

catalog

Student **H**andbook
1997-98



Motlow State
Community College



INFORMATION DIRECTORY

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Academic Assessment (AAPP)	Director of Remedial/Developmental Studies,	393-1718
Academic Programs	Vice President for Academic Affairs,	393-1696
ACT Testing	Director of Counseling,	393-1762
Applications, Admissions	Director of Admissions and Records,	393-1524
Athletic Program	Director of Athletics,	393-1614
Bookstore	Follett,	393-1571
Business Office	Director, Budget and Fiscal Services,	393-1531
Career Education Programs	Dean of Career Education and Information Technology,	393-1627
Career Planning/Placement	Counseling Office,	393-1762
Catalog/Student Handbook	Director of Admissions and Records,	393-1524
Community Relations	Director of Community Relations,	393-1546
Computer Services	Director of Computer Services,	393-1582
Continuing Education	Dean of Extended Services,	393-1750
Cooperative Education	Director of New Student Admissions,	393-1764
Counseling and Guidance	Director of Counseling,	393-1762
Development/Fundraising	Director of Development,	393-1692
Disabled Student Support Services	Dean of Student Development,	393-1762
Evening Classes	Dean of Extended Services,	393-1750
Fees and Expenses	Business Manager,	393-1531
Financial Aid	Director of Financial Aid,	393-1553
GED Testing	Director of Counseling,	393-1762
Health Services	College Nurse,	393-1768
Honors Program	Dean of Liberal Arts,	393-1700
Human Resources	Director of Administrative Services,	393-1542
Industrial and Business Institute	Director of IBI,	393-1756
Information	Director of Community Relations,	393-1546
Internal Auditor	Internal Auditor,	393-1573
Job Placement Services	Counseling Office,	393-1762
Job Training Partnership Act	Director of Job Training,	455-9596
Library	Director of Library Services,	393-1660
Liberal Arts Programs	Dean of Liberal Arts,	393-1700
Maintenance	Director of Maintenance,	393-1575
Nursing Program	Director of Nursing Education,	393-1628
Off-Campus Classes	Dean of Extended Services,	393-1750
Out-of-State Students	Director of Admissions and Records,	393-1524
Placement Assessment (Testing)	Director of Remedial/Developmental Studies,	393-1718
Pre-Freshman Program	Director of Admissions and Records,	393-1524
Quiz Bowl	Dean of Liberal Arts,	393-1700
Registration	Director of Admissions and Records,	393-1524
Schedule of Classes	Director of Admissions and Records,	393-1524
Scholarships	Director of Financial Aid,	393-1553
Student Activities	Vice President for Student Affairs/Institutional Advancement,	393-1690
Student Appeals	Vice President for Student Affairs/Institutional Advancement,	393-1690
Testing Services	Director of Counseling,	393-1762
Transfer Students	Director of Admissions and Records,	393-1524
Workshops, Institutes, Seminars-Business	Director of IBI,	393-1756

A NOTE TO VISITORS

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

Motlow State Community College

A Tennessee Board of Regents Institution

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

ACADEMIC CALENDAR

This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies. Contact the Office of Admissions and Records to verify calendar dates for each term.

FALL SEMESTER 1997

Registration	August 14
Late Registration Begins	August 15
Classes Begin	August 18
Last Day to Register or Add Courses	August 22
Holiday, Labor Day (campus closed)	September 1
Last Day to be Deleted from Roll	August 29
Midterm Examinations	October 6-10
Fall Break	October 16-17
Last Day to Drop Classes with and Receive a "W"	October 24
Intent to Graduate Forms due	November 1
Holiday, Thanksgiving (campus closed)	November 27-28
Final Examinations (evening)	December 2,8,10,11
Final Examinations (day)	December 8-11

SPRING SEMESTER 1998

Registration	January 6
Late Registration Begins	January 7
Classes Begin	January 8
Last Day to Register or Add Courses	January 13
Holiday, Martin Luther King, Jr. Day (campus closed)	January 19
Last Day to be Deleted from Roll	January 21
Midterm Examinations	March 2-6
Spring Break	March 9-13
Last Day to Drop Classes and Receive a "W"	March 20
Good Friday Holiday (campus closed)	April 10
General Education and Major Field Testing for all Graduates	April 6-17
Final Examinations (evening)	April 30-May 6
Final Examinations (day)	May 5-8
Commencement	May 9

SUMMER SEMESTER 1998

Registration for all Terms	May 28
Full Term Classes Begin	May 29
Last Day to Add Full Term Classes	June 4
Final Exams Full Term	August 5-6
1st Half Classes Begin	May 29
Last Day to Add 1st Half Classes	June 23
Final Exams 1st Half	July 2
2nd Half Classes Begin	July 6
Last Day to Add 2nd Half Classes	July 8
Final Exams 2nd Half	August 6
Holiday, Independence Day (campus closed)	July 3

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



Dear Prospective Student:

I extend greetings to you as we embark upon the 28th year of Motlow State Community College.

Over the past 27 years, Motlow College has experienced many changes, including two satellite campuses (the McMinnville Center and the Fayetteville Site) teaching sites in ten local communities, establishing a Rutherford County site, new buildings, more faculty, upgraded technology, and an ever-growing student body. However, our principal purpose for being--teaching and learning--remains the same.

Motlow College provides quality, affordable, educational opportunities for its 11-county service area residents to pursue dreams and goals that otherwise might not be possible for them. Our alumni have assumed positions of prominence in the communities of our state and nation.

Our student body is challenged to perform at its best, to grow personally and socially, and to affect the world around them.

I, along with the faculty and staff of Motlow College, welcome you as a member of "our family." We look forward to your arrival. Motlow College is your community college.

Sincerely,

*A. Frank Glass
President*

4 GENERAL INFORMATION

STATEMENT OF MISSION

Motlow State Community College, affiliated with the State University and Community College System in Tennessee and governed by the Tennessee Board of Regents, is a public, comprehensive, two-year, open-access college founded in 1969. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097; Telephone number 404-679-4501) and awards the Associate of Arts, Associate of Science, and Associate of Applied Science degrees and certificates of credit.

The College serves a student body drawn primarily from an eleven-county area of southern middle Tennessee. These counties include Bedford, Cannon, Coffee, DeKalb, Franklin, Lincoln, Moore, Rutherford, Van Buren, Warren and White. The College concentrates its efforts and resources to maximize its commitment to achieving a diverse student body, faculty, and staff. The College recognizes the significance of this diversity and provides quality educational opportunities and services to support the development of the total person.

Motlow is a multi-site community college providing:

- degree programs for students who plan to transfer to upper-division colleges and universities;
- degree and non-degree programs in business, industry, government, and health professions for students who do not plan to transfer; and
- public service and continuing education programs to promote personal enrichment and economic and community development.

Motlow creates a supportive environment to enhance learning as a life-long process; toward this end, a continuous cycle of planning, evaluation, and response promotes institutional effectiveness. To establish a firm foundation for liberal learning, the College requires a strong core curriculum in degree programs complemented by cultural, scientific, and social activities. The dynamic curriculum and related resources provide the infrastructure to utilize innovative technologies in the learning process.

Motlow College encourages students to think critically; communicate effectively; perform ethically; solve problems of diverse scope and origin; function effectively in team situations; and understand their own heritage, as well as that of others.

Alliances with business, industry, government agencies, and other educational institutions enhance instruction, civic responsibility, and public service.

Motlow College is a vigorous institution of higher learning that enriches and empowers its students and the community it serves.

ABBREVIATED MISSION STATEMENT

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

VISION STATEMENT

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

CONTINUOUS QUALITY IMPROVEMENT

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

DESIRED OUTCOMES OF CQI

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

CUSTOMERS

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

CORE VALUES

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

GUIDING PRINCIPLES

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

MOTLOW STATE COMMUNITY COLLEGE

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

Current information may be obtained from the following sources:

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

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

LOCATION

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

HISTORY

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

The 187 acre site for the college was donated by the Motlow family of Lynchburg, Tennessee. Because of this generous gift and because of Senator Reagor Motlow's contributions to education in Tennessee, Governor Buford Ellington and Commissioner of Education, J. Howard Warf, recommended that the college be named Motlow State Community College.

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

Dr. Sam H. Ingram, formerly Dean of the School of Education at Middle Tennessee State University, was appointed president of the college. He opened temporary offices for administrative personnel of the college in the First Baptist Church building in Tullahoma in February, 1969. The administrative staff moved into the Administration Building on the campus in August, 1969. Other buildings on the campus were completed soon thereafter; and the college opened in September, 1969, with approximately 500 students and 25 faculty members. At that time the college offered the two-year university parallel Associate of Arts and Associate of Science degrees and four two-year career programs. Since that time, other new career programs have been added, along with a very active program of continuing education, measurably increasing the institution's service to students and to the community.

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

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

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

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

Construction of a 14,000 square foot instructional facility in McMinnville was completed for opening in the fall, 1988, and an expanded day and evening program was delivered at the facility in 1988-89. To expand the instructional program further, an addition of 2,992 square feet, including a 28-station computer lab and a 24-station biology lab, was completed in the spring of 1996. The Tennessee Higher Education Commission approved center status for the McMinnville site in January 1990. In addition, the College expanded its evening program in Fayetteville and initiated a day instructional program there in the fall, 1988. Concurrent with the expanded program, an initiative was undertaken by Lincoln county residents to fund a new facility. This effort reached fruition with the opening of a 14,000 square foot instructional facility located just east of Fayetteville on highway 64.

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

The lead institution concept, developed by the Tennessee Board of Regents, assigns to an institution the responsibility for identifying the appropriate level of sub-baccalaureate education and training needed in an area based upon the area's employment demands. Motlow College has been assigned the lead institution role for the Tennessee Technology Centers in McMinnville, Murfreesboro, and Shelbyville, and is charged with the responsibility of overseeing the development of a cohesive plan for the delivery of vocational, technical, and career programs in its eleven-county service area. Motlow assists the Technology Centers in program planning, accounting and budgeting, purchasing, personnel, student records, student financial aid and institutional research, and serves as a catalyst to strengthen the relationship between the area institutions of post-secondary education and business and industry.

**EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION**

Motlow State Community College intends to comply with Executive Order 11246, as amended in its entirety; all pertinent, subsequent amendments; and any superseding Executive Orders concerning Affirmative Action. Furthermore, Motlow State Community College intends to comply with Title IV of the Civil Rights Acts of 1964, as amended; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Fair Labor Standards Act of 1938, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Americans with Disabilities Act of 1990; subsequent amendments to these acts; and all other current state and Federal laws and regulations regarding equal employment opportunity and/or affirmative action.

JOB TRAINING DIVISION
(Job Training Partnership Act)

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

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

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

8 GENERAL INFORMATION

WORKFORCE DEVELOPMENT CENTERS

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

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

SUMMER YOUTH PROGRAM

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

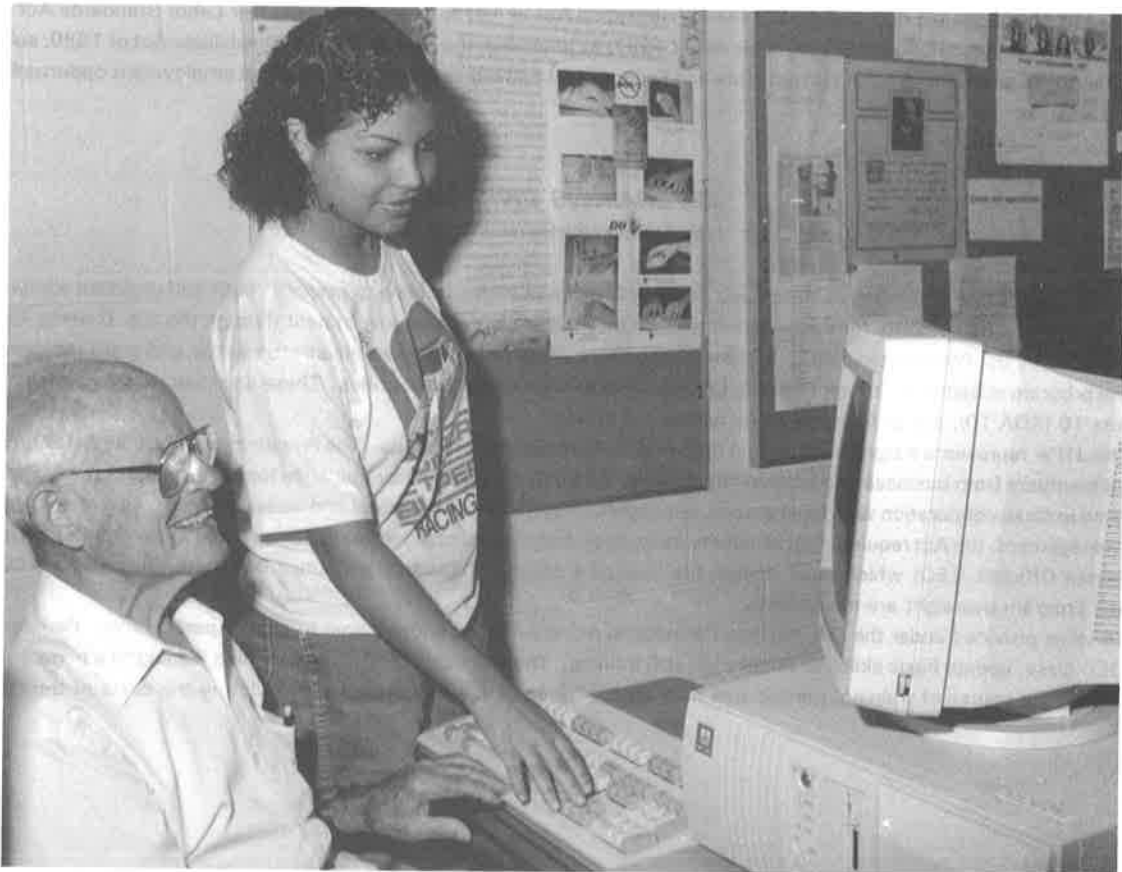
FAMILIES FIRST PROGRAM

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

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

DISLOCATED WORKER RETRAINING PROGRAM (EDWAAA)

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





STUDENT AFFAIRS

STUDENT AFFAIRS

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

ADMISSION TO THE COLLEGE

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

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

FINAL ACCEPTANCE

All requirements for admission to the college must be met prior to the student registering for classes. When all admission requirements have been met, the applicant will be sent a letter indicating full acceptance for admission. Deadlines for admission to the college are published in the class schedule. If further action is necessary in order to establish eligibility for admission, the student will be advised. If any requirement is not completed during the first semester of attendance, the student will not receive a grade report for that semester, the student will not be allowed to register for an additional semester, nor will copies of the student's transcript be released until all admission requirements have been met.

NON-RESIDENT STUDENTS

The admission requirements for non-residents of Tennessee are the same as those for Tennessee residents. For the purpose of paying fees and tuition, all residency classifications will be made by the Office of Admissions and Records according to the policy set forth by the Tennessee Board of Regents. Copies of these policies are available from the Office of Admissions and Records upon request.

GENERAL INTEREST COMMUNITY SERVICE STUDENTS

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

REQUIREMENTS FOR SPECIAL PROGRAMS

Certain instructional programs of the college are subject to special admission requirements which are in addition to the general admission requirements and are subject to change due to the availability of institutional resources.

HONORS ENTRY REQUIREMENTS

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

NURSING PROGRAM REQUIREMENTS

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

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

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



DEGREE AND CERTIFICATE OF CREDIT SEEKING STUDENTS

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

STUDENT TYPES FOR ADMISSION

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

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

On the following pages, each of the student types named above is defined; the specific requirements for admission are listed; and, additional information appropriate to that type is given. A prospective student seeking admission to the college must complete the requirements for the student type which he/she has chosen for entry into the college.

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

NEW FRESHMAN STUDENT

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

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school from which the applicant graduated forward to the Office of Admissions and Records at Motlow an official transcript indicating the receipt of a regular high school diploma as specified by the Tennessee State Department of Education. A student who received a high school certificate or a diploma of special education or who has graduated from a non-accredited or non-approved high school may be admitted on the basis of GED, EDP, or ACT scores and high school transcripts. If the General Education Development (GED) examination was taken, request that the testing center at which the test was taken forward to the Office of Admissions and Records at Motlow evidence of satisfactory completion of the examination with a comprehensive score of 45 or more. If the American Council on Education (ACE) External Diploma Program (EDP) diploma was awarded, please request that the Board of Education where your diploma was awarded forward your transcript showing the completion of the 65 required competencies to the Office of Admissions and Records at Motlow. To be admitted on the basis of American College Test (ACT), the composite score must be 19 or above. The high school transcript, GED examination, EDP transcript, or ACT test results must be sent directly to Motlow from the high school or testing center. All transcripts must be on file prior to registration.
3. Provide an official American College Testing Program (ACT) report if the applicant is under 21 years of age. (This ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Office of Guidance and Testing to schedule taking an ACT test. ACT scores on the high school transcript that are less than three years old are acceptable. Only one valid set of ACT scores will be used for admission and AAPP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score. If the scores were not requested at the time of testing, an official ACT report can be requested by writing to the American College Testing Program, Box 451, Iowa City, IA 52240 and including a \$6.00 fee. (For more information, contact ACT directly at 319-337-1320.) The score report is to be sent directly to the Office of Admissions and Records at Motlow.
4. For assessment and placement information, see pages 74-76.

TRANSFER STUDENT

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

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records at Motlow from each college or university previously attended by the applicant. All transcripts must be on file prior to registration.
3. For assessment and placement information, see pages 74-76.

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

All work taken for credit at an approved institution will be accepted at Motlow State Community College. Each degree or certificate of credit seeking transfer student's previous work will be evaluated and included on his/her transcript. If the student has earned more than 45 semester hours of credit at approved institutions, the student must request that his/her previous work be evaluated and must show intent that he/she does plan to receive a degree from Motlow. All transfer grades will be used in computing the cumulative grade point average. A copy of Motlow's evaluation will be mailed to the student as soon as the evaluation is complete. When credit is transferred from an unapproved institution, validation of that credit is necessary. The Director of Admissions and Records is to be contacted for information about the validation procedure.

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

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

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

READMIT STUDENT

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

1. Submit a completed Application for Readmission to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records from each institution attended since last attending Motlow. All transcripts must be on file prior to registration.
3. For assessment and placement information, see pages 74-76.

AUDIT-ONLY STUDENT

An audit-only student is a student who is enrolled with audit status in every class for which he/she is enrolled. Remedial or developmental level courses may not be taken for audit status. A student who attends a class with audit status will receive no credit and no grade. Enrollment with audit status is reflected on the academic record as AU for "audit." To be eligible for enrollment as an audit-only student, the person must have attained the age of fourteen (14) years prior to the semester in which he/she plans to audit a course. To be admitted as an audit-only student, a person must submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.

A student who is eligible to enroll for credit may change from audit to credit or from credit to audit during the period of time designated for adding a class in the schedule of classes for the semester, or a student who has audited a course may take it for credit at a later time. However, a student will neither be allowed to change from audit to credit nor credit to audit after the last day to add a class as designated in each semester's class schedule. Enrollment for audit may be subject to space availability. Remedial or developmental level courses may not be taken for audit status.

SPECIAL STUDENT FOR CREDIT

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

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education, or an official report of a comprehensive GED score of 45 or more, or an official EDP transcript indicating the 65 required competencies and
 - b. an official transcript from a higher education institution attended with 12 or more semester hours earned. (All transcripts must be on file prior to registration.)
3. Provide an official ACT report if the applicant is under 21 years of age. (The ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Counseling Office to schedule an ACT test. ACT scores on the high school transcript that are less than three years old are acceptable. Only one valid set of ACT scores will be used for admission and AAPP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score.
4. For assessment and placement information, see pages 74-76.

TRANSIENT STUDENT (summer semester only)

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

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

SIXTY-YEAR-OLD OR OLDER AUDIT STUDENT

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

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

SIXTY-FIVE-YEAR-OLD OR OLDER CREDIT STUDENT

This student type is a student who is sixty-five (65) years old or older and is domiciled in Tennessee who is enrolled for credit. This student type may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of one-half the current per-semester-hour maintenance fee rate for each semester hour of enrollment up to a maximum of \$45.00 per semester. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a sixty-five-year-old student, a person must do the following.

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

TOTALLY DISABLED STUDENT

This student type is a person who is domiciled in Tennessee and is totally disabled, as defined by the Tennessee Board of Regents. This student type may audit credit courses without payment of a maintenance fee and may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of one-half the current per-semester-hour maintenance fee rate for each semester credit hour of enrollment up to a maximum of \$45.00 per semester. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a totally disabled student, a person must do the following.

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit certification of disability, as defined by the Tennessee Board of Regents.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education; or
 - b. an official report of a comprehensive GED score of 45 or more;
 - c. an official EDP transcript indicating the 65 required competencies; or
 - d. evidence of graduation from a college or university.
4. Provide an official ACT report if applicant is under 21 years of age. (The ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Counseling Office to schedule an ACT test. ACT scores on the high school transcript that are less than three years old are acceptable. Only one valid set of ACT scores will be used for admission and AAPP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score.
5. For assessment and placement information, see pages 74-76.

INTERNATIONAL STUDENT

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

1. Submit a completed Application for Admission form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official TOEFL (Test of English as a Foreign Language) report with a score of at least 500 be forwarded to the Office of Admissions and Records at Motlow. (The TOEFL is not administered at Motlow.)
3. Submit a completed financial statement form.
4. Submit evidence of high school graduation or the equivalent, or an official report of a comprehensive GED score of 45 or more, or an official EDP transcript indicating the 65 required competencies, or graduation from a college or university.
5. Request that transcripts be forwarded to the Office of Admissions and Records from each educational institution previously attended. Applicants must furnish transcripts of all secondary school and college level studies accompanied by official English translations. The applicant is responsible for paying any cost for official translation of foreign language transcripts.
6. Provide an official American College Testing Program (ACT) report if the applicant is under 21 years of age. (The ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Counseling Office to schedule taking an ACT test. ACT scores on the high school transcript are acceptable. Only one valid set of ACT scores will be used for admission and AAPP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score.
7. Submit copies of appropriate examination certificates to the Office of Admissions and Records.
8. All international students applying for admission pursuant to a student visa shall submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis within thirty days from the first day of classes, and failure to submit such certification shall result in denial of further enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment program.
9. International students without valid ACT/SAT scores must complete the entire AAPP test battery. For assessment and placement information, see pages 74-76.
10. Submit proof of health insurance.

EARLY ADMISSION

Motlow State Community College provides for admission of select students who are still involved in an educational program in grades 9, 10, 11, and 12. Two categories, pre-freshman and academically talented/gifted, are defined to provide opportunity for early admission.

PRE-FRESHMAN STUDENT

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

1. The 9th, 10th, and 11th grades have been completed.
2. The cumulative grade average (excluding department grades) beginning with the sophomore year and including all high school work completed at the time of enrollment at MSCC is a minimum of 3.2 based on a 4.0 scale or the equivalent.
3. When a content area in the high school curriculum corresponds to the coursework to be completed at MSCC, the grade point average in the content area must be a minimum of 3.2 based on a 4.0 scale or the equivalent.
4. The high school principal must approve the student for pre-freshman enrollment and submit a letter of recommendation to the Director of Admissions and Records at MSCC. An endorsement letter must also be submitted from the student's parents or guardians.

5. Provide an official Enhanced American College Testing Program (ACT) report with a composite score of 22 or higher. ACT scores on the high school transcript are acceptable. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Counseling Office to schedule an ACT test. ACT scores on the high school transcript are acceptable. Only one valid set of ACT scores will be used for admission and AAPP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score.

When the above conditions have been met, the prospective pre-freshman student must do the following.

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

Courses taken must be chosen by the student in consultation with his/her high school counselor and a Motlow advisor in order to supplement, and not overlap, the total high school program. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to MSCC.

ACADEMICALLY TALENTED/GIFTED STUDENTS

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

"Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high school in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee postsecondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such a placement is a part of the student's planned Individual Education Program (IEP) as established by the multidisciplinary team process."

The following conditions as described in Chapter 395 must be met for a student to be eligible for enrollment at MSCC as an academically talented/gifted student:

1. The student is enrolled in grade 9, 10, 11, or 12. If a student is in the 9th grade, he/she has completed at least one grading period.
2. The cumulative grade average (excluding department grades) beginning with the ninth grade and including all work completed at the time of enrollment at MSCC is equivalent to 3.2 or more on a 4.0 maximum basis.
3. Enrollment in course at MSCC is part of the student's planned Individual Education Program (IEP) as established by the multidisciplinary team process.
4. The high school principal must approve the student for academically talented/gifted enrollment at MSCC and submit a letter of recommendation, a transcript, and a copy of the student's Individual Education Program to the Vice President for Academic Affairs. Courses to be taken are to be identified in the IEP.

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

Courses taken must be those courses specifically identified in the student's Individual Education Program. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to MSCC.

UNDERGRADUATE ADMISSION REQUIREMENTS

UNIVERSITY BACCALAUREATE PROGRAMS AND COMMUNITY COLLEGE TRANSFER PROGRAMS

Effective Fall Term, 1989

BACKGROUND

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

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

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

PROFICIENCY IN BASIC ACADEMIC SUBJECTS

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

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

Community colleges will remain open admission institutions admitting all high school graduates. However, Motlow State Community College recommends that students seeking admission to programs at Motlow designed for transfer pursue the high school curriculum required for university admission. Admitted students who have not followed the recommended curriculum will be required to remove the deficiencies with college courses or CLEP examinations in the individual subject areas. These courses may be used to satisfy elective credit but will not count toward graduation requirements. These courses must be completed prior to the awarding of an associate degree designed for transfer to a university.

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

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

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

- MATHEMATICS** 3 Required Units
Units in this category must include Algebra I, Algebra II, and Geometry or an advanced course with Geometry as a major component. Students are recommended to take a fourth unit in computing, advanced mathematics, or statistics. All college freshmen will benefit by having studied mathematics as seniors.
- NATURAL AND PHYSICAL SCIENCE** 2 Required Units
Units in this category must include mathematical skills, fundamental concepts, and some laboratory and field work. At least one unit must address detailed knowledge in the more traditional fields of biology, chemistry, or physics and must include a laboratory.
- UNITED STATES HISTORY** 1 Required Unit
One unit in United States History is required.
- SOCIAL STUDIES** 1 Required Unit
For students entering as first-time freshmen fall 1993 and thereafter, one unit is required. Units may include world history, ancient history, modern history, world geography, or European history. For students who graduated from high school between spring 1989 and spring 1992, units may include economics, civics, United States government, sociology, psychology, or anthropology.
- FOREIGN LANGUAGE** 2 Required Units
Two units in a single foreign language are required in this category. One additional unit in this category is recommended.
- VISUAL/PERFORMING ARTS** 1 Required Unit
For students entering as first-time freshmen fall 1993 and thereafter, one unit is required. Units may include theater arts, visual arts, music theory, music history, vocal music, instrumental music, art history, and general music. For students who graduated from high school between spring 1989 and spring 1992, this unit is not required.

One unit is one year of high school study of a given subject. Applicants who attended high schools not offering the required courses may be admitted to a university but must remove the deficiencies during the first 64 semester (or 96 quarter) hours. Transfer students must remove any deficiencies prior to regular admission. Courses required to remove deficiencies can be used to satisfy elective credit only.

REMOVING UNIT DEFICIENCIES

Students who graduate from high school spring 1989 or thereafter and are admitted to Motlow College as first-time, degree-seeking students in the fall 1989 or thereafter in the University Parallel major are subject to fall 1989 admission requirements. Students who received the GED certificate in 1989 or thereafter are considered to have met all high school unit requirements except those in foreign language and visual or performing arts. However, students entering with the GED credential must complete the entire AAPP battery. Students who enter with deficiencies must remove them prior to receiving the Associate of Arts or Associate of Science degrees.

The deficiencies may be removed by completing specifically designated courses with a grade of "C" or better or through achieving satisfactory scores on CLEP examinations as available. Hours earned in Remedial and Developmental courses may not be used as any part of the hours in a degree program. Hours earned in collegiate courses to remove high school deficiencies may be used as "General Electives" but may not be used to satisfy any item in the "General Education Requirements" or any specific course described in the "Area of Emphasis Requirements" in any program in the University Parallel major.

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

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

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

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

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

ENGLISH - 4 units required

ASSESSMENT AND REMEDIAL/DEVELOPMENTAL COURSES. A student deficient in English will be required to take the Academic Assessment and Placement Program (AAPP) writing and reading examinations regardless of the student's ACT scores or high school grade point average. If AAPP assessment indicates deficiency based on existing cutoff scores correlated to criteria for college-level work, the student will be required to enroll in Remedial/Developmental courses and follow all established requirements for Remedial/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Remedial/Developmental courses. Successful performance on the AAPP instrument meets the requirements for the removal of the deficiency in this subject area.

ALGEBRA I AND II - 2 units required

ASSESSMENT AND REMEDIAL/DEVELOPMENTAL COURSES. A student deficient in algebra will be required to take the appropriate Academic Assessment and Placement Program (AAPP) algebra examination regardless of the student's ACT scores or high school grade point average. If AAPP assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Remedial/Developmental courses and follow all established requirements for Remedial/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Remedial/Developmental courses. Successful performance on the AAPP instrument meets the requirements for removal of the deficiency in this subject area.

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

MAT 099 GEOMETRY. A student deficient in the Geometry/Advanced Mathematics unit will remove the deficiency by completing, with a grade of "C" or better, the course MAT 099 Geometry. Credit hours earned in MAT 099 are add-on hours and will not be used as any part of total hours required to earn an associate degree or certificate of credit.

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

BIO 141, 142 GENERAL BIOLOGY I AND II. A student deficient in two units of science may remove the deficiency by completing, with a grade of "C" or better in each, both BIO 141 General Biology I and BIO 142 General Biology II. A student deficient in one unit of science may remove the deficiency by completing only BIO 142 General Biology II. The awarded hours remove the deficiency and are used as elective hours. Additional courses must be completed to meet the general education requirement of eight semester hours of college science.

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

UNITED STATES HISTORY - 1 unit required

HIS 211 UNITED STATES HISTORY I. A student deficient in United States History may remove the deficiency by completing, with a grade of "C" or better, HIS 211 United States History I. A student who removes the deficiency with HIS 211 will complete the six semester hours in the general education requirement by completing either of the following: HIS 212 United States History II with HIS 261 History of Tennessee or HIS 111 World Civilization I with HIS 112 World Civilization II.

CLEP EXAMINATION. A student deficient in United States History may remove the deficiency by completing a CLEP examination in American History with a minimum score of 50. If the CLEP examination is successfully completed, six semester hours of credit are awarded. Three of the awarded hours remove the deficiency and are used as elective hours. The three remaining hours may be used to meet degree requirements. In order for a student to meet the general education requirements in history, the student must take either HIS 261 History of Tennessee or both HIS 111 World Civilization I and HIS 112 World Civilization II.

SOCIAL STUDIES - 1 unit required

A student deficient in Social Studies may remove the deficiency by completing, with a grade of "C" or better, GGY 201 Survey of Regional Geography. For students who graduated from high school between spring 1989 and spring 1992, PSY 110 Psychology of Human Relations may be used to remove a deficiency by completing the course with a grade of "C" or better. Also for students who graduated from high school between spring 1989 and spring 1992, the social studies deficiency may be removed by completing a CLEP examination in Psychology or Sociology with a minimum score of 50. If the CLEP examination is successfully completed, three semester hours of credit are awarded for either PSY 131 General Psychology I or SOC 211 Introduction to Sociology, as appropriate. The awarded hours remove the deficiency and are used as elective hours.

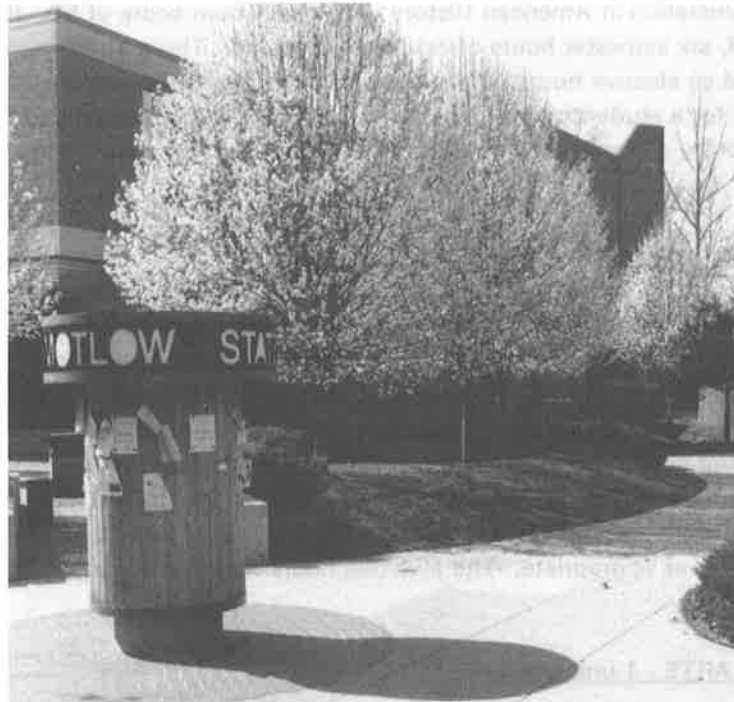
VISUAL/PERFORMING ARTS - 1 unit required

A student deficient in one unit of visual/performing arts may remove the deficiency by completing, with a grade of "C" or better, ART 101 Art Appreciation or MUS 105 Music Appreciation. In order for the student to meet the general education humanities requirement, the student must take another elective chosen from ANT, ART, MUS, or COM 108, 202, or 203.

FOREIGN LANGUAGE - 2 units required

FRE 111, FRE 112 BEGINNING FRENCH I and II, GER 101, GER 102 BEGINNING GERMAN I and II or SPA 101, 102, BEGINNING SPANISH I and II. A student deficient in two units of foreign language may remove the deficiency by completing, with a grade of "C" or better in each course, the first year sequence of either French, German, or Spanish. A student deficient in one unit of foreign language may remove the deficiency by completing the second semester of the first year sequence of either French, German or Spanish. To enroll in the second semester of the sequence, the student must demonstrate proficiency in the first semester course. If the student cannot demonstrate proficiency, the entire first year sequence must be completed. In the event that a student has one unit of high school foreign language other than in French, German or Spanish, the two-course first year sequence in French, German or Spanish must be completed. To qualify for the Associate of Arts degree, an additional year of foreign language must be completed.

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



EXPENSES AND BUSINESS REGULATIONS

Motlow State Community College is a state-supported institution and, therefore, maintains modest matriculation and incidental fees. Expenses are charged and payable by the semester since each semester is a separate unit of operation. A student may enroll at the beginning of any semester. Registration at the beginning of each semester is not complete until all required fees have been paid (which means all checks have cleared the bank), and no student may be admitted to classes without having met his or her financial obligations. All payments are to be made in cash or by check to the Business Office.

MAINTENANCE AND TUITION FEES

(THESE FEES AND ALL OTHER FEES GIVEN IN THIS CATALOG ARE SUBJECT TO CHANGE BY POLICY OF THE TENNESSEE BOARD OF REGENTS.)

Full-time students (12 or more hours):

Residents of Tennessee*	\$512.00
Non-residents	
Maintenance fee	\$512.00 per semester
Tuition	\$1,536.00 per semester
Total	\$2,048.00 per semester

Part-time students:

Residents of Tennessee*	\$45.00 per semester hour
Non-Residents	
Maintenance fee	\$45.00 per semester hour
Tuition	\$134.00 per semester hour
Total	\$179.00 per semester hour

Age 65 or totally and permanently disabled - Residents of Tennessee (for credit enrollment)

Part-time	\$22.50 per semester hour
Maximum	\$45.00 per semester

(Enrollment at these reduced rates is subject to the availability of space in the class being requested.)

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

Enrollment under employee fee waiver programs, i.e., State of Tennessee, Tennessee Board of Regents, and University of Tennessee, is subject to the availability of space in the class being requested. Students enrolled under fee waiver programs may not displace a fee-paying student and are not eligible to participate in the pre-registration process.

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

*The Tennessee legislature has declared that a limited number of residents of Jackson or Madison county in Alabama may attend Motlow State Community College for the same rates as residents of Tennessee. Contact the Office of Admissions and Records for details.

Persons who are domiciled in Tennessee and are 60 years of age or older and persons domiciled in Tennessee who are totally and permanently disabled, as defined by the Tennessee Board of Regents, may audit credit courses without payment of a maintenance fee subject to the availability of space in the class being requested. Other applicable fees and any supply expenses are payable at the time of registration.

OTHER FEES

Application Fee, one-time, nonrefundable

\$5.00

Campus Access Fee, each semester, nonrefundable

\$6.00

The campus access fee will be assessed each student who registers for credit classes and students taking general interest CED classes which meet for eight weeks or longer. If a student enrolls in both credit and general interest classes or in more than one general interest class to which the fee applies, the student will pay this fee only once during the semester.

Technology Access Fee, each semester

\$1.00 per credit hour up to 11 hours
or \$15 for 12 credit hours or more

Student Activity Fee, each semester, nonrefundable

\$5.00

The activity fee is to be paid by students taking six or more credit hours.

Late Registration Fee, nonrefundable

\$10.00

This fee will be charged during the entire period of late registration as indicated in the official calendar for each term published in the class schedule.

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Graduation Fee, nonrefundable \$25.00
This fee covers the cost of the diploma, cap and gown, and other graduation expense. This fee must be paid by November 1, before an Intent to Graduate form will be processed by the Office of Admissions and Records.

College Level Examination Program (CLEP) \$42.00 per test

General Education Development (GED) Test Fee \$25.00 for initial testing

GED Retest Fee \$5.00 per test section

ACT Residual Test Fee \$18.50 per test

Library Fee

Overdue Books, per book 10 cents per day to a maximum \$10.00

Overdue Reserve Books, per book 25 cents per library operating hour, to a maximum \$10.00

Fines for lost materials are posted in the Library.

Nursing Entrance Examination Fee, nonrefundable \$20.00

Nursing Lab Fee, for NET 141 and 241, nonrefundable \$8.00

Returned Check Fee, per returned check, nonrefundable \$20.00

Traffic Violations Fee

First and second violation, each \$5.00

Each violation thereafter \$10.00

Disabled Parking Violation

Each violation \$100.00

RETURNED CHECKS

There is a \$20.00 charge for any check tendered for payment to the college that is subsequently dishonored and returned by the bank. Returned checks received for the payment of registration fees, if not redeemed within ten calendar days from the postmark date of the institution's letter of notification, shall result in the disenrollment of the student who fails to redeem his or her check. A late fee of \$10.00 will also be assessed for any returned check that was tendered for registration fees, unless the student registered late initially.

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

No student may re-enroll, graduate, receive grades, or receive a transcript of his or her record until all accounts are settled. The term "account" includes any indebtedness to the college.

The above policy on returned checks is in accordance with recommended and approved policies of the State University and Community College System of Tennessee.

REFUNDS

Two changes in a student's status which may require a refund are (1) changes in a full-time student's schedule which result in his or her reclassification to a part-time student and (2) changes in a part-time student's schedule which result in a class load of fewer hours. Those situations which may require a refund are (1) dropping a course or courses, (2) withdrawing from school, (3) cancellation of a class by the institution, and (4) death of the student. Refund processing begins after the 25% refund period has ended (see page 25) and requires two to three weeks for completion.

No drops or withdrawals will be processed during official registration periods as defined in the official schedule of classes for each term.

Students who preregister may withdraw from school prior to official registration periods but may not process a change of registration (drop/add) until the first day of classes as defined in the official schedule of classes for each term.

CREDIT CLASSES

1. Seventy-five percent (75%) of fees will be refunded for drops or withdrawals for a period of 14 calendar days beginning with and inclusive of the first official day of classes or within an equivalent period for a short term course. Twenty-five percent (25%) of fees will be refunded following expiration of the seventy-five percent (75%) period, for a period of time extending through twenty-five percent (25%) of the time period covered by the term. No refunds will be made beyond the twenty-five percent (25%) period.*
2. One hundred percent (100%) of fees will be refunded for classes canceled by the institution.
3. One hundred percent (100%) of fees will be refunded for withdrawals prior to the first day of classes for the regular academic terms and all summer terms.
4. One hundred percent (100%) of fees will be refunded in case of death of the student.

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

*Federal law requires an exception to the above refund schedule for federal financial aid recipients in their first term of attendance. Refunds for these students will be calculated in 10 percent increments for up to 60 percent of a semester.

GENERAL INTEREST CLASSES

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

BOOKS AND SUPPLIES

The Tipps Bookstore, located in Forrester Student Center, carries all required textbooks and student supplies which are selected and officially approved by the teaching staff. The Tipps Bookstore accepts cash, check, MasterCard, Visa, and Discover and is operated by Follett Stores, Incorporated.

BUYBACK POLICY. Cash is paid for used books throughout the year. Prices paid depend on future class use at Motlow State Community College and Tipps Bookstore inventory levels. Up to 50% is paid on all textbook editions which have been adopted for the next term (as long as the demand equals or exceeds the supply.) Textbooks should be sold as soon after the last class as possible for maximum value. This is when inventories will be most depleted and the need is the greatest. For example, by the first day of class a book may not be worth 50% because the inventory level may be adequate. As an additional service, non-adopted textbooks which are current editions and in good condition will be purchased at the current market value based upon a national college textbook market guide.

REFUND POLICY. Textbooks may be returned for full credit if the book is (1) accompanied by a sales receipt; (2) unmarked (if purchased new); and (3) returned within specified time. Regular term textbooks may be returned for full credit up to 15 calendar days from the opening day of classes (or within 2 days if purchased thereafter). Summer term textbooks may be returned for full credit within 7 calendar days from the opening day of classes. All textbooks of defective publication will be replaced throughout the term. There are no refunds for textbooks purchased during the last week of classes or during final exam week.

TIPPS BOOKSTORE HOURS. The hours of the Tipps Bookstore are as follows: Monday and Tuesday, 7:30 a.m. to 6:30 p.m.; Wednesday, Thursday, and Friday, 7:30 a.m. to 4:30 p.m.; Saturday and Sunday--closed. Holidays, summer hours, and extended hours will be posted at the start of each term.

VEHICLE REGISTRATION AND PARKING

Any regular student, faculty member, or staff member who expects to operate and park a privately owned vehicle on campus must register the vehicle with the Business Office and obtain an official registration hangtag, valid from August 1 through July 31 of the following year. If needed, students may obtain additional hangtags at the Business Office

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

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

The first and second parking violation, during each academic year, except disabled parking violations, will result in a \$5.00 charge for each violation. The charge for each regular violation thereafter will be \$10.00 and a warning of disciplinary action. A \$100.00 charge will be assessed for the each disabled parking violation. Failure to resolve parking violations by payment in the Business Office or by appeal will result in an official hold being placed on all student records. Students, therefore, will neither be able to receive their grades for the current semester nor register for subsequent semesters.

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

Any student may appeal his or her notice of a vehicle registration/parking violation to the Vice President for Student Affairs and Institutional Advancement. Appeals must be made within 72 hours of the time of the citation for the violation. Ignorance of parking regulations will not be considered as a reason for appeal.



STUDENT FINANCIAL AID

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

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

The college provides financial assistance to students through four basic sources: employment, grants, loans, and scholarships. Most of these funds come from programs sponsored by the federal and state governments. In order to be entitled to receive federal and/or state student assistance benefits, a student must maintain satisfactory progress in the course of study he/she has selected. More detailed information on aid programs and student rights and responsibilities is available in the publication, "Student Consumer's Guide to Financial Aid," available in the Financial Aid Office.

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

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

EMPLOYMENT

FEDERAL WORK-STUDY PROGRAM

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

CAMPUS WORK PROGRAM

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

GRANTS

FEDERAL PELL GRANTS

The Federal Pell Grant Program, a federal aid program, provides money to help undergraduates pay for their education after high school. Eligibility is determined by the Department of Education using a standard formula to evaluate the information provided on the Free Application for Federal Student Aid. These grants provide the "foundation" of financial aid to which other aid may be added; therefore, all students needing assistance should apply for the grant. Students must be regular, degree-seeking undergraduates and be enrolled or planning to enroll for at least 6 credit hours per semester.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The Federal Supplemental Grant is a federally funded, but institutionally controlled, grant program. Eligibility is based upon financial need. All students completing the Free Application for Federal Student Aid will automatically be considered for the grant. Applications received by May 1 will be given priority.

MINORITY GRANTS

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

TENNESSEE STUDENT ASSISTANCE AWARD

A Tennessee Student Assistance Award is a nonrepayable grant to assist students in financing a postsecondary education. Funds are appropriated annually by the Tennessee General Assembly and administered by the Tennessee Student Assistance Corporation. Any Tennessee resident who is enrolled or will be enrolled as an undergraduate student in an eligible postsecondary institution may apply.

LOANS

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

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

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

William D. Ford Federal Direct PLUS Loans--Parents with good credit histories are able to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half time.

Students may apply for and receive a William D. Ford Federal Direct Loan at Motlow by filing a single application form--the Free Application for Federal Student Aid (FAFSA). This is the same application the student uses to apply for most other student aid. The exception is that a separate PLUS application and promissory note, available at Motlow, must be completed by the dependent student's parents. These loans replace the Federal Stafford loans secured through banks and commercial lenders, significantly reducing the paper work and time involved to receive these funds.

EMERGENCY LOANS

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

SCHOLARSHIPS

ACADEMIC SERVICE SCHOLARSHIPS

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

GED SERVICE SCHOLARSHIP

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

NON-TRADITIONAL SERVICE SCHOLARSHIPS

Applicants must be 23 years of age by August 1 of the school year for which they wish to be considered for this service scholarship. Applicants must complete the Motlow Scholarship Application. Non-Traditional Service Scholarships are only available to new students. Criteria to be considered are past educational accomplishments, work experiences and honors, community experiences and awards, and any other information that the applicant might deem appropriate. The Motlow Scholarship Committee will select all recipients. The scholarship covers the cost of registering for classes and \$100 per semester for books and supplies. Recipients have a work obligation of 75 hours per semester and must maintain a minimum semester grade point average of 2.5. The Non-Traditional Service Scholarship is not available during the summer term.

MOTLOW COLLEGE FOUNDATION SCHOLARSHIPS

PRESIDENTIAL SCHOLARSHIPS

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

LEADERSHIP SERVICE SCHOLARSHIP

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

ACADEMIC SCHOLARSHIPS

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

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

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

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

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

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

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

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

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

ATHLETIC SCHOLARSHIPS--Apply to the Athletic Director.

CHEERLEADER SCHOLARSHIPS--Apply to the Vice President for Student Affairs and Institutional Advancement.

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

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

VETERANS AFFAIRS

Motlow State Community College cooperates with the Veterans Administration in providing educational opportunities for veterans and other eligible persons under appropriate public laws. Veterans and other eligible persons desiring to attend Motlow under appropriate federal legislation should contact the Office of Admissions and Records.

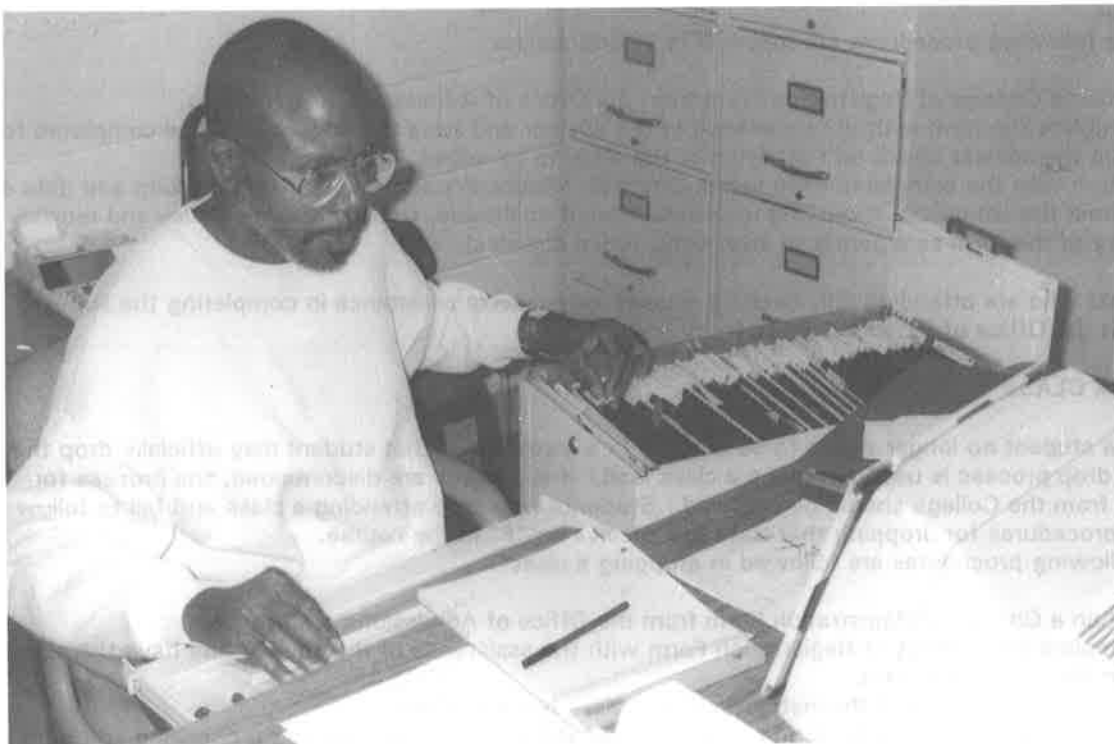
To start receiving veteran's benefits, the appropriate forms must be completed. These are available in the Office of Admissions and Records. A certified copy of the DD 214 must be submitted, as well as marriage certificate, divorce papers, and birth certificates of dependent children. A veteran must be approved by the VA for an educational objective, such as a specific degree. A veteran must enroll in classes directly related to his/her approved program. Courses not required for graduation or exceeding the number of elective hours required will not be approved to or by the VA. A change of status may reduce the payment from the VA.

A change of program is subject to VA approval. A form available in the Office of Admissions and Records should be completed and submitted for program change approval.

Veteran students will receive a maximum four semester hours credit (4 hours physical education) for military service time based on active military service in the Armed Forces of the United States. The veteran must present a certified copy of the DD 214 (if not already on file at Motlow) to the Office of Admissions and Records. (One semester hour of credit will be granted for every six months of active service to a maximum of four semester hours.) Veterans will receive credit for course work completed while in the military if credit is recommended by the American Council on Education (ACE). The VA Coordinator in the Office of Admissions and Records can assist the veteran in requesting their military transcript.

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

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



ENROLLMENT AND STUDENT RECORDS

REGISTRATION FOR COURSES

The academic year begins in August and is divided into three semesters. Students may enter at the beginning of any semester. Official dates, times, and locations for registration as well as dates and times of telephone registration will be announced prior to the registration of that semester. Telephone registration can be accomplished via a touch-tone telephone using MSCC's voice response 1WAY at 615-393-1929. All students are expected to complete registration on the dates announced.

Students who were in attendance the previous term, readmit students, and new students whose applications for admission or readmission have been processed by the Office of Admissions and Records will receive notification of registration time. Students not receiving a registration time should check the time in the current schedule of classes or contact the Office of Admissions and Records for information. Each student will be assigned an academic advisor who will provide academic advisement prior to or during registration and who will continue to assist the student in completing his/her educational program at Motlow.

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

CHANGE OF REGISTRATION

After official registration is completed, a student may change his/her schedule by adding classes, dropping classes, changing audit enrollment to credit enrollment, or changing credit enrollment to audit enrollment. There is no fee for a change of registration.

ADDING A CLASS

For a defined period of time following official registration each semester a student may add classes. The last day that a student may add classes for a specific semester will be stated in the schedule of classes for that semester and posted in the Office of Admissions and Records. A student who attends a class without officially registering or following the prescribed procedures for adding a class will not receive credit for that class.

The following procedures are followed in adding a class:

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

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

DROPPING A CLASS

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

The following procedures are followed in dropping a class:

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

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

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

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

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

CHANGING TO OR FROM AUDIT ENROLLMENT

A student may change his/her enrollment status in any class from audit to credit or credit to audit during the period of time designated for adding a class. The last day to add a class and, therefore, to change to or from audit status in a given semester is stated in the class schedule for that semester.

The following procedures are necessary for changing to or from audit status:

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

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

WITHDRAWAL FROM THE COLLEGE

When all classes that are being taken are being dropped, the process of withdrawal from the college must be completed. Students finding it necessary to withdraw from the college should do so officially to maintain good standing. The withdrawal process is not completed until appropriate forms are completed and processed in the appropriate offices and all obligations to the college have been met. Official withdrawal may be completed by the student or by a person designated to act on his/her behalf. A student needing to withdraw, who cannot come to the campus and does not have a person to designate to complete the withdrawal process for him/her, should call the Office of Admissions and Records, explain the circumstances, and ask that the withdrawal process be completed for him/her.

The following procedures are followed in withdrawing from the college:

1. A Withdrawal Form is obtained from the Office of Admissions and Records.
2. Necessary signatures indicated on the form are obtained to indicate clearance of any obligation to the College.
3. The completed form is taken to the Business Office.
4. To complete a telephone withdrawal, a student must request in writing to be withdrawn from the college. The student is not withdrawn until the letter is received.

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

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

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

1. Withdrawal during the time up to, and including, the last day to be deleted from the class roll (indicated in the official college calendar for that semester) will result in no indication on the academic record of attendance during the semester.
2. Withdrawal after the last day to be deleted for the class roll and no later than ten weeks into the semester will result in a "W" on the academic record for each class in which the student is enrolled at the time of withdrawal. The "W" is not used in computing the grade point average.
3. After the withdrawal deadline date, students may not withdraw without one of the following causes:
 - Illness/injury of the student or serious personal problem verified by the student's physician or psychologist;
 - Necessary change in the student's work schedule, including new employment for the student, verified in writing by the student's employer; or
 - Death in the immediate family as verified by the student's minister or physician.When any of the above circumstances are verified, the student may drop or withdraw and receive a "W" in each affected class.
4. All requests to withdraw after the withdrawal deadline date should be submitted in writing to the Vice President for Student Affairs and Institutional Advancement.

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

CLASS ATTENDANCE

Unless prevented by circumstances beyond his/her control or absent on the basis of an institutionally approved absence, a student is expected to attend regularly all classes for which he/she is registered. Regardless of the cause or nature of the absence, the student is responsible for the material covered or assigned during the absence.

Each faculty member is responsible for explaining, in writing, at the beginning of each course his/her practice in the treatment of absences. When regular attendance is a definite part of the total performance expected for the satisfactory completion of a course, an unsatisfactory attendance record may adversely affect the final grade recorded for the course.

Students may be given an institutional excuse for absence on the basis that the student represents the college at a public event in the interest of the college or is engaged in an activity such as a field trip, which contributes to the education of the student. In granting an institutional excuse for absence, the college does not excuse the student from the responsibility for material covered or assigned during the absence.

CREDIT IN RESIDENCE

Credit classes are scheduled by Motlow on the campus and at off-campus locations. All credit earned in classes scheduled by Motlow, whether on campus or off campus, is defined as credit in residence. The last 24 semester hours of credit granted toward a degree from Motlow must be earned in residence at Motlow.

TRANSFER CREDIT

Generally, all credit granted by an accredited higher education institution will be accepted at Motlow. Credit from an institution of higher education which is not fully accredited may be accepted provisionally. The Director of Admissions and Records should be contacted concerning validation of credit from institutions not accredited by appropriate regional accrediting agencies.

Official transcripts of all previous records, regardless of the period of time since completion, should be mailed from the granting institution to the Office of Admissions and Records at Motlow for evaluation.

Transfer credits are evaluated in the Office of Admissions and Records for course equivalency or for elective credit. Credits for courses at another institution not corresponding with courses at Motlow will be entered on the transcript as elective credit when the area of study relates to the course offerings at Motlow. Each degree or certificate of credit seeking student's transfer credit will be evaluated, and a copy of the evaluation will be mailed to the student as soon as the evaluation is complete. If the student has earned more than 45 semester hours of credit at approved institutions, the student must request that his/her previous work be evaluated and show intent that he/she does plan to receive a degree from Motlow.

Individual transfer credits and grades are recorded on the student's academic record. All approved transfer credits become part of the cumulative hours attempted, and grade points earned at the previous institution(s) become part of the cumulative grade points. The cumulative grade point average, including transfer credit, must be at least 2.00 for graduation.

TRANSCRIPT OF ACADEMIC RECORDS

Academic records of each student are kept on permanent file in the Office of Admissions and Records. Copies of a student's academic record will be furnished free of charge. All requests for transcripts must be submitted in writing; therefore, no requests by telephone will be honored. In response to a written request, an official transcript will be sent directly to another educational institution or business. Unofficial copies are issued to the student or that student's academic advisor. In all cases, a student's obligations to the college must be fulfilled before a transcript will be issued. Student grades will not be posted publicly by faculty at the close of any term. See page 39 concerning confidentiality of records and privacy rights of students.

CHANGE OF NAME OR ADDRESS

The Office of Admissions and Records should be informed of all changes in the student's legal name because of marriage or other reasons, place of residence, mailing address, and telephone number. If the student is requesting a name change, a Change of Name form must be completed and supporting documentation turned into the Office of Admissions and Records. The College is not responsible for a student's failure to receive official information due to failure to notify the College of any changes stated above.

IDENTIFICATION CARDS

Student Identification cards (ID card) are issued to all students. These cards are used for cashing checks and bookstore transactions, admission and identification for athletic events, social functions, library check-outs, and other college activities. Students are required to carry a current, validated ID card with them while on campus. If conditions prohibit the issuance of a picture ID card for a student, the student will receive an official library card which will serve as an identification card for the above purposes. Information about obtaining or replacing an ID card is available from the Community Relations Office.

CONCURRENT ENROLLMENT

Concurrent enrollment describes a student's attending more than one institution in the same term. Students who concurrently enroll in two or more institutions are advised to take no more than a combined total of 21 hours per term. The student must request that a transcript of hours attempted at another institution be mailed to the Office of Admissions and Records at Motlow. Additional information on concurrent enrollment is available in the Office of Admissions and Records. (Motlow, in concert with Chattanooga State Technical Community College and Volunteer State Community College, offers joint programs of study in Court Reporting and Health Information Technology. A student interested in either program should check with his/her academic advisor or refer to the Court Reporting and/or Health Information Technology Program specified under the Business Technology Major.)

ALTERNATIVE SOURCES OF CREDIT

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

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

The maximum amount of advanced credit allowed is one-fourth of the total number of credit hours required for graduation. For additional information about alternative sources of credit, contact the Office of Admissions and Records at Motlow.

ADVANCED PLACEMENT EXAMINATION PROGRAM CREDIT

Motlow College participates in the Advanced Placement Examination Program (APEP) of the College Entrance Examination Board (CEEB). A maximum of 16 semester hours of credit may be given to qualified students on the basis of performance in the Advanced Placement Examination Program in any two of the following subject areas.

<u>TEST AREAS</u>	<u>MOTLOW COURSES</u>	<u>MAXIMUM HOURS</u>
American History	HIS 211, 212	6 credit hours
Biology	BIO 141, 142	8 credit hours
Chemistry	CHE 101, 102	8 credit hours
English Composition	ENG 101, 102	6 credit hours
Mathematics: *Calculus	MAT 251, 252	*10 credit hours

To be eligible for credit, a student must score at the three, four, or five level on the CEEB Advanced Placement Tests. Each applicant, under this plan, is required to take the Advanced Placement Test of the CEEB during his/her senior year in high school. The test is scored by the CEEB and results sent to Motlow on request of the student.

- *Calculus AB . . . Score 4 or 5 MAT 251 5 semester hours credit
- *Calculus BC . . . Score 3MAT 251 5 semester hours credit
- *Calculus BC . . . Score 4 or 5 MAT 251, 25210 semester hours credit

ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an Enhanced ACT composite score of 19 or greater and an English subscore of 32 or greater will be given 6 hours of advanced standing credit for ENG 101 and 102. Students under 21 years of age with a SAT total score of 710 or greater and a score of 610 or greater on the verbal section will be given 6 hours of advanced standing credit for ENG 101 and 102.

If any student possessing the above scores elects to enroll in composition rather than receive credit, he/she must enroll sequentially in ENG 101 and 102 or ENGH 101 and 102.

APPLIED TECHNICAL STUDIES CREDIT

After successfully completing 15 semester hours of credit in the Applied Technical Studies Concentration of the General Technology Major, a student may receive 28 semester hours of credit for prior learning acquired by successfully completing an approved diploma program at a Tennessee Technology Center or a comparable industry training program. The student seeking credit must demonstrate competency by scoring no lower than one standard deviation below the national mean on the Student Occupational Competency Achievement Test (SOCAT) in the occupational area for which the student is requesting credit. The SOCAT is administered by a technology center. The credit awarded for articulated competency will be designated on the transcript but will not count in the calculation of the student's grade point average. This credit can only be applied to the Applied Technical Studies Concentration of the General Technology Major and must be approved by the Dean of Career Education.

Upon receipt of the formal application and an official copy of the SOCAT results, verification will be made of the 15 hours of credit already received from Motlow State Community College. Applied Technical Studies credit will then be recorded. The formal application is available in the Office of the Division of Career Education. Additional information can be found under the Applied Technical Studies Concentration of the General Technology Major.

ARMED SERVICES CREDIT

Veteran students who have received an honorable discharge after serving active duty with the armed forces may request credit by submitting a valid DD214 form. Up to four (4) hours of physical education credit may be granted. Students will receive one credit for each six (6) months of active duty. These credits meet the physical education activity requirements for all programs of study.

In evaluating armed services credit, Motlow State Community College uses as a reference the *Guide to the Evaluation of Education Experience in the Armed Services* published by the American Council on Education. Contact the Office of Admissions and Records for additional information.

CERTIFIED PROFESSIONAL SECRETARY RATING CREDIT

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

ACT 231 Principles of Accounting	3 credits
BUS 121 Introduction to Business	3 credits
BUS 261 Legal Environment of Business	3 credits
ECO 201 Principles of Economics I	3 credits
* AOS 102 Document Processing	4 credits
AOS 203 Office Management	3 credits
AOS 213 Office Procedures	3 credits
* College credit awarded only if the CPS exam was passed prior to the May, 1984 examination.	

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

This acceptance of the CPS rating for credits is subject to change whenever (1) the content of the CPS exam is revised so that it does not correspond with the content of the courses designated for credit or (2) the courses at Motlow are revised substantially.

CHALLENGE EXAMINATION PROGRAM CREDIT

Students who have achieved competence equivalent to that offered in a course through on-the-job training, previous instruction, or other methods may receive credit for selected courses as designated by the deans by challenge examination. The challenge exam process is not applicable to courses which are part of the remedial/developmental program or to remove a high school unit deficiency as defined on pages 18-22. To receive credit by challenging a course the student must:

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

A letter will be sent by the Dean of the appropriate division to the student to notify him/her of the test results. If the examination is successfully completed, the student will not be required to attend the class for the remainder of the term. The student will receive the credit hours with a grade of "CE", which will not be used in computing grade point average. If the examination is not successfully completed, the student should either withdraw from the class or continue in attendance for the remainder of the course. A student may challenge a specific course only once, and this challenge program may not be used to remove an "I" or an "F" grade or to improve a grade already earned.

Contact the appropriate dean for additional information concerning challenge of specific courses. Procedure for challenge of selected nursing courses is outlined in the Nursing Program section of this catalog.

COLLEGE LEVEL EXAMINATION PROGRAM CREDIT

Students may earn a maximum of 17 semester hours of college credit by examination for an acceptable score of at least 50 on the College Level Examination Program (CLEP). Motlow has been approved as a limited CLEP Testing Center. An application and a fee must be submitted through the Office of the Coordinator of Guidance and Testing at least four weeks prior to the test date. This office should be contacted for any additional information. CLEP results may not be used to remove an "I" or "F" or to improve a grade already earned.

The following is a list of the CLEP subject examinations administered at Motlow State Community College and for which credit is granted by the College. Opposite the examinations are the Motlow State Community College course equivalents. Motlow College does not grant credit on the basis of the CLEP general examination.

<u>CLEP Subject Area</u>	<u>Credit Hours</u>	<u>Motlow Courses</u>
Introductory Accounting	6	ACT 231, 232
Biology	8	BIO 141, 142
Introductory Business Law	3	BUS 261
Introduction to Business Management	3	BUS 271
Chemistry	8	CHE 101, 102
Micro/Macro Economics	6	ECO 201, 202
Human Growth & Development	3	EDU 211
French	6	FRE 111, 112
German	6	GER 101, 102
Western Civilization	6	HIS 111, 112
American History	6	HIS 211, 212
College Algebra	3	MAT 141
Trigonometry	3	MAT 162
Calculus	5	MAT 251
Introductory Marketing	3	MKT 281
American Government	3	POL 111
General Psychology	3	PSY 131
Introductory Sociology	3	SOC 211
Spanish	6	SPA 101, 102
Analysis and Interpretation of Literature	3	ENG 201
American Literature	3	ENG 202
English Composition Subject Exam with Essay	6	ENG 101, 102
British Literature	3	ENG 203

CORRESPONDENCE COURSE CREDIT

Credits earned by correspondence and extension may be accepted toward graduation subject to the following:

1. The credits earned must be from a college which is a member of the National University Extension Association or the Teachers College Association for Extension and Field Services.
2. Students in residence enrolled in eighteen or more hours at Motlow may not earn credit in correspondence courses at the same time.

PRIVACY RIGHTS OF STUDENTS

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

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. "Directory information" includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended by the student, and degrees and awards received by a student. At the time a student registers for courses, the student may request in writing that any or all directory information concerning the student not be released as public information, which request shall be effective for the remainder of that academic year unless revoked by the student.

A student's right of access to his/her education records includes the right to inspect and review the content of such records and obtain copies thereof at a reasonable cost. A list of the types of education records which are directly related to students and maintained by the institution is available for inspection in the Office of the Vice President for Student Affairs and Institutional Advancement. A request by a student for access to the education records of the student should be directed to the Vice President for Student Affairs and Institutional Advancement and will be granted within a reasonable period of time not to exceed forty-five days after the request has been made. The right of access of a student does not include access to:

1. Financial records of the parents of the student or any information contained therein;
2. Confidential letters and statements of recommendation concerning admission, employment, or the receipt of an honor, which were placed in the records prior to January 1, 1975 or concerning which the student has signed a waiver of access;
3. Records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto, which are in the sole possession of the maker thereof and which are not accessible to any other person except a substitute;
4. Records of law enforcement personnel not available to persons other than law enforcement officials;
5. Records relating exclusively to a person's employment at the institution when the person is not in attendance as a student of the institution;
6. Records maintained by professional or paraprofessional health-related personnel which are made in connection with the provision of treatment of a student and not available to persons other than health-related personnel; and
7. Records of Federal and state officials responsible for auditing and evaluating programs supported in whole or in part by federal funds.

A record of access shall be maintained by the institution reflecting all of the above individual agencies or organizations which have requested or obtained access to a student's education records, which shall specify the legitimate interest of the party if obtaining the information, and which shall be available to the student. Personally identifiable information may also be released to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or of other persons.

Copies of federal and state laws and regulations concerning student records are available for review in the Office of the Vice President for Student Affairs and Institutional Advancement and shall be controlling as the rights of students described herein.

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Any student who believes that information contained in the education records is inaccurate or misleading or violates the privacy or other rights of the student may request that the records be amended. After a reasonable period of time, if the institution decides to refuse to amend the education records, the student shall be informed in writing, and shall be advised of his or her right to a hearing and the procedures for the hearing. Following a hearing, if the institution decides that the records should not be amended, the student shall have the right to place a written statement in the records concerning the contested information, which statement shall be maintained by the institution as long as the contested information is maintained and which shall be disclosed to any party to whom the contested information is disclosed. Information concerning education records which is personally identifiable with a particular student, other than directory information, shall not be released to persons, agencies, or organizations other than those hereinafter described unless:

1. There is written consent from the student specifying the records to be released, the reason for the release, and to whom the information is to be released, with a copy to the student if requested; or
2. Such information is furnished in compliance with a judicial order or a subpoena, provided that advance notice of the receipt of the order or subpoena shall be provided to the student prior to compliance if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty, who have legitimate educational interest.

In addition, such information may be released to the following described persons, agencies and organizations:

1. Officials of other schools in which the student seeks or intends to enroll;
2. Representatives of the Comptroller General of the United States, the Secretary of the Department of Health, Education, and Welfare, educational agencies, and state educational authorities;
3. Those involved in connection with a student's application for a receipt of financial aid;
4. State and local officials to whom information was required to be reported prior to November 19, 1974;
5. Organizations conducting studies for or on behalf of educational agencies concerning tests, student aid programs, or the improvement of instruction;
6. Accrediting organizations in order to carry out their accrediting functions.

STUDENT SERVICES

COUNSELING

Student counseling services are available for enrolled and prospective students through the Counseling Office. The staff is committed to serving all Motlow students as an integral part of the college program and the ultimate aim is to provide necessary academic and career counseling and personal guidance to help each student make a successful adjustment. Services offered in support of the college program include providing career counseling and placement services and administering various tests and interest inventories.

DISCOVER

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

CAREER PLANNING AND JOB PLACEMENT

Motlow offers career development and job placement services to all students and alumni. The staff in the Counseling Office assist the student in career planning, including job-hunt strategies, employment interviewing, and resume preparation. The primary objective is to assist the student in effective planning for employment which will develop into a satisfying career. Graduates of career education programs should register with the placement service prior to graduation for employment assistance. Current job listings are maintained in the Counseling Office.

TUTORIAL PROGRAM

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

Qualified students are recommended by faculty members to assist other students that need help in areas that professional tutoring is not available. Students desiring to tutor or to be tutored should contact personnel in the Counseling Office. Applications for tutoring can be obtained in the Counseling Office, Simon Hall.

TESTING

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

AMERICAN COLLEGE TESTING PROGRAM (ACT)

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) gives students the opportunity to obtain college credit by examination. Students may apply a maximum of 17 hours of credit toward meeting degree requirements at Motlow by completing the CLEP examination in selected areas with an acceptable score of at least 50. Motlow has been approved as a limited CLEP testing center. There is a fee for each subject test. Students planning to take a CLEP test must submit a completed registration form with the fee to the Counseling Office at least four weeks prior to the test date. The testing dates for the CLEP examination are arranged between the Director of Counseling and the individual students. Further information concerning CLEP is available from the Counseling Office. A listing of CLEP subject areas which may be tested at Motlow appears on page 38.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

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

Persons who feel inadequately prepared to take the GED test can obtain assistance by taking a course entitled, "GED Preparation for High School Equivalency Diploma." Information concerning this course may be obtained from the Counseling Office.

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PRE-PROFESSIONAL SKILLS TEST (PPST)

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

WORK KEYS ASSESSMENT

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

DISABLED SERVICES

Motlow College provides counseling and academic support services to insure that disabled students have access to educational opportunities provided by the College. Any student having a disability which restricts his/her participation in academic life is eligible for services which will be provided to meet the individual student's needs. Motlow College serves in a liaison capacity with the Tennessee Division of Vocational Rehabilitation. Registration and other forms of administrative assistance and academic support are provided through Student Affairs, specifically Student Development.

Participation in the services is on a voluntary basis; confidentiality is maintained. The following special services may be provided:

1. A needs assessment will be made by the Student Affairs staff, including the College Nurse, counseling personnel, and the Dean's staff when requested by the student and/or the student's instructor.

The assessing group will review medical and psychological data, classroom work, and other pertinent information presented by the student. The student will assume responsibility for acquiring medical records for review.

2. Special modifications will be made if it is determined that the mode of materials do not provide reasonable accommodation for the student. Modifications may include, but not limited to, extension of time allowed for tests or completion of coursework, adjustment of physical facilities, notetakers, etc. Modification will not alter academic requirements, and the student will be expected to show competency in the course material.

Students who have a disability requiring special services should contact the Dean of Student Development in the Counseling Office, Simon Hall, 393-1762. This contact may be accomplished through the completion of the Health Form that is available through the College Nurse.

COOPERATIVE EDUCATION

Motlow College provides a cooperative education program as an integral part of its efforts to link practical work experience to the student's educational program. Students who successfully complete the cooperative work assignments will be awarded two semester hours of credit for a maximum of two terms. The work assignment must be related to the student's program of study or career goals and approved by the program coordinator. Assistance in obtaining education-related employment is available through the Counseling Office. For more information on course requirements, see the course descriptions section of this catalog. Additional information is available from the Director of New Student Admissions, 393-1764.

NEW STUDENT ORIENTATION

A comprehensive Freshmen Orientation program is scheduled for all new students each semester before registration. The program is designed to introduce new students to college life and explain the general operation procedures of the college which affect each student. Some of the topic areas included in the orientation program are: 1) testing, 2) introduction of faculty and staff, 3) academic advisement, and 4) student services. The Freshmen Orientation program is coordinated by the Dean of Student Development.

HEALTH SERVICES

Health information, first aid, and health counseling are available to students, faculty, and staff at no charge in the Student Health Center located in Morris Simon Hall next to the Counseling Office. A registered nurse is available for assistance during posted office hours.

Anyone with special health problems, physical disabilities, or major medical conditions should personally contact the College Nurse at the beginning of each semester to discuss special needs and for screening for the adaptive physical education program. Additional information is available from the College Nurse at 393-1768.

HOUSING ASSISTANCE

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

EMERGENCY MESSAGE SERVICES

On occasion when an emergency message needs to be delivered to a student who is at the college, that message should be directed to the Counseling Office at 615-393-1762. TDD users should call 615-393-1621. An effort will be made to deliver the message.

LOST AND FOUND

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

STUDENT CENTER FACILITIES

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

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

MINORS ON CAMPUS

As an institution of higher education, Motlow State Community College must preserve conditions which will permit a proper learning and work environment at all times. Students, faculty, and staff are not approved to leave minors unsupervised on campus. It is not the intent of this policy to prevent children in the accompaniment of an adult from visiting the campus. However, consideration for the learning environment of the students, the work routine of staff employees, and the safety of the children requires that if children on campus with their parents become disruptive, their parents will be asked to remove them. Children will not be allowed to accompany parents to class without the prior approval of the instructor.

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

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

STUDENT ACTIVITIES

ATHLETICS

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

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

The intercollegiate program sponsors teams in men's basketball and baseball, and women's basketball and fast pitch softball. These teams compete in a regular schedule with teams from other recognized institutions of the same scholastic levels as Motlow State Community College. To participate in intercollegiate athletics, students must meet the eligibility requirements of the National Junior College Athletic Association and the Tennessee Junior and Community College Athletic Association.

SOCIAL EVENTS AND ACTIVITIES

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

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

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

STUDENT GOVERNMENT

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

The student government at Motlow is divided into an executive and legislative branch. The executive branch is composed of the President, Vice-President, appointed cabinet officials, and special committees. Elections for the executive branch are held each spring. The legislative branch is called the Student Senate. The Senate is composed of freshman and sophomore officials. Sophomore members are elected in the spring, and freshmen members are elected in the fall.

The McMinnville and Fayetteville campuses maintain a separate administrative structure for the Student Government Association. Each addresses issues unique to that campus including student activities, student concerns, and community projects. Officers are elected from the freshman and sophomore classes. More information is available from the SGA advisors on those respective campuses.

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

STUDENT ORGANIZATIONS

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

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

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

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

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

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

National Society of Professional Engineers
Outing Club
Phi Theta Kappa Honor Society
Photography Club
Psychology Club
Student Government Association (Fayetteville, McMinnville, and Moore County Campuses)
Student Tennessee Education Association
Tennessee Association of Student Nurses

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

STUDENT PUBLICATIONS

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

I. Purpose of Student Publications

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

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

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

II. Organization and Governance

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

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

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

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

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

CHANNEL OF COMMUNICATION

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

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

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

ACCEPTABLE USE OF COMPUTER FACILITIES

INTRODUCTION

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

This policy document is an introduction to the issues of legitimate use, information security, and privacy that arise in the use of computers, software, and electronic information. These policies strive to balance the individual's ability to benefit fully from these resources and the College's responsibility to maintain a secure and reasonably allocated computing, information technology, and networked environment.

THE COLLEGE'S RESPONSIBILITIES

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

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

THE INDIVIDUAL'S RESPONSIBILITIES

MSCC supports networked information resources to further its mission of instruction and to foster a community of shared inquiry. All members of the College community must be cognizant of the rules and conventions that make these resources secure and efficient. It is the responsibility of each member of the College community to:

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

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

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

SANCTIONS

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

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

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

CONCLUSION

To obtain more information about individual responsibilities, users should contact the Director of Computer Services, Simon Hall, 393-1582.

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

College students are citizens of the national, state, and local governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the Presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

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

DISCIPLINARY OFFENSES

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

8. **FIREARMS AND OTHER DANGEROUS WEAPONS.** Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind. Even individuals with handgun permits may not carry handguns onto Motlow campuses; however, any law enforcement officer, policeman, bonded and sworn deputy sheriff may carry such handguns at all time pursuant to a written directive by the executive supervisor of the organization to which the person is or was attached or employed, regardless of the person's regular duty hours or assignments;
9. **EXPLOSIVES, FIREWORKS, AND FLAMMABLE MATERIALS.** The unauthorized possession, ignition, or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substances which could be considered to be and used as fireworks;
10. **ALCOHOLIC BEVERAGES.** The consumption or possession of alcoholic beverages;
11. **DRUGS.** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or the sale or distribution of any such drug or controlled substance;
12. **GAMBLING.** Gambling in any form;
13. **FINANCIAL IRRESPONSIBILITY.** Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity;
14. **UNACCEPTABLE CONDUCT IN HEARINGS.** Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
15. **FAILURE TO COOPERATE WITH INSTITUTIONAL OFFICIALS.** Failure to comply with directions of institutional officials acting in the performance of their duties;
16. **VIOLATION OF GENERAL RULES AND REGULATIONS.** Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
17. **ATTEMPTS AND AIDING AND ABETTING THE COMMISSION OF OFFENSES.** Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);
18. **VIOLATIONS OF STATE OR FEDERAL LAWS.** Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

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

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

ACADEMIC AND CLASSROOM MISCONDUCT

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

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination or to assign an "F" in the course.

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

DISCIPLINARY SANCTIONS

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

DISCIPLINARY PROCEDURES

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

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

COLLEGE PROCEDURES

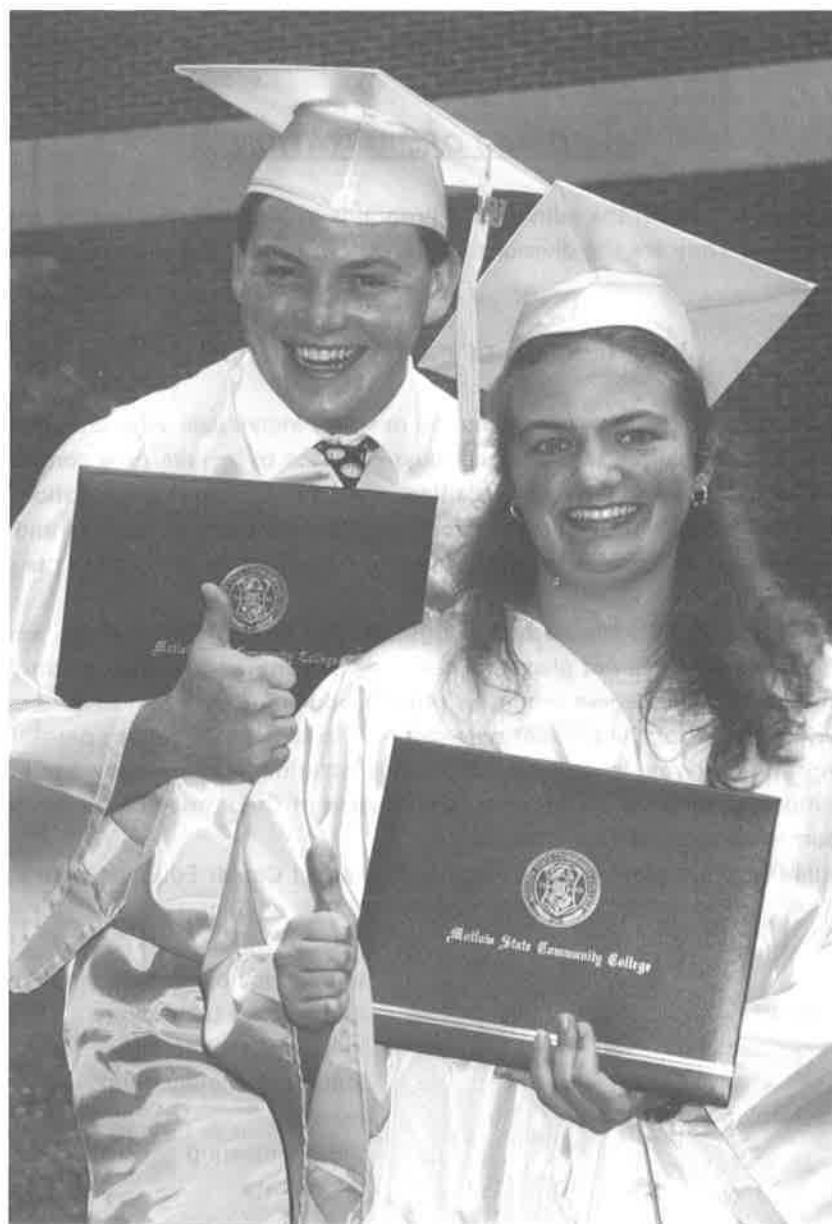
The student can elect to choose disposition by the Vice President for Student Affairs and Institutional Advancement or to be heard before the Student Affairs Committee.

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

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

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

SEXUAL, RACIAL, OR OTHER HARASSMENT. Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. Any student, applicant for employment, or employee who believes he or she has been subjected to harassment at Motlow College should present the charge to the Affirmative Action Officer in the Counseling Office.



ACADEMIC AFFAIRS

ACADEMIC AFFAIRS

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

ACADEMIC ORGANIZATION

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

THE DIVISION OF CAREER EDUCATION

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

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

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

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

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

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

THE DIVISION OF EXTENDED SERVICES

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

CREDIT PROGRAMS

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

OFF-CAMPUS LOCATIONS

MCMINNVILLE CENTER - 225 Cadillac Lane, McMinnville

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

FAYETTEVILLE SITE - Highway 64E, Fayetteville

Located on a beautiful 20-acre site 2.5 miles east of downtown Fayetteville, the 14,000 square foot instructional facility opened for classes in the fall of 1992. Construction of this million-dollar facility capstoned an initiative undertaken by Fayetteville-Lincoln county residents beginning in 1988.

MICRO CRAFT SITE - 207 Big Springs, Tullahoma

The college has implemented and equipped a Computer Integrated Manufacturing (CIM) Center located in space made available by Micro Craft, Inc., in Tullahoma. Both day and evening classes are available in engineering and industrial technology.

Additionally, classes are offered at the following locations:

Arnold Engineering Development Center Site	Administration & Engineering (A&E) Building, Arnold Air Force Base
Cannon County Site	Cannon County High School
La Vergne Site	La Vergne High School
Manchester Site	Coffee County Middle School
Sewanee	Walsh-Ellet Hall, University of the South
Shelbyville Site	Shelbyville Central High School
Sparta Site	White County High School
Winchester Site	Franklin County High School
UTSI Site	The University of Tennessee Space Institute

GENERAL INTEREST PROGRAMS

The overall goals of the general interest program at Motlow State Community College are to provide individuals with opportunity for lifelong learning through a variety of activities that will enable participants to lead a more enriched personal life and perform more effectively their civic, social, and economic responsibilities; and to provide opportunity for those considering a return to school.

GENERAL INTEREST COURSES

PERSONAL ENRICHMENT. Organized programs of study are offered for persons of all ages in the categories of art, business, communications, crafts, dancing, decorating, exercise, finance, food, health, hobbies, languages, photography, reading, self-improvement, and sports.

PERSONAL GROWTH AND DEVELOPMENT FOR YOUTH. A selection of general interest courses is scheduled for youth through the enrichment program, leisure courses, and recreational activities.

SENIOR CITIZENS AND DISABLED PERSONS. Persons who are residents of Tennessee and are sixty (60) years of age or older or disabled are allowed a 50% discount for general interest courses. This discount is allowed after the following conditions have been met.

1. The number of fee-paying students required by the instructor have been enrolled.
2. Space is available.
3. No regular fee-paying student will be denied access to the course due to the enrollment of persons who have not paid fees.

Please tell us if you are eligible for a discount when you register. Proof of age or disability must be provided if requested. **Do not send course fee with registration. You will be notified if space is available after the required number of fee-paying students have enrolled.** In some instances a materials fee may be charged by the instructor. Information about classes which are scheduled and enrollment procedures is available from the Director of General Interest Programs in the Division of Extended Services.

THE INDUSTRIAL AND BUSINESS INSTITUTE

The Industrial and Business Institute is actively involved in supporting the workforce development needs of business, industry, and government and enhancing the role of Motlow College as a partner in the economic and community development process within the eleven-county service area. The Institute functions as a liaison between business, industry, government, and education; and current training needs are continually being assessed through the input of advisory groups, interested industrial leaders, and program participants. Participants receive continuing education units, described below, which are nationally recognized for recording continuing education learning experiences and appropriate measures of inservice education and training. Opportunities are provided for management and professional development and for specific technological instruction.

MANAGEMENT AND PROFESSIONAL DEVELOPMENT. Short courses, seminars, and workshops are offered to strengthen connections between business, industry, government and education by responding to needs in the areas of total quality management, supervisory development, leadership skills, professional career enrichment, management development, communications, and consulting services.

SPECIFIC TECHNOLOGICAL COURSES AND WORKSHOPS. To better serve the business, industrial, and public sector in their efforts to improve productivity and stay on the leading edge of the rapidly changing technologies and advanced concepts, additional educational opportunities are offered that provide technical and scientific studies apart from or beyond degree sequences and to those needing to upgrade or update skills.

Human resource development is the key to success in business, industry, and government and the Institute strives to assist its stakeholders in moving toward a higher degree of excellence through lifelong learning.

THE CONTINUING EDUCATION UNIT (CEU)

The Continuing Education Unit (CEU) is awarded upon successful completion of certain courses or activities. The CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction."

Conditions for satisfactory completion: Participants must:

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

THE CROUCH LEARNING CENTER

The role of the Crouch Learning Center is to support the mission of Motlow College by providing high quality library and information services and resources to the students, faculty, and staff of the college and to the community it serves. As part of the Learning Center, libraries are maintained on the Moore County campus, at the McMinnville Center and at the Fayetteville Teaching Site. A book delivery system among the three libraries assures the availability of resources to Motlow students at all three locations.

The Crouch Learning Center, whose staff, resources and facilities on the Moore County campus are located on two floors on the north side of Morris Simon Hall, consists of the library and media services. The Library at the McMinnville Center is located in the adjacent Tennessee Technology Center. The Library at the Fayetteville Teaching Site is in the main classroom building. The heart of the Learning Center is its staff of librarians, media specialists and technical personnel whose aim is to create an inviting and supportive environment for learning.

The resources and services of the Learning Center are available to all residents of the Motlow service area. Members of the community who are not Motlow students may request a free Library User Card enabling them to use the Center's resources. All patrons are encouraged to become familiar with the rules and regulations of the Learning Center as stated in the handouts and as posted.

LIBRARY SERVICES

The Library makes current, world-wide information available to the Motlow community through its collection of over 50,000 print volumes and 500 periodical titles in print, microform and CD-ROM; through interlibrary loan service available to all users; and through online search services and Internet access. The computerized catalog, and magazine and newspaper indexes, two of which include full-text or full-image articles, make resources easily accessible. Also available are browsing collections of local newspapers, current periodicals, new books and paperbacks.

MEDIA SERVICES

Located on the second floor of the Crouch Learning Center, Media Services offers a wide variety of media formats and equipment for class assignments or personal enrichment. The media collection, totaling over 5,000 titles, includes audio cassettes, video cassettes, filmstrips, laser and compact discs. Assistance is available, if needed, in the use of all equipment. A campus communication system disseminates notices concerning student activities and MSCC information.

HOURS

During fall and spring semesters the Learning Center on the Moore County campus is open Monday through Thursday from 7:30 a.m. to 9:00 p.m.; Friday from 7:30 a.m. to 4:30 p.m.; Saturday from 9:00 a.m. to 3:00 p.m.; and Sunday from 1:00 to 4:00 p.m. The Learning Center at the McMinnville Center is open Monday through Thursday from 8:00 a.m. until 8:30 p.m. and Friday from 8:00 a.m. to 4:30 p.m. The Library at the Fayetteville Teaching Site is open Monday through Thursday from 7:30 a.m. to 8:00 p.m. and Friday from 7:30 a.m. to 12:00 noon. Hours for summer terms are announced and posted prior to the opening of summer term.

THE DIVISION OF LIBERAL ARTS

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

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

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

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

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

LITERARY JOURNAL

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

ACADEMIC INVENTORY

The scope of the academic program at Motlow State Community College provides the following alternatives for its students: (1) an associate degree program designed for transfer purposes, or (2) an associate degree program designed for immediate career application, or (3) a concentrated, short-term certificate program. For each program of study completed toward receiving either the Associate of Arts degree, the Associate of Science degree, or the Associate of Applied Science degree, a student will identify a major and will select, when applicable, an area of emphasis/concentration in that major. The following chart is an inventory of programs available.

Division	Major	Area of Emphasis	Degree	
Liberal Arts	University Parallel	Accounting	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Aerospace	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Agriculture	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Art	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Biology	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Business Administration	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Business Education/ Office Management	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Chemistry	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Communications	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Computer Science	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Economics	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	English	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	General Studies	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Geography	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Health & Physical Education	Associate of Science	(A.S.)
Liberal Arts	University Parallel	History	Associate of Arts Associate of Science	(A.A.) (A.S.)
Liberal Arts	University Parallel	Industrial Management	Associate of Science	(A.S.)
Liberal Arts	University Parallel	Information Systems	Associate of Science	(A.S.)

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

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

Division	Technical Certificate
Career Education	Electronics Certificate of Credit
Career Education	Microcomputer Software Applications Certificate of Credit
Career Education	Workforce Preparedness Certificate of Credit

UNIVERSITY PARALLEL MAJOR

At Motlow State Community College a student planning to transfer to a baccalaureate program may earn an Associate of Arts Degree or an Associate of Science Degree. The university parallel major in the associate degree program is the transfer program within which a student selects an area of emphasis. The General Studies area of emphasis provides students an opportunity to complete general education requirements before moving into specialized study. The specific areas of emphasis in the university parallel major are:

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

BUSINESS TECHNOLOGY MAJOR

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

GENERAL TECHNOLOGY MAJOR

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

NURSING MAJOR

Motlow State Community College offers a nursing major in a program leading to the Associate of Applied Science Degree. Upon completion of the program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may write the National Council Licensing Examination (NCLEX-RN) (formerly titled State Board Test Pool Examination) for licensure as a Registered Nurse. Eligibility is based upon graduation from an approved nursing school, payment of required fees, satisfactory completion of required application forms, and no evidence of reasons (for example, a criminal record) for the Board of Nursing to refuse to allow writing of the exam.

CERTIFICATE OF CREDIT PROGRAMS

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

OTHER EDUCATIONAL ACTIVITIES

In response to special needs of persons in its service area, Motlow College develops special credit courses or identifies special groups of courses designed to meet specific educational objectives without a degree or a certificate of credit. Among these are individual courses for emergency medical technology and a cluster of courses identified as the apprenticeship program.

EMERGENCY MEDICAL TECHNICIAN TRAINING

Training in this credit program can allow a student to become certified in Tennessee as a Basic Emergency Medical Technician. The training is sanctioned by the Tennessee Department of Public Health, Division of Emergency Medical Service. Upon successful completion of the training the student is eligible to sit for the certification examination administered by the Division of Emergency Medical Service. Courses have the EMT discipline code. For information about emergency medical technician training, contact the Dean of Career Education.

APPRENTICESHIP PROGRAM

The apprenticeship program is a group of courses designed to satisfy the 40-semester-credit-hours related studies requirement to obtain the journeyman's card in the machinists's trade from the U.S. Department of Labor after completing 8,000 hours of on-the-job training component must be negotiated between the student's employer and the U.S. Department of Labor. Most of the related studies courses are listed with an IAT discipline code. The addition of the Electronics Certificate of Credit program allows the student to progress from the apprenticeship program to the certificate program and then to the associate degree program if desired. For information about the apprenticeship program, contact the Dean of Career Education.

HEALTH INFORMATION TECHNOLOGY PROGRAM

Motlow State Community College (MSCC) and Volunteer State Community College (VSCC) have entered into an agreement whereby VSCC will offer its two-year Associate of Applied Science degree program in Health Information Technology to MSCC students. Students involved in this program may be concurrently enrolled at MSCC and VSCC, with all course work being completed on the MSCC Moore County (Main) campus. The VSCC program of study is accredited by the Committee on Allied Health Education and Accreditation in cooperation with the American Health Information Management Association, and is designed to prepare students for employment in the health care industry in maintaining health records in a wide variety of health care-related agencies. For more detailed information about the program, contact an academic advisor or refer to the Health Information Technology Program specified under the Business Technology Major.

COURT REPORTING PROGRAM

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

ACADEMIC POLICIES AND STANDARDS

ACADEMIC ADVISEMENT

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

Business, Computer Science, and Administrative Office Support
Education, Physical Education, and Social Science
Engineering and Industrial Technology
Humanities and General Studies
Mathematics and Science
Nursing

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

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

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

ACADEMIC PROGRAM OF STUDY

Each student is responsible for selecting an academic program of study at Motlow. Programs are defined in terms of a degree with a major and a concentration or area of emphasis, as applicable, or a certificate of credit. The Associate of Arts degree and the Associate of Science degree are earned with the university parallel major for transfer. The Associate of Applied Science degree is earned with a selection of a career major. The curriculum requirements for each of the programs of study which are available are outlined on pages 80 through 120. The student who plans to follow an area of emphasis in the university parallel major should secure a copy of the catalog of the institution to which he/she plans to transfer and use it in planning a program of study at Motlow. The selection early in a student's academic career of a curriculum designed to meet educational objectives will increase the satisfaction that student will realize from his/her educational experiences. Faculty advisors and counselors are prepared to assist students in program planning and course selection.

PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

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

PROGRESSION STANDARD FOR COMPLETING THE REMEDIAL AND DEVELOPMENTAL MATHEMATICS REQUIREMENT

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

STUDENT LOAD

For administrative purposes, an individual is considered to be a full-time student when enrolled for a minimum of twelve (12) semester hours credit. Sixteen (16) to seventeen (17) semester hours is the normal load of a student per semester. Nineteen (19) semester hours is the maximum load which a student may have without approval of the appropriate Dean. The maximum load for one semester which will be approved is 22 semester hours. Factors which are considered for approving enrollment for more than nineteen (19) semester hours include the classification of the student, the cumulative grade point average of the student, and the anticipated date of graduation.

STUDENT CLASSIFICATION

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

INTENT TO GRADUATE

Completing the Intent to Graduate process and participating in the graduation ceremony require that the student meet the following criteria.

1. **Complete all Remedial and Developmental and Fall 1989 Admissions requirements prior to spring semester in which he/she plans to participate in the graduation ceremony.**
2. **Be able to complete all program requirements described in the catalog of record by end of summer semester following the spring semester in which he/she plans to participate in the graduation ceremony.**
3. **Complete competency examinations.** All students are required to take tests designed to measure general education achievement. In addition, some students majoring in career programs may be required to take competency tests applicable to the chosen major for the purpose of evaluation of academic programs. Unless otherwise provided for in an individual program, no minimum score or level of achievement on these tests is required for graduation.
4. **Have a minimum 2.00 cumulative GPA in all collegiate-level courses attempted at the time the Intent to Graduate form is filed.**
5. **Complete and submit to the Office of Admissions and Records an Intent to Graduate form on or before the November 1 deadline.** (These forms are available in the Office of Admissions and Records and division offices.) Intent to Graduate forms submitted after the November 1 deadline will be subject to approval of the Vice President for Academic Affairs. Intent to Graduate forms for students who fail to complete all requirements by the end of summer term following spring graduation are VOID. Students MUST submit a new Intent to Graduate form prior to the stated deadline immediately prior to their next anticipated date of graduation.
6. **Pay the \$25.00 graduation fee to the Business Office each time the Intent to Graduate form is filed.** This non-refundable fee is required of all students who file an Intent to Graduate form regardless of participation in the graduation ceremony and is payable each time the Intent to Graduate form is submitted to the Office of Admissions and Records.

The graduation ceremony is held at the end of spring semester each year. Students who have completed all degree requirements and those who will complete degree requirements in the summer term of the current year will be allowed to participate in the graduation ceremony. Those who will not complete degree requirements until fall term must wait until the following spring to take part in the graduation ceremony. Transcripts for students who complete degree requirements will be appropriately posted following the term in which the degree requirements are completed.

INTENT TO RECEIVE A CERTIFICATE OF CREDIT

An Intent to Receive a Certificate of Credit form must be completed by November 1 in the fall semester before the certificate of credit is to be awarded in December, May or August of the current academic year. A student may obtain the form in the Office of Admissions and Records or in any division office. The completed form will indicate the certificate of credit to be received, the effective catalog year, and the projected date for completion of all program requirements. The student should verify the required information with the academic advisor and confirm with the advisor that all certificate of credit requirements will be met by the projected date of graduation. The completed form with the signature of the advisor is to be submitted to the Office of Admissions and Records by November 1 of the completion year. If a student does not finish the certificate of credit requirements during the year that the Intent form is filed, he/she should contact the Office of Admissions and Records during the term that requirements will be completed.

CATALOG SELECTION

Students are allowed to graduate or receive certificates of credit by the requirements of the catalog under which they entered, the catalog in effect when a change of major form is filed, or any subsequent catalog, provided the catalog containing the program being followed is not more than five years old based on the date of completion of graduation requirements. The 1997-98 catalog expires and cannot be used for graduation after August 2003.

GRADUATION REQUIREMENTS

To earn the Associate of Arts, the Associate of Science, or the Associate of Applied Science Degree at Motlow State Community College, students must do the following:

1. Complete curriculum requirements for the specific degree and major (and concentration or area of emphasis, if applicable) selected. No course or courses may be used to meet more than one requirement in a given program. These items apply to all programs completed for a degree:
 - a. Not fewer than 66 semester hours of college-level credit.
 - b. A minimum of the final 24 semester hours of course work completed in residence at Motlow State Community College.
 - c. A cumulative grade point average of not less than 2.00 ("C" average) for the degree program excluding all hours earned in remedial and developmental courses.
2. An Intent to Graduate form should be filed with the Office of Admissions and Records no later than November 1 by anyone who plans to receive a degree in December, May, or August of the current academic year.
3. A Cap and Gown form should be completed, and the \$25.00 graduation fee should be paid.
4. All students who plan to receive a degree are expected to participate in graduation exercises held in May of each year. Students who complete requirements by August should plan to participate in graduation the preceding May. Those who will not complete degree requirements until fall term must wait until the following spring to take part in the graduation ceremony. Exceptions to participation in the graduation ceremony must be requested in writing to the Vice President for Academic Affairs.

REQUIRED STUDENT ASSESSMENT AND PROGRAM EVALUATION

All graduating students are required to take the College Base test designed to measure general education achievement, and graduates of career programs are required to take competency tests applicable to the chosen major for the purpose of evaluation of the career program, as required by public policy. Unless otherwise provided for any individual program, no minimum score or level of achievement is required for graduation. Participation in testing is required for all graduating students. In order to comply fully with this provision, the student must authorize the release of his or her scores to Motlow College. Individual student scores will be treated as confidential.

CERTIFICATE OF CREDIT COMPLETION REQUIREMENTS

The student who receives a certificate of credit does not participate in graduation exercises. To receive a certificate of credit at Motlow State Community College, students must do the following:

1. All students must complete curriculum requirements for the specific certificate of credit program selected. A cumulative grade point average of not less than 2.00 ("C" average) is required excluding all hours earned in remedial and developmental courses.
2. An Intent to Receive a Certificate of Credit form should be filed with the Office of Admissions and Records no later than November if the program is to be completed by May, August, or December of that year.

AWARDING DEGREES OR CERTIFICATES OF CREDIT

When all graduation or certificate of credit requirements have been met by a student, the transcript will be posted to indicate that the degree has been awarded, and a diploma or certificate of credit will be issued. The date of the award will correspond to the term in which the student completed all requirements. Students in degree programs who participate in graduation exercises and subsequently complete all other requirements will receive diplomas following the term in which all requirements are met.

RECEIVING A SECOND ASSOCIATE DEGREE

A student who has completed the requirements for one associate degree may receive a second associate degree of a different designation (Associate of Arts, Associate of Science, or Associate of Applied Science) upon the completion of the curriculum prescribed for the second degree. The second degree provision applies only to the degree designation, Associate of Arts, Associate of Science, or Associate of Applied Science, not to additional majors or concentrations or areas of emphasis. The student will be governed by the provisions of the catalog in effect at the time work toward the second degree is initiated.

AWARDS AND HONORS

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

3.80 - 4.00	Summa Cum Laude
3.50 - 3.79	Magna Cum Laude
3.30 - 3.49	Cum Laude

DEAN'S LIST

The Dean's List each semester includes names of full-time students who have a 3.50--4.00 "college only" GPA for the semester.

HONOR ROLL

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

HONORS PROGRAM

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

Students who complete at least 15 hours of honors courses are recognized at Awards Day and in the graduation program. Completion of 12 semester hours in honors courses at Motlow will qualify a graduate for entry into upper division honors programs at some four-year institutions.

HONORS ENTRY REQUIREMENTS

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

COURSE REQUIREMENTS WAIVER AND SUBSTITUTION

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

INCOMPLETE COURSE WORK

The "I" for "incomplete" may be assigned by the course instructor, indicating that the student has not completed all course requirements because of illness or other circumstances beyond his/her control, especially those which may occur toward the close of the term. Failure to make up work or to turn in required work on time does not provide a basis for the "I" unless extenuating circumstances noted above exist. The following guidelines apply to removing an "I" from the academic record.

1. The deadline for students to complete and submit required work to the faculty member will be the time established for mid-term examinations in the semester following the term in which the "I" was received. An "I" in nursing courses must be removed by the end of the second week of the semester following the term in which the "I" was received. The mid-term examination schedule is given in the class schedule. Students who receive an "I" in the spring semester will observe the schedule for the following fall semester.
2. When required work has been submitted to the faculty member and no later than one week after the deadline for removing an "I," the faculty member will file a completed Change of Grade form in the Office of Admissions and Records. The grade change will be updated on the student file prior to semester grade processing.
3. Under extenuating circumstances a faculty member can request, by memorandum to the Director of Admissions and Records, an extension of the "I" without punitive effects on the student's cumulative grade point average. The extension will extend to the next semester's deadline.
4. If a faculty member does not submit a completed Change of Grade form or a request for an extension of an "I," the "I" will be replaced by an "F" to be computed into the grade point average.

IN PROGRESS GRADE

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

REPEATING A COURSE

A student may repeat a previously taken course in which he or she received a final grade of C or lower. Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the Vice President for Academic Affairs as an exception to the policy. A request for approval to repeat a course in which a B or higher was made should be submitted in writing to the Vice President for Academic Affairs prior to the term during which the course is to be repeated. A request must include the reasons for the request. A written response to the request will be sent to the student.

The grade received in repeating a course (other than "NC," or "W") is credited in the semester in which the course was repeated. To be effective in the cumulative grade point average (GPA) for the current term, a Repeat form for all courses being repeated must be filed in the Office of Admissions and Records no later than three weeks prior to the end of the semester in which the course is being repeated. Repeating a course will affect a student's academic record in the following ways:

1. Only the last grade received in repeating a course will be used in computing the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the grade received in the third attempt and all subsequent attempts will be used in computing the cumulative grade point average.
2. The hours attempted in repeating a course will be subtracted from the total hours attempted before dividing to compute the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the hours attempted in the third attempt and all subsequent attempts will be included in the total hours attempted before dividing to compute the cumulative grade point average.
3. The credit hours earned for a course will be included only one time in the cumulative hours earned no matter how many times the course is completed.
4. All grades received for a course will remain on a student's transcript. A notation is added to indicate that the course has been repeated. The information showing the grade received when the course was repeated is given in the report for the semester during which the course was re-repeated.

If a course is repeated and no completed Repeat form is submitted to the Office of Admissions and Records, appropriate reductions in cumulative hours earned will be made when the academic record is revised. In order to keep academic records up to date and avoid inflating cumulative hours earned, Repeat forms should be completed and submitted at the time of registration for a course being repeated.

GRADING SYSTEM

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

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

* This grade is not used for any remedial or developmental course.

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

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

***This grade is used only for remedial and developmental level courses.**

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

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

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

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

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

The "S" is used only for reporting a general interest community service course and indicates successful completion of that course and receipt of continuing education units.

The "W" is used when a student drops a class or withdraws from the college after the last day to be deleted from the roll and no later than ten weeks into the semester. The "W" is not used in computing the grade point average. There is no effect on hours attempted, hours earned, or quality points earned.

APPEAL OF A GRADE

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

ACADEMIC FRESH START

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

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

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

The academic standing of a student is expressed in terms of a cumulative grade point average (CGPA). When a course is completed, the number of grade points earned is determined by multiplying the credit hours earned for that course by the grade points assigned to the letter grade earned. The cumulative grade point average is determined by dividing the total number of grade points earned by the total number of credit hours which the student attempted except for credit hours in courses from which the student withdraws in good standing or for courses in which the student received grades which are not considered when determining the CGPA. Credit hours and grades which are not used in computing the CGPA include (1) hours attempted in a repeated course, provided the number of repeats does not exceed two (see page 69 for information about repeating a course), (2) hours attempted in a course for which the grade "I" is in effect, and (3) hours attempted in a course for which the grade "IP" is in effect.

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

Example:

3 hrs. course completed with grade A:	3 x 4	=	12	grade points earned
5 hrs. course completed with grade C:	5 x 2	=	10	grade points earned
1 hr. course completed with grade B:	1 x 3	=	3	grade points earned
4 hrs. course completed with grade B:	4 x 3	=	12	grade points earned
3 hrs. course completed with grade F:	3 x 0	=	0	grade points earned
16 hours completed			37	grade points earned

In the example given: GPA = 37 divided by 16 = 2.31 (no hours repeated)

With the exclusions described above, two pairs of grade point averages are calculated: (1) a "college only" GPA--a cumulative GPA and term GPA comprised only of hours taken in courses numbered 100 and above and (2) a "combined" GPA--a cumulative GPA and term GPA comprised of both hours taken in courses numbered 100 and above and hours taken in Remedial/Developmental courses. Each of these averages is used in the following manner:

The "college only" GPA is used in

- (1) calculating the required cumulative GPA for graduation,
- (2) determining graduation honors, and
- (3) determining term honors.

The "combined" GPA is used in

- (1) determining suspension and probation,
- (2) determining financial aid eligibility,
- (3) determining athletic eligibility.

RETENTION STANDARDS**ASSOCIATE DEGREE PROGRAMS**

The minimum cumulative "college only" grade point average required to achieve the associate degree or receive a certificate of credit is 2.0.

In order to establish a measure of academic standing, a table of minimum retention standards has been established. The table below describes minimum retention standards in terms of the minimum cumulative "combined" grade point average required for the credit hours attempted and is designed to serve as a guide to students who fall below the 2.00 cumulative "combined" grade point average.

A student who fails during any term to attain a cumulative "combined" grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next time of enrollment, a student on academic probation who has failed to attain either a cumulative "combined" grade point average at or above the cumulative standard given in the table or a 2.00 "combined" grade point average for that term will be suspended.

Semester Hours Attempted	Minimum Cumulative GPA
00.1 - 14.0	1.0
14.1 - 26.0	1.4
26.1 - 40.0	1.7
40.1 - 48.0	1.8
48.1 - 56.0	1.9
56.1 - and above	2.0

CERTIFICATE OF CREDIT PROGRAMS

The minimum cumulative "college only" grade point average required to receive a Certificate of Credit is 2.0. The table below describes minimum retention standards for Certificate of Credit programs in terms of the minimum cumulative "combined" grade point average required for credit hours attempted.

A student who fails during any term to attain a cumulative "combined" grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next time of enrollment, a student on academic probation who has failed to attain either a cumulative "combined" grade point average at or above the cumulative standard given in the table or a 2.0 "combined" grade point average for that term will be suspended.

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

ACADEMIC PROBATION AND SUSPENSION

A student who fails during any term to attain a cumulative "combined" grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next term of enrollment, a student on academic probation who has failed to attain either a cumulative "combined" grade point average at or above the cumulative standard given in the table or a 2.00 "combined" grade point average for that term will be suspended.

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

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

Transfer students will be subject to Motlow retention standards for admission or readmission to Motlow. A transfer student must be eligible to reenter the school from which he/she is transferring. A transfer student whose cumulative grade point average at the time of entry into Motlow is below Motlow's cumulative standard for the semester hours attempted will enter on a probationary basis.

Students who are being admitted or readmitted to Motlow after having been suspended will enter on a probationary basis.

APPEAL OF ACADEMIC SUSPENSION

A student who is suspended from Motlow College or another institution for academic reasons may appeal his or her suspension to the Student Affairs Committee if he or she feels there are extenuating circumstances or hardships which have contributed to his or her suspension. A student who is allowed to re-enter college through this appeal process may be advised to reduce his or her load, repeat certain courses, or change program of study. The student will continue on academic probation.

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

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

ACADEMIC SCHEDULE

Motlow State Community College operates on the semester system. There are three academic semesters: fall, spring, and summer. The projected calendar for each term of the 1997-98 academic year appears at the front of this catalog. The calendar for each term is confirmed in the Schedule of Classes when published. The credit granted each course generally corresponds to the number of hours (50 minutes lecture time = 1 class hour) a class meets each week. Activities such as laboratory courses and physical education courses may require more than one hour for each credit hour.

CLASS SCHEDULE AND SCHEDULE ADDENDUM

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

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

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

CLASS CANCELLATION

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

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

DISCIPLINE CODES

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

Discipline Codes--Division of Career Education

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

Discipline Codes--Division of Liberal Arts

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

ACADEMIC ASSESSMENT AND PLACEMENT PROGRAM

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

ASSESSMENT AND PLACEMENT PROCEDURES

The provisions for assessment and placement apply to all degree-seeking applicants, some returning/re-admit students, and special students for credit. Additionally, other students enrolling in English or mathematics for the first time are subject to assessment/placement requirements in the applicable discipline. Listed below are applicant categories subject to assessment/placement provisions.

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

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

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

ACADEMIC ASSESSMENT AND PLACEMENT PROGRAM (AAPP) TEST

The Academic Assessment and Placement Program (AAPP) test has three major components designed to measure student readiness for college. The three components are writing, reading comprehension, and mathematics. The writing component requires a student to write an essay which measures his/her ability to use standard written English. The reading comprehension test is designed to measure a student's ability to understand what he/she reads. This component assesses the student's ability to (1) identify word and/or phrase meaning, (2) understand literal and interpretative meaning, and (3) understand assumptions, opinions, and tone. The mathematics test measures a student's ability to solve problems in basic arithmetic, elementary algebra, and intermediate algebra. A student will take only those portions of the mathematics test for which he/she has formal preparation in high school mathematics.

The AAPP test is not a pass/fail test. The results do not determine whether or not a student is admitted to college. Instead, test results are used to determine courses best suited to students' levels of readiness. Each test component has a separate score which determines student placement into related courses.

Except for extenuating circumstances, the AAPP test may not be taken more than once. Under no circumstances will a student be retested within ninety (90) days of his previous test. A student who takes the test but who does not immediately enroll will not be re-tested unless ninety (90) days have lapsed. A student may not re-take the test or any portion of the test if he/she has enrolled in a remedial or developmental course to remove prerequisite requirements. A student who transfers to other Tennessee Board of Regents institutions may have his/her test results forwarded. Additionally, test results are included in student transcript information sent to other TBR institutions.

The AAPP test is given on a regular basis throughout the year at Motlow. Special arrangements and accommodations are available for students who require other than standard conditions for taking the test. There is no fee for taking the AAPP test. The Director of Remedial and Developmental Studies should be contacted for information about the AAPP test and test dates.

REMEDIAL AND DEVELOPMENTAL STUDIES

A complementary component of AAPP testing is a comprehensive program of remedial and developmental studies courses in writing, mathematics, reading, and study skills. These courses are designed to assist students who need preparation for college-level work. Remedial and developmental studies courses provide learning experiences which help students succeed in their college level courses.

REMEDIAL COURSES

Remedial studies is a program of instruction that leads to proficiency in the Basic Skills Objectives defined by the Tennessee State Department of Education as mastery objectives for the Tennessee Proficiency Test. Applicants who are placed in remedial studies will be admitted to the college on a controlled admissions basis and will be required to complete appropriate remedial courses. Following completion of required remedial courses, a student is required to complete successfully all corresponding developmental courses before enrollment in college-level courses. Remedial courses may not be taken for audit. Descriptions of remedial courses are given on page 158.

DEVELOPMENTAL COURSES

Developmental studies is a program of instruction designed to provide the student a level of proficiency in the Basic Academic Competencies described by the Educational Equality Project of the College Board as required for successful pursuit of college studies. Applicants who are placed in developmental studies will be admitted to the college on a controlled admission basis. Applicants who are found to be deficient in a basic academic competency at the level of developmental studies may not be enrolled in a regular college-level course which requires that competency as a prerequisite until the exit criteria of the appropriate developmental studies course have been met. Developmental courses may not be taken for audit. Descriptions of developmental courses are given on page 157.

POLICIES OF REMEDIAL AND DEVELOPMENTAL STUDIES

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

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

Student Failure and Suspension. A grade of "C" or better is necessary for students to complete successfully remedial or developmental level courses and progress to the next higher course. Students who earn grades lower than "C" in a remedial or developmental course must repeat the course for a second attempt. Students who earn a grade less than "C" following a second attempt of a remedial or developmental course are suspended from the college for one academic term. When suspension occurs at the end of the spring term, students are not eligible to re-enroll until the following spring term of the next academic year. Following a third unsuccessful attempt at the same course, students will be suspended for one academic year. Students may appeal their suspensions through existing channels provided by the Student Affairs Committee (see page 72).

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

Grade Assignments. Letter grades assigned to remedial and developmental courses are: A, B, C, F and W (withdrawal). Incomplete grades are awarded only under extenuating circumstances. Any assigned grade lower than a "C" (W or F) constitutes a course attempt (see Student Failure and Suspension above). Students are not permitted to audit remedial or developmental courses. An In Progress (IP) grade may be assigned to a student's grade report when a student 1) has not previously been assigned an IP grade in the course for which the IP grade is being considered, 2) has not withdrawn (W) from the college or course for which the IP grade is being considered, 3) has not previously failed the course for which the IP grade is being considered, 4) has put forth his or her best effort to pass the course, 5) has a strong likelihood of passing the course during the next attempt, 6) has regular attendance in the course throughout the term. Students who receive an "IP" must repeat the course in the following semester or the "IP" reverts to an "F." Students who receive an "IP" in the spring semester will observe the schedule for the following fall semester.

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

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

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

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

INTERINSTITUTIONAL ARTICULATION

The Tennessee Board of Regents has established guidelines to provide for collegiate articulation between community colleges and universities in the State University and Community College System of Tennessee. The guidelines are intended to promote the orderly progress of students who transfer from the community colleges to baccalaureate degree programs in the universities, while protecting the integrity of the university and community college programs.

The contact person at Motlow State Community College for transfer student advisement and for interinstitutional articulation is the Director of Admissions and Records. Applications, catalogs, and course equivalency information from many Tennessee colleges and universities are available in the Counseling office. Faculty advisors also have information to assist students in making decisions related to academic programs of study designed to transfer.

The programs designed for transfer are identified under the University Parallel Major with a variety of areas of emphases. Career technology programs and certificate of credit programs are designed for students who do not intend to transfer to a baccalaureate degree program. This information is indicated for each of the career programs.

When a transfer student has satisfactorily completed an associate degree designed for transfer to a university in the Tennessee Board of Regents System, with an area of emphasis which corresponds to the degree major to be pursued at the university, the university shall grant credit toward completion of the baccalaureate degree for all courses completed for the associate degree, subject to the provisions of the next paragraph, provided that credit need not be granted for any course which would not be acceptable by the university for its native students. When a transfer student has been awarded an associate degree not designed for transfer purposes, each university shall accept those level one (freshman and sophomore) courses completed at a community college which have been determined to be equivalent to level one courses offered by the university, as creditable toward completion of relevant requirements for degree programs at the university, to the same extent that the courses would be creditable toward completion of the degree programs by the university's native students with the same degree major.

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

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



PROGRAMS OF STUDY--CORE CURRICULA

The programs of study leading to the associate degree at Motlow State Community College are outlined on pages 80 to 120. Courses listed first in each program correspond to the general education core curriculum for either the transfer programs or for the career programs. Because the general education requirements in the programs of study are very similar, students can change from one program to another without undue penalty and hardship. The university parallel (transfer) general education core is for students planning to transfer to four-year institutions following graduation from Motlow State Community College. The career technology (non-transfer) core is for students planning immediate employment upon graduation.

UNIVERSITY PARALLEL (TRANSFER) CORE CURRICULUM**General Education**

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

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

CAREER TECHNOLOGY (NON-TRANSFER) CORE CURRICULUM**General Education**

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

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

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

GENERAL EDUCATION

Through the structure of its general educational curriculum, Motlow State Community College seeks to provide experiences designed to prepare students for responsible citizenship; for productive, wholesome, and creative participation in life activities; and for intelligent decision making. The objectives of the general education program at Motlow are to provide learning experiences which will lead students to:

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

**TENNESSEE BOARD OF REGENTS
MINIMUM DEGREE REQUIREMENTS**

DEGREES DESIGNED FOR TRANSFER

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

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

DEGREES NOT DESIGNED FOR TRANSFER

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

1. All components of requirements for associate degrees designed primarily for immediate employment should be outcome oriented.
2. The degree major for associate degree career programs shall require a minimum of 64 semester credit hours.
3. The technical specialty component of the career degree major shall consist of a minimum of 32 semester credit hours.
4. The requirements for a basic core of general education courses for career degrees shall consist of a minimum of 16 semester credit hours including a minimum of one course in each of the following areas:
 - a. oral communications
 - b. written communications
 - c. mathematics
 - d. humanities or fine arts
 - e. social or behavioral sciences
 - f. natural sciences (or an additional mathematics course)
5. Although open admission to the institution for all adults is a cardinal characteristic of TBR community colleges, the institution may set minimum admission requirements for career degree programs.
6. Credit hours earned in developmental or remedial courses cannot be used to satisfy the minimum 64 semester credit hours requirement.

*All courses in the disciplines of anthropology, art, and music, and selected courses in communications (COM 108, COM 202, and COM 203) have been identified at Motlow State Community College to meet the Humanities requirements established by the Tennessee Board of Regents.

**See page 37 for information about credit for military service time.

UNIVERSITY PARALLEL MAJOR

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

ACCOUNTING AREA OF EMPHASIS

University Parallel Major

Associate of Science Degree

Courses Credit hrs.

GENERAL EDUCATION

ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS, or COM 108, 202, or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 131, 133	6
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ACT 231, 232	6
BUS 121	3
BUS 241	3
BIT 125	3
ECO 201, 202	6
General Electives	3

69 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

AEROSPACE AREA OF EMPHASIS

University Parallel Major

Associate of Science Degree

Courses Credit hrs.

GENERAL EDUCATION

ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
CHE 101	4
PHY 211, 212	8
MAT 141, 162	6
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ACT 231	3
ECO 201	3
ERG 101	3
IAT 120	3
PSY 131	3
General Electives	2

66 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

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

AGRICULTURE AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202, or 203	3
HIS 211, 212	6
BIO 141, 142	8
MAT 131 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
AGR 101, 102, 234	9
CHE 101, 102	8
ECO 201	3
ACT 231	3
General Electives	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68-70 hrs.	

ART AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or 203 or 204	3	ENG 202 or 203 or 204	3
Humanities elective from ART, MUS or COM 108, 202 or 203	3	Humanities elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6	HIS 211,212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
*BIT 115	3	*BIT 115	3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
ART 104, 105	6	ART 104, 105	6
ART 111, 121, 231, 241	12	ART 111, 121, 231, 241	12
One year sequence in a foreign language	6	General Electives	4-6
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 66-68 hrs.		<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 66 hrs.	

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

BIOLOGY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ART, MUS or COM 108, 202, or 203	3
HIS 211, 212	6
BIO 141, 142	8
MAT 141	3
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

BIO 271, 272	8
CHE 101, 102	8
Elective from ART, COM, MUS	3
General Electives	0-1
One year sequence in a foreign language	6

67 hrs.

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
BIO 141, 142	8
MAT 141	3
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

BIO 271, 272	8
BIO 231	4
CHE 101, 102	8
MAT 162	3
General Electives	1-3

66-68 hrs.

BUSINESS ADMINISTRATION AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 131, 133	6
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ACT 231, 232	6
BUS 121, 241	6
BIT 125	3
ECO 201, 202	6
**General Electives	3

69 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

**Recommended elective: BIT 126

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

BUSINESS EDUCATION/OFFICE MANAGEMENT AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
ART 101 or MUS 105	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 141	3
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
ACT 231, 232	6
BUS 121	3
BUS 241	3
ECO 201, 202	6
*AOS 102	4
General Electives	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 66 hrs.	

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

CHEMISTRY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or 203 or 204	3	ENG 202 or 203 or 204	3
Humanities Elective from ART, MUS or COM 108, 202 or 203	3	Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6	HIS 211, 212	6
CHE 101, 102	8	CHE 101, 102	8
**MAT 251	5	**MAT 251	5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
*BIT 115	3	*BIT 115	3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
CHE 231, 232	8	CHE 231, 232	8
Elective from ART, COM, MUS	3	MAT 252, 253	10
General Electives	5	General Electives	4
One year sequence in a foreign language	6	<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 66 hrs.	
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 66 hrs.			

*Keyboarding skills are required; BIT 100 or a previous typing course is a prerequisite for BIT 115 and AOS 102.

**MAT 161 and MAT 162 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and individual advisors.

COMMUNICATIONS AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

**COM 111, 112, 113	9
COM Electives	3
General Electives	4-6
One year sequence in a foreign language	6

AREA OF EMPHASIS REQUIREMENTS

**COM 111, 112, 113	9
COM Electives	6
General Electives	7-9

66 hrs.

66 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

**COM 112 requires the completion of BIT 100 and/or the ability to type 35-40 words per minute.

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

COMPUTER SCIENCE AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202, or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 140	4
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

CST 132	3
CST 240, 245	6
CST 250	3
MAT 252, 253	10
General Electives	3

70 hrs.

*MAT 161 and MAT 162 are required courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 140. BIT 100 or previous typing course is a prerequisite or corequisite for CST 140.

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

EARLY CHILDHOOD EDUCATION AREA OF EMPHASIS
 University Parallel Major
 (See Interdisciplinary Studies, pages 90-93)

ECONOMICS AREA OF EMPHASIS
 University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or 203 or 204	3	ENG 202 or 203 or 204	3
Humanities Elective from ART, MUS or COM 108, 202, or 203	3	Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 131, 133	6	MAT 131, 133	6
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
*BIT 115	3	*BIT 115	3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
ECO 201, 202	6	ACT 231, 232	6
Elective from ART, COM, MUS	3	BUS 121	3
BUS 241	3	BUS 241	3
General Electives	3	ECO 201, 202	6
One year sequence in foreign language	6	General Electives	3
	66 hrs.		66 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

ELEMENTARY EDUCATION AREA OF EMPHASIS
 University Parallel Major
 (See Interdisciplinary Studies, pages 90-93)

ENGLISH AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 203	3
ART 101	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ENG 202 or 204	3
MUS 105	3
Electives from ART, MUS and COM 108, 202 or 203 (excluding ART 101 and MUS 105)	6
General Electives	4-6
One year sequence in a foreign language	6

66 hrs.

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 203	3
ART 101	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ENG 202 or 204	3
MUS 105	3
Electives from ART, MUS and COM 108, 202 or 203 (excluding ART 101 and MUS 105)	6
General Electives	10-12

66 hrs.

GENERAL STUDIES AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
#*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

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

66 hrs.

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202, or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
#*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

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

66 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

**Students planning on pursuing licensure in secondary education should take EDU 111 and EDU 211 to fulfill or partially fulfill this requirement.

#Students planning on pursuing licensure in secondary education should take EDU 115 to fulfill this requirement.

GEOGRAPHY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or 203 or 204	3	ENG 202 or 203 or 204	3
Humanities Elective from ART, MUS or COM 108, 202 or 203	3	Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6	HIS 211, 212	6
BIO 141, 142	8	BIO 141, 142	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
*BIT 115	3	*BIT 115	3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
GGY 101, 201	6	GGY 101, 201	6
GEO 120	4	GEO 120	4
General Electives	6-8	General Electives	12-14
One year sequence in a foreign language	6		
	66 hrs.		66 hrs.

HEALTH AND PHYSICAL EDUCATION AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
BIO 141, 142	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
Two courses from the following	
HED 211, 212, HED/PED 234	6
PED 200, 241	6
PSY 131	3
EDU 111, 211	6
Elective from the following: PED 207, 208, 212	3
PED Activities	2
	68-70 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

HISTORY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

HIS 111, 112	6
Electives from ECO, GGY, PSY, or SOC	6
POL 111, 112	6
One year sequence in a foreign language	6

66 - 68 hrs.

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

HIS 111, 112	6
Electives from ECO, GGY, PSY, or SOC	6
POL 111, 112	6
General Electives	4-6

66 hrs.

INDUSTRIAL MANAGEMENT AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 141, 162	6
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

BUS 241	3
ECO 201, 202	6
ERG 101	3
IMT 115, 153, 183	9
General Electives	2

68 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

INFORMATION SYSTEMS AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses Credit hrs.

GENERAL EDUCATION

ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
*MAT 131, 133	6
PED Activities	2
COM 101	3
**BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

ACT 231, 232	6
BUS 241	3
CST 221	4
ECO 201, 202	6
General Electives	3

67 hrs.

*Consult advisor concerning mathematics requirements at transferring institutions.

**Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

INTERDISCIPLINARY STUDIES
(formerly Elementary Education and
Secondary Education)

ELEMENTARY EDUCATION:

Students who plan to transfer to a university and pursue licensure in elementary education should follow the Interdisciplinary Studies Area of Emphasis described on pages 90-93. Numerous curricular changes have been implemented in licensure requirements for teaching in the elementary grades in the state of Tennessee. The new policy requirements are applicable to the fall freshman class of 1990 and to any student who completes a baccalaureate degree in May 1994 or later. The curricular formats listed on pages 90-93 reflect the elementary education programs in effect at Middle Tennessee State University and Tennessee Technological University; students who plan to pursue licensure in Elementary Education at either of these two universities should follow the curriculum noted for the emphasis indicated. Students planning to transfer to other universities and pursue licensure in Elementary Education should conform their programs of study to curricula in effect at those institutions. Information is available in the office of the Dean of Liberal Arts.

SECONDARY EDUCATION:

Students who plan to pursue licensure in Secondary Education (grades 7-12) should follow the General Studies Area of Emphasis, page 87. The student should tailor courses as necessary to meet the requirements of the four-year institution he or she expects to attend. The student is encouraged to determine a certifiable area of interest and pursue appropriate courses in this field at Motlow State Community College. Information concerning certifiable areas is available in the office of the Dean of Liberal Arts.

INTERDISCIPLINARY STUDIES AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Early Childhood Education, Prekindergarten-3 Emphasis
Middle Tennessee State University

Courses Credit hrs.

GENERAL EDUCATION

ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
ART 101 or MUS 105	3
HIS 211, 212	6
BIO 100, GEO 120, PHY 101	12
MAT 123, 124	6
PED Activities	2
COM 101	3
EDU 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

EDU 111, 211	6
ART 104	3
ART 111	3
GGY 201	3
HED 212	3
SOC 220	3

70 hrs.

Associate of Science Degree

Elementary Education, K-4 Emphasis
Middle Tennessee State University

Courses Credit hrs.

GENERAL EDUCATION

ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
ART 101 or MUS 105	3
HIS 211, 212	6
BIO 100, GEO 120, PHY 101	12
MAT 123, 124	6
PED Activities	2
COM 101	3
EDU 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

EDU 111, 211	6
ART 104	3
MUS 252	3
Two courses from the following:	
GGY 201, HIS 261, or POL 112	6
PED 241	3

70 hrs.

INTERDISCIPLINARY STUDIES (cont.)

Associate of Science Degree

Elementary Education, 5-8 Emphasis
Middle Tennessee State University

Courses Credit hrs.

GENERAL EDUCATION

Credit hrs.

ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
ART 101 or MUS 105	3
HIS 211, 212	6
BIO 100, GEO 120, PHY 101	12
MAT 123, 124	6
PED Activities	2
COM 101	3
EDU 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

EDU 111, 211	6
ART 104	3
PED 241	3
MUS 252	3
HED 212	3
General Electives	3

70 hrs.

Associate of Science Degree

Elementary Education, K-8 Emphasis
Tennessee Technological University

Courses Credit hrs.

GENERAL EDUCATION

ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
ART 101 or MUS 105	3
HIS 211, 212	6
BIO 100, GEO 120, PHY 101	12
Two courses from the following:	
MAT 123, 124, or 126	6
PED Activities	2
COM 101	3
EDU 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

EDU 111, 211	6
PSY 131	3
SOC 211	3
PED 241	3
HED 212	3
General Electives	3

70 hrs.

INTERDISCIPLINARY STUDIES (cont.)

Associate of Science Degree

Elementary Education, 1-8 Emphasis
Tennessee Technological University

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
ART 101 or MUS 105	3
HIS 211, 212	6
BIO 100, GEO 120, PHY 101	12
Two courses from the following:	
MAT 123, 124, or 126	6
PED Activities	2
COM 101	3
EDU 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

EDU 111, 211	6
PED 241	3
GGY 201	3
HED 212	3
SOC 211	3
POL 111	3

70 hrs.

MATHEMATICS AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or 203 or 204	3	ENG 202 or 203 or 204	3
Humanities Elective from ART, MUS or COM 108, 202 or 203	3	Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
*MAT 251	5	*MAT 251	5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
One course from the following:		One course from the following:	
**CST 130, 132, 140, 245, 265	3-4	**CST 130, 132, 140, 245, 265	3-4
IDS 101	2	IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

MAT 252, 253, 273	13
Elective form ART, COM, MUS	3
**General Electives	3
One year sequence in a foreign language	6

69-70 hrs.

AREA OF EMPHASIS REQUIREMENTS

MAT 252, 253, 273	13
General Electives	9

66-67 hrs.

*MAT 161 and MAT 162 are required courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 140. BIT 100 or previous typing course is a prerequisite or corequisite for CST 140.

***Suggested electives are MAT 155 and MAT 255.

PHYSICS AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or 203 or 204	3	ENG 202 or 203 or 204	3
Humanities Electives from ART, MUS or COM 108, 202 or 203	3	Humanities Electives from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6	HIS 211, 212	6
CHE 101, 102	8	CHE 101, 102	8
*MAT 251	5	*MAT 251	5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
**BIT 115	3	**BIT 115	3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
MAT 252, 253	10	MAT 252, 253, 273	13
PHY 231, 232	8	PHY 231, 232	8
One year sequence in a foreign language	6	General Electives	3
68 hrs.		68 hrs.	

*MAT 161 and 162 are required courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

POLITICAL SCIENCE AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or 203 or 204	3	ENG 202 or 203 or 204	3
Humanities Electives from ART, MUS or COM 108, 202 or 203	3	Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
**BIT 115	3	**BIT 115	3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
POL 111, 112	6	HIS 111, 112	6
Electives from ART, COM, or MUS	3	POL 111, 112	6
General Electives	7-9	General Electives	10-12
One year sequence in a foreign language	6		
66 hrs.		66 hrs.	

**Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

PRE-DENTAL AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
BIO 141, 142	8
*MAT 251	5
PED Activities	2
COM 101	3
**BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

CHE 101, 102	8
BIO 231	4
PHY 211, 212	8
One year sequence in a foreign language	6

69 hrs.

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
BIO, 141, 142	8
*MAT 251	5
PED Activities	2
COM 101	3
**BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

CHE 101, 102	8
CHE 231, 232	8
BIO 231	4
PHY 211, 212	8

71 hrs.

*MAT 161 and 162 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

PRE-ENGINEERING AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Track 1
Board of Regents System

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
ART 101 or MUS 105	3
HIS 211, 212	6
CHE 101	4
PHY 231, 232	8
**MAT 251	5
PED Activities	2
COM 101	3
CST 132	3

AREA OF EMPHASIS REQUIREMENTS

ERG 101, 201, 252, 253	12
MAT 252, 253, 273	13

71 hrs.

Track 2*
University of Tennessee at Chattanooga (UTC)

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201, 203 or 204	6
ART 101 or MUS 105	3
HIS 111, 112	6
ECO 201, 202	6
PHY 231, 232	8
CHE 101	4
**MAT 251	5
PED Activities	2
CST 132	3

AREA OF EMPHASIS REQUIREMENTS

ERG 101, 201, 252, 253	12
MAT 252, 253, 273	13

74 hrs.

*UTC is offering the junior and senior level courses for the Bachelor of Science in Engineering (B.S.E.) degree at the University of Tennessee Space Institute (UTSI) in Tullahoma. The courses listed have been approved by UTC for transfer into the B.S.E. program. In addition, students may complete ERG 210 and ERG 211 for transfer to UTC.

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

**MAT 161 and 162 are required for courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

PRE-LAW AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
ECO 201, 202	6
POL 111, 112	6
General Electives	4-6
One year sequence in a foreign language	6
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 66 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
ECO 201, 202	6
POL 111, 112	6
PSY and/or SOC Electives	6
General Electives	4-6
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 66 hrs.	

PRE-MEDICAL AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
BIO 141, 142	8
**MAT 251	5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
CHE 101, 102	8
BIO 231	4
PHY 211, 212	8
One year sequence in a foreign language	6
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 69 hrs.	

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
BIO 141, 142	8
**MAT 251	5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
CHE 101, 102	8
CHE 231, 232	8
BIO 231	4
PHY 211, 212	8
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 71 hrs.	

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

**MAT 161 and 162 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

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

PRE-NURSING AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
BIO 141 and CHE 101	8
MAT 141	3
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
BIO 231, 271, 272	12
BUS 241	3
PSY 131 and PSY 132 or PSY 212	6
SOC 211, 212	6
	69 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

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

PRE-OPTOMETRY AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
BIO 141, 142	8
*MAT 251	5
PED Activities	2
COM 101	3
**BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
BIO 231	4
CHE 101, 102, 231, 232	16
PHY 211, 212	8
	71 hrs.

*MAT 161 and MAT 162 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202, or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
BIO 141, 142	8
*MAT 251	5
PED Activities	2
COM 101	3
**BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
ACT 231	3
CHE 101, 102, 231, 232	16
PHY 211, 212	8
	71 hrs.

*MAT 161 and MAT 162 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

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

PRE-PHYSICAL THERAPY AREA OF EMPHASIS
 University Parallel Major
 Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202, or 203	3
HIS 211, 212	6
BIO 141, 142	8
MAT 141	3
PED Activities	2
**BIT 115	3
COM 101	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
CHE 101, 102	8
BIO 271, 272	8
PSY 131, 132	6
PHY 211, 212	8
	72 hrs.

**Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

PRE-VETERINARY MEDICINE AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202, or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
BIO 141, 142	8
MAT 131, 133	6
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

AGR 101, 102	6
CHE 101, 102	8
PHY 211, 212	8
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 67 hrs.	

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

PSYCHOLOGY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 141 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Electives from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 141 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

PSY 131, 132, 212, 290	12
Electives from ART, COM, MUS	3
General Electives	1-3
One year sequence in a foreign language	6
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 66 hrs.	

AREA OF EMPHASIS REQUIREMENTS

PSY 131, 132, 212, 290	12
General Electives	10-12
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 66 hrs.	

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

100 ACADEMIC AFFAIRS

RECREATION AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS of COM 108, 202 or 203	3
HIS 211, 212	6
BIO 141, 142	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2
AREA OF EMPHASIS REQUIREMENTS	
HED 211, 212	6
PED 200, 212, 234	9
PED Activities	2
General Electives	5-7

66 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

SECONDARY EDUCATION AREA OF EMPHASIS

University Parallel Major

(See Interdisciplinary Studies, page 87 and
General Studies Area of Emphasis, page 84)

SOCIAL SCIENCE AREA OF EMPHASIS

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or 203 or 204	3	ENG 202 or 203 or 204	3
Humanities Elective from ART, MUS or COM 108, 202 or 203	3	Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
*BIT 115	3	*BIT 115	3
IDS 101	2	IDS 101	2
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
Three of the following 6-hour sequences	18	Three of the following 6-hour sequences	18
ECO 201, 202; POL 111, 112; PSY 131, 132; SOC 211, 212		ECO 201, 202; POL 111, 112; PSY 131, 132; SOC 211, 212	
One year sequence in a foreign language	6	General Electives	4-6
66-68 hrs.		66 hrs.	

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

SOCIAL WORK AREA OF EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203 or 204	3
Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
*BIT 115	3
IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

PSY 131, 132, 212	9
SOC 211, 212, 220, 257	12
General Electives	1-3

66 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

SOCIOLOGY AREA OF EMPHASIS
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or 203 or 204	3	ENG 202 or 203 or 204	3
Humanities Elective from ART, MUS or COM 108, 202 or 203	3	Humanities Elective from ANT, ART, MUS or COM 108, 202 or 203	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
*BIT 115	3	*BIT 115	3
IDS 101	2	IDS 101	2

AREA OF EMPHASIS REQUIREMENTS

AREA OF EMPHASIS REQUIREMENTS

SOC 211, 212, 220	9	SOC 211, 212, 220	9
PSY 131, 132	6	PSY 131, 132	6
General Electives	1-5	General Electives	7-9
One year sequence in a foreign language	6		

66 hrs.

66 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

BUSINESS TECHNOLOGY MAJOR

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

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

- * an understanding of fundamental business concepts and terminology
- * an understanding of fundamental management concepts and human resources utilization
- * an understanding of the accounting system applicable to business ownerships
- * an understanding of fundamental macroeconomics, microeconomics, and economic applications
- * an understanding of computer hardware and software applications
- * the ability to apply mathematical concepts for business-related problem solving and analysis and presentation of data
- * an understanding of principles of written business communications applying standard rules
- * an understanding of the legal aspects of a business environment

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

ACCOUNTING CONCENTRATION
Business Technology Major

Associate of Applied Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
*BIT 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
ACT 241	3
ACT 251, 252	6
ACT 261, 281, 291	9
BUS 121, 222, 271	9
BUS 261, 291	6
BIT 125	3
General Electives	1-3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 69-71 hrs.	

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

ADMINISTRATIVE OFFICE SUPPORT CONCENTRATION
Business Technology Major

Associate of Applied Science

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201	3
MAT 122, 131	5
*BIT 115	3
IDS 101	2
CONCENTRATION	
ACT 231, 232	6
BUS 121, 222, 261	9
BUS 291	3
BIT 124, 127	6
BIT 125 OR 126	3
*AOS 102	4
AOS 115	3
AOS 203, 213, 221	9
General Electives	3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>	
69 hrs.	

*Keyboarding skills are required. BIT 100 or previous keyboarding course is a prerequisite or corequisite for BIT 115 and AOS 102.

Motlow, in concert with Chattanooga State Technical Community College, offers a program of study in Court Reporting. Additionally, Motlow and Volunteer State Community College offer a joint program of study in Health Information Technology. For more information on either program, check with your academic advisor or refer to the Court Reporting and/or Health Information Technology Program provided under the Business Technology Major.

BANKING AND FINANCE CONCENTRATION
Business Technology Major

Associate of Applied Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
*BIT 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
BNK 111, 122, 222,	9
BUS 121, 222, 291	9
BUS 241, 261, 271	9
Electives from the following:	
BNK 118, 120, 142, 213, 253, 261, 262	6
General Electives	3
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>	
68 hrs.	

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

BUSINESS COMPUTER APPLICATIONS CONCENTRATION
Business Technology Major

Associate of Applied Science Degree

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

Courses	Credit hrs.
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 131, 133	6
*BIT 115	3
IDS 101	2

CONCENTRATION REQUIREMENTS

ACT 231, 232	6
BUS 121, 222, 261, 271, 291	15
BIT 124, 125, 126, 127	9
CST 130, 161 or 165, 261	9
**General Electives	1-3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>	
69-71 hrs.	

*Keyboarding skills are required for BIT 115. BIT 100 or a previous typing course is a prerequisite or corequisite for BIT 115.

**Recommended elective: ACT 291

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

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

BUSINESS MANAGEMENT CONCENTRATION
Business Technology Major

Associate of Applied Science Degree

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

Courses	Credit hrs.
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
*BIT 115	3
IDS 101	2

CONCENTRATION REQUIREMENTS

ACT 231, 232, 291	9
BUS 121, 201	6
BUS 222	3
BUS 241, 261, 271, 275	12
BUS 281, 291	6
BIT 125	3
General Electives	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/>	
68 hrs.	

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

REAL ESTATE CONCENTRATION
Business Technology Major

Associate of Applied Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
*BIT 115	3
IDS 101	2
CONCENTRATION	
ACT 231, 232	6
BNK 122	3
BUS 121, 222, 261, 281, 291	15
RES 201, 211, 223, 243	12
General Electives	6
	68 hrs.

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.



**HEALTH INFORMATION TECHNOLOGY PROGRAM
(Formerly Medical Records Technology)**

Volunteer State Community College
Program of Study
Offered at Motlow State Community College

Associate of Applied Science

Motlow State Community College (MSCC) and Volunteer State Community College (VSCC) have established an agreement where by VSCC will offer its Health Information Technology to MSCC students on the MSCC Moore County (Main) Campus. The program is specifically designed to prepare students for employment in the health care industry in maintaining health records in many kinds of health care agencies such as: hospitals, ambulatory health care facilities, industrial clinics, state and federal health agencies, skilled nursing facilities, group practice clinics, community health centers, student health centers, veterinary facilities, and in a number of other areas. The Health Information Technology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA), or its successor, in cooperation with the American Health Information Management Association's Council on Accreditation.

Applicants are admitted to the Health Information Technology program each fall semester. If necessary, screening is done in December of each year.

PROGRAM OF STUDY

**Semester by Semester Sequence
(Effective Fall, 1997)**

Freshman Year -- Fall Semester

Course		Credit hrs.
MSCC ENG 101	English Composition	3
MSCC BIO 109	Introduction to Human Anatomy & Physiology I	4
MSCC PSY 110	Psychology of Human Relations	3
MSCC BIT 115	Introduction to Microcomputer Applications	3
VSCC MDR 115	Basic Health Records Principles	4
TOTAL CREDIT HOURS		17

Freshman Year -- Spring Semester

MSCC COM 101	Fundamentals of Speech	3
MSCC BIO 110	Introduction to Human Anatomy & Physiology II	4
MSCC MAT 131	Finite Mathematics	3
VSCC AHC 115	Medical Terminology	3
MSCC PED	Physical Education Activity	1
VSCC MDR 120	Specialized Health Record Systems	4
TOTAL CREDIT HOURS		18

Freshman Year -- Summer Semester

MSCC Fine Arts	MSCC ART 101, MUS 105 or COM 203	3
VSCC MDR 250	Legal Aspects of Health Records	3
VSCC MDR 225	Pathophysiologic Science	3
TOTAL CREDIT HOURS		9

Sophomore Year -- Fall Semester

VSCC MDR 210	Classifications Systems ICD-CM	3
VSCC MDR 240	Statistics	3
VSCC MDR 270	Human Resources in Management	3
VSCC MDR 281c	Clinical Practice in Health Information	4
TOTAL CREDIT HOURS		13

Sophomore Year -- Spring Semester

VSCC MDR 215	Classification Systems	3
VSCC MDR 260	Total Quality Improvement	3
VSCC MDR 280	Seminar & Research Project	3
VSCC MDR 282c	Clinical Practice in Health Information	6
TOTAL CREDIT HOURS		15
TOTAL CREDIT HOURS FOR PROGRAM		72

ADMISSION AND REGISTRATION INFORMATION

1. Students interested in enrolling in this program must:

- a. Contact Dr. Randall Bartley, MSCC, Eoff Hall, Room E210, or call 615-393-1640 (toll-free 1-800-654-4877, Ext. 1640).
- b. Apply for Admission to MSCC as outlined in the current MSCC Catalog/Student Handbook. If a student is presently attending MSCC and wishes to enter the program, a new application is not necessary; however, the student should complete a Change of Major form. If a student previously attended MSCC, a readmission application must be completed. Admission/Readmission form or Change of Major form must indicate that he/she is a Business Technology Major, Administrative Office Support Concentration.

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

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

- c. Complete the Academic Assessment and Placement Program (AAPP) examination, if required. The AAPP requirements are outlined in the current MSCC Catalog/Student Handbook. Students will be required to complete all remedial and developmental courses as indicated by the AAPP prior to enrolling in any of the VSCC Health Information Technology courses, i.e., VSCC MDR and VSCC AHC courses.
2. Prior to enrolling in a VSCC Health Information Technology course (MDR and AHC courses), students must apply to and be accepted by VSCC. VSCC applications will be available at each MSCC regular on-campus registration and in the Office of Career Education, Eoff Hall, Room E212. For more detailed information concerning VSCC and the VSCC Health Information Technology program of study, contact Ms. Lois Knobloch, VSCC, Program Director of Health Information Technology, at 615-452-8600, Ext. 3337 or 615-741-3215, Ext. 3337 (fax 615-230-3317).
3. Once enrolled, students will have a choice of registering in-person during the regular on-campus registration or by telephone. Both MSCC and VSCC offer the availability of telephone registration. Students electing to register in person may do so only at the MSCC Moore County (Main) Campus during the regular registration period. A VSCC representative will be available at the Moore County (Main) Campus during the regular registration period to assist students in registering for the VSCC courses.

GENERAL PROGRAM OF STUDY INFORMATION

- 1. All VSCC courses (MDR and AHC courses) will be offered on the MSCC Moore County (Main) Campus by VSCC instructors.
- 2. With the exception of the two clinical practice courses, MDR 281c and MDR 282c, all MDR and AHC courses will be offered during the evening hours.
- 3. After satisfying any remedial/developmental requirements, the MSCC general education and VSCC Health Information Technology courses should be completed in the semester sequence reflected within the program of study.
- 4. To be eligible for honors, transcripts of college work completed at MSCC must be forwarded immediately after each semester to VSCC, Office of Admissions and Records.
- 5. Students wishing to enter the Health Information Technology Program with previous college credit, should have a copy of their transcript(s) sent to Dr. Randall Bartley at MSCC for evaluation. If the student has specialized courses in health information management, the transcripts will be forwarded to Ms. Lois Knobloch at VSCC.

Questions about the VSCC Health Information Technology Program being offered at MSCC should be directed to either Dr. Randall Bartley or Ms. Lois Knobloch.

Randall Bartley, D.A.
 Motlow State Community College
 615-393-1640
 1-800-654-4877
 615-393-1682 (fax)

Lois Knobloch, M.S., R.R.A.
 Volunteer State Community College
 615-452-8600, Ext. 3337
 615-741-3215, Ext. 3337
 615-230-3317 (fax)

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

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

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

Freshman Year -- Fall Semester

Course		Credit hrs.
MSCC ENG 101	English Composition	3
MSCC *BIT 115	Introduction to Computer Applications	3
MSCC MAT 122	Applied Business Computations	3
MSCC ART 101 or MUS 105	Art Appreciation <u>or</u> Music Appreciation	3
MSCC PSY 131 or SOC 211	General Psychology <u>or</u> Introduction to Sociology	3
	Semester Total	15

Freshman Year -- Spring Semester

MSCC COM 101	Fundamentals of Speech	3
MSCC BUS 222	Business Communications	3
MSCC *AOS 102	Document Processing	4
MSCC BIO, CHE, GEO, or PHY	Biology, Chemistry, Geology, <u>or</u> Physics	4
MSCC	Unrestricted Elective	1
	Semester Total	15

TOTAL HOURS COMPLETED AT MSCC 30

*Keyboarding skills are required. BIT 100 or a previous typing course is a prerequisite or corequisite for BIT 115 and AOS 102.

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

First Year -- Fall Semester

CSTCC OF 210	Court Reporting I	5
CSTCC HS 104	General Medical Terminology I	3
CSTCC LA 110	Fundamentals of Law	3
	Semester Total	11

First Year -- Spring Semester

CSTCC OF 220	Court Reporting II	4
CSTCC HS 114	General Medical Terminology II	3
CSTCC LA 240	Civil Procedures	3
	Semester Total	10

Sophomore Year -- Spring Semester

VSCC MDR 215	Classification Systems	3
VSCC MDR 260	Total Quality Improvement	3
VSCC MDR 280	Seminar & Research Project	3
VSCC MDR 282c	Clinical Practice in Health Information	6
	TOTAL CREDIT HOURS	<u>15</u>
	TOTAL CREDIT HOURS FOR PROGRAM	72

ADMISSION AND REGISTRATION INFORMATION

1. Students interested in enrolling in this program must:
 - a. Contact Dr. Randall Bartley, MSCC, Eoff Hall, Room E210, or call 615-393-1640 (toll-free 1-800-654-4877, Ext. 1640).
 - b. Apply for Admission to MSCC as outlined in the current MSCC Catalog/Student Handbook. If a student is presently attending MSCC and wishes to enter the program, a new application is not necessary; however, the student should complete a Change of Major form. If a student previously attended MSCC, a readmission application must be completed. Admission/Readmission form or Change of Major form must indicate that he/she is a Business Technology Major, Administrative Office Support Concentration.

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

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

- c. Complete the Academic Assessment and Placement Program (AAPP) examination, if required. The AAPP requirements are outlined in the current MSCC Catalog/Student Handbook. Students will be required to complete all remedial and developmental courses as indicated by the AAPP prior to enrolling in any of the VSCC Health Information Technology courses, i.e., VSCC MDR and VSCC AHC courses.
2. Prior to enrolling in a VSCC Health Information Technology course (MDR and AHC courses), students must apply to and be accepted by VSCC. VSCC applications will be available at each MSCC regular on-campus registration and in the Office of Career Education, Eoff Hall, Room E212. For more detailed information concerning VSCC and the VSCC Health Information Technology program of study, contact Ms. Lois Knobloch, VSCC, Program Director of Health Information Technology, at 615-452-8600, Ext. 3337 or 615-741-3215, Ext. 3337 (fax 615-230-3317).
3. Once enrolled, students will have a choice of registering in-person during the regular on-campus registration or by telephone. Both MSCC and VSCC offer the availability of telephone registration. Students electing to register in person may do so only at the MSCC Moore County (Main) Campus during the regular registration period. A VSCC representative will be available at the Moore County (Main) Campus during the regular registration period to assist students in registering for the VSCC courses.

GENERAL PROGRAM OF STUDY INFORMATION

1. All VSCC courses (MDR and AHC courses) will be offered on the MSCC Moore County (Main) Campus by VSCC instructors.
2. With the exception of the two clinical practice courses, MDR 281c and MDR 282c, all MDR and AHC courses will be offered during the evening hours.
3. After satisfying any remedial/developmental requirements, the MSCC general education and VSCC Health Information Technology courses should be completed in the semester sequence reflected within the program of study.
4. To be eligible for honors, transcripts of college work completed at MSCC must be forwarded immediately after each semester to VSCC, Office of Admissions and Records.
5. Students wishing to enter the Health Information Technology Program with previous college credit, should have a copy of their transcript(s) sent to Dr. Randall Bartley at MSCC for evaluation. If the student has specialized courses in health information management, the transcripts will be forwarded to Ms. Lois Knobloch at VSCC.

Questions about the VSCC Health Information Technology Program being offered at MSCC should be directed to either Dr. Randall Bartley or Ms. Lois Knobloch.

Randall Bartley, D.A.
 Motlow State Community College
 615-393-1640
 1-800-654-4877
 615-393-1682 (fax)

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 615-452-8600, Ext. 3337
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 615-230-3317 (fax)

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

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

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

Freshman Year -- Fall Semester

Course		Credit hrs.
MSCC ENG 101	English Composition	3
MSCC *BIT 115	Introduction to Computer Applications	3
MSCC MAT 122	Applied Business Computations	3
MSCC ART 101 or MUS 105	Art Appreciation <u>or</u> Music Appreciation	3
MSCC PSY 131 or SOC 211	General Psychology <u>or</u> Introduction to Sociology	3
	Semester Total	15

Freshman Year -- Spring Semester

MSCC COM 101	Fundamentals of Speech	3
MSCC BUS 222	Business Communications	3
MSCC *AOS 102	Document Processing	4
MSCC BIO, CHE, GEO, or PHY	Biology, Chemistry, Geology, <u>or</u> Physics	4
MSCC	Unrestricted Elective	1
	Semester Total	15

TOTAL HOURS COMPLETED AT MSCC 30

*Keyboarding skills are required. BIT 100 or a previous typing course is a prerequisite or corequisite for BIT 115 and AOS 102.

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

First Year -- Fall Semester

CSTCC OF 210	Court Reporting I	5
CSTCC HS 104	General Medical Terminology I	3
CSTCC LA 110	Fundamentals of Law	3
	Semester Total	11

First Year -- Spring Semester

CSTCC OF 220	Court Reporting II	4
CSTCC HS 114	General Medical Terminology II	3
CSTCC LA 240	Civil Procedures	3
	Semester Total	10

			<u>First Year -- Summer Semester</u>	
CSTCC OF	230	Court Reporting III	4	
			Semester Total	4
			<u>Second Year -- Fall Semester</u>	
CSTCC OF	240	Court Reporting IV	4	
CSTCC OF	260	Court Reporting Procedures I	4	
			Semester Total	8
			<u>Second Year -- Spring Semester</u>	
CSTCC OF	250	Court Reporting V	4	
CSTCC OF	270	Court Reporting Procedures II	4	
			Semester Total	8
			<u>Second Year -- Summer Semester</u>	
CSTCC OF	255	Court Reporting VI	4	
CSTCC OF	175	Medical & Technical Dictation	3	
			Semester Total	7
TOTAL HOURS COMPLETED AT CSTCC			48	
TOTAL CREDIT HOURS FOR PROGRAM				78

GENERAL ENROLLMENT INFORMATION

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

Dr. Randall Bartley
 Career Education Division
 Room E210, MSCC Moore County (Main) Campus
 Tullahoma, Tennessee 38388-8100
 615-393-1640
 Toll Free 1-800-654-4877- ext. 1640

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

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

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

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

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

GENERAL TECHNOLOGY MAJOR
Associate of Applied Science Degree

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

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

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

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

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

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

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



COMPUTER AIDED DESIGN CONCENTRATION
General Technology Major

Associate of Applied Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201 or PSY 110	3
MAT 121	3
*BIT 115	3
IDS 101	2
PHY 211, 212	8
CONCENTRATION REQUIREMENTS	
CST 264	3
IMT 190 or BUS 222	3
ERG 101, 181, 201, 202	15
IAT 114	3
IAT 204, 205	8
Technical Electives from ERG, IAT, or IMT	5
General Electives	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68 hrs.	

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

COMPUTER AIDED MANUFACTURING CONCENTRATION
General Technology Major

Associate of Applied Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201 or PSY 110	3
MAT 121	3
*BIT 115	3
IDS 101	2
PHY 211, 212	8
CONCENTRATION REQUIREMENTS	
CST 264	3
IMT 190 or BUS 222	3
ERG 101, 181, 201	11
IAT 114, 230	6
IAT 204, 205, 210	11
IMT 115,	3
General Electives	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68 hrs.	

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

ELECTRONICS CONCENTRATION
General Technology Major

Associate of Applied Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201 or PSY 110	3
MAT 121	3
*BIT 115	3
IDS 101	2
PHY 211, 212	8
CONCENTRATION REQUIREMENTS	
IMT 190 or BUS 222	3
ERG 280	3
ERG 181, 182, 281	15
IAT 210, 215, 230	9
Technical Electives from ERG, IAT, or IMT	7
General Electives	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 68 hrs.	

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

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

INDUSTRIAL COMPUTER APPLICATIONS CONCENTRATION
General Technology Major

Associate of Applied Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201 or PSY 110	3
MAT 161, 162	8
*BIT 115	3
IDS 101	2
PHY 211, 212	8
CONCENTRATION REQUIREMENTS	
IMT 190 or BUS 222	3
CST 132, 140	7
CST 240, 245	6
CST 250, 264	6
ERG 101, 201	6
MAT 251	5
General Electives	3
<hr style="width: 100px; margin-left: auto; margin-right: 0;"/> 69 hrs.	

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

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

APPLIED TECHNICAL STUDIES CONCENTRATION

General Technology Major
Associate of Applied Science Degree

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

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

1. The student must meet all regular admission requirements of Motlow State Community College as described in the Motlow Catalog/Student Handbook.
2. The student who is admitted to degree admission status must meet Academic Assessment and Placement Program (AAPP) requirements. Students will be required to complete all remedial and developmental courses as indicated by the AAPP.
3. The student pursuing articulated credit in this concentration must have demonstrated competency by scoring no lower than one standard deviation below the national mean on the Student Occupational Competency Achievement Test (SOCAT) in the occupational area for which the student is requesting credit. The SOCAT is administered by the Tennessee Technology Center.
4. The student must successfully complete 15 semester hours of credit in the Applied Technical Studies Concentration at Motlow State Community College (excluding remedial/developmental hours which earn institutional credit and may not be used to meet any degree requirements) before the 28 semester hours of validated credit can be awarded. The credit awarded for articulated competency will be designated on the transcript but will not count in the calculation of the student's grade point average.
5. A student successfully competing a diploma program at a Tennessee Technology Center who wishes to enter the A.A.S. degree program at Motlow majoring in General Technology with the Applied Technical Studies Concentration must do so within five (5) years of completing the diploma program.

The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201 or PSY 110	3
*MAT 121 or MAT 122	3
**BIT 115	3
IDS 101	2
IMT 190 or BUS 222	3
One of the following:	
BIO 141, CHE 101, or PHY 211	4
CONCENTRATION REQUIREMENTS	
Applied Technical Studies Credit	28
*Technical Electives from BIT, CST, ERG, IMT, AOS, or IAT	13
	68 hrs.

*Students articulating credit from business and office programs should take MAT 122 and technical electives from AOS, BIT, or CST. Students articulating credit from any other technical area should take MAT 121 and technical electives from CST, ERG, IAT, or IMT. Students must see an advisor to select the appropriate mathematics course and technical electives to correspond with the earned credit being articulated.

**Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

NURSING PROGRAM
NURSING MAJOR -- Associate of Applied Science

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

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

PROGRAM OF STUDY**FIRST ACADEMIC YEAR**

FALL SEMESTER		SPRING SEMESTER		SUMMER SEMESTER	
<u>Courses</u>	<u>Credit Hrs.</u>	<u>Courses</u>	<u>Credit Hrs.</u>	<u>Courses</u>	<u>Credit Hrs.</u>
ENG 101	3	ENG 102	3	BIO 272	4
BIO 141	4	BIO 271	4	HED 223	3
MAT 120	1	PSY 131	3		
NET 140	1	NET 142	9		
NET 141	9				
HOURS:	<u>18</u>		<u>19</u>		<u>7</u>
TOTAL HOURS FOR THE FIRST ACADEMIC YEAR: <u>44</u>					

SECOND ACADEMIC YEAR

FALL SEMESTER		SPRING SEMESTER	
<u>Courses</u>	<u>Credit Hrs.</u>	<u>Courses</u>	<u>Credit Hrs.</u>
BIO 231	4		
NET 241	10	NET 213	1
PSY 290	3	NET 242	9
HOURS:	<u>17</u>		<u>10</u>
TOTAL HOURS FOR THE SECOND ACADEMIC YEAR: <u>27</u>			

TOTAL HOURS FOR THE PROGRAM: 71

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

ADMISSION REQUIREMENTS

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

- * apply and be accepted for admission to the College;
- * submit a nursing program application to the Office of Nursing Education by February 1 of the year the applicant is applying to enter the program (Applications are available upon request from the Office of Nursing Education, Eoff Hall, Room 212, telephone number (615) 393-1628 or toll free 1-800-654-4877); and
- * complete the RN Entrance Examination for Schools of Nursing (RNEE) prepared by the Psychological Corporation of San Antonio, Texas. (The RNEE will be administered by the Office of Nursing Education in March of the year the applicant is applying to enter the program.)

SELECTION STANDARDS

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

- * a cumulative 2.0 grade point average (GPA) for any college work attempted; and
- * completed any required remedial and/or developmental courses. (An applicant may be tentatively accepted if he/she is in the process of taking remedial/developmental coursework which will be completed by the end of the spring semester prior to entry in the subsequent fall semester.)

Final selection criteria are based on a points system with designated points assigned for scores/grades earned and for courses completed. The system consists of 1,000 possible points distributed among three selection categories: RNEE--500 points; cumulative GPA--300; and selected courses attempted--50 points each for BIO 141, 231, 271, and 272. The selection categories are weighted by the following percentages:

RNEE	50%
Cumulative GPA	30%
Selected Courses Completed (BIO 141, 231, 271, 272)	20%

Bonus Points will be awarded for certified nursing assistants and emergency medical technicians.

Based on the points awarded, candidates will be placed on a selection list in numerical order. Those candidates with the highest summed scores will be selected to fill the class. After the class has been filled, the selection list automatically converts to an alternate list. As the need arises, candidates will be selected from the alternate list in numerical sequence. Students with RNEE scores below 45 or with cumulative GPA's below 2.0 at the time of selection will be classified as ineligible for the current class. All candidates not selected from the initial or alternate list will be required to re-enter competition if they wish to be considered for the next class. To be considered for the next class, candidates must re-submit an application to the Office of Nursing Education by February 1 of the next year, or the year he/she wishes to be re-considered for selection. A candidate does not need to retake the RNEE unless he/she wishes. If a candidate decides to use an existing RNEE score, he/she must provide an official copy of that score along with his/her application. The RNEE score is considered current for five years after completing the examination. (More detailed instructions and information pertaining to the selection criteria are provided in the MSCC Associate Degree Nursing Program Admission Information and Application booklet.)

NURSING EDUCATION PROGRAM FEES

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

Entrance Exam Fee	\$20.00
Uniform & supplies	\$65.00 - \$85.00
(purchased from the bookstore prior to first fall semester)	
Face shield & frames	\$5.00 - \$16.00
(purchased from the bookstore prior to first fall semester)	
Professional Liability Insurance (per year)	\$35.00
Textbooks: (minimum)	
First Year	\$1,000.00
Second Year	\$300.00
Nursing lab fee (per lab section)	\$8.00
NCLEX-RN fees (final semester)	\$170.00
Nursing Pin (final semester)	\$60.00 - \$150.00

(All figures reflected above represent approximate costs and are subject to change without prior notice.)

RETENTION STANDARDS

Students must demonstrate the following performance criteria for retention in the nursing program:

- * critical thinking ability sufficient for clinical judgment;
- * interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds;
- * communicative abilities sufficient for interaction with others in verbal and written form;
- * physical abilities sufficient to move from room to room and maneuver in small spaces;
- * gross and fine motor abilities sufficient to provide safe and effective nursing care;
- * auditory ability sufficient to monitor and assess health needs;
- * visual ability sufficient for observation and assessment necessary in nursing care; and
- * tactile ability sufficient for physical assessment.

For all collegiate courses attempted, students must maintain a cumulative grade point average of 2.00 (C) to remain in the nursing program. In addition, the student must make no grade less than "C" in any required nursing, biology, or mathematics course. Satisfactory performance in both theory and clinical components of each course is required for the student to be eligible for succeeding nursing courses. The prescribed pattern of nursing courses must be followed in the sequence outlined by the curriculum. Students who have received grades of "D" or "F" in any two nursing courses are ineligible for admission/readmission to the Motlow nursing program.

Because the College seeks to provide a reasonably safe and legal environment for nursing students, nursing faculty, and for the patients entrusted to their care, a student may be required, during the course of the program, to demonstrate his/her physical and/or emotional fitness to meet the requirements of the course. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. The nursing faculty reserves the right to ask a nursing student to submit to physical and/or psychological testing or counseling if deemed necessary. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, to avoid discriminating against any individual on the basis of disability.

TRANSFER STUDENTS

Transfer students from other collegiate-level nursing programs must submit a letter to the Director of Nursing Education, requesting entry into the MSCC nursing program. To be accepted, transfer students must:

- * meet the transfer and admissions requirements of the College; and
- * meet the same requirements/criteria as MSCC students desiring readmission into the Nursing Education Program, which are:
- * space available in nursing courses and clinical laboratory groups at time of transfer;
- * cumulative GPA of 2.0 or higher at time of transfer;
- * two-year currency on all previous nursing courses completed; and
- * five-year currency on all science and math courses completed.

Transfer students must also request a letter be sent to the Director of Nursing Education from the Dean/Director of their most recently attended nursing program. The letter should include information relative to the student's readmission status to that particular program. Once all requirements have been satisfied, transfer students will be placed on a readmission list along with MSCC students desiring readmission. Transfer students will be placed on the readmission list in the order that their letters requesting entry into the program are received by the Office of Nursing Education. The order of selection into the program will be: (1) MSCC readmission students who withdrew with extenuating and mitigating circumstances; (2) transfer students; and (3) MSCC readmission students who withdrew from the program because of low grades or disciplinary actions. Students will be selected from the readmission list as classroom and clinical laboratory space allows. Students not selected for admission will be so notified by letter from the Office of Nursing Education and may apply again by resubmitting a request to enter the program and following the aforementioned entry requirements/criteria.

READMISSION STANDARDS

Students who withdraw from the nursing program after successfully completing at least one semester of the program may apply for readmission within two years of their withdrawal date. To be considered for readmission, students must submit a letter of intent to the Director of Nursing Education, which includes information relative to when the student withdrew, why the student withdrew, and why the student wants to be readmitted. Eligibility for readmission will be based on:

- * space available in nursing courses and clinical laboratory groups at time of readmission;
- * cumulative GPA of 2.0 or higher at time of readmission;
- * two-year currency on all previous nursing courses completed;
- * five-year currency on all science and math courses completed; and
- * rationale for withdrawing from the program.

Students requesting readmission will be placed on a readmission list based on (1) the reason(s) they withdrew from the program and (2) in the order that their letters of intent are received by the Office of Nursing Education. Those students who withdrew from the program for extenuating and mitigating circumstances will be placed on the readmission list ahead of transfer students and those MSCC students who withdrew from the program for low grades or disciplinary reasons. The order of selection into the program will be: (1) MSCC readmission students who withdrew for extenuating and mitigating circumstances; (2) transfer students; and (3) MSCC readmission students who withdrew from the program because of low grades or disciplinary actions. Students will be selected from the readmission list as classroom and clinical laboratory space allows. Students not selected for readmission will be so notified by letter from the Office of Nursing Education. If a student is not selected one year, he/she will be required to reapply for readmission in the year he/she wishes to enter the program.

Students selected for readmission will be required to satisfactorily demonstrate clinical skills from previously completed courses. Immediately upon notification of being selected for readmission, students should contact the Director of Nursing Education to schedule a time to complete an appropriate check-off of previously acquired clinical skills. In preparation for the check-off, students may use the main campus nursing lab for practice by contacting the Office of Nursing Education. If a student does not satisfactorily demonstrate clinical skills, he/she will be required to withdraw and the next student on the list will be selected for readmission.

If a student withdraws from the program during his/her first semester and then wishes to come back into the program, he/she must submit a new application and be subject to the selection process for acceptance into the next class. There are no readmit procedures for students who do not successfully complete all nursing courses attempted during his/her first semester.

SPECIAL EXAMINATIONS AND LICENSING EXAMINATION

Students may be required to take the National League for Nursing achievement tests and general education assessment tests at selected points in the nursing sequence. Upon completion of the program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may complete the National Council Licensing Examination (NCLEX-RN), formerly titled State Board Test Pool Examination, for licensure as a Registered Nurse. Eligibility is based upon graduation from an approved nursing school, payment of required fees, satisfactory completion of required application forms, and no evidence of reasons for the Board of Nursing to refuse to allow writing of the exam. Students selected for the program who have criminal records may, upon graduation from the nursing program, be ineligible to complete the NCLEX-RN, as determined by the Tennessee Board of Nursing.

CAREER MOBILITY TRANSITION/CHALLENGE PROGRAM

Licensed Practical Nurses (LPN) with three-year currency on licensure may apply for the transition/challenge program. The courses scheduled in the transition/challenge program are NET 141 Nursing Care I and NET 142 Nursing Care II. The transition/challenge program may be attempted only once. LPN's desiring admission to the program must:

- * apply and be accepted by the college and
- * apply and be accepted into the nursing program.
- * comply with provisions of the Academic Assessment Placement Program (an applicant may be tentatively accepted if he/she is in the process of taking remedial/developmental coursework which will be completed by the end of the spring semester prior to entry in the subsequent fall semester).

To apply for acceptance into the nursing program, applicants must submit a letter of request to the Director of Nursing Education prior to February 1 of the year the applicant wishes to enter the program. Along with the letter of request, applicants must:

- * submit proof of LPN licensure, and
- * report if any license in any health care field has ever been suspended, revoked, or denied.

A point system to rank candidates for entry will be utilized. Final LPN selection criteria will be based on a point system with designated points assigned for scores/grades earned and for courses completed. The system consists of 500 possible points distributed among 2 selection categories. Cumulative GPA--300 points and selected courses attempted. . . 50 points each for BIO 141, 231, 271, and 272. Based on points awarded, candidates will be placed on a selection list in numerical order. Those candidates with the highest summed scores will be selected to fill the class. Those candidates not selected from the initial list will be required to re-enter competition if they wish to be considered for the next class.

Upon successful completion of NET 135 Nursing Transition, the student will be eligible to enroll in NET 142 Nursing Care II provided all prerequisite requirements of the course are met. Credit (CE) for NET 141 Nursing Care I will be granted when the student successfully completes NET 142 Nursing Care II. If the student does not successfully complete NET 135 Nursing Transition, he/she must withdraw from the current nursing sequence and apply for readmission to the nursing program the next time NET 141 Nursing Care I is scheduled. The student will not be required to re-enter competition for selection into the program. If a student successfully completes NET 135 Nursing Transition, he/she may elect to challenge Net 142 Nursing Care II by contacting the Director of Nursing Education and following the challenge examination procedures outlined in the MSCC Catalog/Student Handbook. The challenge examination for NET 142 Nursing Care II consists of three components, which are:

- * a written exam which tests theory and rationales taught in NET 142;
- * satisfactory demonstration in the Campus Nursing Lab (CNL) of selected clinical procedures taught in NET 142; and
- * satisfactory completion of Clinical Field Experience (CFE) assignment including skills taught in NET 142.

An 80% competency level is required on the written component in order to continue to the next components. Satisfactory completion of the CNL component is required before the student can progress to the CFE component. The CFE component will be conducted as a client care assignment under the supervision of nursing faculty in a selected agency. The CFE assignment will not be conducted in an agency in which the student is employed. Assignment of instructors to administer the components of the challenge exam will be made by the Director of Nursing Education.

STUDENTS NOT SELECTED FOR THE PROGRAM

Students not selected for acceptance into the nursing program may reapply by following the procedures described in the Admission Requirements and Selection Standards provided in the college catalog/student handbook. While a student is waiting to be selected for entrance into the program, he/she may enroll in any course(s) offered by the College except nursing (NET) courses and MAT 120.

NURSING PROGRAM ENRICHMENT COURSES

Students who have not been selected for acceptance into the nursing program or students in the program who may need additional courses to complete a full load may enroll in the following enrichment courses. While these courses are not in the nursing program of study and will not count toward the requirements of the nursing program, the material contained in these courses complement the material presented in the different nursing courses.

NURSING PROGRAM ENRICHMENT COURSES

- | | | | |
|---------|---|-------------------|------------------------------------|
| BIO 109 | Basic Concepts of Human Anatomy and Physiology I | MAT 126 <u>or</u> | Contemporary Mathematics |
| BIO 110 | Basic Concepts of Human Anatomy and Physiology II | MAT 131 | Finite Math I |
| BIO 142 | General Biology I | MAT 133 | Calculus for Business Applications |
| BIT 115 | Intro/Microcomputer Applications | <u>or</u> | |
| BUS 291 | Career Preparation | MAT 151 | College Algebra |
| CHE 101 | General Chemistry I | PSY 132 | Child Psychology |
| COM 101 | Fundamentals of Speech | SOC | Any course |
| EDU 211 | Psychology of Human Development | | |
| HED 212 | First Aid and Safety | | |
| IMT 190 | Technical Writing | | |

PROGRAM OF STUDY

GENERAL EDUCATION PROGRAM REQUIREMENTS

Courses	Credit Hrs.
ENG 101, 102	6
BIO 141, 231, 271, 272	16
HED 223	3
MAT 120	1
PSY 131	3
PSY 290	3

Courses	Credit Hrs.
NET 140	1
NET 141, 142	18
NET 213	1
NET 241, 242	19

TOTAL HOURS: 71

TECHNICAL CERTIFICATE OF CREDIT PROGRAMS

A certificate of credit program enables the College to provide a short-term program in a concentrated area to develop specific career skills. A certificate of credit program is available at Motlow in electronics, in microcomputer software applications and in workforce preparedness. Credits earned in these programs are acceptable toward the associate degree if the student decides to continue. The certificate of credit program is designed for the student who does not intend to transfer to a four-year institution.

ELECTRONICS
Technical Certificate of Credit

Motlow State Community College offers the Electronics Certificate of Credit for those interested in electronics, maintenance, and assembly. The certificate offers an excellent opportunity for preparation for employment. Those who are already employed may wish to upgrade or update their skills and knowledge by enrolling in this program. Many types of industry and many businesses offer employment opportunities for persons trained in electronics service, maintenance and assembly. This program includes practical troubleshooting experience using state-of-the-art computer-assisted electronics trainers in a lecture/laboratory environment.

Courses	Credit hrs.
ERG 280	3
ERG 181, 182, 281	15
IAT 210, 215	6
MAT 121	3
	<u>27 hrs.</u>

MICROCOMPUTER SOFTWARE APPLICATIONS
Technical Certificate of Credit

Motlow State Community College offers the Microcomputer Software Applications Certificate of Credit for those interested in learning the applications of microcomputer software in today's world. The certificate offers employment preparation opportunities and the opportunity to upgrade skills for those who are already employed. Training in the application of microcomputer software offers employment opportunities in many business and service organizations.

Courses	Credit hrs.
*BIT 115, 124, 125, 126, 127	15
CST 161	3
BUS 121	3
ACT 231, 291	6
	<u>27 hrs.</u>

WORKFORCE PREPAREDNESS
Technical Certificate of Credit

The Certificate of Credit in Workforce Preparedness will prepare the student to :

- > Better utilize coping and survival skills necessary in the workplace
- > Learn work habit improvement skills
- > Achieve competencies in oral and written communication, interpersonal and coping skills, and problem solving techniques
- > Earn entry-level communication and computer skills which prepare him/her to enter the workforce
- > Learn the social, political, and economic aspects of the world of work

First Term		Second Term	
Courses	Hours	Courses	Hours
BUS 130	3	BNK 112	1
BIT 100	1	BUS 121	3
*BIT 115	3	BUS 291	3
PSY 110	3	SOC 211	3
IDS 220	3	PED/HED 234	3
Hours	<u>13</u>	Hours	<u>14</u>
Total Hours for the program	<u>27</u>		

*Keyboarding skills are required for BIT 115. BIT 100 or previous typing course is a prerequisite or corequisite for BIT 115.

COURSE DESCRIPTIONS

COLLEGIATE CURRICULUM

Courses which may be taken for credit toward earning a degree or certificate of credit from Motlow College are described on the following pages. Included with the description of course content are the semester credit hours earned by completing the course and a listing of any courses which should be taken prior to the time (prerequisite) or at the same time (corequisite) enrollment in the course occurs.

In each discipline is a 299 Topics course. A topics course permits development of a specific study project under the supervision of the discipline instructor. The topics course must be developed by the instructor who will supervise the activity and must be approved by the student's advisor and the dean of the division to which the discipline is assigned. The credit for a topics course may vary from one to five hours. No more than six semester credit hours earned in topics courses may be used in meeting minimum degree requirements.

ACCOUNTING

ACT 231 PRINCIPLES OF ACCOUNTING I 3 sem hrs cr
 This course is a study of basic principles of accounting, the accounting cycle, accrual accounting, and financial statements for proprietorships.

ACT 232 PRINCIPLES OF ACCOUNTING II 3 sem hrs cr
 This course expands the principles presented in ACT 231 with emphasis on partnership and corporate entity accounting, manufacturing cost systems, and financial statement analysis. Prerequisite: ACT 231.

ACT 241 INCOME TAX ACCOUNTING--PERSONAL 3 sem hrs cr
 This course is a study of federal income tax laws with emphasis on the preparation of returns for individuals. Topics discussed include items to be placed in gross income and exclusions, adjustments to income, itemized deductions, and tax credits.

ACT 251 INTERMEDIATE ACCOUNTING I 3 sem hrs cr
 This course is a study of fundamentals of accounting, including statement of changes in financial position, present value, cash and receivables, inventories, depreciation, amortization, and current and long term liabilities. Prerequisite: ACT 232.

ACT 252 INTERMEDIATE ACCOUNTING II 3 sem hrs cr
 This course includes the study of fundamental processes in stockholders' equity, earnings per share, temporary and long term investments, income taxes, leases, pensions, and financial statement analysis. Prerequisite: ACT 251.

ACT 261 COST ACCOUNTING 3 sem hrs cr
 This course is a study of the use of cost data for external reporting, internal planning, and control decisions. Topics include product costing, cost behavior analysis for decision making, standard costing, budgeting, and direct costing. Prerequisite: ACT 232 or permission of the Dean of Career Education.

ACT 281 AUDITING 3 sem hrs cr
 This course is a study of auditing theory and procedures with emphasis on areas of deviation from acceptable accounting principles and on problems that auditors encounter in preparing an audit report. Topics discussed include verifying accounting data, preparing reports, and examining auditor liability in the preparation of financial statements. Prerequisite: ACT 232 or permission of the Dean of Career Education.

ACT 291 ACCOUNTING APPLICATIONS ON THE MICROCOMPUTER 3 sem hrs cr
 This course is designed to prepare the student to set up an accounting system using commercial software on a microcomputer. It introduces the recording of transactions, adjustments, and other accounting data to produce a set of financial statements. Prerequisites: ACT 231 and BIT 115.

ACT 299 TOPICS IN ACCOUNTING 1-5 sem hrs cr
 Selected topics in accounting is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ADMINISTRATIVE OFFICE SUPPORT

- AOS 102 DOCUMENT PROCESSING** 4 sem hrs cr
This course emphasizes increasing speed and accuracy in the preparation of business documents using word processing software. Prerequisite: BIT 100 or previous keyboarding course or permission of the Dean of Career Education. (Formerly OST 102)
- AOS 115 DOCUMENT TRANSCRIPTION AND PRODUCTION** 3 sem hrs cr
This course develops skill in the composition and transcription of business, legal, and medical documents by using electronic hardware and software. Useable copy will be produced from recorded dictation, handwritten and draft copy, and copy from disk. Prerequisites: ENG 101 and AOS 102. (Formerly OST 115)
- AOS 203 OFFICE MANAGEMENT** 3 sem hrs cr
This course is a study of office management principles related to the supervision of administrative support personnel. Topics covered include leadership; motivation; job enrichment; organizational communications; interviewing, selecting, and training employees; office organization and functions; and office design. It is recommended that this course be taken in the spring semester prior to graduation. (Formerly OST 203)
- AOS 213 OFFICE PROCEDURES** 3 sem hrs cr
This course is a study of the responsibilities of administrative support personnel operating in an office environment. Topics covered include professionalism, office etiquette, human relations skills, mail processing, telecommunications, reprographics, travel and conference arrangements, and collection and presentation of business data. (Formerly OST 213)
- AOS 221 RECORDS MANAGEMENT** 3 sem hrs cr
This course emphasizes the record life cycle including alphabetic, numeric, subject, and geographic records storage and retrieval methods. Practical application is provided through the use of manual and computer database management exercises. Prerequisite or corequisite: BIT 115 or its equivalent or permission of the Dean of Career Education. (Formerly OST 221)
- AOS 299 TOPICS IN ADMINISTRATIVE OFFICE SUPPORT** 1-5 sem hrs cr
Selected topics in administrative office support is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

AGRICULTURE

- AGR 101 ANIMAL SCIENCE FOR AGRICULTURE** 3 sem hrs cr
This course is a study of animals in agriculture: body systems and development, principles of inheritance, fundamentals of feeding, the function of farm animals, animal sanitation, animal products, and the relationship to public health.
- AGR 102 PLANT SCIENCE FOR AGRICULTURE** 3 sem hrs cr
This course is a study of plant structure and the physiology, heredity, and environment in relation to growth, adaptation, and management of crops.
- AGR 210 THE ECONOMICS OF AGRICULTURE** 3 sem hrs cr
This course examines economic principles as they relate to agriculture, the place of agriculture and agribusiness in the national economy.
- AGR 234 FARM ANIMAL DISEASES** 3 sem hrs cr
This course is a study of commonly encountered diseases of farm animals (horses, cattle, sheep, hogs, and poultry), description of the diseases, pathogenesis, signs, and treatments. Special emphasis will be placed on the on-farm recognition, prevention, and lay person treatment of farm animal diseases.
- AGR 299 TOPICS IN AGRICULTURE** 1-5 sem hrs cr
Selected topics in agriculture is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ANTHROPOLOGY

- ANT 201 INTRODUCTION TO ANTHROPOLOGY** 3 sem hrs cr
This course examines man's place in nature through the investigation of physical and cultural aspects of anthropology. Study is made of human origins, the fossil record from archaeological excavations, and the biological aspects of race, variations, and heredity.
- ANT 299 TOPICS IN ANTHROPOLOGY** 1-5 sem hrs cr
Selected topics in anthropology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ART

- ART 101 ART APPRECIATION 3 sem hrs cr
 This course is designed to help students understand the visual arts--painting, drawing, sculpture, and architecture--and to show how culture and art interact.
- ART 104 ARTS AND CRAFTS I 3 sem hrs cr
 This course provides experiences with arts and crafts projects which reflect contemporary life and present-day elementary school art programs. (Normally offered during the fall semester only.)
- ART 105 ARTS AND CRAFTS II 3 sem hrs cr
 The course provides opportunities for making contemporary and folk arts and crafts objects.
- ART 111 BASIC DESIGN 3 sem hrs cr
 This studio course uses a contemporary approach to the elements and principles of two-dimensional art. (6 hours a week)
- ART 121 DRAWING 3 sem hrs cr
 This studio course provides the beginning student with methods of free-hand drawing. (Additional three hours of lab required per week.)
- ART 231 PAINTING 3 sem hrs cr
 This studio course provides the basic techniques of realistic oil painting. (Additional three hours of lab required per week.)
- ART 241 CERAMICS 3 sem hrs cr
 This studio course focuses on the techniques of making hand-built pottery, wheel pottery, and sculpture. Decorating the art objects and firing the kiln are included. (6 hours a week)
- ART 261 COMMERCIAL ART 3 sem hrs cr
 This course is designed to teach lettering, layout, overlay, and methods of composition and visual communication in advertising design.
- ART 299 TOPICS IN ART 1-5 sem hrs cr
 Selected topics in art is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ASTRONOMY

- AST 110 INTRODUCTION TO ASTRONOMY 3 sem hrs cr
 This general survey of astronomy includes a study of the constellations, gravitation and planetary motion, optics and telescopes, the nature of light, the solar system, stellar evolution, galactic structure and cosmology. The course includes observation sessions using binoculars and telescopes. A knowledge of algebra and trigonometry is helpful but not required.

BANKING

AMERICAN INSTITUTE OF BANKING. The American Institute of Banking (AIB) is an educational division of the American Bankers Association. Motlow State Community College coordinates the course offerings for two AIB study groups, the Middle Tennessee Study Group and the Cumberland Study Group. Students taking banking courses through Motlow College earn college credit as well as American Institute of Banking credit. The courses may be taken by any student but are primarily structured to meet the needs of banking employees. Information on specific AIB diploma and certificate programs may be obtained in the Office of Extended Services.

BNK 111 PRINCIPLES OF BANKING 3 sem hrs cr
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

BNK 112 VERBAL COMMUNICATION 1 sem hr cr
This course focuses on the understanding of core communication principles essential for communication effectiveness and the application of these principles to the major communication contexts.

BNK 118 LAW AND BANKING: PRINCIPLES 3 sem hrs cr
This course is an overview of the legal aspects of banking with special emphasis on the Uniform Commercial Code. The course includes summaries of law pertaining to contracts, real estate, and bankruptcy.

BNK 120 LAW AND BANKING: APPLICATIONS 3 sem hrs cr
This course is an introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Check losses and a broad range of legal issues related to processing checks are included. Case studies are used to illustrate important legal points.

BNK 122 MONEY AND BANKING 3 sem hrs cr
This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment is kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitation of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

BNK 130 CONCEPTS OF DATA PROCESSING 3 sem hrs cr
This course is designed for banking personnel in data processing and operations departments. It covers the topics of data processing concepts, principles, and uses; the impact of technological change; and implications and applications for the future.

BNK 142 DEPOSIT OPERATIONS 2 sem hrs cr
This course examines the deposit operations of banks in the context of the United States payment system. It explores how banks operate relative to their deposit-taking activities. Emphasis is on system rather than product or instrument. Government rules and regulations and the future of American payment mechanisms are covered.

BNK 144 TELLER TRAINING 3 sem hrs cr
This course provides the skills that tellers need in today's banking industry. It includes topics on the banking industry's impact upon society and the economy, quality customer service, bank security, and loss prevention techniques, and various other banking transactions.

BNK 145 SELLING BANK SERVICES: A HUMAN RELATIONS APPROACH 1 sem hr cr
This course focuses on important aspects of the customer's ego, active listening and probing, presenting benefits, and successfully closing a sale.

BNK 213 CONSUMER LENDING 3 sem hrs cr
In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

BNK 220 ECONOMICS FOR BANKERS 3 sem hrs cr
This course is an introduction to the fundamental principles of economics with special emphasis in macroeconomics and topics of importance to the banker. The course covers the basics of economic theory and applications to banking.

BNK 222 ANALYZING FINANCIAL STATEMENTS 3 sem hrs cr
This course is organized into two main sections: characteristics of financial statements and financial statement analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. The second section of the course covers goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.

- BNK 230 FINANCIAL PLANNING** 3 sem hrs cr
 This course provides information on the financial planning process and its applications and a better understanding of the factors affecting consumers' financial decisions.
- BNK 242 REAL ESTATE FINANCE** 3 sem hrs cr
 This course addresses the manner in which funds are channeled into mortgage markets, the financing of residential and income-producing property, and administrative tasks common to most mortgage departments.
- BNK 243 INTERNATIONAL BANKING** 3 sem hrs cr
 The text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.
- BNK 253 COMMERCIAL LENDING** 3 sem hrs cr
 This course provides an introductory overview of the commercial lending function. It stresses the need for a solid relationship between a bank's commercial customers and the lending officer and the importance of commercial loans to a bank's portfolio.
- BNK 261 STATEMENT ANALYSIS** 3 sem hrs cr
 This course provides the basic concepts of and skills for statement analysis. Based on a five-part, reusable, self-instructional format, the components are designed for maximum flexibility and immediate on-the-job application.
- BNK 262 MARKETING FOR BANKERS** 3 sem hrs cr
 This course for commercial bankers develops the market awareness characteristics of present financial services competitors. It defines marketing, examines motivational strategies for customers who purchase financial services, and provides instruction for developing a successful marketing plan. Also covered is the integration of public relations, advertising sales promotion, selling, and service distribution functions.
- BNK 265 BANK MANAGEMENT** 3 sem hrs cr
 This course is an introduction to the handling of day-to-day bank activities including formulation of objectives and policies; management of assets and liabilities; sources and uses of funds; administration of deposits, loans, and other investments; and the short-term management of funds. Case studies are used to aid the student in acquiring bank management skill.
- BNK 270 MANAGEMENT** 3 sem hrs cr
 This course introduces a variety of modern management theories and approaches organized around the basic functions of planning, staffing, leading, and controlling. Organizational theory, motivation and communication, budgetary controls, and management information systems are included.
- BNK 299 TOPICS IN BANKING** 1-5 sem hrs cr
 Selected topics in banking is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BIOLOGY

HONORS BIOLOGY: For students who qualify, an Honors Biology opportunity exists through enrollment in a laboratory section identified in the semester schedule of classes. The distinguishing feature of the Honors Biology laboratory will be individual research on a variety of topics.

BIO 100 PRINCIPLES OF BIOLOGICAL SCIENCE 4 sem hrs cr

This course surveys the plant kingdom, the animal kingdom, and ecology. Specific topics include: taxonomy, morphology, physiology, the economic importance of plants and animals (including humans), and principles of ecology. (3 hours lecture - 2 hours laboratory) This course is intended for students in the Interdisciplinary Studies Area of Emphasis. (Normally offered during fall semester only.)

BIO 109 BASIC CONCEPTS OF HUMAN ANATOMY AND PHYSIOLOGY I 4 sem hrs cr

This is a survey course of the human body. Specific topics include cell composition and function, tissue organization, and an overview of the following systems: integumentary, skeletal, muscular, nervous, and endocrine. BIO 109 will not substitute for BIO 271. BIO 109 and BIO 110 will not satisfy the general education requirement of a one-year sequence in BIO. (3 hours lecture - 2 hours laboratory)

BIO 110 BASIC CONCEPTS OF HUMAN ANATOMY AND PHYSIOLOGY II 4 sem hrs cr

This is a survey course of the human body. Specific topics include the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems (including genetics and development). BIO 110 will not substitute for BIO 272. BIO 109 and BIO 110 will not satisfy the general education requirement of a one-year sequence in BIO. (3 hours lecture - 2 hours laboratory)

BIO 133 ENVIRONMENTAL BIOLOGY 3 sem hrs cr

This course is a study of man's place in and impact on the environment, the causes, effects, and solutions of environmental problems. Basic principles of ecosystems and communities are presented. 3 hours lecture with announced field trips. This course is an elective and does not meet the general education requirement.

BIO 141 GENERAL BIOLOGY I 4 sem hrs cr

This course examines in detail the physical and chemical basis of life with emphasis on cell processes, reproduction, and inheritance. A unit on Monera, Protista, and Fungi introduces the student to three of the five kingdoms of living organisms. (3 hours lecture-2 hours laboratory)

BIO 142 GENERAL BIOLOGY II 4 sem hrs cr

This course examines the major groups of plants and animals. Emphasis is placed on the taxonomy, morphology, physiology, and evolution of these two kingdoms. (3 hours lecture - 2 hours laboratory)

BIO 231 MICROBIOLOGY 4 sem hrs cr

This course is a study of micro-organisms, especially bacteria, with emphasis on cytology, morphology, physiology, genetics, medical aspects, and cultural techniques. Laboratory experiments are designed to familiarize the student with microbiological techniques, cultivation, isolation, identification of bacteria and other micro-organisms. (3 hours lecture - 3 hours laboratory) Prerequisite: BIO 141.

BIO 242 GENETICS 4 sem hrs cr

This course is an introduction to the fundamental principles and laws governing inheritance in plants and animals including man. Three lectures and one two-hour lab. Prerequisites: 8 hours of college biology.

BIO 271 ANATOMY AND PHYSIOLOGY I 4 sem hrs cr

This course is a study of the structure and function of the human body emphasizing the cellular and tissue level of organization, the integumentary, reproductive, skeletal, muscular, nervous, sensory, and endocrine systems. (3 hours lecture-2 hours laboratory) Prerequisite: BIO 141. (Normally offered during the fall semester only)

BIO 272 ANATOMY AND PHYSIOLOGY II 4 sem hrs cr

This course is a study of the structure and function of the human body emphasizing development and inheritance, the cardiovascular, lymphatic, respiratory, digestive, and urinary systems. The latter part of the course deals with fluid, electrolyte, and acid-base dynamics. (3 hours lecture-2 hours laboratory) Prerequisite BIO 271. (Normally offered during the spring semester only)

BIO 299 TOPICS IN BIOLOGY 1-5 sem hrs cr

Selected topics in biology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BUSINESS

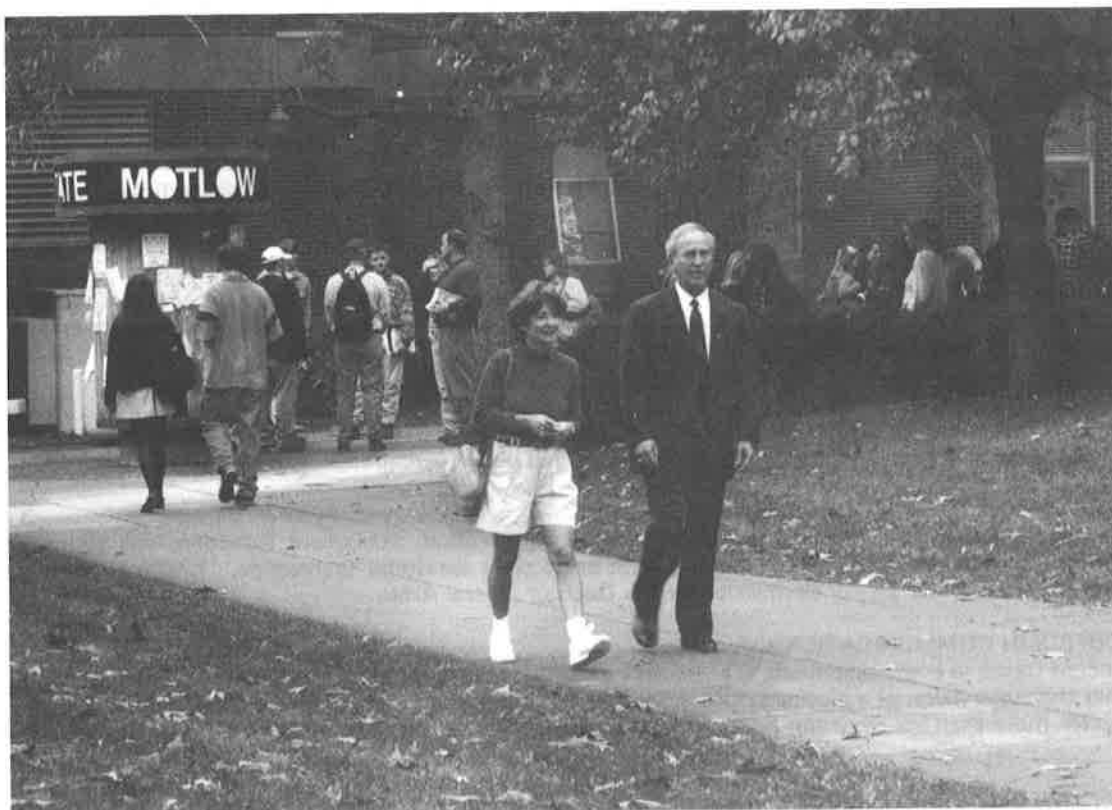
- BUS 121 INTRODUCTION TO BUSINESS** 3 sem hrs cr
This course provides the student with an overview of the business environment with attention being focused on business careers, business ownership and organization, management, marketing, and finance. Completion of a research paper or special project may be required.
- BUS 130 PERSONAL MONEY MANAGEMENT** 3 sem hrs cr
This course is designed to present areas in the personal or family financial cycle which affect every adult. Subject areas include financial and personal records, personal budgeting, financial services, consumer credit, insurance, Social Security, investments, housing, tax management, retirement and estate planning.
- BUS 201 INTERNATIONAL BUSINESS** 3 sem hrs cr
This course is a survey of the major issues associated with doing business internationally. Included is a study of international organizational structures and managerial processes and the cultural, political, economic, competitive, and technological environments of global business. Prerequisite: BUS 121 or permission of the Dean of Career Education.
- BUS 222 BUSINESS COMMUNICATIONS** 3 sem hrs cr
This course is a study of the principles of effective written and oral business communications. Emphasis is placed on the composition and formatting of business correspondence including good/routine news, bad news, and persuasive messages. All documents must be typewritten. Prerequisites: ENG 101 and BIT 115.
- BUS 241 BUSINESS STATISTICS** 3 sem hrs cr
This course involves a study of techniques used in collecting, presenting, and interpreting data; measures of central tendency and dispersion; probability and probability distributions; sampling distributions; estimation; and hypothesis testing. Prerequisite: MAT 131 or higher mathematics course or permission of the Dean of Career Education.
- BUS 261 LEGAL ENVIRONMENT OF BUSINESS** 3 sem hrs cr
This course is a study of the legal and regulatory environment of business. Topics covered include the nature of legal systems; business ethics; the impact of the Constitution on business; basic law of torts and contracts; business crimes; international business transactions; and the legislative, judicial, and administrative control of business through the laws affecting employment, labor, antitrust, consumer and debtor protection, environmental protection, corporate financing and securities regulation.
- BUS 271 PRINCIPLES OF MANAGEMENT** 3 sem hrs cr
This course is a study of the management functions of planning, organizing, staffing, directing, and controlling. Special emphasis is placed on the evolution of managerial thought, organizational behavior, managerial ethics, and social responsibilities. Case-study methodology is used to emphasize the applicability of material covered. Prerequisite: BUS 121 or permission of the Dean of Career Education.
- BUS 275 SMALL BUSINESS MANAGEMENT** 3 sem hrs cr
This course is a study of the techniques of organizing and operating a small business. A broad range of topics is discussed relating to all aspects of small business management. Case-study methodology is used to emphasize the applicability of material covered.
- BUS 281 PRINCIPLES OF MARKETING** 3 sem hrs cr
This course is a study of the fundamentals of marketing. Topics to be covered include the functions, principles, processes, institutions, and trends concerning the distribution of consumer and industrial goods and services. Case-study methodology is used to stimulate inquiry and to emphasize the applicability of the material covered. (Formerly MKT 281)
- BUS 291 CAREER DEVELOPMENT** 3 sem hrs cr
This course is a detailed study of the methods for successful entry into work organizations and continued success after employment. Emphasis is placed on job search methods; evaluation of employment opportunities; preparation of the application blank, application letter, and resume; interviewing techniques; work skills and attitudes; and other topics related to the successful pursuit of a career. It is recommended that this course be taken in the semester prior to graduation.
- BUS 299 TOPICS IN BUSINESS** 1-5 sem hrs cr
Selected topics in business is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BUSINESS INFORMATION TECHNOLOGY

- BIT 100 COMPUTER KEYBOARDING** 2 sem hrs cr
 This course provides instruction in the operation of the computer keyboard. Emphasis is placed on speed, accuracy, and basic document formatting using word processing software. No credit will be granted to a student who has successfully completed AOS 102 or its equivalent. (Formerly CST 100)
- BIT 103 INTRODUCTION TO THE INTERNET** 1 sem hr cr
 This course introduces the student to the use of the Internet. The course covers the terminology, concepts, and tools necessary to access the Internet, and includes the historical development, types of access, and the character and graphical user interface required to use the Internet. Recommended prerequisite: Students should be familiar with the Windows operating environment. (Formerly CST 103)
- BIT 104 INTRODUCTION TO WINDOWS 95 OPERATING SYSTEM** 1 sem hr cr
 This course introduces the student to the Windows 95 Operating System for microcomputers. The course covers how to use a mouse, desktop management, opening and manipulating multiple windows, managing files, creating folders, and using the Windows 95 Explorer, Find and Help options. Recommended prerequisite: Students should be familiar with microprocessing and the Windows operating environment. (Formerly CST 104)
- BIT 106 USING QUICKEN FOR WINDOWS** 1 sem hr cr
 This course introduces the student to the use of a personal finance software package. The course covers the use of Quicken for Windows to manage an individual's checking, savings, credit card, and personal loan accounts. Additional topics covered include the use of Quicken in preparing household and personal budgets, printing checks, paying bills, tracking investments, preparing taxes, and forecasting future cash flow. Recommended prerequisite: Students should be familiar with microprocessing and the Windows operating environment.
- BIT 107 INTRODUCTION TO THE WINDOWS OPERATING ENVIRONMENT** 1 sem hr cr
 This course introduces the student to the Windows operating environment. The course covers how to use a mouse, desktop management, executing programs and commands, opening and manipulating windows, managing files, creating folders, managing disks and directories, and using Windows accessory programs. (Formerly CST 107)
- BIT 115 INTRODUCTION TO MICROCOMPUTER APPLICATIONS** 3 sem hrs cr
 This course introduces the student to the use, capabilities, and limitations of microcomputer applications. The student will study the terminology and concepts involved with the hardware, operating system, Windows environment and microcomputer applications software. A fundamental study of the disk operating system (DOS) and the Windows environment and its interaction with hardware and software is covered. The Windows environment, Internet, and word processing for Windows are introduced. Prerequisite or corequisite: BIT 100 or typewriting experience. (Formerly CST 115)
- BIT 124 WORD PROCESSING APPLICATIONS** 3 sem hrs cr
 This course is designed to provide a working knowledge of word processing. Basic terminology, concepts, editing and formatting commands, and intermediate and advanced features are introduced and reinforced through various practical exercises. Prerequisite: BIT 115 or its equivalent or permission of the Dean of Career Education. (Formerly CST 124)
- BIT 125 SPREADSHEET APPLICATIONS FOR MICROCOMPUTERS** 3 sem hrs cr
 This course is designed as a study of developing spreadsheet applications on a microcomputer. Business and accounting problems are the medium used to develop spreadsheets. Prerequisite: Documented eligibility for collegiate mathematics and BIT 115 or its equivalent or permission of the Dean of Career Education. (Formerly CST 125)
- BIT 126 DATABASE APPLICATIONS FOR MICROCOMPUTERS** 3 sem hrs cr
 This course is designed as a study of database management application software for microcomputers. Complex business and industrial database types will be developed in the course using a Relational Database Management System. Prerequisite: Documented eligibility for collegiate mathematics and BIT 115 or equivalent or permission of the Dean of Career Education. (Formerly CST 126)
- BIT 127 GRAPHICS/MULTIMEDIA TECHNIQUES FOR THE BUSINESS PROFESSIONAL** 3 sem hrs cr
 This course is a study of the fundamentals of computer assisted presentations and computer graphic and text design. The basic elements of design and technique are covered including an introduction to multimedia development. Prerequisite: BIT 115 or equivalent or permission of the Dean of Career Education. (Formerly CST 127)
- BIT 227 MULTIMEDIA APPLICATIONS DEVELOPMENT** 3 sem hrs cr
 This course is a study of the development and implementation of multimedia applications. The course covers bitmap editing, screen capture, and image enhancement. Utilizing an authoring software package, students design and develop multimedia applications projects. Prerequisites: BIT 115 or EDU 115 and BIT 127 or permission of the Dean of Career Education. (Formerly CST 227)
- BIT 299 TOPICS IN BUSINESS INFORMATION TECHNOLOGY** 1-5 sem hrs cr
 Selected topics in business information technology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

CHEMISTRY

- CHE 101 GENERAL CHEMISTRY I 4 sem hrs cr
 This course is a study of fundamental concepts of atoms and molecules, chemical bonding, formula and equation writing, naming compounds, quantitative relationships involving formulas, classification of the elements and selected compounds, shapes of molecules, stoichiometry, and gas laws. (3 hours lecture - 3 hours laboratory)
- CHE 102 GENERAL CHEMISTRY II 4 sem hrs cr
 This course is a study of solutions, acid-base concepts, chemical kinetics and equilibrium, ionic equilibria of weak electrolytes, thermodynamics, oxidation-reduction reactions, and nuclear chemistry. (3 hours lecture - 3 hours laboratory) Prerequisite: CHE 101.
- CHE 231 ORGANIC CHEMISTRY I 4 sem hrs cr
 This course is a study of the preparations and properties of aliphatic and aromatic compounds, their nomenclature, and their reactions. (3 hours lecture - 3 hours laboratory) Prerequisite: CHE 102.
- CHE 232 ORGANIC CHEMISTRY II 4 sem hrs cr
 This course is a study of the preparations, properties, nomenclature, and reactions of the following classes of compounds: alkyl halides, alcohols, ethers, carboxylic acids, aldehydes, ketones, and amines. (3 hours lecture - 3 hours laboratory) Prerequisite: CHE 231.
- CHE 299 TOPICS IN CHEMISTRY 1-5 sem hrs cr
 Selected topics in chemistry is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.



COMMUNICATIONS

- COM 101 FUNDAMENTALS OF SPEECH 3 sem hrs cr
This course is a study of communication skills, including practice in organizing, preparing, and delivering various types of informative and persuasive speeches, and in engaging in constructive criticism of oral communication.
- COM 104 VOICE AND DICTION 3 sem hrs cr
This course provides training in the development of more articulate speech and effective voice quality through study of vocal anatomy and mechanism. Classroom drills and individualized instruction are utilized.
- COM 108 ORAL INTERPRETATION 3 sem hrs cr
This course develops skills in the art of reading aloud. Choosing, preparing, and presenting literary selections are stressed.
- COM 111 SURVEY OF MASS COMMUNICATIONS 3 sem hrs cr
This course explores the historical development of various media of mass communications. Included are standard printed media, radio, television, films, public relations, and advertising with emphasis on their roles and responsibilities, their impact on society, and their possibilities for the future.
- COM 112 INTRODUCTION TO JOURNALISM 3 sem hrs cr
This course is an introduction to print and broadcast journalism with an emphasis on newsgathering methods and the writing of news. Prerequisite: BIT 100 and/or ability to type 35-40 words per minute.
- COM 113 INTRODUCTION TO BROADCASTING 3 sem hrs cr
This course is an introduction to broadcasting history, structure, and careers. It is designed to provide a working knowledge of broadcasting operations. Laboratory experience is provided in radio and/or television operations and broadcasting.
- COM 202 CHILDREN'S DRAMA 3 sem hrs cr
Training is provided in story-telling, creative dramatics, and acting in children's drama. This course is recommended for students with an interest in drama and for those who plan a career working with children, particularly in education.
- COM 203 INTRODUCTION TO DRAMA 3 sem hrs cr
This course surveys and emphasizes various topics of drama. Included in the study are the development of drama and the theater, basic mechanics of acting, and characterization. Critical study of plays will be covered in the course.
- COM 212 WRITING ARTICLES AND FEATURES 3 sem hrs cr
This course focuses on writing human-interest stories, newspaper and magazines articles, personal columns, inspirational prose, and a variety of other materials.
- COM 221 RADIO PRODUCTION 3 sem hrs cr
This course is a foundations course in the field of radio production. Basic techniques of program productions and equipment operation are stressed. Practical experience is provided in announcing, recording, editing, interviewing, cueing records, and using the microphone.
- COM 241 BASIC PHOTOGRAPHY 3 sem hrs cr
This is an introductory course in black and white photography. Basic photographic techniques and darkroom procedures is emphasized as well as the principles of optics and visual perception. Additional darkroom work is required.
- COM 242 INTERMEDIATE PHOTOGRAPHY 3 sem hrs cr
This course emphasizes the finer points of lighting, composition, equipment selection, and advanced darkroom technique. Color photography is introduced along with basic color darkroom techniques. Additional darkroom work is required. Prerequisite: COM 241 or permission of the Dean of Liberal Arts.
- COM 299 TOPICS IN COMMUNICATIONS 1-5 sem hrs cr
Selected topics in communications is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COMPUTER SCIENCE

- CST 108 VMS OPERATING SYSTEM** 1 sem cr hr
 This course introduces students to the VMS operating system. Topics covered include basic VMS commands, file management commands, the EDT and LSE editors, E-mail, and File Transfer Protocol. How to compile, link and execute programs are also covered.
- CST 130 VISUAL BASIC PROGRAMMING LANGUAGE** 3 sem hrs cr
 This course is a study in microcomputer applications programming using the Visual Basic Programming Language for Windows. The course includes elementary program design concepts through advanced program interface with Windows applications. Cost study methodology is used to demonstrate applicability to general purpose applications. Prerequisites: BIT 115 or equivalent and BIT 125 or 126, or permission of the Dean of Career Education.
- CST 132 FORTRAN PROGRAMMING** 3 sem hrs cr
 This course introduces the student to the use of the FORmula TRANslation (FORTRAN) programming language. Emphasis will be on mathematical and scientific applications. Prerequisites: MAT 131 or MAT 141 or equivalent and BIT 100 or typewriting experience.
- CST 140 INTRODUCTION TO PROGRAMMING** 4 sem hrs cr
 This course is designed to introduce students to computers and problem-solving using a structured language as a tool. Major topics include programming logic and flowcharting. Emphasis is on problem-solving using the language and principles of structured software. Prerequisites: Documented eligibility for collegiate mathematics and typewriting experience or BIT 100.
- CST 161 PC MAINTENANCE AND TROUBLESHOOTING** 3 sem hrs cr
 This course deals with the non-technical, component-level diagnosis and repair of microcomputers and peripheral equipment. Hard disk management and software installation and maintenance will be included. Prerequisites: BIT 115 or equivalent and one of the following: BIT 124, 125, 126, or permission of the Dean of Career Education.
- CST 165 DATA COMMUNICATIONS AND LOCAL AREA NETWORKING** 3 sem hrs cr
 This course covers basic terminology and the operation of data communication and local area networking. Topics include examination of the physical layer, data link protocols, introduction to local area networking, review of industry standards (CCITT, ISO, and IEEE) that relate to data communications, and issues relating to network management. Introduction and use of the Internet is also covered. Hands-on experience with a local area network is included. Prerequisites: BIT 115 or equivalent or permission of the Dean of Career Education.
- CST 221 COBOL PROGRAMMING** 4 sem hrs cr
 Students learn to develop and implement programs in the COBOL (COmmon Business Oriented Language) programming language in a business environment. Top-down design and structured programming in an on-line environment with table handling and sorting are included. Index-sequential file processing is introduced. Prerequisite: Documented eligibility for collegiate mathematics and BIT 100 or typewriting experience.
- CST 240 DATA STRUCTURES** 3 sem hrs cr
 This course examines the basic concepts of data including the abstract data type, lists, sets, stacks, queues, B-trees, binary trees, AVL trees, heaps, hash tables, and other complex structures. Sorting techniques and data management are also covered. A structured programming language is the primary tool for implementation. Prerequisite: CST 140 or permission of Dean of Career Education.
- CST 245 C PROGRAMMING** 3 sem hrs cr
 This course presents the essential elements of the C programming language. Topics covered include Input/Output concepts, fundamentals in data types, operators and control statements, functions, pointers, and arrays and structures. Prerequisite: CST 140 or permission of the Dean of Career Education.
- CST 250 INTRODUCTION TO COMPUTER ORGANIZATION
 AND ASSEMBLY LANGUAGE PROGRAMMING** 3 sem hrs cr
 This course teaches elementary computer architecture machine language concepts and Assembly Language Programming for the hardware in the Motlow College Computer Center. Data representation and elementary assembly language programming instructions are studied in detail and applied to numerous problems. Prerequisites: CST 140, MAT 131 or MAT 141 or higher MAT, and at least one of the following: CST 130, 132, or 221.
- CST 261 COMPUTER SYSTEMS ANALYSIS AND DESIGN** 3 sem hrs cr
 This course involves systems feasibility study, analysis, and design in a business environment. The systems development life cycle (SDLC) is the methodology used for analyzing computer-based business systems. Prerequisites: BIT 115 and 126; CST 140; and six hours of either BIT or CST courses above BIT 115 and CST 130 or permission of the Dean of Career Education.

CST 264 UNIX OPERATING SYSTEMS 3 sem hrs cr
 This course introduces the UNIX operating systems and UNIX utilities. Other items to be included are basic UNIX commands, editor commands, UNIX basic shell commands (Bourne, Korn, and C-shell), file management commands, directory commands, mail commands, nroff, troff, awk, grep, and sed commands. Prerequisite: BIT 115 or equivalent or permission of the Dean of Career Education.

CST 265 ADA PROGRAMMING 3 sem hrs cr
 This course presents an introduction to the basic concepts of the Ada language including conceptual overview, terminology, data types, development and usage of basic expressions, object declarations, packages, tasking, subprograms, and generics. Development and usage of basic concepts through programming assignments that cover topics such as data abstraction, information hiding, and multiple tasking concepts are covered. Prerequisites: Two of the following: CST 132, CST 140, CST 240, CST 245, or the equivalent; and MAT 141 or higher or permission of the Dean of Career Education.

CST 299 TOPICS IN COMPUTER SCIENCE 1-5 sem hrs cr
 Selected topics in computer science is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COOPERATIVE EDUCATION

The Cooperative Education program provides students the opportunity to complete a portion of their academic program as employees in industry, business, government, or educational institutions where their work is directly related to their academic major. Additional information regarding the Cooperative Education program is available from the Director of New Student Admissions.

COP 201 COOPERATIVE PRACTICUM I 2 sem hrs cr
 This course involves study-related, off-campus work experience with employers in real employment situation. At the beginning of the course, a minimum amount of work time is determined between the student and the Cooperative Education Coordinator. At the end of the course, the student must prepare and submit to the Coordinator a written report summarizing educational/employment experiences. The course is graded on a pass/fail basis. Prerequisites: 12 or more semester hours earned, 2.5 or higher cumulative GPA, and permission of Director of New Student Admissions.

COP 202 COOPERATIVE PRACTICUM II 2 sem hrs cr
 This course is a continuation of COP 201 with the same requirements and responsibilities for completion. The course is graded on a pass/fail basis. Prerequisites: COP 201 and permission of Director of New Student Admissions.

CRIMINAL JUSTICE ADMINISTRATION

CJA 201 INTRODUCTION TO CRIMINAL JUSTICE 3 sem hrs cr
 This course is an interdisciplinary examination of the American criminal justice system. Topics include criminal justice and the rule of law; development, role, and operations of the police; functions of the courts; and criminal law processes; the development and role of corrections; and the philosophy and operations of the juvenile justice system. Contemporary criminal justice issues and trends are surveyed.

CJA 299 TOPICS IN CRIMINAL JUSTICE ADMINISTRATION 1-5 sem hrs cr
 Selected topics in criminal justice administration is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ECONOMICS

- ECO 201 PRINCIPLES OF ECONOMICS I 3 sem hrs cr
 This course is a study of basic economic concepts and macroeconomics. Topics covered include basic economic theory, economic systems, national income accounting, unemployment and inflation, money and banking, fiscal and monetary policy.
- ECO 202 PRINCIPLES OF ECONOMICS II 3 sem hrs cr
 This course is a study of basic economic concepts and microeconomics. Topics covered include consumer and firm behavior, economic growth, market structures, price and output determination, labor and unions, international trade and finance.
- ECO 299 TOPICS IN ECONOMICS 1-5 sem hrs cr
 Selected topics in economics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more that six semester hours in topics courses may be used in meeting minimum degree requirements.

EDUCATION

- EDU 111 THE TEACHING PROFESSION 3 sem hrs cr
 This course introduces prospective teachers to schools in American society. The history of schools is viewed in relationship to present problems, issues, and trends. Suitability for the teaching profession is recognized as students observe a minimum of ten hours in multi-grade-level classrooms. (Formerly EDU 132)
- EDU 115 COMPUTER-AIDED COURSE DEVELOPMENT TOOLS 3 sem hrs cr
 This course introduces students to the fundamentals of integrating technology into the classroom curriculum. Students develop classroom presentations as part of the course work. Topics covered include fundamental microcomputer skills and the use of Windows, the Internet, computer presentation tools, and multi-media. Prerequisite or corequisite: BIT 100 or typewriting experience.
- EDU 211 THE PSYCHOLOGY OF HUMAN DEVELOPMENT AND LEARNING 3 sem hrs cr
 This course explores physical, mental, social, and moral development of individuals from birth to the end of life. How humans learn is a large component of the course. A tutorial assignment off-campus is required. Recommended prerequisite: EDU 111 (Formerly EDU 131)
- EDU 215 CLASSROOM TECHNOLOGY 3 sem hrs cr
 This course is a study of how to integrate current technology into the classroom. Students learn to use the equipment necessary to create and modify both text and computer-generated images. The use of a Hyper Text Markup Language editor to create web pages is also covered. Prerequisite: EDU 115, BIT 115, or equivalent, or permission of the Dean of Career Education

NOTE: It is recommended, but not required, that EDU 111 and EDU 211 be taken in sequence. Because of extensive off-campus work required in both courses, they cannot be taken during the same semester.

- EDU 299 TOPICS IN EDUCATION 1-5 sem hrs cr
 Selected topics in education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

HONORS EDUCATION

- EDUH 111 THE TEACHING PROFESSION - HONORS 3 sem hrs cr
 The history of schools and current challenges, trends, and alternatives are examined. Students explore their suitability for classroom teaching by sharing independent research findings on a variety of educational topics and issues with the class in videotaped discussions and debates. Suitability for teaching is further explored as students assist a teacher in a classroom setting for a minimum of ten hours. Prerequisite: See Honors Program entry requirements. (Formerly EDUH 132)
- EDUH 211 THE PSYCHOLOGY OF HUMAN DEVELOPMENT AND LEARNING - HONORS 3 sem hrs cr
 This course examines the physical, mental, social, and values development from the beginning to the end of life. Theories of learning, behavior, and motivation are studied with respect to classroom management. Individual work and analytical thinking are required as students conduct research and present their findings as related to psychology and teaching. Class discussion and debate are essential to this Honors experience. A minimum of ten hours of tutoring at an area public school is also required. Prerequisite: See Honors Program entry requirements. (Formerly EDUH 131)

EMERGENCY MEDICAL TECHNOLOGY

Upon successful completion of EMT 110 and EMT 111, the student will be eligible to take the examination given by the Tennessee Department of Public Health, Division of Emergency Medical Service, for certification as a Basic Emergency Medical Technician.

EMT 110 BASIC EMERGENCY MEDICAL TECHNOLOGY I 6 sem hrs cr

This course begins the presentation of the emergency medical techniques currently considered to be within the responsibilities of the Basic Emergency Medical Technician providing pre-hospital emergency care as outlined by the Tennessee Department of Public Health, Division of Emergency Medical Service. Professional Liability Insurance may be required. (90 hours of classroom work) Prerequisite: Healthcare Provider CPR Certification.

EMT 111 BASIC EMERGENCY MEDICAL TECHNOLOGY II 6 sem hrs cr

This course completes the presentation of the emergency medical techniques currently considered to be within the responsibilities of the Basic Emergency Medical Technician providing pre-hospital emergency care as outlined by the Tennessee Department of Public Health, Division of Emergency Medical Service. Professional Liability Insurance may be required. (90 hours classroom work) Prerequisite: EMT 110.

EMT 120 EMERGENCY MEDICAL TECHNOLOGY "BRIDGE COURSE" 1 sem hr cr

This course is designed to transition previously licensed Emergency Medical Technicians into the new curriculum of the Tennessee Department of Public Health, Division of Emergency Medical Services. Students must be Tennessee certified Emergency Medical Technicians.

EMT 150 INTRAVENOUS (IV) THERAPY 3 sem hrs cr

This course is designed to prepare the licensed Emergency Medical Technician to administer IV's in the field when necessary. The course includes patient assessment and conditions under which an intravenous line is warranted; the equipment selection and types of solutions; conditions worsened by the injudicious administration of IV fluids and how to recognize them; the infusion procedures and types of solutions; and, the need for field asepsis. During the clinical experience, five successful venipunctures must be accumulated. Prerequisite: Students must be a Tennessee-certified Emergency Medical Technician and must show proof of Professional Liability Insurance coverage in the amount of \$1,000,000.00.

EMT 299 TOPICS IN EMERGENCY MEDICAL TECHNOLOGY 1-5 sem hrs cr

Selected topics in emergency medical technology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.



**ENGINEERING TECHNOLOGY
PRE-ENGINEERING**

- ERG 101 ENGINEERING GRAPHICS I** 3 sem hrs cr
This course develops drafting fundamentals with use of instruments, theory of projection, sections, auxiliary views and dimensioning with considerable technical sketching. This course includes preparation for and introduction to computer-aided drafting and solid modeling. (2 hours lecture-2 hours laboratory)
- ERG 107 INTRODUCTION TO AUTOCAD** 3 sem hrs cr
This course introduces computer aided drafting (CAD) using AutoCAD software. The course covers the basic fundamentals for making two dimensional drawings. Applications projects are integrated with lectures and demonstrations. Prerequisite: ERG 101 or equivalent.
- ERG 111 BASIC ENGINEERING I** 4 sem hrs cr
This course is a study of forces, vector quantities and moments, resultants of force systems, simple static equilibrium, displacement vectors, particle kinematics and projectile motion kinetics of particles using Newton's Law. (3 hours lecture-3 hour laboratory) Prerequisite or corequisite: MAT 251.
- ERG 112 BASIC ENGINEERING II** 4 sem hrs cr
This course is a study of frictional forces, impulse-momentum, work and kinetic energy, temperature, heat, First Law of Thermodynamics and the Kinetic Theory of Gases. (3 hours lecture-3 hours laboratory) Prerequisite: ERG 111. Prerequisite or corequisite: MAT 252.
- ERG 181 BASIC ELECTRONICS I** 5 sem hrs cr
This course is a study of the concept of electricity, electrical safety, metric notation, use of an electronic trainer, Ohm's Law, series circuits, parallel circuits, series-parallel circuits, voltage dividers, current dividers, direct-current meters, conductors, insulators, resistors, batteries, switches, fuses, circuit breakers, relays, schematic diagrams, Kirchoff's Laws, Norton's and Trevenin's theorems, Wheatstone bridge circuits, meter loading effects, introduction to alternating current and voltage, diodes, half and full wave rectifiers, diode limiters, diode clampers, transistors, common emitter amplifiers, common collector amplifiers, and common base amplifiers. This course includes a computer-assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite or corequisite: MAT 121 or its equivalent.
- ERG 182 BASIC ELECTRONICS II** 5 sem hrs cr
This course is a study of magnetism, magnetic units, electromagnetic induction, alternating current and voltage, inductance and capacitance, inductive and capacitive circuits, time constants, resonance, filters, transformers, relays, switches, electrical schematic reading, and electrical circuit troubleshooting procedures. This course includes a computer-assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite: ERG 181.
- ERG 201 COMPUTER-AIDED DESIGN** 3 sem hrs cr
This course develops skills in computer aided drafting, solid modeling, and system assemblies using a state-of-the-art CAD system. Design work is accomplished on Sun Workstations using a UNIX-based operating system. Emphasis is placed on the operating system and peripheral equipment operation. Some prior computer experience is desirable. (2 hours lecture-2 hours laboratory) Prerequisite: ERG 101.
- ERG 202 COMPUTER-AIDED DESIGN PROJECT** 4 sem hrs cr
This course provides increased knowledge and skill in applying a state-of-the-art CAD system to mechanical design problems. The course emphasizes team work and integration of designs in an industrial atmosphere. Each student designs a part of a mechanical system which must be integrated with other student work. Oral progress reports and a written final report are required. Prerequisite: ERG 201 or permission of the Dean of Career Education.
- ERG 210 ELECTRICAL CIRCUITS LABORATORY** 1 sem hr cr
This course includes an introduction to laboratory instrumentation, measurement techniques, electrical circuit elements, and circuit behavior for DC, AC and transient sources. Digital computer analysis of electrical circuits is also included. Laboratory 3 hours. Corequisite: ERG 211
- ERG 211 CIRCUITS I** 3 sem hrs cr
This course is an introduction to circuit analysis. The content includes Kirchoff's laws, circuit theorems, DC circuit analysis, phasors, AC circuit analysis, and transient response of dynamic circuits. Digital computer analysis of electrical circuits is also covered. Prerequisite or corequisite MAT 252; corequisite ERG 210.
- ERG 225 INTRODUCTION TO MATERIALS SCIENCE** 3 sem hrs cr
This course is a study of property/microstructure interrelations and design considerations for engineering materials; overview of manufacturing processes; interrelations among materials, design, and manufacturing. Prerequisite: CHE 102.

- ERG 231 MECHANICS OF MATERIALS 3 sem hrs cr
 This course is a study of the concepts of stress and strain, stress-strain relations and Mohrs circle, static analysis of members, area moments of inertia, analysis of axially loaded members, torsion, and bending. Energy methods for normal and shearing stresses will be studied. Prerequisites: ERG 111 or ERG 252 and MAT 251.
- ERG 252 STATICS 3 sem hrs cr
 This course is a study of vector algebra, resultants, equilibrium, friction, centers of gravity, centroids, moments of inertia, statics of particles, equilibrium of rigid bodies in two and three dimensions, and analysis of structures. Prerequisite or corequisite: MAT 251.
- ERG 253 DYNAMICS 3 sem hrs cr
 This course is a study of particle kinematics, absolute and relative motion, kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum principle, systems of particles, kinematics of rigid bodies, and mechanical vibrations. Prerequisites: ERG 252 or ERG 111 and MAT 252.
- ERG 280 INTRODUCTION TO DC AND AC MOTORS 3 sem hrs cr
 This course is the study of motor operating characteristics such as current, torque speed, horsepower, watts, heat, and efficiency. DC motors with their brushes and commutators and the AC motors with their current alternations and phase characteristics are studied. Motor nameplates and specifications along with motor maintenance and troubleshooting techniques are studied. Prerequisite or corequisite: ERG 182. (Formerly ERG 180)
- ERG 281 DIGITAL ELECTRONICS 5 sem hrs cr
 This course is a study of digital logic, number system conversions, clock circuits, memory circuits, store and shift circuits, arithmetic counter circuits, A/D - D/A conversion, basic computer functions, 8085 microprocessor architecture and operation, and 8085 microprocessor troubleshooting procedures. This course includes a computer-assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite: ERG 181 or its equivalent.
- ERG 286 FIBER OPTICS 3 sem hrs cr
 This course is a study of the manufacture, use and installation of fiber optics cable. The content includes the theory of transmitting and receiving optic signals and signal evaluation after exposure to splices and connectors utilizing various fiber optic testing technology. Practical applications with fusion, mechanical splicing and connectors are included. Prerequisites: ERG 182 and ERG 281.
- ERG 299 TOPICS IN ENGINEERING 1-5 sem hrs cr
 Selected topics in engineering is a specially designed course for students interested in pursuing specific projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more that six semester hours in topics courses may be used in meeting minimum degree requirements.

ENGLISH

Collegiate-level English courses at Motlow are designed to meet the needs of students who wish to enter careers immediately as well as students who are pursuing more broad-based liberal arts or technical curricula which lead to transfer into four-year degree programs. The freshman composition sequence (ENG 101 and ENG 102) is required of all degree-seeking students. The freshman composition courses and sophomore literature courses have been carefully sequenced to build on particular skills, hence the carefully structured prerequisite requirements. Students may also follow the Honors sequence of English offerings. (Please see the Honors English explanation below.) Other offerings in English include Creative Writing and Topics in English. (Note: These electives do not fulfill English requirements.)

PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

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

PLACEMENT IN ENGLISH COURSES

Students who are under 21 years of age who have satisfactorily met the 1989 Admissions Requirements in English (4 units of high school English) and whose ACT subscores in English are 19 or greater are eligible to enroll in a collegiate-level English course. Students under 21 years of age whose ACT English subscores are 18 or less must take the writing portion of the Academic Assessment and Placement Program (AAPP) test before they enroll. All new students who are 21 years of age or older must take the writing portion of the AAPP test before they can enroll. Returning/readmit, transient, and transfer students must also take the writing portion of the AAPP test unless they have been previously assessed or have earned collegiate-level credits in English during previous enrollments. Students who have previously taken the AAPP test must re-take the writing portion if the previous test scores are three or more years old and if the students have not completed their requirements at the admitting institution or any other TBR institution. All students who earned high school equivalency through GED testing must take the writing portion of the AAPP test. Assessment results indicate whether students are eligible to enroll in collegiate-level English courses or must complete prerequisite requirements through completion of remedial or developmental English courses. Collegiate English courses are denoted with a ENG or ENGH discipline code and have numbers greater than 100.

ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an Enhanced ACT composite score of 19 or greater and an English subscore of 32 or greater will be given 6 hours of advanced standing credit for ENG 101 and 102. Students under 21 years of age with a SAT total score of 710 or greater and a score of 610 or greater on the verbal section will be given 6 hours of advanced standing credit for ENG 101 and 102. If any student possessing the above scores elects to enroll in composition rather than receive credit, he/she must enroll sequentially in ENG 101 and 102 or ENGH 101 and 102.

ENG 101 ENGLISH COMPOSITION I 3 sem hrs cr

This course focuses on essay writing using a variety of expository patterns and emphasizes critical reading and logical thinking. Prerequisite: Documented eligibility for collegiate English.

ENG 102 ENGLISH COMPOSITION II 3 sem hrs cr

This course emphasizes critical thinking, argumentative essay writing, in-depth extended research, and a brief introduction to literary criticism. Prerequisite: ENG 101.

NOTE: Selected sections of ENG 101 and ENG 102 Composition I and II are taught using wordprocessing. Students should check each semester's Schedule of Classes for the designation of these sections. Wordprocessing and keyboarding experience are not required for enrollment in these designated sections but are an asset.

ENG 201 EXPERIENCING LITERATURE 3 sem hrs cr

This course involves reading and analyzing a variety of fiction, poetry, and drama, researching literary topics, and writing analytical papers. Prerequisite: ENG 102.

ENG 202 AMERICAN LITERATURE 3 sem hrs cr

This course is the study of representative works of American prose, poetry, and drama beginning with the early settlement period through the twentieth century. Prerequisite: ENG 201.

ENG 203 BRITISH LITERATURE 3 sem hrs cr

This course is the study of representative works of British prose, poetry, and drama beginning with the Anglo-Saxon period through the early twentieth century. Prerequisite: ENG 201.

ENG 204 WORLD LITERATURE 3 sem hrs cr

This course involves reading and analyzing a variety of world fiction, poetry, and drama, researching literary topics and writing analytical papers. Prerequisite: ENG 201.

ENG 290 CREATIVE WRITING I 3 sem hrs cr

This course introduces students to the elements and techniques in creative writing (essay, short fiction, poetry, drama). Topics include the mechanics for submission of manuscripts for publication as well as current trends and issues in creative writing. The course is writing-intensive and emphasizes both individual and group analysis. Prerequisite: ENG 101 and submission of an acceptable portfolio or permission of the Dean of Liberal Arts. (This course does not substitute for the sophomore literature requirement.)

ENG 291 CREATIVE WRITING II 3 sem hrs cr
 This course provides students with intense practice in the elements and techniques of creative writing (fiction, poetry, drama) in a workshop setting. The course is writing-intensive and emphasizes both individual and group analysis. Prerequisite: ENG 101 and submission of an acceptable portfolio or permission of the Dean of Liberal Arts. (This course will not substitute for the sophomore literature requirement.)

ENG 299 TOPICS IN ENGLISH 1-5 sem hrs cr
 Selected topics in English is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

HONORS ENGLISH

Ordinarily, students may enter Honors English courses only at the beginning of the freshman composition sequence or when taking sophomore literature courses. Students should consult the Honors Entry Requirements on page 66 for specific details. Once the appropriate prerequisites and the Honors Entry Requirements are met at the sophomore level, the Honors literature courses, ENGH 201 World Literature, ENGH 202 American Literature, and ENGH 203 British Literature, may be taken in any order to satisfy the six-hour literature requirement for any given emphasis.

ENGH 101 ENGLISH COMPOSITION I - HONORS 3 sem hrs cr
 This course is an in-depth study of fiction with emphasis on literary analysis and criticism including essay writing using a variety of expository and argumentative patterns as well as an extended research project. Prerequisite: See Honors Entry Requirements.

ENGH 102 ENGLISH COMPOSITION II - HONORS 3 sem hrs cr
 This course is an in-depth study of poetry and drama with emphasis on literary criticism and research, including the writing of analytical papers. Prerequisite: ENGH 101 or ENG 101. See Honors Entry Requirements.

ENGH 202 AMERICAN LITERATURE - HONORS 3 sem hrs cr
 This course is a study of representative works of American prose, poetry, and drama from the Colonial period through the Twentieth Century. Emphasis is on the development of American literature in the context of American culture. Students may expect intensive class participation, creative writing projects, and a field trip to a literary site. Prerequisite: ENGH 102 or ENG 102. See Honors Entry Requirements.

ENGH 203 BRITISH LITERATURE - HONORS 3 sem hrs cr
 This course is an in-depth study of British prose, poetry, and drama, tracing its development from Anglo-Saxon through modern periods. Assignments include field trips, student-initiated creative projects, oral reports, and debates on social and philosophical issues arising from the literature. Prerequisite: ENGH 102 or ENG 102. See Honors Entry Requirements.

ENGH 204 WORLD LITERATURE - HONORS 3 sem hrs cr
 This course is a study of a variety of world prose, poetry, and drama in translation, from Homer through the twentieth century. Assignments include field trips, writing projects, oral reports, and detailed class discussion of the works read. Prerequisite: Completion of ENGH 102 or ENG 102. See Honors Entry Requirements. (Formerly ENGH 201)

ENGLISH AS A SECOND LANGUAGE

ESL 100 ENGLISH AS A SECOND LANGUAGE 3 sem hrs cr
 This course focuses on the four aspects of language usage -- reading, writing, speaking, listening -- with particular attention to skills which aid students in successfully entering mainstream classes in their desired field of study. Non-native speakers will be required to register for ESL 100 if they score below 500 on an institutionally-administered pre-TOEFL exam or present a national TOEFL score below 50. Hours earned in ESL may not be used in any degree or certificate program.

ENGLISH DISCIPLINE TUTORIAL AND COMPUTER SERVICES

WRITING CENTER. The Writing Center assists any Motlow students from any class needing individual instruction and/or practice in specific writing skills. Students may be referred by any Motlow instructor or can request individual assistance any time during the semester. No fees are charged for tutorial service or assistance; however, the student must be currently enrolled at Motlow. Students receive individual tutoring from a professional Writing Center Technician who may assign reading materials, exercises, and/or appropriate microcomputer programs. Each semester the Writing Center Technician, aided by other English faculty, presents a variety of Writing Workshops centered on common writing and grammatical problems as well as special projects such as writing research papers.

Microcomputers are available for student use. Additionally, the Center has a bank of terminals connected to Motlow's main computer which students, after obtaining a computer account, may use for wordprocessing and other computer-related work. No academic credit is given.

FRENCH

- FRE 111 BEGINNING FRENCH I** 3 sem hrs cr
This course emphasizes the essentials of French grammar and develops reading, writing, and speaking skills in the language. Readings about French culture are included.
- FRE 112 BEGINNING FRENCH II** 3 sem hrs cr
This course continues to emphasize the essentials of French grammar and further develops reading, writing, and speaking skills. Introductory readings in French literature are included. Prerequisite: FRE 111.
- FRE 211 INTERMEDIATE FRENCH I** 3 sem hrs cr
This course continues grammar review with exercises for improving oral and written skills and includes readings in French literature and culture. Prerequisite: FRE 112 or high school equivalent with advanced placement examination.
- FRE 212 INTERMEDIATE FRENCH II** 3 sem hrs cr
This course continues grammar review and further develops oral and written skills. Readings in French literature are expanded. Prerequisite: FRE 211.
- FRE 299 TOPICS IN FRENCH** 1-5 sem hrs cr
Selected topics in French is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

GEOGRAPHY

- GGY 101 CULTURAL GEOGRAPHY** 3 sem hrs cr
This course examines spatial variations in culture and analyzes how cultural elements vary or recur from place to place and influence change and economic development.
- GGY 201 SURVEY OF REGIONAL GEOGRAPHY** 3 sem hrs cr
This course surveys world regions to indicate the general influence of the geographical environment.
- GGY 299 TOPICS IN GEOGRAPHY** 1-5 sem hrs cr
Selected topics in geography is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

GEOLOGY

- GEO 120 INTRODUCTION TO EARTH SCIENCE** 4 sem hrs cr
This course focuses upon the earth's structure, function, physical processes, and location in space. Emphasis is given to the external and internal forces that mold the face of the earth and its atmosphere. (3 hours lecture - 2 hours laboratory) (Normally offered during the spring semester only)
- GEO 299 TOPICS IN GEOLOGY** 1-5 sem hrs cr
Selected topics in geology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

GERMAN

- GER 101 BEGINNING GERMAN I** 3 sem hr cr
This course emphasizes the essentials of German grammar and develops reading, writing, and speaking skills in the language. Readings about German culture are included.
- GER 102 BEGINNING GERMAN II** 3 sem hr cr
This course continues to emphasize the essentials of German grammar and further develops reading, writing, and speaking skills. Introductory readings in German literature are included. Prerequisite: GER 101.
- GER 201 INTERMEDIATE GERMAN I** 3 sem hr cr
This course continues grammar review with exercises for improving oral and written skills and includes readings in German literature and culture. Prerequisite: GER 102 or high school equivalent with advanced placement examination.
- GER 202 INTERMEDIATE GERMAN II** 3 sem hr cr
This course continues grammar review and further develops oral and written skills. Readings in German literature are expanded. Prerequisite: GER 201.
- GER 299 TOPICS IN GERMAN** 1-5 sem hr cr
Selected topics in German is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six (6) semester hours in topics courses may be used in meeting minimum degree requirements.

HEALTH

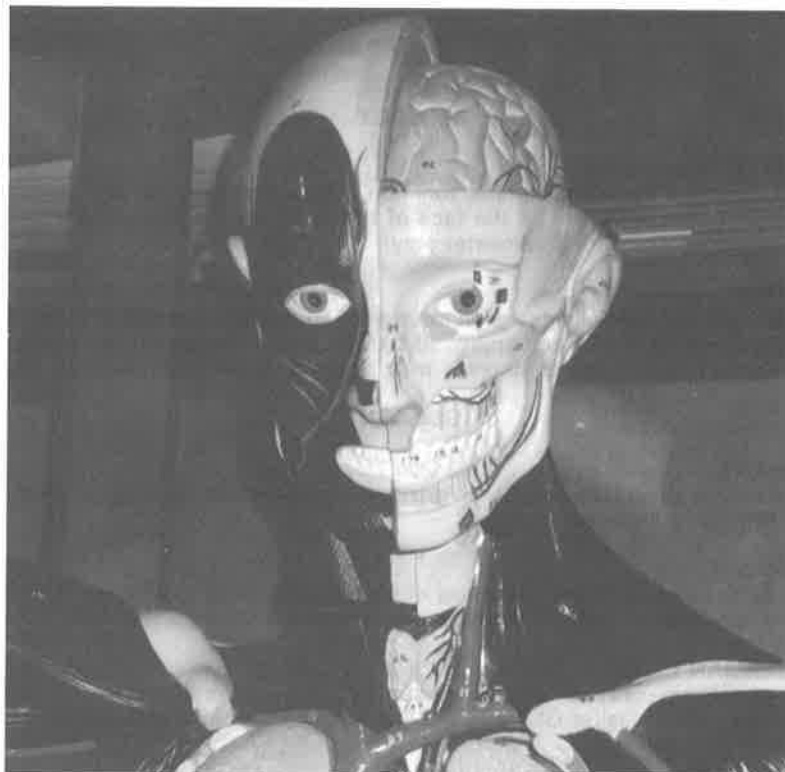
HED 211 PERSONAL HEALTH 3 sem hrs cr
This course is a study of contemporary, personal health issues and problems with a major emphasis placed on emotional health, drugs, tobacco, alcohol, and human sexuality.

HED 212 FIRST AID AND SAFETY 3 sem hrs cr
This course focuses on first aid care and accident prevention, with emphasis on artificial respiration and cardiopulmonary resuscitation (CPR). (No certification in CPR is given.)

HED 223 PRINCIPLES AND THERAPEUTICS OF NUTRITION 3 sem hrs cr
This course is designed to present the principles of nutrition and to examine how those principles are applied to various disease processes. Food composition as a tool of diet therapy is emphasized. Prerequisites: BIO 141 or permission of the Dean of Liberal Arts.

HED 234 WELLNESS AND FITNESS LIFESTYLES 3 sem hrs cr
This course is a study of Wellness Lifestyles through health appraisal, fitness evaluation, identification of cardiovascular risk factors, and creation of an individual exercise program. (Same as PED 234; credit for HED 234 will not be granted if PED 234 has been completed.)

HED 299 TOPICS IN HEALTH 1-5 sem hrs cr
Selected topics in health is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.



HISTORY

HIS 111 WORLD CIVILIZATION I 3 sem hrs cr

This course is the study of the history of mankind beginning with the ancient Near East. The course includes a study of leaders chosen to represent ancient Mesopotamia, Egypt, Israel, Greece, the Empire of Alexander, the Roman Empire, and the Empire of Charlemagne. Medieval conditions in Europe are examined; Francis of Assisi, Dante, and Eleanor of Aquitaine are used as representatives of the Medieval period. The course concludes with the beginnings of the Renaissance and Protestant Reformation. The continuity of ideas and values from past to present is emphasized.

HIS 112 WORLD CIVILIZATION II 3 sem hrs cr

This course is the study of the history of mankind beginning with the Renaissance and Protestant Reformation. The course includes a study of major leaders chosen to represent the Renaissance and Reformation period, the Enlightenment, the early modern period, and the modern period. In the early modern and modern periods, attention is given to developments in science and technology. The continuity of ideas and values from the past to present is emphasized. Recommended prerequisite: HIS 111.

HIS 211 UNITED STATES HISTORY I 3 sem hrs cr

This course covers the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876.

HIS 212 UNITED STATES HISTORY II 3 sem hrs cr

This course traces the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the place of the United States as a world power. Recommended Prerequisite: HIS 211.

HIS 261 HISTORY OF TENNESSEE 3 sem hrs cr

This course is a study of Tennessee's political, economic, social, and intellectual development from the pre-colonial era to the present.

HIS 299 TOPICS IN HISTORY 1-5 sem hrs cr

Selected topics in history is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

HONORS HISTORY

HISH 211 UNITED STATES HISTORY I - HONORS 3 sem hrs cr

This course covers in depth the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876. Individual work and analytical thinking are emphasized. Extensive study of historical figures replaces the more general topical coverage of HIS 211. The figures chosen represent diversity in gender, race, ethnic background, and political views. The class selects the people to be studied at the beginning of each semester. Class discussion and debate is an integral part of this Honors class experience. See Honors entry requirements.

HISH 212 UNITED STATES HISTORY II - HONORS 3 sem hrs cr

This course traces in depth the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the place of the United States as a world power. Individual work and analytical thinking are emphasized. Extensive study of historical figures replaces the more general topical coverage of HIS 212. The figures chosen represent diversity in gender, race, ethnic background, and political views. The class selects the people to be studied at the beginning of each semester. Class discussion and debate is an integral part of this Honors class experience. Recommended Prerequisite: HISH 211.

HONORS

HON 201 AMERICAN STUDIES I 6 sem hrs cr

This course is an in-depth study of United States History, Literature, and Culture from the beginning of English settlement in North America to 1876, including a study of representative works in prose, poetry, and drama. The course focuses specifically on the area's own unique cultural community and its place in our national heritage through the discovery of the rich oral traditions of the region, the reading of works by native writing, and the exploration of the cultural and historical diversity of the area. Individual works and analytical thinking are emphasized, along with intensive class participation, creative writing and research projects, and field trips to historical and literary sites. Prerequisite: ENG 102 or ENGH 102. See Honors entry requirements.

HON 202 AMERICAN STUDIES II 6 sem hrs cr

This course is an in-depth study of United States History, Literature and Culture from 1876 to the present, including a study of representative works in prose, poetry, and drama. The course focuses specifically on the area's own unique cultural community and its place in our national heritage through the discovery of the rich oral traditions of the region, the reading of works by native writers, and the exploration of the cultural and historical diversity of the area. Individual works and analytical thinking are emphasized, along with intensive class participation, creative writing and research projects, and field trips to historical and literary sites. Prerequisite: HON 201. See Honors entry requirements.

INDUSTRIAL MANAGEMENT

- IMT 115 INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING** 3 sem hrs cr
 This course is a study of Computer Integrated Manufacturing (CIM) in industry. The course content includes the role of CIM components, the planning for CIM, the CIM implementation and management, and overcoming obstacles to implementation.
- IMT 153 INDUSTRIAL SAFETY** 3 sem hrs cr
 This course addresses the control of industrial hazards through safe-guarding machinery and processes, mechanical guards, remote controls, nature and analysis of accidents, and control of accidents with emphasis on latest Federal laws. Additional topics to be covered include electrical safety, lifting, oxyacetylene welding, fire safety, chemical safety, grinding wheel safety, eye safety and enclosed vessel entry.
- IMT 155 WASTE AND HAZARDOUS MATERIALS MANAGEMENT** 3 sem hrs cr
 This course is a study of waste and hazardous materials and their effects on the environment. Emphasis will be placed on the handling of solid waste substances which are originally converted raw materials and, in most cases, can be re-converted. The difficulty and expense relative to monitoring adequately the adverse health effects caused by the increasing number and variety of these substances will also be addressed.
- IMT 183 PRINCIPLES OF SUPERVISION** 3 sem hrs cr
 This course is a study of managing one's self, management of people at work, and the planning, direction, and control of human resources in industrial plants. The main focus is on three major resources of good supervision; management-mindedness, leadership, and job knowledge. The learning tasks are reinforced with relevant applications.
- IMT 190 TECHNICAL WRITING** 3 sem hrs cr
 This course is a specialized composition course designed to teach the principles of technical writing, including giving directions, describing processes and mechanisms, dealing with specifications, abstracts, memoranda, and progress and field reports. This course may not be used in place of a required ENG course. Prerequisite: ENG 102 or permission of the Dean of Career Education. (Formerly ENG 190)
- IMT 223 QUALITY CONTROL** 3 sem hrs cr
 This course examines product quality control and reliability using sampling plans, control charts and limits, statistical evaluations of tolerance, systematic investigation of processing variables, and evaluations of reliability. The history of quality control is emphasized examining the impact of the methods of Squires, Deming, Juran, and Taguchi on competitive position. Prerequisite: Documented eligibility for collegiate mathematics.
- IMT 225 ISO 9000 SERIES QUALITY** 3 sem hrs cr
 The purpose of the International Standards Organizations (ISO) 9000series is to control quality when doing business world-wide. This course is a study of the ISO 9000series of standards to include: ISO 9000, 9001, 9002, 9003, and 9004. Prerequisite: IMT 223 or permission of the Dean of Career Education.
- IMT 247 PRODUCTION AND INVENTORY MANAGEMENT** 3 sem hrs cr
 This course is the study of production and inventory management, purchasing, work simplification, value analysis, forecasting and calculation, and value of economic order quantity. Master planning, material requirements planning, capacity requirements planning, and production activity control are also covered. Course correlates with the educational requirements for the American Production and Inventory Control Society examination.
- IMT 250 ADVANCED COMPUTER INTEGRATED MANUFACTURING** 4 sem hrs cr
 This course is the culmination of the Computer Aided Manufacturing Concentration of the General Technology Major. The course is an advanced study of computer integrated manufacturing (CIM) in industry. The content includes the strategic, leadership, operational, and material flow process associated with the planning and implementation of CIM. Emphasis is placed on student involvement in a hands-on, manufacturing environment where the students produce a product on a fully automated production line. Prerequisites: IMT 115, IAT 114, IAT 205, and IAT 210.
- IMT 299 TOPICS IN INDUSTRIAL MANAGEMENT** 1-5 sem hrs cr
 Selected topics in industrial management is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

INDUSTRIAL TECHNOLOGY

IAT 101 APPLIED BLUEPRINT READING 3 sem hrs cr

This course is designed to develop skills in blueprint reading and sketching skills needed in the shop by journeymen in the metal working industry. Topics of study will include surface finishes, fits, tolerances, graphic language, dimensioning, working drawings, and isometrics.

IAT 114 MANUFACTURING PROCESSES 3 sem hrs cr

This course is a study of modern materials and processes in manufacturing, including casting and forming, machining process, welding and allied processes, and techniques related to manufacturing. Several field trips to local manufacturing industries are included. (Formerly ERG 114)

IAT 120 METALLURGY 3 sem hrs cr

This course is designed to develop skills in materials identification and characteristics, practical application, heat treatment of various steels, and tools used in the machine shops.

IAT 180 MACHINERY'S HANDBOOK 3 sem hrs cr

This course is designed to develop the apprentice's ability to utilize the vast amount of technical information found in the Machinery's Handbook, a standard reference book for the mechanical industry in use throughout the world.

IAT 204 COMPUTER NUMERICAL CONTROL (CNC) 4 sem hrs cr

This lecture/laboratory course is an introduction to computer machining. It explores creative ways to program, as well as the geometry of programming, and teaches the application of computers in industry.

IAT 205 COMPUTER AIDED MANUFACTURING 4 sem hrs cr

This course covers the methods of interfacing computer aided design (CAD) with computer numerical control (CNC) manufacturing equipment. The course emphasizes practical learning as the student transfers designs prepared in computer-aided design to a CNC device using a state-of-the-art computer aided manufacturing system. Mechanical parts are actually produced on modern CNC machines. Prerequisites: IAT 204 and ERG 201 or permission of the Dean of Career Education.

IAT 208 NONTRADITIONAL MACHINING PROCESSES 3 sem hrs cr

This course examines the special characteristics that distinguish nontraditional machining processes from traditional machining processes. It is a study of those processes which apply to a wide variety of mechanical, electrical, thermal and chemical material removal.

IAT 210 ROBOTICS 3 sem hrs cr

This lecture/laboratory course presents the major categories of robots, how they are taught, and how to achieve a combination tool motion and orientation that is beyond human capability to execute but not to understand. The course emphasizes practical skills in programming an individual six axis robot to accomplish assigned tasks. Each student will accomplish a project to program the robot for a specific function in a manufacturing process. oral reports and a final written report are required. Prerequisite: ERG 181 or the permission of the Dean of Career Education.

IAT 215 PROGRAMMABLE CONTROLLERS 3 sem hrs cr

This lecture/laboratory course is a study of the electrical devices designed to control machines and industrial processes automatically. The content provides an overview of the central system or group of systems which can control, monitor and change basic manufacturing operations to provide maximum production flexibility.

IAT 230 FLUID POWER 3 sem hrs cr

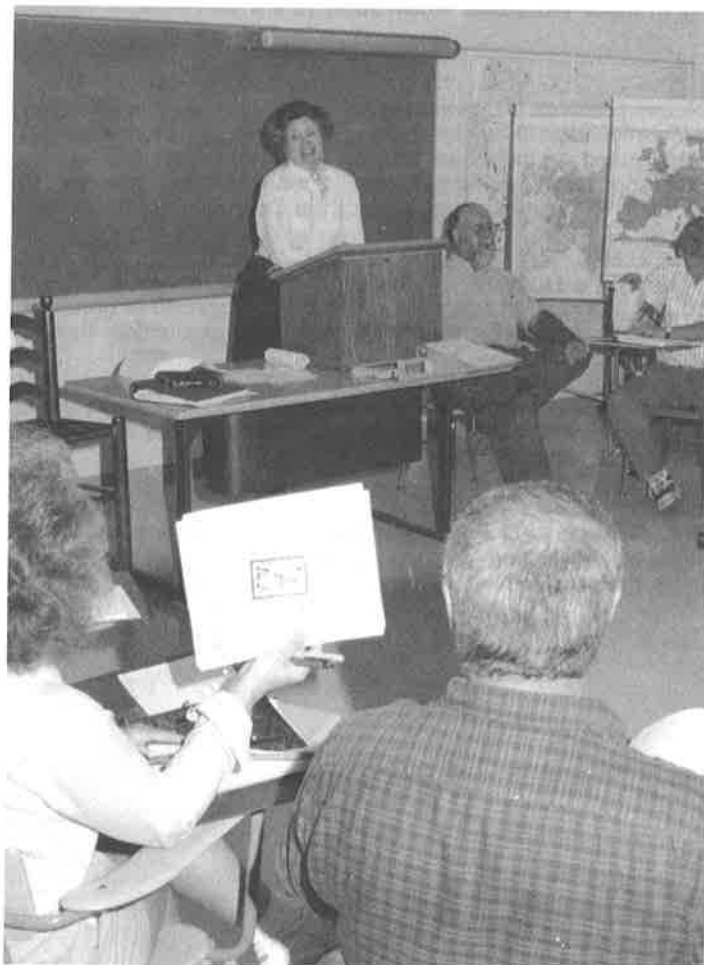
This laboratory/lecture course covers hydraulics and pneumatic principles, systems, and components. Along with these principles and operating characteristics of fluid power, laboratory experiments are used to diagnose systems problems and to illustrate the proper installation of components.

IAT 299 TOPICS IN INDUSTRIAL TECHNOLOGY 1-5 sem hrs cr

Selected topics in industrial technology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

INTERDISCIPLINARY STUDIES

- IDS 100 COLLEGE SURVIVAL SKILLS** 3 sem hrs cr
 This course orients students to college by introducing techniques of time management, study strategies, research, computer use, collaborative learning, health management, critical thinking, and problem solving. In addition, students will become familiar with college offices, policies, and procedures.
- IDS 101 CRITICAL THINKING** 2 sem hrs cr
 This course teaches the tools and methodologies of critical thinking including inductive and deductive reasoning, principles of logic, categorization of values, argumentation, etc. It analyzes the interrelationship of the humanities and technology and its impact on social, civic, and economic thinking in contemporary America. Critical thinking tools are also applied to a variety of additional topics such as current events and ethical issues. Prerequisite: ENG 101.
- IDS 110 INTERNET USE** 3 sem hrs cr
 This course is a study in the quantity, quality, and types of information available to any person with access to the Internet global computer network. Applications include research in academic subjects, entertainment, citizenship, and cultures. Search tools required to find information sources, as well as methods for accessing the information are employed. This course may not be used to meet the IDS 101 requirement.
- IDS 220 HUMAN DYNAMICS: COVEY'S SEVEN HABITS** 3 sem hrs cr
 This course covers the basic principles underlying the habits of highly effective people. Guided learning experiences emphasize those habits that directly affect personal and professional performance capabilities.
- IDS 299 TOPICS IN INTERDISCIPLINARY STUDIES** 1-5 sem hrs cr
 Selected topics in interdisciplinary studies is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.



MATHEMATICS

Courses in the mathematics discipline are developed to encourage students to understand the methods of assimilating information using mathematical, quantitative, and information-processing skills, to promote development of skills which may contribute to career opportunity and success, and to provide the basis and foundation upon which a major in a mathematics-related field may be built.

PLACEMENT IN MATHEMATICS COURSES

Students who graduated from high school spring 1989 or thereafter, and who are seeking an associate degree for transfer, must comply with the 1989 admission requirements. The high school units required in mathematics are one unit each in algebra I and algebra II and one unit in geometry or other advanced mathematics with geometry as a major component. Students admitted without the indicated credits are deficient in these and must remove the deficiencies before enrolling in courses for which these subjects are prerequisites and before receiving an associate degree designed for transfer.

Students deficient in algebra are required to take the appropriate Academic Assessment and Placement Program (AAPP) algebra examination regardless of their ACT scores or high school grade point average. Successful performance on the AAPP examination meets the requirements for removal of the deficiency in this subject area. If AAPP assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Remedial/Developmental mathematics courses. Successful completion of required Remedial/Developmental mathematics course(s) meets the requirements for removal of the deficiency in this subject area.

Students deficient in the geometry/advanced mathematics unit will remove the deficiency by completing, with a grade of "C" or better, MAT 099 Geometry.

ASSESSMENT AND PLACEMENT IN MATHEMATICS COURSES

Beginning in 1985, all Tennessee Board of Regents colleges, universities, and technical institutes implemented the Academic Assessment and Placement Program (AAPP) as a condition for enrollment. The purposes of the program are to identify students who are underprepared for college level studies, provide instruction to address deficiencies, and prepare students for entry into the college-level curriculum.

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

1. Students who are under 21 years of age whose ACT mathematics subscores are 19 or greater are eligible to enroll in college-level mathematics courses without assessment/placement providing they have met high school criteria under the 1989 admission requirements. See above for information on removing high school deficiencies in mathematics.
2. Students under 21 years of age whose ACT mathematics subscores are 18 or less must take the mathematics portion of the AAPP test before they enroll in mathematics.
3. All new students who are 21 years of age or older as of the first day of classes of their admitting term and who seek regular admission must take the mathematics portion of the AAPP test before they can enroll in mathematics.
4. Returning/readmit, transient, and transfer students who have not previously taken the AAPP test in mathematics or who have not previously earned credits in mathematics must also take the mathematics portion of the AAPP test unless exempt by ACT scores. Students who have previously taken the AAPP test must re-take the math portion if the previous test scores are three or more years old and if the students have not completed their requirements at the admitting institution or any other TBR institution. Students who have not met applicable 1989 admission requirements must follow the 1989 admission requirements as outlined above.
5. All students who earned high school equivalency diplomas through GED testing must take the mathematics portion of the AAPP test.

Assessment results indicate whether students are eligible to enroll in college-level mathematics courses or must enroll in remedial or developmental courses. Students may not register for remedial or developmental courses without being assessed. College-level mathematics courses are denoted with MAT discipline code and have course numbers greater than 100.

PROGRESSION STANDARD FOR COMPLETING THE REMEDIAL AND DEVELOPMENTAL MATHEMATICS REQUIREMENT

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

DOCUMENTED ELIGIBILITY FOR COLLEGIATE MATHEMATICS

"Documented eligibility for collegiate mathematics" is a prerequisite for every college-level mathematics course and for selected courses in other disciplines for which mathematics skills are necessary. This eligibility is based upon the provisions of the AAPP program as described above. The documentation will be in the form of:

1. appropriate ACT subscores which permit enrollment into collegiate-level mathematics or
2. sufficiently high scores on AAPP mathematics examinations to place at the collegiate level in mathematics or
3. successful completion of remedial and developmental courses required as a result of AAPP test performance. See previous section on meeting applicable 1989 admissions requirements.

SELECTION OF COLLEGIATE MATHEMATICS COURSES TO MEET GENERAL EDUCATION REQUIREMENTS

Mathematics courses identified in each major and area of emphasis are recommended by the mathematics faculty, but other courses may be appropriate to meet the general education requirement. Students choosing mathematics courses to meet the general education requirement in the University Parallel major should select courses appropriate for the baccalaureate-granting institution and the major which they intend to pursue after graduating from Motlow College. If there is doubt about the proper choice of courses, see a member of the mathematics faculty.

MATHEMATICS LABORATORY

The mathematics laboratory provides help for any Motlow student needing individual instruction and practice in developing specific mathematics skills and understanding mathematical concepts. No fees are charged for tutorial service or assistance in mathematics; however, students must be currently enrolled at Motlow. No academic credit is given for participation.

MATHEMATICS FOR REMOVING GEOMETRY CREDIT DEFICIENCY

MAT 099 is for students subject to the A89 admission requirements who must remove a geometry deficiency from high school. Such students earning an associate degree designed for transfer must successfully complete MAT 099 Geometry to remove the deficiency in order to be eligible for collegiate-level mathematics and to receive the degree. Hours earned in MAT 099 may not be used in a degree or certificate program. See information above and on pages 18-22 for more information concerning 1989 admission requirements.

MAT 099 GEOMETRY 3 sem hrs cr

This course includes a study of two-dimensional and three-dimensional figures and their properties; symmetry, congruence, and similarity; the Pythagorean theorem and special right-triangle relationships; drawing geometrical figures; and writing proofs. Prerequisite: Documented competency in RSM 070, DSM 080, and DSM 081 skills.

COLLEGIATE MATHEMATICS

MAT 120 MATHEMATICS FOR HEALTH PROFESSIONS 1 sem hr cr

This course is a study of the metric, Apothecaries', and household systems of measurement; medical abbreviations; the mathematics of preparation and administration of oral and parenteral medication, intravenous medications, and solutions. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics.

MAT 121 APPLIED TECHNICAL MATHEMATICS 3 sem hrs cr

This course covers principles of algebra, geometry, and trigonometry as they apply to problems in the shop and tool room. Measurement of plane figures, problems in construction, mathematics principles of screw threads and gears, logarithms, and tool engineering are also covered. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics.

MAT 122 APPLIED BUSINESS COMPUTATIONS 3 sem hrs cr

This course is a comprehensive study of the business applications of mathematical principles using touch method skills developed on office electronic calculators. Applications to be covered include: negotiable instruments, markup, simple and compound interest, installment credit, insurance, real estate and securities investments, earnings distributions, annuities, payroll and taxes, merchandising, and valuation of assets. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics.

MAT 123 MATHEMATICS FOR ELEMENTARY EDUCATION 3 sem hrs cr

This course is a conceptual approach to the study of the properties of number sets within the real number system. Topics include tools for problem solving, sets, functions, logic, numeration systems, properties of and operations with whole numbers, integers, rational numbers and real numbers. Successful completion of an Arithmetic Proficiency Test is required. This course may be used in only the Interdisciplinary Studies area of emphasis (Early Childhood Education and Elementary Education emphases) to meet the general education mathematics requirement. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 123.

MAT 124 CONCEPTS OF GEOMETRY 3 sem hrs cr

Topics include measurement, congruence, similarity, and graphing; constructions, theorems, and proofs in both non-coordinate and Cartesian settings; historical development of geometry as a tool. Activities will include creating models and manipulatives. This course may be used in only Interdisciplinary Studies Area of Emphasis (Elementary Education) to meet the general education mathematics requirement. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 124.

MAT 126 CONTEMPORARY MATHEMATICS 3 sem hrs cr

This course is a study of problem-solving techniques using sets and logic, equations, geometry, functions, probability and statistics, and math of consumer finances. Additional topics from the history of mathematics, trigonometry, calculus, and graphing applications are included. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, and algebra II. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 126.

MAT 131 FINITE MATHEMATICS 3 sem hrs cr

This course is a study of linear models, matrix algebra, linear programming, mathematics of finance, combinatorics, and probability with applications in each of these areas. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I and algebra II. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 131.

MAT 133 CALCULUS FOR BUSINESS APPLICATION 3 sem hrs cr

This course is an intuitive approach to the concepts of limits and the differential and integral calculus with applications to business, economics, and related fields. Prerequisite: MAT 131. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 133.

MAT 141 COLLEGE ALGEBRA 3 sem hrs cr

This course is a study of selected topics from functions, matrices, and probability. The course is designed for the student whose program of study does not include calculus. A student may not use both MAT 141 and MAT 161 in meeting minimum program requirements for any program of study. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 141. (Formerly MAT 151)

MAT 155 ALGEBRA COMPUTER APPLICATIONS 1 sem hr cr

This course is an optional supplement to the collegiate algebra courses, featuring computer demonstrations and projects as well as extensive use of a graphics calculator. Demonstrations will be used to enhance the understanding of algebraic theory. Explorations will collect data, model real-world situations, and apply algebraic concepts to find a solution using current technology. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite or corequisite: MAT 131 or MAT 141 or MAT 161. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 155.

MAT 161 PRECALCULUS I 5 sem hrs cr

This course is a study of precalculus topics including equations and inequalities; functions and graphs; polynomial, rational, exponential, and logarithmic functions; systems of equations, conic sections; binomial theorem; and mathematical induction. The course is designed for students whose program of study requires one or more semesters of calculus. A student may not use both Mat 141 and Mat 161 in meeting minimum program requirements for any program of study. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 161.

MAT 162 PRECALCULUS II (TRIGONOMETRY) 3 sem hrs cr

This course is a study of trigonometric functions and their application to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, composite angle formulas, and other selected topics. Prerequisite: MAT 141 or MAT 161 (MAT 141 for students whose program of study does not include calculus; MAT 161 for students whose program of study includes calculus) or permission of the Dean of Liberal Arts. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 162. (Formerly MAT 152)

MAT 251 CALCULUS I 5 sem hrs cr

This course is a study of selected topics in advanced algebra, trigonometry, and plane analytic geometry; functions, including their limits and continuity; derivatives of algebraic and trigonometric expressions and their applications to graphing, maxima and minima, and related rates; integration of algebraic and trigonometric expressions and area between curves. Prerequisites: Documented eligibility for collegiate mathematics; at least four high school credits in college preparatory mathematics to include algebra I, algebra II geometry, and trigonometry or MAT 161 and MAT 162. Students who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 251.

MAT 252 CALCULUS II 5 sem hrs cr

This course is a study of differentiation and integration of trigonometric, inverse trigonometric, logarithmic, exponential and hyperbolic functions; integration techniques, including parts, substitution and partial fractions; indeterminate forms; applications of the integral; sequences and infinite series including Taylor expansions. Prerequisite: MAT 251. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 252.

MAT 253 CALCULUS III 5 sem hrs cr

This course is a study of parametric and polar equations; vectors in the plane and in space; solid analytic geometry, including cylindrical and spherical coordinates; functions of several variables, including partial derivatives and their applications; multiple integrals with applications; selected topics from vector calculus. Prerequisite: MAT 252. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 253.

MAT 255 CALCULUS COMPUTER APPLICATIONS 1 sem hr cr

This course is an optional supplement to the calculus courses, featuring computer demonstrations and projects as well as extensive use of a graphics calculator. Demonstrations will be used to enhance the understanding of algebraic theory. Explorations will collect data, model real-world situations, and apply algebraic concepts to find a solution using current technology. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite or corequisite: MAT 133 or MAT 251 or higher. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 255.

MAT 273 DIFFERENTIAL EQUATIONS 3 sem hrs cr

This course is a study of ordinary differential equations with applications, numerical solutions, power series, and Laplace transforms. Prerequisite: MAT 253. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MAT 099 prior to enrollment in MAT 273.

MAT 299 TOPICS IN MATHEMATICS 1-5 sem hrs cr

Selected topics in mathematics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

MUSIC

MUS 105 MUSIC APPRECIATION 3 sem hrs cr
 This course is designed to develop the student's awareness of music from many historical style periods, as well as music from diverse cultures and modern streams of musical thought, including popular, rock, jazz, computer, and video music.

MUS 131 CLASS PIANO I 1 sem hr cr
 MUS 132 CLASS PIANO II 1 sem hr cr
 These courses provide group instruction in basic keyboard skills for students with no prior experience. Each course progressively develops keyboard skills. The courses must be taken sequentially.

MUS 141 ENSEMBLE: CHOIR I 1 sem hr cr
 MUS 142 ENSEMBLE: CHOIR II 1 sem hr cr
 MUS 143 ENSEMBLE: CHOIR III 1 sem hr cr
 MUS 144 ENSEMBLE: CHOIR IV 1 sem hr cr
 MUS 151 ENSEMBLE: JAZZ-ROCK I 1 sem hr cr
 MUS 152 ENSEMBLE: JAZZ-ROCK II 1 sem hr cr
 MUS 161 ENSEMBLE: CHAMBER I 1 sem hr cr
 MUS 162 ENSEMBLE: CHAMBER II 1 sem hr cr
 MUS 163 ENSEMBLE: CHAMBER III 1 sem hr cr
 MUS 164 ENSEMBLE: CHAMBER IV 1 sem hr cr

These courses offer a variety of performance options: choir, jazz-rock, and chamber. Enrollment in these courses permits the students to perform in college productions. The choir and jazz-rock components are open to any student; the chamber component requires instructor's consent.

MUS 171 CLASS GUITAR I 1 sem hr cr
 MUS 172 CLASS GUITAR II 1 sem hr cr
 These courses provide group instruction in basic guitar skills for students with beginning or intermediate experience. Each course progressively develops guitar skills. The courses must be taken sequentially.

MUS 181 STAGE BAND I 1 sem hr cr
 MUS 182 STAGE BAND II 1 sem hr cr
 MUS 183 STAGE BAND III 1 sem hr cr
 MUS 184 STAGE BAND IV 1 sem hr cr

These courses are designed to allow students with a variety of performance backgrounds to participate in an ensemble designed to represent the college. Enrollment is permitted with the consent of the instructor. (3 hours a week)

MUS 252 FUNDAMENTALS OF MUSIC FOR SCHOOL AND COMMUNITY 3 sem hrs cr
 This course is designed to develop basic music skills and understanding of elementary music concepts. Music fundamentals including scales, chords, meters, and rhythm will be applied to at least one of the following instruments or techniques: guitar, piano, recorder, percussion, and singing. Specific emphasis will be given to using musical skills in elementary education and community participation.

MUS 299 TOPICS IN MUSIC 1-5 sem hrs cr
 Selected topics in music is a specially designed course for students interested in pursuing specific projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

NURSING

NET 135 NURSING TRANSITION 4 sem hrs cr

This course is designed to assist the transition from Licensed Practical Nurse or Diploma Nursing program to Associate Degree Nurse. Guided learning experiences from NET 141 are presented to provide a theoretical background congruent with the nursing program. Students attend selected lectures from the Net 141 series. The curriculum threads emphasized are nursing process, communication and teaching/learning techniques, physical assessment and fluid/electrolyte needs. Credit for clinical experience is earned upon successful completion of theory and laboratory skills. Prerequisite: Acceptance into the nursing program, current LPN licensure. Corequisite: NET 140.

NET 140 ROLE OF THE ASSOCIATE DEGREE NURSE 1 sem hr cr

This course is designed to introduce the student to the role and competencies of the Associate Degree Nurse student and graduate; the philosophy and conceptual framework (Adaptation Model for Nursing) of the program; the use of the nursing process to provide patient care; and selected ethical, historical, and legal aspects of the nursing profession. Licensed Practical Nurses or recent transfer students from diploma nursing programs who successfully challenge NET 141 are required to take this course in the appropriate sequence. Corequisite: NET 141 or NET 135.

NET 141 NURSING CARE I 9 sem hrs cr

Guided learning experiences introduce the student to health maintenance of the individual, the health care system, and the participation of the nurse within that system. Pharmacological aspects of patient care are introduced. Curriculum threads emphasized are stress adaptation, nursing process, communication and teaching/learning techniques of adults and children, and introduction to human growth/development and cultural diversity. Introductions to clinical laboratory objectives are designed to assist the student in learning basic nursing psychomotor skills; use of the nursing process to assess mental and physical health needs of adults and children; identification of nursing diagnoses; planning interventions for safety and hygiene; and the principles and techniques of barrier nursing and of administration of nonparenteral therapeutic agents. Clinical experience is provided in area hospitals and health care agencies. (6 hours lecture - 9 hours laboratory) Prerequisites: Acceptance into the nursing program; CPR certification for health care providers; Corequisites: BIO 141 and NET 140.

NET 142 NURSING CARE II 9 sem hrs cr

Guided learning experiences focus on caring for the family unit through the normal reproductive process, childbearing, parenting, maintenance of the family process, community health issues, growth and development, women's/men's health needs, and sensory perception of adults and children, and drug therapy. Curriculum threads emphasized are nursing process, growth and development across the life span, stress adaptation, communication skills with adults and children, legal-ethical issues related to families, and cultural diversity. Classroom laboratories include the principles and techniques of surgical asepsis and of administering parenteral medications, women's and men's health management and care of the newborn. Clinical objectives focus on the student's ability to use the nursing process in planning nursing interventions, in implementation of interventions, and in beginning evaluation of the care given. Clinical experience is provided in area hospitals and health care agencies. (5 hours lecture - 12 hours laboratory) Prerequisites: ENG 101, MAT 120, NET 140, NET 141 or NET 135. Corequisite: BIO 271.

NET 213 SEMINAR IN NURSING 1 sem hr cr

This course focuses on ethical, legal, and professional trends and issues in nursing, and on selected aspects of leadership and management. Varying responsibilities and roles of nurses in hospitals and other agencies are explored, as are the needs of the graduate associate nurse for adaptation to the work setting. Curriculum threads emphasized are nursing process, stress adaptation, and self-vocational growth. Group discussions, student presentations, and guest speakers are included. Prerequisites: BIO 231, PSY 290, NET 241. Corequisite: NET 242.

NET 241 NURSING CARE III 10 sem hr cr

Guided learning experiences focus on caring for adults and children with chronic illnesses involving alterations in gastrointestinal/nutrition processes, cardiac output/tissue perfusion, ventilation, urinary elimination, endocrine problems, wound healing as well as the pharmacological aspects associated with these illnesses. Curriculum threads emphasize stress adaptation, communication skills, the teaching/learning process and self growth. Classroom laboratories include principles and techniques for caring for the elderly/chronically ill, parenteral nutrition, nasogastric lavage/gavage, ostomy care, urological irrigation/diversions, oxygenation therapy, respiratory suctioning. Clinical experience is provided in area long-term care facilities and community health agencies. Satisfactory demonstration of first level clinical skills is required the first week of this course. (6 hours lecture - 12 hours laboratory) Prerequisites: BIO 272, ENG 102, HED 223, PSY 131, NET 142, and CPR recertification.

NET 242 NURSING CARE IV 9 sem hrs cr

Guided learning experiences focus on caring for adults and children with alterations in anticipatory grieving, powerlessness in effective coping, dysfunctional grief; potential for violence and potential for traumatic injuries; cellular deviation, and neurological conditions as well as the pharmacological aspects associated with these illnesses. Curriculum threads emphasize nursing process, stress adaptation, communication skills, legal-ethical issues, self-growth, the teaching/learning process, and cultural diversity. Classroom laboratories include principles and techniques of crisis intervention, neurological assessment, blood and blood products therapy, and code/arrest therapy, as well as the pharmacological aspects associated with these illnesses. Clinical objectives focus on students' ability to use nursing process to organize care for multiple patient assignments. Clinical experience is provided in area hospitals and health care agencies. (6 hours lecture - 9 hours laboratory) Prerequisites: BIO 231, NET 241, PSY 290. Corequisite: NET 213.

- NET 251 APPLIED PATHOPHYSIOLOGY** 3 sem hrs cr
 This course is designed to help the student build on previous knowledge of anatomy and physiology. Adaptations and alterations in body function are emphasized to help the student anticipate and identify existing physiological problems. Examples of clinical situations are used and appropriate interventions discussed. To encourage critical thinking skills, key concepts are presented to facilitate analysis and application of material learned. Prerequisites: BIO 271 and BIO 272
- NET 260 REGISTERED NURSE REFRESHER COURSE** 3 sem hrs cr
 This course is designed per criteria of the Tennessee State Board of Nursing as a refresher course for Registered Nurses who have been out of practice for five years or more. The use of the nursing process for provisions of patient care is emphasized. Basic nursing theory and patient care skills are reviewed. Classroom laboratory and hospital laboratory learning experiences are provided. (2 hours lecture - 3 hours laboratory) Prerequisite: Previous licensure as a Registered Nurse.
- NET 265 HEALTH ASSESSMENT FOR NURSES** 3 sem hrs cr
 This course is designed to aid the nurse in developing beginning skills in interviewing for a health history, in reporting health history, and in the principles and techniques of physical examination of all body systems of adults and children. A unit on geriatrics is included. Prerequisite: Licensure as a Registered Nurse or Licensed Practical Nurse.
- NET 270 NURSING MANAGEMENT** 3 sem hrs cr
 This course is designed to teach the principles and techniques of first line management for registered nurses preparing for the role of charge nurse or team leader. Prerequisite: Licensure as a Registered Nurse.
- NET 299 TOPICS IN NURSING** 1-5 sem hrs cr
 Selected topics in nursing. Second-year nursing students may pursue an in-depth study in a specialized area of nursing under the advisement of a nursing faculty member. This course may be recommended for transfer or readmission students who need special assistance in selected areas. Approval of the Director of Nursing Education and the Dean of Career Education is required. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PHYSICAL EDUCATION

ACTIVITY COURSES

NOTE: To satisfy requirements for the University Parallel degree, students must have 2 semester credit hours of physical education activity courses to be taken as two 1-semester courses in separate semesters.

- PED 101 BADMINTON** 1 sem hr cr
 This course is designed to develop basic skills and understanding of badminton. (2 hours per week)
- PED 102 VOLLEYBALL** 1 sem hr cr
 This course is designed to develop basic skills and understanding of volleyball. (2 hours per week)
- PED 103 AEROBIC WALKING** 1 sem hr cr
 This course is designed for individuals who want to begin a physical fitness program or further develop a walking program already in place. (2 hours per week)
- PED 104 DANCE EXERCISE** 1 sem hr cr
 This course is designed for conditioning in which the student works vigorously on flexibility, muscle toning, and cardiovascular fitness through choreographed music routines. Special attention is given to proper nutrition and fitness principles. (2 hours per week)
- PED 108 FOLK AND SQUARE DANCE** 1 sem hr cr
 The first half of this course provides an introduction to an instruction in folk dances from countries around the world. The second half of the course provides instruction and participation in beginning square dances. (2 hours per week)
- PED 109 ARCHERY** 1 sem hr cr
 This beginning course provides instruction and practice in the basic fundamentals of archery. (2 hours per week)
- PED 110 GOLF** 1 sem hr cr
 This beginning course provides instruction and practice in the basic fundamentals of golf. Student is required to play three rounds of golf during the semester. (2 hours per week)
- PED 111 TENNIS** 1 sem hr cr
 This beginning course provides instruction and practice in the basic fundamentals of tennis. (2 hours per week)

- PED 113 BOWLING** 1 sem hr cr
This course is designed to develop basic bowling skills and examines the history and scoring of recreational bowling. Student is responsible for transportation and lane fees. (2 hours per week)
- PED 114 SOCCER** 1 sem hr cr
This course is designed to develop an understanding of the rules of soccer and an acquisition of basic skills. (2 hours per week)
- PED 115 BODY BUILDING AND WEIGHT LIFTING** 1 sem hr cr
This course is designed for body building and conditioning through the use of weights and a gym machine. (2 hours per week)
- PED 119 BODY AEROBICS** 1 sem hr cr
This course focuses on developing and accomplishing the objectives of an individual workout program. Activities include use of weights, jogging, jumping rope, aerobic exercise, minitramp, stationary bike, etc. Other fitness topics include food value and stress control. (2 hours per week)
- PED 121 CONDITIONING EXERCISES** 1 sem hr cr
The course focuses upon physical self-awareness and development. It is designed for the student who is interested in improving vitality, graceful movement patterns, and skill in performing sports. (2 hours per week)
- PED 124 JOGGING FOR FITNESS** 1 sem hr cr
This course is designed to help the student develop jogging as a technique of exercise and to improve physical fitness. (2 hours per week)
- PED 131 ADAPTIVE PHYSICAL EDUCATION I** 1 sem hr cr
This course is designed to assist students with disabilities in developing physically, mentally, and socially, through counseling and physical activities that will benefit the student in these areas. Verification of eligibility is required through the Dean of Liberal Arts. (2 hours per week)
- PED 132 ADAPTIVE PHYSICAL EDUCATION II** 1 sem hr cr
This course is a continuation of PED 131. Verification of eligibility is required through the Dean of Liberal Arts. (2 hours per week)
- PED 141 VARSITY ATHLETICS I** 1 sem hr cr
Students participating on the appropriate varsity athletic team will register for "Varsity Athletics." No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement.
- PED 142 VARSITY ATHLETICS II** 1 sem hr cr
This course is a continuation of PED 141. No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement.
- PED 151 BEGINNING SWIMMING** 1 sem hr cr
This beginning course equips the individual with basic water safety skills and knowledge for activities in, on, or about the water and includes instructions in the basic skills of good swimming technique. Student is responsible for own transportation to site of class. (2 hours per week)
- PED 152 INTERMEDIATE SWIMMING** 1 sem hr cr
This intermediate course in swimming is designed to provide the student with the opportunity to learn the elements of good swimming technique. These elements include four individualized strokes and some emphasis on safety and rescue techniques. Certification by American Red Cross is possible. Student is responsible for own transportation to site of class. (2 hours per week)

PROFESSIONAL COURSES

The professional courses in physical education are intended primarily for those students following an area of emphasis in physical education, recreation, or related areas. These courses do not satisfy the physical education activities requirement.

- PED 200 FOUNDATIONS OF PHYSICAL EDUCATION** 3 sem hrs cr
This course examines the history of physical education as a profession and introduces the student to developments and directions in careers related to health, physical education, and recreation. The biological, physiological, and psychological bases of physical education are studied.
- PED 205 COACHING BASKETBALL** 2 sem hrs cr
This course emphasizes theories and practices of coaching basketball, with attention to team play, rules, and the coaching of individual performance.
- PED 206 COACHING BASEBALL** 2 sem hrs cr
This course emphasizes theories and practices of coaching baseball, with attention to team play, rules, and the coaching of individual performance.

- PED 207 PREVENTION AND CARE OF ATHLETIC INJURIES 3 sem hrs cr
 This course gives an overview of common injuries in various sports, safety procedures, first aid, conditioning, taping and bandaging, and training room maintenance. Prevention of injuries, rehabilitation, and general fitness are stressed.
- PED 208 OFFICIATING 3 sem hrs cr
 This course is designed to prepare individuals to meet T.S.S.A.A. requirements for officiating in baseball, basketball, football, volleyball, and soccer.
- PED 212 CAMPING AND OUTDOOR RECREATION 3 sem hrs cr
 This course involves the development of recreational camping skills, program planning, and leadership training for camp leaders and counselors.
- PED 234 WELLNESS AND FITNESS LIFESTYLES 3 sem hrs cr
 This course is a study of Wellness Lifestyles through health appraisal, fitness evaluation, identification of cardio-vascular risk factors, and creation of individual exercise programs. (Same as HED 234; credit for PED 234 will not be granted if HED 234 has been completed.)
- PED 241 GAMES, RELAYS, SELF-TESTING ACTIVITIES - ELEMENTARY CHILDREN 3 sem hrs cr
 This course is a study of techniques and materials for teaching games, relays, and rhythmic activities suitable for the elementary school child. (Normally offered during the spring semester only)
- PED 299 TOPICS IN PHYSICAL EDUCATION 1-5 sem hrs cr
 Selected topics in physical education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PHYSICS

- PHY 101 INTRODUCTION TO PHYSICAL SCIENCE 4 sem hrs cr
 This course is a study of selected topics from general physics and general chemistry. Subject matter includes such topics as forces, laws of motion, light, heat, atoms, molecules, and reactions. This course is offered for non-science majors. (3 hours lecture - 2 hours laboratory) (Normally offered during the fall semester only)
- PHY 211 COLLEGE PHYSICS I 4 sem hrs cr
 This course is an applied physics study of the basic laws and principles of technical measurement, forces, vectors, equilibrium, velocity and acceleration, work, energy, and power, basic laws and principles of rotational motion, simple machines, and properties of solids and fluids. (3 hours lecture-2 hours laboratory) Prerequisite or corequisite: MAT 121 or its equivalent. (Formerly ERG 171)
- PHY 212 COLLEGE PHYSICS II 4 sem hrs cr
 This course is an applied physics study of temperature, heat transfer, heat gas laws, and thermodynamic applications, basic laws and principles of electrostatics, direct current, magnetism, alternating current, sound, light and nuclear physics. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 211. (Formerly ERG 172)
- PHY 231 GENERAL PHYSICS I 4 sem hrs cr
 This calculus-based course is intended for science and engineering students. Subjects covered include mechanics, heat and thermodynamics, and waves. (3 hours lecture - 3 hours laboratory) Prerequisites: MAT 251 and concurrent enrollment in or completion of MAT 252.
- PHY 232 GENERAL PHYSICS II 4 sem hrs cr
 This calculus-based course is intended for science and engineering students. Subjects covered include electricity and magnetism, light and optics, and selected topics from modern physics. (3 hours lecture - 3 hours laboratory) Prerequisite: PHY 231.
- PHY 299 TOPICS IN PHYSICS 1-5 sem hrs cr
 Selected topics in physics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

POLITICAL SCIENCE

- POL 111 AMERICAN GOVERNMENT** 3 sem hrs cr
 This course is a study of the basic features of American government with emphasis on constitutional principles and the structure and functions of the three branches of national government.
- POL 112 STATE AND LOCAL GOVERNMENT** 3 sem hrs cr
 This course is a study of the forms and functions of state and local government in the United States, with particular emphasis on government in the state of Tennessee.
- POL 299 TOPICS IN POLITICAL SCIENCE** 1-5 sem hrs cr
 Selected topics in political science is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PSYCHOLOGY

- PSY 110 PSYCHOLOGY OF HUMAN RELATIONS** 3 sem hrs cr
 This course introduces the student to factors in human interaction that contribute to the understanding of self and others. Topics covered include self-concept, emotions, communication, work, and family relations.
- PSY 131 GENERAL PSYCHOLOGY I** 3 sem hrs cr
 This course is a study of selected topics in general psychology. Subject matter includes research methods, biological foundations of behavior, human development, learning, memory, sensation and perception, and consciousness.
- PSY 132 GENERAL PSYCHOLOGY II** 3 sem hrs cr
 This course is a study of selected topics in general psychology. Subject matter includes thinking and language, intelligence, motivation, emotion, theories of personality, social psychology, psychological disorders, and psychotherapy. Recommended prerequisite: PSY 131.
- PSY 210 SOCIAL PSYCHOLOGY** 3 sem hrs cr
 This course is a study of the social influences on human behavior. Topics covered include social cognition, attitudes, social influence, aggression, prosocial behavior, interpersonal attraction, and group processes. Prerequisite: Three hours of psychology or sociology or permission of the Dean of Liberal Arts.
- PSY 212 CHILD PSYCHOLOGY** 3 sem hrs cr
 This course is the study of behavior in infancy and childhood. It includes a survey of language, emotional, physical, social, moral, and cognitive development. Prerequisite: Two courses in psychology or permission of the Dean of Liberal Arts.
- PSY 220 INTRODUCTION TO INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY** 3 sem hrs cr
 This course is a study of psychological processes in work organizations. Topics include occupational information, personnel selection, training and development, performance appraisal, motivation, safety, and organizational environment. Prerequisite: Three hours of psychology or permission of the Dean of Liberal Arts.
- PSY 290 ABNORMAL PSYCHOLOGY** 3 sem hrs cr
 This course examines concepts related to psychopathology and behavior disorders with emphasis on maladaptive social behavior. Topics include adjustment disorder, personality disorders, anxiety-based disorders, and psychotic disorders. Prerequisite: Two courses in psychology or permission of the Dean of Liberal Arts.
- PSY 299 TOPICS IN PSYCHOLOGY** 1-5 sem hrs cr
 Selected topics in psychology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

REAL ESTATE

RES 201 INTRODUCTION TO REAL ESTATE 4 sem hrs cr
 This course covers the basic laws and principles of real estate, including finance, decreased ownership, brokerage appraisals, license law and real estate mathematics. This course is essential to persons interested in acquiring the real estate affiliate's license in Tennessee.

RES 203 REAL ESTATE BASICS: AGENCY, BROKERAGE, CONTRACTS, FAIR HOUSING 1 sem hr cr
 This course is a study of the important phases of the beginning real estate agent's training. Emphasis will be given to agency relationships, brokerage, types of contracts, and fair housing.

RES 205 STRATEGIC TECHNIQUES IN LISTING AND SELLING REAL ESTATE 2 sem hrs cr
 This course is a study of the techniques of listing and selling real estate. Topics include prospecting, preparing, and presenting a listing contract, presenting the offer and negotiating, and answering objections. Prerequisite: RES 201.

RES 211 REAL ESTATE LAW 3 sem hrs cr
 This course is a study of real estate law, including rights incident to property ownerships and management, agency contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions, with additional emphasis on Tennessee real estate law. This course applies toward the educational requirements for the Tennessee broker's examination.

RES 223 REAL ESTATE APPRAISAL 3 sem hrs cr
 This course covers the purpose of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit property.

RES 225 REAL ESTATE IN ACTION 2 sem hrs cr
 This course introduces the student to the practical day-to-day use of basic real estate tools and techniques. The course is action-oriented and includes practical experience in completing listing agreements, preparing offers to purchase, disclosure statements, marketing analysis and closing statements. The course is required for all affiliate brokers licensed by the State of Tennessee after January 1, 1994.

RES 243 REAL ESTATE FINANCE 2 sem hrs cr
 This course is an examination and analysis of the principles and methods of financing real estate, sources of funds including FHA and VA types, types and contents of financing instruments, and roles of various financing institutions, both private and governmental.

RES 245 SALES AND FINANCING STRATEGIES FOR THE RESIDENTIAL SALESPERSON 2 sem hrs cr
 This course presents basic selling techniques and strategies and an in-depth study of government loans and how they can be used to increase the number of sales by the residential salesperson.

RES 299 TOPICS IN REAL ESTATE 1-5 sem hrs cr
 Selected topics in real estate is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum, degree requirements.

SOCIOLOGY

SOC 211 INTRODUCTION TO SOCIOLOGY 3 sem hrs cr
 This course identifies basic human relationships essential to survival in modern society and seeks to assist students in understanding and applying this knowledge in everyday life. Topics include introduction, culture, inequality and social class, political and economic orders, and the changing society.

SOC 212 SOCIAL PROBLEMS 3 sem hrs cr
 The sociological perspective of the understanding of and solutions for some of the major current problems confronted in American society is examined. Included are such issues of social concern as poverty, social deviance, environment, energy, population, health, education, and medical care. Prerequisite: SOC 211 or permission of the Dean of Liberal Arts.

SOC 220 MARRIAGE AND FAMILY 3 sem hrs cr
 This course considers the customs and patterns of courtship and the problems of the modern family. Emphasis is placed on the problems of the family in an era of rapid social change; social, cultural, and personal factors relating to mate selection and family life; and family organization, disorganization, and reorganization.

SOC 231 SOCIAL GERONTOLOGY 3 sem hrs cr
 This course offers an introduction to understanding the dynamics of the aging process, where it fits into each individual's life, and the implications associated with significant growth in the United States' aging population. Topics include the myths and realities of how a person ages, role changes in later life, and societal response to the older population.

- SOC 232 APPLIED GERONTOLOGY** 3 sem hrs cr
 This course provides an understanding of how knowledge of the aging process can be applied to everyday interactions with increased numbers of senior adults in family, work, and community environments. Topics include increasing financial resources, older worker issues, relating to both adult children and elderly parents, coping with pension plan uncertainties, late life career changes, and intimacy in senior adulthood.
- SOC 240 INTRODUCTION TO CRIMINOLOGY** 3 sem hrs cr
 This course is a study of crime and criminal behavior. Topics examined include the nature of crime, its measurement and forms, the social dimensions and correlates of crime, major theories of criminal and delinquent behavior, and possible solutions to the crime problem.
- SOC 257 INTRODUCTION TO SOCIAL WORK** 3 sem hrs cr
 This course examines the history, philosophy, professional mission, career patterns, practice, methods and present organization of the social work profession.
- SOC 299 TOPICS IN SOCIOLOGY** 1-5 sem hrs cr
 Selected topics in sociology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

SPANISH

- SPA 101 BEGINNING SPANISH I** 3 sem hrs cr
 This course emphasizes the essentials of Spanish grammar and develops reading, writing, and speaking skills in the language. Readings about Spanish cultures are included.
- SPA 102 BEGINNING SPANISH II** 3 sem hrs cr
 This course continues to emphasize the essentials of Spanish grammar and further develops reading, writing, and speaking skills. Readings about Spanish and South American cultures are included; and the literature of important Spanish authors, such as Cervantes, Espronceda, and Gaballero, is introduced. Prerequisite: SPA 101.
- SPA 201 INTERMEDIATE SPANISH I** 3 sem hrs cr
 This course combines grammar review with exercises for improving oral and written skills and includes readings in Spanish literature and culture. Prerequisite: SPA 102.
- SPA 202 INTERMEDIATE SPANISH II** 3 sem hrs cr
 This course continues a grammar review and further develops oral and written skills. Readings from Spanish and Latin-American cultures and selections from Spanish authors are emphasized. Prerequisite: SPA 201.
- SPA 299 TOPICS IN SPANISH** 1-5 sem hrs cr
 Selected topics in Spanish is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

REMEDIAL AND DEVELOPMENTAL CURRICULUM

Courses in the remedial and developmental curriculum are provided to aid students who demonstrate a need for additional academic preparation before enrolling in college-level courses. Remedial studies is a program of instruction that leads to proficiency in the Basic Skills Competencies defined by the Tennessee State Department of Education as "Tennessee Competency Assessment Program" (TCAP). Developmental studies is a program of instruction, distinct from Remedial Studies, that leads to the level of proficiency in the "Basic Academic Competencies" defined in the Educational EQuality Project of the College Board as required for successful pursuit of college studies.

Remedial and developmental courses are open only to students whose assessment test performance indicates a need to improve skills in reading, writing, or mathematics. Hours earned in these courses are add-on hours and may not be used to complete any degree requirement. For more information about the Academic Assessment Placement Program, see pages 74 through 76. Remedial or developmental courses may not be taken for audit status.

WRITING CENTER AND MATHEMATICS LABORATORY. Help is provided in the Writing Center and in the Mathematics Laboratory for any Motlow student needing individual instruction and/or practice in developing specific writing or mathematics skills. No fees are charged for tutorial service or assistance; however, students must be currently enrolled at Motlow College. No academic credit is given for participation.

DEVELOPMENTAL STUDIES - ENGLISH

DSE 080 DEVELOPMENTAL WRITING 3 sem hrs cr
 This course develops skills in punctuation, sentence writing, paragraphing, and outlining. The course emphasizes proofreading skills, conceiving ideas for writing, and varying writing styles as paragraph development merges into essay writing. Prerequisite: Documented competency in RSE 070 skills.

DEVELOPMENTAL STUDIES - MATHEMATICS

DSM 080 ELEMENTARY ALGEBRA 3 sem hrs cr
 This course is a study of arithmetic operations with rational numbers and order of operations; evaluation and simplification of variable expressions; solutions of linear and absolute value equations and linear inequalities in one variable; problem-solving; polynomial arithmetic; operations with integer exponents; factoring polynomials and solving quadratic equations by factoring. Prerequisite: Documented competency in RSM 070 skills.

DSM 081 INTERMEDIATE ALGEBRA 3 sem hrs cr
 This course is a study of algebraic fractions, graphs, slopes, and equations of lines; solving systems of linear equations and inequalities; operations involving radicals and rational exponents; graphing and solving quadratic equations and inequalities; and functions. Applications are studied with each topic. Students with only one credit in high school algebra must be tested to verify eligibility for DSM 081 without successful completion of DSM 080. Prerequisite: Documented competency in DSM 080 skills.

DEVELOPMENTAL STUDIES - READING

DSR 080 DEVELOPMENTAL READING 3 sem hrs cr
 This course is designed to improve reading fluency. Identifying main ideas with major and minor supporting details, sequencing, locating facts, using contextual clues, drawing conclusions, making inferences, understanding figurative language, and detecting tones and mood are skills that are developed. Vocabulary extension, critical thinking skills, and pleasure reading are stressed. Prerequisite: Documented competency in RSR 070 skills.

DEVELOPMENTAL STUDIES - STUDY SKILLS

DSS 080 DEVELOPMENTAL STUDY SKILLS 3 sem hrs cr
 This course emphasizes academic success skills necessary for students to achieve their educational goals. Topics such as time management, communications skills, study techniques, library use, note-taking, and exam-taking are emphasized. The course also includes goal-setting, study habits, attitude development, and current issues which college students face.

REMEDIAL STUDIES - ENGLISH

RSE 070 BASIC WRITING 3 sem hrs cr
This course includes a review of rudimentary skills in grammar, mechanics, punctuation, capitalization, and effective sentence writing. Additionally, students learn to use the dictionary and write business and friendly letters.

REMEDIAL STUDIES - MATHEMATICS

RSM 070 BASIC MATHEMATICS 3 sem hrs cr
This course places emphasis on the principles and applications of arithmetic including reading and writing numerals; fundamental operations on whole numbers and common and decimal fractions; percent, ratio and proportion; rounding; introductory topics from geometry; determining arithmetic mean; interpreting graphs; the English and metric measuring systems; exploring steps necessary to solve word problems; operations with signed numbers; and evaluating variable expressions and solving linear equations.

REMEDIAL STUDIES - READING

RSR 070 BASIC READING 3 sem hrs cr
This course concerns reading fundamentals--identifying main ideas with major and minor supporting details, sequencing, locating facts, using contextual clues, drawing conclusions, and making inferences. Increasing vocabulary is a major component of the course.



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ADMINISTRATION**

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Karen Haynes	Technician
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Library

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Joyce Bateman	Secretary III
Patra Burden	Library Assistant Sr.
Roger Merritt	Cataloging Technician
Darlene Merryman	Library Assistant II
Ann Bittel	Librarian I, Fayetteville
Mary Murphy	Reference Librarian
Erik Surber	Librarian I, McMinnville
Carolyn Cantrell	Library Assistant I
Mary Horn	Library Assistant I
Eric Nelson	Library Assistant I
Margaret Wallace	Library Assistant I

Maintenance

Bob Bates	Director
DeWayne Davis	Coordinator, McMinnville Shared Services
Nancy Bryant	Custodian, McMinnville Shared Services
LaDonna Bouldin	Custodian, McMinnville Shared Services
Theodore Caldwell	Watchkeeper
Elizabeth Chamblee	Custodian
Gay Davis	Account Clerk III
Mary Hickerson	Custodian
Nancy King	Custodian
Mary Morris	Custodian
Warren Patterson	Maintenance Scheduler
Donald Perryman	Watchkeeper
Hollis Reed	Custodian
Barbara Robinson	Custodian
Ike Rust	Grounds Worker I
Robert Sharp	Custodian
Jeff Skelton	Grounds Supervisor
Luke Stines	Maintenance Mechanic
J.R. Smith	Maintenance Mechanic
David Womble	Maintenance Mechanic
Thomas Womble	Maintenance Mechanic
Alverine Preston	Custodian
Alvie Sharpe	Custodian, Fayetteville
Bobbie Tate	Custodian, Fayetteville
Daniel Trail	Grounds Worker I

JOB TRAINING

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 Ron Boyd Assistant Director
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 Jim Parks Monitor/Case Manager
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 Jola Knowles Education Manager
 Teresa Langlely Computer Specialist
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 Frances Tilley GED Instructor - Coffee County
 Patty Wilcox Office Technician

Fresh Start Staff

Sandra Butler Manager
 Dawn Hutson Bedford County Instructor
 Clara Smith Coffee County Instructor
 Brenda Nicely Franklin County Instructor
 Patricia Smith Lincoln County Instructor
 Teresa Okwu Rutherford County Instructor

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 Lana McAnally Coffee County
 Betsy Dunn Franklin/Moore Counties
 Cindy Blackwelder Lincoln County
 Gary Haile Rutherford County
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Southern Regional Center Staff

Tom Cawood Manager
 Carol Rose Case Manager
 Steve Hice Instructor

Northern Regional Center Staff

Gary Morgan Manager
 David Crawford Case Manager
 Martha Gasser Instructor

FACULTY, STAFF, AND ADMINISTRATION

- Adams, Phyllis D. Associate Professor, Communications
B.S., 1977, Tennessee State University, M.S., 1978, Tennessee State University; Additional Graduate Study, George Peabody College of Vanderbilt University; Motlow Position, 1986.
- Allan, Jean Account Clerk II
A.S., 1988, Motlow State Community College; Additional Study, Middle Tennessee State University and University of Alabama, Huntsville; CPS, 1994; Motlow position, 1990.
- Allen, Billy Technical Clerk
Certificate, 1966, Tennessee Technology Center, Shelbyville; Motlow position, 1994.
- Alsup, Greer Account Clerk I
B.S., 1970, Belmont College; Motlow position, 1992.
- Anthony, Juanita Secretary II
A.S., 1985, Motlow State Community College; Motlow position, 1982.
- Arman, Sandra A. Instructor, Mathematics
A.S., 1986, Motlow State Community College; B.S., 1988, Middle Tennessee State University; M.S.T., 1992, Middle Tennessee State University; Motlow position, 1988.
- Bahr, Howard Assistant Professor, English
B.A., 1976, University of Mississippi; M.A., 1980, University of Mississippi; Additional Graduate Study, University of Mississippi; Motlow position, 1993.
- Bair, Charles A. Assistant Professor, Engineering
B.S., 1965, Parks College of Aeronautical Technology, Saint Louis University; M.S., 1975, Air Force Institute of Technology; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1987.
- Baker, James D. Director, Computer Integrated Manufacturing (CIM) Center
Assistant Professor, Industrial Technology
B.S., 1979, Southern Illinois University; B.S., 1984, Chapman College; M.B.A., 1987, Chapman College; M.S., 1994, Middle Tennessee State University; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1986.
- Bartley, Randall B. Associate Professor, Economics
B.S., 1973, University of Tampa; M.B.A., 1977, Northwest Missouri State University; D.A., 1991, Middle Tennessee State University. Additional Graduate Study, Columbus College. Motlow position, 1985.
- Bateman, Joyce Secretary III
A.S., 1979, Motlow State Community College; CPS, 1994; Motlow position, 1979.
- Bates, Bob Director, Maintenance
A.A., 1980, Pensacola Junior College; Additional Study, University of West Florida, Middle Tennessee State University; Motlow position, 1994.
- Bates, Jo Payroll Technician
Motlow position, 1979.
- Bean, Gwen Executive Secretary
CPS, 1992; Motlow position 1994.
- Bell, Daphne A. Assistant Professor, Mathematics
A.A., 1970, Cumberland College of Tennessee; B.A.E., 1972, University of Mississippi; M.S.T., 1977, Middle Tennessee State University; Motlow position, 1985.
- Bell, Lynn Case Manager Specialist, JTPA
Motlow position, 1996.
- Bigham, Terry Accountant
B.S., 1979, David Lipscomb University, Motlow position, 1984
- Bittel, Ann B. Librarian I
B.A., 1966, University of Mississippi; M.L.S., 1967, University of Mississippi; Motlow position 1996.

FACULTY, STAFF, AND ADMINISTRATION 165

- Blackwelder, Cynthia D. Case Worker, JTPA
A.S., 1981, Motlow State Community College; B.B.A., 1983, Middle Tennessee State University; Motlow position, 1984.
- Bloodworth, William Stuart Instructor, English
B.A. 1989, University of Tennessee, Martin; M.A., 1992, Murray State University; Motlow position 1993.
- Bouldin, LaDonna Custodian
Motlow position, 1996.
- Boyd, Ron Operations Manager, JTPA
A.S., 1975, Motlow State Community College; B.S., 1977, Middle Tennessee State University; M.Ed., 1991, Trevecca Nazarene College; Motlow position, 1984.
- Bradley, Michael R. Professor, Social Science
B.A., 1963, Samford University; B.D., 1966, New Orleans Baptist Seminary; M.A., 1969, Vanderbilt University; Ph.D., 1971, Vanderbilt University; Post Doctorate Fellowship, 1973, Johns Hopkins University; National Endowment for the Humanities Fellow, 1973; National Science Foundation Fellow, 1975; Mellon Regional Faculty Development Grant, 1982; NEH Study and Research Grant, 1994; AAJC Curriculum Development Grant, 1995; Motlow position, 1970.
- Breece, Thomas H. Instructor, Music
B.M.Ed., 1984, Southern College; M.M.Ed., 1990, University of Tennessee at Chattanooga; Motlow position, 1993.
- Brock, D.J. Systems Programmer II
A.A., 1968, Freed Hardeman College; Motlow position, 1990.
- Katie Brock Secretary II
A.S., 1996, Motlow State Community College; Motlow position, 1996.
- Brooks, Vera R. Associate Professor, Business
B.S., 1974, Austin Peay State University; M.B.E., 1981, Middle Tennessee State University; Additional Graduate Study, Western Carolina University and Tennessee State University; CPS, 1985; Motlow position, 1980.
- Broussard, Leila Transcript Analyst
B.S., 1953, Indiana State University; Graduate Study, Indiana State University; Motlow position, 1987.
- Bryant, Nancy Custodian
Motlow position, 1996.
- Burke, Gina Instructor, Accounting
B.B.A., 1987, Middle Tennessee State University; M.B.A., 1988, Tennessee Technological University; CPA, Tennessee; Motlow position, 1992.
- Burden, Patra T. Library Assistant Sr.
Motlow position, 1993.
- Burgess, Monica Administrative Secretary
A.S., 1986, Motlow State Community College; Motlow position, 1987.
- Butler, Sandra Manager, JTPA
B.S., 1972, Trevecca Nazarene College; Additional Graduate Study, Middle Tennessee State university; Motlow position, 1990.
- Caldwell, Ted Watchkeeper
Motlow position, 1994.
- Campbell, Jessie Director, Counseling
B.S., 1962, Tennessee State University; M.Ed., 1974, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University & George Peabody College of Vanderbilt University; Motlow position, 1975.
- Cannon, Brenda G. Director, Community Relations
B.S., 1978, Tennessee State University; Motlow position, 1988.
- Cantrell, Carolyn Library Assistant I
Motlow position, 1995.

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- Carden, Betty Support Services Technician, JTPA
 Motlow position, 1984.
- Cawood, Jane Director, Wellness and Health Services
 B.S., 1960, University of Tennessee College of Nursing; M.A., 1974, Eastern Kentucky Graduate School; Motlow position,
 1993.
- Cawood, Tommy Jobswork Manager, JTPA
 B.S., 1960, Baylor University; M.S., 1973, Union College; Motlow position, 1983.
- Chamblee, Elizabeth Custodian
 Motlow position, 1988.
- Cheatham, C. Donald Professor, Political Science
 A.B., 1950, Samford University; A.B.J., 1950, University of Georgia; M.Ed., 1963, University of Georgia; Ed.D., 1969,
 University of Georgia; Post-Doctorate Study, Research Grant, National Endowment for the Humanities, Duke University, 1975;
 Additional Graduate Study, Middle Tennessee State University; Motlow position, 1970.
- Clark, Stephen K. Vice President for Academic Affairs
 Assistant Professor, English
 B.A., 1968, University of Alabama; M.A., 1972, West Georgia College; D.A., 1985, Middle Tennessee State University; Motlow
 position, 1979.
- Claxton, Keith H. Instructor, Mathematics
 B.S., 1986, Middle Tennessee State University; M.S., 1988, Middle Tennessee State University; Motlow position, 1992.
- Clay, Carolyn Financial Aid Technician
 Motlow position, 1987.
- Coffey, Charle B. Director, Academic Services
 A.S., 1976, Walters State Community College; B.B.A., 1978, Middle Tennessee State University; M.Ed., 1994, Middle
 Tennessee State University; Additional Graduate Study, Middle Tennessee State University, University of Tennessee, Knoxville;
 Motlow position, 1983.
- Coile, Claudine Lab Instructor/Technician, English
 B.S., 1959, Peabody College; M.A., 1967, Middle Tennessee State University; Ed.S., 1980, Middle Tennessee State University;
 Motlow position, 1996.
- Cole, Frank Instructor, Physical Education, Head Men's Basketball Coach
 B.S., 1988, Belmont College, Motlow position, 1990.
- Copeland, Dawn Instructor, English
 A.S., 1981, Motlow State Community College; B.S. 1984, Middle Tennessee State University; M.A., 1993, Middle Tennessee
 State University; Additional graduate study, Middle Tennessee State University; Motlow position 1994.
- Copeland, Peggy L. Secretary III
 Motlow position, 1979.
- Cotham, Rhonda S. Executive Secretary
 CPS, 1995; Motlow position, 1986.
- Crawford, David Case Manager, JTPA
 B.S., 1952, Clemson University; Motlow position, 1987.
- Crews, Vicky S. Secretary III
 Motlow position, 1979.
- Crosslin, Bob C. Assistant Professor, Mathematics
 B.S., 1968, Middle Tennessee State University; M.S.T., 1978, Middle Tennessee State University; Additional Graduate Study,
 Middle Tennessee State University and Memphis State University; Motlow position, 1980.
- Curry, Tiffany Admissions and Records Clerk
 A.S., 1992, Motlow State Community College; Additional Study Middle Tennessee State University and University of Alabama,
 Huntsville; Motlow position, 1994.

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- Daniel, Beverly J. Secretary III
 Motlow position, 1984.
- Davis, Carlos DeWayne Maintenance Coordinator
 Motlow position, 1996.
- Davis, Charles C. Tech-Prep Coordinator
 B.S., 1954, Purdue University; M.S., 1967, Butler University; Vocational Director Certification, 1977; Motlow position, 1992.
- Davis, Gay Secretary III
 Motlow position, 1979.
- Dickey, Susan Instructor, Accounting
 B.B.A., 1986, University of Memphis; M.S., 1990, University of Alabama at Huntsville; CPA, Tennessee; Motlow position, 1993.
- Dotter, Lara Programmer/Analyst
 A.S., 1988, Motlow State Community College; B.S., 1990, Middle Tennessee State University; Motlow position, 1992.
- Dotter, Vivian Martin Secretary I
 Diploma, 1962, South Carolina Baptist Hospital College for Nurses; Motlow position, 1992.
- Dunn, Betsy Case Manager Specialist, JTPA
 Diploma, 1956, Draughons Junior College; Motlow position, 1992.
- Edmonds, Melody. Instructor, Business Information Technology
 A.S., 1989, Motlow State Community College; B.S., 1990, Middle Tennessee State University; MBA, 1995, Tennessee Technological University; Motlow position, 1995.
- Eslick, Shirley Secretary I
 Motlow position, 1994.
- Evans, Scott Director, Center for Information Systems
 B.S., 1982, Middle Tennessee State University; M.S., 1988, University of Tennessee Space Institute, Motlow position, 1995.
- Everett, Marcia Vice President for Student Affairs and Institutional Advancement
 B.S., 1971, Middle Tennessee State University; M.Ed., 1973, Middle Tennessee State University; Ed.S., 1976, Middle Tennessee State University; Additional Graduate Study, Peabody College of Vanderbilt University, Middle Tennessee State University; Motlow position, 1985.
- Frere, Penny Director, Library Services
 B.A., 1964, Mary Baldwin College; M.A., 1966, Middleburg College; M.L.S., 1988, University of Texas at Austin; Motlow position, 1993.
- Frizzell, Dana M. Case Manager Specialist, JTPA
 Motlow position, 1996.
- Fruehauf, Wanda H. Director, Admissions and Records
 A.S., 1979, Motlow State Community College; Additional Study, Middle Tennessee State University; Motlow position, 1979.
- Gasser, Martha Assessment & Training Instructor, JTPA
 B.S., 1975, Middle Tennessee State University; Motlow position, 1988.
- Gault, Ronald Director, Computer Center
 A.S., 1976, Motlow State Community College; Motlow position, 1985.
- Gholson, Tracey Secretary I
 B.A., 1990, Samford University; M. Div., 1993, Southern Baptist Theological Seminary; Motlow position, 1996.
- Glass, A. Frank President
 B.S., 1964, Middle Tennessee State University; M.A., 1965, Middle Tennessee State University; D.A., 1973, Middle Tennessee State University; Motlow position, 1975.

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- Graham, Rosalie B. Associate Professor, Computer Science
B.A., 1967, Queens College; M.A.T., 1968, University of North Carolina; Additional Study, IBM Corporation; Motlow position,
1983.
- Gregory, Cheri Instructor, Biology
A.S., 1982, Motlow State Community College; B.S., 1984, Middle Tennessee State University; M.S., 1987, Middle Tennessee
State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1995.
- Gregory, Simone Secretary II
Motlow position, 1995.
- Greer, John E. Director, Job Training
B.S., 1974, Tennessee State University; Motlow position, 1992.
- Grogan, Kelly Secretary II
A.A.S., 1994, Motlow State Community College; Motlow position, 1992.
- Gross, Richard H. Associate Professor, Biology
A.A., 1961, Palm Beach Junior College; B.S.E., 1963, University of Florida; M.Ag., 1964, University of Florida; Additional
Graduate Study, Florida Atlantic University, Colorado State University, Middle Tennessee State University, and Tennessee State
University; Motlow position, 1977.
- Haile, Gary Wayne Case Manager Specialist, JTPA
B.S., 1981, Middle Tennessee State University; Motlow position, 1996.
- Hale, Annette Associate Professor, English
B.A., 1976, Lee College; M.A., 1980, University of Central Florida; Additional Graduate Study, Middle Tennessee State
University; Motlow position, 1986.
- Harder, Janice Professor, Business
B.S., 1971, Middle Tennessee State University; M.Ed., 1972, University of Memphis; Ed.D., 1984, University of Memphis; CPS,
1980; Motlow position, 1978.
- Harder, Ward D. Associate Professor, Accounting
B.S., 1967, Middle Tennessee State University; M.B.A., 1971, Middle Tennessee State University; CPA, Tennessee; Additional
Graduate Study, University of Arkansas and Nova University; Motlow position, 1976.
- Harris-Young, Linda Associate Professor, Biology
B.A., 1978, University of California, Davis; M.S., 1984, University of Alabama, Birmingham; Ph.D., 1993, University of
Alabama, Birmingham; Motlow position, 1992.
- Hasty, Doyle E. Professor, Engineering
B.S., 1968, University of Tennessee; M.S., 1974, University of Tennessee; Ed.D., 1994, Nova Southeastern University; PE,
Tennessee; Additional Graduate Study, University of Tennessee, Memphis State University, Middle Tennessee State University,
University of Central Florida, Morehead State University, and Tennessee State University; Motlow position, 1980.
- Hasty, Linda Hester. Professor, Business
B.S., 1968, Middle Tennessee State University; M.B.E., 1979, Middle Tennessee State University; Ed.D., 1994, Nova
Southeastern University; Additional Graduate Study, Middle Tennessee State University, Memphis State University, University
of Central Florida, and Tennessee State University; CPS, 1980; CM, 1995; Motlow position, 1978.
- Hatheway, Charlotte Director, General Interest Programs
B.S.C., 1957, International Business College, Additional Study, Motlow State Community College; Motlow position, 1976.
- Haynes, Karen Financial Aid Technician
A.A.S., 1992, Motlow State Community College; Motlow position, 1993.
- Hazelbaker, Margie L. Secretary II
A.S., 1988, Motlow State Community College; Additional Study, Middle Tennessee State University; CPS, 1994; Motlow
position, 1989.

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- Hendrix, Pat Instructor, Nursing
B.S.N., 1977, University of Tennessee; M.S. 1982, University of Southern Mississippi; Motlow position, 1996.
- Hice, Steve Assessment & Training Instructor, JTPA
B.S., 1976; Middle Tennessee State University; M.Ed., 1990, Middle Tennessee State University; Motlow position, 1984.
- Hickerson, Mary D. Custodian
Motlow position, 1984.
- Hillis, Jeanette Taylor Admissions and Records Clerk
A.S., 1990, Motlow State Community College; CPS, 1994; Motlow position, 1990.
- Hix, Billy Assistant Professor, Business Information Technology
B.S., 1979, Tennessee Technological University; M.Ed., 1988, Middle Tennessee State University; Additional Graduate Study, University of Central Oklahoma and Middle Tennessee State University; Motlow position, 1984.
- Holt, Carol Director, Institutional Research
A.S., 1980, Motlow State Community College; B.B.A., 1987, Cumberland University; M.B.A., 1993 Middle Tennessee State University; Motlow position, 1976.
- Holt, Coolidge Coordinator, IBI
B.S., 1949, Tennessee Technological University; M.S., 1950, University of Tennessee; Motlow position, 1984.
- Holt, Michael P. Instructor, Health and Physical Education
Women's Basketball Coach
A.S., 1977, Motlow State Community College; B.S., 1985, Black Hills State University; M.S.E., 1988, University of Wisconsin-Platteville; Motlow position, 1989.
- Horn, Mary Library Assistant
A.A., 1983, Fayetteville State University; Motlow position, 1996.
- Huskey, Alice K. Associate Professor, Business Information Technology
B.S.E., 1969, Arkansas State University; M.S.E., 1970, Arkansas State University; Additional Graduate Study, Middle Tennessee State University and Tennessee State University; CPS, 1986; Motlow position, 1970.
- Hutson, Dawn Fresh Start Facilitator, JTPA
Motlow position, 1995.
- Jacocks, Peggy Fiscal Manager, JTPA
A.S., 1981, Motlow State Community College; Motlow Position 1984.
- Jefferies, Cheryl B. Lab Instructor/Technician, Nursing
A.D.N., 1975, Central Texas College; B.S.N., 1983, Medical University of South Carolina; M.S.N., 1984, Medical University of South Carolina; Motlow position, 1996.
- Jennings, Teresa Instructor, Nursing
A.S., 1983, Motlow State Community College; M.S.N., 1992, Vanderbilt University; Motlow position, 1994.
- Johnson, Henry E. Associate Professor, Chemistry
B.S., 1961, University of North Alabama; M.S. 1967, University of Mississippi; Additional Graduate Study, University of Mississippi and Tennessee State University; Motlow position, 1970.
- Johnson, Loretta G. Programmer/Analyst
Certificate, 1972, Draughons Business College; Motlow position, 1979.
- Johnson, Patricia Assistant Professor, Business Information Technology
B.S., 1985, University of Tennessee at Martin; M.S., 1987, Middle Tennessee State University; Additional graduate study, Middle Tennessee State University; Motlow position, 1989.

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- Jones, Ivan Director, McMinnville Teaching Center
Instructor, Education
B.S., 1972, Eastern Illinois University; M.S., 1979, Eastern Illinois University; Additional Graduate Study, Eastern Illinois University and George Peabody College of Vanderbilt University; Motlow position, 1987.
- Kelly, Larry L. Director, Remedial and Developmental Studies
Assistant Professor, English
A.A., 1969, Edison College; B.S., 1971, Middle Tennessee State University; M.Ed., 1975, Middle Tennessee State University; Ed.S., 1982, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1985.
- Kilgour, Edward F., Jr. Director, Financial Aid
B.S., 1965, Middle Tennessee State University; M.Ed., 1967, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1989.
- Kimbro, Kay Secretary III
Certificate, 1966, Fall's Business College; Motlow position, 1969.
- King, Nancy Custodian
Motlow position, 1975.
- King, Veronica Ray Secretary III
A.S., 1993, Motlow State Community College; Additional Study, Tennessee State University; Motlow position, 1989.
- Knight, Dianne Lewis Secretary III
A.S., 1994, Motlow State Community College; CPS, 1994; Motlow position, 1981.
- Knowles, Jola Post-Secondary Education Case Manger, JTPA
A.S., 1989, Motlow State Community College; B.S., 1991, Middle Tennessee State University; Motlow position, 1992.
- Koss, Jacqueline Associate Professor, Health and Physical Education
B.S., 1973, University of Tennessee; M.A., 1976, University of South Florida; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1976.
- Kribs, Marcia J. Lab Instructor/Technician, Biology
B.S., 1967, Western Michigan University; Additional Graduate Study, Western Michigan University; Motlow position, 1983.
- Kribs, Richard A. Associate Professor, Psychology
B.A., 1969, Western Michigan University; M.A., 1970, Western Michigan University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1971.
- Langley, Teresa Andre Computer Operations Specialist, JTPA
A.A.S., 1993, Motlow State Community College; Motlow position, 1992.
- Lawson, Brenda Secretary III
A.S., 1983, Motlow State Community College; CPS, 1989; Motlow position, 1983.
- Lapczynski, Kathleen Instructor, Biology
A.S., Motlow State Community College; B.S., 1989 Middle Tennessee State University; M.S., 1993, Middle Tennessee State University; Motlow position, 1993.
- Layne, Freda Ann Secretary II
A.S., 1980, Motlow State Community College; Motlow position, 1980.
- Lee, Lisa D. Account Clerk I
Motlow position, 1994.
- Lewis, Brenda R. Assistant Professor, English
B.A., 1971, Tennessee Technological University; M.A., 1972, Tennessee Technological University; Motlow position, 1986.

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- Lewis, Susan Assistant Professor, English
 B.A., 1961, University of Mississippi; M.A., 1982, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1992.
- Logan, Cynthia Programmer/Analyst
 A.S., 1985, Motlow State Community College; Motlow position, 1994.
- Lokey, Carolyn Lab Instructor/Technician, Nursing
 A.D.N., 1979, Parkland College; Motlow position, 1993.
- Martin, Gloria R. Director, Budget and Fiscal Services
 A.S., 1978, Motlow State Community College; B.B.A., 1980, Middle Tennessee State University; M.S., 1984, Middle Tennessee State University; CPA, Tennessee; Additional Graduate Study, Memphis State University and Tennessee State University; Motlow position, 1981.
- Martin, Marilyn Programmer/Analyst
 Certificate, 1966, Electronic Computer Programming Institute; Additional Study Miami Dade Community College and University of Cincinnati; Motlow position, 1984.
- Martin, Vivian Assistant Professor, Study Skills and Business
 B.B.A., 1972, Hofstra University; J.D., 1975, St. John's University School of Law; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1992.
- Martindale, Diane Clerk/Typist
 Motlow position, 1995.
- Mason, Sheri S. Coordinator
 A.S., 1983, Motlow State Community College; B.S., 1985, Middle Tennessee State University; Motlow position, 1994.
- Maxwell, Deanna V. Assistant Professor, English
 A.A., 1962, Stephens College; B.A., 1966, University of Missouri at Kansas City; M.A., 1989, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1983.
- McAnally, Lana Case Manager Specialist, JTPA
 B.S., 1990, Freed Hardeman University; Graduate Study, Trevecca Nazarene University; Motlow position, 1996.
- McGuire, Carol Financial Aid Technician
 B.S., 1990, Trevecca Nazarene University; Motlow position, 1996.
- McKoon, Donna Instructor, Business Information Technology
 B.S., 1986, Middle Tennessee State University; M.S.; 1988, Middle Tennessee State University; Motlow position, 1992.
- McLemore, Mary E. Dean, Division of Liberal Arts
 Assistant Professor, English
 B.A., 1967, Middle Tennessee State University; M.A., 1980, Middle Tennessee State University; Ph.D., 1991, Vanderbilt University; Motlow position, 1987.
- McMurtry, Iris C. Assistant Professor, Mathematics
 B.A., 1967, Winthrop College; M.S., 1974, Tennessee Technological University; Additional Graduate Study, University of South Carolina; Motlow position, 1987.
- Melton, Wilma Personnel Assistant
 Motlow position, 1985.
- Merritt, Roger Cataloging Technician
 B.A., 1986, David Lipscomb University; Motlow position, 1994.
- Merryman, Darlene M. Archivist/Library Assistant II
 A.S., 1981, Motlow State Community College; B.S., 1986, Middle Tennessee State University; Motlow position, 1989.

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- Miburo, Barnabe Assistant Professor, Chemistry
M.S., 1979, University of Kinshasa, Zaire; Ph.D., 1992, Clemson University; Motlow position, 1993.
- Midgett, Carolyn Secretary III
B.S., 1964, Middle Tennessee State University; Graduate Study, Middle Tennessee State University; Motlow position, 1987.
- Mobley, Dee Switchboard Operator
Motlow position, 1984.
- Monks, Victoria L. Instructor, Nursing
A.D.N., 1985, Motlow State Community College; B.S.N., 1996, University of Alabama at Huntsville; Motlow position, 1996.
- Morgan, Gary D. Field Operations Manager, JTPA
Advanced Certificate, American Institute of Banking; Graduate, Tennessee School of Banking, Vanderbilt University; Motlow
position, 1988.
- Moore, Jack L. Associate Professor, Art
B.F.A., 1956, University of Alabama; M.A., 1964, University of Alabama; Additional Graduate Study, Wichita State University,
Middle Tennessee State University; Motlow position, 1969.
- Morris, Mary Custodian
Motlow position, 1994.
- Mosley, Annette Account Clerk II
Certificate, 1983, Tennessee Technology Center, Shelbyville; Motlow position, 1989.
- Mosley, Marie Secretary III
A.S., 1985, Motlow State Community College; Motlow position, 1984.
- Murphy, Mary B. Reference Librarian
B.A., 1967, Douglass College; M.L.S., 1983, Rutgers University; Additional Graduate Study, Rutgers University; Motlow
position, 1996.
- Murray, Dale C. Administrative Assistant to the President
A.S., 1980, Motlow State Community College; Baccalaureate Study, Middle Tennessee State University; CPS, 1994; Motlow
position, 1976.
- Myers, Joe B., Jr. EDWAAA Manager, JTPA
A.S., 1986, Motlow State Community College; B.B.A., 1988, Middle Tennessee State University; Graduate Study, Middle
Tennessee State University and University of Tennessee, Knoxville; Motlow position, 1989.
- Nelson, Eric Library Assistant I
A.S., 1994, Motlow State Community College; Additional Study, Middle Tennessee State University; Motlow position, 1994.
- Nicely, Brenda Fresh Start Instructor, JTPA
Motlow position, 1992.
- Oakley, Sherian Secretary II
Motlow position, 1995.
- Okwu, Teresa Fresh Start Facilitator, JTPA
B.S., 1991, Middle Tennessee State University; Motlow position, 1995.
- Orzino, Richard M. Coordinator, IBI
A.S., 1986, Community College of the Air Force; Motlow position, 1993.
- Ozor-Ilo, Paulinus Instructor, Business Information Technology
B.S., 1984, Alabama A & M University; M.S., 1989, Alabama A & M University; Motlow position 1995
- Palmer, Jeannette B. Assistant Professor, English
B.A., 1968, Middle Tennessee State University; M.A.T., 1984, Middle Tennessee State University; Additional Graduate Study,
Middle Tennessee State University; Motlow position, 1990.
- Parks, Jim Monitor, JTPA
A.S., 1977, Motlow State Community College; B.S., 1979, Middle Tennessee State University; Motlow position, 1987.

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- Parsons, Pamela A. Administrative Secretary
A.S., 1983, Motlow State Community College; Motlow position, 1984.
- Patterson, Bobbie F. Case Manager Specialist, JTPA
Certificate, 1971, Draughons Jr. College; Additional Study, Middle Tennessee State University; Motlow position, 1987.
- Patterson, Debra S. Coordinator, Public Information
A.S., 1990, Motlow State Community College; Additional Study, Middle Tennessee State University; CPS, 1994; Motlow
position, 1990.
- Patterson, Warren Maintenance Scheduler
Certificate, 1990, Motlow State Community College; Motlow position, 1988.
- Payne, Reada Account Clerk II
A.S., 1974, Motlow State Community College; CPS, 1995; Motlow position, 1990.
- Pearson, Stanley N. Dean, Division of Extended Services
Instructor, Education
B.S., 1969, Middle Tennessee State University; M.A.T., 1973, Middle Tennessee State University; Motlow position, 1972.
- Perryman, Don Watchkeeper
Motlow position, 1995.
- Perryman, Elaine S. Director, Industrial and Business Institute
A.S., 1982, Motlow State Community College; B.B.A., 1987, Middle Tennessee State University; M.Ed., 1993, Middle
Tennessee State University; Additional Graduate Study, Middle Tennessee State University; CPS, 1985; Motlow position, 1979.
- Petty, Sandy Account Clerk I
Certificate of Credit, 1996, Motlow State Community College; A.S., 1996, Motlow State Community College; Motlow position,
1994.
- Pilzer, Jay M. Associate Professor, History
B.A., 1969, Old Dominion University; M.A., 1974, Old Dominion University; Ph.D., 1976, Duke University; Additional Graduate
Study, Simon Fraser University; Motlow position, 1992.
- Pittman, Maurice E. Director, Administrative Services
B.S., 1971, Middle Tennessee State University; M.B.A., 1974, Middle Tennessee State University; Additional Graduate Study,
Tennessee State University; Motlow position, 1985.
- Posey, Michael E. Vice President for Business Affairs
B.S., 1971, Middle Tennessee State University; Graduate Study, University of Tennessee; Motlow position, 1987.
- Preston, Alverine Custodian
Motlow position, 1992.
- Reavis, Jackie Assistant Professor, Health and Physical Education
B.S., 1964, Middle Tennessee State University; M.Ed., 1968, Middle Tennessee State University; Motlow position, 1973.
- Reddick, Niles M. Instructor, English
B.A., 1988, Valdosta State University; M.A., 1991, West Georgia College; Ph.D., 1996, Florida State University; Motlow
position, 1994.
- Reed, Hollis Custodian
Motlow position, 1973.
- Reeder, Robert E. Assistant Professor, Biology
B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University; Additional Graduate Study,
Middle Tennessee State University; Motlow position, 1978.
- Rhoton, Don Instructor, Math; Baseball Coach; Athletics Director
B.S., 1973, Memphis State University; M.S., 1979, Middle Tennessee State University; Motlow position, 1989.
- Riddle, Shirley J. Executive Secretary, JTPA
A.S., 1987, Motlow State Community College; CPS, 1990; Motlow position, 1984.

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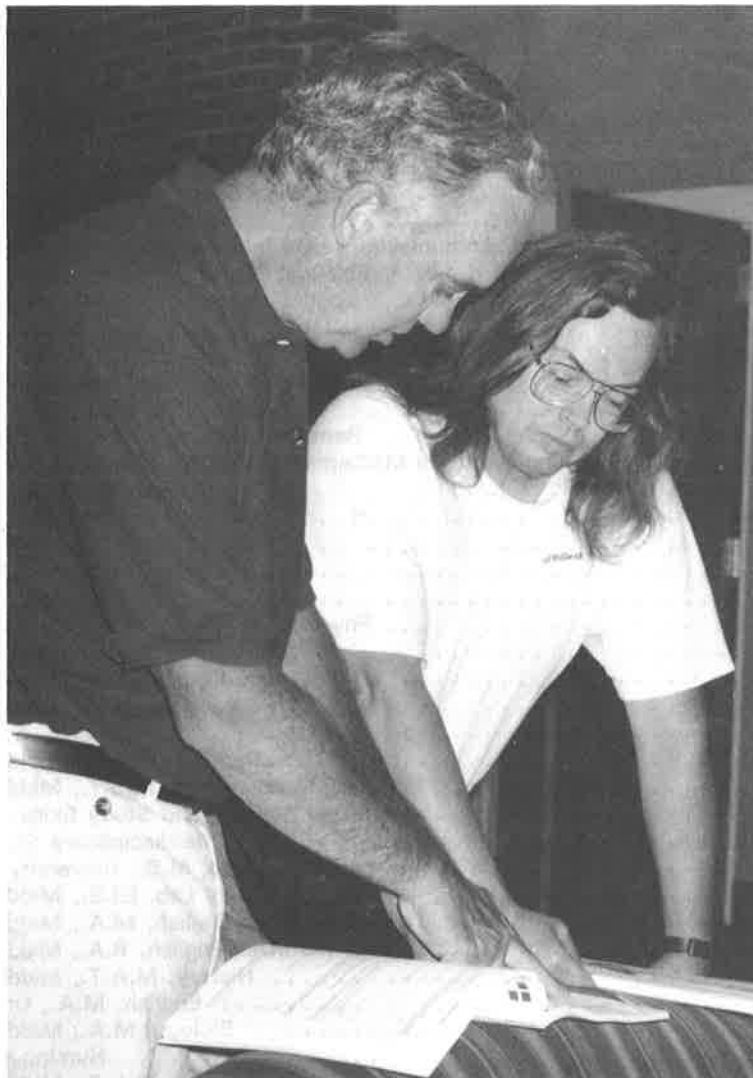
- Rippy, Jacqueline Y. Fiscal Technician, JTPA Certificate, 1984, Tennessee Technology Center, Shelbyville; A.A.S., 1991, Motlow State Community College; Motlow position 1992.
- Robinson, Elaine Instructor, Mathematics B.S., 1977, University of Tennessee, Martin; M.S., 1982, University of Tennessee, Martin; Additional Graduate Study, Alabama A & M University and University of Tennessee Space Institute; Motlow position, 1992.
- Robinson, Lynn Custodian Motlow position, 1994.
- Rollins, Linda C. Assistant Professor, English B.S., 1963, Tennessee Technological University; M.A., 1964, George Peabody College for Teachers; Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow position, 1976.
- Rose, Carol Case Manager, JTPA B.S., 1969, Middle Tennessee State University; M.Ed., 1978, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1990.
- Russell, Michael Director, Career Development B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University; Licensed School Psychologist, 1978; Licensed Psychological Examiner, 1986; Motlow position, 1983.
- Rust, Ike Grounds Worker I Motlow position, 1995.
- Sanders, Susan Director of Nursing Education; Instructor, Nursing B.S.N., 1978, University of Tennessee; M.S.N., 1989, University of Alabama at Huntsville; Motlow position, 1995
- Scarbrough, John F. Assistant Professor, Social Studies B.S., 1968, Middle Tennessee State University; M.A.T., 1971, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1979.
- Scarbrough, Martha W. Associate Professor, Mathematics B.A., 1964, Middle Tennessee State University; M.S.T., 1967, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University, Memphis State University and Tennessee State University; Motlow position, 1969.
- Schaffer, Sandra Accountant B.B.A., 1985, Middle Tennessee State University; Motlow position, 1990.
- Sharp, Robert Custodian Motlow position, 1992.
- Sharpe, Alvie Custodian Motlow position, 1993.
- Shasteen, C. Scott Media Technician A.S., 1996, Motlow State Community College; Motlow position, 1995.
- Siler, Dorothy P. Technical Clerk A.S., 1985, Motlow State Community College; CPS, 1994; Motlow position, 1986.
- Simmons, Charoline Instructor, Reading and Study Skills; Assessment Coordinator B.S., 1973, Tennessee State University; M.Ed., 1985, Tennessee State University; Motlow position, 1992.
- Simmons, Mary Ann Dean, Student Development B.S., 1972, Tennessee State University; M.Ed., 1991, Trevecca Nazarene College; Motlow position, 1983.
- Skelton, Jeffery T. Grounds Supervisor B.A., 1989, Middle Tennessee State University; Motlow position, 1990.
- Smith, Clara Fresh Start Instructor, JTPA Motlow position, 1996.
- Smith, J.R. Maintenance Mechanic Motlow position, 1992.

- Smith, Patricia Youth Manager, JTPA
 B.S., 1973, Middle Tennessee State University; M.S., 1989, Middle Tennessee State University; Motlow position, 1991.
- Smotherman, Steven W. Assistant Professor, Mathematics/Physics
 A.S., 1979, Motlow State Community College; B.S., 1981, Middle Tennessee State University; M.S., 1983, Middle Tennessee State University; Additional Graduate Study, University of Tennessee Space Institute and Middle Tennessee State University; Motlow position, 1983.
- Spry, Norma Account Clerk III
 CPS, 1994; Motlow position 1986.
- St. Clair, John R., III Assistant Professor, Mathematics
 B.S., 1973, Middle Tennessee State University; M.S., 1984, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1989.
- Stevenson, Laura D. Financial Aid Clerk
 A.S., 1992, Motlow State Community College; Motlow position, 1994.
- Stewart, Marian I. Associate Professor, Nursing
 B.S.N., 1981, University of Tennessee; M.S.N., 1984, University of Alabama, Birmingham; Motlow position, 1993.
- Stidham, Juliette B Admissions and Records Clerk
 Motlow position, 1980.
- Stimpson, Quintin Instructor, Education
 B.A., 1979, University of Tennessee; M.A.T., 1988, Brown University; Additional Graduate Study, Columbia University Teachers College and Middle Tennessee State University; Motlow position, 1991.
- Stines, Roby L. Maintenance Mechanic
 Motlow position, 1978.
- Stockton, J. Harlan Director, Media Services; Assistant Professor, Education
 B.S., 1970, East Tennessee State University; M.A., 1971, East Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1972.
- Stone, Delene L. Director, Development
 CPS, 1975; Baccalaureate Study, Athens College, University of Tennessee-Nashville, and Columbia State Community College; Motlow position, 1979.
- Stout, Janie Account Clerk I
 B.S., 1975, Middle Tennessee State University; Motlow position, 1993.
- Stuart, Gloria Assistant Professor, Nursing
 B.S.N., 1962, University of Pennsylvania; M.S.N., 1980, University of Alabama at Birmingham; Additional Graduate Study, Troy State University and University of Alabama at Birmingham; Motlow position, 1994.
- Surber, Erik Librarian
 Motlow position, 1995.
- Tate, Bobbie Custodian
 Motlow position, 1996.
- Taylor, Judy A. Associate Professor, Biology
 A.S., 1976, Motlow State Community College; B.S., 1978, Middle Tennessee State University; M.S.T., 1979, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow position, 1979.
- Thacker, Kelly Lab Instructor/Technician, English
 B.A., 1990, Delta State University; M.A., 1993, University of New Mexico; Motlow position, 1994.
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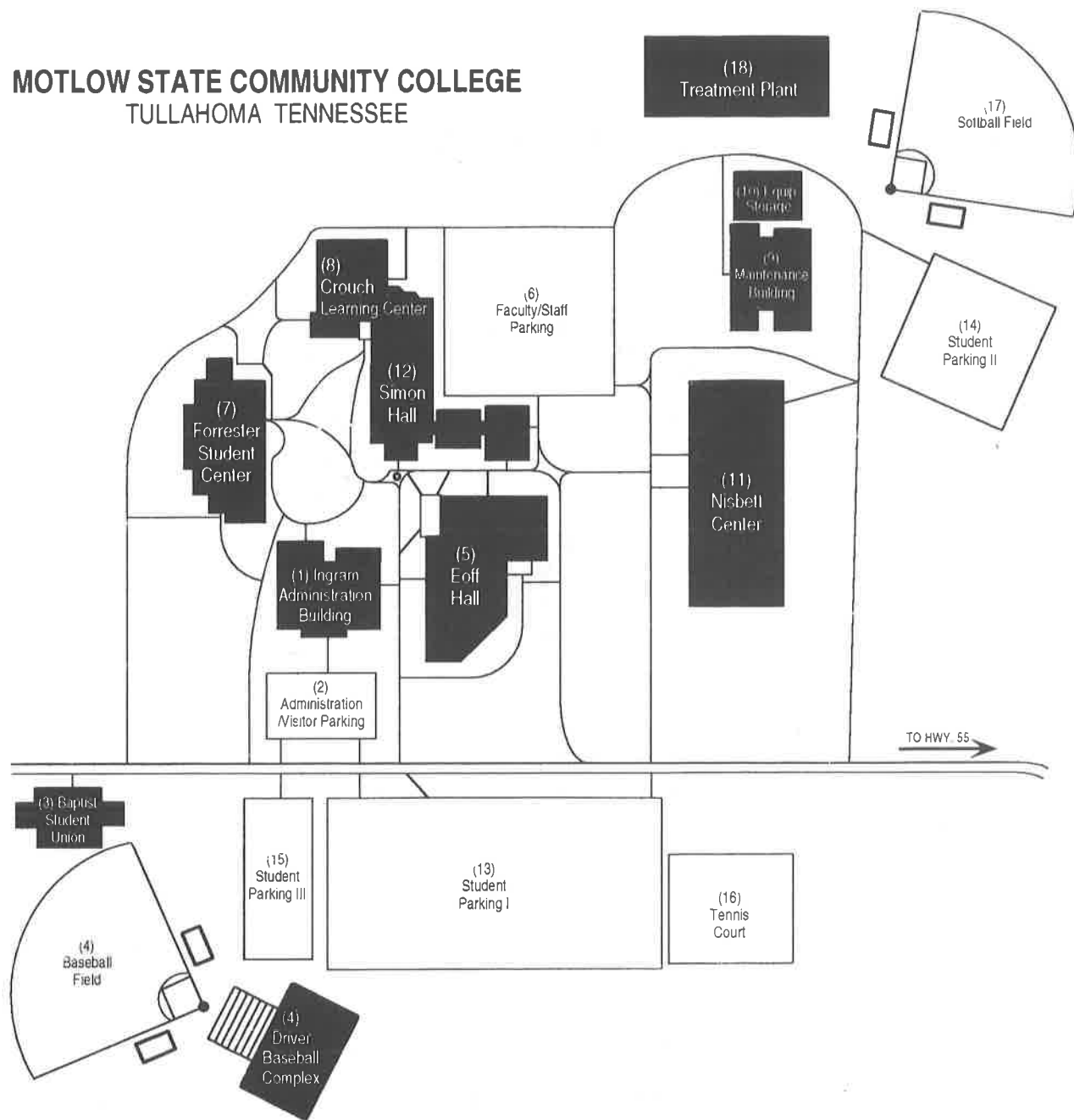
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MOTLOW STATE COMMUNITY COLLEGE TULLAHOMA TENNESSEE



1. INGRAM ADMINISTRATION BUILDING

Vice President for Academic Affairs
Admissions & Records
Budget Director
Business Office
Development Office
Director of New Student Services
Information/Community Relations
Institutional Research
Internal Auditor
President's Office
President's Conference Room
Vice President for Student Affairs

2. ADMINISTRATION/VISITOR PARKING

3. BAPTIST STUDENT UNION

4. DRIVER BASEBALL COMPLEX

Baseball Office
Concessions
Pressbox

5. EOFF HALL

Career Education
Faculty Offices
Nursing Education
Auditorium
Tech Prep Office
E-122

6. FACULTY/STAFF PARKING

7. FORRESTER STUDENT CENTER

Vice President for Business Affairs
Cafeteria
Conference Room
Faculty Staff Dining Room
Financial Aid Offices
Human Resources
Tips Bookstore

8. CROUCH LEARNING CENTER

Library
Center for Information Systems
Cyberspace Lab

9. MAINTENANCE BUILDING

10. EQUIPMENT STORAGE BUILDING

11. NISBETT CENTER

Athletic Offices
Computer Labs
Copperweld Arena
Faculty Offices
JTPA Representative

12. SIMON HALL

Computer Center
Counseling
Extended Services
Faculty Offices
Health Services
Industrial and Business Institute
Liberal Arts
Remedial/Developmental Studies

13. STUDENT PARKING I

14. STUDENT PARKING II

15. STUDENT PARKING III

16. TENNIS COURT

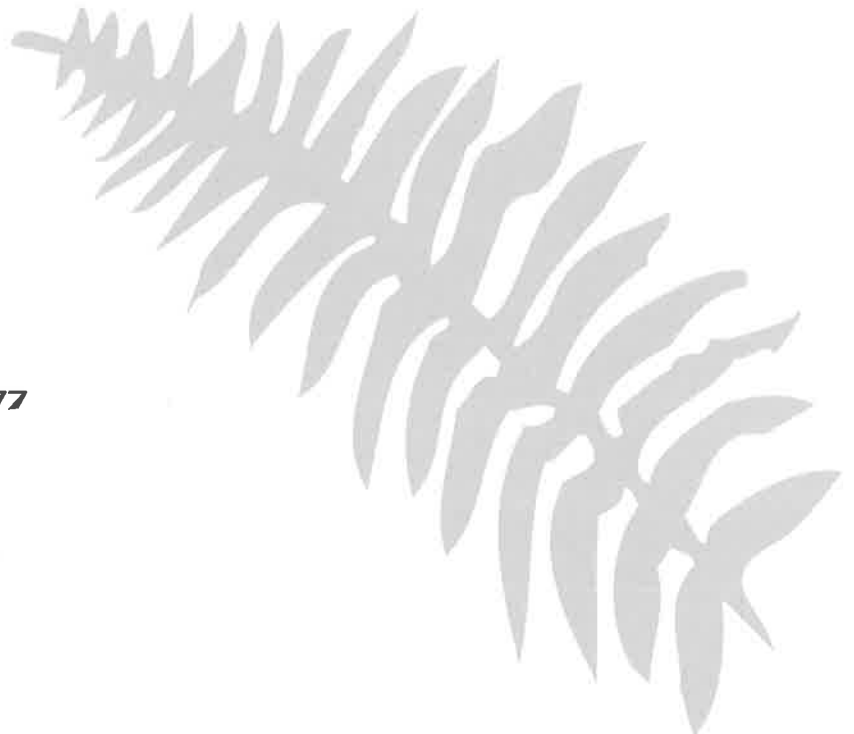
17. SOFTBALL FIELD

18. TREATMENT PLANT

THE COLLEGE SEAL

This seal was designed by a committee of students, faculty and staff and adopted by the College in May 1993. The elements include the book and quill signifying scholarship and education, the Mercury symbolizing a strong athletic tradition, the gears symbolizing industry and technology, and the torch symbolizing excellence. Two olive branches meet at the bottom of the circle. The date, 1969, is the date Motlow State Community College opened its doors to provide quality, affordable, accessible, higher education to the residents of its service area.

a **Tennessee Board of Regents Institution**



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