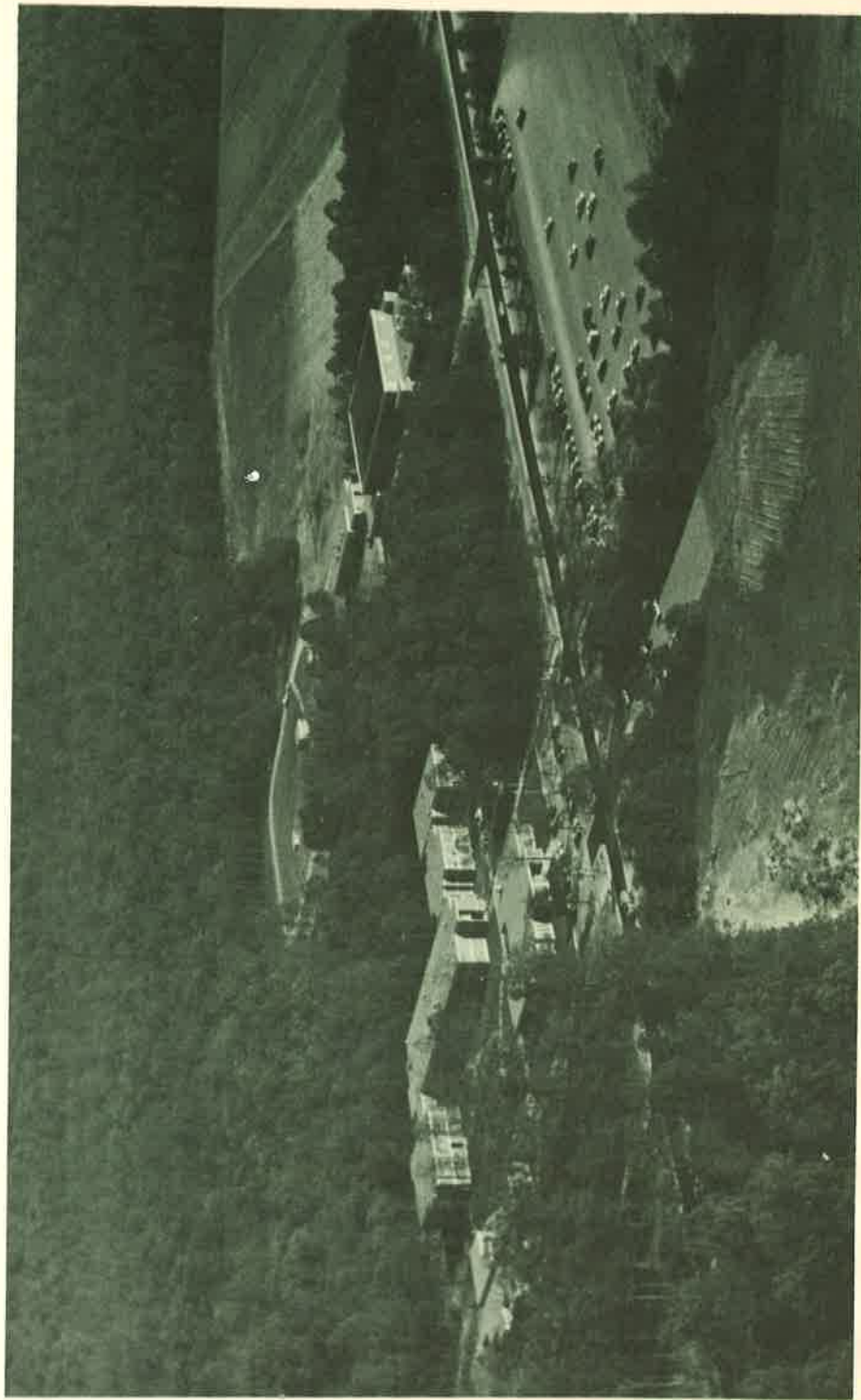


1970-1971

CATALOG



**motlow state
community
college**



MOTLOW STATE COMMUNITY COLLEGE

TULLAHOMA, TENNESSEE



An Institution of Higher Education of the Tennessee State Board of Education and accredited by the Tennessee State Board for Vocational Education, affiliated with the Southern Association of Colleges and Schools.

The Fall Session will open Wednesday, September 23, 1970

Volume 2 - Number 1

April, 1970

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ACADEMIC CALENDAR
1970-1971

Summer Quarter
First Term

Registration, (Day classes) Monday, June 8, 8:30 a.m.
 Registration, (Evening classes) Monday, June 8, 6:00 p.m.
 Classes begin (Day and Evening) Tuesday, June 9
 Last day to register or change
 courses Thursday, June 11, 12:00 noon
 Final examinations Friday, July 10

Second Term

Registration (Day classes) Monday, July 13, 8:30 a.m.
 Classes begin Tuesday, July 14
 Last day to register or change
 courses Thursday, July 16, 12:00 noon
 Final examinations Friday, August 14

Fall Quarter

Faculty Workshop Wed.-Fri., September 16-18
 Orientation and Registration Wed.-Fri., September 23-25, 8:30 a.m.
 Registration (Evening classes) Monday, September 28, 6:00 p.m.
 Classes begin (Day) Monday, September 28
 (Evening) Tuesday, September 29
 Last day to register or change
 courses Monday, October 5, 12:00 noon
 Mid-Term examinations Mon.-Wed., November 2-4
 Thanksgiving Holidays Thurs.-Sun., November 26-29
 Final examinations Wed.-Fri., December 9-11

Winter Quarter

Registration (Day classes) Monday, Tuesday, Jan. 4, 5, 8:30 a.m.
 (Evening classes) Tuesday, Jan. 5, 6:00 p.m.
 Classes begin Wednesday, Jan. 6
 Last day to register or change
 courses Tuesday, Jan. 12, 12:00 noon
 Mid-Term examinations Wed.-Fri., February 3-5
 Final examinations Friday, Monday, Tuesday, March 12,
 15, 16

Spring Quarter

Registration (Day classes) Monday, Tuesday, March 22, 23,
 8:30 a.m.
 (Evening classes) Tuesday, March 23, 6:00 p.m.
 Classes begin Wednesday, March 24
 Last day to register or change
 courses Tuesday, March 30, 12:00 noon
 TEA Convention Friday, March 26
 Easter recess Thursday-Sunday, April 8-11
 Mid-Term examinations Monday-Wednesday, April 26-28
 Final examinations Monday-Wednesday, May 31, June 1, 2
 Commencement Friday, June 4

CALENDAR FOR 1970																															
JANUARY							APRIL							JULY							OCTOBER										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
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4	5	6	7	8	9	10	5	6	7	8	9	10	11	5	6	7	8	9	10	11	4	5	6	7	8	9	10				
11	12	13	14	15	16	17	12	13	14	15	16	17	18	12	13	14	15	16	17	18	11	12	13	14	15	16	17				
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CALENDAR FOR 1971																												
JANUARY							APRIL							JULY							OCTOBER							
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10	11	12	13	14	15	16	11	12	13	14	15	16	17	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	18	19	20	21	22	23	24	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	25	26	27	28	29	30	25	26	27	28	29	30	31	24	25	26	27	28	29	30		
31	30	31	30	31	31																							
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14	15	16	17	18	19	20	16	17	18	19	20	21	15	16	17	18	19	20	21	14	15	16	17	18	19	20		
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MARCH							JUNE							SEPTEMBER							DECEMBER							
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8	9	10	11	12	13	6	7	8	9	10	11	12	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
14	15	16	17	18	19	20	13	14	15	16	17	18	19	19	20	21	22	23	24	25	19	20	21	22	23	24	25	
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28	29	30	31	27	28	29	30	26	27	28	29	30	26	27	28	29	30	31										

Summer Quarter

First Term

Registration (Day classes) Monday, June 7, 8:30 a.m.
(Evening classes) Monday, June 17, 6:00 p.m.
Classes begin Monday, June 14
Last day to register or change
courses Wednesday, June 16
Final examinations Friday, July 9

Second Term

Registration (Day classes) Monday, July 12, 8:30 a.m.
Classes begin Tuesday, July 13
Last day to register or change
courses Thursday, July 15
Final examinations Friday, August 13

Correspondence Directory

For information, please address inquiries as directed below to:
Motlow State Community College, Tullahoma, Tennessee 37388

Academic Program.....*Dean of Instruction*, Mr. K. B. Slifer

Admissions and Records.....*Director of Admissions and Records*
Mrs. Jessie Warren

Finances.....*Business Manager*, Mr. E. G. Boyd

Scholarships and Student Aid.....*Director of Financial Aid*, Mr. Charles
Bollinger

A NOTE TO VISITORS

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

LOCATION

Motlow State Community College campus is located on 187 acres of beautifully wooded land in Moore County approximately three miles west of the city limits of Tullahoma, just north of State Highway 55.

THE STATE BOARD OF EDUCATION

HON. BUFORD ELLINGTON
Governor of the State of Tennessee, Ex-Officio

HON. J. HOWARD WARF
Commissioner of Education, The State of Tennessee, Chairman

Mr. George H. Barnes Memphis
Mr. Thomas M. Divine Jonesboro
Dr. John K. Folger, Ex-Officio Nashville
Mr. Dale Glover Obion
Mr. Edward L. Jennings Liberty
Mr. James H. Jones, Jr. Mt. Pleasant
Mr. E. H. Kennedy Newport
Mr. Hugh T. McDade Alcoa
Mrs. B. A. McDermott Nashville
Dr. D. M. Spotwood Pulaski
Mr. F. Thornton Strang Chattanooga
Mr. J. Frank Taylor Huntingdon
Mr. James Williams Henderson
Mrs. Violet R. Parrish Executive Secretary of the Board

ADMINISTRATIVE OFFICERS

Sam H. Ingram *President*
K. B. Slifer *Dean of Instruction*
Don C. England *Dean of Student Personnel*
E. G. Boyd *Business Manager*

ADMINISTRATIVE STAFF*

Mrs. Jessie Warren *Director of Admissions and Records*
Charles Bollinger *Director of Counseling Services*
Bill F. Tipps *Book Store Manager*
John Bennett *Supv. of Maintenance and Grounds*
Mrs. Charlene Higgs *College Nurse*

NON-TEACHING STAFF*

Mrs. Kay Wiser *Secretary to the President*
Mrs. Ruth Bonner *Secretary to Dean of Instruction*
Mrs. Sandra Bedford *Secretary to Dean of Student Personnel*
Mrs. Carole Mitchell Rogers *Secretary to Business Manager*
Mrs. Sharon Baldridge *Accounting Clerk*
Mrs. Mary B. Gallagher *Cashier*
Mrs. Janice Dendler *Secretary to Director of Admissions*
Mrs. Doris Scott *Admissions Clerk*
Mrs. Elizabeth Taylor *Secretary to Director of Counseling Services*
Mrs. Elizabeth Halcomb *Secretary to Faculty*
Mrs. Sue Beaty *PBX Operator*

* Appointed at time of catalog printing.

Administration and Faculty *

Austin, Marvin.....English
B. S., Austin Peay State University
M. A., Austin Peay State University

Bollinger, CharlesDirector of Counseling
 Services
B. A., David Lipscomb College
M. A., Scarritt College
Ed. S. (pending), George Peabody College

Boyd, Ermer G.....Business Manager
A. A., Martin College
B. S., George Peabody College
M. A., George Peabody College

Broemel, Mrs. Eloise D.....Library
B. A., Vanderbilt University
B. S. L. S., Columbia University

Daves, Benjamin Joe.....Health, Physical Education
B. S., Austin Peay State University
M. A., Austin Peay State University

Doswell, Mrs. Perry.....Science
A. B., Transylvania College
M. S., University of Kentucky

England, Don C.....Dean of Student Personnel
B. A., Harding College
M. A., George Peabody College
Ed. D., Memphis State University

Foster, John W.....Science
B. S., Middle Tennessee State University
M. S. T., Middle Tennessee State University

Gilliland, Mrs. Joan F.....English
B. A., Maryville College
M. A., University of Tennessee

Golden, Francis Janell.....Mathematics
B. S., Middle Tennessee State University
M. S. T., Middle Tennessee State University

Gray, Walter.....Psychology
B. S., Austin Peay State University
M. A., Austin Peay State University
Additional Graduate Work, University of Georgia

Ingram, Sam H.....President
B. S., Bethel College
M. A., Memphis State University
Ed. D., University of Tennessee

Johnson, Joe B.....Physical Education
B. A., Southeastern Louisiana College
M. Ed., Southeastern Louisiana College
Additional Graduate Work, University of Alabama

Jones, Mrs. Georgia F.....Spanish
B. A. Rosary Hill College
M. A. (pending), Middlebury College

Lawson, Mrs. Deanna Joyce.....English
B. A., Middle Tennessee State University
M. A., Middle Tennessee State University

Majors, William R.....Social Science
B. S., Bethel College
M. A. & Ed. S., George Peabody College
Ph D., University of Georgia

Moffitt, Orvil L.....Music
B. S., George Peabody College
M. A., George Peabody College
Additional Graduate Work, George Peabody College

Moore, Jack L.....Art
B. F. A., University of Alabama
M. A., University of Alabama
Additional Graduate Work, University of Wichita

Moore, James C.....Social Science
B. S., Tennessee Technological University
M. A., Tennessee Technological University

Robinson, WilliamElectronics
B. E. E., Rensselaer Polytechnic Institute
M. B. A., USAF Institute of Technology

Rudd, Mary Frances.....Business Education
B. S., Bryan College
M. S., University of Tennessee

Salassi, Otto.....Library
B. S., Memphis State University
M. L. S., George Peabody College

Scarbrough, Mrs. Martha W.....Mathematics
B. S., Middle Tennessee State University
M. S. T., Middle Tennessee State University

Scott, Mrs. Barbara G.....English
B. A., Tennessee Technological University
M. A., Purdue University

General Information

PURPOSE

Motlow State Community College accepts as her purpose the development of the cultural, intellectual, and physical and vocational resources of the people of its surrounding area through qualified teaching, professional counseling and guidance, and comprehensive services offered to students and community.

Motlow State Community College will provide day and evening programs combining general education and technical education sufficiently flexible to provide for the changing educational needs of the community. The program is three-fold: (1) To serve those who wish to transfer and complete a four year college education; (2) To serve those who wish to complete their formal education upon graduation from Motlow State Community College; and (3) To serve the community through an adult program based on community needs and demands.

Motlow State Community College accepts the philosophy that a community college is not merely two years of continuing high school or just the first two years of college, but is a separate entity. The doors of Motlow State Community College are open to all who come seeking knowledge. It accepts each student as a worthy individual with unique abilities and capacities, and endeavors to provide the leadership which will enable each individual to develop and mature toward the realization of his potentialities.

OBJECTIVES

The objectives of Motlow State Community College shall be:

To make two-year college education available to both youth and adults in their home environment.

To commit the resources of the college to the business, industrial, educational, and cultural enrichment of the community.

To provide counseling and guidance services to students according to personal, occupational, and academic needs.

To provide an academic program that will prepare students to transfer two years of collegiate work to four year colleges and universities.

To provide technical programs that will prepare students who wish to complete their formal education at Motlow State Community College for positions in the community.

THE LIBRARY

The Library is in the center of Motlow State Community College, both in

Slifer, Kenneth B.....Dean of Instruction
A. B., Trevecca College
B. D., Vanderbilt University
M. A., Austin Peay State University
Ed. D., Auburn University

Sohrabi, Bahman.....Science
B. S., Middle Tennessee State University
M. S., Middle Tennessee State University

Warren, JessieDirector of Admissions and
Records
B. S., Middle Tennessee State University
M. A., Middle Tennessee State University

Yandell, James HowardBusiness
B. S., Memphis State University
M. A., Memphis State University

* Appointed at time of catalogue printing.

General Information

physical location and academic activity. It is where the knowledge and experience of past and present generations are stored. This legacy is available for everyone who wishes to profit by it.

The American Library Association Standards for Junior Colleges is used as a guideline for reaching this library's aim to stimulate curiosity and make available to the right person the right material at the right time. While the book collection at the beginning of this academic year will be sufficient to support the educational requirements of the student body, the goal of the library staff is to exceed the minimum of 20,000 volumes recommended by the American Library Association.

Every effort is being made to insure quality by having professional librarians trained in book selection and reference procedures to aid the students in the library. The Library will be open Monday through Friday (week-ends and other times as deemed necessary) — primarily for the students and faculty, and secondarily for all citizens of the community.

AWARDS AND HONORS

Students graduating with the following grade point averages will receive the corresponding honor designations on their diplomas:

3.75 — 4.00	Summa Cum Laude
3.50 — 3.74	Magna Cum Laude
3.00 — 3.49	Cum Laude

Names of students who complete a 3.00 — 3.49 average for a quarter will be placed on the Honor Roll for that quarter. Those who compile a quarterly average of 3.50 — 4.00 will be placed on the Dean's List.

College Regulations

ATTENDANCE REGULATIONS

1. Attendance at classes and other official appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments.
2. An explanation of the cause of all absences should be given instructors. This should be presented in advance if possible.
3. Persistent unexcused absence is cause, upon recommendation of the Dean of Student Personnel Services, for dismissal from the college.
4. Absences are counted from the first scheduled meeting of the class.

DISMISSALS

A student may be dismissed from the college for any one or more of the following reasons:

1. Failure to meet minimum academic standards as stated in the section of Retention standards.
2. Conduct of an unacceptable nature.
3. Failure to attend classes regularly.

GRADUATION

All students must complete the general requirements as prescribed by the college and specific requirements set forth for the degree sought and file an Intention to Graduate at the beginning of the quarter in which the student expects to graduate. Students are ordinarily allowed to graduate under the requirements of the catalog under which they entered provided graduation is within 5 years of the entrance date.

MID QUARTER DEFICIENCY REPORTS

Those students who have grades of less than "C" at mid-quarter will receive mail notices indicating lack of satisfactory progress.

CLASSIFICATION

For administration purposes, a student will be classified as a freshman until the completion of 42 quarter hours; after which time he will be classified as a sophomore. Those not accepted as Degree Students will be classified as Special Students.

Student Personnel Services

Student Services comprise all the non-instructional services which Motlow State Community College provides for its students. These services include academic, social, vocational, and personal counseling, as well as financial aid, health service, and transfer assistance.

ADMISSIONS AND RECORDS

Motlow State Community College subscribes to the open door policy for admission. Prospective students seeking admission to the college to complete courses for college credit must meet the following requirements:

1. Graduation from high school or a high school equivalency diploma and file with the Office of Admissions an official high school transcript.
2. Take the American College Testing Program (ACT) battery and have the official scores sent to the Office of Admissions and Records directly from ACT.
3. File the required Medical History and Physical Examination Report. A portion of the form must be completed and signed by a licensed physician.
4. Transfer students must have sent to the Office of Admissions and Records an official transcript from each college or university attended. Failure to indicate previous college attendance will subject the student to dismissal from the college. A transfer student need not meet the ACT Requirement, but may be required to take a battery of tests to be used for counseling purposes.

When all the other requirements have been met, the applicant may be admitted to the college as a candidate for a degree and receive college credit for courses completed. Consideration may be given to exceptional cases not covered above.

Persons who do not meet the above requirements, but who are seeking to take courses offered in college programs for audit, job modification, or personal enrichment may be admitted as Special Students. A student must meet all admission requirements and be accepted as a degree student in order to earn college credit towards graduation.

Formal application and acceptance for admission to the college is not required in order to attend special courses, seminars or other offerings administered by the college to serve particular community interests, which do not carry college level credit. Persons desiring to participate in such a course or seminar may apply for that course without filing an Application for Ad-

mission to the college.

A person admitted as a Special Student may qualify as a Degree Student at any time upon completion of the requirements for admission.

Upon admission to the college, some students may be required to meet further prerequisites to enter the program they select. In the best interests of the student, admission to a particular curriculum or to specific courses should be based upon evidence which would indicate a fair chance of satisfactory performance in the program of courses.

Admission of transfer students will be based upon the student's high school record and his success in college. Critical consideration will be given to the condition under which the student is withdrawing or has withdrawn from another institution. No transfer student will be admitted who cannot show evidence of an honorable withdrawal or dismissal.

All correspondence concerning admissions should be addressed to the Director of Admissions and Records, Motlow State Community College, Tullahoma, Tennessee 37388. The candidate for admission should request application blanks early enough to allow ample time for required forms to be forwarded to the Director of Admissions and Records. Under normal conditions, the applicant should request application forms at least 60 days before the beginning of classes. The completed application forms should be in the Office of Admissions and Records by August 15 for the fall quarter; December 1, for the winter quarter; February 15, for the spring quarter; and May 1, for the summer quarter.

All freshman applicants are requested to take the American College Testing Program (ACT) battery and have their scores certified directly to the Director of Admissions and Records, Motlow State Community College. This test should be taken preferably on one of the fall testing dates during the senior year of high school. Information on the ACT may be obtained from the high school counselor or writing to American College Testing, Inc., P. O. Box 168, Iowa City, Iowa 52242. Motlow State Community College's ACT Code Number is 4003. This number should be used when requesting that scores be sent to Motlow State Community College. Students who fail to take the ACT before being admitted may be required to do so during the first quarter of their college work.

When all admission papers have been received in the Office of Admissions and Records, the applicant will be sent a letter indicating that he has been accepted for admission or he will be advised by letter that further action is necessary in order to establish eligibility for admission. Applicants will be advised when to appear for testing, counseling, preregistration, and registration.

READMISSION OF FORMER STUDENTS

Former students who wish to return to the college must file a formal application for readmission. Application forms, available from the office of the Director of Admissions and Records, must be completed in ink or by typewriter and returned to the Director of Admissions and Records. If the student has enrolled at another college since last attending Motlow State Community College, he must have a transcript from the other college submitted and approved before he may re-enter. An application will receive favorable consideration only if the applicant is eligible for readmission under all College regulations.

TRANSFER STANDARDS

Students wishing to transfer from accredited colleges and other approved institutions of higher education may be admitted if they have been granted honorable dismissal from the last institution attended. Special cases will be evaluated by the Admissions Committee.

REGISTRATION FOR COURSES

All students should be pre-registered prior to the registration date given in the college calendar. Each student should receive a notification of pre-registration procedures. After the initial pre-registration and counseling session, an advisor is assigned to the student who will continue to assist the student with his educational program. All students are expected to complete registration on the dates announced for registration. They must observe the procedure specified at that time. A student is not officially enrolled until he has completed all the requirements of registration. Registration after these dates may be completed by presenting an acceptable reason for the delay and by payment of a late registration fee. Registration delayed more than one week requires special permission from the Dean of Instruction and may result in a reduction of course load for the quarter.

CHANGE OF REGISTRATION

If a student finds it necessary to add a course, this will be allowed during the first five school days of each quarter including the first day that classes

meet. The following procedures are to be followed in adding or dropping courses:

1. Secure a Change of Registration Form from the Office of Admissions and Records.
2. Secure the written approval of the advisor for making a course change.
3. Secure the signature of the instructor when a course is to be dropped or added to the program.
4. Present the completed form to the Business Office and pay appropriate fees.

Before mid-quarter, a course may be dropped upon the written approval of the advisor. After mid-quarter, the Dean of Instruction must approve all drops. Failure to follow these procedures will result in an "F" in the course.

WITHDRAWALS AND HONORABLE DISMISSALS

Students finding it necessary to withdraw from the college should do so officially to maintain good standing and to assure readmission or honorable dismissal. All requests to withdraw must be made in writing. Withdrawal procedures are as follows:

1. Secure from the Dean of Student Personnel Services a withdrawal permit.
2. Return the completed permit to the Business Office for any refund due. The Business Manager will file it with the Director of Admissions and Records for official record and notification of faculty.
3. All equipment belonging to the college must be accounted for or paid for and all financial obligations met.
4. If it is impossible for a student to take these steps in person, they should be taken by a parent.
5. Up to the date given in the college calendar, a student may withdraw from the college with a grade of W. After this period the student may withdraw with grades recorded as WP (withdrawn passing) WF (withdrawn failing).

Students in Continuing Education should follow the steps for withdrawal specified in the section on Continuing Education.

QUARTER-HOUR LOAD OF STUDENTS

Any student desiring an overload must file a request for an overload with the Dean of Instruction at least two weeks prior to registration. Sixteen to seventeen quarter hours credit is the regular or normal load of a student per quarter and 18 quarter hours is the normal maximum load.

ADMISSION AS A SPECIAL STUDENT

A person who seeks to enroll in college-level courses and who can meet the special course entrance requirements may be admitted as a Special Student. Such a person will be admitted without fulfilling the admission requirements for regular students because he is not a candidate for a degree. If, however, he desires to change from the status of a Special Student to the status of a Degree Student, he must complete the full admission requirements. Special Student status will normally be granted to those persons who qualify under the following categories:

1. A person who is not a high school graduate and does not hold a high school equivalency certificate.
2. A person who holds a degree from another college or university.

Generally a person admitted as a Special Student will be required to do all of the work required in a course, including written papers, readings, examinations, etc. Upon the conclusion of the course, the special student will not be given official credit.

Permission to Audit: Permission to audit a course, upon the recommendation of the instructor involved, may be obtained through the Office of Admissions and Records. An audit student is one who is attending classes, does not take the final exam, and does not receive a grade.

RETENTION STANDARDS

The minimum standard of achievement expected is a "C" average (2.0). The 2.0 quality point average is required to achieve the associate degree. Any student with less than the 2.0 cumulative quality point average may be required to reduce his load, repeat certain courses, or change his major. Retention standards shall be in effect for all students who have attempted at least 10 quarter hours.

Probation: A student who attains less than a 1.5 cumulative quality point average, as indicated in the table below, will be placed on academic probation.

Suspension: The table below is based on minimum retention standards and is designed to serve as a guide to students who fall below the 2.0 cumulative average.

Cumulative Hours	Probationary Range	Suspension
10-15	.500 - 1.499	.499 or less
15.1-34	.650 - 1.499	.649 or less
34.1-50	.850 - 1.499	.849 or less
50.1-67	1.100 - 1.499	1.099 or less
67.1-84	1.250 - 1.499	1.249 or less
84.1-100	1.400 - 1.499	1.399 or less
100.1 or over	1.500 - 1.999	1.499 or less

Explanation of Table. The first column represents cumulative hours (total hours attempted less repeats) at Motlow State Community College or elsewhere. It excludes military service credit and non-credit courses. The second column represents the minimum quality point average range which results in the student being placed on probation. The third column represents the grade point average below which a student will be suspended.

A student will not be suspended at the end of any quarter during which he earns a 2.0 quality point average. Academic suspension excludes the student from the college for a minimum of one quarter.

A student who is suspended for academic reasons may appeal his suspension to the Student Affairs Committee. An appeal must be presented in duplicate before the final day for registration, one copy to the Student Affairs Committee and one to the Office of Admissions and Records.

RECORDS

Records of each student's grades are kept on permanent file in the Office of Admissions and Records. Since these records are permanent and are frequently referred to for the purpose of supplying information to legitimate sources, each student should be acutely conscious that he is building his future and that his good attitude and diligent study will stand him in good stead after graduation.

TRANSCRIPT OF CREDITS

One official copy of a student's record will be furnished free of charge. There will be a fee of \$1.00 for each additional copy. All transcript requests must be in writing and will not be taken by telephone. In all cases, obligations to the college must be fulfilled before a transcript will be issued.

CANCELLATION OF SCHEDULED CLASSES

Any scheduled class may be discontinued by the college. The right is reserved to cancel any class when the number enrolled is deemed insufficient.

ACADEMIC ADVISOR

Each student is assigned to an academic department by the Director of Admissions and Records. The Dean of Instruction will in turn assign the student to a faculty advisor. The faculty advisor will assist the student in selecting proper courses, interpretation of course requirements and in the selection of a well balanced program. Instructors maintain regularly scheduled office hours and a student should feel free to call on his advisor any time he needs help.

VETERAN'S 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 State under appropriate federal legislation should contact:

Veterans Administration
Regional Office
801 Broadway
Nashville, Tennessee 37203

The Office of Admissions and Records has primary responsibility for Veterans Affairs.

COUNSELING SERVICES

The college has a staff of professionally trained counselors who serve the students in matters of academic advisement, vocational counseling, and personal problems. The counseling staff offers students assistance in solving immediate problems and making responsible choices for future personal and professional growth.

At the time a student enters college, there are many important decisions that may be made of a social, educational, vocational, and personal nature. For this reason, all new students should have an appointment with a counselor prior to entering and are strongly encouraged to confer with their counselors at various times later on, whenever there is a need for counseling assistance.

The counselor has at his disposal the results of tests the student has previously taken, either here or elsewhere.

Students are encouraged to utilize the vocational information available through the counseling services as well as the college library.

TESTING SERVICES

One phase of guidance includes testing, the results of which are used with and for the student. The purpose of this program is to aid the student in planning his curriculum while at the college. The battery of Guidance Tests administered to all degree students before admission to the college consists of the American College Testing Program (ACT) tests deemed necessary. All new transfers should complete this test battery before scheduling classes.

In addition to the required tests, the counseling staff has available at the Testing Center a variety of standardized test materials for the assistance of students. Among these are tests of ability, vocational interest, and achievement, as well as tests of various aptitudes, special skills, and personality. Personnel are ready at all times to schedule the tests, to counsel with the students on test results, and to assist individual students with particular problems. Testing services are available to students in Continuing Education and people in the community.

STUDENT FINANCIAL AID

The student financial aid program at Motlow State Community College is for the purpose of providing financial assistance to those students who would find it difficult or impossible to attend Motlow State Community College without financial aid. There is a comprehensive financial aid program offered in the form of grants, scholarships, part-time employment, and loans.

Recipients of financial assistance through these programs will be determined upon the basis of financial need, academic achievement, character, and potential for future success.

Academic scholarships are granted on the basis of the recipient's academic achievement and good character. Scholarships will be granted annually and the awards will be continued as long as funds are available and the necessary academic level is maintained.

A federal program called the College Work Study Program has greatly increased the number of part-time employment opportunities. To be eligible for the College Work Study Program a student must be accepted for enrollment as a fulltime student or be in good standing if currently enrolled. A student's eligibility further depends upon his need for employment to defray his college expenses with preference given to applicants from low-income families.

A program of direct awards, Educational Opportunity Grants (EOG), are awarded to high school graduates with exceptional financial need who requires these grants to attend college. The amount of financial assistance a student may receive depends upon his need—taking into account his financial resources, those of his parents, number of children dependent upon his parents, and the cost of attending college. In addition, the student must demonstrate academic or creative promise. Eligible students who are accepted for enrollment on a full-time basis or who are currently enrolled in good standing may receive an Educational Opportunity Grant, as long as funds are available.

Students at all levels who clearly need financial aid in meeting educational expenses may be eligible for National Defense Student Loans. An eligible un-

dergraduate may borrow up to \$1,000.00 each academic year to a maximum of \$5,000.00.

STUDENT SERVICES—ACTIVITIES

Motlow State Community College is a democratic institution and its activities are open to students according to their interests. Activities are varied and inexpensive and students are urged to take part in them.

Conduct becoming of a lady or gentleman is expected at all times of Motlow State students. Students are expected to be loyal to the spirit as well as to the letter of college rules and regulations.

All student organizations are required to register and obtain official approval from the Office of the Dean of Student Personnel Services.

Opportunity to render service to Motlow State Community College or to pursue a special interest is provided through participation in the club program offered on the campus.

A program of athletics is sponsored by Motlow State Community College. As a candidate for membership in the Tennessee Junior College Athletic Conference, competitive athletics are carried out in sports for men. The College Physical Education Department sponsors intramural sports for both men and women. All students are urged to participate in the intramural program.

A variety of worthwhile culturally and intellectually stimulating assemblies are held for students, staff, and interested area citizens. Students are encouraged to attend on such occasions.

A school newspaper is published by a student staff under the direction of the Office of the Dean of Student Personnel Services.

Choral and instrumental groups under the supervision of the Music Department may offer programs for the enjoyment of the college and community.

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

The Student Center has facilities which provide a small meeting room, bookstore, cafeteria, snack bar, and student lounge. Arrangements for the use of any of the facilities after regular hours of operation should be made through the Office of Dean of Student Personnel Services.

Students are requested to furnish a record of a medical examination upon entering Motlow State Community College. Students having special health problems are referred to the nurse by any member of the professional college staff. The necessary medical evaluation is obtained, and assistance in meeting school-related medical problems is offered. Health counseling, health information, and First Aid are available to students and faculty during office hours at the Student Health Center. A registered nurse is employed by the college on a regular schedule.

Motlow State Community College has no housing facilities for its students, most of whom reside with members of their immediate families or relatives. A limited number of housing accommodations are available in private homes and private dormitories for boys. Any student interested in obtaining a place to live should review the listings in the office of the Dean of Student Personnel Services.

Any student who owns or operates a car on the campus must register it with the Business Office. Cars so registered must be parked as directed and may not be driven indiscriminately about the campus. A disabled student may be given special parking consideration upon recommendation of the student's physician.

Business Regulation and Expenses

BUSINESS REGULATIONS

Expenses are charged and payable by the quarter since each quarter is a separate unit of operation. A student may enroll at the beginning of any quarter. Registration at the beginning of each quarter is not complete until the fees have been paid (which means all checks have cleared the bank) and no student may be admitted to classes without having met his financial obligations. All payments are to be made in cash or by check to the Business Office located in the Administration Building. There is a \$5.00 charge for any returned check given to the college. No student may re-enroll, graduate, or receive a transcript of his record until all accounts are settled. The term "account" includes any indebtedness to the college.

Student identification cards are issued to all students. This ID card will be the means of admittance and identification for athletic events, social functions, and other college activities during the quarter for which the card is issued.

Registration Fees and Tuition

Full-Time Students	(12 or more hours)
Residents of Tennessee	\$55.00 per quarter
Non-Residents	\$180.00 per quarter
Registration for Part-Time	\$5.00 per quarter hour
Registration for Non-Resident Part Time	\$15.00 per quarter hour

The above fees are subject to change by policy of the State Board of Education.

Registration and tuition fees for the summer quarter will be the same as for the other three quarters. Auditors will pay the same registration fee as residents of Tennessee.

Students are classified as residents or non-resident for the purpose of assessing tuition charges. The definition of residency as determined by the State Board of Education will apply. Information about residence classification may be obtained from the Director of Admissions and Records.

BOOKS AND SUPPLIES

Since the cost of books and supplies varies from one program of study to another and from quarter to quarter, only the average costs can be included in the catalog. The average cost of books and supplies is approximately \$35.00 to \$40.00 per quarter. In courses requiring the use of a slide rule and drafting instruments, a one-time cost factor, depending on quality desired, must be added to the average quarter cost. Books and supplies can be purchased from the college bookstore on a cash basis.

Food service is available on campus for students, staff and faculty.

— Other Fees —

Annual Campus Auto Registration.....	\$ 1.00
Laboratory Fee per quarter.....	\$ 2.50
for each course which includes a laboratory as part of its class.	
Late Registration Fee, first day	\$4.00
Each Additional Day	\$ 1.00
Graduation Fee	\$10.00
Change of Registration.....	\$ 3.00
Transcript (First one free).....	\$ 1.00
Late Examination Fee.....	\$ 5.00
Replacement of Lost ID Card	\$ 1.00

REFUNDS

If a student withdraws from the college within seven days after the beginning of classes for the term, a refund will be made of 80% of his registration fee and tuition (if any). Each week thereafter, the amount will be reduced 20%. All other fees are non-refundable. No refund is made when a student drops a course.

Academic Information

PLANNING COURSES OF STUDY

The responsibility for selecting a program of studies rests upon the individual student. Motlow State Community College does however furnish its students with guidance and assistance in outlining and following through on a program of studies leading to the objectives envisioned by each student.

A student who is planning to transfer from Motlow State at the conclusion of two years of work to a four-year institution should secure a copy of the catalog of the four-year institution selected and have it available during the registration period for use in planning his transfer program.

GRADING SYSTEM

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

Grade	Grade Points Awarded
A Outstanding	4
B Above Average	3
C Average	2
D Passing but below-average	1
F Failing	0

The scholastic standing of a student is expressed in terms of quality point ratio. A quality point ratio is the total number of quality points divided by the total number of quarter hours attempted less the number of hours repeated. To meet degree requirements, a student must maintain an overall grade point average of 2.00.

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

I	Incomplete
N	Audit: No grade or credit
NC	No Credit
R	Repeated
W	Withdrew
WP	Withdrew Passing
WF	Withdrew Failing
X	No Grade Reported

The grade of "I" indicates that the student has not completed all the work of the course for a reason acceptable to the instructor. This "incomplete" must be removed during the succeeding quarter excluding summer.

Otherwise, the grade of "F" is entered.

Repeated Course: A student may repeat a course he has failed. The grade received in repeating the course supercedes all previous grades and is credited in the quarter in which the course was repeated.

In order for a course to be considered repeat work in improving the cumulative grade point average, the student must file a Repeat Form in the office of the Director of Admissions.

DEGREES AND REQUIREMENTS

Motlow State Community College awards an Associate of Arts Degree and Associate of Science Degree. A Certificate may be awarded those who complete a program of less than an associate degree.

General requirements for an Associate Degree are as follows:

1. Not less than 96 quarter hours of credit including 6 quarters of physical education activity.
2. A minimum of the final 36 hours of course work completed in residence at Motlow State with a "C" average.
3. Overall grade point average of 2.00 (C average).
4. Specific course requirements are given where Programs of Study are outlined.

— Degree Programs —

A student may earn the Associate Degree by following a prescribed program of study. The degree programs available are as follows:

Associate of Arts Degree

1. General
2. Music
3. Pre-Art
4. Pre-Law
5. Pre-Medicine, Dentistry, and Pharmacy

Associate of Science Degree

1. General
2. Business Technology
3. Computer Science Technology
4. Electronics Engineering Technology
5. Pre-Business
6. Pre-Engineering
7. Pre-Law
8. Pre-Medical Technology
9. Pre-Teaching
10. Secretarial Science

Continuing Education

Dedicated to the philosophy that education should not terminate, Motlow State Community College has developed and will regularly revise and broaden a Continuing Education program.

... a major purpose and function ...

Continuing Education is a major purpose and function of the program of education at Motlow State Community College. The concept of Continuing Education has been practiced for a long time in professional fields. Advancement in *technology* has made continued learning necessary for *everyone*. Continued learning should become an accepted normal activity in the life of each person at Motlow State Community College.

Programs are specifically planned for those in need of more general education, and special knowledge.

... the broad idea emphasized ...

The broad idea of Continuing Education is emphasized at Motlow State Community College; that is, to help as many persons as possible to achieve their own individual educational aims. Its *objectives* are to offer opportunity to individuals to acquire *new knowledge*, and to develop the capacity for *self-education*. Continuing Education, therefore, is an integral area of the institution, and constitutes an inducement for the entire community to profit from its offerings. Concerned individuals may develop their interests and maintain an active role in the continuing drama of community bound citizens, integrating themselves into the tremendous twentieth century.

... not for adults only ...

Continuing Education at Motlow State Community College is not adult education in the common sense (meaning older adults), nor is it designated evening classes. Continuing Education does provide for the education of the older adult as a part of the overall program. It also provides for the education of the younger college-age student who wishes to work and continue his education. This is done at a time convenient to the student.

THE STUDENT

The Continuing Education classification is for a student who is enrolled in the Evening Division, or as a Non-Degree Status day student. Regular day students are also permitted to enroll for classes in Continuing Education where necessary. The Continuing Education program is so structured that the individual can, with proper counseling and guidance (made available by the college) determine his educational objectives and pursue these aims at a place and time convenient to him.

ADULT EDUCATION PROGRAM

A variety of courses may be offered each quarter to assist adults and specific groups who may wish to pursue these offerings for personal enrichment, general cultural benefits, to comply with business or industrial opportunities, or requirements for specific technological information. The college community is challenged to tap the resources of the institution by valid course requests. In so doing, both the college and the community will benefit.

SUMMER PROGRAM

Continuing Education offers an extensive program of course work during the summer months for those students who wish to improve or accelerate their education. These courses, generally basic in content, are available to beginning students as well as to advanced students presently enrolled in this and other colleges and universities. Information about Summer Session course offerings may be found in the Summer Schedule of Courses.

COMMUNITY SERVICE PROGRAM

The Community Service Program of the college may include a wide variety of activities. The college cooperates with many community groups and agencies in the operation of the program. Included among the activities may be Lectures and Forums, Concerts, Fine Arts Festivals, Special Workshops and Institutes.

THE FACULTY

One measurement of the standing and esteem of an educational institution is the quality of its faculty. Continuing Education, realizing the importance of this fact, has assembled an outstanding faculty of professional men and women. Most come from the regular college faculty. Other outstanding men and women in their field are brought in on a part-time basis for special course work as needed.

ADMISSION

ELIGIBILITY

Continuing Education courses are open to any person who feels that he may profit from them. However, the college reserves the right to deny to any prospective student admission to a course for which the applicant does not have the required background.

All persons seeking college credit for courses taken must be high school graduates or must have successfully completed the General Education Development (GED) Test.

A student who has been withdrawn from the regular program because of academic deficiency will not be eligible to enroll in Continuing Education until such time as he is eligible for readmission to the regular program.

STUDENT CLASSIFICATIONS

The following are student classifications for Continuing Education:

1. *Degree Status.* Students who initially plan to enroll for a degree must complete all the regular requirements for admission.
2. *Non-Degree Status.* Students who do not plan initially to enroll for a degree but who wish to receive credit for work taken will be required to complete an Application and furnish either a High School graduate transcript, college transcript, or GED test scores. Courses taken under these conditions, if completed successfully, may be applied to an appropriate degree provided the student seeks degree status by the time he has completed 45 credit hours of acceptable work including transfer credit. Only "Degree Status" students are awarded degrees upon the completion of a prescribed program of study.
3. *Auditors.* Students enrolling as auditors must complete the same admission requirements prescribed for the Non-Degree student.
4. *Non-Credit.* Students who plan to enroll for no credit will be expected to complete only a Non-Credit Registration Form.

COUNSELING

Continuing Education, in addition to offering quality education in meeting community needs, maintains a counseling service to help students select appropriate courses and programs that best meet their individual needs. Experienced professional counselors are available weekdays and evenings (by appointment) for consultation on educational problems.

Continuing Education students normally register for three to nine credit hours of work each quarter. However, the academic load of each student should be developed with relation to his educational background and the demands of his employment. Continuing Education recognizes the special problems and concerns of students who are dividing their time and energies between employment and a college program.

WITHDRAWAL AND HONORABLE DISMISSAL

1. Secure a withdrawal Slip from the office of the Coordinator of Continuing Education.
2. Follow all other steps specified for the regular student on page 20.

* * *

Programs of Study

The two-year programs of study available at Motlow State Community College are described on the following pages. The four objectives of the curriculum are: (1) to prepare students for advanced standing in other colleges and universities after successfully pursuing a Motlow State Community College Program; (2) to prepare students for entrance to certain professional schools whose admission requires one or two years of college experience prior to enrollment; (3) to offer a continuity of courses to give the student an opportunity to explore his interests and abilities in several fields of study so that he may plan more realistically for a continuation of his education; and (4) to prepare students to enter technological areas which require additional education beyond high school.

ASSOCIATES OF ARTS

(General)

SUMMARY OF REQUIRED HOURS

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
ART 101	Art Appreciation-----	3
ENG' 101, 2, 3	Composition-----	9
MAT Elective	Mathematics	5
PED	Physical Education-----	3
	Foreign Language-----	9
	Natural Science-----	12
	Elective	8

TOTAL HOURS 49

SOPHOMORE

*ENG 211, 2, and/or 221, 2	English or American Literature	9
HIS 201, 2, 3	American History	9
MUS 241	Understanding Music	3
PED Activities	Physical Education	3
	Foreign Language or General Electives	9
	Social Science Electives	9
	Elective	6

TOTAL HOURS 48

* Student may choose two courses of English Literature in sequence and one American Literature or two courses of American Literature in sequence and one English Literature.

Programs of Study

ASSOCIATE OF ARTS

(Music)

SUMMARY OF REQUIRED HOURS

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
ENG 101, 2, 3	Composition-----	9
PED Activities	Physical Education-----	3
HIS 101, 2, 3	Western Civilization-----	9
MUS 101, 2, 3	Music Theory and Harmony-----	9
MAT Elective	Mathematics-----	5
	Natural Science-----	12
	Music 111, 2, 3 or 115, 6, 7-----	3

TOTAL HOURS 50

SOPHOMORE

*ENG 211, 2, or 221, 2	English or American Literature-----	9
HIS 201, 2, 3	American History-----	9
PED Activities	Physical Education-----	3
MUS 201, 2, 3	Advanced Theory and Harmony-----	9
	Foreign Language-----	9
	Music 211, 2, 3 or 215, 6, 7-----	3
	Applied Music Electives-----	3
	Electives-----	6

TOTAL HOURS 51

* Student may choose two courses of English Literature in sequence and one American Literature or two courses of American Literature in sequence and one English Literature.

ASSOCIATE OF ARTS

(Pre-Art)

SUMMARY OF REQUIRED COURSES

Programs of Study

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
ART 111, 2, 3	Design-----	9
ENG 101, 2, 3	Composition-----	9
*FRE 101, 2, 3	Beginning French-----	9
HIS 101, 2, 3	Western Civilization-----	9
**BIO 111, 2, 3 or 121, 2, 3,	Botany or Zoology-----	12
PED Activities	Physical Education-----	3

TOTAL HOURS 51

*Spanish may be substituted if necessary.
**Must be a one-year sequence.

SOPHOMORE

ART 231, 2, 3	Painting-----	9
ART 241, 2, 3	Ceramics-----	9
*ENG 211, 2, or 221, 2	English or American Literature-----	9
**FRE 201, 2, 3	Intermediate French-----	9
MUS 241	Understanding Music-----	3
PED Activities	Physical Education-----	3
	Electives-----	6

TOTAL HOURS 48

*Student may choose two courses of English Literature in sequence and one American Literature or two courses of American Literature in sequences and one English Literature.

**Spanish may be substituted if necessary.

PRE-LAW

The first two years of the Memphis State University or the University of Tennessee Pre-Law Program may be met by the completion of the Associate of Arts Degree (General) or Associate of Science Degree (General) at Motlow State.

ASSOCIATE OF ARTS

(Pre-Medicine, Pre-Dentistry, Pre-Pharmacy)

SUMMARY OF REQUIRED COURSES

Programs of Study

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
ART 101	Art Appreciation.....	3
BIO 121, 2, 3	General Zoology.....	12
ENG 101, 2, 3	Composition.....	9
HIS 101, 2, 3	Western Civilization.....	9
PED Activities	Physical Education.....	3
	Foreign Language.....	9
	Elective.....	6

TOTAL HOURS 51

SOPHOMORE

*ENG 211, 2 or 221, 2	English or American Literature	9
CHE 101, 2, 3	General Chemistry	12
ENG 231	Fundamentals of Speech	3
**MAT 111	College Algebra	5
MAT 112	Plane Trigonometry	5
MUS 241	Understanding Music	3
PED ACTIVITIES	Physical Education	3
	Foreign Language or general electives	9

TOTAL HOURS 49

*Student may choose two courses of English Literature in sequence and one American Literature or two courses of American Literature in sequence and one English Literature.

**The student may be required to take MAT 106 and/or MAT 110 as a prerequisite.

ASSOCIATE OF SCIENCE

(General)

SUMMARY OF REQUIRED HOURS

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
MUS 241	Understanding Music.....	3
ENG 101, 2, 3	Composition.....	9
*MAT 111	College Algebra.....	5
PED Activities	Physical Education.....	3
	Natural Science.....	12
	Social Science Electives.....	6
	**Electives	12

TOTAL HOURS 50

*The student may be required to take MAT 106 and/or MAT 110 as a prerequisite.

**Nine of the twelve hours may be in a foreign language.

Programs of Study

SOPHOMORE

ART 101	Art Appreciation.....	3
ENG 211, 2, or 213, 4	*English or American Literature.....	9
ENG 231	Fundamentals of Speech	3
HIS 201, 2, 3	American History.....	9
PED 201, 2, 3	Physical Education.....	3
	Social Science Electives.....	9
	**Electives	12

TOTAL HOURS 48

*Student may choose two courses of English Literature in sequence and one American Literature or two courses of American Literature in sequence and one English Literature.

**Nine of the twelve hours may be in a foreign language.

Programs of Study

ASSOCIATE OF SCIENCE

(Business Technology)

This Business Technology program is designed for those who want a general two-year terminal curriculum.

(Summary of Required Hours)

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
BUS 121	Introduction to Business.....	3
ENG 101, 2, 3	Composition	9
HIS	History Electives.....	9
BUS 124, 5	Business Mathematics	6
PED Activities	Physical Education	3
BUS 101	Beginning Typewriting	3
	Natural Science	8
	Electives	6

TOTAL HOURS 47

SOPHOMORE

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
BUS 231, 2	Principles of Accounting	6
BUS 281	Marketing	3
ECO 201, 2	Principles of Economics	6
BUS 251	Business Machines	3
*ENG 211, 2 or 213, 4	English or American Literature	9
ENG 231	Fundamentals of Speech	3
PED Activities	Physical Education	3
	Psychology and/or Sociology	9
	Electives	9

TOTAL HOURS 51

*Student may choose two courses of English Literature in sequence and one American Literature or two courses of American Literature in sequence and one English Literature.

Programs of Study

ASSOCIATE OF SCIENCE

COMPUTER SCIENCE TECHNOLOGY

(6 quarters)

Two options are offered in computer science technology at Motlow State: (1) a scientific computer option and (2) a business computer option. The scientific option is designed for students interested in scientific and engineering applications of the computer, while the business option is designed for students interested in business data processing and computing. Students in either major area are required to master all programming languages, but may choose supporting courses either in natural science or business, depending upon the student's interest.

The computer science technology has as its primary objective the task of qualifying the student for a successful career as a programmer, systems analyst, or assistant computer center manager in his respective major area through orderly presentation of programming languages and managerial and scientific principles to facilitate his transition from student to practitioner.

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
CST 102	Introduction to Electronic.....	3
	Data Processing	
CST 201	Computer Programming I.....	3
CST 202	Computer Programming II.....	3
CST 203	Computer Programming III.....	3
CST 204	Computer Programming IV.....	3
CST 221	Systems Development and Design.....	3
CST 231	Computer Science Case Project I.....	2
CST 232	Computer Science Case Project II.....	2
CST 261	Advanced Computing & Programming.....	3
	Systems	
CST 291	Co-operative Seminar.....	4
ENG 101, 2, 3	English Composition I, II, III.....	9

Programs of Study

*MATT 111, 2, PED Activities	College Algebra and Trigonometry-----10 Physical Education-----6	
	Total -----54	
	<i>Business Option</i>	
CST 113	Business Systems Simulation-----3	
BUS 101	Introduction to Business-----3	
BUS 221, 2, 3	Principles of Accounting I, II, III-----9	
ECO 201, 2, 3	Principles of Economics I, II, III-----9	
ENG 231	Fundamentals of Speech-----3	
MAT 221	Elementary Statistics -----3	
	Electives-----24	
	Total -----54	
	Total Required Hours-----104-108	
	<i>Scientific Option</i>	
CHE 101, 2, 3	Chemistry I, II, III-----12	
CST 114	Scientific Systems Simulation-----3	
MAT 211, 12, 13	Calculus-----15	
PHY 201, 2, 3	Physics I, II, III-----12	
	Electives-----12	
	Total -----54	
	Total Required Hours-----104-108	

*Student may be required to take MAT 106 and/or MAT 110 as pre-requisite.

Associate of Science

Electronics Engineering Technology

(6 quarters)

This program is intended to meet the need in industry for personnel capable of entry and advancement in the highly diversified electronics field involving research development, manufacturing, quality control, installation and the service of electronic systems.

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
EET 102	Electric Circuit Fundamentals I-----6 (D.C.)	
EET 103	Electric Circuit Fundamentals II-----6 (A.C.)	
EET 104	Electric Circuit Fundamentals III-----4 (Analysis)	
EET 111	Electronics I—Vacuum Tubes-----4	
EET 112	Electronics II—Semiconductors-----4	

Programs of Study

EET 121-221	Materials and Construction-----4 Practices I & II	
EET 222	Electronics Projects-----1	
EET 223	Special Problems in Electronics-----1	
EET 231	Pulse Circuitry-----4	
EET 241	R. F. Receiver Systems-----4	
EET 245	R. F. Transmission Systems-----4	
EET 251	Industrial Electronics-----4	
EET 261	Electronic Systems-----3	
EET 271	Microwave Techniques-----3	
EET 281	Computer Fundamentals-----3	
EET 282	Computer Principles-----4	
EET 291	Co-operative Seminar-----4	
ENG 101, 2, 3	Composition I, II, III-----9	
ERG 101	Engineering Graphics I-----3	
*MAT 111, 2	Algebra and Trigonometry-----10	
PHY 105, 6, 7	Physical Science I, II, III-----9	
PED Activities	Physical Education-----6 Social Science Electives-----6 Electives-----5-6	

Total Hours 107-112

**Student may be required to take MAT 106 and/or MAT 110 as pre-requisite.

Programs of Study

ASSOCIATE OF SCIENCE

(Pre-Business)

The Pre-Business program is designed for those who plan to transfer to a four-year institution to continue toward a baccalaureate degree.

SUMMARY OF REQUIRED HOURS

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
BUS 121	Introduction to Business	3
ENG 101, 2, 3	Composition	9
HIS	History Electives	9
BUS 124, 5	Business Mathematics	6
*MAT 111	College Algebra	5
PED Activities	Physical Education	3
	Elective	3
	Natural Science	12

TOTAL HOURS 50

*Student may be required to take MAT 110 as prerequisite.

SOPHOMORE

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
BUS 221, 2, 3	Principles of Accounting	9
ECO 201, 2	Principles of Economics	6
ECO 203	Problems of Economics	3
*ENG 211, 2 or 221, 2	English or American Literature	9
ENG 231	Fundamentals of Speech	3
PED Activities	Physical Education	3
	Electives	9
	Psychology and/or Sociology	9

TOTAL HOURS 51

*Student may choose two courses of English Literature in sequence and one American Literature or two courses of American Literature in sequence and one English Literature.

Programs of Study

ASSOCIATE OF SCIENCE

(Pre-Engineering)

SUMMARY OF REQUIRED HOURS

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
ENG 101, 2, 3	Composition.....	9
CHE 101, 2, 3	General Chemistry.....	12
*MAT 111	College Algebra.....	5
MAT 112	Plane Trigonometry.....	5
MAT 113	Analytic Geometry & Calculus.....	5
ERG 101, 2	Engineering Graphics.....	6
ERG 111	Statics.....	3
PED Activities	Physical Education.....	3
ECO 201	Principles of Economics.....	3

TOTAL HOURS 51

*Student may be required to take MAT 106 and/or MAT 110 as pre-requisite.

SOPHOMORE

ENG 201, 2, 3	World Literature.....	9
MAT 211, 2, 3	Calculus.....	15
PHIY 201, 2, 3	General Physics.....	12
ECO 202	Principles of Economics.....	3
ERG 241	Dynamics.....	3
PED Activities	Physical Education.....	3
	Electives	6

TOTAL HOURS 51

ASSOCIATE OF SCIENCE

(Pre-Medical-Technology)

SUMMARY OF REQUIRED HOURS

Programs of Study

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
BIO 121, 2, 3	General Zoology-----	12
CHE 101, 2, 3	General Chemistry-----	12
ENG 101, 2, 3	Composition-----	9
*MAT 111	College Algebra-----	5
PED Activities	Physical Education-----	3
**Electives		9

TOTAL HOURS 50

*Student may be required to take MAT 106 and/or MAT 110 as pre-requisite.

**Electives in both Freshman and Sophomore years should be taken in the departments of English, Foreign Language, Social Studies or Mathematics.

SOPHOMORE

BIO 231	Microbiology-----	4
*ENG 201, 2, 3	World Literature	9
HIS 201, 2, 3	American History-----	9
PHY 201, 2, 3	General Physics-----	12
PED Activities	Physical Education-----	3
SOC 201	Introduction to Sociology-----	3
PSY 101, 2	General Psychology-----	6
	Electives-----	6

TOTAL HOURS 52

*The English-American Literature sequence may be substituted.

ASSOCIATE OF SCIENCE

(Pre-Teaching)

SUMMARY OF REQUIRED HOURS

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
ENG 101, 2, 3	Composition-----	9
ART 101	Art Appreciation-----	3
*MAT 111	College Algebra-----	5
or		
**MAT 106	Fundamentals of Mathematics-----	(5)
PED 101, 2, 3	Physical Education-----	3
PED Activities	General Psychology-----	6

Programs of Study

**ART 103

School Art-----	3
Natural Science-----	12
Social Science Elective-----	3
Electives-----	3

TOTAL HOURS 50

*Student may be required to take MAT 106 and/or MAT 110 as pre-requisite.

**Required of all Elementary Education majors.

SOPHOMORE

ENG 211, 2, and/or 221, 2	Survey of English-American Literature	9
ENG 231	Fundamentals of Speech	3
HED 201	Personal Health	3
HIS 201, 2, 3	American History	9
MUS 241	Understanding Music	3
*MUS 242	Public School Music	3
PED 201, 2, 3	Physical Education	3
PSY 111	Human Growth & Development	3
PSY 211	Educational Psychology	3
	Social Science Electives	9

TOTAL HOURS 48

*Required of all Elementary Education majors.

ASSOCIATE OF SCIENCE

(Secretarial Science)

SUMMARY OF REQUIRED HOURS

FRESHMAN

<i>Catalog Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
BUS 121	Introduction to Business-----	3
HIS 101, 2, 3	Western Civilization-----	9
ENG 101, 2, 3	Composition-----	9
BUS 124, 5	Business Mathematics-----	6
*BUS 101, 2, 3	Typewriting-----	9
*BUS 111, 2, 3	Shorthand-----	9
PED Activities	Physical Education-----	3

TOTAL HOURS 48

*Introductory Typewriting or Shorthand may be waived if high school credit is satisfactory. Elective hours will be substituted when necessary.

Programs of Study

SOPHOMORE

BUS 222	Business Communication.....	3
BUS 231, 2	Principles of Accounting.....	6
BUS 251	Business Machines.....	3
BUS 261	Introduction to Business Law.....	3
ECO 201, 2	Principles of Economics.....	6
*ENG 201, 2, 3	World Literature.....	9
ENG 231	Fundamentals of <u>Speech</u>	3
	Electives.....	6
BUS 211, 2	Advanced Shorthand.....	6
BUS 213, 4	Secretarial Practice.....	6
PED Activities	Physical Education.....	3

TOTAL HOURS 54

*The English-American Literature sequence may be substituted.

Courses of Study

ART

- ART 101 Art Appreciation..... 3 Credits**
 A course designed to enable more effective living through the exploration of art in the home, industry, and the community, including a brief survey of painting, sculpture, and architecture to stimulate and deepen the form, meaning, and relationship of art to everyday experiences. A lecture course, illustrated with films and slides.
- ART 103 School Art..... 3 Credits**
 Children's Art: Growth and development, objectives, motivation, evaluation. Experimentation with school art media. Primarily a laboratory course.
- ART 111 Basic Design..... 3 Credits**
 A study of the principles and techniques of two-dimensional design with emphasis on drawing to develop perception of proportion, balance, and principles of composition. A laboratory course with experimentation in various drawing media, 6 hours per week.
- ART 112 Color and Design..... 3 Credits**
 A study of the principles and techniques of two-dimensional design with emphasis on color theory and application. A laboratory course (Prerequisite: ART 111 or permission of instructor) 6 hours per week.
- ART 113 Structure and Design..... 3 Credits**
 A study of the principles and techniques of three-dimensional design with emphasis on form, space, and principles of composition. A laboratory course. (Prerequisite: ART 111 or 112) 6 hours per week.
- ART 231 Introduction to Painting..... 3 Credits**
 An introduction to the techniques, materials, and tools used in oil painting. A laboratory course (Prerequisite: ART 111 or 112 or consent of instructor) 6 hours per week.
- ART 232 Painting..... 3 Credits**
 A continuation of ART 231 with experimentation in various painting media: Problems and research in contemporary painting attitudes and concepts. A laboratory course. (Prerequisite: ART 231) 6 hours per week.
- ART 233 Painting..... 3 Credits**
 A continuation of ART 232 with emphasis on contemporary concepts and the development of individual techniques: Practice and theory. A laboratory course. (Prerequisite: ART 232) 6 hours per week.

Courses of Study

ART 241 Introduction to Ceramics-----3 Credits

An introduction to the techniques, materials, and tools used in making hand and wheel built pottery: Glazing and firing. A laboratory course. 6 hours per week.

ART 242 Ceramics-----3 Credits

A continuation of ART 241 with emphasis on the utilitarian aspects of making pottery. A laboratory course. (Prerequisite: ART 241) 6 hours per week.

ART 243 Ceramics-----3 Credits

Experimentation with glaze and clay formulas with emphasis on technique in all aspects of making pottery. A laboratory course. (Prerequisite: ART 242) 6 hours per week.

BIOLOGY

BIO 111 General Botany-----4 Credits

An introduction to the study of plants involving structure, growth, and nutritive processes.

3 lectures—2 hours laboratory

BIO 112 General Botany-----4 Credits

A study of reproduction, variations, heredity and evolution of seed plants of the major land groups. (Prerequisite: BIO 111).

3 lectures—2 hours laboratory

BIO 113 General Botany-----4 Credits

Continuation of BIO 112. Plant identification and relation of plants to their environment. Some attention is given to the examination and collection of local flora and vegetation. (Prerequisite: BIO 112).

3 lectures—2 hours laboratory

BIO 121 General Zoology-----4 Credits

A survey of the invertebrate animals—their structure and relation to other animals.

3 lectures—2 hours laboratory

BIO 122 General Zoology-----4 Credits

A study of the structure, body functions, development and natural history of the vertebrate animals. (Prerequisite: BIO 121).

3 lectures—2 hours laboratory

BIO 123 General Zoology-----4 Credits

A continuation of BIO 122 with special emphasis on cell structure and heredity. (Prerequisite: BIO 122).

Courses of Study

BIO 131 Human Anatomy and Physiology-----4 Credits

BIO 132 Human Anatomy and Physiology-----4 Credits

A study of the structure and function of the human body. The anatomy and physiology of the integument, skeletal, muscular, nervous, senses, circulatory, respiratory, excretory, digestive, endocrine, and reproductive systems are studied during the two quarters.

3 hours lecture—2 hours laboratory

(Prerequisite: BIO 131)

BIO 221 Bacteriology-----4 Credits

This course is a study of bacteriology with emphasis on the application of science to the problem of sterilization, infection, and resistance, diagnostic testing, and immunization. Laboratory experiments are designed to familiarize the student with bacteriological techniques, morphology of organisms, and aseptic procedures.

2 hours lecture—3 hours laboratory

BIO 231 Microbiology-----4 Credits

An introductory course consisting of lecture and laboratory work in identification, cultivation, and isolation of molds, yeasts and bacteria. Emphasis upon non-pathogenic forms. (Prerequisite: 8 hours biological science).

2 hours lecture—3 hours laboratory

BUSINESS

BUS 101 Beginning Typewriting-----3 Credits

Development of typewriting skills with special emphasis on letter writing, tabulation, reports, and preparation of copy for duplication processes.

Students with no previous training in typewriting take 101. Students with one year of high school typewriting receive no credit for 101 and should begin with 102; students with two years receive no credit for 101 or 102 and should begin with 103. All courses meet five hours a week. (Prerequisite for 102 and 103: Grade of C in previous typewriting course).

BUS 102 Intermediate Continuation of Bus. 101 Typewriting-----3 Credits

BUS 103 Advanced Typewriting-----3 Credits

BUS 111 Beginning Shorthand and Transcription-----3 Credits

Theory of Gregg Shorthand; development of dictation and transcription abilities. Students with no previous training in shorthand take 111. Students with one year of high school shorthand receive no credit for 111 and should begin with 112; students with two years receive no credit for 111 or 112 and should begin with 113. All courses meet five hours a week. (Prerequisite for 112 and 113: BUS 111 or equivalent, grade of C in previous shorthand course.)

Courses of Study

- BUS 112 Continuation of Shorthand 111----- 3 Credits
- BUS 113 Continuation of Shorthand 112----- 3 Credits
- BUS 121 Introduction to Business----- 3 Credits
 A survey course giving a clear overview of the area of activity known as business, developing an awareness of our economic system, and promoting understanding of the tools that are available for management to use in making decisions.
- BUS 124 Business Mathematics----- 3 Credits
 An intensive review of the fundamentals of mathematics as applied to business followed by the study of fractions, percentage, interest, bank discount, payroll and taxes, insurance, graphs, and financial statements.
- BUS 125 Continuation of BUS 124----- 3 Credits
- BUS 211 Advanced Shorthand and Transcription----- 3 Credits
 Improvement of ability to take dictation and transcribe mailable copy with emphasis on the development of job competency. Courses meet five hours a week. (Prerequisite: Grade of C in 113).
- BUS 212 Continuation of Shorthand 211----- 3 Credits
- BUS 213 Secretarial Practices----- 3 Credits
 Orientation to office responsibilities through a study of office procedures, including telephoning techniques, record keeping, office etiquette, appropriate dress, and job interviews. Course meets five hours a week.
- BUS 214 Advanced Secretarial Practice----- 3 Credits
- BUS 222 Business Communication----- 3 Credits
 A study of the principles, practices, and mechanics of all types of business letters and business reports.
 Prerequisite: ENG 101, 102, 103 and proficiency in typewriting.
- BUS 231 Principles of Accounting----- 3 Credits
 Basic principles of accounting theory and practice; analysis and recording of business transactions; business vouchers and books and controlling accounts; adjusting and closing entries; sole proprietorship, partnership, and elementary corporation accounting.
- BUS 232 Continuation of BUS 231----- 3 Credits
 Prerequisite: BUS 231
- BUS 233 Continuation of BUS 232----- 3 Credits
 Prerequisite: BUS 232

Courses of Study

- BUS 241 Income Tax Accounting—Personal----- 3 Credits
 Federal income tax laws with emphasis on the preparation of returns for individuals.
- BUS 242 Income Tax Accounting—Business----- 3 Credits
 Federal income tax laws with emphasis on the preparation of returns for partnerships and corporations.
- BUS 251 Business Machines----- 3 Credits
 Training in the use of the calculator and the ten-key adding machine.
- BUS 261 Introduction to Business Law----- 3 Credits
 A study of the principles of contracts, sales bills and notes.
- BUS 271 Business Organization and Management----- 3 Credits
 A study of the structure and internal functions of typical American business concerns.
- BUS 281 Marketing ----- 3 Credits
 A study of the business system including the functions that have to do with the distribution of the marketable goods from the producer to the consumer.

CHEMISTRY

- CHE 101 General Chemistry----- 4 Credits
- CHE 102 General Chemistry----- 4 Credits
- CHE 103 General Chemistry----- 4 Credits
 A basic course in general chemistry. A study of fundamental concepts of atoms, molecules, periodic relationship of properties of the elements, gas law, types and laws of chemical reaction, equations, and the preparation and properties of selected elements and compounds. (CHE 101 and 102 may be waived if sufficient background is established by pre-registration testing. Elective hours will be substituted.)
 3 lectures-1 laboratory period
- CHE 211 Qualitative Analysis----- 4 Credits
 Fundamental theory of qualitative analysis and analysis of common cations and anions. (Prerequisite: CHE 103).
 2 hours lecture—4 hours laboratory
- CHE 221 Introductory Organic and Biochemistry----- 3 Credits
 A course intended primarily for students in Medical Office Assistant Program and Associate Degree Program in Nursing. (Prerequisite: Chemistry 101, 2)

Courses of Study

CHE 231 Organic Chemistry..... 4 Credits

A survey course of organic chemistry which would include nomenclature, organic reactions and a study of the aliphatic hydrocarbons and their derivatives. This is a course for non-science majors.

2 hours lecture—4 hours laboratory

COMPUTER SCIENCE (30)

CST 102 Introduction to Electronic Data Processing 3 Credits

A course designed to introduce the student to computers and their impact on this decade. Major topics covered include: historical developments, number systems, nomenclature capabilities, data representations, Boolean logic, computer concepts, flowcharting and programming concepts.

CST 113 Business Systems Simulation 3 Credits

A course designed to provide the student with the concepts and application areas used in simulating various business problems. Topics included are payroll accounting; accounts payable and receivable; order writing and billing; production and inventory control; cost analysis; management reporting and management games.

CST 114 Scientific Systems Simulation 3 Credits

A course designed to provide the student with the concepts and application areas used in simulating various scientific and engineering problems. Topics include mathematical models, numerical analysis, data fitting, linear programming, PERT, operations research simulations and a search of current literature for other technical applications.

CST 201 Computer Programming I 3 Credits

A basic course in programming techniques. Introduction to assembly language, involving lab work in the programming of business applications. (Prerequisite: CST 102)

3 hours lecture—3 hours laboratory

CST 202 Computer Programming II 3 Credits

A basic course in scientifically oriented FORTRAN (formula translation) programming language. (Prerequisite: CST 201).

3 hours lecture—3 hours laboratory

CST 203 Computer Programming II 3 Credits

A study of commercial oriented language (COBOL) to enable the student to gain programming proficiency through lectures and labs with "hands on" computer experience. (Prerequisite: CST 201).

3 hours lecture—3 hours laboratory

Courses of Study

CST 204 Computer Programming IV 3 Credits

A course for developing programming skills. This course will include the program development, coding, and testing of sophisticated programs, macro-writing, utility modification, etc. (Prerequisite: CST 203).

3 hours lecture— 3 hours laboratory

CST 221 Systems Development and Design 3 Credits

A study of basic systems analysis including systems design, file descriptions, flow-charting and documentation, procedure analysis, etc.

CST 231 Computer Science Case Project I 2 Credits

This project involves the application of computer analysis and application principles. The student will design a system for an actual industry case, undergo faculty systems evaluation, and make a case study presentation. (Prerequisite: CST 221).

CST 232 Computer Science Case Project II 2 Credits

The conclusion to the case project involves the coding and testing of all programs and procedures necessary to implement the systems developed in CST 2310. (Prerequisite: CST 231).

2 hours laboratory

CST 261 Advanced Computing and Programming Systems 3 Credits

An introduction to operating systems, data communication, data acquisition, IOCS, conversion, emulation, simulation, etc.

CST 291 Co-operative Seminar 4 Credits

This course offers a college programmed study, designed to give the student practical experience in the area of his major by placing him in a cooperative work study program with local organizations. This student is required to attend a one period seminar per week.

ECONOMICS

ECO 201 Principles of Economics----- 3 Credits

A presentation of the basic economic concepts with emphasis on macro-economics. Attention will be given to national income accounting, the determination of income and employment levels, and the monetary and banking system.

ECO 202 Principles of Economics----- 3 Credits

A continuation of economic principles with emphasis on micro-economics. Analysis will be made of major types of market structures, including the production costs and pricing problems of the firm. The course will also include the distribution of income among the factors of production. (Prerequisite: ECO 201).

ECO 203 Problems of Economics----- 3 Credits

A course in applied economics. Various problem areas will be explored with a view to evaluating policies applied to them. Special consideration will be given to international trade, the under-developed economics, and the economy of the Soviet Union.

ELECTRONIC ENGINEERING TECHNOLOGY (37)

EET 102 Electric Circuit Fundamentals I (Direct Current)----- 6 Credits

A study of basic electron theory, resistance, ohms law, power, Kirchoff's law's; series, parallel and complex D. C. circuits, electro magnetism, inductance, capacitance and measuring devices. (Corequisite: MAT 111).
4 hours lecture—6 hours laboratory

EET 103 Electric Circuit Fundamentals II (Alternating Current)- 6 Credits

A study of A. C. Generation and characteristics, impedance, circuits and resonance. (Prerequisite: EET 102, Corequisite: MAT 112).
4 hours lecture—6 hours laboratory

EET 104 Electric Circuit Fundamentals III (Analysis)----- 4 Credits

The application of D. C. and A. C. circuit fundamentals to network analysis theorems, filtering and coupling circuits. (Prerequisite: EET 103).
3 hours lecture—3 hours laboratory

EET 111 Electronics I—Vacuum Tubes----- 4 Credits

Basic theory of vacuum tube devices and their application to amplification and rectification circuits. (Corequisite: EET 104).
3 hours lecture—3 hours laboratory

EET 112 Electronics II—Semiconductors----- 4 Credits

Basic theory of semiconductor devices and their application to amplification and rectification circuits. (Corequisite EET 104).
3 hours lecture—3 hours laboratory

EET 121 Materials and Construction Practices I----- 2 Credits

A laboratory course to familiarize the student with electronic hardware hand tools and shop practices.
1 hour lecture—3 hours laboratory

EET 221 Materials and Construction Practices II----- 2 Credits

A laboratory course to familiarize the student with fundamental electronic assembly practices. Includes layout design of chassis and printed-circuit fabrication processes. (Prerequisite: EET 121).
1 hour lecture—3 hours laboratory

EET 222 Electronics Project----- 1 Credit

The student selects an electronics project; designs, fabricates and tests the finished product. (Prerequisite: EET 121).
3 hours laboratory

EET 223 Special Problems in Electronics----- 1 Credit

Related problem in Electronics selected by student with permission of advisor. (Prerequisite: EET 221)

EET 231 Pulse Circuitry----- 4 Credits

Study of special oscillators and their waveforms, pulse shaping, and pulse circuitry applications. (Prerequisite: EET 102, EET 111).
3 hours lecture—3 hours laboratory

Courses of Study

EET 241 RF Receiver Systems----- 4 Credits
Study of superheterodyne receiver principles, circuits, and their application in communication and television receivers. (Prerequisite: EET 101, 111).

3 hours lecture—3 hours laboratory

EET 245 RF Transmission Systems----- 4 Credits
Study of modulation systems, transmitters, and characteristics of the transmission line and antenna system. (Prerequisite: EET 231, 241).

3 hours lecture—3 hours laboratory

EET 251 Industrial Electronics----- 4 Credits
Study of most commonly used transducers, electronic measurement circuits, and closed-loop control systems. (Prerequisite: EET 102, 111).

3 hours lecture—3 hours laboratory

EET 261 Electronics Systems----- 3 Credits
A study of electronic systems (i.e., data processing, radar, computers, television broadcast, navigation, etc.) and concepts of design and troubleshooting in these systems. (Prerequisite: EET 231, 241).

3 hours lecture

EET 271 Microwave Techniques----- 4 Credits
Study of the fundamentals of microwave generation and propagation and wave-guide characteristics. (Prerequisite: EET 261, 245).

3 hours lecture—3 hours laboratory

EET 281 Computer Fundamentals----- 3 Credits
Study of the fundamentals of computer systems and related mathematical and numerical systems. (Prerequisite: EET 231).

3 hours lecture

EET 282 Computer Principles----- 4 Credits
Study of the composite digital computer system and an analysis of circuits of its component parts. (Prerequisite: EET 281).

3 hours lecture—3 hours laboratory

EET 291 Co-operative Seminar----- 4 Credits
This course offers a college programmed study, designed to give the student practical experience in the area of his major by placing him in a cooperative work study program with local organizations. This student is required to attend a one period seminar per week. (Summer Quarter Only).

ENGINEERING TECHNOLOGY

ERG 101 Engineering Graphics I----- 3 Credits

Courses of Study

Basic drafting practices in the use of instruments, theory of projections, and communications through free hand sketching.

1 hour lecture—4 hours laboratory

ERG 102 Engineering Graphics II----- 3 Credits
Continuation of Graphics I with experiences in working drawings, machine drawing, sheet metal drawing, and electrical drawing. (Prerequisite: ERG 101 or 2 units of high school drafting.)

1 hour lecture—4 hours laboratory

ERG 103 Descriptive Geometry----- 3 Credits
Continuation of Graphics II with emphasis on space relations of points, lines, and plane intersections. (Prerequisite: ERG 102).

1 hour lecture—4 hours laboratory

ERG 111 Statics----- 3 Credits
A study of forces, movements, vector quantities; static equilibrium with applications to structures; friction; center of gravity; second movements. (Co-requisite: MAT 113; Prerequisite: ERG 101.)

ERG 241 Dynamics 3 Credits
Absolute and relative kinematics: kinetics of particles and rigid bodies using Newton's laws, work-energy, and impulse-momentum. Prerequisite: ERG 111

ENGLISH AND SPEECH

ENG 101 Composition----- 3 Credits
A course in the mechanics of written English.

ENG 102 Composition----- 3 Credits
A course in written exposition and also further drill in the mechanics of English in rhetorical forms. (Prerequisite: ENG 101).

ENG 103 Composition----- 3 Credits
A course in written language as literature. Outlining, organization, and research methods will be stressed. (Prerequisite: ENG 102).

ENG 110 Reading Skills----- 2 Credits
A survey which provides reading sources for instruction, practice in locating needed information, and increasing the use of the skills needed in reading. Students who show a deficiency on college entrance tests are required to enroll for this course. (Contact: 3 hours).

Courses of Study

- ENG 111 Reading Improvement**-----2 Credits
Developmental reading for students who are trying to improve their reading ability. Each student's present reading efficiency is diagnosed and a program to fit his need is structured and conducted. This course is designed to help the average and above average student increase his reading rate and comprehension.
- ENG 201 World Literature**-----3 Credits
Selected masterpieces of world literature involving ancient and medieval writers.
- ENG 202 World Literature**-----3 Credits
Continuation of ENG 201. Renaissance through the Eighteenth Century.
- ENG 203 World Literature**-----3 Credits
Literature of the Nineteenth and Twentieth Century including selected English and American authors.
- ENG 211 English Literature**-----3 Credits
A survey of the literature of England from its beginning through the time of Samuel Johnson. Representative literary selections are studied in the light of their times.
- ENG 212 English Literature**-----3 Credits
Continuation of 211. A survey of the literature of England from the beginning of the Romantic Era to the present.
- ENG 221 American Literature**-----3 Credits
A survey of American Literature from the beginning to the War between the States.
- ENG 222 American Literature**-----3 Credits
Continuation of 203. A survey of American Literature from the War between the States to contemporary times.
- ENG 231 Fundamentals of Speech**-----3 Credits
Emphasis is placed on speech as an act of communications. The student's confidence and poise before an audience and the ability to select, research, organize, write and present a subject orally are stressed. (Prerequisite: ENG 101).
- ENG 241 Public Speaking**-----3 Credits
A study of the principles of speech composition through analysis of speech models as they reveal the factors of interest and attention, methods of support, and the psychology of acceptance in persuasion. Practical application is made in the organization and presentation of classroom speeches. (Prerequisite: ENG 231).

Courses of Study

- ENG 251 Debate**-----3 Credits
Instruction and participation in Argumentation, Debate, Original Oratory and Extemporaneous Speaking with an opportunity to enter intercollegiate competition. (Prerequisite: ENG 231).

FRENCH

- FRE 101 Beginning French**-----3 Credits
Elementary grammar, pronunciation, and reading of graded texts. (Those having French in high school may have advanced placement by examination and departmental approval).
3 lectures—1 laboratory
- FRE 102 Beginning French**-----3 Credits
Continuation of FRE 101
- FRE 103 Beginning French**-----3 Credits
Continuation of FRE 102
- FRE 201 Intermediate French**-----3 Credits
Reading of intermediate texts, with grammar review and oral practice. (Prerequisite: FRE 103 or equivalent) (Laboratory Sessions are arranged individually for all students).
- FRE 202 Intermediate French**-----3 Credits
Continuation of FRE 201
- FRE 203 Intermediate French**-----3 Credits
Continuation of FRE 202
- FRE 211 Conversational French**-----3 Credits
Emphasis upon conversation and composition.
- FRE 212 Conversational French**-----3 Credits
- FRE 213 Conversational French**-----3 Credits

GEOGRAPHY (51)

- GGY 101 Elements of Geography I**----- 3 Credits
 Fundamentals of geography in understanding man's environment, 101—Man's natural environment and the resultant cultural development; 102—Geographical survey and the regional groupings of soils, mineral resources, natural vegetation, water and land formation; 103—Elements of weather and the patterns of climate as related to human affairs. These courses must be taken in sequence.
- GGY 102 Elements of Geography II**----- 3 Credits
 Continuation of GGY 101
- GGY 103 Elements of Geography III**----- 3 Credits
 Continuation of GGY 102
- GGY 111 Economic Geography**----- 3 Credits
 A study of the relations of the physical factors of the environment to the productive occupations of man and the distribution of the products of his industry.
- GGY 201 Physical Geography**----- 3 Credits
 A study of selected elements of physical geography: climate, soils, landforms, water and vegetation.

HEALTH

- HED 201 Personal Health**----- 3 Credits
 A study of personal health problems of college men and women. Mental health, communicable diseases, degenerative diseases, nutrition, and other health problems of students and families are studied.
- HED 202 Community Health** ----- 3 Credits
 A course dealing with health as applied to the family and community. The teacher's role in development and use of community health agencies. Sanitation in relation to food, sewage, water, air pollution and insects.
- HED 203 First Aid and Safety** ----- 3 Credits
 A course dealing with the prevention of accidents; the acquisition of sufficient knowledge to determine the nature and extent of injury; and the training of the first aider to do the proper things at the proper time.

HISTORY

- HIS 101 Western Civilization I**----- 3 Credits
 These courses seek to give the student a background in the political, economic, social, cultural, and military history of mankind from ancient to modern times, with particular emphasis being given to the development of western civilization.
- HIS 102 Western Civilization II**----- 3 Credits
 Continuation of HIS 101.
- HIS 103 Western Civilization III**----- 3 Credits
 Continuation of HIS 102.
- HIS 201 American History**----- 3 Credits
 European background: Settlement of American colonies, severance of European ties, national development and expansion.
- HIS 202 American History**----- 3 Credits
 Rise of democracy and humanitarianism, sectional controversies, reconstruction, rise of big business, postwar social, economic and political changes.
- HIS 203 American History**----- 3 Credits
 Emergence as a world power, Populism and Progressivism, World War I, the search for normalcy, the great depression and the New Deal, World War II and its aftermath, the 1960's and future prospects.

MATHEMATICS

- MAT 106 Fundamentals of Mathematics** ----- 5 Credits
 Principles and applications of arithmetic systems and scales of notation, fundamental operations, fractions, standards and units of measurement, radicals and computation with approximate data. Includes introduction to algebra and geometry.
- MAT 110 Intermediate Algebra** ----- 5 Credits
 Emphasis on the fundamentals of elementary algebra. Fundamental operations, factoring, fractions, linear equations, functions and graphs, simultaneous, exponents and radicals, elements of quadratic equations. Suggested for those students whose backgrounds need strengthening for college algebra.
- MAT 111 College Algebra**----- 5 Credits
 Linear and quadratic functions, complex numbers, theory of equations, progressions, exponents, radicals and other basic topics. (Prerequisite: 2 years high school algebra or MAT 106 and/or MAT 110).

Courses of Study

- MAT 112 Plane Trigonometry**----- 5 Credits
 Analysis of functions of angles with their relations, logarithms, and solution of right and general triangles. (Prerequisite: MAT 111).
- MAT 113 Analytic Geometry and Calculus**----- 5 Credits
 Elements of Analytic Geometry, including the conic sections, introduction to calculus with emphasis on concepts of limits, continuity, and the derivatives with simple applications.
- MAT 211 Calculus**-----5 Credits
 Applications, anti-derivatives and the definite integrals. Areas, volume, arc length, polar coordinates, and transcendental functions.
- MAT 212 Calculus**-----5 Credits
 Hyperbolic functions, formal integrations, vectors, parametric, equations, determinants and/or matrices. (Prerequisite: MAT 211).
- MAT 213 Calculus**-----5 Credits
 Partial differential, multiple integral and infinite series. (Prerequisite: MAT 212).
- MAT 221 Elementary Mathematical Statistics**----- 3 Credits
 A study of elementary methods and techniques in collecting, presenting and interpreting data. (Prerequisite: MAT 111 or consent of instructor).

MUSIC

- MUS 101 Music Theory and Harmony**----- 3 Credits
 These are integrated courses consisting of ear-training, sight-singing and part-writing. Beginning with the most elementary rudiments of music and progressing logically into first and second inversions, seventh chords, and non-harmonic tones. Scales and key signatures in all major and minor keys. Much emphasis will be placed on ear-training and sight-singing.
- MUS 102 Music Theory and Harmony**----- 3 Credits
- MUS 103 Music Theory and Harmony**----- 3 Credits
- MUS 201 Advanced Theory and Harmony**-----3 Credits
 Review of inversions, seventh chords and non-harmonic tones. Continuation of part-writing to include chromatic as well as diatonic harmony. Analyzation of Bach chorales. Original composition of simple songs and chorales. (Prerequisite: MUS 101, 2, 3).
- MUS 202 Advanced Theory and Harmony**-----3 Credits
- MUS 203 Advanced Theory and Harmony**-----3 Credits

Courses of Study

- MUS 241 Understanding Music**-----3 Credits
 Open to students in any department. Through the medium of recorded music, the student will become familiar with several types of music from the time of Bach and Handel to the present. An attempt will be made to aid the student in understanding and appreciating music heard at concerts, on records, radio and television.
- MUS 242 Public School Music**-----3 Credits
 Rote singing, staff notation, rhythmic activities, creative activities, all designed to aid the classroom teacher in carrying out an effective program of music in grades 1-6.
- MUS 246 Music Literature** 3 Credits
 A course designed as sequence to 241 Understanding Music, Music Literature is an overview study of the large forms; suite, symphony, opera, oratorio, sonata, concerto, as they have developed through the baroque, classical, romantic, impressionistic and contemporary periods. Significant contributions of composers will be studied through recordings, scores and research readings. (Prerequisite: Music 241, or equivalent.)

APPLIED MUSIC

- MUS 111, 2, 3 Chorus**-----1 Credit each
- MUS 211, 2, 3 Chorus**-----1 Credit each
 Open to all students, the only requirement being the ability to sing a simple song with correct pitch.
- MUS 115, 6, 7 Instrumental Ensemble** 1 Credit each
- MUS 215, 6, 7 Instrumental Ensemble**----- 1 Credit each
 Ensemble experience for those students who are able to play an instrument of the brass or woodwind family.
- MUS 121, 2, 3 Voice**----- 1 Credit each
- MUS 221, 2, 3 Voice**----- 1 Credit each
 Private instruction in voice, beginning with the student's level of development. Selected exercises, vocalises and songs. First Year-English, American, and Italian songs. Second Year-French art songs and possibly some German lieder.
- MUS 131, 2, 3 Piano**----- 1 Credit each
- MUS 231, 2, 3 Piano**-----1 Credit each
 Private instruction in piano, beginning with the student's level of develop-

Courses of Study

PHYSICAL EDUCATION

Each student graduating must complete six hours of physical education activity courses. These courses are designed to meet the physical needs and interests of students as related to their health, sex, and organic fitness. Activities include archery, badminton, basketball, golf, softball, tumbling, and volleyball. Adaptive physical education courses provide a program to fit the needs of individuals who are physically handicapped.

PED 100	Physical Education—Conditioning Exercises	1 Credit
PED 101	Physical Education—Badminton	1 Credit
PED 102	Physical Education—Volleyball	1 Credit
PED 103	Physical Education—Social Dance	1 Credit
PED 104	Physical Education—Football	1 Credit
PED 105	Physical Education—Adaptive	1 Credit
PED 106	Physical Education—Basketball	1 Credit
PED 107	Physical Education—Stunts & Tumbling	1 Credit
PED 108	Physical Education—Folk & Square Dance	1 Credit
PED 109	Physical Education—Archery	1 Credit
PED 110	Physical Education—Golf - Requires: 3 rounds— Turn in score	1 Credit
PED 112	Physical Education—Softball	1 Credit

PHYSICAL EDUCATION

(Professional)

PED 200	Introduction to Physical Education	3 Credits
A course dealing with the early history and principles of physical education including basic concepts of physical education in modern society.		
PED 204	Physical Education for Elementary Teacher	3 Credits
A course dealing with the basic theory of physical education emphasizing calisthenics, stunts and tumbling, games of low organization and rhythms for elementary students.		

Courses of Study

PHYSICS

PHY 105 Physical Science----- 3 Credits
An introductory course dealing with selected topics from general chemistry. Subject matter includes such topics as atoms, molecules, reactions, etc. This course is offered for college credit for non-science majors. No credit is given for any student who has successfully completed Chemistry 101.
4 contact hours, lecture-laboratory

PHY 106 Physical Science----- 3 Credits
An introductory course dealing with selected topics from general Physics. Subject matter includes such topics as forces, laws of motion, heat, light, sound, etc. This course is offered for college credit for non-science majors. No credit is given for any student who has successfully completed Physics 201.
4 contact hours, lecture-laboratory

PHY 107 Physical Science----- 3 Credits
An introductory course dealing with selected topics from astronomy, meteorology and geology. Subject matter includes such topics as the solar system, law of universal gravitation, the earth, etc. This course is offered for college credit for non-science majors.
4 contact hours, lecture-laboratory

PHY 201 General Physics----- 4 Credits
Fundamental law of mechanics. (prerequisite: MAT 111 and 112 or permission from Division Head.)
3 hours lecture -- 3 hours laboratory

PHY 202 General Physics----- 4 Credits
Fundamental laws of heat, light and sound. (Prerequisite: PHY 201.)
3 hours lecture — 3 hours laboratory

PHY 203 General Physics----- 4 Credits
Fundamental laws of electricity and magnetism in elements of modern physics. (Prerequisite: PHY 202.)
3 hours lecture — 3 hours laboratory

POLITICAL SCIENCE

POL 101 Introduction to Political Science----- 3 Credits
A comprehensive introduction to the study of political science with emphasis on the theory, processes, and institution of politics and governments in the modern world.

POL 111 Introduction to American Government----- 3 Credits
A study of the fundamentals of democratic government and our Constitution.

Courses of Study

POL 112 United States National Government----- 3 Credits
 United States national government with special emphasis upon the executive, legislative, judicial and administrative functions.

POL 113 U. S., State, and Local Governments----- 3 Credits
 Forms of state and local government organizations. Interrelationships between state and local, state and federal, and local and federal governments.

PSYCHOLOGY

PSY 101 General Psychology----- 3 Credits

PSY 102 General Psychology----- 3 Credits
 Introduction to the methods and findings of contemporary psychology. Must be taken in sequence.

PSY 111 Human Growth and Development----- 3 Credits
 Designed to assist the student in understanding the psychological and physiological development of the individual from conception through old age. (Prerequisite: PSY 101 or 102.)

PSY 211 Educational Psychology----- 3 Credits
 The principles of growth and development are studied and related to student learning. Capacity for learning, methods of effective study, and the effect of the environment on the student are investigated and studied.

PSY 221 Introduction to Mental Health----- 3 Credits
 Mental health as applied to personal adjustments, solutions of conflicts, fears, and personality difficulties. The theories of adjustment, defense mechanisms, and personality evaluation are studied as they relate to mental health.

PSY 231 Abnormal Psychology----- 3 Credits
 Topics covered include abnormal reactions to frustrations, psychotherapy, theories of personality structure, neural functions, receptor mechanisms, attention and preception.

SOCIOLOGY

SOC 201 Introduction to Sociology----- 3 Credits
 A general survey of the fundamental concepts and basic principles underlying man's social relations.

SOC 202 Social Problems----- 3 Credits
 Major problem areas in United States society. (Prerequisite: SOC 201).

SPANISH

SPA 101 Beginning Spanish----- 3 Credits
 An elementary course in the essentials of Spanish, with special emphasis on oral and aural training in the language. (Those having Spanish in high school may have advanced placement by examination and approval).

Courses of Study

SPA 102 Beginning Spanish----- 3 Credits
 Continuation SPA 101

SPA 103 Beginning Spanish----- 3 Credits
 Continuation of SPA 102

SPA 201 Intermediate Spanish----- 3 Credits
 An intermediate grammar course with readings in Spanish civilization. (Laboratory Sessions arranged individually for all students).

SPA 202 Intermediate Spanish----- 3 Credits
 Continuation of SPA 201

SPA 203 Intermediate Spanish----- 3 Credits
 Continuation of SPA 202

SPA 221 Conversational Spanish----- 3 Credits
 Emphasis upon conversation and composition.

SPA 222 Conversational Spanish----- 3 Credits
 Continuation of SPA 221

SPA 223 Conversational Spanish----- 3 Credits
 Continuation of SPA 222

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Motlow State

Community College



Student Handbook

1970-1971

WHOM TO SEE FOR:

Absences	Instructor
Adding Dropping Courses	Admissions & Records
Admissions	Admissions & Records
Athletics	Coaches
Automobile Registration	Business Manager
Bills, Fees, and Fines	Business Manager
Books and Supplies	Bookstore
Employment	Counseling Services
Financial Aid	Counseling Services
First Aid, Illness	Health Services
Grades	Admissions & Records
Graduation Requirements	Dean of Instruction
Housing	Dean of Student Personnel
Identification Cards	Dean of Student Personnel
Lost and Found	Bookstore
Posting Notices	Dean of Student Personnel
Public Information	Office of Information
Readmissions	Admissions & Records
Rooms for Meetings	Dean of Student Personnel
Scholarships	Counseling Services
Selective Service	Admissions & Records
Social Functions	Dean of Student Personnel
Student Counseling	Counseling Services
Student Government	Dean of Student Personnel
Student Organizations	Dean of Student Personnel
Testing	Counseling Services
Transcripts	Admissions & Records
Transfer and Career Information	Counseling Services
Veteran's Affairs	Admissions & Records
Withdrawals	Dean of Student Personnel

**ACADEMIC CALENDAR
1970-1971**

Fall Quarter

Faculty Workshop Wed.-Fri., September 16-18
 Orientation and Registration Wed.-Fri., September 23-25, 8:30 a.m.
 Registration (Evening classes) Monday, September 28, 6:00 p.m.
 Classes begin (Day Monday, September 28
 (Evening)..... Tuesday, September 29
 Last day to register or change
 courses Monday, October 5, 12:00 noon
 Mid-Term examinations Mon.-Wed., November 2-4
 Thanksgiving Holidays Thurs.-Sun., November 26-29
 Final Examinations Wed.-Fri., December 9-11

Winter Quarter

Registration (Day classes) Monday, Tuesday, Jan. 4, 5, 8:30 a.m.
 (Evening classes)..... Tuesday, Jan. 5, 6:00 p.m.
 Classes begin Wednesday, Jan. 6.
 Last day to register or change
 courses Tuesday, Jan. 12, 12:00 noon
 Mid-Term examinations Wed.-Fri., February 3-5
 Final examinations Friday, Monday, Tuesday, March 12,
 15, 16

Spring Quarter

Registration (Day classes) Monday, Tuesday, March 22, 23,
 8:30 a.m.
 (Evening classes)..... Tuesday, March 23, 6:00 p.m.
 Classes begin Wednesday, March 24
 Last day to register or change
 courses Tuesday, March 30, 12:00 noon
 TEA Convention Friday, March 26
 Easter recess Thursday-Sunday, April 8-11
 Mid-Term examinations Monday-Wednesday, April 26-28
 Final examinations Monday-Wednesday, May 31, June 1, 2
 Commencement..... Friday, June 4

Summer Quarter

First Term

Registration (Day classes) Monday, June 7, 8:30 a.m.
 (Evening classes)..... Monday, June 7, 6:00 p.m.
 Classes begin Monday, June 14
 Last day to register or change courses Wednesday, June 16
 Final examinations Friday, July 9

Second Term

Registration (Day classes) Monday, July 12, 8:30 a.m.
 Classes begin Tuesday, July 13
 Last day to register or change
 courses Thursday, July 15
 Final examinations Friday, August 13

MOTLOW STATE COMMUNITY COLLEGE

Tullahoma, Tennessee 37388



Dear Student:

It is my pleasure to welcome you to Motlow State Community College. We look forward to our association with you during your community college career.

Motlow State Community College stands ready to assist any individual who desires to improve himself through the avenue of formal education. The administration and faculty are willing to help each student achieve a realistic goal. You are encouraged to call upon any member of the college staff when you feel they can be of assistance to you.

I wish you all possible success during your collegiate career.

Sincerely yours,

Sam H. Ingram
President

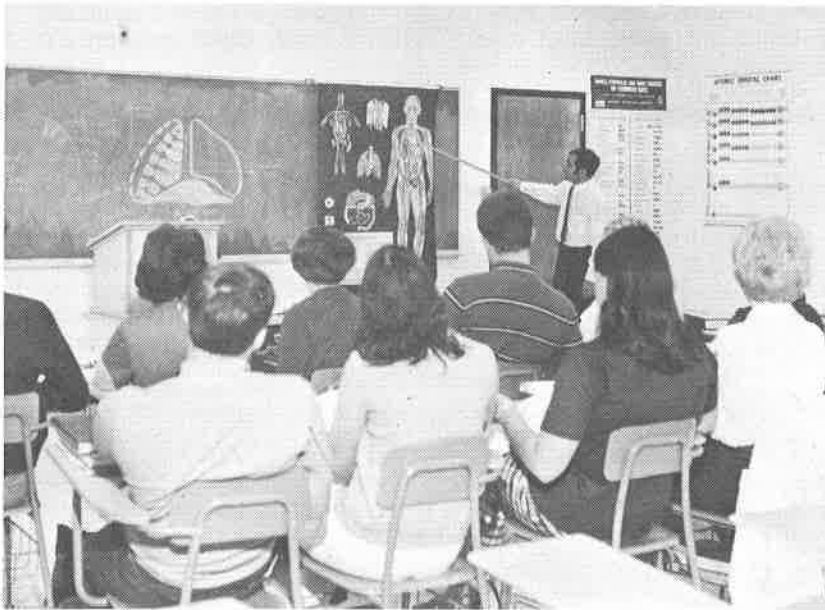


ACADEMIC REGULATIONS AND REQUIREMENTS

This section is provided in order to help the student know better the academic procedures of the College. The Motlow State Community College Catalog is the official and final authority on all matters of academic regulations.

REGISTRATION

Students admitted to MSCC should be registered prior to the dates set up in the Academic Calendar. Each student will receive a notification of pre-registration procedures and the dates involved. Students are to complete registration on dates announced in the Academic Calendar. Late registration may take place if there is an acceptable reason and if the student pays a late registration fee. Registration delayed more than one week requires special permission from the Dean of Instruction and may result in deduction of course load for that quarter.



DROPPING AND ADDING COURSES

After registration has been completed, a student may make necessary changes in his schedule during the first five days of each quarter by dropping or adding courses. Changes can be made only with the consent of the course instructor and the student's advisor. A fee of \$3.00 will be charged for each course dropped and for each course added.

To drop a course the student must: (1) secure a Change of Registration Form from the office of Admissions and Records; (2) get his advisor's written approval on an official drop-add slip; (3) go to the course instructor and request to be dropped from the course; and (4) go to the Business Office and pay the required fee for dropping and adding a course. Not until the drop-add slip has been signed by the advisor and instructor and delivered to the Business Office and payment of appropriate fees made will the student be officially dropped from the course. Before Mid-quarter, a course may be dropped upon written approval of the advisor. After Mid-quarter, the Dean of Instruction must approve all drops.

To add a course, a student will: (1) secure a Change of Registration Form from the office of Admissions and Records; (2) get the consent of his advisor on a drop-add slip (3) get the permission of the course instructor to determine whether or not the class is filled; and (4) go to the Business Office to pay appropriate fees and officially register for the course. Failure to follow the proper procedure for adding courses may result in a student taking a course without credit.

WITHDRAWAL PROCEDURE

Students finding it necessary to withdraw from the College should do so officially to maintain good standing and to assure readmission or honorable dismissal. All requests to withdraw must be made in writing. Withdrawal procedures are as follows:

1. Secure from the Dean of Student Personnel Services a withdrawal permit.
2. Return the completed permit to the Business Office for any refund due. The Business Manager will file it with the Director of Admissions and Records for official record and notification of faculty.
3. All equipment belonging to the College must be accounted for or paid for and all financial obligations met.
4. If it is impossible for a student to take these steps in person, they should be taken by parent.
5. Up to the date given in the College Calendar, a student may withdraw from the College with a grade of W. After this period the student may withdraw with grades recorded as W P (withdrawn passing) or W F (withdrawn failing) Students in Continuing Education should follow the steps for withdrawal specified in the College Catalog in the section on Continuing Education.

CLASSIFICATION

- Classification I (Less than 42 quarter hours-Freshman)
- Classification II (42 quarter hours or more-Sophomore)
- Classification III (Over 102 quarter hours)
- Classification IV (Special)

A student shall be classified as a part-time student if he is attempting less than twelve quarter hours work. A student shall be classified as full-time if he is attempting twelve or more quarter hours work. The maximum load a student shall take per quarter is eighteen quarter hours. Any student desiring an overload must obtain permission from the Dean of Instruction.

GRADUATION REQUIREMENTS

MSCC awards Associate of Arts and Associate of Science Degrees. Not less than 96 hours of credit must have been completed. Six quarters of physical education activity are required.

The final 36 hours must have been earned on the MSCC campus with an average of 2.0. An overall average of 2.0 is required. Specific Course requirements are given in the program of Study in the Catalog. Completion of course requirements is not an automatic notice of intention to graduate. An Intention to Graduate Form must be filed in the Admissions and Records Office and the graduation fee must be paid.

See catalog for more information concerning special classification of students.

GRADING SYSTEM

- A — Outstanding
- B — Above Average
- C — Average
- D — Passing but below average
- F — Failure
(Average of F for that quarter)
- I — Incomplete (must be removed during succeeding quarter, excluding Summer, otherwise permanent grade of F is entered)
- WP should be W P (Considered no hours attempted)
- WF should be W F (Considered as an F for period)

- Audit - Audit: No Credit or Grade
- NC - No Credit
- R - Repeated
- W - Withdrew
- WP - Withdrew Passing
- WF - Withdrew Failing
- X - No Grade Report

QUALITY CREDITS

- The following quality point system is used in determining averages:
- For each credit hour of A: 4 quality points
 - For each credit hour of B: 3 quality points
 - For each credit hour of C: 2 quality points
 - For each credit hour of D: 1 quality point

The scholastic standing of a student is expressed in terms of quality point ratio. A quality point ratio is the total number of quality points divided by the total number of quarter hours attempted less the number of quarter hours repeated.

RETENTION STANDARDS

The minimum quality point average required to achieve the associate degree is 2.0. Any student with less than the 2.0 cumulative quality point average may be required to reduce his load, repeat certain courses, or change his major.

A student who does not attain a 1.5 cumulative quality point average is placed on probation. If during his next quarter of attendance, he does not attain a 1.5 cumulative quality point average or attain a 2.0 quality point average for that quarter, he may be suspended for an indefinite period of time.

Cumulative Hours	Probationary Range	Suspension
10 - 15	.500 - 1.499	.499 or less
15.1 - 34	.650 - 1.499	.649 or less
34.1 - 50	.850 - 1.499	.849 or less
50.1 - 67	1.100 - 1.499	1.099 or less
67.1 - 84	1.250 - 1.499	1.249 or less
84.1 - 100	1.400 - 1.499	1.399 or less
100.1-or over	1.500 - 1.999	1.499 or less

TRANSFER STANDARDS

Students wishing to transfer from accredited colleges and other approved institutions of higher education may be admitted if they have been granted honorable dismissal from the last institution attended. Special cases will be evaluated by the Admissions Committee.

LIBRARY

Library Hours: The Library is open Monday through Friday. The hours will be posted.

Reference Collection: General encyclopedias, dictionaries, atlases, and all books labeled "Reference" are not to be taken from the Library. Current magazines and newspapers are classed as reference materials and are also limited to use within the Library.

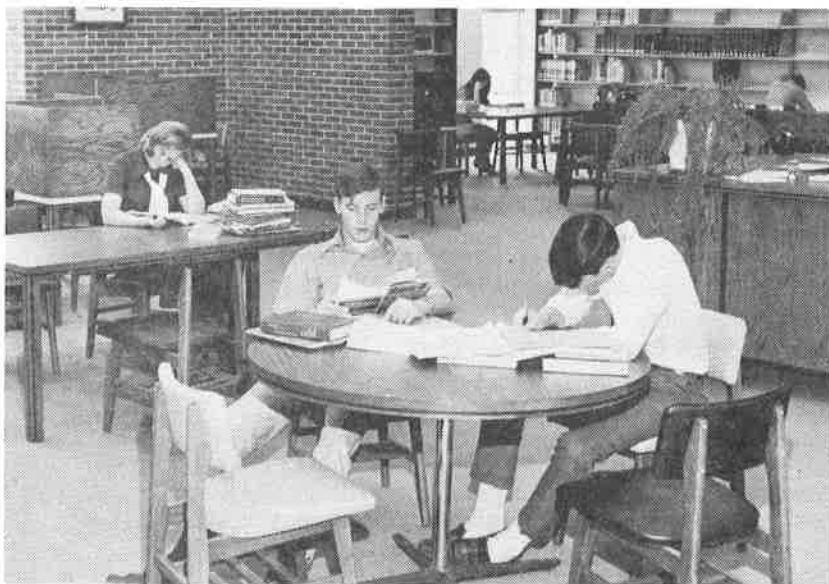
Reserve Books: Books assigned by the faculty for student required reading are only to be used in the Library except when borrowed for overnight use. They may be taken out one hour before the Library closes and are due back at nine (9:00 a. m.) the next morning Monday through Friday. When borrowed for use in the Library, reserve books must be returned to the Charge Desk before the student leaves the Library.

General Collection: All other books may be borrowed for two weeks and may be renewed once if not in request for someone else. Students must show his ID Card when borrowing Books.

Fines: For an overnight reserve book 25 cents is charged for the first hour overdue and 15 cents hourly thereafter. A lost book is charged at list price and a service charge of \$1.00 is added if the collection has to be made through the Business Manager's Office.

Carrels: Individual study desks for student's use are on the first floor and on the balcony.

Xerox: Machine is for use by students, to copy material needed for study, at 5 cents per sheet.



BUSINESS REGULATIONS AND EXPENSES

Expenses are charged and payable by the quarter since each quarter is a separate unit of operation. A student may enroll at the beginning of any quarter. Registration at the beginning of each quarter is not complete until the fees have been paid (which means all checks have cleared the bank) and no student may be admitted to classes without having met his financial obligations. All payments are to be made in cash or by check to the Business Office located in the Administration Building. There is a \$5.00 charge for any returned check given to the college. No student may re-enroll, graduate, or receive a transcript of his record until all accounts are settled. The term "account" includes any indebtedness to the College.

Student identification cards will be issued to all students each quarter. This ID Card will be the means of admittance and identification for athletic events, social functions, and other college activities during the quarter for which the card is issued.



REGISTRATION FEES AND TUITION

Full-Time Students	(12 or more hours)
Residents of Tennessee	\$55.00 per quarter
Non-Residents	\$180.00 per quarter
Registration for Part-Time	\$5.00 per quarter hour
Non-resident	\$15.00 per quarter hour

Registration and tuition fees for the summer quarter will be the same as other three quarters. Auditors will pay the same registration fee as those enrolled for credit.

Students are classified as residents or non-residents for the purpose of assessing tuition charges. The definition of residency as determined by the State Board of Education will apply. Information about residence classification may be obtained from the Office of the Director of Admissions and Records.

BOOKS AND SUPPLIES

Since the cost of books and supplies varies from one program of study to another and from quarter to quarter, only the average cost can be included in the handbook. The average cost of books and supplies is approximately \$35 per quarter. In courses requiring the use of a slide rule and drafting instruments, a one-time cost factor, depending on quality desired, must be added to the average quarter cost. Books and supplies can be purchased from the college bookstore on a cash basis.

Food service is available on campus for students, staff and faculty.

USED BOOK BUYBACK DATES FOR THE ACADEMIC YEAR 1970-71 ARE AS FOLLOWS:

FALL QUARTER
THURSDAY DECEMBER 10
FRIDAY DECEMBER 11

WINTER QUARTER
MONDAY MARCH 15
TUESDAY MARCH 16

SPRING QUARTER
TUESDAY JUNE 1
WEDNESDAY JUNE 2

SUMMER QUARTER
FRIDAY AUGUST 13

OTHER FEES

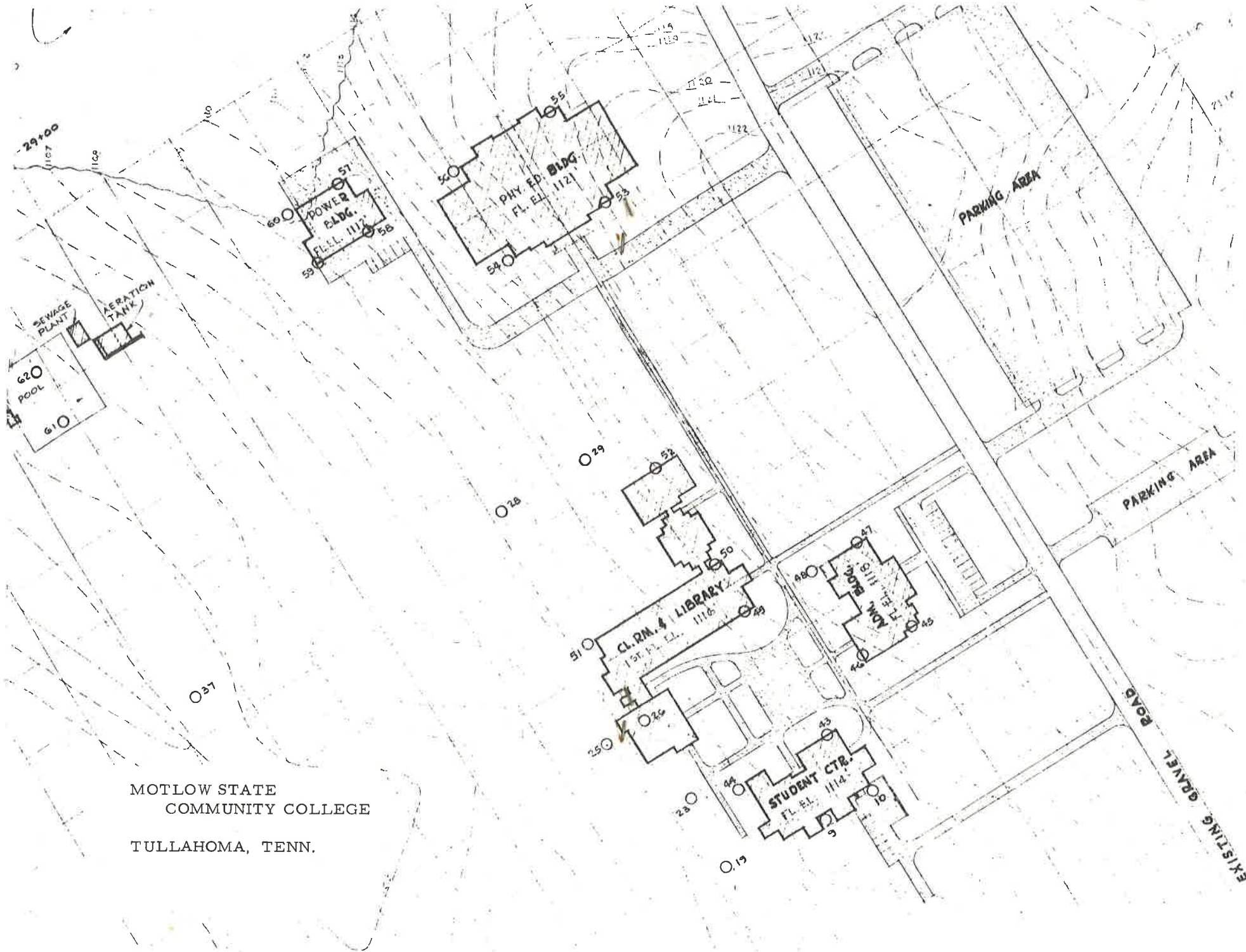
Annual Campus Auto Registration	\$ 1.00
Laboratory Breakage Fee per quarter for each course which includes a laboratory as part of its class	\$ 2.50
Late Registration Fee, first day	\$ 4.00
Each additional day	\$ 1.00
Graduation Fee	\$10.00
Change of Registration	\$ 3.00
Transcript (first one free)	\$1.00
Late Examination Fee	\$ 5.00
Replacement of Lost ID Card	\$ 1.00

REFUNDS

When a student withdraws from college during a quarter a refund of only registration fees will be made on the following basis:

Period of Enrollment	Percent to be Refunded
One week or less	80
Between one and two weeks	60
Between two and three weeks	40
Between three and four weeks	20
After four weeks	No Refund

Other fees are not refundable.



MOTLOW STATE
COMMUNITY COLLEGE

TULLAHOMA, TENN.

STUDENT PERSONNEL SERVICES

The Student Personnel program of MSCC seeks to provide services and activities which are supplementary to the instructional program in accord with the stated objectives of the College. Serving as a liaison between students and faculty, the program is dedicated to the task of assisting the individual in the total development necessary for effective living.

COUNSELING SERVICES

The college has a staff of professionally trained counselors who serve the students in matters of academic advisement, vocational counseling, and personal problems. The counseling staff offers students assistance in solving immediate problems and in making responsible choices for future personal and professional growth.

At the time a student enters college, there are many important decisions of a social, educational, and personal nature to be made. Students are encouraged to confer with the Director of Counseling Services whenever there is a need for counseling assistance.

The Director of Counseling Service has at his disposal the results of tests the student has previously taken, either here or elsewhere.

Students are encouraged to utilize the vocational information available through the counseling services as well as the college library.

STUDENT FINANCIAL AID

The student financial aid program at MSCC is for the purpose of providing financial assistance to those students who would find it difficult or impossible to attend MSCC without financial aid. There is a comprehensive financial aid program offered in the form of grants, scholarships, part-time employment, and loans.

Recipients of financial assistance through these programs will be determined upon the basis of financial need, academic achievement, character, and potential for future success.

HOUSING

Housing facilities are not provided by the College. The office of the Dean of Student Personnel Services maintains a listing of rooms and apartments in the area offered for rent to students. Individual students and or their parents are responsible for making arrangements to rent these facilities from owners or their agents.

Current addresses must be reported to the Office of the Dean of Student Personnel Services. Failure to report change of address subjects the student to dismissal action.

HEALTH SERVICES

Students are requested to furnish a record of a medical examination upon entering MSCC. Students having special health problems are referred to the nurse by any member of the professional college staff. The necessary medical evaluation is obtained, and assistance in meeting school-related medical problems is offered. Health Counseling, Health Information, and First Aid are available to students and faculty during office hours at the Student Health Center. A registered nurse is employed by the College on a regular schedule.

VETERAN'S AFFAIRS

Motlow State Community College expects to cooperate with the Veterans Administration in providing educational opportunities for veterans and eligible persons under appropriate Public Laws. Veterans and eligible persons desiring to attend MSCC under appropriate federal legislation should contact:

Veterans Administration
Regional Office
801 Broadway
Nashville, Tennessee 37203

The office of the Director of Admissions and Records has primary responsibility for Veterans Affairs.

ACADEMIC ADVISOR

Each freshman student is assigned to an academic department by the Director of Admissions and Records. The Dean of Instruction will in turn assign the student to a faculty advisor. The faculty advisor will assist the student in the selection of proper courses, the interpretation of course requirements, and in the selection of a well balanced program. Instructors maintain regularly scheduled office hours and a student should feel free to call on his advisor any time he needs help.

STUDENT ACTIVITIES

Motlow State Community College is a democratic institution and its activities are open to students according to their interests. Activities are varied and inexpensive and students are urged to take part in them.

The college staff believes that a student who is active in extra-curricular activities develops into a well-rounded citizen and contributes to the society of which he is a part.

The student center has facilities which provide a small meeting room, bookstore, cafeteria, snack bar, and student lounge. Arrangements for the use of any of the facilities for special occasions should be cleared through the Office of Dean of Student Personnel Services.



CLUBS AND ORGANIZATIONS

Opportunity to render service to Motlow State Community College or to pursue a special interest is provided through participation in the club program offered on campus.

All student organizations are required to register and obtain official approval from the Office of the Dean of Student Personnel Services.

MSCC has adopted student government because of the democratic and creative implications. The cooperation of the administration and the students in personal and general activities is significant in challenging students in their preparation for the future. Every student becomes a member of the student government when he enrolls. Student-faculty committees provide close liaison between the Student Government and the college administration.

STUDENT PUBLICATIONS

A school newspaper is published by student staff under the direction of the Office of the Dean of Student Personnel Services.

PUBLIC PROGRAMS AND SOCIAL EVENTS

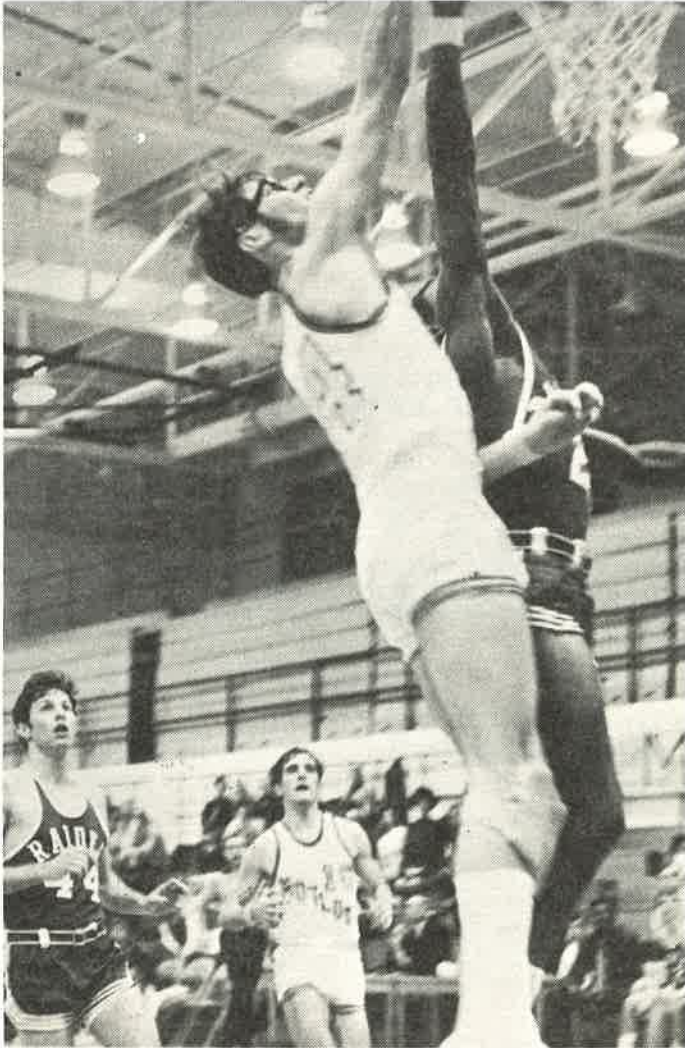
A variety of worthwhile culturally and intellectually stimulating assemblies are held for students, staff, and interested area citizens. Students are encouraged to attend on such occasions.

A social event is defined as any dance, party, activity, or entertainment sponsored by a College-approved student group. A social event must be scheduled with the Student Government Association. A request for approval of any proposed event shall be submitted on forms which are available in the Office of the Dean of Student Personnel Services. The event shall not be publicized until final approval has been granted.

All social events must have at least three and preferably four college-approved chaperones for each activity or event. These chaperones must be present throughout the entire event.

ATHLETIC PROGRAM

A program of athletics is sponsored by MSCC. As a member of the Tennessee Junior College Athletic Conference, competitive athletics are carried out in sports for men. The College Physical Education Department sponsors intramural sports for both men and women. All students are urged to participate in the intramural program.



GENERAL CODES OF CONDUCT

The code of conduct of MSCC is the code of ladies and gentlemen. A MSCC student is expected to show respect for order, morality, and the rights of others and to exhibit in his or her daily living a sense of personal honor and integrity. The following rules and regulations request nothing more of the student than is described in the preceding sentences.

DRESS

Dress at MSCC is in general that which is appropriate to the occasion.

Faculty or staff members have the prerogative for determining the appropriate dress consistent with the conventional modes of dress for a class or Administrative unit of the campus.

ALCOHOLIC BEVERAGES, DRUGS, AND NARCOTICS

The consumption, possession, or use of any alcoholic beverage is prohibited on the MSCC campus. Disorderly conduct as a result of having consumed any alcoholic beverage will make the student subject to disciplinary action.

Possession by any student of stimulant, depressant narcotic, or hallucinogenic drugs and other agents having potential for abuse, except on a physician's or dentist's prescription, violates State and Federal laws and is prohibited. Violators of the foregoing are subject to suspension from the College.

FIREARMS, FIREWORKS, AND EXPLOSIVES

Students are not permitted to have firearms or weapons of any description in their possession or in their vehicles while in the campus area. Possession or use of fireworks or explosives is likewise prohibited.

GAMBLING

Gambling in any form is prohibited on campus.

SMOKING

Smoking is not permitted in classrooms. Those who smoke in other areas should exercise extreme care to protect the property of the college and of other individuals.

DEBTS AND FINANCIAL OBLIGATIONS

Students are expected to pay promptly all college bills and accounts when due. Failure to meet college financial responsibilities may result in not being allowed to register, to graduate, or to receive a transcript of credits until all accounts are settled. A student will not be admitted to class until all fees are paid and registration cards are approved.

MASS DISTURBANCES

Students who participate in or give support by their presence to mass unauthorized disturbances on campus are subject to appropriate disciplinary measures, including suspension and expulsion.

VEHICLE REGISTRATION AND TRAFFIC VIOLATIONS

All privately owned or operated vehicles for use on campus must be registered in the Office of the Business Manager and must bear an official registration decal for which there is an annual charge of \$1.00. Cars so registered must be parked as directed.

The first and second parking violation will result in a \$5.00 fine for each violation. The fine for the third violation will be \$10.00 and a warning of disciplinary action.

Speed limits shall be 15 m.p.h. on campus. Pedestrians are entitled to right of way but should exercise caution and courtesy so as not to impede the orderly flow of traffic.

In an extreme emergency where a non-registered car is necessary for a limited time, the student must secure a temporary parking permit from the Business Office in order not to be liable to a fine. This means even for one day.

STUDENT IDENTIFICATION CARDS

Upon payment of fees, each student receives a validated student identification card which indicates his name and student number. These cards will be used for admissions to college activities and other student services. These cards must be carried while the student is on campus.

DISCIPLINE

Students, upon registration at MSCC, agree to conform to its regulations and policies and are subject to disciplinary action by the college upon violation. Students who are penalized for the violation of public laws are not exempted from further action by MSCC. A student involved in a violation of these policies will be allowed a formal hearing by the committee which may recommend discipline of the following degrees:

(1) Reprimand

(2) Probation: Probation is for a stated period of time during which a student may be deprived of the right to hold office in any campus organization, to play on any college athletic team, or to participate in any social activity.

(3) Suspension: Suspension excludes the student from the College for a stated period. During this suspension he will not be allowed to take any courses at this institution, nor will he be given credit for work taken at other institutions.

(4) Expulsion: Expulsion is permanent dismissal from the College.

Disciplinary actions become a part of the student's permanent record. Notification is by letter from the Dean of Student Personnel Services to the student with a copy to the parents and appropriate college officials.

PURPOSES

Motlow State Community College accepts as her purpose the development of the cultural, intellectual, physical and vocational resources of the people of its surrounding area through qualified teaching, professional counseling and guidance, and comprehensive services offered to students and community.

Motlow State Community College will provide day and evening programs combining general education and technical education sufficiently flexible to provide for the changing educational needs of the community. The program is three-fold: (1) To serve those who wish to transfer and complete a four year college education; (2) To serve those who wish to complete their formal education upon graduation from Motlow State Community College; and (3) To serve the entire community through an adult program based on community needs and demands.

Motlow State Community College accepts the philosophy that a community college is not merely two years of continuing high school or just the first two years of college, but is a separate entity. The doors of Motlow State Community College are open to all who come seeking knowledge. It accepts each student as a worthy individual with unique abilities, and capacities, and endeavors to provide the leadership which will enable each individual to develop and mature toward the realization of his potentialities.

OBJECTIVES

The objectives of Motlow State Community College Are:

To make two-year college education available to both youth and adults in their home environment.

To commit the resources of the college to the business, industrial, and cultural enrichment of the community.

To provide an academic program that will prepare students to transfer two years of collegiate work to four year colleges and universities.