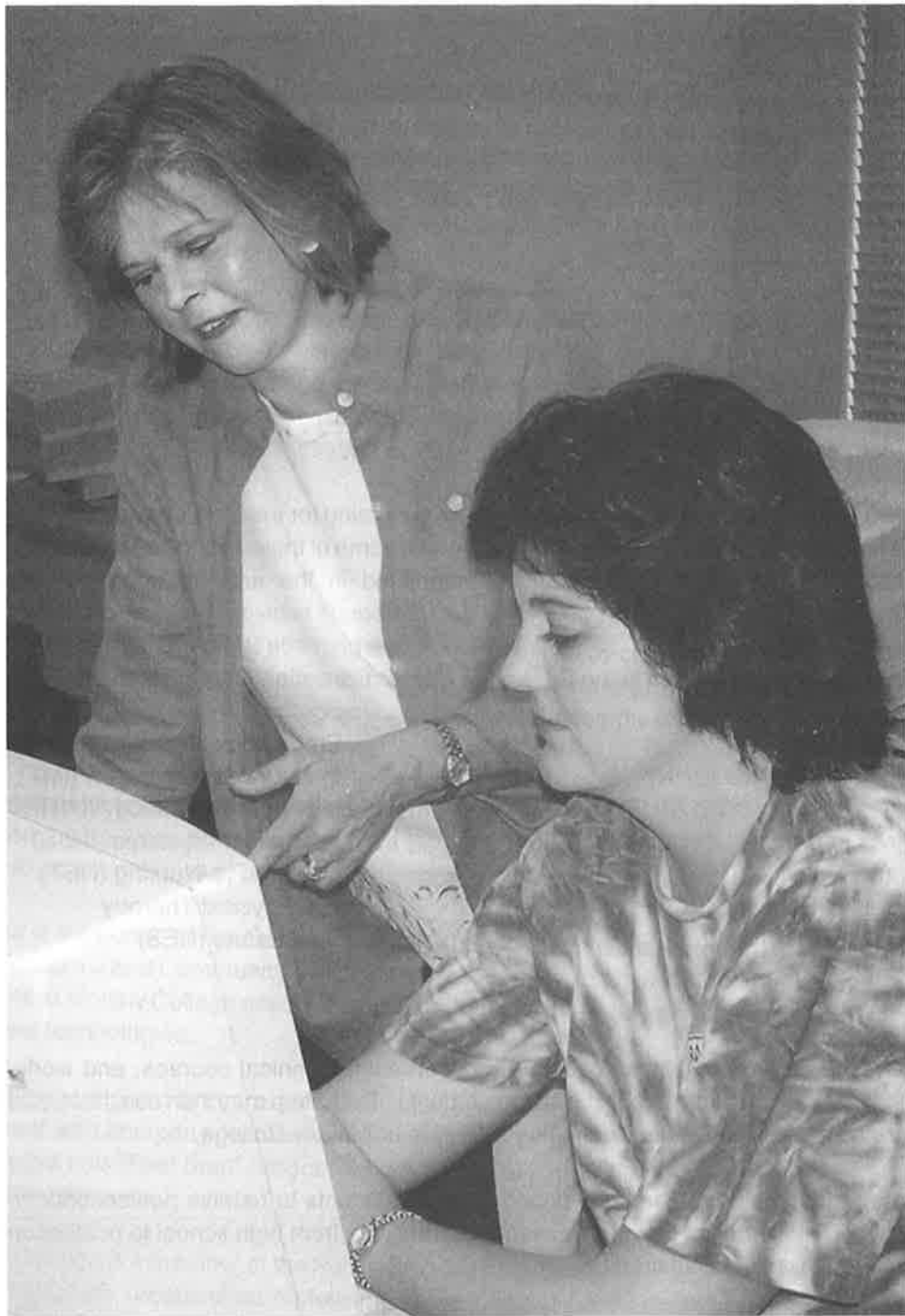
6. Members of the Committee shall have an opportunity to ask questions.
7. After all presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision.
8. The decision shall be announced by the presiding officer of the hearing.
9. The student shall be advised 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.





***Academic Affairs***

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 UNITS AND SUPPORT**

The educational programs at Motlow are planned and implemented by the divisions of Career Education and Workforce Development; Humanities and Social Science; and Mathematics, Science, and Education. They are complemented by Library Services and a full array of academic support services.

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

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 conclusion of one or two years of study as well as for the student who plans to transfer to a four-year institution.

There are two-year majors in Business 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 programs provide additional direction toward career goals. Certificates of Credit may be completed in the area of computer-aided design and microcomputer software applications.

The instructional discipline areas included in the Division of Career Education and Workforce Development include:

Accounting (ACT)	Emergency Medical Technology (EMT)
Banking and Finance (BNK)	Industrial Management (IMT)
Business Administration (BUS)	Industrial Technology (IAT)
Business Information Technology (BIT)	Information Systems (INFS)
Computer Science (CST)	Nursing/Pre-Nursing (NET)
Cooperative Education (COP)	Pre-Physical Therapy
Economics (ECON)	Real Estate (RES)

### **TECH PREP**

The Tech Prep program combines academic requirements, technical courses, and work based learning experiences to provide innovative high school classes to students. Tech Prep may then use these classes to progress into advanced programs at the Tennessee Technology Centers or Motlow College.

Articulation agreements have been developed to allow students to receive postsecondary credit for skills mastered in high school. This process provides a seamless transition from high school to postsecondary education without duplication of courses or loss of credit.

For additional information about the Tech Prep program, contact your local high school counselor, Tennessee Technology Center, or the Tech Prep Coordinator at Motlow College, 931-393-1629.



## **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 and business needs. Customers include individuals, employers, business representatives, professional organizations, and government agencies. Educational opportunities are delivered through three areas--workforce development, economic development, and community development.

### **WORKFORCE DEVELOPMENT**

Motlow College serves a dynamic, ever-changing workforce by providing professional and managerial development programs for non-credit certification as well as customized credit classes. 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. Additionally, various courses and seminars are offered on our four campuses on a continual basis to individuals seeking to upgrade specific skills. Workforce Development is responsive to the demands for specialized 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 with business owners and operators of firms with similar needs. Appropriate courses are offered through ECD TO assist employers with increasing productivity and profitability. Training programs are designed to comply with new regulations and maintain current certifications.

Participation in local planning groups and municipal boards that search 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 supporter of the Governor's Job Creation Initiative, a statewide Tennessee Department of Economic and Community Development consortium to advance economic development, the ECD unit at Motlow College assists regional manufacturing firms learn, practice, and train employees for new technologies.
- Support is given to city, county, Industrial Boards, and Chamber of Commerce officials when they meet with company representatives interested in locating in the area. The ECD unit assists the state's new "Fast Start" program where new or expanding industries can identify loans and training resources.

Motlow College is a member of the Public Broadcasting Service's (PBS) Adult Learning Satellite Service and as such, hosts nationally broadcasted professional development conferences and seminars via satellite facilities. Topics include such diverse areas as banking, finance, accounting, law, health, and government.

### **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 HUMANITIES AND SOCIAL SCIENCE

The Division of Humanities and Social Science provides courses meeting general education requirements for associate and bachelor degrees as well as preparation for specialized majors.

The division includes general education courses in such areas of study as history and government, communications, the arts, geography, psychology, sociology, English, and foreign languages. Through the Developmental Studies Program, instruction is also offered in writing, reading, and study skills to aid students who demonstrate a need for additional academic preparation before enrolling in college-level courses. In addition, the division oversees the Honors Program, including the Honors Scholar Area of Emphasis and coordinates the college's cultural series.

The instructional discipline areas in the Division of Humanities and Social Science include:

Anthropology (ANT)	German (GERM)
Art (ART)	History (HIST)
Communications (COM)	Honors (HON)
Criminal Justice Administration (CJA)	Interdisciplinary Studies (IDS)
Developmental Studies Program (DSPR, DSPS, and DSPW)	Music (MUS)
English (ENGL)	Political Science (POL)
English As a Second Language (ESL)	Psychology (PSY)
French (FREN)	Sociology (SOC)
Geography (GGY)	Spanish (SPAN)

## THE DIVISION OF MATHEMATICS, SCIENCE, AND EDUCATION

The Division of Mathematics, Science, and Education plays three major roles in the academic program: (1) supports the general education core of the college with science, mathematics, and physical education courses (2) readies under-prepared students through the Developmental Studies Program in mathematics, and (3) offers courses for pre-professional areas such as medicine, pharmacy, and education. A certificate of credit may be completed in the area of early childhood education.

The instructional discipline areas in the Division of Mathematics, Science, and Education include:

Agriculture (AGR)	Geology (GEOL)
Biology (BIOL)	Health and Physical Education (HPE and PHED)
Chemistry (CHEM)	Horticulture (HOR)
Developmental Studies Program (DSPM)	Mathematics (MATH)
Early Childhood Education (ECED)	Physics (PHYS)
Education (EDU)	

## EXTENDED SERVICES

The Division of Extended Services offers a full selection of courses, both day and evening, enabling the 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.

## **EVENING PROGRAMS**

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

## **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 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 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."

To meet conditions for satisfactory completion, participants must:

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

## **ACADEMIC SUPPORT SERVICES**

### **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. The library staff brings both experience and knowledge to the support of the college's instructional programs. Services (circulation, collections, and databases) and staff are available at the campus locations: Moore County campus, the McMinnville Center, the Fayetteville Center, and the Smyrna site; or through the Internet. Students can receive materials from any site/center by requesting resources and services from staff via e-mail ([library@mscc.edu](mailto:library@mscc.edu)) or at the campus location.

The Library's Internet-accessible catalog and periodical and reference databases <<http://mscc.edu/library>> provide access to Motlow College's collection of over 50,000 print volumes, 40,000 eBooks, literary criticisms, biographies, 3,000 audio-visual materials, 10,000 newspapers and magazine and journal titles (print, microforms, and online), and course-related website links. Students may access all library databases from the library's home page with any computer connected to the Internet. Interlibrary loan services are available to all users. Computers with printers are available for student research and other instructional needs. Other equipment for library users includes: copiers, microform equipment, televisions and VCR's, and audio equipment. Comfortable seating and reading space can be found in each library. In this area, students will find browsing collections of local, state, and national newspapers, current magazines and journals, audio-books, and books for leisure reading.

### Library Hours Fall and Spring Semesters

**Moore County Campus**

Monday – Thursday 7:30 a.m. to 8 p.m.

Friday 7:30 a.m. to 4:30 p.m.

Saturday -- closed

Sunday 1:00 p.m. to 5:00 p.m.

**McMinnville Center**

Monday – Thursday 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 2:00 p.m.

**Fayetteville Center**

Monday – Thursday 7:30 a.m. to 9:00 p.m.

Friday 7:30 a.m. to 1:00 p.m.

Hours for summer terms and interim periods are posted at each of the libraries.

### 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, projection screens, and audio cassette players are all housed and accessed through Media Services.

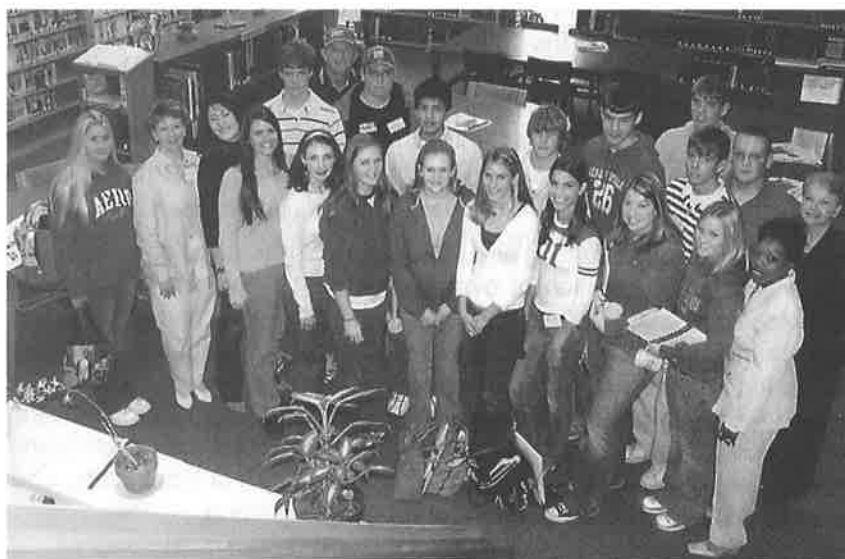
In addition, there is multimedia equipment which features a digital scanner, external speakers, LCD projectors and laptop computers on carts. A campus communication system disseminates notices concerning student activities and MSCC information.

### CYBERSPACE LAB

The Cyberspace Lab is located in room MT-149 of the Marcum Technology Building. The lab features 26 high-end personal computers and 4 eMac 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 MT242 of the Marcum 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.



## 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 and the academic division which oversees each program.

Division	Major	Area of Emphasis	Degree	
Career Education And Workforce Development	University Parallel	Accounting	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Aerospace	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Agriculture	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Art	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Biology	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Business Administration	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Business Education/	Associate of Science	(A.S.)
Mathematics, Science, And Education Parallel	University	Chemistry	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Computer Science	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Criminal Justice Administration	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Economics	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Elementary Education K - 8	Associate of Science	(A.S.)

Division	Major	Area of Emphasis	Degree	
Humanities and Social Science	University Parallel	English	Associate of Arts	(A.A.)
			Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Environmental Science	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	General Studies	Associate of Arts	(A.A.)
			Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Geography	Associate of Arts	(A.A.)
			Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Health & Physical Education	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	History	Associate of Arts	(A.A.)
			Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Honors Scholar	Associate of Arts	(A.A.)
			Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Industrial Management	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Information Systems	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Mass Communications	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Mathematics	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Office Management	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Physics	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Political Science	Associate of Arts	(A.A.)
			Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Pre-Dental	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Pre-Engineering	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Pre-Law	Associate of Arts	(A.A.)
			Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Pre-Medical	Associate of Science	(A.S.)



<b>Division</b>	<b>Major</b>	<b>Area of Emphasis</b>	<b>Degree</b>	
Career Education And Workforce Development	University Parallel	Pre-Nursing	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Pre-Optometry	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Pre-Pharmacy	Associate of Science	(A.S.)
Mathematics, Science and Education	University Parallel	Pre-Physical Therapy	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Pre-Veterinary	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Psychology	Associate of Arts Associate of Science	(A.A.) (A.S.)
Mathematics, Science, And Education	University Parallel	Recreation	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Regents Degree	Associate of Science Associate of Arts	(A.S.) (A.A.)
Humanities and Social Science	University Parallel	Social Science	Associate of Arts Associate of Science	(A.A.) (A.S.)
Humanities and Social Science	University Parallel	Social Work	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Sociology	Associate of Arts Associate of Science	(A.A.) (A.S.)
Humanities and Social Science	University Parallel	Speech and Theatre	Associate of Science	(A.S.)
Career Education And Workforce Development	Business Technology	Accounting	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.)
Mathematics, Science, And Education	Early Childhood Education		Associate of Applied Science	(A.A.S.)
Career Education And Workforce Development	Business Technology	Computer Programming	Associate of Applied Science	(A.A.S.)
Career Education And Workforce Development	Business Technology	Professional Studies	Associate of Applied Science	(A.A.S.)

Division	Major	Area of Emphasis	Degree
Career Education And Workforce Development	Nursing		Associate of Applied Science (A.A.S.)
Career Education And Workforce Development	Regents Degree		Associate of Applied Science (A.A.S.)

Division	Technical Certificate
Career Education and Workforce Development	Microcomputer Software Applications Certificate of Credit
Mathematics, Science and Education	Early Childhood Education Certificate of Credit

### MAJORS

#### UNIVERSITY PARALLEL MAJOR (ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE)

At Motlow State Community College, a student planning to transfer to a baccalaureate program may earn an Associate of Arts Degree 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	mass communications
agriculture	mathematics
art	office management
biology	physics
business administration	political science
business education	pre-dental
chemistry	pre-engineering
computer science	pre-law
criminal justice administration	pre-medical
economics	pre-nursing
elementary education	pre-optometry
English	pre-pharmacy
environmental science	pre-physical therapy
general studies	pre-veterinary medicine
geography	psychology
health/physical education	recreation
history	social science
honors scholar	social work
industrial management	sociology
information systems	speech and theatre

## ASSOCIATE OF APPLIED SCIENCE

### BUSINESS TECHNOLOGY MAJOR

Motlow State Community College offers a business technology major with the following concentrations: accounting, business computer applications, business management, computer programming and professional studies. 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 an Early Childhood Education major. The purpose of this model is to create a Head Start statewide early childhood academic degree and professional/career development model that supports the Head Start Reauthorization Act degree requirements for Head Start teachers/staff. This initiative builds on the established Tennessee Early Childhood Training Alliance (TECTA) model. The academic 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. 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.

### PROFESSIONAL STUDIES MAJOR /REGENTS ONLINE DEGREE PROGRAM

Motlow State Community College, in conjunction with other Tennessee Board of Regents' institutions, offers a program of study in Professional Studies leading to the Regents Degree. This web-based degree is designed to meet the needs of Tennessee residents whose access to higher education is limited and those for whom attendance in traditional programs is difficult. This program is designed primarily for employment and workforce development. However, the Associate of Applied Science program will articulate with the web-based Bachelor of Science in Professional Studies at Tennessee Board of Regents universities.

### 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. Certificate of credit programs are available in microcomputer software applications, computer-aided design, and early childhood education. Certificate of credit programs are 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 individual courses are 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. The State of Tennessee requires individuals to be at least eighteen years of age and hold a high school diploma or GED in order to enroll. 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' trade from the U.S. Department of Labor. Completion of 8,000 hours of an on-the-job training component must be negotiated between the student's employer and the U.S. Department of Labor. Most of the related studies courses are listed with an IAT discipline code. For information about the apprenticeship program, contact the Dean of Career Education and Workforce Development.

## **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 consortium with Middle Tennessee State University that acts as the lead institution and TECTA center for Motlow. Classes are held at various Motlow locations. For more information, contact the TECTA Coordinator, MTSU, P.O. Box 106, Murfreesboro, TN 37132; phone 615-904-8318.

## **ACADEMIC POLICIES AND STANDARDS**

### **ACADEMIC PROGRAM OF STUDY**

Each student is responsible for selecting an academic program of study at Motlow. Programs are defined in terms of a degree with a major and a concentration or area of emphasis, as applicable, or a certificate of credit. The Associate of Arts 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 in section entitled "Program of Study—Core Curricula". 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 the student will realize from his/her educational experiences. Faculty advisors and counselors are prepared to assist the students in program planning and course selection.

### **PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT**

A first-time college student who is registering as a full-time student (12 or more semester hours) must register for the appropriate English course (basic, developmental, or collegiate) within the full-time load during the first semester of attendance and remain in an English course each semester until the appropriate English requirement is completed.

## PROGRESSION STANDARD FOR COMPLETING THE BASIC/DEVELOPMENTAL MATHEMATICS REQUIREMENT

A first-time college student requiring basic or developmental mathematics who is registering as a full-time student (12 or more semester hours) must register for the appropriate basic or developmental mathematics course within the full-time load during the first semester of attendance and remain in a mathematics course each semester until the appropriate basic 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 LOADS FOR SUMMER SEMESTER:** The summer semester is composed of three separate, but overlapping, terms. These terms are the full term (FT) and two half terms (1H, 2H). A student may schedule classes in combination of these terms, but credit hours are limited to no more than eight (8) hours during any half term and sixteen (16) hours during the full semester. Sixteen semester hours is the maximum load which a student may take without approval of the appropriate dean. Similar guidelines are defined for a selection of courses which mix summer terms. The maximum load for summer semester which will be approved is 19 semester hours.

### STUDENT CLASSIFICATION

For administrative purposes, a student is classified as a freshman until the completion of twenty-eight (28) semester hours; after this time, the student is classified as a sophomore. Those not accepted as degree-seeking students or certificate of credit students are classified as special students for credit.

### CATALOG SELECTION

Students are allowed to graduate or receive certificates of credit by the requirements of the catalog under which they entered, the catalog in effect when a change of major form is filed, or any subsequent catalog, provided the catalog containing the program being followed is not more than five years old based on the date of completion of graduation requirements. The 2004-2005 catalog expires and cannot be used for graduation after August 2010.

### 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 basic and developmental and Fall 1989 Admissions requirements prior to the 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 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.

### 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 60 semester hours of college-level credit.
  - b. A minimum of 20 semester hours of course work must be completed in residence at Motlow State Community College.
  - c. A cumulative grade point average of not less than 2.00 ("C" average) for the degree program excluding all hours earned in basic and developmental courses.
  - d. All DSP course requirements must be met and all high school deficiencies must be removed.
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 must be completed, and the \$25.00 graduation fee must 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 Director of Admissions and Records.



5. **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 in any individual program, no minimum score or level of achievement is required for graduation. Participation in testing is required for all graduating students. In order to comply fully with this provision, the student must authorize the release of his or her scores to Motlow College. Individual student scores will be treated as confidential.

### **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 basic and developmental courses.
2. An Intent to Receive a Certificate of Credit form must be filed with the Office of Admissions and Records no later than November 1 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

### HONORS SCHOLAR PROGRAM

The Honors Scholar 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. Any eligible student may take any honors course without committing to the Honors Scholar Program as a whole.

### COMPLETING THE HONORS SCHOLAR PROGRAM

There are two ways to complete the Honors Scholar Program:

1. Eligible students may complete the Honors Scholar Area of Emphasis and graduate with a minimum 3.3 grade point average.
2. Eligible students may choose to complete a requisite number of Honors courses without completing the Honors Scholar Area of Emphasis. Students may satisfy the requirements for any Area of Emphasis, graduate with a minimum 3.3 grade point average, and earn eighteen hours from honors courses with at least six hours in English honors and three hours in Interdisciplinary Studies honors courses.

### HONORS COURSES ELIGIBILITY REQUIREMENTS

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, previous college-level coursework, and/or college instructor recommendations. Students may be admitted to a course as follows:

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 basic 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. Students who fail to meet the requirements listed above may still enroll in honors courses upon the recommendation of a faculty member.

After admission to honors course(s) and successful completion of said course(s) with a 3.0 or better, students are eligible for continued enrollment in specific sequential honors courses.

## HONORS COURSE DESIGNATION

Students may request to have a non-honors course designated as an honors course when exceptional circumstances warrant such a designation. 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 Scholar Program is available in the Offices of the Divisions of Career Education/Workforce Development; Humanities and Social Science; and Mathematics, Science, and Education.

No honors credit is offered in the summer session

## 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 deans. 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 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 basic 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 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 are subtracted from the total hours attempted before dividing to compute the cumulative grade point average provided the number of repeats of any single course does not exceed two (three attempts). In the event a student repeats a course more than twice, the hours attempted in the third attempt and all subsequent attempts will be included in the total hours attempted before dividing to compute the cumulative grade point average.
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
FA**	Failure with Absences	0

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

\*\*The FA grade indicates that the student earned a grade of F (failing) and accumulated excessive absences (non-school-related absences totaling more than 15% of the total number of times a class meets during the semester).

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

I	Incomplete	P	Passed
AU	Audit	S	Satisfactory
IP*	In Progress	W	Withdrew

**\*This grade applies only to basic and developmental studies courses.**

The "I" indicates that a student has not completed all course requirements because of illness or other circumstances beyond his or her control, especially those which may occur toward the close of the term. Failure to make up work or to turn in required work on time does not provide a basis for the "I" unless extenuating circumstances noted above exist. The "I" is not included in computing the grade point average in the semester for which it is assigned. An incomplete may be removed during the succeeding semester excluding summer, or the "I" may be extended by the faculty member. If the "I" is not removed or extended, a grade of "F" is automatically entered.

An "I" in nursing (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 requests audit status for a course and receives no credit and no grade.

The grades "P" and "F" are used for courses with the Pass/Fail grading option. The "P" is used when a student receives credit for a course by challenge examination. The "P" is not used in computing the grade point average. When a "P" is assigned, the hours earned are increased, but total hours attempted and quality points earned are not affected. The "F" is used in computing the grade point average by including the number of hours of the course in the hours attempted total and including zero grade points in the grade points earned.

The "S" is used only for reporting a general interest community service course and indicates successful completion of that course and receipt of Continuing Education Units (CEUs).

The "W" is used when a student drops a class or withdraws from the college after the last day to be deleted from the roll and no later than ten weeks into the semester. The "W" is not used in computing the grade point average. The "W" has no effect on quality hours attempted (even though a "W" does constitute a course attempt in Basic/Developmental Studies classes), hours earned, or quality points earned.

## APPEAL OF A GRADE

The grade assigned by the course instructor is final unless there is evidence that an error has occurred. The student shall assume the burden of proof with respect to the allegation. The student has thirty (30) calendar days from the end of the term during which the grade was earned to initiate the appeal.

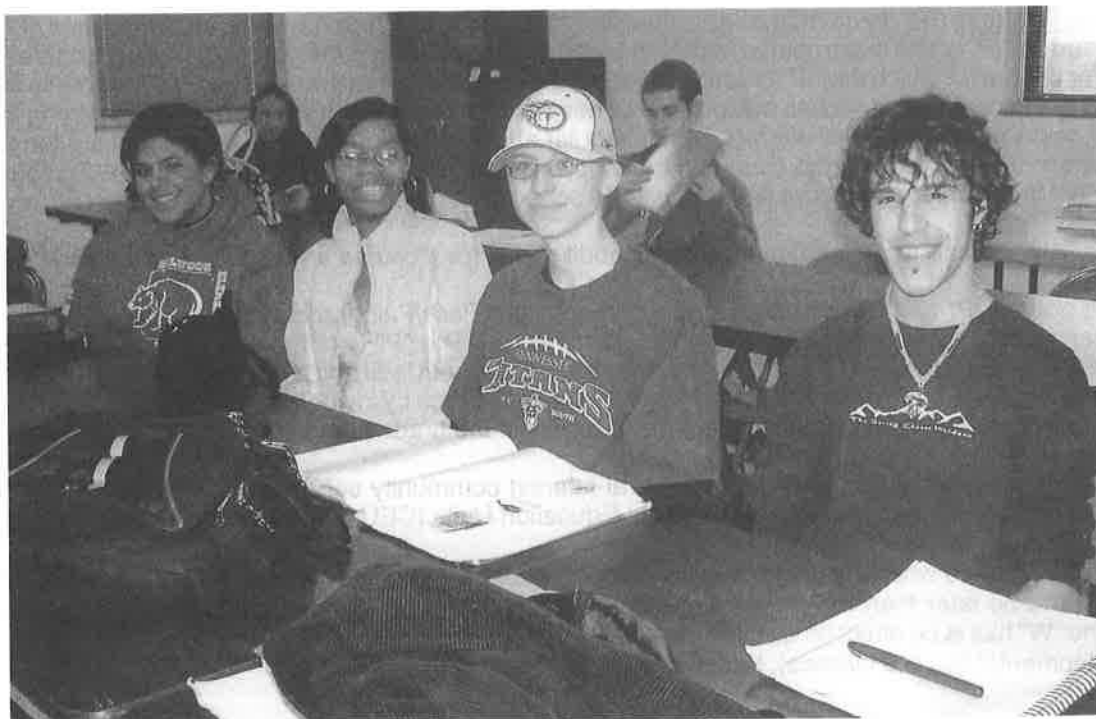
### Steps for Appeal of a Grade:

1. Student addresses concern directly with course instructor.
2. In the absence of a successful resolution, the student may submit an appeal to the appropriate dean. The appeal should include a written statement identifying the element(s) of concern; justification for appeal; and attachment of any and/or all supporting rationale.
3. The dean will review the appeal, perform whatever investigation is deemed necessary, and make a final decision.
4. Should the student after following the above procedure feel that circumstances warrant further appeal, the student may appeal in writing to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs will review the merits of the case, and will notify the student, the instructor, and the dean in writing of the response of the appeal. The decision of the Vice President for Academic Affairs is final.

## ACADEMIC FRESH START

Any person who has not been enrolled in a college or university for a period of four years may petition to have grades on all prior course work disregarded in calculating his/her cumulative grade point average by making application for the Academic Fresh Start program during the first 15 semester hours of enrollment as a degree-seeking student. Removal of grades means removal of all credits. In order to utilize this option, the student must submit a request in writing to the Director of Admissions and Records to be submitted to the Vice President for Academic Affairs. If the request is granted, the student must attain a cumulative GPA of 2.00 by the end of the first 15 semester hours at Motlow. The earlier coursework will not count toward meeting requirements for graduation but will 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 section entitled "Repeating A Course"), (2) hours attempted in a course for which the grade "I" is in effect, and (3) hours attempted in a course for which the grade "IP" is in effect.

Assigned grade point values per letter grade are: A - 4 points, B - 3 points, C - 2 points, D - 1 point, and F - 0 points.

Example:

3 hrs. course completed with grade A:	3 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
3 hrs. course completed with grade F:	3 x 0	=	<u>0</u> grade points earned
16 hours completed			<u>37</u> grade points earned

In the example given:  $GPA = 37 \text{ divided by } 16 = 2.31$  (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 Basic/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 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.

#### 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 term of enrollment, a student on academic probation who has failed to attain either a cumulative "combined" grade point average at or above the cumulative standard given in the table or a 2.0 "combined" grade point average for that term will be suspended.

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

## 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 is as follows: first suspension -- one semester; second and subsequent suspensions -- one calendar year. A student who is suspended for the first time at the end of the spring term will not be readmitted to the following summer or fall terms.

A student who is (enrolled) on academic probation and attains a 2.00 "combined" grade point average in the term of the probation will continue to be enrolled on academic probation until attaining a cumulative "combined" graded point average at or above the standard given in the table.

Transfer students are subject to Motlow retention standards for admission or readmission to Motlow. A transfer student must be eligible to re-enter the school from which he/she is transferring. A transfer student whose cumulative grade point average at the time of entry into Motlow is below 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 appealing academic suspension must contact the Office of Student Affairs and Institutional Advancement located in the Ingram Administration Building. The student should request a suspension appeal form from the Office of Student Affairs and Institutional Advancement, 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. Appeals are 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 students 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. Credit granted for each course generally corresponds to the number of hours (50 minutes lecture time = 1 class hour) a class meets each week. Activities such as laboratory courses and physical education courses may require more than one hour for each credit hour.

### CLASS SCHEDULE AND SCHEDULE ADDENDUM

Prior to the beginning of each semester, a class schedule is published. Courses in the schedule are listed by a department code, a course number, a call number, course description, room number, days of the week the class meets, period or time of day, the credit for each course, and the instructor assigned to the course.

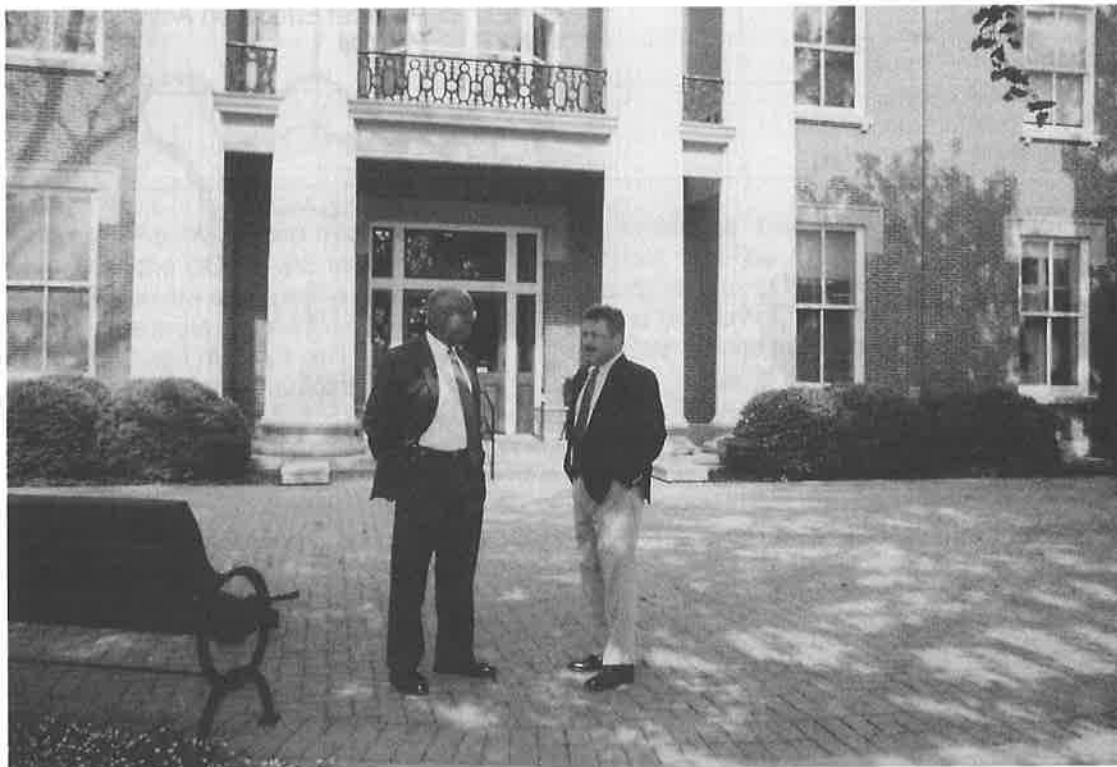
Each course has a separate number. Students should attempt to identify the discipline code, course number, and call number when registering or when communicating with college personnel about a course.

Changes in the Schedule of Classes may occur between the publication of the schedule and the opening of the semester. These changes are reflected in WEBWAY listing for students and communicated to advisors as they occur. Students should check with their advisors or appropriate dean for schedule changes and updates.

### CLASS CANCELLATION

Any class listed in the curriculum may be discontinued by the college. The right is reserved to cancel any class scheduled for a given semester when the number enrolled is considered insufficient. Other factors which may contribute to the cancellation of a class include the availability of qualified instructors and the availability of appropriate facilities.

When a class is canceled, an official drop or withdrawal form 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	EMT	Emergency Medical Technology
BNK	Banking	ERG	Pre-Engineering/Engineering
BIT	Business Information Technology	IAT	Industrial Technology
BUS	Business	IMT	Industrial Management
COP	Cooperative Education	NET	Nursing
CST	Computer Science	RES	Real Estate
ECON	Economics		

**Discipline Codes --Division of Humanities and Social Science**

ANT	Anthropology	FREN	French
ART	Art	GERM	German
CJA	Criminal Justice Administration	GGY	Geography
COM	Communications	HIST	History
DSPR	Developmental Studies Program Reading	HON	Honors
DSPS	Developmental Studies Program Study Skills	IDS	Interdisciplinary Studies
	Developmental Studies Program Writing	MUS	Music
ENGL	English	POL	Political Science
ESL	English as a Second Language	PSY	Psychology
		SOC	Sociology
		SPAN	Spanish

**Discipline Codes--Division of Mathematics, Science, and Education**

AGR	Agriculture	GEOL	Geology
BIOL	Biology	HPE	Health and Physical Education
CHEM	Chemistry	HOR	Horticulture
DSPM	Developmental Studies Program Mathematics	MATH	Mathematics
ECED	Early Childhood Education	PHED	Physical Education Activities Courses
EDU	Education	PHYS	Physics

## DEVELOPMENTAL STUDIES PROGRAM (DSP)

Beginning in 1985, all Tennessee Board of Regents universities, colleges, and technical institutes implemented the Developmental Studies Program 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 basic and developmental courses. The purpose of this program is threefold: (1) identify students who are under-prepared 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.

### DSP 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 sub-scores in English, mathematics, and reading are 19 or greater may enroll in regular college curriculum without further assessment/placement provided they have met high school criteria under the 1989 Admissions Requirements. (see section entitled "Removing Unit Deficiencies" for information on removing high school unit deficiencies in English and mathematics). Applicants whose ACT sub-scores in English, mathematics, and reading are 18 or lower will be placed in basic or developmental level courses according to the placement chart shown below. Students who place into two or more developmental subject areas must also complete DSPPS 0800, Learning Strategies, within their first 12 credit hours of enrollment.

ACT SUB-SCORE AREA	ACT SUB-SCORE	PLACEMENT
Writing	1-14	DSPW-0700
	15-18	DSPW-0800
	19-36	ENGL-1010
Math	1-14	DSPM-0700
	15-16	DSPM-0800
	17-18	DSPM-0850
	19-36	College Math
Reading	1-11	DSPR-0700
	12-18	DSPR-0800
	19-36	None Required
		DSPPS 0800 Any combination of two placement subject areas

Students who are placed by ACT sub-scores may "challenge" their placement by taking the appropriate portions of the COMPASS test. COMPASS test scores over-ride ACT sub-score placements. 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, basic 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, basic studies, or a combination of these. Students who place into two or more developmental subject areas must also complete DSPPS 0800, Learning Strategies, within their first 12 hours of enrollment.

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 basic 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 basic 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 section entitled "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 the COMPASS test results either in placement in the regular college course, a developmental course, or a basic course.

Students who gain regular admission to the college without assessment and who later prove to be under-prepared for college level work will be referred to the program coordinator 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 basic 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 Developmental Studies 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 DSP coordinator and granted, after further review, by the Dean of Humanities and Social Science. All exceptions will be adequately documented by the program coordinator.

#### **DEVELOPMENTAL STUDIES PROGRAM TEST: COMPASS**

Beginning fall, 1999, the Developmental Studies 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 in 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 textual 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 a 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 which determines student placement. Students who transfer to other Tennessee Board of Regents (TBR) institutions may have their test results forwarded. Additionally, test results are included in student transfer information sent to other TBR institutions.



The COMPASS test is provided free of charge to all students who require assessment. Students who take the COMPASS test and feel their test results have placed them incorrectly may challenge their initial placement score and re-take the test or portions of the test. The college charges a \$10 test challenge fee for each portion of the test or \$20 to challenge the entire test. Challenge fees should be paid when the challenge test is taken. Challenge test scores replace original or most recent test scores; students must comply with placement scores from most recent tests. Students may not challenge the test or any portion of the test once they have enrolled in a DSP course or earned a letter grade in the course. Exceptions to these guidelines must be approved through the DSP coordinator and appropriate division deans.

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 ASSET test will be administered. The ASSET 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 student who require other than standard conditions for taking the test. The fee for the COMPASS test is \$10.00 per part or \$20.00 for the entire test. The Counseling and Testing Center should be contacted for information about the test, test dates, and special test accommodations.

### **BASIC/DEVELOPMENTAL STUDIES**

A component of the Developmental Studies Program is a series of basic 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. Basic and developmental studies courses provide learning experiences which help students succeed in their college level courses.

### **BASIC COURSES**

Basic Studies is a program of instruction that leads to proficiency in the academic skills defined and assessed by the Tennessee State Department of Education the Gateway Assessment. Applicants who are placed in basic studies will be admitted to the college on a controlled admissions basis and will be required to complete appropriate basic courses. Following completion of required basic courses, students are required to complete successfully all corresponding developmental courses before enrolling in college-level courses. Basic courses may not be taken for audit. (See section entitled "Basic and Developmental Curriculum".)

### **DEVELOPMENTAL COURSES**

Developmental studies is a program of instruction designed to provide students 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 enroll 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. (See section entitled "Basic and Developmental Curriculum".)

### **POLICIES OF DEVELOPMENTAL STUDIES PROGRAM**

DSP Courses as Prerequisites. Students who need DSP courses must enroll in and satisfactorily complete these courses during their initial terms of enrollment. Students may concurrently enroll in college-level courses that do not require prerequisite DSP skills for completion.

Student Participation. Student participation in DSP courses is mandatory. Instructors may impose grade penalties at their discretion for student absence or lack of participation. Excessive absences will be reported to the Vice President for Student Affairs and Institutional Advancement for review and subsequent action. The only entertainable exceptions to this policy are extenuating circumstances which must be verified by the program coordinator.

Student Failure. A grade of "C" or better is necessary for students to complete successfully basic or developmental level courses and progress to the next higher course. Students who earn grades lower than "C" in a basic or developmental course must repeat the course for subsequent attempts.

Credit Hours and Grades Earned in Basic and Developmental Courses. Credit hours earned in basic 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 earned in basic 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 basic and developmental courses are: A, B, C, F, I (Incomplete), IP (In Progress), and W (Withdrawal). Any assigned grade lower than a "C" (W or F) constitutes a course attempt (see Student Failure above). Incomplete grades are awarded only under extenuating circumstances. Students are not permitted to audit basic 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 participation and attendance in the course throughout the term. Students who receive an "I" for basic 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 Basic or Developmental Courses without Assessment. Students may not enroll in basic 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 DSP coordinator, placement results are inconsistent with student performance and other diagnostic test results. Students may be placed differently by COMPASS challenge testing or holistically according to the coordinator's determination. For students admitted with high school unit deficiencies in English and mathematics, the DSP coordinator may re-evaluate initial placements and correct placements within DSP through alternate placement practices when such corrections are warranted. Students cannot be holistically placed out of DSP into the college program.

Transfer of Credit of Basic/Developmental Courses. Credits earned in basic 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 basic or developmental level requirements into courses commensurate with their level of progression.

Follow-up on Students Completing the Developmental Studies Program. Files are maintained on all students who undergo placement assessment and enroll in any basic 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 Academic Services. 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 section of the catalog with areas of emphases. Career technology programs and certificate of credit programs are designed for students who do not intend to transfer to a baccalaureate degree program. This information is indicated for each of the career programs.

When a student has satisfactorily completed an associate degree 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 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 transferring students 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.



## PROGRAMS OF STUDY--CORE CURRICULA

## GENERAL EDUCATION

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee (The Tennessee Board of Regents System) will share a common lower-division general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. Lower-division means freshman and sophomore courses. The courses comprising the general education curriculum are contained within the following subject categories:

**Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees\***

Communication	9 hours**
Humanities and/or Fine Arts	9 hours (At least one course must be in literature.)
Social/Behavioral Sciences	6 hours
History	6 hours***
Natural Sciences	8 hours
Mathematics	<u>3 hours</u>
Total	41 hours

\*Foreign language courses are an additional requirement for the Associate of Arts (A.A.) and Bachelor of Arts (B.A.) degrees. The B.A. degree requires proficiency in a foreign language equivalent to completion of two years of college-level work. The A.A. degree requires proficiency in a foreign language equivalent to completion of one year of college-level work.

\*\*Six hours of English Composition and three hours in English oral presentational communication are required.

\*\*\*Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six hours of United States History (three hours of Tennessee History may substitute). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

Although the courses designated by Tennessee Board of Regents (TBR) institutions to fulfill the requirements of the general education subject categories vary, transfer of the courses is assured through the following means:

- Upon completion of an A.A or A.S. degree, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.
- If an A.A. or A.S. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight hours in the category of Natural Sciences are complete, then this "block" of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.
- Institutional/departmental requirements of the grade of "C" will be honored. Even if credit is granted for a course, any specific requirements for the grade of "C" by the receiving institution will be enforced.
- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

Courses designated to fulfill general education by Motlow College are published on the following pages of this catalog and are identified in the Course Descriptions section with a ♦. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR website ([www.tbr.state.tn.us](http://www.tbr.state.tn.us)) under Transfer and Articulation Information.

## 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 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.

### THE FOLLOWING COURSES HAVE BEEN ACCEPTED BY THE TENNESSEE BOARD OF REGENTS AS MEETING THE GENERAL EDUCATION CORE REQUIREMENTS

#### COMMUNICATION

ENGL 1010,	ENGLISH COMPOSITION I
ENGL 1010,	ENGLISH COMPOSITION I--HONORS
ENGL 1020,	ENGLISH COMPOSITION II
ENGL 1020,	ENGLISH COMPOSITION II--HONORS
COM 1010,	FUNDAMENTALS OF SPEECH
COMH 1010	FUNDAMENTALS OF SPEECH--HONORS

#### HISTORY

HIST 1010,	SURVEY OF WESTERN CIVILIZATION I
HIST 1020,	SURVEY OF WESTERN CIVILIZATION II
HIST 1110,	SURVEY OF WORLD CIVILIZATION I
HIST 1120,	SURVEY OF WORLD CIVILIZATION II
HIST 2010,	U.S. HISTORY I
HIST 2020,	U.S. HISTORY II
HIST 2030,	TENNESSEE HISTORY
HON 2010,	AMERICAN STUDIES I (3 hours U.S. History credit)
HON 2020,	AMERICAN STUDIES II (3 hours U.S. History credit)

#### HUMANITIES AND/OR FINE ARTS

ART 1030,	ART APPRECIATION
COM 1030,	THEATRE COMMUNICATION
ENGL 2030,	EXPERIENCING LITERATURE
ENGL 2130,	SURVEY OF AMERICAN LITERATURE
ENGL 2230,	SURVEY OF BRITISH LITERATURE
ENGL 2330,	SURVEY OF WORLD LITERATURE
ENGL 2130,	SURVEY OF AMERICAN LITERATURE--HONORS
ENGL 2230,	SURVEY OF BRITISH LITERATURE--HONORS
ENGL 2330,	SURVEY OF WORLD LITERATURE--HONORS
HON 2010,	AMERICAN STUDIES I (3 hours American literature credit)
HON 2020,	AMERICAN STUDIES II (3 hours American literature credit)
MUS 1030,	MUSIC APPRECIATION

#### MATHEMATICS

MATH 1010,	MATHEMATICS FOR GENERAL STUDIES
MATH 1410,	NUMBER CONCEPTS FOR ELEMENTARY EDUCATION
MATH 1530,	ELEMENTARY STATISTICS
MATH 1630,	FINITE MATHEMATICS
MATH 1710,	COLLEGE ALGEBRA/PRECALCULUS I
MATH 1910,	CALCULUS I

**NATURAL SCIENCES**

BIOL 1110,	GENERAL BIOLOGY I
BIOL 1120,	GENERAL BIOLOGY II
BIOL 2010,	ANATOMY AND PHYSIOLOGY I
BIOL 2020,	ANATOMY AND PHYSIOLOGY II
CHEM 1110,	GENERAL CHEMISTRY I
CHEM 1120,	GENERAL CHEMISTRY II
PHYS 2010,	NON-CALCULUS BASED PHYSICS I
PHYS 2020,	NON-CALCULUS BASED PHYSICS II
PHYS 2110,	CALCULUS-BASED PHYSICS I
PHYS 2120,	CALCULUS-BASED PHYSICS II
BIOL 1030,	INTRODUCTION TO BIOLOGY
PHYS 1030,	SURVEY OF PHYSICAL SCIENCE
GEOL 1030,	SURVEY OF GEOLOGY

**SOCIAL/BEHAVIORAL SCIENCES**

ANT 2010,	INTRODUCTION TO ANTHROPOLOGY
ECON 2010,	ECONOMICS I
ECON 2020,	ECONOMICS II
GGY 1010,	CULTURAL GEOGRAPHY
GGY 2010,	WORLD GEOGRAPHY
HPE 2340,	WELLNESS PERSPECTIVES AND LIFESTYLES
POL 1110,	AMERICAN GOVERNMENT
POL 1120,	STATE/LOCAL GOVERNMENT
PSY 1310,	GENERAL PSYCHOLOGY I
PSY 1320,	GENERAL PSYCHOLOGY II
SOC 2110,	INTRODUCTION TO SOCIOLOGY
SOC 2120,	SOCIAL PROBLEMS
SOC 2200,	MARRIAGE AND FAMILY

**DEGREES NOT DESIGNED FOR TRANSFER**

The Tennessee Board of Regents has determined that the following associate degree requirements be regarded as the minimum acceptable requirements for career programs not designed for transfer.

1. All components of requirements for associate degrees designed primarily for immediate employment should be outcome oriented.
2. The degree major for associate degree career programs shall require a minimum of 60 semester credit hours.
3. The technical specialty component of the career degree major shall consist of a minimum of 44-45 semester credit hours.
4. The requirements for a basic core of general education courses for career degrees shall consist of 15-16 semester credit hours including a minimum of one course in each of the following areas:
 

a. English Composition	3 hours
b. Humanities and/or Fine Arts	3 hours
c. Natural Science/Mathematics	3 hours
d. One additional course from the categories of Communication, Humanities and/or Fine Arts, Social/Behavior Sciences, or Natural Science/Mathematics	<u>3 to 4 hours</u> 15 or 16 hours

Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the Associate (A.A./A.S.) and Baccalaureate degrees.

5. Although open admission to the institution for all adults is a cardinal characteristic of TBR community colleges, the institution may set minimum admission requirements for career degree programs.
6. Credit hours earned in basic or developmental courses cannot be used to satisfy the minimum 60 semester credit hour requirement.



## 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 emphasis 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 those in the State University and Community College System of Tennessee may find it necessary to have changes made in the institution's 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  
Division of Career Education and Workforce Development  
Associate of Science Degree

Courses Credit hrs.

#### GENERAL EDUCATION

ENGL 1010, 1020.....	6
COM 1010 .....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
ECON 2010 .....	3
One of the following: ANT 2010, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200.....	3
HIST 2010, 2020 .....	6
One year sequence in BIOL, CHEM, or PHYS or BIOL 1030 and either GEOL 1030 or PHYS 1030 .....	8
MATH 1630 .....	3

#### AREA OF EMPHASIS REQUIREMENTS

ACT 2310, 2320 .....	6
ECON 2020 .....	3
INFS 2010 .....	4
BUS 2410 .....	3
MATH 1830 .....	3
	60 hrs.

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.

**AGRICULTURE AREA OF EMPHASIS**  
 University Parallel Major  
 Division of Mathematics, Science, and Education  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
ECON 2010 .....	3
One of the following: ANT 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200.....	3
HIST 2010, 2020 .....	6
BIOL 1110, 1120 .....	8
MATH 1530.....	3

**AREA OF EMPHASIS REQUIREMENTS**

AGR 1010, 1020, 2340.....	9
CHEM 1110, 1120 .....	8
General Electives .....	2
	<u>60 hrs.</u>

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

**ART AREA OF EMPHASIS**  
 University Parallel Major  
 Division of Humanities and Social Science  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230, or 2330.....	3
COM 1030 or MUS 1030 .....	3
HIST 2010, 2020 .....	6
Two of the following: ANT 2010, PSY 2100, or SOC 2110.....	6
One-year sequence in BIOL, CHEM, or PHYS <u>or</u> BIOL 1030 and either PHYS 1030 or GEOL 1030 .....	8
One of the following: MATH 1010, 1530, 1630 or 1710 .....	3

**AREA OF EMPHASIS REQUIREMENTS**

ART 1110, 1140, 1210, 1220 .....	12
ART 2310.....	3
ART 2110.....	3
General Electives .....	1
	<u>60 hrs.</u>

Note: Students should contact the institution to which they plan to transfer in order to obtain specific criteria for portfolio assessment.

**BIOLOGY AREA OF EMPHASIS**  
University Parallel Major  
Division of Mathematics, Science, and Education  
Associate of Science Degree

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020.....		6
COM 1010 .....		3
ENGL 2030.....		3
One of the following: ENGL 2130, 2230 or 2330 .....		3
One of the following: ART 1030, COM 1030, or MUS 1030 .....		3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200.....		6
HIST 2010, 2020 .....		6
BIOL 1110, 1120 .....		8
*MATH 1530 or 1910.....		3-4

**AREA OF EMPHASIS REQUIREMENTS**

Two of the following: BIOL 1330, 2230 or 2420 .....	8
CHEM 1110, 1120 .....	8
Electives .....	4
	61-62 hrs.

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

**BUSINESS ADMINISTRATION AREA OF EMPHASIS**  
University Parallel Major  
Division of Career Education and Workforce Development  
Associate of Science Degree

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020.....		6
COM 1010 .....		3
ENGL 2030.....		3
One of the following: ENGL 2130, 2230 or 2330 .....		3
One of the following: ART 1030, COM 1030, or MUS 1030 .....		3
ECON 2010 .....		3
One of the following: ANT 2010, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200.....		3
HIST 2010, 2020 .....		6
One year sequence in BIOL, CHEM, or PHYS or BIOL 1030 and either GEOL 1030 or PHYS 1030 .....		8
MATH 1630 .....		3

**AREA OF EMPHASIS REQUIREMENTS**

ACT 2310, 2320 .....	6
BUS 2410 .....	3
ECON 2020 .....	3
INFS 2010 .....	4
MATH 1830 .....	3
	60 hrs.

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 AREA OF EMPHASIS**  
 University Parallel Major  
 Division of Career Education and Workforce Development  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010 .....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
ECON 2010 .....	3
One of the following: ANT 2010, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200.....	3
HIST 2010, 2020 .....	6
BIOL 1030.....	4
PHYS 1030 or GEOL 1030.....	4
MATH 1710.....	3

**AREA OF EMPHASIS REQUIREMENTS**

ACT 2310, 2320 .....	6
BUS 1210, 2410 .....	6
ECON 2020 .....	3
INFS 2010.....	4
	60 hrs.

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

**CHEMISTRY AREA OF EMPHASIS**  
 University Parallel Major  
 Division of Mathematics, Science, and Education  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010 .....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200.....	6
HIST 2010, 2020 .....	6
CHEM 1110, 1120 .....	8
*MATH 1910 .....	4

**AREA OF EMPHASIS REQUIREMENTS**

CHEM 2010, 2020 .....	8
PHYS 2010, 2020.....	8
General Electives .....	2
	60 hrs.

\*MATH 1710 and MATH 1720 are required for students lacking the background to start with MATH 1910. This requirement will be verified by the mathematics faculty and individual advisors. Students who are planning to pursue licensure in secondary education at MTSU or TTU should take EDU 2110 and either EDU 1110 or EDU 1120 as prerequisites for admission to teacher education programs.

**COMPUTER SCIENCE AREA OF EMPHASIS**  
 University Parallel Major  
 Division of Career Education and Workforce Development  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
ECON 2010 .....	3
One of the following: ANT 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120 or SOC 2200.....	3
HIST 2010, 2020 .....	6
One year sequence in BIOL, CHEM, or PHYS .....	8
*MATH 1910 .....	4
<b>AREA OF EMPHASIS REQUIREMENTS</b>	
CST 1400, 2400, 2450, 2660 .....	14
MATH 1920 .....	4
	60 hrs.

\*MATH 1710 and MATH 1720 are required courses for students lacking the background to start with MATH 1910. This requirement will be verified by the mathematics faculty and the individual advisor. (Special Note: Students transferring to UTC, TTU, or UAH should also complete MATH 2110, Calculus III, and MATH 2010, Linear Algebra. These courses may be used to satisfy the general elective requirement. Students should consult with the institution to which they wish to transfer to verify which mathematics courses are required.)

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

**CRIMINAL JUSTICE ADMINISTRATION AREA OF EMPHASIS**  
 University Parallel Major  
 Division of Humanities and Social Science  
 Associate of Science Degree  
**Curriculum Based on Middle Tennessee State University**

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
SOC 2120 .....	3
PSY 1310, PSY 1320, or SOC 2110 .....	3
HIST 2010, 2020.....	6
Two of the following: BIOL 1110, 1120, 2010, 2020; CHEM 1110, 1120; PHYS 2010, 2020, 2110, 2120; or BIOL 1030 and either PHYS 1030 or GEOL 1030.....	8
One of the following: MATH 1010, 1530, 1630 or 1710.....	3
<b>AREA OF EMPHASIS REQUIREMENTS</b>	
CJA 2010, 2110, 2120, 2210, 2220,.....	15
POL 1110.....	3
General Electives .....	1
	60 hrs.

**CRIMINAL JUSTICE ADMINISTRATION AREA OF EMPHASIS**

University Parallel Major  
 Division of Humanities and Social Science  
 Associate of Science Degree

**Curriculum Based on Tennessee Technological University**

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
SOC 2110 .....	3
PSY 1310 or 1320 .....	3
HIST 2010, 2020.....	6
BIOL 1110, 1120, or CHEM 1110, 1120.....	8
One of the following: MATH 1010, 1530, 1630 or 1710.....	3

**AREA OF EMPHASIS REQUIREMENTS**

CJA 2010, 2120, 2400.....	9
POL 1110.....	3
General Electives .....	7
	60 hrs.

**ECONOMICS AREA OF EMPHASIS**

University Parallel Major  
 Division of Career Education and Workforce Development  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
ECON 2010 .....	3
One of the following: ANT 2010, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200.....	3
HIST 2010, 2020 .....	6
One year sequence in BIOL, CHEM, or PHYS or BIOL 1030 and either GEOL 1030 or PHYS 1030 .....	8
MATH 1630.....	3

**AREA OF EMPHASIS REQUIREMENTS**

ACT 2310, 2320 .....	6
BUS 2410 .....	3
ECON 2020 .....	3
INFS 2010.....	4
MATH 1830.....	3
	60 hrs.



**ELEMENTARY EDUCATION**

The student who plans to transfer to a university and pursue licensure in prekindergarten-4 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 Tennessee Technological University and Athens State University. The student planning to transfer to a university other than TTU or Athens State 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 Mathematics, Science, and Education.

At press time requirements for programs of study in Education at MTSU were not available. Students who intend to transfer to MTSU should consult with an Education advisor at MTSU to acquire current educational programming requirements. These programs include Early Childhood (Pre-K-4), Elementary Education (K-8) and Elementary Education (5-8).

University Parallel Major  
 Associate of Science Degree  
 Division of Mathematics, Science, and Education

**Elementary Education, K-6 Emphasis**  
**Curriculum based on Athens State University, Athens, AL**  
 Major Code 13.1202

**GENERAL EDUCATION**

ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
ENGL 2130, 2230, or 2330 .....	3
ART 1030 or MUS 1030 .....	3
HIST 2010, 2020 .....	6
PSY 1310 .....	3
HPE 2340 .....	3
BIOL 1110, 1120 .....	8
MATH 1010 or 1530 .....	3

**AREA OF EMPHASIS REQUIREMENTS**

GEOL 1030 and PHYS 1030 .....	8
GGY 2010 .....	3
MATH 1630 .....	3
MATH 1710 .....	3
General Electives .....	5
	63 hrs.

Students working toward teacher licensure are strongly encouraged to take the Praxis I: Academic Skills and Assessment in either paper-based format (PPST, Pre-Professional Skills Test) or the computer-based format CBT (Computer-Based Academic Skills Assessment) before transfer to a four-year college or university. Successful completion of the test is prerequisite to admissions to Teacher Education programs.

**ELEMENTARY EDUCATION (K-8 EMPHASIS)**

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 program of study is designed to be consistent Tennessee Technological University. The student planning to transfer to a university other than 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 Mathematics, Science, and Education.

University Parallel Major  
Associate of Science Degree  
Division of Mathematics, Science, and Education

**Elementary Education, K-8 Emphasis**  
(Leading to Tennessee Apprentice License)  
**Curriculum Based on Tennessee Technological University**  
Multidisciplinary Studies: Human Learning

**GENERAL EDUCATION**

ENGL 1010, 1020.....	6
COM 101.....	3
ENGL 2030.....	3
ENGL 2130, 2230, or 2330.....	3
ART 1030 or MUS 1030.....	3
HIST 2010, 2020.....	6
BIOL 1030, GEOL 1030.....	8
MATH 1410.....	3
GGY 1010 or 2010.....	3
SOC 2110.....	3

**AREA OF EMPHASIS REQUIREMENTS**

EDU 1120, 2110.....	6
HPE 2320, 2410.....	6
MATH 1420.....	3
PHED Activities.....	2
PHYS 1030.....	4
.....	62 hrs.

Students working toward teacher licensure are strongly encouraged to take the Praxis I: Academic Skills Assessment in either paper-based format (PPST, Pre-Professional Skills Test) or the computer-based format (CBT, Computer-Based Academic Skills Assessment) before transfer to a four-year college or university. Successful completion of the test is a prerequisite for admission to Teacher Education programs.

Tennessee Technological University also offers areas of emphasis in Early Childhood Education (Pre-K-4) and Elementary Education (5-8). For more information, contact the Dean of Mathematics, Science, and Education.

**Tennessee Technological University now offers a 2 + 2 program in the K-8 Emphasis with all junior and senior level classes located at the Motlow College McMinnville Center. For more information, contact the Dean of Mathematics, Science, and Education.**

University Parallel Major  
 Associate of Science Degree  
 Division of Mathematics, Science, and Education

**Curriculum Based on Middle Tennessee State University  
 Interdisciplinary Studies, Grades K-6 and Grades 5-8**

Courses	Credit Hrs
ENGL 1010, 1020.....	6
COM 1010 .....	3
ENGL 2030 .....	3
ENGL 2130, 2230, or 2330.....	3
ART 1030 or MUS 1030 .....	3
MATH 1010 or 1710 .....	3
HIST 1110 or 1120 .....	3
HIST 2010 or 2020 .....	3
BIOL 1030, PHYS 1030.....	8
GGY 2010, HPE 2340 .....	6

Area of Emphasis Requirements

MATH 1410, 1420 .....	6
HIST 2030.....	3
EDU 1110, 2110 .....	6
PHED Activity .....	1
ART 1040 or COM 2020.....	3
	<b>60 Hrs.</b>

Note: Students will be required to take MTSU's ANT 2010, Cultural Anthropology, and PSY 2300, Developmental Psychology, upon transfer to MTSU.



**ENGLISH AREA OF EMPHASIS**  
University Parallel Major  
Division of Humanities and Social Science

Courses	Associate of Arts Degree GENERAL EDUCATION	Credit hrs.	Courses	Associate of Science Degree GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020 .....		6	ENGL 1010, 1020.....		6
COM 1010.....		3	COM 1010.....		3
ENGL 2030 .....		3	ENGL 2030.....		3
ENGL 2230 .....		3	ENGL 2230.....		3
ART 1030 .....		3	ART 1030 .....		3
HIST 2010, 2020.....		6	HIST 2010, 2020 .....		6
PSY 1320, SOC 2120.....		6	PSY 1320, SOC 2120 .....		6
Two of the following: BIOL 1110, 1120, 2010 2020; CHEM 1110, 1120; PHYS 2010, 2020, 2110, 2120; or BIOL 1030, and either PHYS 1030 or GEOL 1030 .....		8	Two of the following: BIOL 1110, 1120, 2010 2020; CHEM 1110, 1120; PHYS 2010, 2020, 2110, 2120; or BIOL 1030, and either PHYS 1030 or GEOL 1030 .....		8
One of the following: MATH 1010, 1530, 1630 or 1710.....		3	One of the following: MATH 1010, 1530, 1630 or 1710 .....		3
<b>AREA OF EMPHASIS REQUIREMENTS</b>			<b>AREA OF EMPHASIS REQUIREMENTS</b>		
One year sequence in a foreign language.....		6	ENGL 2130.....		3
ENGL 2130 .....		3	ENGL 2330.....		3
ENGL 2330 .....		3	Electives from the following: ANT 2010, ART (excluding ART 1030), COM 1030, IDS 1020, MUS 1030 or PHED .....		7
Electives from the following: ANT 2010, ART (excluding ART 1030), COM 1030, IDS 1020, MUS 1030 or PHED.....		7	General Electives .....		6
		<u>60 hrs.</u>			<u>60 hrs.</u>

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

**ENVIRONMENTAL SCIENCE AREA OF EMPHASIS**  
University Parallel Major  
Division of Mathematics, Science, and Education  
Associate of Science Degree

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020 .....		6
COM 1010 .....		3
ENGL 2030 .....		3
One of the following: ENGL 2130, 2230 or 2330.....		3
One of the following: ART 1030, COM 1030, or MUS 1030.....		3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010 POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200 .....		6
HIST 2010, 2020 .....		6
BIOL 1110, 1120 .....		8
MATH 1530.....		3
<b>AREA OF EMPHASIS REQUIREMENTS</b>		
BIOL 1330.....		4
CHEM 1110, 1120 .....		8
GEOL 1030.....		4
General Electives .....		3
		<u>60 hrs.</u>

**GENERAL STUDIES AREA OF EMPHASIS**  
 University Parallel Major--Division of Humanities and Social Science  
**Track 1 - Tennessee Board of Regents**

**Associate of Arts Degree**  
 Courses                      Credit hrs.  
**GENERAL EDUCATION**

ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
HIST 2010, 2020.....	6
Two of the following: BIOL 1110, 1120, 2010 2020; CHEM 1110, 1120; PHYS 2010, 2020, 2110, 2120; or BIOL 1030, and either PHYS 1030 or GEOL 1030.....	8
Two of the following: ANT 2010, ECON2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120; or SOC 2200 .....	6
One course from the following: MATH 1010, 1530, 1630, 1710 or 1910* .....	3-4

**AREA OF EMPHASIS REQUIREMENTS**

One year sequence in a foreign language.....6  
 \*\*General Electives ..... 12-13

60 hrs.

**Associate of Science Degree**  
 Courses                      Credit hrs.  
**GENERAL EDUCATION**

ENGL 1010, 1020.....	6
COM 1010 .....	3
ENGL 2030.....	3
ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
HIST 2010, 2020 .....	6
Two of the following: BIOL 1110, 1120, 2010 2020; CHEM 1110, 1120; PHYS 2010, 2020, 2110, 2120; or BIOL 1030, and either PHYS 1030 or GEOL 1030 .....	8
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120; or SOC 2200.....	6
One course from the following: MATH 1010, 1530, 1630, 1710, or 1910* .....	3-4

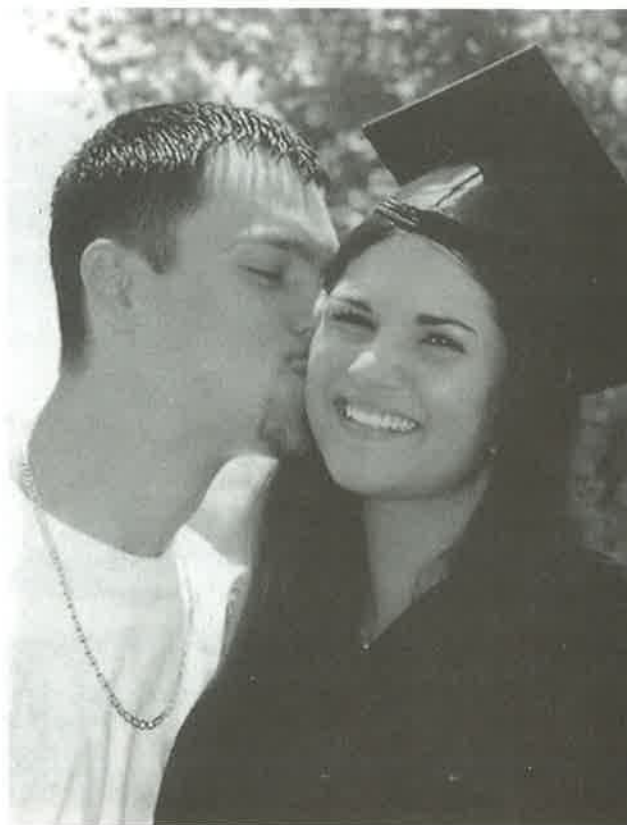
**AREA OF EMPHASIS REQUIREMENTS**

\*\*General Electives ..... 18-19

60 hrs.

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

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



**GENERAL STUDIES AREA OF EMPHASIS**  
 University Parallel Major--Division of Humanities and Social Science  
**Track 2 - University of Tennessee System**

Associate of Arts Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 .....	6
ENGL 2030 .....	3
COM 1010 .....	3
Humanities Elective from ENGL 2130, 2230, or 2330.....	3
Humanities Elective from ART 1030, COM 1030, or MUS 1030.....	3
HIST 1110 and 1120 .....	6
Two of the following: BIOL 1110, 1120, 2010, 2020, CHEM 1110, 1120, PHYS 2010, 2020, 2110, 2120; <u>or</u> BIOL 1030 and either GEOL 1030 or PHYS 1030.....	8
One of the following: MATH 1010, 1530, 1630, or 1710 .....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120; <u>or</u> SOC 2200.....	6

**AREA OF EMPHASIS REQUIREMENTS**

*MATH 1720, 1830, 1910, or 1920 .....	3-4
One year sequence in a foreign language .....	6
General Electives .....	<u>9-10</u>
	60 hrs.

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 .....	6
ENGL 2030 .....	3
COM 1010 .....	3
Humanities Elective from ENGL 2130, 2230, or 2330.....	3
Humanities Elective from ART 1030, COM 1030, or MUS 1030.....	3
HIST 1110 and 1120 .....	6
Two of the following: BIOL 1110, 1120, 2010, 2020, CHEM 1110, 1120, PHYS 2010, 2020, 2110, 2120; <u>or</u> BIOL 1030 and either GEOL 1030 or PHYSI 1030.....	8
One of the following: MATH 1010, 1530, 1630, or 1710 .....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120; <u>or</u> SOC 2200.....	6

**AREA OF EMPHASIS REQUIREMENTS**

*MATH 1720, 1830, 1910, or 1920 .....	3-4
General Electives .....	<u>15-16</u>
	60 hrs.

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





**GEOGRAPHY AREA OF EMPHASIS**  
University Parallel Major  
Division of Humanities and Social Science

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120; or SOC 2200.....	6
HIST 2010, 2020.....	6
One-year sequence in BIOL, CHEM or PHYS or BIOL 1030 and PHYS 1030.....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910*.....	3-4

**AREA OF EMPHASIS REQUIREMENTS**

One year sequence in a foreign language.....	6
GGY 1010, 2010.....	6
GEOL 1030.....	4
General Electives.....	2-3
<u>60 hrs.</u>	

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120; or SOC 2200.....	6
HIST 2010, 2020.....	6
One-year sequence in BIOL, CHEM or PHYS or BIOL 1030 and PHYS 1030.....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910*.....	3-4

**AREA OF EMPHASIS REQUIREMENTS**

GGY 1010, 2010.....	6
GEOL 1030.....	4
General Electives.....	8-9
<u>60 hrs.</u>	

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

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

**HEALTH AND PHYSICAL EDUCATION AREA OF EMPHASIS**

University Parallel Major  
Division of Mathematics, Science, and Education  
Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230, or 2330.....	3
One of the following: ART 1030 or MUS 1030.....	3
HPE 2340.....	3
One of the following: ANT 2010, ECON 2010, PSY 1310, PSY 1320, SOC 2110 or SOC 2120.....	3
HIST 2010, 2020.....	6
BIOL 1110, 1120.....	8
MATH 1010 or 1530.....	3

**AREA OF EMPHASIS REQUIREMENTS**

HPE 2000.....	3
HPE 2070.....	3
HPE 2410.....	3
HPE 2300.....	3
HPE 2320.....	3
Electives from HPE 2050, HPE 2060, HPE 2080, PHED Activity courses.....	4
<u>60 hrs.</u>	

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

**HISTORY AREA OF EMPHASIS**

University Parallel Major  
Division of Humanities and Social Science

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 .....	6
COM 1010.....	3
ENGL 2030 .....	3
ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
ANT 2010, ECON 2010 .....	6
HIST 2010, 2020 .....	6
One year sequence in BIOL, CHEM, or PHYS.....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910* .....	3-4

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
ANT 2010, ECON 2010.....	6
HIST 2010, 2020 .....	6
One year sequence in BIOL, CHEM, or PHYS..	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910* .....	3-4

**AREA OF EMPHASIS REQUIREMENTS**

One year sequence in a foreign language.....	6
HIST 1010, 1020 or HIST 1110, 1120 .....	6
POL 1110, 1120.....	6
General Electives .....	0-1
	<u>60 hrs.</u>

**AREA OF EMPHASIS REQUIREMENTS**

HIST 1010, 1020 or HIST 1110, 1120.....	6
POL 1110, 1120 .....	6
General Electives .....	6-7
	<u>60 hrs.</u>

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

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

**HONORS SCHOLAR AREA OF EMPHASIS**

University Parallel Major  
(See Honors Scholar Eligibility Requirements)  
Division of Humanities and Social Science

## Associate of Arts Degree

## Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
<b>GENERAL EDUCATION</b>		<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 or ENGL 1010-Honors, 1020-Honors .....	6	ENGL 1010, 1020 or ENGL 1010-Honors, 1020-Honors .....	6
COM 1010 or COMH 1010 .....	3	COM 1010 or COMH 1010 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3	One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
HON 2010, 2020 or two of the following: ENGL 2030 and either ENGL 2130, 2230, or 2330 or ENGL 2130, 2230, or 2330-Honors and two of the following: HIST 2010 and 2020 or HIST 2010 and 2020-Honors .....	12	HON 2010, 2020 or two of the following: ENGL 2030 and either ENGL 2130, 2230, or 2330 or ENGL 2130, 2230, or 2330-Honors and two of the following: HIST 2010 and 2020 or HIST 2010 and 2020-Honors .....	12
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200 .....	6	Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200 .....	6
Two of the following: BIOL 1110, 1120, 2010, 2020; CHEM 1110, 1120; PHYS 2010, 2020, 2110, 2120, *BIOL 1030; PHYS 1030; GEOL 1030 .....	8	Two of the following: BIOL 1110, 1120, 2010, 2020; CHEM 1110, 1120; PHYS 2010, 2020, 2110, 2120, *BIOL 1030; PHYS 1030; GEOL 1030 .....	8
One of the following: MATH 1010, 1410, 1530, 1630, 1710, or 1910** .....	3-4	One of the following: MATH 1010, 1410, 1530, 1630, 1710, or 1910** .....	3-4
<b>AREA OF EMPHASIS REQUIREMENTS</b>		<b>AREA OF EMPHASIS REQUIREMENTS</b>	
IDSH 1020 .....	3	IDSH 1020 .....	3
One year sequence in a foreign language .....	6	General Electives .....	<u>15-16</u>
General Electives .....	<u>9-10</u>		60 hrs.
	60 hrs.		

\*BIOL 1030 may not be combined with any other Biology course to complete the General Education Natural Science requirement.

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

Courses selected to meet the humanities requirement, mathematics requirement, natural/physical science requirement, social/behavioral 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  
Division of Career Education and Workforce Development

Associate of Science Degree

Courses	Credit hrs.
ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
ECON 2010 .....	3
One of the following: ANT 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120 or SOC 2200 .....	3
HIST 2010, 2020 .....	6
One year sequence in BIOL, CHEM, or PHYS .....	8
MATH 1710 .....	3

**AREA OF EMPHASIS REQUIREMENTS**

INFS 2010 .....	4
ERG 1010, 1070, 2010 .....	9
IAT 1140 .....	3
IMT 2230 .....	3
	60 hrs.

**INFORMATION SYSTEMS AREA OF EMPHASIS**  
University Parallel Major  
Division of Career Education and Workforce Development  
Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
ECON 2010 .....	3
One of the following: ANT 2010, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200 .....	3
HIST 2010, 2020 .....	6
One year sequence in BIOL, CHEM, or PHYS .....	8
MATH 1630 .....	3

**AREA OF EMPHASIS REQUIREMENTS**

ACT 2310, 2320 .....	6
BUS 2410 .....	3
ECON 2020 .....	3
CST 1400 .....	4
MATH 1830 .....	3
	60 hrs.

**MASS COMMUNICATIONS AREA OF EMPHASIS**

University Parallel Major  
 Division of Humanities and Social Science  
 Associate of Science Degree

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020.....		6
COM 1010 .....		3
ENGL 2030 .....		3
One of the following: ENGL 2130, 2230, 2330.....		3
One of the following: ART 1030, COM 1030, or MUS 1030.....		3
Two of the following: ANT 2010, ECON 2010, POL 1110, PSY 1310, SOC 2110 .....		6
HIST 2010, 2020.....		6
One-year sequence in BIOL, CHEM, or PHYS; or BIOL 1030 and either PHYS 1030 or GEOL 1030.....		8
One of the following: MATH 1010, 1530, 1630, 1710.....		3

**AREA OF EMPHASIS REQUIREMENTS**

ART 2110 .....	3
COM 1110, 1120,* and 1130.....	9
COM Electives .....	6
General Elective.....	1
	60 hrs.

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

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



**MATHEMATICS AREA OF EMPHASIS**  
Division of Mathematics, Science, and Education  
Associate of Science Degree

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020 .....		6
COM 1010 .....		3
ENGL 2030 .....		3
One of the following: ENGL 2130, 2230 or 2330 .....		3
One of the following: ART 1030, COM 1030, or MUS 1030 .....		3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200 .....		6
HIST 2010, 2020 .....		6
One year sequence from the following: BIOL 1110, 1120, or CHEM 1110, 1120 or PHYS 2110, 2120 .....		8
*MATH 1910 .....		4

**AREA OF EMPHASIS REQUIREMENTS**

MATH 1920, 2010, 2110, 2120 .....	14
One of the following: CST 1300, 1320, 1400, 2450 or 2650 .....	3-4
General Electives .....	0-1
	60 hrs.

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

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

**OFFICE MANAGEMENT AREA OF EMPHASIS**  
University Parallel Major  
Division of Career Education and Workforce Development  
Associate of Science Degree

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020 .....		6
COM 1010 .....		3
ENGL 2030 .....		3
One of the following: ENGL 2130, 2230 or 2330 .....		3
One of the following: ART 1030, COM 1030, or MUS 1030 .....		3
ECON 2010 .....		3
One of the following: ANT 2010, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200 .....		3
HIST 2010, 2020 .....		6
One year sequence in BIOL, CHEM, or PHYS or BIOL 1030 and either GEOL 1030 or PHYS 1030 .....		8
MATH 1710 .....		3

**AREA OF EMPHASIS REQUIREMENTS**

ACT 2310, 2320 .....	6
BIT 1240 .....	3
BUS 2410 .....	3
ECON 2020 .....	3
INFS 2010 .....	4
	60 hrs.



**PHYSICS AREA OF EMPHASIS**  
 University Parallel Major  
 Division of Mathematics, Science, and Education  
 Associate of Science Degree

Courses	Credit hrs
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010 .....	3
ENGL 2030.....	3
One of the following: ENGL 2130, ENGL 2230, or ENGL 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, SOC 2200.....	6
HIST 2010, 2020 .....	6
PHYS 2110, 2120.....	8
*MATH 1910 .....	4

**AREA OF EMPHASIS REQUIREMENTS**

MATH 1920, 2110, 2120 .....	11
**General Electives.....	<u>7</u>
	60 hrs.

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

\*\*Recommended electives CHEM 1110, CHEM 1120, or BIT 1150. Students are encouraged to consult their faculty advisors or contact the institutions to which they plan to transfer.

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



**POLITICAL SCIENCE AREA OF EMPHASIS**

University Parallel Major  
Division of Humanities and Social Science

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
<b>GENERAL EDUCATION</b>		<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6	ENGL 1010, 1020.....	6
COM 1010.....	3	COM 1010.....	3
ENGL 2030.....	3	ENGL 2030.....	3
ENGL 2130, 2230 or 2330.....	3	ENGL 2130 or 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3	One of the following: ART 1030, COM 1030, or MUS 1030.....	3
HIST 2010, 2020.....	6	HIST 2010, 2020.....	6
POL 1110, 1120.....	6	POL 1110, 1120.....	6
One year sequence in BIOL, CHEM, or PHYS.....	8	One year sequence in BIOL, CHEM, or PHYS.....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910*.....	3-4	One of the following: MATH 1010, 1530, 1630, 1710, or 1910*.....	3-4
<b>AREA OF EMPHASIS REQUIREMENTS</b>		<b>AREA OF EMPHASIS REQUIREMENTS</b>	
One year sequence in a foreign language.....	6	HIST 1010, 1020 or HIST 1110, 1120.....	6
HIST 1010, 1020 or HIST 1110, 1120.....	6	General Electives.....	<u>12-13</u>
General Electives.....	<u>6-7</u>		60 hrs.
	60 hrs.		

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

**PRE-DENTISTRY AREA OF EMPHASIS**

University Parallel Major  
Division of Mathematics, Science, and Education  
Associate of Science Degree

Courses	Credit hrs.
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230, or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, SOC 2200.....	6
HIST 2010, 2020.....	6
CHEM 1110, 1120.....	8
*MATH 1910.....	4
<b>AREA OF EMPHASIS REQUIREMENTS</b>	
CHEM 2010, 2020.....	8
PHYS 2010, 2020.....	8
BIOL 2230.....	<u>4</u>
	62 hrs.

\*MATH 1710 and 1720 are required for students lacking the background to start with MATH 1910. This requirement will be verified by the mathematics faculty and the individual advisor. 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  
 Division of Career Education and Workforce Development  
 Associate of Science Degree

Courses Credit hrs.

**GENERAL EDUCATION**

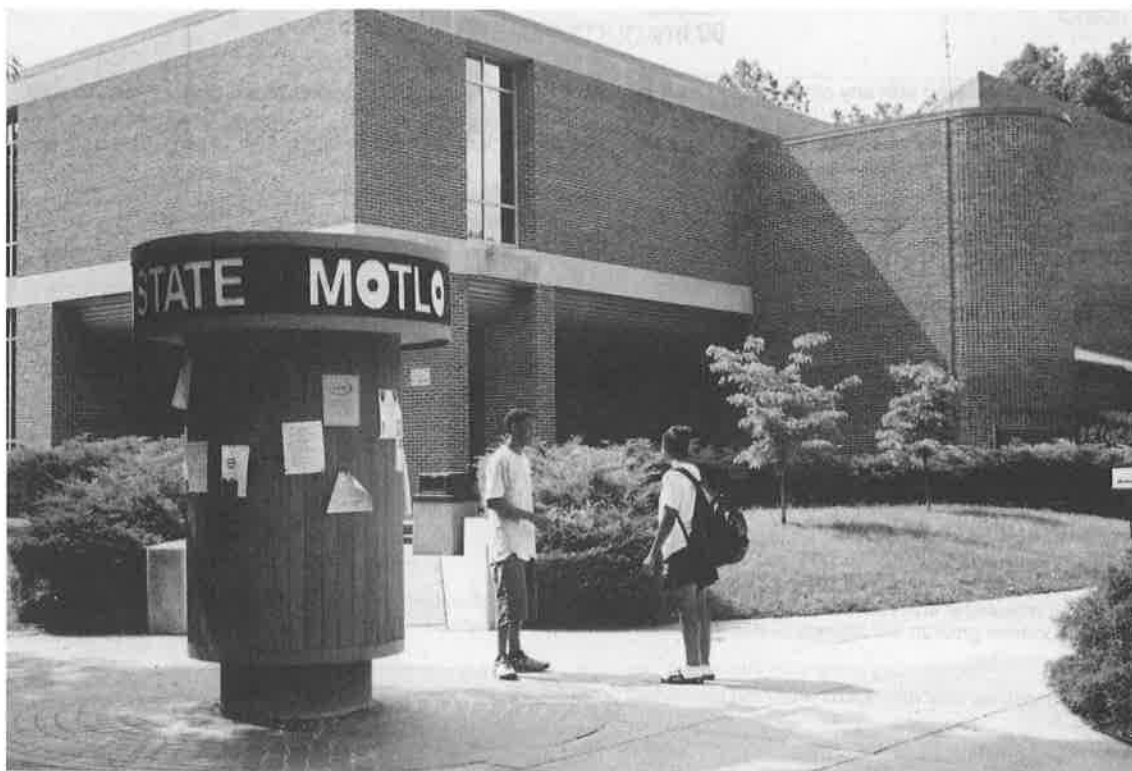
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
ECON 2010.....	3
One of the following: ANT 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, or SOC 2200.....	3
HIST 2010, 2020.....	6
PHYS 2110, 2120.....	8
*MATH 1910.....	4

**AREA OF EMPHASIS REQUIREMENTS**

**CHEM 1110.....	4
ERG 2010.....	3
**CST 1320 or 2450.....	3
MATH 1920, 2010, 2110.....	11
	<u>63 hrs.</u>

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

\*\* Students should consult with the institution to which they wish to transfer to verify which programming language and/or whether CHEM 1120 is required. Special Note: Pre-engineering students planning to transfer to an institution in the University of Tennessee System should consult with an engineering advisor at that institution for the appropriate course of study to follow.



**PRE-LAW AREA OF EMPHASIS**  
University Parallel Major  
Division of Humanities and Social Science

## Associate of Arts Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
POL 1110.....	3
PSY 1310, PSY 1320 or SOC 2110.....	3
HIST 2010, 2020.....	6
Two of the following: BIOL 1110, 1120, 2010, 2020; CHEM 1110, 1120; PHYS 2010, 2020, 2110, 2120; *BIOL 1030, PYS 1030, GEOL 1030.....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910**.....	3-4

## AREA OF EMPHASIS REQUIREMENTS

One year sequence in a foreign language.....	6
SOC 2120.....	3
One of the following: CJA 2010, 2110, 2120, 2220, or 2400.....	3
One of the following: ANT 2010, BIOL 1330, BUS 2610, ECON 2010, ECON 2020, HPE 2340, or POL 1120.....	3
***General Electives.....	3-4
	60 hrs.

## Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
POL 1110.....	3
PSY 1310, PSY 1320 or SOC 2110.....	3
HIST 2010, 2020.....	6
Two of the following: BIOL 1110, 1120, 2010, 2020; CHEM 1110, 1120; PHYS 2010, 2020, 2110, 2120; *BIOL 1030, PHYS 1030, GEOL 1030.....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910**.....	3-4

## AREA OF EMPHASIS REQUIREMENTS

SOC 2120.....	3
One of the following: CJA 2010, 2110, 2120, 2220, or 2400.....	3
Three of the following: ANT 2010, BIOL 1330, BUS 2610, ECON 2010, ECON 2020, HPE 2340, or POL 1120.....	9
***General Electives.....	3-4
	60 hrs.

\*BIOL 1030 may not be combined with any other Biology course to complete the General Education Natural Science requirement.

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

\*\*\*BIT 1150 or INFS 2010 is recommended for students without competencies in online research.

**PRE-MEDICAL AREA OF EMPHASIS**  
University Parallel Major  
Division of Mathematics, Science, and Education  
Associate of Science Degree

Courses	Credit hrs.
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230, or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, SOC 2200 .....	6
HIST 2010, 2020 .....	6
CHEM 1110, 1120.....	8
*MATH 1910.....	4

**AREA OF EMPHASIS REQUIREMENTS**

CHEM 2010, 2020.....	8
PHYS 2010, 2020.....	8
BIOL 2230 .....	4
	62 hrs.

\*\*MATH 1710 and 1720 are required for students lacking the background to start with MATH 1910. 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  
Division of Career Education and Workforce Development  
Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
PSY 1310, 1320 .....	6
HIST 2010, 2020 .....	6
BIOL 1110 and CHEM 1110.....	8
MATH 1530 .....	3

**AREA OF EMPHASIS REQUIREMENTS**

BIOL 2010, 2020, 2230 .....	12
SOC 2110, 2120.....	6
General Electives .....	1
	60 hrs.

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  
 Division of Mathematics, Science, and Education  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, SOC 2200.....	6
HIST 2010, 2020 .....	6
CHEM 1110, 1120 .....	8
*MATH 1910 .....	4

**AREA OF EMPHASIS REQUIREMENTS**

BIOL 2230.....	4
CHEM 2010, 2020 .....	8
PHYS 2110, 2120.....	8
	<u>62 hrs.</u>

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

Entrance requirements vary widely among different schools and colleges 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  
 Division of Mathematics, Science, and Education  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010 .....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, SOC 2200.....	6
HIST 2010, 2020 .....	6
CHEM 1110, 1120.....	8
*MATH 1910 .....	4

**AREA OF EMPHASIS REQUIREMENTS**

BIOL 2230 .....	4
CHEM 2010, 2020 .....	8
PHYS 2010, 2020.....	8
	62 hrs.

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

NOTE: Students planning to major in any pharmacy program upon transfer should plan carefully with their advisors for appropriate selection of courses. Students planning to attend the University of Tennessee School of Pharmacy should note that BIOL 2010 and 2020, Anatomy and Physiology I and II, as well as MATH 1530, Elementary Statistics, are entrance requirements which may be taken at Motlow.

**PRE-PHYSICAL THERAPY AREA OF EMPHASIS**  
 University Parallel Major  
 Division of Mathematics, Science, and Education  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010 .....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
PSY 1310, 1320 .....	6
HIST 2010, 2020 .....	6
BIOL 1110, 1120 .....	8
MATH 1530 .....	3

**AREA OF EMPHASIS REQUIREMENTS**

BIOL 2010, 2020 .....	8
CHEM 1110, 1120.....	8
General Electives .....	3
	60 hrs.

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  
 Division of Mathematics, Science, and Education  
 Associate of Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
Two of the following: ANT 2010, ECON 2010, ECON 2020, GGY 1010, GGY 2010, HPE 2340, POL 1110, POL 1120, PSY 1310, PSY 1320, SOC 2110, SOC 2120, SOC 2200.....	6
HIST 2010, 2020 .....	6
BIOL 1110, 1120 .....	8
MATH 1530.....	3
<b>AREA OF EMPHASIS REQUIREMENTS</b>	
AGR 1010, 1020 .....	6
CHEM 1110, 1120 .....	8
BIOL 2230.....	4
General Electives .....	1
	<u>60 hrs.</u>

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  
Division of Humanities and Social Science

Courses Associate of Arts Degree  
Credit hrs.

Courses Associate of Science Degree  
Credit hrs.

**GENERAL EDUCATION**

**GENERAL EDUCATION**

ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
PSY 1310, 1320 .....	6
HIST 2010, 2020 .....	6
One year sequence in BIOL, CHEM, or PHYS .....	8
MATH 1710 or 1910* .....	3-4

ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
PSY 1310, 1320 .....	6
HIST 2010, 2020 .....	6
One year sequence in BIOL, CHEM, or PHYS .....	8
MATH 1710 or 1910* .....	3-4

**AREA OF EMPHASIS REQUIREMENTS**

**AREA OF EMPHASIS REQUIREMENTS**

One year sequence in a foreign language .....	6
PSY 2900 .....	3
One of the following PSY 2100 or 2120 .....	3
General Electives .....	<u>6-7</u>
60 hrs.	

PSY 2900 .....	3
One of the following: PSY 2100 or 2120 .....	3
General Electives .....	<u>12-13</u>
60 hrs.	

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

**RECREATION AREA OF EMPHASIS**  
University Parallel Major  
Division of Mathematics, Science, and Education  
Associate of Science Degree

Courses Credit hrs.

**GENERAL EDUCATION**

ENGL 1010; 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230, or 2330 .....	3
One of the following: ART 1030 or MUS 1030 .....	3
HPE 2340 .....	3
One of the following: ANT 2010, ECON 2010, PSY 1310, PSY 1320 or SOC 2110 .....	3
HIST 2010, 2020 .....	6
BIOL 1110, 1120 .....	8
MATH 1010 or 1530 .....	3

**AREA OF EMPHASIS REQUIREMENTS**

HPE 2000 .....	3
HPE 2070 .....	3
HPE 2120 .....	3
HPE 2300 .....	3
HPE 2320 .....	3
Electives from HPE 2050, HPE 2060, HPE 2080, PHED Activity courses .....	<u>4</u>
60 hrs.	

## SECONDARY EDUCATION

The student who plans to transfer to a Tennessee Board of Regents 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 Mathematics, Science, and Education. While at Motlow College, the student working toward secondary licensure should take EDU 2110 and either EDU 1110 or EDU 1120.

### REGENTS DEGREE University Parallel Major Division of Humanities and Social Science

Motlow College, in conjunction with other Tennessee Board of Regents institutions, participates in and offers courses leading to the Regents Degree. These web-based degrees are designed to meet the needs of Tennessee residents whose access to higher education is limited and those for whom attendance in traditional programs is difficult. While this program is not limited to one particular group, it is designed especially for students whose work, geographical restriction, family obligation, and/or other confinements make difficult and unlikely their attendance in traditional degree programs on campus. This program is designed to articulate with the web-based Bachelor of Science in Interdisciplinary Studies at Tennessee Board of Regents universities.

Specific program goals for the Regents Degrees at both the associate and baccalaureate degree levels are:

- To increase access to higher education for citizens of Tennessee
- To optimize the effective use of technology for delivery of college-level instruction
- To offer expanded opportunity to students to participate in web-based courses and degree programs
- To encourage and support collaboration among TBR institutions, thereby maximizing access to students and resource sharing among institutions

For further information on the program, visit the Tennessee Board of Regents' web site [www.tbr.state.tn.us](http://www.tbr.state.tn.us)



**SOCIAL SCIENCE AREA OF EMPHASIS**

University Parallel Major  
Division of Humanities and Social Science

**Associate of Arts Degree**

Courses Credit hrs.

**GENERAL EDUCATION**

ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
ENGL 2130 or 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
Two of the following: ANT 2010, PSY 2100 or SOC 2200 .....	6
HIST 2010, 2020, .....	6
One year sequence in BIOL, CHEM, or PHYS .....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910* .....	3-4

**AREA OF EMPHASIS REQUIREMENTS**

One year sequence in a foreign language .....	6
Two of the following 6-hour sequences ECON 2010, 2020; POL 1110, 1120; PSY 1310, 1320; SOC 2110, 2120 .....	12
General Elective .....	0-1
	<u>60 hrs.</u>

**Associate of Science Degree**

Courses Credit hrs.

**GENERAL EDUCATION**

ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
ENGL 2130 or 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
Two of the following: ANT 2010, PSY 2100 or SOC 2200 .....	6
HIST 2010, 2020, .....	6
One year sequence in BIOL, CHEM, or PHYS .....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910* .....	3-4

**AREA OF EMPHASIS REQUIREMENTS**

Two of the following 6-hour sequences ECON 2010, 2020; POL 1110, 1120; PSY 1310, 1320; SOC 2110, 2120 .....	12
General Electives .....	6-7
	<u>60 hrs.</u>

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

**SOCIAL WORK AREA OF EMPHASIS**

University Parallel Major  
Division of Humanities and Social Science  
Associate of Science Degree

Courses

**GENERAL EDUCATION**

Credit hrs.

ENGL 1010, 1020 .....	6
COM 1010 .....	3
ENGL 2030 .....	3
One of the following: ENGL 2130, 2230 or 2330 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
PSY 1310, 1320 .....	6
HIST, 2010, 2020 .....	6
One year sequence in BIOL, CHEM, or PHYS .....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910*	3-4

**AREA OF EMPHASIS REQUIREMENTS**

SOC 2110, 2120, 2570 .....	9
General Electives .....	9-10
	<u>60 hrs.</u>

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

Students in the Social Work Emphasis who plan to transfer to TTU should include SOC 2200 and POL 1120 in their General Electives.



**SOCIOLOGY AREA OF EMPHASIS**  
University Parallel Major  
Division of Humanities and Social Science

Courses	Associate of Arts Degree Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
PSY 1310, 1320.....	6
HIST 2010, 2020.....	6
One year sequence in BIOL, CHEM, or PHYS.....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910*.....	3-4

**AREA OF EMPHASIS REQUIREMENTS**

One year sequence in a foreign language.....	6
SOC 2110, 2120, 2200.....	9
**General Electives.....	4
	<u>60 hrs.</u>

Courses	Associate of Science Degree Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
ENGL 2130, 2230 or 2330.....	3
One of the following: ART 1030, COM 1030, or MUS 1030.....	3
PSY 1310, 1320.....	6
HIST 2010, 2020.....	6
One year sequence in BIOL, CHEM, or PHYS.....	8
One of the following: MATH 1010, 1530, 1630, 1710, or 1910*.....	3-4

**AREA OF EMPHASIS REQUIREMENTS**

SOC 2110, 2120, 2200.....	9
**General Electives.....	9-10
	<u>60 hrs.</u>

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

\*\*Suggested elective ANT 2010.

**SPEECH AND THEATRE AREA OF EMPHASIS**

University Parallel Major  
Division of Humanities and Social Science  
Associate of Science Degree

ENGL 1010, 1020.....	6
COM 1010.....	3
ENGL 2030.....	3
One of the following: ENGL 2130, 2230, or 2330.....	3
One of the following: ART 1030, or MUS 1030.....	3
Two of the following: ANT 2010, ECON 2010, POL 1110, PSY 1310, SOC 2110.....	6
HIST 2010, 2020.....	6
One-year sequence in BIOL, CHEM, or PHYS; or BIOL 1030 and either PHYS 1030 or GEOL 1030.....	8
One of the following: MATH 1010, 1530, 1630 or 1710.....	3

**AREA OF EMPHASIS REQUIREMENTS**

ART 2110.....	3
COM 1030, 1040, 1080.....	9
COM 2020, 2030.....	6
General Elective.....	1
	<u>60 hrs.</u>

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



## BUSINESS TECHNOLOGY MAJOR

Motlow State Community College offers a Business Technology major with the following concentrations: Accounting, Business Computer Applications, Business Management Computer Programming and Professional Studies. This major prepares students for a variety of positions in the broad field of business. The Accounting concentration prepares students in a broad range of accounting fields, including accounting systems, record keeping, financial statements, tax accounting, budgeting, and other accounting areas. The Business 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 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  
Division of Career Education and Workforce Development  
Associate of Applied Science Degree

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010 .....	3
COM 1010 .....	3
ECON 2010 .....	3
MATH 1630 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
<b>CONCENTRATION REQUIREMENTS</b>	
ACT 2310, 2320 .....	6
ACT 2410 .....	3
ACT 2510 .....	3
ACT 2810, 2910 .....	6
BUS 1210, 2220, 2710 .....	9
BUS 2610, 2910 .....	6
ECON 2020 .....	3
BIT 1150 .....	3
Business electives from BUS or BIT .....	6
	<b>60 hrs.</b>

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.

**BUSINESS COMPUTER APPLICATIONS CONCENTRATION**

Business Technology Major  
 Division of Career Education and Workforce Development  
 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	GENERAL EDUCATION	Credit hrs.
ENGL 1010 .....		3
COM 1010 .....		3
ECON 2010 .....		3
MATH 1630.....		3
One of the following: ART 1030, COM 1030, or MUS 1030.....		3

**CONCENTRATION REQUIREMENTS**

ACT 2310, 2320 .....	6
BIT 1150, 1240, 1250, 1260, 1270.....	15
BUS 1210, 2220, 2610, 2710, 2910 .....	15
CST 1300, 1610 .....	6
ECON 2020 .....	3
	60 hrs.

Motlow also offers a university parallel major related to this concentration. To make sure you are following the correct program of study, check with your advisor or see the Information Systems Area of Emphasis or the Computer Science 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 Microcomputer Software Applications certificate of credit program. Credits earned in this program are acceptable toward the associate degree.



**BUSINESS MANAGEMENT CONCENTRATION**  
 Business Technology Major  
 Division of Career Education and Workforce Development  
 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.
<b>GENERAL EDUCATION</b>	
ENGL 1010 .....	3
COM 1010 .....	3
ECON 2010 .....	3
MATH 1630 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
<b>CONCENTRATION REQUIREMENTS</b>	
ACT 2310, 2320, 2910 .....	9
BIT 1150 .....	3
One of the following: BIT 1240, 1250 or 1260 .....	3
BUS 1210, 2010, 2220, 2410 .....	12
BUS 2610, 2710, 2810, 2910 .....	12
BUS 2500 or 2750 .....	3
ECON 2020 .....	3
	60 hrs.

Motlow also offers a university parallel major related to this concentration. To make sure you are following the correct program of study, check with your advisor or see the Business Administration Area of Emphasis in the University Parallel Major.

**COMPUTER PROGRAMMING CONCENTRATION**  
 Business Technology Major  
 Division of Career Education and Workforce Development  
 Associate of Applied Science Degree

This career program provides the student with the education necessary to work as a basic entry-level computer programmer in a business environment. The Computer Programming Concentration is for students interested in pursuing a programming career in business-related data processing applications. 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>	
ENGL 1010 .....	3
COM 1010 .....	3
ECON 2010 .....	3
MATH 1710 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
<b>CONCENTRATION REQUIREMENTS</b>	
BUS 1210, 2910 .....	6
CST 1400, 2400 .....	8
CST 1300, 1610 .....	6
CST 2450, 2500 .....	6
CST 2640, 2660 .....	6
INFS 2010 .....	4
Electives from BUS, BIT, CST, or ECON .....	9
	60 hrs.

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.

**PROFESSIONAL STUDIES CONCENTRATION**  
 Business Technology Major  
 Division of Career Education and Workforce Development  
 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 (TTC) diploma or certificate program. Students may seek college credit for prior learning after completing a diploma or certificate program at the Shelbyville, Murfreesboro, McMinnville, or any TTC.

Students seeking to articulate credit for a TTC diploma or certificate, and wishing to pursue this program of study, must satisfy the following requirements:

1. The student must meet all regular admission requirements of Motlow State Community College (MSCC) as described in the Motlow Catalog/Student Handbook.
2. In addition to providing an official transcript to the Office of Admissions and Records as part of the MSCC enrollment process, the student must also provide the Professional Studies advisor in the Division of Career Education and Workforce Development a copy of his/her TTC transcript and diploma/certificate.
3. The student who is admitted to degree admission status must meet Developmental Studies Program (DSP) requirements. Students are required to complete all basic and developmental courses as indicated by the COMPASS test.
4. The student pursuing articulated credit in this concentration must have successfully completed a Tennessee Technology Center diploma or certificate program. For successfully completing a diploma or certificate program of fewer than 12 months in duration, a student will be awarded 11 semester hours of credit. A student who successfully completes a diploma or certificate program of 12 months or more in duration will be awarded 29 semester hours of credit.
5. The student must successfully complete 15 semester hours of credit in the Professional Studies Concentration at Motlow State Community College (excluding DSP hours—DSP courses earn institutional credit, but cannot be used to meet any program degree requirements) before being awarded any credit for prior learning at a Tennessee Technology Center. The credit awarded for a Tennessee Technology Center diploma or certificate program will be designated on the transcript, but will not count in the calculation of the student's grade point average. **(Special Note:** The student must contact the Professional Studies advisor in the Division of Career Education and Workforce Development in order to verify the earned credit being articulated and request the credit be included on his/her transcript.)

Upon successful completion of the Professional Studies Concentration, the student will be awarded the Associate of Applied Science degree.

Courses	Credit hrs.
<b>GENERAL EDUCATION</b>	
ENGL 1010 .....	3
COM 1010 .....	3
ECON 2010 .....	3
MATH 1630 .....	3
One of the following: ART 1030, COM 1030, or MUS 1030 .....	3
<b>CONCENTRATION REQUIREMENTS</b>	
ACT 2310 .....	3
BIT 1150 .....	3
BUS 1210 .....	3
BUS 2910 .....	3
CST 1400 .....	4
<b>PROFESSIONAL STUDIES CREDIT</b>	
*Professional Studies Credit (TTC diploma or certificate credit) .....	11 or 29
*Professional Studies Electives from ACT, BIT, BUS, CST, ECON, ERG, IAT, or IMT .....	<u>18 or 0</u> 60 hrs.

\*Students who have completed a TTC diploma/certificate of 12 months or more in duration will receive 29 hours credit and do not have to complete any Professional Studies Electives. Students who have completed a TTC diploma/certificate of less than 12 months duration will receive 11 hours credit and must complete 18 additional hours of Professional Studies Electives (the 18 hours of electives can consist of any courses from of the discipline areas listed). For additional information and/or assistance relating to the Professional Studies Concentration, students should contact the Professional Studies advisor located in the Division of Career Education and Workforce Development (telephone number 931-393-1627 or toll free 1-800-654-4877, ext. 1627).

**EARLY CHILDHOOD EDUCATION MAJOR**  
 Division of Mathematics, Science, and Education  
 Associate of Applied Science

Motlow State Community College, as part of the Tennessee Board of Regents' early childhood initiative, offers courses leading to the Associate of Applied Science in Early Childhood Education. The purpose of this major is to create a Head Start statewide early childhood academic degree and professional/career development model that support the Head Start Reauthorization Act degree requirements for Head Start teachers/staff. This initiative builds on the established Tennessee Early Childhood Training Alliance (TECTA) model. The academic coursework and clinical 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, including paraprofessionals, wishing to gain professional expertise in the education and care of children from infant to age nine.

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010 .....		3
COM 1010 .....		3
MUS 1030 .....		3
HIST 2010 .....		3
MATH 1410 .....		3
<b>CONCENTRATION REQUIREMENTS</b>		
BIOL 1030 .....		4
ECED 1010 .....		2
ECED 2010 .....		3
ECED 2015 .....		3
ECED 2020 .....		3
ECED 2040 .....		3
ECED 2060 .....		3
ECED 2070 .....		3
ECED 2080 .....		3
ECED 2085 .....		3
ECED 2130 .....		2
ECED 2140 .....		2
ECED 2150 .....		2
One of the following: ECED 2030, ECED 2050, ECED 2090, ECED 2100, ECED 2110, ECED 2120, or ENGL 2620 .....		3
Two of the following: ENGL 1020, GGY 2010, HPE 2100, HIST 2020, PSY 1310 or SOC 2110 .....		6
		<u>60 hrs</u>

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.

**REGENTS DEGREE**

Associate of Applied Science  
Division of Career Education and Workforce Development

Motlow College, in conjunction with other Tennessee Board of Regents institutions, participates in and offers courses leading to the Regents Degree. These web-based degrees are designed to meet the needs of Tennessee residents whose access to higher education is limited and those for whom attendance in traditional programs is difficult. While this program is not limited to one particular group, it is designed especially for students whose work, geographical restriction, family obligation, and/or other confinements make difficult and unlikely their attendance in traditional degree programs on campus. This program is designed primarily for employment but will also articulate with the web-based Bachelor of Science in Professional Studies at Tennessee Board of Regents universities.

Specific program goals for the Regents degrees at both the associate and baccalaureate degree levels are:

- To increase access to higher education for citizens of Tennessee
- To optimize the effective use of technology for delivery of college-level instruction
- To offer expanded opportunity to students to participate in web-based courses and degree programs
- To encourage and support collaboration among TBR institutions, thereby maximizing access to students and resource sharing among institutions

For further information on the program, visit the Tennessee Board of Regents web site [www.tbr.state.tn.us](http://www.tbr.state.tn.us)





**NURSING PROGRAM**

Division of Career Education and Workforce Development  
NURSING MAJOR – Associate of Applied Science

Motlow State Community College offers a Nursing Major for those students wishing to pursue a career as a registered nurse. The purpose of the program is to assist the students in developing the technical and intellectual competencies necessary to function as associate degree registered 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**

BIOL	2010	Anatomy and Physiology I	4 Credit Hours
BIOL	2020	Anatomy and Physiology II	4 Credit Hours

**FIRST ACADEMIC YEAR****FALL SEMESTER**

<u>Courses</u>	<u>Credit Hours</u>
ENGL 1010	3
MATH 1070	1
NET 1400	1
NET 1410	9
	<hr/> 14

**SPRING SEMESTER**

<u>Courses</u>	<u>Credit Hours</u>
COM 1010	3
PSY 1310	3
NET 1420	9
	<hr/> 15

TOTAL HOURS FOR THE FIRST ACADEMIC YEAR: 29

**SECOND ACADEMIC YEAR****FALL SEMESTER**

<u>Courses</u>	<u>Credit Hours</u>
BIOL 2230	4
NET 2410	9
ART 1030, MUS 1030 or COM 1030	3
	<hr/> 16

**SPRING SEMESTER**

<u>Courses</u>	<u>Credit Hours</u>
NET 2130	1
NET 2420	10
	<hr/> 11

TOTAL HOURS FOR THE SECOND ACADEMIC YEAR: 27

TOTAL PROGRAM HOURS (including prerequisites): 64

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 patients' reactions to physiological, psychosocial, and environmental changes. All clinical activities are planned by the college faculty who select, guide, and influence the learning experiences of the student. Laboratory facilities are utilized in campus classrooms, area hospitals, extended care facilities, and various other health and community agencies in the college's eleven county service area. Students completing this program will be awarded an Association of Applied Science (AAS) degree. Articulation with a baccalaureate program of study is supported.

## ADMISSION TO THE NURSING PROGRAM

### Application Procedure

- Apply and be accepted for admission to Motlow State Community 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, Marcum Technology Center, Telephone number (931)-393-1628 or toll free at 1-800-654-4877 ext. 1628).
- Take the entrance examination. The entrance examination will be administered by the college in the spring semester each year. Call the nursing department at (931)-393-1628 or visit the Motlow website ([www.mscc.edu/nursing/index.html](http://www.mscc.edu/nursing/index.html)) for further information on the entrance exam.
- If the applicant is a Licensed Practical/Vocational Nurse, an EMT/Paramedic, or a Certified Nursing Assistant, he/she must provide proof of current licensure or certification.

### Selection Criteria

- A minimum cumulative grade point average (GPA) of 2.0 for all college work attempted
- Completion of all required developmental courses (an applicant may be tentatively accepted if he/she is in the process of taking developmental coursework which will be completed by the end of the summer semester prior to entry in the subsequent fall semester).
- Completion of BIOL 2010 and BIOL 2020 (Anatomy and Physiology I and II) with a grade of "C" or better prior to entry into the nursing program. NOTE: If a student's science background is insufficient or the last biology course taken was over 5 years ago, it is recommended that the student take BIOL 1110, General Biology I.
- A current nursing entrance exam score of 75% or higher. (Current is defined as the test currently being used for entrance exam scores taken within the last 5 years.)

Students are selected for the fall class based on total points accumulated from GPA, entrance exam scores and designated experiences in a related field. The system for points accumulation is as follows:

#### 800 Total Points Possible

1. 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 points)
2. 300 points if cumulative GPA is 4.0  
A percentage of points will be awarded for GPA's less than 4.0; divide current GPA by 4.0. Calculation of GPA does not include developmental courses.  
GPA at the end of fall semester in the year prior to admission is used in this calculation.  
(Example: GPA = 3.0 divided by 4.0 is .75; .75 x 300 = 225)
3. Bonus points: 20 possible points for related healthcare experience as follows: 10 points each for being a certified nursing assistant or an EMT or paramedic

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 until the fall class is filled.

Students with an entrance exam score below the minimum requirement or with a cumulative GPA below the minimum requirement at the time of selection will be classified as ineligible for the current class.

#### Applicants Not Selected for the Program

All candidates not selected from the initial or alternate list will be required to reapply if they wish to be considered for the next class. An application must be submitted to the Office of Nursing Education by January 31 of the next year, or the year he/she wishes to be reconsidered for admission. If an applicant has taken the entrance examination within the past 5 years, he/she can use their existing score or choose to retake the examination. To use an existing score, an official copy of the score must be submitted with the application to the nursing program. If the entrance examination used for admission changes, the candidate must take the examination being used for the current year rather than using an existing score from another examination.

#### Criminal Background Checks

Criminal background checks may be required of all nursing students 90 days prior to enrollment. Students will be responsible for this cost. See program director for details.

### **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* .....	\$30
Uniform and supplies* .....	\$200
Professional Liability Insurance (Annual fee) .....	\$40
Textbooks (minimum)*	
First Year .....	\$1500
Second Year .....	\$ 500
Nursing lab fee .....	\$8
Testing fees .....	\$63
Licensing Exam Fees (Final Semester)* .....	\$300
Nursing Pin (Final semester)* .....	\$50-150
NCLEX Review Course* (recommended) .....	\$250-300

\* Indicates a one-time fee. All others recur each semester.

All fees listed above represent approximate costs and are subject to change without prior notice.

## RETENTION STANDARDS

Students must meet 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
- tactile ability sufficient for physical assessment

Students must meet the following academic criteria for retention in the nursing program:

- Maintain a cumulative GPA of 2.0 (C)
- Make a grade of "C" or better in all biology, math, and nursing courses
- Achieve satisfactory performance in both theory and clinical (campus nursing lab and clinical field experience) portion of each nursing course with a clinical component
- Complete the prerequisite nursing courses and general education courses for Nursing I, II, III, and IV as outlined in the Catalog and Student Handbook. Exceptions to this require permission from the Director of Nursing Education.

Because the college seeks to provide a reasonably safe 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.

Students seeking accommodation(s) for a physical or learning disability should follow the policy and procedures set forth in the Motlow College Catalog and Student Handbook.

## READMISSION STUDENTS

Students who withdraw from the nursing program after successfully completing at least one semester of the program, may apply for readmission within 2 years of their withdrawal date. If a student withdraws from the program during his/her first semester and then wishes to come back into the program, a new application must be submitted and the student is subject to the selection process for acceptance into another class. There are no readmission procedures for students who do not successfully complete all nursing courses attempted during the first semester of the program.

To be considered for readmission, a student must submit a letter of intent to the Director of Nursing Education which includes information relative to when the student withdrew from the nursing program, 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 for all college level courses of 2.0 or higher at time of readmission.
- recommended 2 year currency on last nursing course completed.
- recommended 5 year currency on all science and math courses completed.
- reason for withdrawing from the program.

Students selected for readmission will be required to review clinical skills covered in the last semester of nursing which he/she successfully completed. Time in the campus nursing lab and appropriate supplies will be provided for practice prior to the beginning of the semester in which the student is re-entering. During the first week of class, the student will perform the designated clinical procedures with an instructor present. The instructor will give feedback on the student's performance and the student will be made aware of skills needing additional practice. The student is then responsible for practicing skills for which deficiencies were noted and is expected to perform all previously learned skills satisfactorily in the clinical setting.

### TRANSFER STUDENTS

Students who wish to transfer to the Motlow Nursing Program from other collegiate-level nursing programs must:

- submit a letter to the Director of Nursing Education requesting entry into the MSCC Nursing Program.
- meet the transfer and admissions requirements of the College.
- meet the same requirements/criteria as MSCC students desiring readmission into the nursing program. These requirements are stated above.
- submit a letter from the nursing Dean/Director of the school from which they are transferring giving information relative to the student's readmission status in that particular program.

Once all requirements have been satisfied, transfer students will be placed on a list along with students requesting readmission to the program. 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.

Transfer students will be required to successfully demonstrate campus nursing lab procedures covered in the MSCC curriculum prior to the semester of nursing in which they plan to enter. Successful performance of the designated skills will be required before placement in a particular course can be guaranteed. Demonstration of skills is evaluated by a nursing faculty member. Practice time and supplies in the lab as well as a copy of the critical elements required for successful demonstration are provided prior to the required demonstration. If students cannot successfully demonstrate the skills previously taught in the MSCC curriculum in three attempts and with a remediation session between the second and third attempts, the course they are entering will be changed based upon the skills they have successfully demonstrated.

### SELECTION OF READMISSION AND TRANSFER STUDENTS

Students will be selected as classroom and clinical laboratory space allows. Students not selected for admission/readmission 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 readmission or transfer procedure.

The order of selection into the program for **both readmission and transfer students** will be:

1. MSCC students requesting readmission who withdrew with extenuating and mitigating circumstances.
2. transfer students who have no history of academic failure or misconduct in the program from which they are transferring.
3. MSCC readmission students or transfer students who withdrew from the program because of low grades or disciplinary actions or failed to make a grade of "C" or better in a nursing, science, or math course.

### LIMITATIONS ON READMISSION

Students with documented unsatisfactory classroom nursing lab (CNL) and/or clinical field experience (CFE) performance who withdraw from any required 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 of the following nursing courses are ineligible for transfer/readmission to the Motlow Nursing Program: NET 1410, NET 1420, NET 2410, and NET 2420.

## COMPETENCY EXAMINATIONS

Students are required to take achievement tests at selected points in the nursing sequence. These nationally norm-referenced exams provide information on the student's level of knowledge acquisition and provide practice taking a test with the format that the National Council Licensing Examination uses for the registered nurse licensing exam. The cost of these exams is covered by a special fee paid by the student.

## LICENSING EXAMINATION

Upon completion of the nursing program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may complete the National Council Licensing Examination (NCLEX-RN) 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 reason 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 for licensure as a registered nurse, as determined by the Tennessee Board of Nursing.

## CAREER MOBILITY TRANSITIONAL/CHALLENGE PROGRAM

Licensed Practical Nurses (LPN) with a current Tennessee license may apply for the Career Mobility Transition Program. This program offers LPNs a 4-hour course, Nursing Transition (NET 1350) instead of the 9-hour Nursing Care I course (NET 1410). It also gives the student the opportunity to challenge Nursing Care II (NET 1420). Other courses in the program are taken with generic students and include NET 1400, NET 2410, NET 2420, and NET 2130.

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;
- submit a nursing program application and proof of a current Tennessee license by January 31 of the year the applicant wishes to enter the program;
- submit information concerning past or pending health care related disciplinary actions against his/her nursing license;
- complete any required developmental courses (An applicant may be conditionally accepted if he/she is in the process of completing developmental coursework which will be completed by the end of the summer semester prior to entry in the subsequent fall semester.);
- have a minimum GPA of 2.0 on all collegiate level work completed;
- complete BIOL 2010 and 2020 with a grade of "C" or better within 5 years prior to entering the nursing program. **NOTE: Anyone who has not completed a collegiate biology course within the past five years or has insufficient science background is strongly encouraged to complete BIOL 1110 before attempting BIOL 2010 and 2020.**

Acceptance into the Career Mobility Transition/Challenge program is determined by a points system. Points are awarded based on grade point average. There are 300 total possible points.

300 points awarded if GPA = 4.0

GPA divided by 4.0; multiply this number by 300

EXAMPLE: GPA of 3.0 divided by 4.0 = .75 x 300 = 225 points

Based on the points awarded, applicants are placed on a selection list in numerical order. The applicants with the highest 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 five 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, Nursing Care I.



**Challenging NET 1420, Nursing Care II**

LPN students who successfully complete NET 1350 have the option to challenge NET 1420 by contacting the Director of Nursing Education and completing the following three steps in the order given:

- Complete, with a grade of 75% or higher, a written exam covering the content taught in NET 1420.
- Satisfactorily demonstrate in the Campus Nursing Lab (CNL) selected clinical procedures taught in Net 1420.
- Satisfactorily complete a Clinical Field Experience (CFE) that includes skills taught in NET 1420. The CFE component is conducted as a client care assignment under the supervision of nursing faculty in a selected agency. The CFE experience will not be conducted in an agency in which the student is employed.

To successfully challenge NET 1420, all three of the above steps must be completed satisfactorily.

**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 complements the material presented in the nursing courses. Students enrolled as associate degree nursing majors who are receiving financial aid may not be able to take courses outside the program of study. Students receiving financial aid who want to take courses outside of the AAS nursing curriculum, should declare to be University Parallel majors in either the General Studies (AS degree) or Pre-Nursing areas of emphasis until being fully accepted into the nursing program.

BIOL 1110	General Biology I
BIOL 1120	General Biology II
BIT 1150	Intro/Microcomputer Applications
BUS 2910	Career Development
BUS 2410	Business Statistics
CHEM 1110	General Chemistry I
EDU 2110	Psychology of Human Development
ENGL 1020	English Composition II
ENGL 2030	Experiencing Literature
ENGL 2130, 2230, or 2330	Literature Survey Courses
HIST 2010	American History I
HIST 2020	American History II
HPE 2230	Principles and Therapeutics of Nutrition
HPE 2320	First Aid and Safety
IMT 1900	Technical Writing
IDS 2200	Covey's 7 Habits
MATH 1530	Elementary Statistics
NET 1050	Medical Terminology
NET 2510	Applied Pathophysiology (Spring Semester only)
PSY 1320	Child Psychology
PSY 2900	Abnormal Psychology
SOC	Any course

**TECHNICAL CERTIFICATE OF CREDIT PROGRAMS**  
Division of Career Education and Workforce Development

A certificate of credit program enables the college to provide a short-term program in a concentrated area to develop specific career skills. Certificate of credit programs are available at Motlow in microcomputer software applications and computer-aided design. 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.

**MICROCOMPUTER SOFTWARE APPLICATIONS**

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, 2280 .....	18
CST 1610 .....	3
ACT 2310, 2910 .....	<u>6</u>
	27 hrs.

**EARLY CHILDHOOD EDUCATION**

Motlow State Community College offers the Early Childhood Education (CDA Preparation) Certificate of Credit. The academic course work and clinical practicums prepare students for the CDA (Child Development Associate) assessment and credentialing. Individuals seeking employment in private child care facilities in the Star Quality Child Care Program or Head Start programs must have the CDA for employment. Credits earned in this program are acceptable toward an Associate of Applied Science in Early Childhood Education if the student decides to continue.

Courses	Credit hrs
ECED 2010 .....	3
ECED 2130 .....	2
ECED 2015 .....	3
ECED 2040 .....	3
ECED 2140 .....	<u>2</u>
	13 hrs.

## COURSE DESCRIPTIONS 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 (co-requisite) enrollment in the course occurs.

All disciplines offer 2990 Topics courses. A topics course permits development of a specific study project under the supervision of a discipline instructor. A topics course must be developed by the instructor who will supervise the activity and must be approved by the student's advisor and the 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.

The actual courses designated by each institution to fulfill the Minimum Degree Requirements, including courses that may not be a part of the common course prefix and numbering pattern, are denoted in catalogs by the ♦ symbol. A complete matrix of courses that satisfy the Minimum Degree Requirements at all TBR institutions and an explanation of the common course rubric and numbering system are available on the TBR web page ([www.tbr.state.tn.us](http://www.tbr.state.tn.us)).

### 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 audit reports. 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 either BIT 1150 or INFS 2010.
- 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.

**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 and 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 is 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 Mathematics, Science, and Education. 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.
- 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 Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**ART**

- ART 1030 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. (Additional three hours of lab required per week.)
- ART 1110 VISUAL STUDIES IN 2-D** ..... 3 sem hrs cr  
 This studio course uses a contemporary approach to the elements and principles of two-dimensional art. (Additional three hours of lab required per week.)
- ART 1140 VISUAL STUDIES IN 3-D** ..... 3 sem hrs cr  
 This studio course uses a contemporary approach to the elements and principles of three dimensional art. (Additional three hours of lab required per week.)
- ART 1210 DRAWING I** ..... 3 sem hrs cr  
 This studio course provides the beginning student with methods of free-hand drawing. (Additional three hours of lab required per week.)
- ART 1220 DRAWING II** ..... 3 sem hrs cr  
 This studio course is a continuation of 1210 with specific emphasis on analytical skills, cognitive development, critical skills development, and the exploration of alternative techniques and media. (Additional three hours of lab required per week.) Prerequisite: ART 1210.
- ART 2110 DIGITAL IMAGING I: COMPUTER VISUAL DESIGN** ..... 3 sem hrs cr  
 This studio course introduces digital tools, techniques, and concepts in design. Macintosh platform and operating system, storage mediums, and file types are addressed. (Additional three hours of lab required per week.)



- ART 2120 DIGITAL IMAGING II: LETTERFORM, DIGITAL TYPOGRAPHY** .....3 sem hrs cr  
 This studio course focuses on concepts, history, and techniques of typography in the digital realm. (Additional three hours of lab required per week.) Prerequisite: Art 2110 or permission of the Dean of Humanities and Social Science.
- 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 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 Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### **BANKING**

**AMERICAN INSTITUTE OF BANKING.** The American Institute of Banking (AIB) is an educational division of the American Bankers Association. 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.
- 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. See Honors courses eligibility requirements.

**BIOL 1030 INTRODUCTION TO BIOLOGY** ♦ ..... 4 sem hrs cr  
This course examines basic biological principles and surveys the kingdoms of living organisms. Specific topics include: cell structure and function, cell processes and reproduction, inheritance, taxonomy, viruses, bacteria, protists, fungi, plants, animals, and ecology. (3 hours lecture - 2 hours laboratory) BIO 1030 cannot be combined with any other BIOL course to complete the General Education natural science requirement. (Formerly BIO 1000)

**BIOL 1110 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) (Formerly BIO 1410)

**BIOL 1120 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 lab) (Formerly BIO 1420)

**BIOL 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. BIOL 1330 cannot be used to satisfy any part of the general education requirements of a one-year sequence in biology.

**BIOL 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. BIOL 1500 cannot be used to satisfy any part of the general education requirements of a one-year sequence in biology.

**BIOL 2010 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) Recommended prerequisite: BIOL 1110. (Normally offered during the fall semester only) (Formerly BIO 2710)

**BIOL 2020 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 BIOL 2010. (Normally offered during the spring semester only) (Formerly BIO 2720)

**BIOL 2230 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) Recommended prerequisite: BIOL 1110. (Formerly BIO 2310)

**BIOL 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. (3 hours lecture – 2 hours laboratory.) Prerequisite: BIOL 1110.

**BIOL 2990 TOPICS IN BIOLOGY** ..... 1-5 sem hrs cr  
Selected topics in biology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. 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.
- 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: ENGL 1010 and either BIT 1150 or INFS 2010.
- BUS 2410 BUSINESS STATISTICS** ..... 3 sem hrs cr  
 This course examines basic statistical theories, concepts, methods and techniques, and their applications in business. Topics include data presentation, measures of central tendency and dispersion, probability and probability distributions, sampling methods, sampling distributions, point and interval estimation, and hypothesis testing. Prerequisite: Documented eligibility for collegiate mathematics. (Formerly QMA 2410)
- 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.

**BIT 1150 INTRODUCTION TO MICROCOMPUTERS .....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.

**BIT 1160 VOICE/SPEECH RECOGNITION TECHNOLOGY .....2 sem hrs cr**

This course provides instruction and development of skill in the use of voice recognition software. Topics include setup and enrollment of voice profile, basic voice commands, basic voice training, and creation of basic business documents through voice. Prerequisite: BIT 1150 or INFS 2010 or permission of the Dean of Career Education and Workforce Development.

**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 INFS 2010 or permission of the Dean of Career Education and Workforce Development.

**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 either BIT 1150 or INFS 2010 or permission of the Dean of Career Education and Workforce Development.

**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.

**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, computer graphics, and development of web pages. The basic elements of design and technique are covered, including multimedia and HTML development. Prerequisite: BIT 1150 or INFS 2010 or permission of the Dean of Career Education and Workforce Development.

**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.

**BIT 2280, OFFICE SUITE DATA MANAGEMENT ..... 3 sem hr cr**

This course is a study of the interaction and integration of word processing, spreadsheet, database, and presentation software applications. Word, Access, and Excel are emphasized to provide an introduction to the integrated software in the Microsoft Office Suite. PowerPoint and Outlook will also be introduced as part of the overall integrated office environment. Prerequisites: BIT 1240, BIT 1250, or BIT 1260, or permission of the Dean of Career Education and Workforce Development.

**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.

**BUSINESS INFORMATION TECHNOLOGY HONORS****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****CHEM 1110 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) (Formerly CHE 1010)

**CHEM 1120 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: CHEM 1110. (Formerly CHE 1020)

**CHEM 2010 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: CHEM 1120. (Formerly CHE 2310)

**CHEM 2020 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: CHEM 2010. (Formerly CHE 2320)

**CHEM 2990 TOPICS IN CHEMISTRY ..... 1-5 sem hrs cr**

Selected topics in chemistry is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. 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: Documented eligibility for collegiate English.

**COM 1030 THEATRE APPRECIATION ♦ ..... 3 sem hrs cr**

This course provides an overview of theatre as an art form. Included in the study are development of drama and the theatre and an appreciation and understanding of the theatrical production process. This is not a production course.

**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 MEDIA WRITING .....3 sem hrs cr  
This course is an introduction to print and broadcast journalism with an emphasis on newsgathering methods and the writing of news for print and electronic media. 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 ELECTRONIC MEDIA.....3 sem hrs cr  
This course is an introduction to the history, special aspects, organization, structure, and function of electronic media. It is a basic introduction to broadcast operations.
- 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 THEATRE PRODUCTION .....3 sem hrs cr  
This course is a survey of practice in all phases of play production, including play choice, casting, directing, staging, make-up, costuming, lighting, and scenic design.
- 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 are 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 Humanities and Social Science.
- 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 Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### COMMUNICATIONS HONORS

- 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 ENGL 1010 or ENGL 1010 - Honors. 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 either BIT 1150 or INFS 2010 or permission of the Dean of Career Education and Workforce Development; Recommended prerequisite: BIT 1250 or BIT 1260.
- CST 1320 FORTRAN PROGRAMMING LANGUAGE** ..... 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: MATH 1080 or MATH 1010, 1110, 1610, 1710, 1910 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.
- 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 INFS 2010 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 problems of device-level diagnosis and repair of microcomputers and peripheral equipment. Topics covered include supporting I/O devices, multimedia technology, electricity and power supplies, supporting operating systems, communications/networking troubleshooting, registry systems, and virus/disaster recovery. 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 INFO 2010 or permission of the Dean of Career Education and Workforce Development.
- CST 2300 ADVANCED TOPICS IN VISUAL BASIC** ..... 3 sem hrs cr  
 This course is a study in the use of the Visual Basic programming language as a development tool for Windows standard applications in business and industry. The course includes the following topics for the programmer: developing advanced data base processing with ADO and Recordset Objects, using *Windows* common controls, coding with class modules, creating collections, creating and using ActiveX Controls, using Internet Controls, and designing Component Object Module (COM) applications. Prerequisites: CST 1300 or permission of the Dean of the Division of Career Education. Recommended prerequisites: BIT 1250 and BIT 1260.
- CST 2400 DATA STRUCTURES**..... 4 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 MATH 1080 or MATH 1010, 1110, 1610, 1710, 1910 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 lifecycle (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 OPERATING SYSTEM..... 3 sem hrs cr**

This course is an introduction to the Windows operating system. Topics covered include operational and support details of the Microsoft Windows operating system and server software in a single domain environment. Prerequisite: BIT 1150 or INFS 2010 or permission of the Dean of Career Education and Workforce Development.

**CST 2640 LINUX OPERATING SYSTEMS ..... 3 sem hrs cr**

This course introduces the LINUX operating systems and LINUX utilities. Other topics include basic LINUX commands, editor commands, directory commands, mail commands, nroff, troff, awk, grep, and sed commands. Prerequisite: BIT 1150 or INFS 2010 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 MATH 1010, 1110, 1610, 1710, 1910 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. Topics covered include object-oriented programming methodology (abstraction, encapsulation, inheritance, and polymorphism), specific characteristics provided by the applications and applets using event-driven programming, and advanced programming techniques in the exception handling and network interface. Prerequisites: CST 2400 or CST 2450 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 with particular emphasis on the major agencies involved in its operation – police, courts, and corrections, by examining its historical development, current trends, and public policy issues relative to crime defendants, and victims.
- 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 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. (Same as SOC 2400)
- 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 Humanities and Social Science. 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 including an emphasis on professionalism and developmentally appropriate practice. Topics include an overview of the history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to nine. Field experiences during the course are required.
- ECED 2010 SAFE, HEALTHY, LEARNING ENVIRONMENTS** ..... 3 sem hrs cr  
 This course is a study of the basic principles and practices of safety, health, and nutrition as they relate to the early childhood setting, home, and community for children ages birth to nine. Also included is a study of principles of creating appropriate learning environments for young children. Field experiences during the course are required.
- ECED 2015 EARLY CHILDHOOD CURRICULUM** ..... 3 sem hrs cr  
 This course is a study of developmentally appropriate practices and the teacher's role in supporting development of young children ages birth to nine. Curriculum planning including goals, environment, roles of teachers and parents, materials, and settings are emphasized. Field experiences during the course are required. Pre-requisites: ECED 1010 and 2010 or approval of the Director of Early Childhood Education or the Dean of Mathematics, Science, and Education (Formerly ECED 2010).
- ECED 2020 INFANT, TODDLER, CHILD DEVELOPMENT** ..... 3 sem hrs cr  
 This course involves the study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of children from ages birth to nine. Laboratory observation and interaction are included. Pre-requisites: ECED 1010 and 2010 and completion of all DSP requirements for reading, writing, and learning strategies, or approval of the Dean of Mathematics, Science, and Education.

- ECED 2030 INFANT AND TODDLER CARE..... 3 sem hrs cr**  
 This is a course on the care and education of infants and toddlers, ages birth to three in group settings (i.e. child care centers, family child care homes, Early Head Start) and includes rationales and strategies for supporting the whole child including cognitive, language, social-emotional, and physical development in a safe, responsive environment. Emphasis is on relationship-based care and education with special attention to the unique environmental aspects of programs for the child under three.
- 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 including benefits of and strategies for developing positive, reciprocal relationships with families in an early childhood setting for children ages birth to nine. Field experiences during the course are required. Pre-requisite: ECED 2015 or approval of the Dean of Mathematics, Science, and Education.
- ECED 2050 PSYCHOMOTOR DEVELOPMENT..... 3 sem hrs cr**  
 This course discusses the major theories of psychomotor development and the application to the development of young children ages birth to nine. Particular emphasis is placed on the positive development of motor skills. Field experiences are required during the course. Pre-requisite: ECED 2020 or approval of the Dean of Mathematics, Science, and Education.
- ECED 2060 DEVELOPMENT OF EXCEPTIONAL CHILDREN ..... 3 sem hrs cr**  
 This course explores practices that early childhood professionals can apply to develop a more inclusive and accessible environment for all children ages birth to nine and provides students with skills to include children of all abilities through appropriate arrangement of the environment. Strategies for developing strong relationships with families and other community agencies are included. Field experiences during the course are required. Pre-requisites: ECED 2020 and 2040 or approval of the Dean of Mathematics, Science, and Education.
- ECED 2070 DEVELOPMENTAL ASSESSMENT ..... 3 sem hrs cr**  
 This course covers assessment for children from ages birth to nine years of age. Both formal and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments will also be addressed. Field experiences during the course are required. Pre-requisite: ECED 2020 or approval of the Dean of Mathematics, Science, and Education.
- ECED 2080 LANGUAGE AND LITERACY IN EARLY CHILDHOOD ..... 3 sem hrs cr**  
 This course is a study of research-based principles and practices for providing young children ages birth to nine a strong foundation in language and literacy within a developmentally appropriate approach. Field experiences during the course are required. Pre-requisites: ECED 2015 and ECED 2020 or approval of the Dean of Mathematics, Science, and Education.
- ECED 2085 MATH AND SCIENCE IN EARLY CHILDHOOD ..... 3 sem hrs cr**  
 This is a course on the standards, principles, and practices in teaching mathematics and science to young children ages birth to nine. Emphasis is placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experiences during the course are required. Pre-requisites: ECED 2015 and ECED 2020 or approval of the Dean of Mathematics, Science, and Education.
- ECED 2090 CREATIVE DEVELOPMENT ..... 3 sem hrs cr**  
 This course provides strategies for promoting creative development for children ages birth to nine. Students will gain an understanding of the concept of creativity: what it is, why it is important, and how the development of creativity in young children can be encouraged. Emphasis is on the development of creativity in relation to art, music, language, movement, and dramatic arts. Field experiences during the course are required.
- 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 will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff. Enrollment requires approval of the Dean of Mathematics, Science, and Education.
- ECED 2110 ADVANCED LEARNING ENVIRONMENTS..... 3 sem hrs cr**  
 This course focuses on the skill, knowledge, and materials development that are necessary in the provision of a developmentally appropriate environment for young children ages birth to nine. Field experiences during the course are required.

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 include leadership, enrollment and public relations, staff-management, financial management, facilities, regulations, parent relations, and program development. Field experiences during the course are required.

ECED 2130 CLINICAL PRACTICUM I ..... 2 sem hrs cr

Supervised practicum with a minimum of 15 clock hours in seminar and 45 clock hours in early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy, and promotes optimum learning for young children ages birth to nine. Prerequisite or Co-requisite: ECED 1010 and 2010 or approval of the Dean of Mathematics, Science, and Education.

ECED 2140 CLINICAL PRACTICUM II ..... 2 sem hrs cr

Supervised practicum with a minimum of 15 clock hours in seminar and 45 clock hours in early childhood practical experiences. Course includes emphasis on using reflective practice to examine components of quality, set goals, and design a plan for professional growth for the early childhood educator of children ages birth to nine years.. Prerequisites: ECED 1010, 1020, 2015, 2040, 2130, or approval of the Dean of Mathematics, Science, and Education.

ECED 2150 CLINICAL PRACTICUM III ..... 2 sem hrs cr

Supervised practicum experience with a minimum of 15 clock hours in seminar and 45 clock hours of approved early childhood practical experiences. This course focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth to nine. This course serves as a capstone experience and should be taken in the final semester. Prerequisites: ECED 2060, 2070, 2085, and 2140 or approval of the Dean of Mathematics, Science, and Education.

### ECONOMICS

ECON 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.

ECON 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.

ECON 2990 TOPICS IN ECONOMICS ..... 1-5 sem hrs cr

Selected topics in economics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the 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.

EDU 1120 TEACHING AND TECHNOLOGY ..... 3 sem hrs cr

This course is an overview of education in American and the role and responsibility of the teacher. The suitability for the teaching profession is recognized as students observe a minimum of ten hours in multi-grade-level classrooms. Students learn on-line test generation, acquiring and editing digital images, digital video editing, and producing, using, and integrating instructional technology in today's classroom.

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, on-line test generation, computer presentation tools, acquiring and editing digital images, digital video editing, and other forms of 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 or EDU 1120

**NOTE:** It is recommended, but not required, that EDU 1110 or EDU 1120 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 Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### EDUCATION HONORS

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.

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.

### 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. The State of Tennessee requires individuals to be at least eighteen years of age and hold a high school diploma or GED in order to enroll. Federal Financial Aid is not available for EMT courses.

EMT 1100 BASIC EMERGENCY MEDICAL TECHNOLOGY I ..... 7 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. (150 hours of classroom work) Prerequisite: Healthcare Provider CPR Certification.



EMT 1110 BASIC EMERGENCY MEDICAL TECHNOLOGY II.....7 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 1120, BASIC EMERGENCY MEDICAL TECHNOLOGY III.....3 sem hrs cr

This course is designed to allow currently licensed EMT-B technicians to upgrade skills to the EMT-IV status and permits EMT's previously trained outside of Tennessee to become eligible for licensure in Tennessee. Course topics include legal and ethical issues, anatomy, advanced airway, patient assessment, pharmacology, intravenous access, medication administration, and special populations. The level of training is considered entry level for EMS in Tennessee.

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: MATH 1910.



- 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: MATH 1920.
- 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)
- 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 MATH 1920; 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: CHEM 1120.
- 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 Mohrs 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 MATH 1910.
- 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: MATH 1910.
- 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 MATH 1920.
- 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 (ENGL 1010 and ENGL 1020) is required of all degree-seeking students. The freshman composition courses and sophomore literature courses have been carefully sequenced to build on particular skills, hence the carefully structured prerequisite requirements. Students may also follow the Honors sequence of English offerings. (Please see the Honors English explanation below.) Other elective offerings in English include Creative Writing, Literature of the South, Children's Literature, and Topics in English.

### PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

A first-time college student who is registering as a full time student (12 or more semester hours) must register for the appropriate English course (basic, developmental, or collegiate) within the full-time load during the first semester of attendance and remain in an English course each semester until the appropriate English requirement is completed.

### PLACEMENT IN ENGLISH COURSES

Students who are 21 years of age whose ACT English sub-scores are 18 or below will be placed in a basic or developmental level writing course according to the Placement Chart located in the DSP Assessment and Placement Procedures section of this Catalog. Students may challenge their placements by taking the writing portion of the COMPASS test whose scores override ACT placement. New students who are 21 years of age or older must take the writing portion of the COMPASS test unless they have valid ACT English sub-scores whereby they will be placed according to guidelines that apply to students under 21 years of age.

### ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an ACT English subscore of 32 or greater or its SAT equivalent will be given six hours of advanced standing credit for ENGL 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 ENGL 1010, English Composition I – Honors and ENGL 102, English Composition II – Honors.

ENGL 1010 ENGLISH COMPOSITION I ♦ ..... 3 sem hrs cr  
This course focuses on essay writing using a variety of expository patterns and emphasizes critical reading and logical thinking. Prerequisite: Documented eligibility for collegiate English.

ENGL 1020 ENGLISH COMPOSITION II ♦ ..... 3 sem hrs cr  
This course emphasizes critical thinking, argumentative essay writing, in-depth extended research, and literary criticism. Prerequisite: ENGL 1010.

**NOTE:** Selected sections of ENGL 1010 and ENGL 1020 Composition I and II are taught using word processing. Students should check each semester's Schedule of Classes for the designation of these sections. Word processing and keyboarding experience are not required for enrollment in these designated sections but are an asset.

ENGL 2030 EXPERIENCING LITERATURE ♦ ..... 3 sem hrs cr  
This course involves reading and analyzing a variety of fiction, poetry, and/or drama, researching literary topics, and writing analytical papers. Prerequisite: ENGL 1020. (Formerly ENG 2010)

ENGL 2130 SURVEY OF AMERICAN LITERATURE ♦ ..... 3 sem hrs cr  
This course is the study of representative works of American prose, poetry, and/or drama beginning with the early settlement period through the twentieth century. Prerequisite: ENGL 2030. (Formerly ENG 2020)

ENGL 2230 SURVEY OF BRITISH LITERATURE ♦ ..... 3 sem hrs cr  
This course is the study of representative works of British prose, poetry, and/or drama beginning with the Anglo-Saxon period through the early twentieth century. Prerequisite: ENGL 2030. (Formerly ENG 2030)

ENGL 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: ENGL 1020. (This course does not substitute for the sophomore literature requirement.)

- ENGL 2330 SURVEY OF WORLD LITERATURE** ♦ ..... 3 sem hrs cr  
This course involves reading and analyzing a variety of world fiction, poetry, and/or drama, researching literary topics and writing analytical papers. Prerequisite: ENGL 2030. (Formerly ENG 2040)
- ENGL 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: ENGL 1010. (This course does not substitute for the sophomore literature requirement.)
- ENGL 2900 CREATIVE WRITING I**..... 3 sem hrs cr  
This course introduces students to the elements and techniques in creative writing (essay, short fiction, poetry, drama). Topics include the mechanics for submission of manuscripts for publication as well as current trends and issues in creative writing. The course is writing-intensive and emphasizes both individual and group analysis. Prerequisite: ENG 1010 or permission of the Dean of Humanities and Social Science. (This course does not substitute for the sophomore literature requirement.)
- ENGL 2910 CREATIVE WRITING II**..... 3 sem hrs cr  
This course provides students with intense practice in the elements and techniques of creative writing (fiction, poetry, drama) in a workshop setting. The course is writing-intensive and emphasizes both individual and group analysis. Prerequisite: ENGL 1010 or permission of the Dean of Humanities and Social Science. (This course does not substitute for the sophomore literature requirement.)
- ENGL 2990 TOPICS IN ENGLISH**..... 1-5 sem hrs cr  
Selected topics in English is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### ENGLISH HONORS

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" for specific details. Once the appropriate prerequisites and the Honors Entry Requirements are met at the sophomore level, the Honors literature courses, ENGL 2330, Survey of World Literature – Honors; ENGL 2130, Survey of American Literature - Honors; and ENGL 2230, Survey of British Literature – Honors; may be taken in any order to satisfy the six-hour literature requirement for any given emphasis.

- ENGL 1010 ENGLISH COMPOSITION I – HONORS** ♦ ..... 3 sem hrs cr  
This course is an in-depth study of essay writing and argumentation in which students explore a variety of readings and complete a variety of writing assignments including an extensive research project. Prerequisite: See Honors Entry Requirements.
- ENGL 1020 ENGLISH COMPOSITION II – HONORS** ♦ ..... 3 sem hrs cr  
This course is an in-depth study of fiction, poetry, and drama with emphasis on literary criticism and research, including the writing of analytical papers. Prerequisite: ENGL 1010. See Honors Entry Requirements.
- ENGL 2130 SURVEY OF 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: ENGL 1020. See Honors Entry Requirements.
- ENGL 2230 SURVEY OF 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: ENGL 1020. See Honors Entry Requirements.
- ENGL 2330 SURVEY OF 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: ENGL 1020. See Honors Entry Requirements.

## 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 SERVICES

**WRITING CENTER.** The Writing Centers (located on the Moore County campus, at the Fayetteville and McMinnville Centers, and at the Smyrna Site) assist 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 professional Writing Center Technicians who may assign reading materials, exercises, and/or appropriate microcomputer programs. Each semester the Writing Center Technicians, aided by other English faculty, present a variety of Writing Workshops centered on common writing and grammatical problems as well as special projects such as writing research papers.

## FRENCH

FREN 1001 ELEMENTARY FRENCH I..... 3 sem hrs cr

This course provides instruction and practice in listening to, speaking, reading, and writing basic French and promotes cultural awareness. The course is designed to correct A89 foreign language deficiencies and serve as an introduction to the French language. FREN 1001 cannot be used to satisfy any part of the foreign language sequence for an AA degree.

FREN 1002 ELEMENTARY FRENCH II..... 3 sem hrs cr

This course is a continuation of FREN 1001 and provides instruction and practice in listening to, speaking, reading, and writing basic French and promotes cultural awareness. This course is designed to correct A89 deficiencies and to serve as an introduction to the French language. FREN 1002 cannot be used to satisfy any part of the foreign language sequence for an AA degree.

FREN 1010 BEGINNING FRENCH I..... 3 sem hrs cr

This course emphasizes the essentials of French grammar and develops reading, writing, and speaking skills in the language. Readings about French culture are included. (Formerly FRE 1110)

FREN 1020 BEGINNING FRENCH II..... 3 sem hrs cr

This course continues to emphasize the essentials of French grammar and further develops reading, writing, and speaking skills. Introductory readings in French literature are included. Prerequisite: FREN 1010. (Formerly FRE 1120)

FREN 2010 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: FREN 1020 or high school equivalent with advanced placement examination. (Formerly FRE 2110)

FREN 2020 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: FREN 2010. (Formerly FRE 2120)

FREN 2990 TOPICS IN FRENCH..... 1-5 sem hrs cr

Selected topics in French is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. 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 variations in culture and analyzes how cultural elements vary or recur from place to place and influence change and economic development. Topics include demographics, distribution patterns, and interactions of such cultural characteristics as language, religion, politics, urbanization, and economics.
- GGY 2010 WORLD GEOGRAPHY ♦ ..... 3 sem hrs cr  
This course examines world regions from a geographical perspective. Topics include major physical and cultural characteristics of each region, location, land forms, climate, population, political structures, agriculture, industry, resources, languages, and religions.
- 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 Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**GEOLOGY**

- GEOL 1030 SURVEY OF GEOLOGY ♦ ..... 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) (Formerly GEO 1200)
- GEOL 2990 TOPICS IN GEOLOGY ..... 1-5 sem hrs cr  
Selected topics in geology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly GEO 2990)

**GERMAN**

- GERM 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.
- GERM 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: GERM 1010.
- GERM 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: GERM 1020 or high school equivalent with advanced placement examination.
- GERM 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: GERM 2010.
- GERM 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 Humanities and Social Science. No more than six (6) semester hours in topics courses may be used in meeting minimum degree requirements.

**HEALTH/PHYSICAL EDUCATION  
PROFESSIONAL COURSES**

- 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 2000)
- 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 2050)



- 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 2060)
- 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 2070)
- 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 2080)
- 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: BIOL 1030 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 2120)
- 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: BIOL 1110 or permission of the Dean of Mathematics, Science, and Education.
- 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.
- 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.)
- HPE 2340 WELLNESS PERSPECTIVES AND LIFESTYLES ♦ ..... 3 sem hrs cr  
This course provides the student with the knowledge and skills to make informed positive lifestyle choices and understand the impact of lifestyle choices on the individual, family, community, and society. The course focuses on the impact of behavioral choices on physical, mental, emotional, and social wellness on the individual and his culture. (Formerly HED 2340/PED 2340)
- HPE 2410 PHYSICAL EDUCATION FOR THE ELEMENTARY CHILD ..... 3 sem hrs cr  
This course is a study of developmentally appropriate curriculum, teaching strategies and techniques, and psychomotor activities (games, gymnastics, rhythmic activities, physical fitness) for K-8 students.
- 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 Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### HISTORY

- HIST 1010 SURVEY OF 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. (Formerly HIS 1110)
- HIST 1020 SURVEY OF 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. (Formerly HIS 1120)
- HIST 1110 WORLD CIVILIZATION I ♦ ..... 3 sem hrs cr  
This course is a survey of human history which examines the social, political, intellectual, and military events in the Western World, India, Asia, Africa, and pre-Columbian American from prehistory until 1650.



- HIST 1120 WORLD CIVILIZATION II** ♦ ..... 3 sem hrs cr  
 This course is a survey of human history which examines the social, political, intellectual, and military events in the Western World, India, Asia, Africa, and America from 1650 until the present.
- HIST 2010 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. (Formerly HIS 2110)
- HIST 2020 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: HIST 2010. (Formerly HIS 2120)
- HIST 2030 TENNESSEE HISTORY** ♦ ..... 3 sem hrs cr  
 This course is a study of Tennessee's political, economic, social, and intellectual development from the pre-colonial era to the present. (Formerly HIS 2610)
- HIST 2990 TOPICS IN HISTORY** ..... 1-5 sem hrs cr  
 Selected topics in history is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### HISTORY HONORS

- HIST 2010 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 HIST 2010. 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. (Formerly HISH2110)
- HIST 2020 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 HIST 2010. 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: HIST 2010. See Honors entry requirements. (Formerly HISH 2120)

### 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 Honors entry requirements.
- 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 ENGL 1010. See Honors entry requirements.

- 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 entry requirements.
- 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 entry requirements.
- ENGL 1010 ENGLISH COMPOSITION I – HONORS** ♦ ..... 3 sem hrs cr  
 This course is an in-depth study of essay writing and argumentation in which students explore a variety of readings and complete a variety of writing assignments including an extensive research project. Prerequisite: See Honors Entry Requirements. (Formerly ENGH 1010)
- ENGL 1020 ENGLISH COMPOSITION II – HONORS** ♦ ..... 3 sem hrs cr  
 This course is an in-depth study of fiction, poetry, and drama with emphasis on literary criticism and research, including the writing of analytical papers. Prerequisite: ENGL 1010. See Honors Entry Requirements. (formerly ENGH 1020)
- ENGL 2130 SURVEY OF 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: ENGL 1020. See Honors entry requirements. (Formerly ENGH 2020)
- ENGL 2230 SURVEY OF 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: ENGL 1020. See Honors entry requirements. (Formerly ENGH 2030)
- ENGL 2330 SURVEY OF 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: ENGL 1020 See Honors entry requirements. (Formerly ENGH 2040)
- HIST 2010 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 HIST 2010. 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 Honors entry requirements. (Formerly HISH 2110)
- HIST 2020 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 HIST 2020. 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: HIST 2010. See Honors entry requirements. (Formerly HISH 2120)
- 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: ENGL 1020. See Honors entry requirements.

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 Honors entry requirements.

IDSH 1020 HONORS SEMINAR IN HUMANITIES STUDIES I ..... 3 sem hrs cr  
 IDSH 1021 HONORS SEMINAR FOR HUMANITIES STUDIES II ..... 3 sem hrs cr  
 IDSH 1022 HONORS SEMINAR FOR HUMANITIES STUDIES III ..... 3 sem hrs cr  
 IDSH 1023 HONORS SEMINAR FOR HUMANITIES STUDIES IV ..... 3 sem hrs cr

This course provides a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The course is cross-curricular and has a changing focus based on the chosen topic. Prerequisite: ENGL 1010 or ENGL 1010-Honors. See Honors entry requirements.

## 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 potted plant, and foliage plant crops.

## HOSPITALITY MANAGEMENT

HMG 1100 HOSPITALITY MANAGEMENT ..... 18 sem hours cr  
 This course is a study of the history, role and function of hospitality organizations and career opportunities. Topics include managing the hospitality facility, functional areas of lodging establishments including housekeeping and back office, purchasing and cost control aspects, reporting processes, front office operations, and guest services. The learning experiences are reinforced with relevant applications.

**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 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 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 worldwide. 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 Engineering 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.
- 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 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.

### INFORMATION SYSTEMS

- INFS 2010, MICROCOMPUTER APPLICATIONS** ..... 4 sem hrs cr  
 This course is an introduction to microcomputers and microcomputer applications in the usage and processing of information. Topics covered include the operating system; computer hardware; file manipulation; Internet usage; word processing, spreadsheet, and database fundamentals; and presentation. Prerequisite: BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development.

### 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: ENGL 1010.

**IDS 1020 SEMINAR FOR HUMANITIES STUDIES I** ..... 3 sem hrs cr

**IDS 1021 SEMINAR FOR HUMANITIES STUDIES II** ..... 3 sem hrs cr

**IDS 1022 SEMINAR FOR HUMANITIES STUDIES III** ..... 3 sem hrs cr

**IDS 1023 SEMINAR FOR HUMANITIES STUDIES IV** ..... 3 sem hrs cr

These courses provide a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The courses are cross-curricular and have a changing focus based on the chosen topic.

**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 Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### INTERDISCIPLINARY STUDIES HONORS

**IDSH 1020 HONORS SEMINAR IN HUMANITIES STUDIES** ..... 3 sem hrs cr

**IDSH 1021 HONORS SEMINAR IN HUMANITIES STUDIES** ..... 3 sem hrs cr

**IDSH 1022 HONORS SEMINAR IN HUMANITIES STUDIES** ..... 3 sem hrs cr

**IDSH 1023 HONORS SEMINAR IN HUMANITIES STUDIES** ..... 3 sem hrs cr

This course provides a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The course is cross-curricular and has a changing focus based on the chosen topic. Prerequisite: ENGL 1010 or ENGL 1010-Honors. See Honors entry requirements.

### 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 in the spring of 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 math portion of the COMPASS test unless they have a valid ACT composite score of 26 or greater. Successful performance on the COMPASS examination meets the requirements for removal of the deficiency in this subject area. If COMPASS assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Basic/Developmental mathematics courses. Successful completion of required Basic/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, MATH 0990 Geometry.

### ASSESSMENT AND PLACEMENT IN MATHEMATICS COURSES

Beginning in 1985, all Tennessee Board of Regents colleges, universities, and technical institutes implemented the Developmental Studies Program as a condition for enrollment. The purposes of the program are to identify students who are under prepared for college level studies, provide instruction to address deficiencies, and prepare students for entry into the college-level curriculum.

Listed below are applicant categories subject to assessment/placement provisions in mathematics:

1. Students who are under 21 years of age whose ACT mathematics 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 who are under 21 years of age whose ACT mathematics sub-scores are 18 or below are placed into basic or developmental level math courses according to the Placement Chart located in the DSP Assessment and Placement Procedures section of this Catalog.
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 math portion of the COMPASS test unless they present valid ACT sub-scores in mathematics whereby they will be placed according to the DSP Assessment and Placement Procedures section of the Catalog.
4. Returning/readmit, transient, and transfer students who have not previously taken the COMPASS test in mathematics or who have not previously earned credits in mathematics must also take the mathematics portion of the COMPASS 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.
  - a. All students who earned high school equivalency diplomas through GED testing must take the mathematics portion of the COMPASS test.

Assessment results indicate whether students are eligible to enroll in college-level mathematics courses or must enroll in basic or developmental courses. Students may not register for basic or developmental courses without being assessed. College-level mathematics courses are denoted with MATH discipline code and have course numbers greater than 1000.

### PROGRESSION STANDARD FOR COMPLETING THE BASIC AND DEVELOPMENTAL MATHEMATICS REQUIREMENT

A first-time college student requiring basic or developmental mathematics who is registering as a full-time student (12 or more semester hours) must register for the appropriate basic 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 basic 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 DSP program as described above.

The documentation will be in the form of:

1. appropriate ACT sub-scores which permit enrollment into collegiate-level mathematics or
2. sufficiently high scores on COMPASS mathematics examinations to place at the collegiate level in mathematics or
3. successful completion of basic and developmental courses required as a result of COMPASS 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

Individualized assistance is available for all students enrolled in a Motlow mathematics class. The laboratory located on the Moore County campus provides tutorial services as well as access to class notebooks and computer software. Students enrolled at the Fayetteville, McMinnville, or Smyrna campuses should make arrangements for tutoring through their instructors. No fees are charged for these services and no academic credit is given. When video tapes are provided by the publishers of current textbooks, these are available for on-campus viewing through all campus libraries as well as through the Moore County campus mathematics laboratory.

### MATHEMATICS FOR REMOVING GEOMETRY CREDIT DEFICIENCY

MATH 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 MATH 0990 Geometry to remove the deficiency in order to be eligible for collegiate-level mathematics and to receive the degree. Hours earned in MATH 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 section entitled "A89 Requirements".

MATH 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 DSPM 0700, DSPM 0800, and DSPM 0850 skills.

## COLLEGIATE MATHEMATICS

MATH 1010 MATHEMATICS FOR GENERAL STUDIES ♦ ..... 3 sem hrs cr

This course is a study of problem solving techniques using sets and logic, algebraic reasoning, geometry, probability and statistics, and trigonometry. Additional topics from the history of mathematics and consumer finances are included. 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 MATH 0990 prior to enrollment in MATH 1010. (Formerly MAT 1260)

MATH 1070 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. (Formerly MAT 1200)

MATH 1080 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. (Formerly MAT 1210/IMT 1210).

MATH 1410 NUMBER CONCEPTS 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. 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 MATH 0990 prior to enrollment in MATH 1410. (Formerly MAT 1230)

**MATH 1420 GEOMETRY FOR ELEMENTARY EDUCATION ..... 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. 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 MATH 0990 prior to enrollment in MATH 1420. (Formerly MAT 1240)

**MATH 1530 ELEMENTARY STATISTICS ♦ ..... 3 sem hrs cr**

This course is an introduction to probability and statistics without calculus. Topics covered include sampling, frequency distribution, elementary probability, hypothesis testing, linear regression and correlation, analysis of variance and non-parametric statistics. Prerequisite: 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 MATH 0990 prior to enrollment in MATH 1530.

**MATH 1630 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 MATH 0990 prior to enrollment in MATH 1630. (Formerly MAT 1310/MATH 1610)

**MATH 1710 COLLEGE ALGEBRA/PRE-CALCULUS I ♦ ..... 3 sem hrs cr**

This course includes a study of functions and their graphs with emphasis on linear, quadratic, polynomial, rational, exponential, and logarithmic functions; equations, inequalities, and systems; matrices; conic sections; sequences and series; and probability. 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 MATH 0990 prior to enrollment in MATH 1710. (Formerly MATH 1130)

**MATH 1720 TRIGONOMETRY/PRE-CALCULUS II ..... 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: MATH 1130 or MATH 1710 or permission of the Dean of Mathematics, Science, and Education. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1720. (Formerly MAT 1620)

**MATH 1830 CALCULUS FOR BUSINESS ..... 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: MATH 1630. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1830. (Formerly MAT 1330)

**MATH 1910 CALCULUS I ♦ ..... 4 sem hrs cr**

This course is a study of limits and continuity of functions; derivatives of algebraic and trigonometric expressions and their applications to graphing, maxima and minima, and related rates; integration of algebraic and trigonometric expressions and area under curves. 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 MATH 1710 and MATH 1720. Students who are subject to A89 requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1910. (Formerly MAT 2510)

**MATH 1920 CALCULUS II ..... 4 sem hrs cr**

This course is a study of differentiation and integration of trigonometric, inverse trigonometric, logarithmic, and exponential functions; integration techniques, including parts, substitution and partial fractions; indeterminate forms; applications of the integral; sequences and infinite series including Taylor expansions. Prerequisite: MATH 1910.

**MATH 2010 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: MATH 1910. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 2010. (Formerly MAT 2830)

**MATH 2110 CALCULUS III ..... 4 sem hrs cr**

This course is a study of parametric and polar equations; vectors in the plane and in space; solid analytic geometry, including cylindrical and spherical coordinates; functions of several variables, including partial derivatives and their applications; multiple integrals with applications; selected topics from vector calculus. Prerequisite: MATH 1920. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 2110. (Formerly MAT 2530)



**MATH 2120 DIFFERENTIAL EQUATIONS** ♦ ..... 3 sem hrs cr  
 This course is a study of ordinary differential equations with applications, numerical solutions, power series, and LaPlace transforms. Prerequisite: MATH 2110. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 2120. (Formerly MAT 2730)

**MATH 2990 TOPICS IN MATHEMATICS** ..... 1-5 sem hrs cr  
 Selected topics in mathematics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### MUSIC

**MUS 1030 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 I** ..... 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 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 Humanities and Social Science. 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 1060 TOOLS FOR NURSING STUDENTS ..... 2 sem hrs cr  
This on-line course is designed to provide tools to assist the nursing student to be successful. Emphasis is placed on problem-solving, critical thinking and test-taking strategies. Prerequisite: BIT 1150 or permission of the Dean of Career Education and Workforce Development.
- 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 BIOL 2010, and BIOL 2020, with a grade of "C" or better (Effective fall semester 2001). Prerequisite or corequisite: ENGL 1010, and MATH 1070. 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 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 who are enrolled in NET 1350 are required to take this course in the appropriate sequence. Prerequisite: Acceptance into the nursing program; BIOL: 2010 and BIOL 2020 with a grade of "C" or better. Corequisite: NET 1410 or NET 1350.
- 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. Core components and competencies are introduced: communication, assessment, clinical decision-making, caring interventions, teaching/learning, collaboration, and managing care. Guided learning is provided for the acquisition of fundamental nursing skills and the use of the nursing process to assess, diagnose, plan, implement and evaluate patient care. Clinical experience is provided in area hospitals and/or health care agencies. (6 hours lecture – 9 hours laboratory). Prerequisites: Acceptance into the nursing program; proof of currency for Healthcare Provider CPR; proof of liability insurance; currency on required vaccinations; completion of BIOL 2010, and BIOL 2020 with a grade of "C" or better. Corequisite: NET 1400.
- 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, women's/men's reproductive disorders, pediatric disorders and adult and pediatric health concerns. Curriculum threads emphasized are nursing process, growth and development across the life span, assessment, therapeutic communication, clinical decision making, caring interventions, teaching/learning, collaboration, managing care and cultural diversity. Clinical experience is provided in acute care hospitals, schools, and community agencies. (6 hours lecture – 9 hours laboratory) Prerequisites: ENGL 1010, NET 1400, NET 1410 or NET 1350; proof of currency for Healthcare Provider CPR; liability insurance; and currency on required vaccinations.
- 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. Corequisite: NET 2420.

**NET 2410 NURSING CARE III ..... 10 sem hr cr**

Guided learning experiences focus on the management of care of patients and families experiencing acute and chronic health problems core components and competencies, communication, assessment, clinical decision making, care interventions, teaching/learning, collaboration and managing care are integrated throughout the course. Guided learning is provided for the acquisition of selected nursing skills. Clinical experience is provided in skilled care and acute care facilities and in 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: NET 1420, PSY 1310, and COM 1010; proof of currency for Healthcare Provider CPR; liability insurance; and currency on required vaccinations.

**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: NET 2410; proof of currency for Healthcare Provider CPR; liability insurance; and currency on required vaccinations. 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: BIOL 2010 and BIOL 2020.

**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.

### PHYSICAL EDUCATION ACTIVITY COURSES

- PHED 1010 BADMINTON ..... 1 sem hr cr  
This course is designed to develop basic skills and understanding of badminton. (2 hours per week) (Formerly PED/HPE 1010)
- PHED 1020 VOLLEYBALL ..... 1 sem hr cr  
This course is designed to develop basic skills and understanding of volleyball. (2 hours per week) (Formerly PED/HPE 1020)
- PHED 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/HPE 1030)
- PHED 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/HPE 1040)
- PHED 1060 BASKETBALL ..... 1 sem hr cr  
This course teaches the basic fundamentals of basketball through practice and playing games. (2 hours per week) (Formerly PED 1060)
- PHED 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/HPE 1080)
- PHED 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/HPE 1090)
- PHED 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/HPE 1100)
- PHED 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/HPE 1110)
- PHED 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/HPE 1130)
- PHED 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/HPE 1140)
- PHED 1150 BODY BUILDING AND WEIGHTLIFTING ..... 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/HPE 1150)
- PHED 1160 YOGA ..... 1 sem hr cr  
This course provides the student with a basic understanding of the principles of yoga exercise. The student will learn the basic physical postures, and breathing, stress reduction, and relaxation techniques. Yoga exercises increase strength, muscle tone, and flexibility; improve posture; and aid in relaxation.

- PHED 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/HPE 1190)
- PHED 1200 SNOW SKIING..... 1 sem hr cr  
 This course introduces the student to basic techniques in snow skiing. Students will participate in lessons from certified ski instructors. Students will participate in 3 days of instruction and skiing. An additional fee is required to cover the cost of lodging, equipment, lift expenses, and professional instruction.
- PHED 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/HPE 1210)
- PHED 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/HPE 1240)
- PHED 1410 VARSITY ATHLETICS I..... 1 sem hr cr  
 Students participating on the appropriate varsity athletic team will register for "Varsity Athletics." No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement. (Formerly PED/HPE 1410)
- PHED 1420 VARSITY ATHLETICS II..... 1 sem hr cr  
 This course is a continuation of PHED 1410. No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement. (Formerly PED/HPE 1420)
- PHED 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/HPE 1510)
- PHED 1520 INTERMEDIATE SWIMMING..... 1 sem hr cr  
 This intermediate course in swimming provides 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/HPE 1520)
- PHED 2990 TOPICS IN PHYSICAL EDUCATION..... 1-5 sem hrs cr  
 Selected topics in physical education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### PHYSICS

- PHYS 1030 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. Prerequisite: Documented eligibility for collegiate mathematics. (3 hours lecture – 2 hours laboratory) (Normally offered during the fall semester only)
- PHYS 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.
- PHYS 2010 NON-CALCULUS BASED 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: MATH 1080 or its equivalent. (Formerly PHY 2110)

PHYS 2020 NON-CALCULUS 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: PHYS 2010. (Formerly PHY 2120)

PHYS 2110 CALCULUS BASED 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: MATH 1910 and concurrent enrollment in or completion of MATH 1920. (Formerly PHY 2310)

PHYS 2120 CALCULUS BASED 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: PHYS 2110. (Formerly PHY 2320)

PHYS 2990 TOPICS IN PHYSICS ..... 1-5 sem hrs cr  
 Selected topics in physics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly PHY 2990)

### 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 Humanities and Social Science. 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 Humanities and Social Science.

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 Humanities and Social Science.

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 Humanities and Social Science.

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 Humanities and Social Science. 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.

### 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 to sociology, 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.

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 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. (Same as CJA 2400)

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 Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### SPANISH

SPAN 1001 ELEMENTARY SPANISH I ..... 3 sem hrs cr  
 This course provides instruction and practice in listening to, speaking, reading, and writing basic Spanish and promotes cultural awareness. The course is designed to correct A89 language deficiencies and to serve as an introduction to the Spanish language. SPAN 1001 cannot be used to satisfy any part of the foreign language sequence for an AA degree.

SPAN 1002 ELEMENTARY SPANISH II ..... 3 sem hrs cr  
 This course is a continuation of SPA 1001 and provides instruction and practice in listening to, speaking, reading, and writing basic Spanish and promotes cultural awareness. This course is designed to correct A89 language deficiencies and to serve as an introduction to the Spanish language. SPAN 1002 cannot be used to satisfy any part of the foreign language sequence for an AA degree.



- SPAN 1010 BEGINNING SPANISH I..... 3 sem hrs cr  
This course emphasizes the essentials of Spanish grammar and develops reading, writing, and speaking skills in the language. Readings about Spanish cultures are included. (Formerly SPA 1010)
- SPAN 1020 BEGINNING SPANISH II..... 3 sem hrs cr  
This course continues to emphasize the essentials of Spanish grammar and further develops reading, writing, and speaking skills. Readings about Spanish and South American cultures are included; and the literature of important Spanish authors, such as Cervantes, Espronceda, and Gaballero, is introduced. Prerequisite: SPAN 1010. (Formerly SPA 1020)
- SPAN 2010 INTERMEDIATE SPANISH I..... 3 sem hrs cr  
This course combines grammar review with exercises for improving oral and written skills and includes readings in Spanish literature and culture. Prerequisite: SPAN 1020. (Formerly SPA 2010)
- SPAN 2020 INTERMEDIATE SPANISH II..... 3 sem hrs cr  
This course continues a grammar review and further develops oral and written skills. Readings from Spanish and Latin-American cultures and selections from Spanish authors are emphasized. Prerequisite: SPAN 2010. (Formerly SPA 2020)
- SPAN 2990 TOPICS IN SPANISH ..... 1-5 sem hrs cr  
Selected topics in Spanish is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### BASIC AND DEVELOPMENTAL CURRICULUM

Courses in the basic and developmental curriculum are provided to aid students who demonstrate a need for additional academic preparation before enrolling in college-level courses. Basic 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 Basic 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.

Basic 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 DSPS 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 this program, see section entitled "Developmental Studies Program (DSP)". Basic or developmental courses may not be taken for audit status.

**WRITING CENTER AND MATHEMATICS LABORATORY.** Help is provided in the Writing Centers and in the Mathematics Laboratories (located on the Moore County campus and the Fayetteville and McMinnville centers, and at the Smyrna site) 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 BASIC AND DEVELOPMENTAL ENGLISH (WRITING) REQUIREMENT

A first-time college student who is registering as a full time student (12 or more semester hours) must register for the appropriate English course (basic, developmental, or collegiate) within the full-time load during the first semester of attendance and remain in an English course each semester until the appropriate English requirement is completed.

### PROGRESSION STANDARD FOR COMPLETING THE BASIC AND DEVELOPMENTAL MATHEMATICS REQUIREMENT

A first-time college student requiring basic or developmental mathematics who is registering as a full-time student (12 or more semester hours) must register for the appropriate basic 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 basic or developmental mathematics requirement is completed.

**DEVELOPMENTAL STUDIES PROGRAM MATHEMATICS**

DSPM 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; determining arithmetic mean; interpreting bar and line graphs; the English and metric measuring systems; operations with signed numbers; evaluating variable expressions and solving linear equations.

DSPM 0800 BEGINNING 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; solving systems of linear equations and inequalities; problem-solving; polynomial arithmetic; operations with integer exponents; factoring polynomials and solving quadratic equations by factoring. Prerequisite: Documented competency in DSPM 0700 skills.

DSPM 0850 INTERMEDIATE ALGEBRA..... 3 sem hrs cr

This course is a study of algebraic fractions, operations involving radicals and rational exponents; graphing and solving quadratic equations and inequalities; graphs, slopes, and equations of lines. Prerequisite: Documented competency in DSPM 0800 skills.

**DEVELOPMENTAL STUDIES PROGRAM READING**

DSPR 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.

DSPR 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 DSPR 0700 skills.

**DEVELOPMENTAL STUDIES PROGRAM STUDY SKILLS**

DSPS 0800 LEARNING STRATEGIES..... 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 DSPS 0800, Developmental Study Skills, must complete this course within their first 12 credit hours of enrollment.

**DEVELOPMENTAL STUDIES PROGRAM WRITING**

DSPW 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.

DSPW 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 DSPW 0700 skills.





***Faculty, Staff, and Administration***

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**Division of Humanities and Social Science**

Niles Reddick..... Dean  
 Annette Hale..... Discipline Coordinator, English  
 Jay Pilzer..... Discipline Coordinator, Social Science  
 Brian Robinson..... Discipline Coordinator, Fine Arts  
 Wes Spratlin..... Discipline Coordinator, Honors Program  
 Linda Hasty..... Coordinator, Developmental Studies Program  
 Veronica King..... Secretary III  
 Nancy Irby..... Secretary I

**Division of Math, Science, and Education**

John Peterson..... Dean  
 Linda Harris-Young..... Discipline Coordinator, Science  
 Jacque Johnson..... Coordinator, Early Childhood Education  
 Daphne Bell..... Discipline Coordinator, Mathematics  
 Judy Stewart..... Dual/Joint Enrollment Coordinator; Discipline Coordinator, Health and Education  
 Dawn Anderson..... Secretary III

**Extended Services**

Vicky Crews..... Coordinator, Adjunct Services  
 Kay Kimbro..... Coordinator, Community Services  
 Freda Layne..... Secretary III

**Facilities Services**

David Witt..... Director  
 Warren Patterson..... Maintenance Scheduler  
 George Barfield..... Grounds Supervisor/Leadworker  
 Gene Cuthbert..... Maintenance Mechanic  
 Gary Driver..... Watchkeeper  
 John Fetty..... Custodial Leadworker  
 Gay Davis..... Secretary III  
 Jonathan Donnell..... Custodian  
 Jim Harris..... Watchkeeper  
 Eric King..... Maintenance Mechanic  
 Nancy King..... Custodian  
 Homer Knox..... Custodian  
 Mary Morris..... Custodian  
 Wayne Pinegar..... Utility Worker  
 Hollis Reed..... Custodian  
 Kevin Ridner..... Maintenance Mechanic  
 Charles Schaffer..... Watchkeeper  
 Cheryl Schur..... Watchkeeper  
 Bobby Sharp..... Custodian  
 J. R. Smith..... Air Conditioning/Heating Mechanic 2  
 Daniel Trail..... Grounds Worker II  
 Deborah Watkins..... Custodian  
 Mary Williams..... Custodian  
 Marlene Young..... Custodian  
 Larry Beckman..... Watchkeeper  
 John Neal..... Watchkeeper  
 Alverine Preston..... Custodian  
 Rusty Rhyan..... Custodian

**Fayetteville Center**

Mike Russell..... Director  
 Sheri Mason..... Assistant Director, Student Services  
 Debra McClellan..... Technical Clerk  
 Pam Parsons..... Administrative Secretary  
 Shelly Spray..... Secretary II

**Financial Aid**

Joe Myers..... Director  
 Wanda Emfinger..... Assistant Director of Financial Aid  
 Casey Martine..... Assistant Director of Financial Aid  
 Carolyn Clay..... Financial Aid Technician  
 Roxie Clements..... Financial Aid Clerk  
 Karen Glass..... Financial Aid Technician

**Human Resources**

Jerry Tunstill..... Director, Administrative Services  
 Lisa Kane..... Account Clerk I  
 Lisa Lee..... Coordinator, Personnel Services

**Library**

Sue Szostak..... Director  
 Birdie Weir..... Reference Librarian  
 Joyce Bateman..... Secretary III  
 Margie Hazelbaker..... Library Assistant I  
 Roger Merritt..... Cataloging Technician/ Librarian, McMinnville Center  
 Patra Wheeler..... Library Assistant Senior  
 Nancy Jones..... Library Assistant I, McMinnville Center  
 Jeannette Campos..... Reference Librarian  
 Paula Standridge..... Librarian, Fayetteville Center  
 John Sullivan..... Cataloging Technician/Library Assistant

**McMinnville Center**

Melody Edmonds..... Director  
 Sally Pack..... Assistant Director, Student Services  
 Monica Burgess..... Administrative Secretary  
 Carol Wells..... Secretary II  
 Krista Warren..... Secretary I

**Smyrna Teaching Site**

George Ortega..... Director  
 Karen Hudson..... Administrative Secretary  
 Vivian Martin..... Assistant Director, Student Services  
 Neta Baird..... Secretary II





- Adams, Phyllis D. .... Professor, Communications  
B.S., 1977, Tennessee State University, M.S., 1978, Tennessee State University; Ed.D., 2001, George Peabody College of Vanderbilt University; Motlow Position, 1986.
- Adkins, Toni ..... Director of Counseling and Testing  
B.S., 1994, University of Texas at Brownsville; M.Ed., 1995, University of Texas at Brownsville; Motlow Position, 2002.
- Anderson, Dawn M. .... Secretary III  
A.A.S., 1982, Milwaukee Area Technical College; Motlow position, 2002.
- Allen, Billy ..... Computer Laboratory Technician  
Certificate, 1966, Tennessee Technology Center, Shelbyville; A.A.S., 1999, Motlow State Community College; Motlow position, 1994.
- Alsup, Greer ..... Director of Admissions and Records  
B.S., 1970, Belmont College; Motlow position, 1992.
- Anglin, Melanie ..... Computer Laboratory Technician  
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. .... Assistant Professor, Mathematics  
A.S., 1986, Motlow State Community College; B.S., 1988, Middle Tennessee State University; M.S.T., 1992, Middle Tennessee State University; Additional graduate study, Middle Tennessee State University; Motlow position, 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.
- Barfield, George ..... Grounds Supervisor/Leadworker  
Motlow position, 2003.
- Barfield, Gary ..... Instructor, Health and Physical Education; Women's Softball Coach; Athletics Director  
A.S., 1991, Motlow State Community College; B.S., 1999, Middle Tennessee State University; Motlow position, 1999.
- Bartley, Randall B. .... Discipline Coordinator, Business & Technology; 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; B.A., 2002, Trevecca Nazarene University; Graduate study Middle Tennessee State University; Motlow position, 1979.
- Bates, Jonathan ..... Instructor, Lab Technician, English  
B.A., 1978, University of the South; M.A., 1989, New York University; Additional Graduate Study, New York University; Motlow position, 2001.



- Beckman, Larry.....Watchkeeper  
Motlow position, 1998.
- Bell, Daphne A. .... Discipline Coordinator, Mathematics; 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; Additional Graduate Study, Middle Tennessee State University;  
Motlow position, 1985.
- Bigham, Terry .....Accountant  
B.S., 1979, David Lipscomb 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.
- Bordenet, Cheryl..... Secretary II  
Motlow position, 2000.
- Boyer, Teresa ..... Assistant Professor, Nursing  
A.A.S., 1974, Motlow State Community College; M.S.N., 1992, Vanderbilt University; NNP, 1993;  
Motlow position, 2001.
- 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.
- Breece, Thomas H..... Assistant Professor, Music  
B.M.Ed., 1984, Southern College; M.M.Ed., 1990, University of Tennessee at Chattanooga; Motlow  
position, 1993.
- 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, 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 and in  
London, England, through the University of Southern Maine; Motlow position, 1993.
- Brown, Laura .....Information Research Technician I  
CPS, 2002; Motlow position, 1999.
- Brown, Susan ..... Coordinator, Tech Prep  
A.S., 1997, Roane State Community College; B.S., 1998, Tusculum College; M.Ed., 2002, Middle  
Tennessee State University; Motlow position, 2000.
- Burgess, Monica.....Administrative Secretary  
A.S., 1986, Motlow State Community College; Motlow position, 1987.

- Burke, Gina ..... Associate Professor, Accounting  
B.B.A., 1987, Middle Tennessee State University; M.B.A., 1988, Tennessee Technological University; CPA  
(Inactive) Tennessee; Additional Graduate Study at the University of Memphis; Motlow position, 1992.
- Burlin, Patricia ..... Associate Professor, Nursing  
B.S.N., 1980, University of Alabama, Huntsville; M.S.N., 1983, University of Alabama, Birmingham;  
Additional Graduate Study, Vanderbilt University; APRN, BC, CCM, 1994; CMDA, 1997; CS, 1999;  
Motlow position, 2001.
- Campos, Jeannette ..... Reference Librarian  
A.A., 1998, Chattahoochie Valley State University; B.S.Ed., 1976, Columbus State University; M.L.S.,  
1979, University of Alabama; Motlow position, 2002.
- Cannon, Brenda G. .... Director, of Community Relations  
B.S., 1978, Tennessee State University; M.Ed., 1998, Middle Tennessee State University; 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.
- Clements, Roxie ..... Financial Aid Clerk  
A.S., 1995, Motlow State Community College; B.A., 2002, Life Seminary & Bible College;  
Motlow position, 2001.
- Cleveland, Deborah ..... Assistant Professor, 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 of 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, Claudine ..... 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 II  
A.A.S., 1999, Motlow State Community College; CPS, 2003; Motlow position, 1999.
- Compton, Susan ..... Instructor, Nursing  
B.S.N., 1983, Vanderbilt University; M.S.N., 2004, University of Alabama, Huntsville; CPS, 2003; Motlow  
position, 2001.
- Cooley, Marilyn ..... Director of Health and Wellness Services; College Nurse  
A.A., 1974, Austin Peay State University; Motlow position, 2001.
- 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; B.A., 2002, Trevecca Nazarene University; Graduate Study, Middle Tennessee State  
University; Motlow position, 1986.

- Crews, Vicky S.....Coordinator of Adjunct Services  
Motlow position, 1979.
- Cuthbert, Gene ..... Maintenance Mechanic  
Motlow position, 2001.
- Daniel, Beverly J..... Secretary III  
Motlow position, 1984.
- Dashno, Kim .....Account Clerk I  
Motlow position, 2002
- 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;  
Additional Graduate Study at the University of Memphis; Motlow position, 1993.
- Dillingham, Tom E. .... Director of Economic & Community Development  
B.A., 1974, David Lipscomb University; M.S., 1996, University of Tennessee, Knoxville; Additional  
Graduate Study, Cumberland University, and University of Tennessee Space Institute; Motlow  
position, 2001.
- Donnell, Jonathan..... Custodian  
Certificate, 2004, Tennessee Technology Center at Shelbyville; Motlow position, 2001.
- Edmonds, Melody. ... Director of the McMinnville Center; Assistant Professor, Business Information Technology  
A.S., 1989, Motlow State Community College; B.S., 1990, Middle Tennessee State University; MBA,  
1995, Tennessee Technological University; Additional Graduate Study, Tennessee Technological  
University; Motlow position, 1995.
- Emfinger, Wanda .....Assistant Director of Financial Aid  
B.A., 1976, The University of Alabama in Huntsville; M.S. 1983, The University of Alabama in Huntsville;  
Motlow position, 2002.
- 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.
- Fetty, John ..... Custodian Leadworker  
Motlow position, 2001.
- Finney, Debbie..... Admissions and Records Clerk  
Technical Certificate of Credit, 1997, Motlow State Community College; CPS, 2003; Motlow position, 1998.
- Garrison, Gregg ..... Instructor, Biology  
B.S., 1989, Middle Tennessee State University; M.S., 1996, Middle Tennessee State University; Motlow  
position, 2005.
- Gault, Ronald..... Director of Computer Services  
A.S., 1976, Motlow State Community College; Motlow position, 1985.
- Glass, Karen ..... Financial Aid Technician  
Technical Certificate of Credit, 1998, Motlow State Community College; A.A.S., 2001, Motlow State  
Community College; Motlow position, 1998.
- 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.
- Gregory, Cheri .....Assistant Professor, Biology  
A.S., 1982, Motlow State Community College; B.S., 1984, Middle Tennessee State University; M.S., 1987,  
Middle Tennessee State University; Additional Graduate Study at Middle Tennessee State University and  
Tennessee State University; Motlow position, 1998.

- Grimes, Moneda ..... Instructor, Sociology  
B.S., 1977, Tennessee State University; M.A., 1985, Fisk University; Motlow position, 2005.
- Guerin, Stephen H. .... Instructor, Psychology  
B.A., 1978, The University of Alabama, Huntsville; M.S., 1981, Alabama A & M University; Psy. D., 1990, The Forest Institute of Professional Psychology; Motlow position, 2005.
- Gulley, Christi ..... Admissions and Records Clerk  
A.S., 2000, Motlow State Community College; Motlow position, 1998.
- Hale, Annette ..... Discipline Coordinator English; Associate Professor, English  
B.A., 1976, Lee University; 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. .... Professor, Accounting  
B.S., 1967, Middle Tennessee State University; M.B.A., 1971, Middle Tennessee State University; D.B.A., 2001, Nova Southeastern University; Certified Public Accountant, State of Tennessee; Motlow position, 1976.
- Harris, Jim ..... Watchkeeper  
Motlow position, 1999.
- Harris-Young, Linda ..... Discipline Coordinator, Sciences; 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. .... Developmental Studies Program Coordinator; 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.
- Hazelbaker, Laura D. .... Programmer/Analyst  
A.S., 1992, Motlow State Community College; B.B.A., 1997, Middle Tennessee State University; M.Ed., 2003, Middle Tennessee State University; Motlow position, 1994.
- Hazelbaker, Margie L. .... Library Assistant I  
A.S., 1988, Motlow State Community College; Additional Study, Middle Tennessee State University; CPS, 1994; Motlow position, 1989.
- Hendrix, Pat ..... Assistant Professor, Nursing  
B.S.N., 1977, University of Tennessee; M.S. (Nursing), 1982, University of Southern Mississippi; Motlow position, 1996.
- Hillis, Jeanette Taylor ..... Admissions and Records Clerk  
A.S., 1990, Motlow State Community College; Additional Study, Middle Tennessee State University; CPS, 1994; Motlow position, 1990.
- 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; NASA Management School, Washington, DC, 2000; University of Idaho, 2003; Motlow position, 1984.
- Hodosi, Lyvonna ..... Payroll Supervisor  
A.A.S., 1998, Motlow State Community College; CPS, 2001; Motlow position, 1997.

- Holt, Carol..... Director of 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, Will..... Director of Center for Information Systems  
A.S., 1985, Motlow State Community College; B.S., 1987, Cumberland University; Motlow position, 1998.
- Hudson, Karen..... Administrative Secretary  
Motlow position, 2000.
- Huffman, Melinda H..... Director of Nursing Education; Instructor, Nursing  
B.S.N., 1975, University of Alabama, Birmingham; M.S.N., 1978; The Catholic University of America
- Hulvey, Matt..... Manager of PC Support and Network Administration  
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, Tennessee State University, and University of Memphis; CPS, 1986; Motlow position, 1970.
- Irby, Nancy..... Secretary I  
Motlow position, 2003
- Jackson, Cindy ..... Account Clerk II  
Motlow position, 2000.





- Jennings, Jan..... Instructor, 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  
A.S. Degree, 2002, Motlow State Community College; Motlow position, 1998.
- 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, Jacqueline ..... Coordinator/Instructor, Early Childhood Education  
B.S, 1993, Middle Tennessee State University; M.S., 1994, Middle Tennessee State University; Ed. S., 2000, Middle Tennessee State University; Motlow position 2003.
- Johnson, Jeffrey ..... Instructor, Health and Physical Education; Men's Basketball Coach  
B.S., 1996, Northwest Missouri State University; M.S. 1998, Northwest Missouri State University; Motlow position 2002.
- Johnson, Patricia ..... Associate Professor, Business Information Technology  
B.S., 1985, University of Tennessee at Martin; M.S., 1987, Middle Tennessee State University; Additional Graduate Study, University of Memphis; Middle Tennessee State University; Motlow position, 1989.
- Jones, Nancy ..... Library Assistant I  
B.S., 1975, University of Tennessee at Knoxville; Motlow position, 2001.
- Kane, Lisa ..... Account Clerk I  
Motlow position, 2001.
- Keel, Margia ..... Assistant Professor, Mathematics  
B.S., 1990, Middle Tennessee State University; M.S., 1993, Middle Tennessee State University; Motlow position, 1998.
- Kelly, Larry L. .... Director of Academic Advising; 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.
- 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 ..... Coordinator of Testing  
A.S., 1994, Motlow State Community College; B.A., 2002, Trevecca Nazarene University;  
CPS, 1994; Motlow position, 1981.
- Knox, Homer ..... Custodian  
Motlow position, 2000.
- 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.



- Lanz, Amy..... Instructor, Nursing Education  
A.A.S. 1983; Columbia State Community College; B.S.N., 2001, University of Alabama, Huntsville; M.S.N.,  
2004, University of Alabama, Huntsville; Motlow position, 2005.
- Lapczynski, Kathleen.....Assistant Professor, Biology  
A.S., 1986, Motlow State Community College; B.S., 1989 Middle Tennessee State University; M.S., 1993,  
Middle Tennessee State University; Ed. S., 2003, Tennessee Technological University; Motlow position,  
1993.
- Layne, Freda Ann .....Secretary III  
A.S., 1980, Motlow State Community College; Motlow position, 1980.
- Lee, Lisa D..... Personnel Assistant  
CPS, 2003 ; 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 .....Associate 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.
- Martin, Vivian ..... Assistant Director of Student Services; Associate 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 and Tennessee State University; Motlow position, 1992.
- Martine, Casey.....Assistant Director of Financial Aid  
A.A., 1990, Broward Community College; B.B.A., 1992, Florida International University; Motlow position,  
2001.
- Mason, Sheri S. .... Assistant Director for Student Services (Fayetteville)  
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 of Career Education  
B.S., 1974, Ohio University; M.A., 1978, Central Michigan University; Additional Graduate Study, University  
of Tennessee Knoxville; Ed.D., 2002, St. Johns University; Motlow position, 1999.
- McClellan, Debra L ..... Technical Clerk  
A.S., 1995, Motlow State Community College; B.S., 2004, Middle Tennessee State University; Motlow  
position, 2002.
- McKinnon, Lara..... Programmer/Analyst  
A.S., 1988, Motlow State Community College; B.S., 1990, Middle Tennessee State University; Graduate  
Study, Middle Tennessee State University; Motlow position, 1992.
- McKoon, Donna ..... Associate Professor, Business Information Technology  
B.S., 1986, Middle Tennessee State University; M.S.; 1988, Middle Tennessee State University; Additional  
Graduate Study at the University of Memphis; Motlow position, 1992.
- McLemore, Mary E. .... Vice President for Academic Affairs; 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.
- 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.
- McGuire, Carol..... Transcript Analyst  
B.S., 1990, Trevecca Nazarene University; Motlow position 1996.

- Merritt, Roger ..... Cataloging Technician/Librarian  
B.A., 1986, David Lipscomb University; M.S., 2002, Middle Tennessee State University; Motlow position, 1994.
- Miller, Joyce ..... Secretary II  
B.S., 1967, University of Tennessee, Knoxville; Motlow position, 1998.
- Morris, Mary ..... Custodian  
Motlow position, 1994.
- Mosley, Annette ..... Account Clerk II  
Certificate, 1983, Tennessee Technology Center, Shelbyville; CPS, 1996; A.A.S., 2003, Motlow State Community College; Motlow position, 1989.
- Mosley, Marie ..... Coordinator of Testing  
A.S., 1985, Motlow State Community College; Motlow position, 1984.
- Murray, Dale C. .... Administrative Assistant to the President  
A.S., 1980, Motlow State Community College; Additional Study, Middle Tennessee State University; CPS, 1994; Motlow position, 1976.
- Myers, Joe B., Jr. .... Director of Financial Aid  
A.S., 1986, Motlow State Community College; B.B.A., 1988, Middle Tennessee State University; M.S., 1998, University of Tennessee, Knoxville; Motlow position, 1989.
- Neal, John ..... Watchkeeper  
Motlow position, 2001.
- Oakley, Sherian ..... Secretary III  
Motlow position, 1995.
- Ortega, George L. .... Director, Smyrna Teaching Site  
B.S., 1977, Auburn University; M.B.A., 1980, Auburn University; Additional graduate study University of Alabama, Birmingham, University of Alabama, Tuscaloosa, Samford University; Motlow position, 2005.
- Orzino, Richard M. Sr. .... Coordinator, Business and Workforce Training  
A.S., 1986, Community College of the Air Force; Motlow position, 1993.
- Pack, Sally ..... Assistant Director for Student Services (McMinnville)  
B.S., 1996, Middle Tennessee State University; Motlow position, 2002.
- 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.
- Parrish, Angie ..... Secretary II  
Motlow position, 2001.
- Parsons, Pamela A. .... Administrative Secretary  
A.S., 1983, Motlow State Community College; Motlow position, 1984.
- Patterson, Debra S. .... Coordinator of Public Information  
A.S., 1990, Motlow State Community College; B.S., 1997, Middle Tennessee State University; Graduate Study, Middle Tennessee State University and University of Memphis; CPS, 1994; Motlow position, 1990.
- Patterson, Warren ..... Maintenance Scheduler  
Certificate, 1990, Motlow State Community College; Motlow position, 1987.
- Patton, Wendi ..... Director of New Student Admissions  
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Additional Graduate Study, Simon Fraser University; Motlow position, 1992.
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Motlow position, 2002.
- Poe, Joe..... Vice President of Technology, Planning and Facilities Development  
B.S., 1965, Milligan College; M.B.A, 1988, Middle Tennessee State University; Motlow position, 1999.
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1987.
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- Ray, Michelle ..... Computer Laboratory Technician  
Certificate, 1990, Diamond Oaks Vocational School; Certificate, 1994, Tennessee Technology Center,  
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- Reed, Hollis ..... Custodian  
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- Reeder, Robert E..... Assistant Professor, Biology  
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position, 1999.
- Robinson, Elaine..... Associate Professor, Mathematics  
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Tennessee Space Institute; Motlow position, 1992.
- Rossman, Valerie ..... Technical Clerk  
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- Russell, Michael..... Director of the Fayetteville Center  
B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University;  
Licensed School Psychologist, 1978; Licensed Psychological Examiner, 1986; Motlow position, 1983.

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- Schaffer, Charles ..... Watchkeeper  
Motlow position, 1997.
- Schaffer, Sandra ..... Accountant / Purchasing Agent  
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- Siler, Dorothy P. .... Technical Clerk  
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- Simmons, Charoline ..... Assistant Professor, Reading and Study Skills  
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- Simmons-Greer, Mary Ann ..... Director of Disabled Services and Minority Affairs  
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- Sullivan, John, D. .... Cataloging Technician/Circulation Assistant  
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- Williams, Mary ..... Custodian  
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A.S., 1997, Motlow State Community College; Motlow position, 2000.
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## A

A89 Requirements .....	19, 47, 172
Academic	
misconduct .....	63, 65
Academic .....	5
advisement .....	39, 50
fresh start .....	86
inventory .....	73
policies .....	78
probation .....	87, 88
program of study .....	78
scholarship .....	36
service scholarship .....	35
standards .....	78, 87
suspension .....	88
Academic Calendar .....	2
Academically Talented/Gifted Students .....	18
Accounting .....	129
concentration (two-year career) .....	129
Accounting Area of Emphasis, Univ. Parallel Major .....	99
Accounting, Course Descriptions .....	143
Accreditations (institutional) .....	205
Adding a class .....	14, 39, 40
Address Change .....	44
Administration, Staff, and Faculty .....	183
Admission .....	10
65-year-old or older student .....	15
dual enrollment .....	18
early .....	17
general interest students .....	10, 25, 28, 52, 85
international (foreign) students .....	16
joint enrollment .....	17
nursing program .....	47, 121
requirements, Fall, 1989 .....	19
to the college .....	10, 11, 92, 93
transient student .....	14
Advanced Placement Examination Program (APEP) .....	45
Advanced Standing Credit In English .....	45, 160
Advisory councils, the community .....	201
African American Student Association .....	56
Agriculture Area Of Emphasis, Univ. Parallel Major .....	100
Agriculture, Course Descriptions .....	144
Alcoholic beverages .....	62
Alternative Delivery of Courses .....	44
Alternative Sources of Credit .....	45
American College Testing Program (ACT) .....	52
American Institute of Banking (AIB) .....	145
Anthropology, Course Descriptions .....	144
Appeal	
academic suspension .....	88
transfer .....	13
violation of parking regulations .....	27
violation of vehicle registration .....	27
Application fee .....	12, 13, 14, 15, 16, 17, 18, 25
Apprenticeship program .....	78
Armed Services Credit .....	46
Art Area Of Emphasis, Univ. Parallel Major .....	100

Art, Course Descriptions .....	144
Articulation .....	95
Associate degree, second degree .....	81
Athletics .....	55
Attendance regulations, student .....	42
Audit, changing to or from .....	14
Audit-only students, admission of .....	13
Awards and Honors .....	81

## B

Banking, Course Descriptions .....	145
Baptist Collegiate Ministries .....	56
Basic and Developmental Curriculum .....	93, 181
Biology Area Of Emphasis .....	101
Biology, Course Descriptions .....	147
Book buyback .....	54
Books and Supplies .....	54
Bookstore .....	54
Business Administration Area of Emphasis, Univ. Parallel Major .....	101
Business Computer Applications concentration .....	129, 130
Business Ed/Office Mgmt Area of Emphasis, Univ. Parallel Major .....	102, 116
Business Information Technology, Course Descriptions .....	149
Business Management concentration, two-year career .....	129, 131
Business Technology Major, two-year career .....	44, 77, 99, 129, 130, 131
Business, Course Descriptions .....	147

## C

Campus access fee .....	25
Cancellation of classes .....	89
Career Education and Workforce Development, Division of .....	68
Career Planning and Job Placement .....	49
Catalog selection .....	79
Certificate of Credit completion requirements .....	81
Certificate of Credit Programs .....	77, 88, 142
Certificate of Credit seeking students .....	11
Certified Professional Secretary rating credit .....	46
CEU, continuing education unit .....	71
Challenge examination credit .....	47
Change of name or address .....	44
Change of registration .....	39
Cheating .....	63
Chemistry Area of Interest, Univ. Parallel Major .....	102
Chemistry, Course Descriptions .....	150
Circle K Club .....	56
Class attendance .....	39, 40, 42, 89
Class cancellation .....	89
Class schedule and schedule addendum .....	89
Classification, student academic .....	79
Classroom misconduct .....	63
Clubs .....	56

College Basic test, required student assesment (C-BASE).....	81
College Entrance Examination Board (CEEB) .....	45
College Level Examination Program (CLEP) ...	26, 48, 52
Communications Area of Emphasis, Univ. Parallel Major .....	115
Communications Club.....	56
Communications, Course Descriptions .....	150
Community Services .....	71
COMPASS Testing .....	21
Competency testing, graduating students, (College-BASE test).....	<i>See</i> College BASE test
Computer Applications concentration .....	131
Computer facilities use.....	58
Computer Science Area of Emphasis, Univ. Parallel Major .....	102
Computer Science, Course Descriptions .....	151
Concurrent enrollment.....	44
Continuing Education Program (Community Services)	71
Continuous Quality Improvement.....	5
Cooperative Education, Course Descriptions .....	153
Cooperative Education, job placement.....	49
Correspondence course credit .....	48
Counseling services.....	49
Course descriptions .....	143
Course load.....	79
Course repeats .....	84
Course substitution.....	83
Course waiver.....	83
Credit in residence.....	42
Criminal Justice Administration Area of Emphasis, Univ. Parallel Major (MTSU) .....	103
Criminal Justice Administration Area of Emphasis, Univ. Parallel Major (TTU) .....	104
Criminal Justice Administration, Course Descriptions	154
Crouch Library .....	71
Cum laude designation .....	81
Continuing Education Unit (CEU) .....	71

## D

Dean's List.....	81
Developmental Studies Program .....	91
Developmental Studies, Course Descriptions .....	182
Disabled student parking, violation.....	26
Disabled students, admission of .....	15, 50
Disciplinary offenses.....	61
Disciplinary procedures.....	65
Disciplinary sanctions .....	60, 61, 64
Discipline Codes .....	90
Discover .....	49
Disorderly conduct .....	61
Distance Education.....	44
Division of Career Education and Workforce Development .....	68
Division of Humanities and Social Science .....	70
Division of Mathematics, Science, and Education .....	70
Dropping a class .....	40
Drugs.....	8, 62

## E

Early admission.....	17
Early Childhood Education, Course Descriptions.....	154
Economic and Community Development (formerly IBI) .....	69
Economics Area of Emphasis, Univ. Parallel Major... 104	
Economics, Course Descriptions.....	156
Education, Course Descriptions .....	156
Education, Early Childhood (Pre-K-4).....	105
Education, elementary (K-6).....	105
Education, elementary (K-8).....	106
Emergency Medical Technician Training .....	78
Emergency Medical Technology, Course Descriptions .....	157
Emergency message services .....	51
Employment Programs.....	33
English advanced standing credit .....	160
area of emphasis, univ. parallel major.....	108
placement in courses .....	160
removing high school units deficiency.....	21
English, Course Descriptions .....	160
Environmental Science Area of Emphasis, Univ. Parallel Major.....	108
Evening programs .....	71
Expenses and business regulations.....	24
Explosives .....	62
Expulsion, disciplinary sanctions .....	64
Extended Services .....	70

## F

Faculty, Staff, and Administration .....	183
Federal Direct Student Loan .....	28, 29
Federal Direct Student Loan Program.....	33
Federal Work Study Program.....	33
Fees, maintenance and tuition .....	24
Fellowship for Christian Athletes .....	56
Final acceptance.....	10
Financial aid, student .....	37
Financial responsibility .....	62
Firearms .....	62
Fireworks .....	62
Food service .....	53
Ford, William D., Direct Student Loan Program .....	33
Foreign language, high school unit deficiency.....	23
Foreign students, admission of.....	16
Former student, readmission of.....	13
French Club.....	56
French, Course Descriptions .....	162
Fresh start, academic.....	86
Freshman classification .....	79
Freshman orientation.....	50

## G

Gambling.....	62
Gamma Beta Phi Society .....	56

General Development Education Test (GED).....	52
General education requirements .....	21, 23, 76, 147
General interest Community Services courses, admission to .....	10
General Studies Area of Emphasis, Univ. Parallel Major .....	76, 109
Geography Area of Emphasis, Univ. Parallel Major ..	111
Geography, Course Descriptions .....	163
Geology, Course Descriptions .....	163
Geometry, high school unit deficiency .....	22
German, Course Descriptions .....	163
Grade point average (GPA) .....	87
Grading system .....	85
Graduation fee .....	26, 80
Graduation requirements.....	80
Grant programs .....	33

**H**

Harassment, sexual or racial .....	66
Hazing.....	61
Health and Physical Education Area of Emphasis, Univ. Parallel Major .....	111
Health And Physical Education, Course Descriptions .	163
Health Services .....	51
High school units required, 1989.....	21
History Area of Emphasis, Univ. Parallel Major .....	112
History, Course Descriptions .....	164
Honor roll .....	82
Honors Program.....	82
Honors Scholar Area of Emphasis, Univ. Parallel Major .....	113
Honors, Course Descriptions .....	165
Horticulture, Course Descriptions .....	167
Hospitality Management, Course Descriptions.....	167
Housing assistance.....	51
Humanities and Social Science Division .....	70
Humanities courses.....	70

**I**

Identification cards, student .....	44
Incomplete course work.....	83
Industrial Management Area of Emphasis, Univ. Parallel Major .....	114
Industrial Management, Course Descriptions .....	168
Industrial Technology, Course Descriptions.....	168
Information Systems Area of Emphasis, Univ. Parallel Major .....	114
Information Systems, Course Descriptions.....	169
Intent to graduate .....	26, 79, 80
Intent to receive a certificate of credit .....	80
Interdisciplinary Studies, Course Descriptions .....	170
Interim or summary suspension, disciplinary sanctions	64
Interinstitutional articulation.....	95
International student, admission of .....	16

**J**

Job placement program .....	49
-----------------------------	----

**K****L**

Late registration fee .....	25
Law and Government Club.....	56
Lead institution.....	8, 78
Library .....	71
Library fee .....	26
Literary Club.....	56
Load, student academic .....	79
Loans programs .....	33
Location of the college .....	6
Lost and found .....	52

**M**

Magna cum laude designation .....	81
Maintenance fee.....	15
Math Lab .....	172
Mathematics	
Area of Emphasis, Univ. Parallel Major.....	116
course descriptions.....	170
high school prerequisite .....	171
high school unit deficiency.....	22, 172
placement.....	170
progression standard .....	79, 171, 181
Mathematics, Science, and Education, Division.....	70
Media Services .....	72
Memberships, institutional .....	205
Message service, emergency .....	51
Microcomputer Software Applications Certificate of Credit .....	142
Minimum Degree Requirements.....	143
Minority grants and scholarships.....	32
Minority on campus .....	58
Misconduct, academic and classroom .....	63
Mission of the college.....	4
Misuse of property .....	61
Mosaic (student literary journal).....	57
Motlow Monitor (student newspaper) .....	57
Motlow Monitor Scholarship.....	37
Multi-Cultural Student Association .....	56
Music scholarships .....	37
Music, Course Descriptions .....	174

**N**

Name change .....	44
New freshman student .....	12
New student orientation, freshman .....	50
Newspaper, student.....	57
Non-resident students .....	10
Nursing	
major.....	77
program admission.....	11
Nursing Course Descriptions .....	175

- O**
- Orientation, freshman..... 50
- Outing Club..... 56
- Overdue book fee ..... 26
- Overload, (student load)..... 79
- P**
- Parking  
vehicle ..... 26
- Pell grant ..... 33
- Phi Theta Kappa Honor Society ..... 56
- Photography Club..... 56
- Physical Education Area of Emphasis, Univ. Parallel  
Major..... 111, 177
- Physics Area of Emphasis, Univ. Parallel Major ..... 117
- Physics, Course Descriptions ..... 178
- Plagiarism..... 63
- Political Science Area of Emphasis, Univ. Parallel Major  
..... 118
- Political Science, Course Descriptions ..... 179
- Pre-Dental Area of Emphasis, Univ. Parallel Major ... 118
- Pre-Engineering Area of Emphasis, Univ. Parallel Major  
..... 119
- Pre-Engineering Engineering Technology Course  
Descriptions..... 158
- Pre-Law Area of Emphasis, Univ. Parallel Major..... 120
- Pre-Medical Area of Emphasis, Univ. Parallel Major. 121
- Pre-Nursing Area of Emphasis, Univ. Parallel Major. 121
- Pre-Optometry Area of Emphasis, Univ. Parallel Major  
..... 122
- Pre-Pharmacy Area of Emphasis, Univ. Parallel Major  
..... 123
- Pre-Physical Therapy Area of Emphasis, Univ. Parallel  
Major ..... 123
- Pre-Professional Skills Test (PPST)..... 52
- Presidential scholarship..... 35
- Pre-Veterinary Medicine Area of Emphasis, Univ.  
Parallel Major..... 124
- Privacy rights of students ..... 42
- Probation, academic ..... 87, 88
- Probation, disciplinary sanctions..... 64
- Professional Studies Credit ..... 46
- Program of study, academic ..... 78
- Progression standard, English ..... 78, 160
- Progression standard, mathematics ..... 79, 171
- Psychology Area of Emphasis, Univ. Parallel Major.. 125
- Psychology Club, Sigmund Society ..... 56
- Psychology, Course Descriptions ..... 179
- Q**
- Quality Point Average (QPA)..... 87
- R**
- Readmission of former student..... 13
- Real Estate, Course Descriptions ..... 180
- Real Estate ..... 146, 180
- Recreation Area of Emphasis, Univ. Parallel Major ... 125
- Refunds and repayments ..... 27
- Refunds, registration fees ..... 27
- Refunds, textbooks ..... 54
- Regents Degree ..... 25, 126, 134
- Registration for courses..... 39
- Regulations on student conduct..... 61
- Repeating a course ..... 84
- Reprimand, disciplinary sanctions ..... 64
- Residence credit ..... 42
- Residency, determination of..... 10, 24
- Restitution, disciplinary sanctions..... 64
- Retention standards ..... 87
- Returned checks/fees..... 27
- S**
- Sanctions, disciplinary ..... 60
- Schedule addendum ..... 89
- Schedule, academic ..... 89
- Scholarship programs..... 35
- Scholarships, Tennessee Educational Lottery ..... 34
- Science (natural and physical), high school unit  
deficiency ..... 22
- Second associate degree ..... 81
- Service scholarship, academic ..... 35
- Sigmund Society, Psychology Club ..... 56
- Sixty-five-year-old or older Credit student ..... 15
- Sixty-year-old or older Audit student..... 15
- Social events and activities ..... 55
- Social Science Area of Emphasis, Univ. Parallel Major  
..... 127
- Social Studies, high school unit deficiency..... 23
- Social Work Area of Emphasis, Univ. Parallel Major 127
- Sociology Area of Emphasis, Univ. Parallel Major ... 128
- Sociology, Course Descriptions ..... 180
- Spanish, Course Descriptions..... 180
- Special programs, requirements ..... 10
- Special student for credit, admission of ..... 14
- Student activities ..... 55
- Student Activity Fee..... 25
- Student center facilities (Forrester Student Center) ..... 53
- Student conduct..... 61
- Student government ..... 55
- Student Government Association..... 55, 56, 57
- Student load ..... 79
- Student organizations ..... 56
- Student publications ..... 57
- Student Services ..... 49
- Student Tennessee Education Association..... 56
- Student types ..... 10
- Students in Free Enterprise ..... 56
- Substitution, course ..... 83
- Summa cum laude designation..... 81
- Summary suspension, disciplinary sanctions ..... 64
- Supplemental educational opportunity grants ..... 28, 29
- Suspension, academic ..... 88
- Suspension, disciplinary sanctions..... 64



<b>T</b>	
Tennessee Association of Student Nurses .....	56
Technical Certificate of Credit Program .....	142
Technology access fee .....	25
TECTA (Tennessee Early Childhood Training Alliance) .....	78
Tennessee Educational Lottery Scholarships .....	34
Tennessee Student Assistance Award .....	33
Tennessee Uniform Administrative Procedures Act .....	65
Testing Services .....	52
Theft .....	62
Topics courses .....	143
Totally disabled student, admission of .....	15
Traffic violations fee .....	26
Transcript of academic records .....	42
Transient students (summer semester only) .....	14
Tuition .....	24
Tutorial Program .....	49
<b>U</b>	
Undergraduate admission requirements, 1989 .....	19
United States History, high school unit deficiency .....	23
	University Parallel Major .....
	76, 99
<b>V</b>	
Vehicle registration and parking .....	26
Veterans Affairs .....	38
Vision statement .....	4
Visual/performing arts, high school unit deficiency .....	20
<b>W</b>	
Waiver and substitution, course .....	83
Warning, disciplinary sanctions .....	64
Withdrawal from the college .....	41
Work-Study Program .....	33
Writing Center .....	162
<b>X,</b>	
<b>Y,</b>	
<b>Z</b>	

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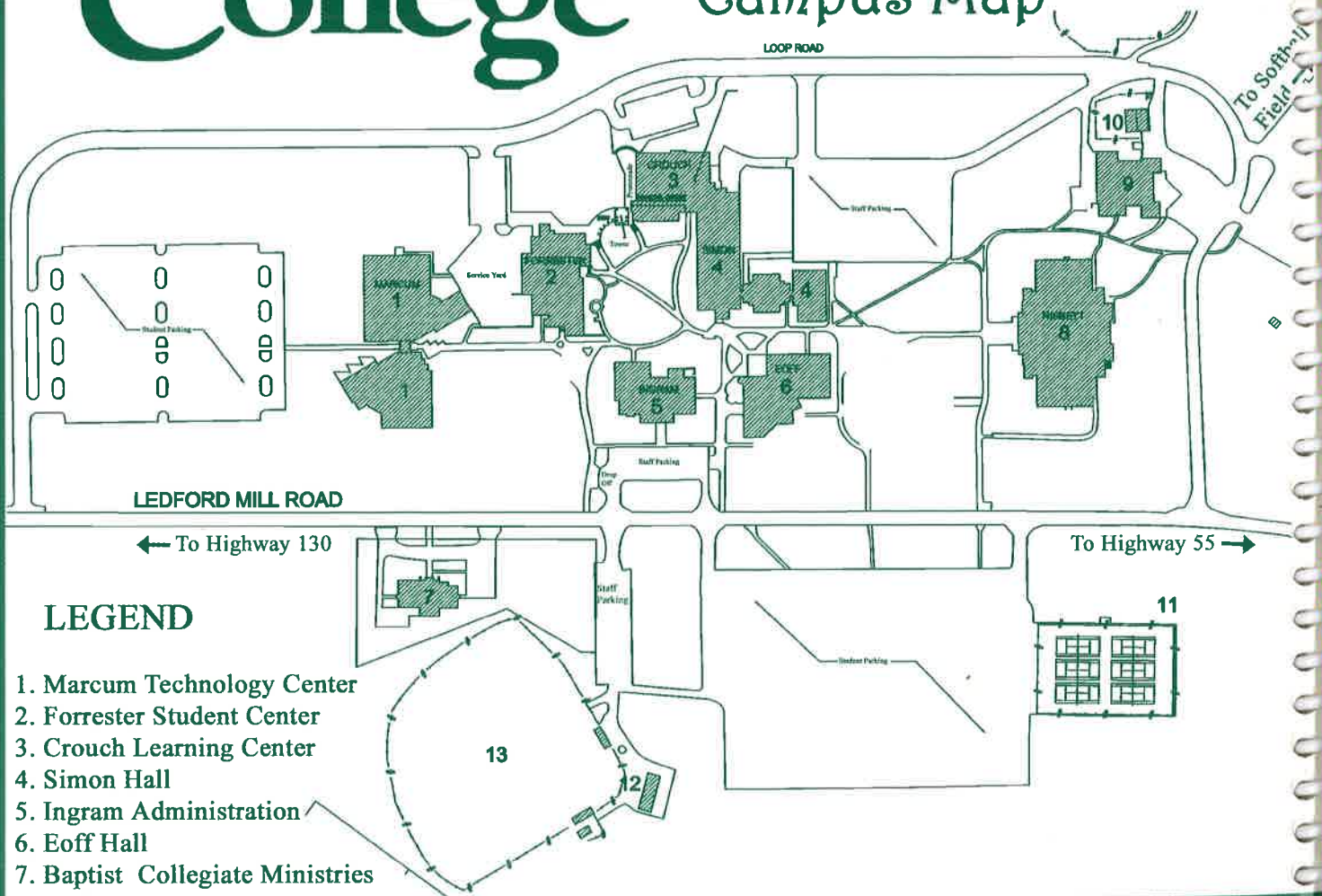
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# 2005-2006

# Motlow College

## Campus Map



### LEGEND

1. Marcum Technology Center
2. Forrester Student Center
3. Crouch Learning Center
4. Simon Hall
5. Ingram Administration
6. Eoff Hall
7. Baptist Collegiate Ministries
8. Nisbett Center
9. Facilities/Power Building
10. Equipment Storage
11. Tennis Courts
12. Driver Baseball Complex
13. Baseball Field

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