

# Motlow State Community College

2014 – 2015 Student Handbook & Catalog

# 2014-2015 Catalog & Student Handbook

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



Welcome to our online Motlow College Catalog!

If you have already enrolled at Motlow, you made a wise choice. If you have not joined our student body, we hope you will do so. The faculty and staff at Motlow College are dedicated to your success and helping you achieve your academic goals. The college offers a wide range of programs for today's higher education students on the Moore County campus and at its Fayetteville, McMinnville, and Smyrna centers. These programs include associate degrees in more than 40 disciplines that prepare students for university transfer or provide them with necessary training and education to enter the workforce. Through our partnerships with state universities, area students can complete four-year degrees at Motlow. The college also provides workforce readiness training and certificate programs through partnerships with local business and industry leaders, fast-track associate degree programs, and dual/joint enrollment classes that give high school students the opportunity to jump start their college careers. Motlow's Honors Program provides an education of exceptional quality and offers a sense of community and collegiality for students who have a passion for learning, a drive to seek academic excellence, and a desire to learn more. Outside the classroom, students have the opportunity to form friendships, share interests and

develop leadership skills through memberships in a wide variety of clubs and organizations, including top-quality athletic programs. Student and college activities are highlighted continually on Facebook and Twitter. Motlow College is a student-centered institution focused on student success. Our faculty and staff work together to provide a learning environment and college experience that support successful completion of educational goals. Faculty and staff members are here to serve and guide students, from their first day of classes to commencement day. We hope you will join us! Sincerely,

A handwritten signature in black ink that reads "MaryLou Apple". The signature is written in a cursive, flowing style.

MaryLou Apple President

## M.S.C.C. Statement of Mission

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

## MISSION STATEMENT

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

## VISION STATEMENT

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

## GUIDING PRINCIPLES

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

## MOTLOW STATE COMMUNITY COLLEGE

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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.

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

[MCMINNVILLE CENTER](#) - 225 Cadillac Lane; McMinnville, TN 37111

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

[FAYETTEVILLE CENTER](#) - 1802 Winchester Highway; P.O. Box 618, Fayetteville, TN 37334

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

[SMYRNA CENTER](#) - 5002 and 5004 Motlow College Boulevard, Smyrna, TN 37167-2015

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

[MIDDLE TENNESSEE EDUCATION CENTER](#) - 841 Union Street, Shelbyville, TN 37160-2610

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

### *The Founding of Motlow College*

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

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

### *The Expansion Begins*

## **Moore County Main Campus**

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

## **McMinnville Center**

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

## **Fayetteville Center**

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

## **Smyrna Site**

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

### *Looking to the Future*

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

### *The Presidential Legacy*

## **• Dr. Mary Lou Apple / 2006 - Present**

- **Dr. Arthur L. Walker, Jr. / 2003 - 2006**
- **Dr. A. Frank Glass / 1987 - 2003**
- **Dr. Wade Powers / 1986 - 1987 (Interim)**
- **Dr. Harry Wagner / 1975 - 1986**
- **Dr. Sam H. Ingram / 1969 - 1975**

## MOTLOW STATE COMMUNITY COLLEGE LEAD INSTITUTION FOR THE TENNESSEE TECHNOLOGY CENTERS

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The lead institution concept, developed by the Tennessee Board of Regents, assigns to an institution the responsibility for identifying the appropriate level of sub-baccalaureate education and training needed based upon the area's employment demands. Motlow College has been assigned the role of lead institution for the Tennessee 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

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

Executive Director of Human Resources

Ingram Administration Building, Room 120

(931) 393-1544

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

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

## Student Affairs

Motlow State Community College recognizes that it is the student who 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.

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# ADMISSION TO THE COLLEGE

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

All correspondence regarding admissions should be mailed to the Office of Admissions and Records, Motlow State Community College, Department 520, P. O. Box 8500, Lynchburg, TN 37352-8500.

## FINAL ACCEPTANCE

All requirements for admission to the college should be met prior to the student registering for classes. When all admission requirements have been met, the applicant will be notified by email sent to the student's Motlow email account indicating full acceptance for admission. 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. This process is the same for on-line and on-ground students.

## 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 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.

# 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.

## ADULT COLLEGE EXPRESS

The Adult College Express (ACE) Program is a fast-track program designed for the highly motivated, independent non-traditional adult student focused on completing his or her degree. Various programs of study are available in this format. Classes are held one night each week for 5 weeks and last for 4 hours each night (except 4 hour courses which meet extra evenings) with additional group study nights. Students only take one ACE class at a time. The program normally takes 24 months to complete (excluding any required learning support courses). For more information about this program, contact the ACE Program Coordinator at 931-393-1816.

## HONORS ENTRY REQUIREMENTS

Students are selected on the basis of past performance as measured by ACT scores, high school records, diagnostic writing samples, and/or college instructor recommendations. Students who have a valid ACT



composite score of 23 (22 on ACT taken before October 1989) are prime candidates. Sophomores must have a minimum grade point average of 3.0 with 3.0 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 Honors Coordinator to determine if they meet Honors requirements or the professor teaching the particular Honors course. Class discussion and interaction are integral parts of the Honors experience. Honors courses are generally not offered in the summer session. Additional information about the Honors program is available from the Honors Coordinator.

## 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 HESI Nursing Entrance Examination, and comply with all provisions of the Learning Support Program. For information concerning testing dates, visit the nursing web page @ [www.mscc.edu/nursing](http://www.mscc.edu/nursing). Click the link to the HESI entrance exam. Upon review of all applicants to the Nursing Program who have completed the admission procedure, the Director of Nursing Education will compile a list of applicants ranked according to admission criteria. This list of candidates for the program as well as those applicants not chosen will be submitted to a Selection Committee for review. The Selection Committee will be comprised of: • Assistant Vice President for Student Affairs • Assistant Vice President for Academic Affairs • Director of Nursing Education • Nursing Faculty Member • One graduating second year generic and one LPN transition student chosen by the Director of Nursing Education

The committee will verify test scores and calculations using student name and ID number without any other distinguishing characteristics. (Policy No. NURS-03-01, Revised 7/05/05)

The generic nursing class is admitted annually in the fall semester. The LPN bridge class is admitted annually in the summer semester. Students may enter the college to pursue the general education courses prior to planned entrance into the nursing program. Academic Advisement is recommended to plan an appropriate program of study.

Transfer or readmit students who wish to enter the nursing program must have a two-year currency in nursing courses and a five-year currency in required mathematics and natural sciences, as well as meet all other requirements for transfer or readmission as outlined in the Nursing Student Handbook.

## DEGREE AND CERTIFICATE-OF-CREDIT SEEKING STUDENTS

A degree or certificate-of-credit seeking student is defined as a student taking courses either on-line or on-ground 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, Transfer Student, Readmit Student, Audit-Only Student, Special Student for Credit, Joint Enrollment Student, Dual Enrollment Student, Transient Student, 60-Year-Old or Older Audit Student, 65-Year-Old or Older Credit Student, International Student, Academically Talented/Gifted 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.



It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing that such person: (1) Has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; (2) Has successfully completed the required course work for and has been awarded one or more degrees for diplomas from a particular institution of higher education; or (3) Has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

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. To be admitted as a new freshman student, the applicant must complete the following:

### 1. *Application*

Submit a completed Application for Admission form and a \$25.00 non-refundable application fee to the Office of Admissions and Records.

### 2. *Proof of High School Graduation*

- a. Applicants with a **regular high school diploma** should request that the high school send their official transcript noting a graduation date and proficiency examination passing scores directly to the Office of Admissions and Records at Motlow.
- b. Applicants with a **General Education Development (GED)** examination diploma must request that the testing center send evidence of satisfactory completion of the exam; satisfactory completion is a comprehensive score of 45, if taken before 2002, or 450, if taken after 2002, or if taken after January, 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher.
- c. Applicants with an **American Council on Education (ACE) External Diploma (EDP)** diploma must request a transcript showing the completion of the 65 required competencies be sent from the Board of Education where the diploma was awarded to the Office of Admission and Records at Motlow.
- d. Applicants who graduated from **nonpublic high schools** (including private schools, home schools, and church-related schools) must submit an official transcript showing credits earned and date of graduation. The transcript of a home school applicant must be an official copy from an affiliated organization as defined by state law (T. C. A. 49-50-801) or be accompanied by a certification of registration with the superintendent of the local education agency which the student would otherwise attend. Applicants who cannot provide a satisfactory secondary school credential must provide acceptable scores on the GED examination.
- e. Applicants who received a **high school certificate or a diploma of special education** may be admitted on the basis of passing GED/HiSET or EDP scores accompanied by ACT scores and high school transcripts.

### 3. *ACT/SAT Scores*

Provide an official ACT/SAT report if the applicant is younger than 21 years of age. (The ACT/SAT report is not required of applicants who are 21 years old or older.) ACT/SAT scores must be less than three years old as of the first day of the admitting term. Applicants who are under 21 years of age without ACT/SAT scores or whose ACT/SAT scores are more than three years old should contact the Motlow College Office of Testing (931-393-1763) to schedule an ACT test.

ACT/SAT scores on the high school transcript that are less than three years old are acceptable. If the scores are not on the high school transcript, the applicant must request an official ACT report be sent directly from the American College Testing Program, Box 451, Iowa City, IA 52243 to the Office of Admissions and Records at Motlow. (For more information, contact ACT directly at 319-337-1320.) ASSESSMENT AND LEARNING SUPPORT COURSES. A student deficient in algebra will be required to take the appropriate mathematics portions of the COMPASS test unless the student's valid ACT composite score is 26 or greater.

#### 4. *Varicella Immunization (Chicken Pox)*

Applicants who enroll as full-time students who were born in 1980 or later must provide:

- Documentation of 2 doses of Varicella vaccine given at least 28 days apart, excluding doses given earlier 4 days before the first birthday, **or**- History of chicken pox illness diagnosed by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, **or**- Documentation of blood test (serology) showing immunity to Varicella.

#### 5. *MMR Immunization*

Applicants who enroll as full-time students who were born in 1957 or later must provide proof of immunization with two doses of MMR (measles, mumps and rubella) vaccines administered on or after their first birthday, unless they graduated from a Tennessee public high school in 1999 or later.

#### 6. *Hepatitis B Immunization*

Applicants must complete and submit the Hepatitis B Immunization Health History form to the Office of Admissions and Records. Applicants are not required to complete the shot series ***unless you are a Allied Health and Nursing student.*** Students under the age of 18 must submit to the Office of Admissions and Records the form with a parent or legal guardian's signature prior to registering for classes.

***All Allied Health and Nursing students are required beginning 2010-2011 to submit proof of Hepatitis B Immunization.***

#### 7. *Proof of Citizenship*

Show proof by valid regular Tennessee driver's license (Temporary driver license is **NOT** acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory. For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>

#### 8. *Draft Registration*

Male applicants, born in 1960 or later, who have attained the age of 18 must have registered for the draft before registering for classes at Motlow College. If a male applicant is under the age of 18 at the time of admission, the applicant must provide proof of registration with Selective Service upon turning 18 years of age if still enrolled at Motlow College. Draft registration may be completed online at [www.sss.gov](http://www.sss.gov).

#### 9. *Placement Testing*

All degree-seeking students are required to take a placement test unless exempted by ACT/SAT scores or transfer credit. See section entitled “Learning Support Program” for COMPASS test information.

## TRANSFER STUDENT

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

1. Submit a completed Application for Admission form, and a \$25.00 non-refundable application fee to the Office of Admissions and Records.
2. A high school transcript is required unless a Baccalaureate degree has been earned.
3. Request that an official transcript from each college or university previously attended by the applicant be forwarded directly to the Office of Admissions and Records at Motlow. An official transcript has the granting institution’s seal and is either mailed, is hand delivered in a sealed school envelope, or faxed with a cover from the prior institution directly to the Admissions Office. All transcripts must be on file prior to registration.
4. Proof of Citizenship: Show proof by valid regular Tennessee driver’s license (Temporary driver license is **NOT** acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory. For more information go to: <http://www.msc.edu/admissions/DocumentationForCitizenship.pdf>
5. Two Varicella Immunizations (Chicken Pox) (See additional requirements under New Freshman Student type above)
6. Two MMR Immunization (See additional requirements under New Freshman Student type above)
7. Hepatitis B Immunization (See additional requirements under New Freshman Student type above)
8. Draft Registration (See additional requirements under New Freshman Student type above)
9. See section entitled “ Learning Support Program” for COMPASS test information.

All collegiate-level transfer coursework for each student who is degree-seeking or certificate-of-credit seeking will be evaluated according to the following criteria: (1) course similarity within the programs enrolled in at Motlow; (2) courses with similar content taught at the same level as Motlow; and (3) same credentialing requirements for faculty at the transferring institution. Credit toward degree or certificate program requirements will be given for transfer coursework that meets all criteria. Grades for any course accepted as transfer credit will be used in computing the cumulative grade point average. Student’s transcript evaluations, once reviewed, will be available for student access through MyMotlow.

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

To appeal, the student must complete a suspension appeal form from the MSCC website and bring or mail the completed form along with a copy of a transcript reflecting all previous college work to the Office of Student Affairs prior to the deadline. Appeals will be heard by the Committee on the day set forth in the calendar each semester. The Student Affairs Committee reserves the right to alter the date for appeals based upon the number of appeals to be heard. The student should confirm the date with the Office of Student Affairs at 393-1690.

Through the Office of Student Affairs, the suspension status for a student may be removed once the appeal is approved by the Student Affairs Committee.

## READMIT STUDENT

A readmit student is a student who has previously taken credit classes at Motlow College but did not attend the preceding term (summer excluded). 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 (no fee).
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records from each institution attended since last attending Motlow. All transcripts must be on file prior to registration.
3. See section entitled "Learning Support Program" for COMPASS test information.

## AUDIT-ONLY STUDENT

An audit-only student is a student who is enrolled with audit status in every class for which he/she is enrolled. Learning Support 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 \$25.00 non-refundable application fee to the Office of Admissions and Records.

A student who is eligible to enroll for credit may change from audit to credit or from credit to audit during the period of time designated for adding a class in the schedule of classes for the semester or a student who has audited a course may take it for credit at a later time. However, a student will neither be allowed to change from audit to credit nor credit to audit after the last day to add a class as designated in each semester's class schedule. Students auditing college-level English or mathematics courses may not change to credit status unless they have undergone placement testing or are otherwise exempt from placement testing. Enrollment for audit may be subject to space availability.

## 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 \$25.00 non-refundable application fee to the Office of Admissions and Records.
2. Provide proof of high school graduation by (1) high school transcript noting either regular diploma or state proficiency tests passed (TN residents only) and graduation date; (2) GED if taken before 2002 or 450, if taken after 2002, or if taken after January, 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher, in addition, (3) if the student has attended any college/university, an official transcript from the last college/university is required.
3. Proof of Citizenship: Show proof by valid regular Tennessee driver's license (Temporary driver license is **NOT** acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory. For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>

Special students for credit may not enroll in a college-level English or mathematics course, or in a course that has an English or mathematics prerequisite, until they have provided appropriate ACT, assessment scores, or

prior college coursework showing evidence of adequate preparation for these courses. See section entitled “Learning Support Program” for COMPASS Test information.

Special students for credit who change to degree-seeking status must meet all admission requirements for the degree-seeking student category which they are pursuing.

#### TRANSIENT STUDENT

(Summer Semester Only)

A transient student is a student from another institution who takes classes during the summer term at Motlow and transfers the credit to the home institution. Transient students must be eligible to re-enter the home institution. To be admitted as a transient student, a person must do the following:

Submit a completed Application for Admission form and a \$25.00 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.

Proof of Citizenship: Show proof by valid regular Tennessee driver’s license (Temporary driver license is **NOT** acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory. For more information go to: <http://www.mscc.edu/admissions/DocumentationForCitizenship.pdf>

To be able to register for summer classes on May 1, transient students must have a letter of good standing and a partial transcript if a class is needed as pre-requisite. These should be forwarded directly to the Office of Admissions and Records at Motlow State from the college or university where the applicant is regularly enrolled. A final transcript from the college or university must be sent to Motlow at the end of spring term before a transcript can be sent back to 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.

#### 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 and 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 \$25.00 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 \$70.00 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 \$25.00 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 report of a comprehensive GED score of 45 or more, if taken before 2002, or 450, if taken after 2002, or if taken after January, 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher.
  - b. an official high school transcript or other proof of graduation from high school,
  - 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 \$70.00 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 permanently and totally disabled student, a person must do the following.

1. Submit a completed Application for Admission form and a \$25.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit certificate of disability or affidavit from a physician or agency compensating the disabled person.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records:
  - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education,
  - b. an official report of a comprehensive GED score of 45, if taken before 2002, or 450, if taken after 2002, or if taken after January, 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher.
  - 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/SAT report if applicant is less than 21 years of age. (The ACT/SAT report is not required of applicants who are 21 years old or older.) ACT/SAT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT/SAT scores or who's ACT/SAT scores are more than three years old should contact the Motlow College Testing Office to schedule an ACT test. ACT/SAT scores on the high school transcript that are less than three years old are acceptable.
5. See section entitled "Learning Support Program" for COMPASS Test information.

## INTERNATIONAL STUDENT

An international student is a student who is a citizen or a permanent resident of a country other than the United States. To allow adequate time for processing your application and completing the visa documents, please submit your application for admission and **all** documentation by July 15 for the fall semester enrollment, November 15 for the spring semester and April 1 for summer enrollment. To be admitted as an international student, a person must do the following:

1. Submit a completed Application for Admission form and a \$25.00 non-refundable application fee to the Office of Admissions and Records.



2. Request that an official TOEFL (Test of English as a Foreign Language) report with a score of at least 500 on the paper-based test or at least 173 on the computer-based test or at least 61 on the Internet-based test or an official Michigan Test with a score of 72 or greater be forwarded to the Office of Admissions and Records at Motlow. (The TOEFL and Michigan Test are not administered at Motlow.)
3. Submit a completed financial statement form. This form can be obtained in the Office of Admissions and Records.
4. Submit evidence of high school graduation, an official report of a comprehensive GED score of 45, if taken before 2002 or 450, if taken after 2002, or if taken after January, 2014, the score of 150 or higher in each subject area. The HiSET examination diploma must request that the testing center send evidence of satisfactory completion of a score of 45 or higher, 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 ACT/SAT report if applicant is less than 21 years of age. (The ACT/SAT report is not required of applicants who are 21 years old or older.) ACT/SAT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT/SAT scores or who's ACT/SAT scores are more than three years old should contact the Motlow College Testing Office to schedule an ACT test. ACT/SAT scores on the high school transcript that are less than three years old are acceptable.
7. Submit copies of appropriate examination certificates to the Office of Admissions and Records.
8. All international students applying for admission pursuant to a student visa shall submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis within thirty days from the first day of classes, and failure to submit such certification shall result in denial of further enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment program.
9. International students without valid ACT/SAT scores must complete the entire COMPASS test. See section entitled "Learning Support Program" for COMPASS Test information.
10. All international students must obtain health and accident insurance as a condition of admission and continued enrollment at Motlow. Minimum requirements for coverage set up by the Tennessee Board of Regents are specified on the insurance form provided by the Admissions and Records Office.

## EARLY ADMISSION

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Motlow State Community College provides for admission of select students who are still involved in an educational program in grades 9, 10, 11, and 12. Three categories—Joint Enrollment, Dual Enrollment, and Academically Talented/Gifted—are defined to provide the opportunity for early admission.

### JOINT ENROLLMENT

Joint enrollment is the enrollment of a high school student in one or more college courses for which the student will earn only college credit. The joint enrollment category is for the student who has completed the sophomore year in high school and is still involved in a high school program of study. The following conditions must be met for a student to be eligible for enrollment at Motlow as a joint enrollment student:

1. Submit a completed Dual/Joint Application for Admissions form with a \$25.00 non-refundable application fee to the Office of Admissions and Records. Signatures on the Permission/ Recommendation form must be included for the application form to be valid.

2. Request that the high school send an official transcript with current GPA and ACT/ACT Plan scores to the Office of Admissions and Records at Motlow State Community College.

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

## DUAL ENROLLMENT

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

1. The 9th and 10th grades have been completed.
2. The student's parent or guardian must approve the student for dual enrollment by signing the dual/joint enrollment application. The high school counselor must certify the student by completing and signing the last page of the dual enrollment application.
3. The student must provide an official ACT/ACT Plan report with the required sub-score as outlined below. Students who wish to take:
  - a. a collegiate mathematics course must have a mathematics ACT/ACT Plan mathematics sub-score of 19 or greater;
  - b. a collegiate English course must have a reading sub-score of 19 or greater AND an English sub-score of 18 or greater; (Please note the change in the English sub-score; this aligns the dual enrollment entry standard for English with that of high school graduates.);
  - c. a collegiate science course must have science and reading sub-scores of 19 or greater and an English sub-score of 18 or greater;
  - d. any other collegiate course (for example: History, Music, Psychology) must have a reading sub-score of 19 or greater AND an English sub-score of 18 or greater;
4. Any student seeking to enter the mechatronics certificate program must have a high school GPA of 2.0 AND a recommendation by his/her school. No ACT/SAT/PLAN scores are required for admission to this certificate.
5. Prospective dual enrollment students with valid ACT scores below the required minimum scores for college-level reading, writing, and/or math may challenge their placement by taking one or more portions of the COMPASS test. The college charges \$10.00 to challenge each portion of the test or \$20.00 to challenge the entire test. Fees are payable at the time the test is taken. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times.
6. Prospective dual enrollment students who present an ACT Plan may not challenge the placement through the COMPASS test.
7. Students 18 years of age or who turn 18 years of age during dual enrollment classes must submit proof of citizenship. Proof of Citizenship: Show proof by valid regular Tennessee driver's license (Temporary driver license is **NOT** acceptable) or an official birth certificate issued by a U.S. state, jurisdiction, or territory. For more information go to: <http://www.msc.edu/admissions/DocumentationForCitizenship.pdf>

ACT/ACT Plan scores on the high school transcript are acceptable. Applicants without ACT/ACT Plan scores or with ACT scores that are more than three years old should contact the Motlow College Testing Office to schedule an ACT test.

When the above conditions have been met, the prospective dual enrollment student must do the following:

1. Submit a completed Dual/Joint Application for Admissions form with a \$25.00 non-refundable application fee to the Office of Admissions and Records. Signatures on the Permission/ Recommendation page of the dual enrollment application must be included for the application form to be valid.
2. Request that the high school send an official transcript with current GPA and ACT/ACT Plan scores to the Office of Admissions and Records at Motlow State Community College.

## 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 point 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 courses 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 Assistant 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 Assistant Vice President for Academic Affairs, the prospective student should submit a completed Application for Admission form and a \$25.00 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.

## EXPENSES AND BUSINESS REGULATIONS

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Motlow State Community College is a state-supported institution and, therefore, maintains modest matriculation and incidental fees. Expenses are charged and payable by the semester since each semester is a separate unit of operation. A student may enroll at the beginning of any semester. Registration for each semester is not complete until all required fees have been satisfied, and no student may be admitted to classes without having met his or her financial obligation. Payment of fees may be made by cash, check, MasterCard, VISA, Discover or American Express credit card. Students are encouraged to use our safe, convenient, online payment option to avoid any chance of having to wait in line. A payment plan is also available. Information regarding the payment plan is available in the Business Office or on the Motlow College website, [www.msc.edu](http://www.msc.edu) on the Business Office webpage. Students are classified as residents or non-residents for the purpose of assessing tuition charges. The definition of residency as determined by the Tennessee Board of Regents will apply. Information about residence classification may be obtained from the Office of Admissions and Records.

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

## MAINTENANCE AND TUITION FEES

**THESE FEES AND ALL OTHER FEES GIVEN IN THIS CATALOG ARE SUBJECT TO CHANGE BY POLICY OF THE TENNESSEE BOARD OF REGENTS. For current fees visit [www.mscc.edu](http://www.mscc.edu)**

At the Tennessee Board of Regents meeting, a fee increase was approved and became effective in the fall 2014 semester. The effect of this increase for Motlow State Community College is as follows:

### Hourly Rates up to 12 hours

Residents of Tennessee	\$147.00 per semester hour
Non-residents (out of state)	\$461.00 per semester hour

### Rates over 12 hours:

Residents of Tennessee	\$1764.00 per semester plus \$29.00 per hour over 12 hours
Non-residents (out of state)	\$5532.00 per semester plus \$92.00 per hour over 12 hours

### Regents Online Degree Program (RODP) Students:

Residents of Tennessee	\$147.00 per semester hour
Non-residents (out of state)	\$461.00 per hour
On-Line Course Fee	\$59.00 per hour

eRate (Non-residents of Tennessee and exclusively in online classes) \$74.00 per semester hour

E-RateThe eRate is available to students who enroll at TBR institutions, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses. The e-rate is a significant reduction in the out of state tuition cost. The e-rate out-of-state tuition rate is \$74 per credit hour. To qualify for an eRate, students must (a) meet all institution admission requirements and must (b) be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the institution. Students enrolled in any type courses other than online (on-ground, distance education, etc.) will not be eligible for the eRate specified in this guideline and will instead incur traditional non-resident fees and charges. Students who enroll in both online courses and other type courses and subsequently drop the other type courses will not then become eligible for the eRate.

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

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

For **credit** enrollment, a nonrefundable service fee of \$70.00 per semester will be charged to persons with a permanent total disability, and persons who will become sixty-five (65) years of age or older during the academic semester and who are domiciled in Tennessee. This fee includes maintenance fees, campus access fees, student activity fees, and technology access fees; it does not preclude an application fee. For **audit** enrollment, no fee is required for persons with a permanent total disability or persons who become sixty (60) years of age or older during the academic semester and are domiciled in Tennessee, and persons who have retired from state service with thirty (30) or more years of service, regardless of age.

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

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

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

#### REGISTRATION FEES

Campus Access Fee, each semester, nonrefundable	\$7.50
The campus access fee will be assessed each student who registers for credit classes.	
Technology Access Fee, each semester	\$9.00 per credit hour up to 11 hours or \$112.50 for 12 credit hours or more
Student Activity Fee, each semester, nonrefundable	\$6.00
International Education Fee, each semester, nonrefundable	\$12.00

#### PROGRAM AND SERVICE FEES

Late Registration Fee, nonrefundable	\$25.00
This fee will be charged during the entire period of late registration as indicated in the official calendar for each term published in the class schedule.	
Payment Plan Fees, nonrefundable	
Administrative Fee, each semester that the payment plan is elected	\$25.00
Returned Payment Fee	\$30.00
Nursing Competency Test Fee, nonrefundable	
Freshman (\$42.00 per semester)	\$84.00
Sophomore (\$52.50 per semester)	\$105.00

Nursing Lab Fee, nonrefundable	\$25.00
Science Consumables, nonrefundable per class	\$15.00
OTHER FEES	
Application Fee, one-time, nonrefundable	\$25.00
College Level Examination Program (CLEP)	\$80.00 per test
Optional essay fee	\$10.00
Motlow and Non-Motlow students are also required to pay a \$25.00 registration fee for CLEP testing	
General Education Development (GED) Test Fee (Computer based) entire test	\$120.00 for initial testing
GED Retest per section and Individual Section Fee, nonrefundable (Computer based)	\$24.00 per test section
High School Equivalency Test (HiSET) (\$50.00 ETS Fee and \$25.00 test center administration fee) <b>ETS fee will need to be paid online</b>	\$75.00 battery
Retest HiSET fee (entire test purchased)	10.00
HiSET Individual subsets (15.00 ETS fee and \$5.00 test center administration fee)	20.00 per test
Retest HiSET fee (individual test purchased)	5.00
ACT Residual Test Fee, nonrefundable	\$34.00 per test
COMPASS Challenge Test Fee, nonrefundable**The first challenge using COMPASS is free of charge.	\$20.00 for entire test; \$10.00 per part
Correspondence/Distance Education Proctor Fee, nonrefundable	\$15.00
Credit by Assessment Test Fee, nonrefundable	\$55.00
Library Fee	
Fines for lost materials	\$50.00 or more per item
Interlibrary Loan Fee – Fee for non-pickup of requested material	\$5.00
Nursing Entrance Examination Fee, nonrefundable	\$50.00
Returned Check Fee, per returned check, nonrefundable	\$30.00
Traffic Violations Fee	
First and second violation, each	\$10.00
Each violation thereafter(after 2nd violation)	\$20.00
Disabled Parking Violation	



Each violation

\$200.00

## RETURNED CHECKS

There is a \$30.00 charge for any check tendered for payment to the college that is subsequently dishonored and returned by the bank. Returned checks received for the payment of registration fees, if not redeemed within ten calendar days from the postmark date of the institution's letter of notification, shall result in the disenrollment of the student. A late fee of \$25.00 will also be assessed for any returned check that was tendered for registration fees, unless the student registered late initially.

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

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

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

## REFUNDS AND REPAYMENTS

A student may be eligible for a refund of institutional charges, based on a change in enrollment status due to: (1) dropping a course or courses, (2) withdrawing from college, (3) cancellation of a class by the institution, or (4) death of the student. Refund processing requires three to four weeks for completion. Students receiving Federal Title IV grants, loans, and state grants/scholarships are required to notify the Financial Aid Office upon changing enrollment status by dropping any class or upon withdrawing from the institution.

## INSTITUTIONAL FEES

1. Seventy-five percent of fees will be refunded for drops or withdrawals that occur within the first 14 calendar days (unless the class begins on Saturday. See # 5 below) of an academic term, beginning with and inclusive of the first official day of classes, or within an equivalent period for a short-term course. Twenty-five percent of fees will be refunded following expiration of the 75 percent refund period, to the point in time when 25 percent of the term is completed. No refunds will be made beyond the 25 percent point.
2. One hundred percent of fees will be refunded for classes canceled by the institution.
3. One hundred percent of fees will be refunded for withdrawals prior to the first day of classes for the regular academic terms and summer sessions.
4. One hundred percent of fees will be refunded in case of death of the student.
5. One hundred percent of fees will be extended when the first day of the academic term falls on a Saturday through the weekend until the following Monday morning (12:01 a.m.).

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

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

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

## PAYMENT PLAN

A payment plan is available to allow students to pay registration fees in installments. The plan does not apply to books or to non-credit classes and is available for fall and spring semesters only. All students in good financial standing are eligible to participate in the payment plan. Total fees eligible must be at least \$400 after application of any financial aid awarded to student. (Fees not eligible include application fee, and any account balance from prior terms.)

- To participate in the payment plan, you must complete the Payment Plan Application on MyMotlow.
- The plan requires an initial payment consisting of 50% of fees plus a \$25 administrative fee at the beginning of the term. The remaining balance will be paid in equal installments. (Due dates will be specified in the Payment Plan Contract.
- Students who fail to pay the required initial payment by the appropriate (preregistration or regular registration) last day to pay fees specified in the term calendar will be deleted from the class rolls.
- Students who fail to pay the second and/or third installments will have their records placed on hold. The College will proceed with collection procedures as required by the Tennessee Board of Regents, Guideline B-010, including submission to a collection agency, if necessary.
- Initial payment and subsequent installments will be paid by auto deduction.
- **Withdrawal from classes does not forgive any remaining balance due except to the extent that any refund, as determined by the College's refund policy, will be applied to the balance due.** Refunds for students on payment contracts are calculated based on the total fees assessed, not the portion of the fees actually paid at the time of the refund.
- A student who fails to make timely payments in a previous term may be denied the right to participate in the payment plan in future enrollment periods.

## FEDERAL FINANCIAL AID RETURN TO TITLE IV (R2T4)

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

Note: For programs offered in modules/mini-terms (ex. Adult College Express [ACE] program), Federal Title IV regulations require Motlow College to recalculate the federal financial aid eligibility for each student who withdraws from the institution if all scheduled modules within a term are not completed (see example 2 below).

### Example # 1:

A student withdraws on the 30th day of the term, which is 120 days in length. The student has completed 25 percent of the term, thus, is only eligible for 25 percent of the federal financial aid awarded for that term. Therefore, Motlow College must return 75 percent of the federal aid originally retained by the college to satisfy the student's institutional fees. As a result, the student will receive a billing e-mail from the Motlow Business Office for that portion of the fees no longer covered by federal financial aid. Students are not required to make repayments of fifty dollars or less.

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

1. The student is required to repay only 50 percent of the portion of the initial repayment amount that is attributable to Federal Pell Grant and Federal Supplemental Educational Opportunity Grant funds

disbursed directly to the student. The student will be billed for the required amount and must make repayment arrangements with Motlow State Community College. Failure to make repayment within 30 days of notification will result in the matter being referred to the U.S. Department of Education Debt Collection Service, and the student will be unable to receive future federal financial aid funds from any educational institution until repayment has been satisfied.

2. The student is required to repay 100 percent of the portion of the initial repayment amount that is attributable to Federal Direct Loan funds disbursed directly to the student. However, payment of this amount will be made in accordance with the original terms of the promissory note associated with the loan.

### Example # 2 Modules:

Within a semester, there are 3 modules (A, B, C) that span the entire term and are 5 weeks each, offered consecutively. In the fall semester, the student enrolls in modules A, B, and C. Student completes courses in module A. Student begins Module B and withdraws. At this point, the student is a Title IV withdrawal and a R2T4 calculation must be done. The student's registration for module C is not enough to override the R2T4 requirement. However, if the school collects written confirmation from the student at the time of the withdrawal from module B that they intend to return for Module C, a R2T4 is not required. If the student returns for Module C and completes the module, no R2T4 is required. If the student does not return for Module C, a R2T4 is done using the withdrawal date from Module B. If the student returns for Module C and then withdraws, a R2T4 is done using the withdrawal date from Module C.

Note that because we are looking at completed days, if the above student was also enrolled in a course that spanned the entire term and completed that course, the withdrawal from the modular courses would not result in a withdrawal for the term. By completing the 15-week course the student has completed all days for which he/she enrolled.

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

Any refunds calculated for students who received financial assistance from sources other than Federal Title IV funds will be refunded according to each source's policy.

## **STUDENT FINANCIAL AID**

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Motlow College School Code: 006836

The main Financial Aid Office of Motlow College is located in the Crouch Center on the Moore County Campus, (phone: 1-800-654-4877, ext. 1553, or (931) 393-1553), a satellite office is located at the Smyrna Campus, (phone: 1-800-645-4877, ext. 7817, or (615) 220-7817) and a Financial Aid Lab is available on the first floor of Simon Hall on the Moore County Campus, (phone: 1-800-654-4877, ext. 1560, or (931) 393-1560). Financial aid personnel are available during regular hours to discuss any student's financial need with him/her and assist with the financial aid process for students on any Motlow Campus. Additionally, student services staff at Fayetteville and McMinnville will assist with the financial aid process. The following financial aid sections outline current provisions; but since regulations and funding for institutional, state, and federally supported programs are subject to change, the College reserves the right to administer the programs accordingly.

The primary purpose of the financial aid program at Motlow College is to provide assistance to students who, without such aid, would find it difficult to attend the College successfully. Motlow College adheres to a nationally established policy and philosophy of financial aid for education. Basically, this policy is that students and parents have the first responsibility for financing an education. However, when it is determined that a family cannot meet the educational costs, financial assistance may be available. Motlow College provides this assistance through federal, state and private sources. All students are encouraged to apply for aid if they feel they have the need. To determine if there is need for assistance, students must complete and submit the Free Application for Federal Student Aid (FAFSA) to the United States Department of Education, which takes into consideration the factors that affect a family's financial status. The FAFSA should be filed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## HOW TO APPLY

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

- **NOTE: Priority and Deadline dates are posted on the Motlow Financial Aid webpage.**
- 1. Financial Aid is awarded on a first-come, first-served basis.
- 2. The student must apply and be accepted for admission to Motlow College. Final high school transcripts or GED transcripts must be in place with the Admissions and Records Office prior to any financial aid being processed. Transfer students must have all previous college transcripts in place and evaluated by the Admissions and Records Office prior to any financial aid being processed.
- 3. The student must be enrolled as a regular student and must be working toward an approved degree or certificate program. Students who hold a bachelor's degree or higher are not eligible to receive federal or state grants.
- 4. To receive full consideration for all funds available through Motlow College, all applicants must complete the Free Application for Federal Student Aid (FAFSA). The application process is **FREE** and can be located on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **The school code to have information sent to Motlow State Community College is 006836.** All information received in the Financial Aid Office is kept in strictest confidence. Questions concerning the FAFSA can be directed to the Federal Processor at 1-800-4-FED-AID.
- 5. **THE STUDENT MUST REAPPLY FOR AID EACH YEAR BY SUBMITTING A NEW FAFSA.**
- 6. Students interested in applying for scholarships and other grants must complete and submit a Motlow College Scholarship Application, according to directions, on or before March 15th. Go to the financial aid section on the website for detailed instructions.

## GENERAL INFORMATION

Motlow College uses the results from the FAFSA in awarding all federal and need-based programs, including the Tennessee Education Lottery Scholarship Program. The student will receive a Student Aid Report (SAR) from the processor by mail or e-mail. The college receives a similar report from the federal processor provided that Motlow was listed as one of the schools the student was interested in attending. Some students will be selected by the processor or by the school for a process called verification. If the application is selected, additional worksheets and documentation will have to be supplied to the Financial Aid Office prior to the student receiving financial assistance. Students can review their status on-line at any time by logging into their MyMotlow account.

Motlow College calculates financial need by deducting the estimated family contribution (EFC) from the cost of attendance (COA). The EFC is provided on the Student Aid Report (SAR) from the Department of Education. The COA is based on an allowance for tuition and fees, room and board estimates, books and supplies estimates, transportation estimates, and miscellaneous expense estimates along with other calculations

depending on the student situation (COA may be prorated for students who are not full time or enrolled in special programs). Information on the Cost of Attendance budget is available in the Financial Aid Office or on-line by logging into MyMotlow. Once financial need is calculated, the Pell Grant and the Tennessee Education Lottery Scholarship **are awarded if the student is eligible, followed by other resources**. Other resources include, but are not limited to, Vocational Rehabilitation benefits, VA benefits, WIA benefits, TRA benefits, private and institutional scholarships, discounts and fee waivers, federal supplemental educational opportunity grant (FSEOG), Tennessee Student Assistance (TSAA), loan programs, etc. Motlow College reserves the right to adjust any award because of changes in eligibility, enrollment status or change in funding levels. **Any adjustments resulting in a balance due on the student's account is the full responsibility of the student to repay**. Financial aid recipients are required to inform the Financial Aid Office of any resources awarded to them, such as scholarships, loans, grants, etc., by any source other than Motlow College. Failure to do so may result in later reductions or cancellations of assistance.

All awards are contingent upon (1) the number of hours for which the student enrolls each academic term; (2) student's ability to maintain satisfactory academic progress as outlined later in this section of the catalog or on the Motlow College Financial Aid homepage; (3) the availability of federal, state, and institutional funds; and (4) Motlow's receipt of those funds. Thus, Motlow College reserves the right to adjust student awards accordingly. All awards will be credited to the student Business Office account each academic term and applied toward institutional charges. Any funds remaining will be made available to the student generally within seven business days via a check, which the student may pick up at the Business Office. Students at the off-campus locations may have a longer delivery time on checks. To pick up a financial aid check, the student must present a Motlow College ID. **Checks not picked up within 20 days of the fund disbursement date may be voided, and the funds returned to the appropriate financial aid program(s).**

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

**Student Discounts:** Student discounts will be calculated and applied to the student account by the Business Office. (Note: Any Teacher Dependent Discount does not include on-line fees in the calculation.)

#### [RETURN TO TITLE IV](#)

Students who received or could have received federal financial aid must be processed through the Return to Title IV calculation if they withdraw officially/unofficially prior to completing 60% of the academic term or do not complete modules in a module program. As a result the student could be required to return all or a portion of financial aid funds received. For additional information, please refer to the Refund and Repayment section of this catalog under the heading Financial Aid Return to Title IV. If students experience any difficulties while attending Motlow, please contact the Financial Aid Office to discuss options before stopping class attendance or initiating the formal withdrawal process. Students who stop attending all classes prior to the end of the term are considered to have withdrawn unofficially.

**Note:** Courses offered in mini-terms within a semester are now treated as modules. All modules must be completed without an official or unofficial withdrawal to maintain eligibility for financial aid awards for the semester. Dropping or withdrawing from mini-terms may result in financial aid funds having to be returned by the student for the entire semester.

## SATISFACTORY ACADEMIC PROGRESS

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

Refer to the Satisfactory Academic Progress section of the Motlow College Financial Aid website ([www.mscc.edu](http://www.mscc.edu)) for up-to-date information on these standards.

## TYPES OF AID

The college provides financial assistance to students through: grants, loans, and scholarships. Most of these funds come from programs sponsored by the federal and state governments. In order to be entitled to receive federal and/or state student assistance benefits, a student must maintain satisfactory academic progress in the program of study he/she has selected. More detailed information on aid programs and student rights and responsibilities is available online at <http://studentaid.ed.gov>.

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

- Grants:
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (FSEOG)
  - Tennessee Student Assistance Award (TSAA)
- Scholarships:
  - Tennessee Education Lottery Scholarships
  - Institutional Scholarships
  - Foundation Scholarships
  - Additional Scholarships: Institutional/Foundation and Private

## GRANTS

### *FEDERAL PELL GRANT*

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

### *CHANGES IN THE PELL GRANT:*

In December 2011, the Consolidated Appropriations Act, 2012 (Public Law 112-74) was signed into law. This law has significantly impacted the Pell Grant Program. Beginning in Fall 2012, students are now limited to 12



semesters (or 600%) of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant.

**The Impact:** If you have attended college for 4 years or longer, receiving the Pell Grant each year, you are likely to exhaust or have already exhausted your lifetime limit of 12 semesters of Pell Grant eligibility. If you have attended college and received the Pell Grant for 4 years or less, you will likely not surpass the lifetime limit. Whether you have used all of your Pell Grant eligibility or only half, please be conscious about the lifetime limit of the Pell Grant when changing majors and/or scheduling classes. You may view the amount of Pell Grant used by logging into [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov).

#### *FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT*

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally funded, institutionally controlled grant program. Eligibility is based upon financial need. Students who complete the Free Application for Federal Student Aid (FAFSA) will automatically be considered for the grant. Funding for this program is limited and students are encouraged to apply early. The priority FAFSA filing date for these funds is February 15th each year.

#### *TENNESSEE STUDENT ASSISTANCE AWARD*

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

#### SCHOLARSHIPS

##### *TENNESSEE EDUCATIONAL LOTTERY SCHOLARSHIPS (TELS)*

The TELS program consists of Tennessee HOPE Scholarship, General Assembly Merit Scholarship, Aspire Award, Tennessee Hope Access Grant, Tennessee Non-traditional Lottery Scholarship, and Tennessee Hope Foster Care Grant. To receive the most current information and to learn more about the individual programs, go to [www.tn.gov/CollegePays](http://www.tn.gov/CollegePays).

#### TELS Notes:

- Apply with the Free Application for Federal Student Aid (FAFSA), available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Motlow's school code must be in the first school slot for you to appear on the lottery payment roster.
- Applications must be received by September 1 for fall semester and February 1 for spring and summer semesters. Early application is recommended.
- Maintain institutional satisfactory academic progress and TELS progression requirements.
- Maintain a minimum part-time enrollment (not less than 6 hours in fall and spring semesters). Award amounts for part-time enrollment will be prorated based on credit hours attempted.
- Maintain enrollment status for every semester. If the student begins the semester as a full-time student, he or she must finish the semester with at least 12 hours. If the student begins the semester as a part-time student, he or she must maintain at least 6 credit hours. Dropping or withdrawing from one or more classes may result in the permanent loss of eligibility.

- The student may file a Tennessee Lottery Appeal if he/she fails to meet enrollment requirements due to extenuating personal or medical circumstances. Eligibility may be reinstated based on the appeal and supporting documentation.
- **The only valid ACT scores are tests from national test dates.**
- Credits gained through dual enrollment, advanced placement, or other tests do not count in the TELS GPA or TELS attempted hours.
- All classes taken after high school graduation count in the TELS GPA and attempted hours, including repeated classes which Motlow excludes from the institutional GPA.
- The TELS GPA and TELS attempted hours may differ from the Motlow GPA and attempted hours, due to the exclusions mentioned in the preceding item. The student should check the TELS GPA and attempted hours in the Tennessee Lottery information section on their My Motlow account frequently to determine progress.
- The student may exercise a one-time only Regain Option to regain eligibility for the TELS award, if the scholarship is lost to GPA by meeting the GPA requirement at a future bracket while continuing to meet all other eligibility criteria for each semester. The student should notify the Office of Financial Aid to use this option by submitting a TELS Eligibility Appeal form, available at [www.mscc.edu](http://www.mscc.edu).
- **CHANGES TO THE TENNESSEE LOTTERY SCHOLARSHIP: (effective fall 2011)** **If you first received the Tennessee Lottery Scholarship DURING or AFTER fall 2009:** **Terminating events:** You will lose your lottery scholarship eligibility when you reach 120 attempted hours. Attempted hours include all classes completed after high school graduation, classes in which you received a grade of W or I, Learning Support classes, and repeated classes. Classes completed during the 2011 summer term will NOT count towards the 120 attempted hour cap. **Summer School Eligibility:** You may be eligible for your lottery scholarship for summer terms, beginning with summer 2012. You must still be academically eligible at the end of the previous spring term. Summer awards will be the same amount as awards for fall and spring terms. **If you first received the Tennessee Lottery Scholarship BEFORE fall 2009:** You will NOT lose your lottery scholarship eligibility when you reach 120 attempted hours. Your eligibility will continue until you graduate with a baccalaureate degree or five years have passed since your initial enrollment at a postsecondary institution. You will NOT be eligible for a lottery scholarship in the summer term.

#### *INSTITUTIONAL and FOUNDATION SCHOLARSHIPS*

Refer to the Scholarship section of the Motlow College Financial Aid website ([www.mscc.edu](http://www.mscc.edu)) for up-to-date information about available scholarship opportunities.

#### VETERANS AFFAIRS

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

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

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

Veteran students will receive a maximum of four semester credit hours (4 hours physical education) for military service time based on active military service in the Armed Forces of the United States. The veteran must present

a certified copy of the DD 214 (if not already on file at Motlow) to the Office of Admissions and Records. (One semester hour of credit will be granted for every six months of active service to a maximum of four semester hours.) Veterans will receive credit for coursework completed while in the military if credit is recommended by the American Council on Education (ACE). The VA Coordinator in the Office of Admissions and Records can assist veterans in requesting their military transcripts.

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

A veteran who wishes to contact the VA Central Office may do so at the Educational toll free number: 1-888-442-4551 or the following address: [www.gibill.va.gov](http://www.gibill.va.gov) then go to WAVE link or phone 877-823-2378.

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

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

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

## **ENROLLMENT AND STUDENT RECORDS**

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### REGISTRATION FOR COURSES

The academic year begins in August and is divided into three semesters—fall, spring, and summer. Students may enter at the beginning of any semester. Registration dates, times, and locations will be announced prior to any registration for that semester. Students may register on-site at Moore County, Fayetteville, McMinnville, or Smyrna location, or by accessing the web at <http://www.mscc.edu>. All students are expected to complete registration by the dates announced.

Students who were in attendance the previous term, readmit students, and new students whose applications for admission or readmission have been processed by the Office of Admissions and Records will receive notification of registration through their MYMOTLOW email account. Each student is assigned an academic advisor who provides academic advisement prior to or during a registration period throughout enrollment. Students should meet with their advisors prior to and/or during registration periods to discuss progress through programs and to select courses. Advisors will continue to assist the student in completing his/her educational program at Motlow.

A student is not officially enrolled until all the requirements of registration have been completed, including payment of fees.

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

## CHANGE OF REGISTRATION

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

### *ADDING A CLASS*

For a defined period of time each semester, a student may add classes. The last day that a student may add classes for a specific semester will be stated in the academic calendar (calendar can be found at [www.mscc.edu](http://www.mscc.edu); go to A-Z and click on calendar) A student who attends a class without officially registering or following the prescribed procedures for adding a class will not receive credit for that class.

The following procedures are used in adding a class:

- Access the web at [www.mscc.edu](http://www.mscc.edu), click on “My Motlow,” then click on “Student login,” then enter ID and pin numbers, then follow prompts to add/drop a class.

### *DROPPING A CLASS*

When a student no longer wants to be enrolled in a given class, that student may officially drop that class unless a grade in the class already has been assigned. If a grade has been assigned, dropping the class is not an option. The drop process is used to reduce a class load. If all classes are discontinued, see withdrawal procedures. Students who stop attending a class and fail to follow the prescribed procedures for dropping that class will receive an “F” in the course.

To drop a class:

- Access the web at [www.mscc.edu](http://www.mscc.edu), click on “My Motlow,” then click on “Student login,” then enter ID and pin numbers, then follow prompts to add/drop a class.

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

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

Specific dates which apply to the above timetable during a given semester can be found on the academic calendar; (calendar can be found at [www.mscc.edu](http://www.mscc.edu); go to A-Z index and click on calendar for that semester.)

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

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

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

1. Complete the audit form available in Admissions and Records.
2. Submit fee to the Business Office.

Learning support level courses may not be taken for audit status.

#### WITHDRAWAL FROM THE COLLEGE

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

A student may withdraw in person in the Office of Admissions and Records on the Moore County Campus or in the administrative offices at the Fayetteville, McMinnville, or Smyrna location or by accessing the web at [www.mscc.edu](http://www.mscc.edu). Clicks on "MYMOTLOW," then click on "Student login," then enter ID and pin numbers, then follow prompts to add/drop a class.

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

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

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

- c. Death in the immediate family as verified by the student's minister or physician.
4. When any of the above circumstances are verified, the student may drop or withdraw and receive a "W" in each affected class.
5. All requests to withdraw after the withdrawal deadline date should be submitted in writing to the office of Student Affairs within the semester of taking the class(es).

Specific dates which apply to the above timetable during a given semester can be found on the academic calendar; (calendar can be found at [www.mscc.edu](http://www.mscc.edu); go to A-Z index and click on calendar for that semester).

#### CREDIT IN RESIDENCE

Credit classes are scheduled by Motlow at a variety of locations and in a variety of delivery formats. All credit earned in classes scheduled by Motlow is defined as credit in residence. Twenty-five percent of credit granted toward a degree from Motlow must be earned in residence at Motlow.

#### TRANSCRIPT OF ACADEMIC RECORDS

Academic records of each student are kept on permanent file in the Office of Admissions and Records. Copies of a student's academic record will be furnished free of charge. All requests for transcripts must be submitted in writing; therefore, no requests by telephone will be honored. In response to a written request, an official transcript will be sent directly to another educational institution or business. To request an official copy of a transcript, log into MYMOTLOW at [www.mscc.edu](http://www.mscc.edu); enter user id and password; click on students, then student records, then request printed transcript, then follow the prompts prior to clicking submit request. In all cases, a student's obligations to the college must be fulfilled before a transcript will be issued. Student grades will not be posted publicly by faculty at the close of any term. See section entitled "Privacy Rights of Students" concerning confidentiality of records and privacy rights of students.

#### IDENTIFICATION CARDS

Student Identification cards (ID card) are issued to all students. These cards are used for cashing checks and bookstore transactions, admission and identification for athletic events, social functions, library check-outs, and other college activities. Students are required to carry a current, validated ID card with them while on campus. Information about obtaining or replacing an ID card is available in the library on the Moore County campus. ID's can be made in the libraries at all campus locations. There is a \$5.00 charge for replacement cost of an ID.

#### CHANGE OF NAME OR ADDRESS

The Office of Admissions and Records should be informed of all changes in the student's legal name because of marriage or other reasons, place of residence, mailing address and telephone number. If the student is requesting a name change, a Change of Record form must be completed and supporting documentation turned into the Office of Admissions and Records on the Moore County Campus or in the administrative offices at the Fayetteville, McMinnville, or Smyrna location. The college is not responsible for a student's failure to receive official information due to failure to notify the college of any changes stated above. The form can be found at [http://www.mscc.edu/admissions/personal\\_data\\_change.pdf](http://www.mscc.edu/admissions/personal_data_change.pdf)

#### DISTANCE EDUCATION

Distance Education, as defined by Tennessee Board of Regents' policy, "...occurs where there is a physical separation of the teacher and the learner and when communication and instruction take place through, or [are] supported by, any technological means such as telephone, radio, television, computers, satellite delivery,



interactive video, or any combination of present and future telecommunication technology.” Motlow College has several forms of distance education including online Internet courses, online and on ground hybrid Internet courses, and interactive television. Classes that are conducted via distance education are identified in the current Schedule of Classes.

#### MSCC Online

A select number of Motlow classes are offered in the online format. These classes are taught by Motlow faculty members and billed at the same rate as an on campus class. The class is listed in the schedule of classes each term as “Web” where the location is listed and “TBA” where time is listed. If a student needs assistance with an online Motlow class, the student should contact the Motlow Help Desk at 931-393-1510 or contact the instructor as indicated in the course syllabus.

#### REGENTS ONLINE DEGREE PROGRAM (RODP)

Motlow College offers courses leading to the Associate of Arts, the Associate of Science, and the Associate of Applied Science degrees as part of the Tennessee Board of Regent’s Online Campus Collaborative (ROCC). The ROCC is a cooperative online enterprise that includes the 6 universities, 13 community colleges and the 27 technology centers that make up the Tennessee Board of Regents (TBR). As part of the ROCC, the Regents Online Degree Program (RODO) provides the collegiate-level courses that make up the program leading to the aforementioned associate degrees. The courses offered in the RODP are developed and are taught by a faculty member employed at any one of the TBR colleges or universities. Because the courses offered are part of the RODP, they include an RODP course fee and are billed to the student at a higher rate than regular MSCC courses. For detailed information about degrees through RODP, access the Tennessee Board of Regents website at [www.rodop.org](http://www.rodop.org) or contact the Motlow RODP Campus Contact at 931-393-1640 (Toll free 800-654-4877, Ext 1640.).

#### CONCURRENT ENROLLMENT

Concurrent enrollment describes student’s attending more than one institution in the same term. Students who concurrently enroll in two or more institutions are advised to take no more than a combined total of 21 hours per term. The student must request that a transcript of hours attempted at another institution be mailed to the Office of Admissions and Records at Motlow. Additional information on concurrent enrollment is available in the Office of Admissions and Records.

## **ALTERNATIVE SOURCES OF CREDIT**

Advanced credit may be granted by Motlow for courses in areas for which a student has demonstrated satisfactory achievement and proficiency. The maximum amount of advanced credit allowed from all sources for graduation is 30 credit hours, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents. Sources of advanced credit include:

Advanced Placement Examination Program  
Advanced Standing Credit in English  
Applied Technical Studies Credit  
Armed Services Credit  
Certified Professional Secretary Rating  
Challenge Examination Program  
College Level Examination Program  
Correspondence Courses  
Dual Credit Program (Credit by Assessment)  
Licensed Practical Nurse Licensure  
Prior Learning Assessment (PLA)  
The maximum amount of advanced credit allowed from all sources is 30 total credit hours required for graduation, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher

Education Commission or the Tennessee Board of Regents. For additional information about alternative sources of credit, contact the Office of Admissions and Records at Motlow.

## ADVANCED PLACEMENT EXAMINATION PROGRAM CREDIT

Motlow College participates in the Advanced Placement Examination Program (APEP) of the College Entrance Examination Board (CEEB). The maximum amount of advanced credit allowed from all advanced credit sources, which includes Advanced Placement Examination Program Credit, is 30 credit hours for graduation; credit may be given to qualified students in any two of the following subject areas:

AP Examination	AP Score	Suggested Course Hours	Suggested Equivalent TBR Community College Courses*
Art History	3,4,5	3 SCH	ARTH 2010 Art History I
Biology	3	4 SCH	BIOL 1010 or BIOL 1110
Biology	4	8 SCH	BIOL 1010 & BIOL 1020 or BIOL 1110 & BIOL 1120
Calculus AB	3	3 SCH	MATH 1830 Calculus for BUS/BIOL
Calculus AB	4,5	3 SCH	MATH 1830 or MATH 1910 Calculus for Engineering/Math I
Calculus BC	3	3 SCH	MATH 1910 & MATH 1920 Calculus for Engineering/Math II
Chemistry	3	4 SCH	CHEM 1110 General Chemistry I
Chemistry	4	8 SCH	CHEM 1110 & CHEM 1120 General Chemistry II
Chinese Language and Culture	3	6 SH	6 hours of Foreign Language Credit
Chinese Language and Culture	4	9 SH	9 hours of Foreign Language Credit
Chinese Language and Culture	5	12 SH	12 hours of Foreign Language Credit
Computer Science A	3,4,5	3 SCH	CISP 1010 Computer Science I
Macroeconomics	3,4,5	3 SCH	ECON 2010 Macroeconomics
Microeconomics	3,4,5	3 SCH	ECON 2020 Microeconomics
English Language	3	3 SCH	ENGL 1010 Composition I
English Language	4,5	6 SCH	ENGL 1010 & ENGL 1020 Composition II
English Literature & Composition	3,4,5	6 SCH	ENGL 2230 Survey of British Literature + 3 SCH Humanities elective
European History	3,4,5	6 SCH	6 hours of History Core Credit
Environmental Science	3,4,5	4 SCH	BIOL 1330 Environmental Science
French Language & Culture	3	6 SCH	FREN 1010 & FREN 1020 Beginning French I & II

French Language & Culture	4	9 SCH	FREN 1010, FREN 1020, & FREN 2010 Intermediate French I
French Language & Culture	5	12 SCH	FREN 1010, 1020, 2010, & 2020 Intermediate French II
German Language and Culture	3	6 SCH	6 hours of Foreign Language Credit
German Language and Culture	4	9 SCH	9 hours of Foreign Language Credit
German Language and Culture	5	12 SCH	12 hours of Foreign Language Credit
Comparative Government and Politics	3,4,5	3 SCH	3 hours of Social Science Core or elective course
Italian Language and Culture	3	6 SCH	6 hours of Foreign Language Credit
Italian Language and Culture	4	9 SCH	9 hours of Foreign Language Credit
Italian Language and Culture	5	12 SCH	12 hours of Foreign Language Credit
Japanese Language and Culture	3	6 SCH	6 hours of Foreign Language Credit
Japanese Language and Culture	4	9 SCH	9 hours of Foreign Language Credit
Japanese Language and Culture	5	12 SCH	12 hours of Foreign Language Credit
Latin	3	6 SCH	6 hours of Foreign Language Credit
Latin	4	9 SCH	9 hours of Foreign Language Credit
Latin	5	12 SCH	12 hours of Foreign Language Credit
Music Theory	3,4,5	3 SCH	3 hours Elective Credit
U. S. Government & Politics	3,4,5	3 SCH	POLS 1030 Introduction to American Government
Human Geography	3,4,5	3 SCH	GEOG 1030 Cultural Geography
Physics B	3	4 SCH	PHYS 2010 Non-Calculus Based Physics I
Physics B	4	8 SCH	PHYS 2010 & PHYS 2020 Non-Calculus Based Physics II Test scheduled for revision effective fall 2014
Physics C	3	4 SCH	Pt. 1 PHYS 2110 Calculus Based Physics I
Physics C	3	4 SCH	Pt. 2 PHYS 2120 Calculus Based Physics II
Psychology	3,4,5	3 SCH	PSYC 1030 Introduction to General Psychology

Spanish Language	3	6 SCH	SPAN 1010 & SPAN 1020 Beginning Spanish I & II
Spanish Language	4	9 SCH	SPAN 1010, 1020, SPAN 2010 Intermediate Spanish I
Spanish Language	5	12 SCH	SPAN 1010, 1020, 2010, & 2020 Intermediate Spanish II
Spanish Language and Culture	3,4,5	3 SCH	3 hours Elective Credit
Statistics	3,4,5	3 SCH	MATH 1510 or MATH 1530 Probability/Statistics
Studio Art Drawing	3,4,5	3 SCH	ARTP 1010 Drawing I
Studio Art 2D Design	3,4,5	3 SCH	ART 1110 Two-Dimensional Design
Studio Art 3D Design	3,4,5	3 SCH	ARTP 1120 Three-Dimensional Design
U.S. History	3,4,5	6 SCH	HIST 2010 & HIST 2020 Survey of American History I & II
U.S. Government & Politics	3,4,5	3 SCH	POLS 1030 Introduction to American Government
World History	3,4,5	6 SCH	HIST 1110 & HIST 1120 Survey of World Civilization I & II

The maximum amount of alternative sources of credit allowed from all sources is 30 total credit hours required for graduation, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents.

\*TBR Community Colleges will award/transfer PLA credit for AP scores in to the Suggested course or the equivalent course at their institution. There may be variations in course number and/or course title. Community Colleges should award the PLA credit for course other than the suggested course when it is in the best interest of the student.

*ADVANCED STANDING CREDIT IN ENGLISH*

Students under 21 years of age with an ACT sub score in English/Writing of 27 to 30 or an SAT sub score in Writing of 610 to 680 will be given 3 hours of advanced standing credit for ENGL 1010. Students under 21 years of age with an ACT sub score in English/Writing of 31 or an SAT sub score in Writing of 690 or higher will be given 6 hours of advanced standing credit for ENGL 1010 and ENGL 1020. The maximum amount of advanced credit allowed from all advanced credit sources, which includes advanced standing credit in English, is 30 credit hours required for graduation.

*ARMED SERVICES CREDIT*

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

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

The maximum amount of alternative sources of credit allowed from all sources is 30 total credit hours required for graduation, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents.

#### *CERTIFIED ADMINISTRATIVE PROFESSIONAL RATING CREDIT*

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

ACCT 1010 Principles of Accounting I	3 credits
BUSN 1305 Introduction to Business	3 credits
BUSN 2370 Legal Environment of Business	3 credits
ECON 2010 Macroeconomics	3 credits

Upon receipt of formal application, verification will be made of the 12 hours credit already received from Motlow and the CAP rating. Credit for the requested course(s) will then be recorded. The maximum amount of advanced credit allowed from all advanced credit sources, which includes Certified Administrative Professional Rating Credit is 30 credit hours required for graduation. The application for credit is available in the Department of Business and Technology.

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

#### *CHALLENGE EXAMINATION PROGRAM CREDIT*

Students who have achieved competence equivalent to that offered in a course through on-the-job training, previous instruction, or other methods may receive credit for selected courses as designated by the department head in conjunction with the faculty member administering the challenge examination. To receive credit by challenging a course the student must:

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

A letter will be sent by the chair of the appropriate discipline to the student to notify him/her of the test results. If the examination is successfully completed, the student will not be required to attend the class for the

remainder of the term. The student will receive the credit hours with a grade of “P”, which will not be used in computing grade point average. The maximum amount of advanced credit allowed from all advanced credit sources, which includes Challenge Examination Program Credit, is one-fourth of the total number of credit hours required for graduation. If the examination is not successfully completed, the student should either withdraw from the class or continue in attendance for the remainder of the course. A student may challenge a specific course only once, and this challenge program may not be used to remove an “I” or an “F” grade or to improve a grade already earned.

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

#### *COLLEGE LEVEL EXAMINATION PROGRAM CREDIT*

The maximum amount of advanced credit allowed from all credit sources, which includes College Level Examination Program (CLEP) Credit, is 30 credit hours required for graduation. Motlow has been approved as a limited CLEP Testing Center. An application and a fee (see Expenses and Business Regulations) must be submitted through the Office of Testing at least four weeks prior to the test date. This office should be contacted for any additional information. CLEP results may not be used to remove an “I” or “F” or to improve a grade already earned.

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

CLEP Subject Area.	CLEP Score	Credit Hours	Motlow Courses
American Government	50	3	POLS 1030 Introduction to American Government
American Literature	50	3	ENGL 2130 Survey of American Literature
Analyzing & Interpreting Literature	50	6	Credit for Literature Requirements in Humanities or Fine Arts
Biology	50	8	BIOL 1110 & 1120 General Biology I & II
Calculus	50	4	MATH 1910 Calculus
Chemistry	50	8	CHEM 1110 & 1120 General Chemistry I & II
College Algebra	50	3	MATH 1710 College Algebra/Pre-Calculus I
College Composition (Freshman)	50	6	ENGL 1010, 1020 Composition I & II
College Composition Modular	50	3/6	ENGL 1010, 1020 Composition I & II
College Mathematics	50	3	MATH 1010 Math for General Studies
English Literature	50	3	ENGL 2230 Survey of British Literature
Finance Accounting	50	3	ACCT 1010 Principles of Accounting I
French Language, level I	50	6	FREN 1010 & 1020 Beginning French I & II
French Language, level II	59	12	FREN 1010 & 1020 Beginning French I & II, FREN 2010 & 2020 Intermediate French I & II
History of the United States I	50	3	HIST 2010 Survey of American History I
History of the United States II	50	3	HIST 2020 Survey of American History II



Human Growth & Development	50	3	EDU 2110 Psychology of Human Growth & Learning <b>or</b> PSYC 2130 Life Span Psychology
Humanities	50	6	Credit for Humanities or Fine Arts Requirements
Information Systems & Computer Applications	50	3	INFS 1010 Computer Applications
Law	50	3	BUSN 2370 Legal Environment of Business
Introductory Psychology	50	3	PSYC 1030 Introduction to General Psychology
Introductory Sociology	50	3	SOCI 1010 Introduction to Sociology
Natural Sciences	50	4	BIOL 1030 Introduction to Biology
Pre-Calculus	50	3	MATH 1710 Pre-Calculus I
Principles of Macroeconomics	50	3	ECON 2010 Macroeconomics
Principles of Management	50	3	BUSN 2330 Principles of Management
Principles of Marketing	50	3	BUSN 2380 Principles of Marketing
Principles of Microeconomics	50	3	ECON 2020 Microeconomics
Social Sciences & History	50	6	Credit for Social/Behavioral Sciences Requirements
Spanish Language, level I	50	6	SPAN 1010 & 1020 Beginning Spanish I & II
Spanish Language, level II	63	12	SPAN 1010 & 1020 Beginning Spanish I & II, SPAN 2010 & 2020 Intermediate Spanish I & II

#### *CORRESPONDENCE COURSE CREDIT*

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

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

The maximum amount of advanced credit allowed from all advanced credit sources, which includes Correspondence Course Credit, is 30 credit hours required for graduation.

#### *DUAL CREDIT PROGRAM*

The Dual Credit Program is a collaborative effort between Motlow State Community College (MSCC) and the secondary institutions located within the college's eleven-county service area. The program provides an opportunity for high school students to earn college credit by completing courses that are being taught as part of their regular high school curriculum and that have been aligned to meet the learning outcomes of comparable courses offered by the college. Students may receive college credit by successfully completing an aligned high school course and then successfully completing an end of course assessment that is developed and administered by the college. The credit earned is then held in escrow by the college until such time as the student seeks admission to the college and is accepted for enrollment. At that time, the earned credit will be recorded on the student's academic transcript. For detailed information concerning the Dual Credit Program, please refer to the college's Dual Credit Program Policy at <http://www.msc.edu/DualCredit/index.aspx>

The maximum amount of advanced credit allowed from all advanced credit sources is 30 credit hours required for graduation.

#### *PRIOR LEARNING ASSESSMENT (PLA)*

Prior Learning Assessment (PLA) - PLA is a term used to describe learning gained outside a traditional academic environment. Put another way, it is learning and knowledge students acquire while living their lives, such as by working, participating in employer training programs, serving in the military, studying independently, volunteering or doing community service, and studying open source courseware. In short, PLA is the evaluation and assessment of an individual's life learning for college credit, certification, or advanced standing toward further education or training.

Prior Learning Assessment (PLA) allows the student to earn up to a maximum of 30 hours of elective collegiate credit for prior experiential learning upon documentation and review by the PLA instructor. Students must enroll in, and successfully complete IDS 2900, Prior Learning Assessment, in order to earn PLA credit. For more information, contact the Assistant Vice President of Academic Affairs.

The maximum amount of alternative sources of credit allowed from all sources is 30 total credit hours required for graduation, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents.

## **STUDENT SERVICES**

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#### SMARTHINKING

Smarthinking offers live, online, personalized learning assistance in math, writing, foreign language, business, and science. Tutors are available up to 24 hours per day, 7 days per week. Students may log into Smarthinking on the Motlow website [www.mscc.edu](http://www.mscc.edu). If the student encounters problems with the log in process, phone the Help Desk at 931-393-1510.

#### COOPERATIVE EDUCATION

Motlow College provides a cooperative education program as an integral part of its efforts to link practical work experience to the student's educational program. Students who successfully complete the cooperative work assignments will be awarded two semester hours of credit for a maximum of two terms. The work assignment must be related to the student's program of study or career goals and approved by the program coordinator. The cooperative education classes are graded on a Pass/Fail basis. For more information on course requirements, see the course descriptions section of this catalog. Additional information is available from the Director of the Education Department, 931-393-1810.

#### DISABILITY SERVICES

Motlow State Community College is committed to meeting the needs of qualified students with disabilities by providing equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. This commitment is consistent with the college's obligations under Section 504 of the

Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990 (as amended in 2008). Together, these laws prohibit discrimination against qualified persons with disabilities.

All students seeking assistance through Disability Services must self-disclose the presence and nature of a specific disability to the Director of Disability Services. Before receiving requested accommodations, students are required to obtain current documentation (within the last 3 to 5 years) of the disability. Documentation may include records or written statements from a professional who is licensed to practice in the field appropriate for diagnosing and/or treating the disability in question—a physician, optometrist, audiologist, physical or occupational therapist, psychologist, etc.

The Director of Disability Services coordinates services for students with disabilities at all Motlow College campuses. The director serves as an advocate and liaison for students with disabilities attending the college. The office is located in Crouch Building, Room 1042. For assistance, call 931-393-1765 or e-mail [shood@mscc.edu](mailto:shood@mscc.edu)

## NEW STUDENT ORIENTATION

A comprehensive New Student Orientation program is required of all first-time freshmen prior to registration for classes. New student orientation is designed to introduce new students to college life, to learn about resources that Motlow has to offer, to find out about campus activities and organizations, and to provide the student with advisement and registration assistance. For more information regarding new student orientation, contact the assistant director of student services at any Motlow campus.

## STUDENT SUCCESS CENTER

The Student Success Center located on the Moore County and Smyrna campuses is a valuable college resource which provides services and resources to assist students toward successfully achieving academic goals. The Student Success Center is an inclusive place which serves as a primary college resource for academic support. Students will be encouraged to take an active role in their learning and education, which ultimately impacts student retention and graduation.

Staff in the Center provide student success assistance and below are some of the initiatives overseen by the Student Success Center:

New Student Orientation

Academic Check-Ups

Probation Mentoring

Early Alert Follow-up

Academic Coaching

The Center is open Monday – Friday, 8:00 – 4:30 p.m., and students are encouraged to make appointments. The Center staff can be contacted by phoning 931-393-1612 for the Moore County Campus or 615-220-7854 for the Smyrna Center.

## ACADEMIC ADVISEMENT

Academic advising is accomplished through one-on-one interaction between students and their academic advisors. Academic advising is an institutionally initiated support service designed to assist students in meeting their short-term and long-term educational and career goals.

Degree-seeking students may obtain academic advisement from full-time faculty members within the academic department of their program of study. A listing of advisors for each program of study is included on the advisement webpage. This listing includes advisor's office locations and extensions.

The Center, located on the Moore County campus, is a resource area for all Motlow students. The Center has advisors available to help those who might need guidance or can direct you to an advisor who can assist you. At off-campus locations (Fayetteville, McMinnville, and Smyrna), advisement may also be provided by full-time faculty members or by meeting with the Assistant Director of Student Services at each location.

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

- Prior to registration, if a first-time degree-seeking student.
- At least annually, or more often if necessary, to enhance academic success.
- Prior to completion of the Intent-to-Graduate form.

## CAREER PLANNING

Career Planning assists students and graduates to achieve their educational and career goals by offering many helpful tools and career enhancement opportunities.

Career Planning administers an "Interest Inventories" career assessment survey which helps students examine their educational and career pathways. This survey is administered on-line and contains three parts: Career Search with Person Match, Skills Assessment, and Work Values Inventory. Students are encouraged to call for appointments at 931-393-1719 or 931-393-1634.

This unit facilitates potential employment opportunities by posting full and part-time job listings as well as volunteer opportunities on its web pages. Students are encouraged to contact the companies direct. If there are questions, students may call 931-393-1719 or 931-393-1612.

Students who need assistance in résumé preparation, interviewing techniques, and job-seeking strategies may contact us for guidance. This unit also coordinates Career Fairs and industry awareness days for students pursuing employment. Students and graduates who wish to take advantage of these services should call 931-393-1548.

The Career Planning is open Monday through Friday 8:00 a.m. - 4:30 p.m. and is located in the Crouch Center.

## STUDENT HEALTH AND ACCIDENT INSURANCE

Motlow offers a non-compulsory student health and accident policy which will provide protection for students at a very competitive rate. For policy information, contact the Office of Student Affairs on the Moore County campus or the director's office at the Fayetteville, McMinnville, and the Smyrna campuses.

## EMERGENCY MESSAGE SERVICES

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

Moore County Campus	Office of Student Affairs (Day Only)	931-393-1690
Moore County Campus	Library (Evening Only)	931-393-1670
Fayetteville Center	Director's Office (Day and Evening)	931-438-0028
McMinnville Center	Director's Office (Day and Evening)	931-668-7010
Smyrna Site	Director's Office (Day and Evening)	615-220-7800

TDD users should call 931-393-1621. An effort will be made to deliver the message.

## TESTING SERVICES

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

### *AMERICAN COLLEGE TESTING PROGRAM (ACT)*

Motlow State Community College serves as a residual test center of the American College Testing Program (ACT). Tests are given during the semester, prior to registration and monthly during the summer. Applications, a listing of scheduled testing dates, and the test fee, are available from the Testing Office. Please see the Motlow website for more information: <http://www.mscc.edu/testing/act.aspx> A general interest course entitled "ACT Test Preparation" is scheduled fall and spring semesters. Information concerning this course may be obtained from the Office of Workforce Development and Extended Service.

### *COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)*

The College Level Examination Program (CLEP) gives students the opportunity to obtain college credit by examination. CLEP is computer-based and scores are returned immediately after testing. The maximum amount of advanced credit allowed is one-fourth of the total number of credit hours required for graduation. Motlow has been approved as a limited CLEP testing center that administers only subject area tests. There is a fee for each subject test. An additional fee for all CLEP tests is charged for anyone who is not a Motlow student. Students planning to take a CLEP test must create an account and register with College Board and complete the online CLEP registration form for Motlow. <http://www.mscc.edu/testing/CLEP.aspx> Further information concerning CLEP is available from the Testing Office. A listing of CLEP subject areas which may be tested at Motlow appears in section entitled "College Level Examination Program Credit."

### *GENERAL EDUCATION DEVELOPMENT TEST (GED)*

Adults who have not received a high school diploma and wish to apply for a certificate of high school equivalency may take the General Education Development (GED) test. Motlow has been established as an official high school equivalency testing center. The GED test is administered twice each month at

Motlow. The GED is a computer based test. Please go to the Motlow website for more information.  
<http://www.mscc.edu/testing/GED.aspx>

#### *High School Equivalency Test (HiSET)*

Adults who have not received a high school diploma and wish to apply for a certificate of high school equivalency may take the HiSET (High School Equivalency Test). Please see the Motlow website <http://www.mscc.edu/testing/HiSET.aspx> to help determine which tests best suits your needs for a High School Equivalency diploma. Persons who feel inadequately prepared to take the HiSET test can obtain assistance from your local service delivery area. Motlow has been established as an official HiSET testing center. The HiSET is available at the Moore county campus both in computer-and paper-based format. The HiSET is given at the Smyrna Center, Fayetteville Center, and in Winchester in the paper-based format only.

#### *PRAXIS: Core Academic Skills for Educators Test*

Students pursuing the Associate of Science in Teaching degree are required to take the Core Academic Skills for Educators Test during their sophomore year. For registration information visit [www.ets.org](http://www.ets.org) and click on PRAXIS.

#### *ETS PROFICIENCY PROFILE (Exit Exam)*

For information concerning this exam, contact the Testing Office.

#### *BUSINESS TECHNOLOGY MAJOR FIELD TEST*

For information concerning this exam, contact the Testing Office.

#### *EARLY CHILDHOOD EDUCATION MAJOR FIELD TEST*

For information concerning this exam, contact the Testing Office.

#### *NURSE ENTRANCE EXAMINATION (HESI)*

For information concerning this exam, go online at [http://www.mscc.edu/nursing/HESI\\_entrance\\_exam.aspx](http://www.mscc.edu/nursing/HESI_entrance_exam.aspx) or contact the Testing Office.

## STUDENT CENTER FACILITIES

Forrester Student Center on the Moore County campus houses the Tipps Bookstore and the cafeteria. Commercial television viewing is available in the cafeteria. A cafeteria, located in Forrester Student Center, is operated by a private vendor. Breakfast and lunch, as well as short order snacks, are served. Drink and vending machines are located in all buildings on all campuses.

## BOOKS AND SUPPLIES

Students attending Motlow State Community College have several options when purchasing textbooks and supplies. Motlow College Bookstore, operated by Follett Higher Education Group, Inc., carries all required textbooks and student supplies which are selected and officially approved by the faculty. Motlow College Bookstore locations include the Tipps Bookstore on the Moore County Campus, the McMinnville Campus Bookstore at the Tennessee Technology Center in McMinnville, and at the Smyrna Campus Bookstore. All



students' academic needs may be served by ordering textbooks and supplies online at [www.motlowshop.com](http://www.motlowshop.com) using a credit card. A nominal fee is charged for shipping. Textbooks and supplies may be reserved online at the bookstore online address.

#### *REFUND POLICY*

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

#### *BUY BACK POLICY*

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

#### *Bookstore Hours*

Please see <http://www.bkstr.com/motlowstateccstore/store-info-contact-us> for current store hours and information for all campuses.

## **STUDENT ACTIVITIES**

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### **ATHLETICS**

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

### **SOCIAL EVENTS AND ACTIVITIES**

Social events are 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 Office of Student Affairs.

A social event is defined as any activity planned by a college-approved student group. A social event must be scheduled with the Office of Student Affairs. A request for approval of any proposed event shall be submitted to the Office of Student Affairs. The event shall not be publicized until final approval has been granted.

## STUDENT GOVERNMENT

Motlow State Community College is committed to the concept of student government because of its democratic ideals and creative implications. Every student becomes a member of the student government when he/she enrolls. Student-faculty committees provide close liaison between the student government and the college administration.

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

The President of the Student Government Association serves as a liaison among SGA on each campus. The Smyrna, McMinnville and Fayetteville campuses maintain a separate administrative structure for the Student Government Association; each led by an executive vice president on the respective campus. Each addresses issues unique to that campus including student activities, student concerns, and community projects. 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 Assistant Vice President for Student Affairs. 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, the campus vice president, or staff advisor at each campus.

## 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 honorariums, discipline groups, service organizations, and special interest groups. Registration with the Office of Student Affairs is required for all student organizations on the campus. Registration forms may be secured from the Office of Student Affairs.

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 Office of Student Affairs

Many clubs and other organizations, in addition to the Student Government Association, sponsor a variety of worthwhile cultural and intellectual assemblies. Students, staff, and interested area citizens are encouraged to attend on such occasions. The following organizations are chartered on the various Motlow campuses:

Art Club

Rotaract Club (Smyrna)

Baptist Collegiate Ministries (non-Motlow)

Science Club

Biology Club (Smyrna)	Student Government Association (Fayetteville)
Communications Club (Fayetteville & Moore Campus)	Student Government Association (McMinnville)
Conservation and Outdoor Recreation Club (Smyrna Campus)	Student Government Association (Moore)
Diversity Club (Smyrna)	Student Government Association (Smyrna)
Futuro Club (Smyrna)	Sociology Heard (Moore)
History and Government Club (Moore)	Veterans Education Transition Society (Smyrna)
Law and Government Club	
Paranormal Club (Fayetteville)	
Phi Theta Kappa Honor Society (Fayetteville)	
Phi Theta Kappa Honor Society (McMinnville)	
Phi Theta Kappa Honor Society (Moore Co)	
Phi Theta Kappa Honor Society (Smyrna)	

A special event, Club Day, is set aside at the beginning of the fall semester for new students to become acquainted with campus organizations. In addition, organization's meetings and activities are advertised on campus bulletin boards and via MSCC Weekly Activities. For more information about specific organizations, contact the Office of the Assistant Vice President of Student Affairs.

#### PRESIDENTIAL STUDENT LEADERSHIP INSTITUTE

The Presidential Student Leadership Institute was created by Dr. Mary Lou Apple, President of the Motlow College to provide opportunities to students who are committed to increasing their roles as leaders. The Institute allows students to learn principles and theories of leadership, to interact with college and community leaders, to participate in college projects and community leadership activities, to build leadership skills, and to develop networking relationships. The institute meets during the fall and spring semesters. Student participants must have full-time status and have completed at least 24 hours of collegiate-level classes with a cumulative 2.5 GPA. Applications are available each spring in the office of the Assistant Director of Student Services at each campus and online at the PSLI site.

#### STUDY ABROAD PROGRAMS AND OTHER LEARNING OPPORTUNITIES

The Tennessee Consortium for International Studies (TnCIS) represents a group of colleges and universities devoted to making international education and cultural understanding a central goal of higher education throughout the state of Tennessee. TnCIS sponsors an annual conference on international education and will expand study abroad opportunities for students throughout the state. For more information about the programs offered, please visit the [TnCIS](http://www.tncis.org/) website. <http://www.tncis.org/>

## STUDENT RIGHTS AND RESPONSIBILITIES

### I. PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the

attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility.

## II. STUDENT RIGHTS

- A. Freedom of Access to Higher Education Motlow State Community College is open to all students who are qualified according to its admissions standards.
- B. Evaluation in the Classroom Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. Protection of Freedom of Expression Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.
- D. Protection against Improper Academic Evaluation Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- E. Protection against Improper Disclosure The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records and this Act is adhered to by the college.

## PRIVACY RIGHTS OF STUDENTS

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

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. "Directory information" includes the following: the student's name, address, email address, telephone listing, date and place of birth, class schedule, full-time/part-time status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended by the student, and the degrees and awards received by the student. Directory information is released to other students for car pool purposes. At the time a student registers for courses, the student may request in writing that any or all directory information concerning the student not be released as public information. This request for non-disclosure shall be made each semester to remain in effect. If the student does not wish directory information to be released, the student's name will not appear in public listings released by the college such as Dean's List, Honor Roll list, or Graduation list.

A student's right to access his/her education records includes the right to inspect and review content of such records. A request by a student for access to his/her education records should be directed to the office of Student Affairs and will be granted within a reasonable period of time not to exceed forty-five days after the request has been made. The student has the right to seek amendment of the records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Any student who believes that information contained in the education records is inaccurate or misleading or violates the privacy rights of the student may request that the records be amended. After a reasonable period of time, if the institution decides to refuse to amend the education records, the student shall be informed in writing and shall be advised by the Vice President for Student Affairs of his or her right to a hearing before the Student Affairs Committee and the procedures for the hearing. Following a hearing, if the institution decides that the records should not be amended, the student shall have the right to place a written statement in the records concerning the contested information; this statement shall be maintained by the institution as long as the contested information is maintained and which shall be disclosed to any party to whom the contested information is disclosed.

Information concerning education records which is personally identifiable with a particular student, other than directory information shall not be released to persons, agencies, or organizations other than those hereinafter described unless:

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

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

1. MSCC officials — A college official is a person employed by the college in an administrative, supervisory, academic, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor, or collection agency); a person serving on staff at the Tennessee Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
2. Officials of other schools in which the student seeks or intends to enroll;
3. Auditors or evaluators of compliance with educational programs, including accrediting agencies;
4. Those involved in connection with a student's application for receipt of financial aid;
5. Organizations conducting studies on behalf of the institution;
6. Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other person;
7. Law enforcement officials in compliance with a judicial order or subpoena;
8. Officials serving the student in the juvenile justice system;
9. Directory information;
10. Disclosure to an alleged victim of any violence, as that term is defined in Section 16 of Title 18, United States Code, of the results of any disciplinary proceeding conducted by the college against the alleged perpetrator of the crime with respect to that crime.

A record of access shall be maintained by the institution in the Office of Student Affairs reflecting all individual agencies or organizations having requested or obtained access to a student's education records and specifying the legitimate interest of the party obtaining the information; this record shall be available to the student.

## CLASS ATTENDANCE

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

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

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

## STUDENT COMPLAINT PROCEDURE

Motlow College strives to provide the best instructional atmosphere and level of service to all students. At times, however, students may have an issue, concern or complaint regarding their educational experience. In such cases, the College strives to resolve issues as quickly as possible and at the level closest to the issue.

Students should follow the procedures listed below to resolve their concerns or complaints for matters not involving grade appeals or disciplinary matters. The process for grade appeals and all disciplinary matters are described in the MSCC Catalog in the Academic Affairs section of the catalog.

### *Informal Resolution*

The first step a student should take in resolving a concern or complaint is to directly address the faculty member or staff member in question. There may be some cases in which a student might feel uncomfortable directly addressing the faculty or staff member. If this is the case, the student should speak to the academic department head in the case of a faculty member, or to the supervisor in the case of a staff member. If there is no resolution at that level, the student may file a formal, written complaint.

### *Formal Resolution*

Students who have attempted to resolve their complaints informally and need further resolution may file a formal complaint. Students should fully complete and submit the electronic student complaint form [available via your MyMotlow account]. This form will be submitted to the appropriate assistant vice president or administrator over the unit in question. An investigation will be conducted within 10 working days of receiving the complaint. A decision, as a result of the investigation, will be communicated to the student no more than 30 working days of receiving the complaint. A written appeal may be filed within five (5) of the decision to the appropriate Vice President over the unit in question. The Vice President will communicate his/her decision on the appeal within 10 working days. The decision of the Vice President is final.



## COMPLAINTS CONCERNING ACCREDITATION OR VIOLATIONS OF STATE LAW

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going on line and filling out the form electronically at <http://www.tbr.edu/GenericForm.aspx?ekfrm=7529>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone: 404-679-4500 ([www.sacscoc.org](http://www.sacscoc.org)).

Complaints of fraud, waste or abuse may be made by email at [reportfraud@tbr.edu](mailto:reportfraud@tbr.edu) or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.

## MINORS ON CAMPUS

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

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

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

## **ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

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

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

## *THE COLLEGE'S RESPONSIBILITIES*

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

1. To establish and support reasonable standards of security for electronic information that college members produce, use, or distribute, and to ensure the privacy and accuracy of administrative information that the college maintains;
2. To protect college computers, networks, and information from destruction, tampering, and unauthorized inspection and use;
3. To ensure that information technology resources are used to support activities connected with instruction and administration;
4. To delineate the limits of privacy that can be expected in the use of networked computer resources and to preserve freedom of expression over this medium without countenancing abuse or unlawful activities;
5. To ensure that college computer systems do not lose important information because of hardware, software, or administrative failures or breakdowns (To achieve this objective, authorized systems or technical managers may occasionally need to examine the contents of particular files to diagnose or solve problems.);
6. To communicate college policies and individuals' responsibilities systematically and regularly in a variety of formats to all parts of the college community;
7. To monitor policies and propose changes in policy as events or technology warrant;
8. To manage computing resources so that members of the college community benefit equitably from their use (To achieve this, authorized staff may occasionally need to restrict inequitable use of shared systems or the network. For example, the college reserves the right to require users to refrain from using any program that is unduly resource-intensive.);
9. To enforce policies by restricting access in case of serious violations. (For example, in appropriate circumstances, the Director of Information Technology and Telecommunication 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. The following list of user responsibilities is intended to be illustrative and not exhaustive. Subject to conformance with Federal and State of Tennessee law and with State of Tennessee and Tennessee Board of Regents policies, MSCC is authorized to supplement the user responsibilities contained herein. For a more detailed description of responsibilities, please refer to MSCC Policy 1:08:10:06.

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

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

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

#### *SANCTIONS*

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

Whenever it becomes necessary to enforce college rules or policies involving students, the Vice President for Student Affairs with the assistance of the Director of Information Technology and Telecommunication 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 deans; matters involving staff will be referred to the immediate supervisor or the director of the unit. In addition, certain kinds of abuse may entail civil or criminal action.

#### *CONCLUSION*

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

# GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

## INSTITUTION POLICY STATEMENT

1. Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between Motlow College and the academic community which it seeks to serve, the Tennessee Board of Regents (“TBR” or “The Board”) has authorized the President of the College to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
2. Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the College has developed the following policies, which are intended to govern student conduct on the several campuses under its jurisdiction. In addition, students are subject to all federal, state, and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of its educational objectives, the institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted by civil or criminal authorities.
3. For the purpose of these regulations, a “student” shall mean any person who is admitted and/or registered for study at Motlow College for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, “student” shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct. Students are responsible for compliance with the Rules of Student Conduct and with similar institutional policies at all times.
4. Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity of the mission, processes, and functions of the institution. The College may enforce its own or TBR regulations regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.
5. These policies, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as a member of, or while attending or participating in any activity of, the organization.
6. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. §10-7-504(a)(4), a student’s disciplinary files are considered “educational records” and are confidential within the meaning of those Acts. *This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## DISCIPLINARY OFFENSES

1. Institutional disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution’s pursuit of its educational objectives, which violates or shows a disregard

for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by the College.

2. Motlow College adopts the following non-exclusive list of offenses for which both individuals and student organizations may be subject to disciplinary action.
  - a. Conduct dangerous to Self or Others. Any conduct, or attempted conduct, which constitutes a danger to any person's health, safety, or personal well-being, including, but not limited to, the following:
    1. Physical and/ or verbal abuse,
    2. Threats and/or intimidation,
    3. Harm inflicted on self;
  - b. Hazing. Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
  - c. Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;
  - d. Obstruction of or Interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional, program, event, or facility (including computer facilities), including the following:
    1. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities,
    2. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by an institution,
    3. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of the institution, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;
  - e. Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials, computer equipment, and/or safety devices; and any such act against property belonging to a member of the institution community or a guest of the institution;
  - f. Theft, Misappropriation, or Unauthorized Sale of Property. Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution;
  - g. Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
  - h. Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;
  - i. Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks; on the college campus or property owned or controlled by the institution; at an institution-sponsored event; or on property owned or controlled by an affiliated clinical site;
  - j. Alcoholic Beverages. The use and/or possession, distribution, sale or manufacture of alcoholic beverages or public intoxication on property owned or controlled by the institution (Motlow College) or controlled by an affiliated clinical site is prohibited. This offense includes the violation of any local

ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption; or in violation of any term of the [Motlow Drug-Free Schools and Communities Policy Statement](#); (Policy No. 3:00:00:00) Pursuant to Tennessee Code Annotated § 49-7-146, Motlow College is required to notify a parent of a student under age twenty-one (21) if the student “has committed a disciplinary violation” with respect to the use or possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or of any rule or policy of Motlow College, except as prohibited by the Family Education Rights and Privacy Act (FERPA). The trigger for notification will be (1) a plea of guilty to the applicable code of conduct violation, or (2) a final finding of guilt pursuant to disciplinary procedures, including completion of an appeal. The Drug-Free Schools and Communities Act of 1989 is on the website;

- k. Drugs. The unlawful use, possession, distribution, sale or manufacture of any drug or controlled substance (including but not limited to, any stimulant, depressant, narcotic, or hallucinogenic drug or substances or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or “over the counter” drugs is prohibited. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on property owned or controlled by the institution, at an institution-sponsored event, on property owned or controlled by an affiliated clinical site, or in violation of any term of the [Motlow Drug-Free Schools and Communities Policy Statement](#); (Policy No. 3:00:00:00) Pursuant to Tennessee Code Annotated § 49-7-146, Motlow College is required to notify a parent of a student under age twenty-one (21) if the student “has committed a disciplinary violation” with respect to the use or possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or of any rule or policy of the institution, except as prohibited by the Family Education Rights and Privacy Act (FERPA). The trigger for notification will be (1) a plea of guilty to the applicable code of conduct violation, or (2) a final finding of guilt pursuant to disciplinary procedures, including completion of an appeal. The Drug-Free Schools and Communities Act of 1989 is on the website;
- l. Drug Paraphernalia. The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property;
- m. Public Intoxication. Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance;
- n. Gambling. Unlawful gambling in any form;
- o. Financial Irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution;
- p. Unacceptable Conduct in Disciplinary Proceedings. Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;
- q. Failure to Cooperate with Institutional Officials. Failure to comply with directions of institutional officials acting in the performance of their duties;
- r. Violation of General Rules and Regulations. Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
- s. Attempts, Aiding and Abetting. Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;



- t. Violations of State or Federal Laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;
- u. Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution;
- v. Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law;
- w. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 5:01:02:00, 2:02:10:01 and TBR Guideline P-080 <http://www.tbr.edu/policies/default.aspx?id=1762>; All matters involving allegations of impermissible discrimination, harassment or retaliation will be governed by the procedures outlined in Tennessee Board of Regents Guideline P-080 Subject: Discrimination and Harassment- Complaint and Investigation Procedure or an institutional policy that reflects the current requirements of that Guideline.
- x. Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:
  - 1. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,
  - 2. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours,
  - 3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
- y. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for an institutional facility without proper authorization;
- z. Litter. Dispersing litter in any form onto the grounds or facilities of the campus
  - i. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
  - ii. Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:
    - 1. Use of another person's identification to gain access to institutional computer resources,
    - 2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
    - 3. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
    - 4. Unauthorized transfer of a computer or network file,
    - 5. Use of computing resources and facilities to send abusive or obscene correspondence,
    - 6. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
    - 7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official,
    - 8. Violation of any published information technology resources policy,
    - 9. Unauthorized peer-to-peer file sharing;
  - iii. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited quests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;

- iv. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;
  - v. Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms and storing, sharing, and/or distributing of such unauthorized images by any means;
  - vi. Smoking Violations. Violation of any Motlow College and/or TBR smoking or other tobacco use rules or policies.
  - vii. Violations of conduct requirements described in handbooks for specific programs of study.
2. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at Motlow College for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at the College, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.02, Disciplinary Offenses. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## ACADEMIC AND CLASSROOM MISCONDUCT

1. The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.
2. Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).
3. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Based on their professional judgment, instructors have the authority to impose the following academic sanctions: (a) require the student to repeat the assignment for full or partial credit; (b) assign a zero, an F, or any other grade appropriate for the assignment or examination; (c) assign an F for the course. In addition, disciplinary sanctions may be imposed through the regular institutional procedures. When a faculty member discovers an incident of academic misconduct and the student's grade is lowered or the student is assigned an F in the course, the faculty member will notify the department chair/director. The chair/director will notify the student in writing within five (5) working days and provide a summary of the details of the incident and the penalty along with an explanation of the student's right to due process and the college's appeal process. The chair/director will also notify the Assistant Vice President for Student Affairs.

- a. When a student receives more than one F as a result of academic misconduct, the Assistant Vice President for Student Affairs will summon the student and begin proceedings for additional disciplinary actions, subject to the process for disciplinary procedures, outlined in Part 6.
  - b. A student may not drop or withdraw from a course when he or she is suspected of academic misconduct to avoid a penalty for academic misconduct.
  - c. Other disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes coordinated by the Assistant Vice President of Student Affairs.
4. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct procedures as defined below:
- a. If the student wishes to appeal a grade as a result of academic misconduct, he or she should submit a written appeal to the appropriate chair/director within five (5) business days of the event. The appeal should include the identifying the element(s) of concern; justification for appeal; and attachment of any and/or all supporting material.
  - b. The appropriate chair/director will review the appeal, perform whatever investigation is deemed necessary, discuss the issues with the student, and make a decision. The chair/director will have ten (10) business days to respond.
  - c. Should the student after following the above procedure feel that circumstances warrant further appeal, the student may appeal in writing to the Assistant Vice President for Academic Affairs within five (5) business days of the chair/director's decision notification. The Assistant Vice President for Academic Affairs will review the appeal, perform whatever investigation is deemed necessary, discuss the issues with the student, and make a decision. The Assistant Vice President for Academic Affairs will have ten (10) business days to respond.
  - d. Should the student after following the above procedure feel that the circumstances warrant further appeal, the student may appeal in writing to the Vice President of Academic Affairs within five (5) business days of the Assistant Vice President for Academic Affairs's decision notification. The Vice President of will review the merits of the case, conduct any investigation deemed necessary, and will notify the student, the instructor, and the Assistant Vice President for Academic Affairs in writing of the response of the appeal within ten (10) business days. The decision of the Vice President of Academic Affairs is final.
5. Other misconduct described in handbooks for specific programs of study.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## DISCIPLINARY SANCTIONS

1. Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these regulations, institutional disciplinary policies, or the general policies of the College, disciplinary sanctions may be imposed, either singly or in combination, by the College or school officials.
2. Definition of Sanctions:
  - a. Restitution. Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;
  - b. Warning. The appropriate institutional official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;
  - c. Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these Regulations and provides notice that any further violation(s) may result in more serious penalties;

- d. Service to the Institution or Community. A student, or student organization, may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property);
  - e. Specified Educational/Counseling Program. A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;
  - f. Apology. A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;
  - g. Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;
  - h. Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities, or restriction of organizational privileges;
  - i. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;
  - j. Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;
  - k. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
  - l. Revocation of Admission, Degree, or Credential;
  - m. Interim Suspension. As a general rule, the status of a student or student organization accused of violation of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, any other member of the institution its guests, property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student, or student organization shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;
  - n. Any alternate sanction deemed necessary and appropriate to address the misconduct.
3. The President of the College is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.04 Disciplinary Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## VEHICLE REGISTRATION, TRAFFIC AND PARKING

1. General: Motlow College policy provides traffic and parking regulations applicable for all MSCC campuses. The purpose of this policy is to facilitate the orderly and efficient flow of traffic on all campuses, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. These policies are published annually, and as appropriate, through signage, handbooks and the website.
2. Registration of automobiles/permits/decals: Motlow College requires the registration of vehicles and/or the issuance of decals/permits on campus for the purpose of effective enforcement of campus traffic and/or parking regulations.
  - a. Any student, faculty member, or staff member who expects to operate and park a privately owned vehicle on campus must register the vehicle with the Business Office and obtain an official registration hangtag. It is the individual's responsibility to ensure that the hangtag is properly used and displayed and to ensure that rules and regulations relative to operating a vehicle on College property are obeyed, regardless as to whom the vehicle is registered.
  - b. Hangtags are valid from August 1 through July 31 of the following year. If needed, students may obtain additional hangtags at the Business Office.
  - c. In an extreme emergency when a non-registered vehicle is necessary for a limited time, including a single day, the student must secure a temporary parking permit in order to not be subject to a charge for parking violation.
  - d. Visitor and temporary parking permits may be obtained from the Office of Student Affairs in 2004 Crouch Center.
3. Parking: Motlow College has designated parking zones for faculty, staff, students, visitors, and appropriate groups. Students, faculty, staff, and visitors should park only in the appropriately designated areas. The designated areas are identified by appropriate signage.
  - a. Vehicles are not to be parked at any time in loading areas, in parking area entrances or so as to block roadways, fire lanes or the movement of any other vehicle, on sidewalks or in places with signs indicating parking restrictions.
  - b. Disability Parking Procedures. Designated parking areas are provided for anyone with a state issued or Motlow issued disability placard/tag. A special parking hangtag for students with disabilities is available from the Office of Disability Services upon the recommendation of a physician or based on an evaluation of the disability by the Director of Disability Services.
4. Traffic: All State of Tennessee motor vehicle laws are applicable on all MSCC sites 24 hours a day.
  - a. Vehicles must yield right-of-way to all emergency vehicles by pulling over and coming to a complete stop.
  - b. Pedestrians have the right-of-way. Motorists must yield the right-of-way to all pedestrians.
  - c. All vehicles must come to a complete stop at intersections where stop signs are located, painted on streets, or mounted on posts.
5. Fines/Penalties: The first and second parking violation, during each academic year, except disabled parking violations, will result in a \$10.00 charge for each violation. The charge for each regular violation thereafter will be \$20.00 and a warning of disciplinary action.
  - a. The fine for parking violations in areas designated for individuals with disabilities is established by statute T.C.A. § 55-21-108 and will be adjusted as required to remain in compliance with state law.
  - b. Failure to resolve parking violations by payment in the Business Office or by appeal will result in an official hold being placed on all student records. Students, therefore, will neither be able to receive their grades for the current semester nor register for subsequent semesters.
6. Appeals: Any student may appeal his or her notice of a vehicle registration/parking violation to the Assistant Vice President of Student Affairs. Appeals must be made within one (1) week of the time of the citation for the violation. Ignorance of parking regulations will not be considered as a reason for appeal. The decision of the Assistant Vice President of Student Affairs is final.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## DISCIPLINARY PROCEDURES

1. General: Motlow College, in the implementation of TBR regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law. In furtherance of this mandate, Motlow College hereby adopts policies setting forth the disciplinary procedures for the college. All disciplinary procedures shall be affirmatively communicated to the faculty, staff, and students at the institution as well as published in appropriate handbooks, manuals, and on the website.
2. Tennessee Uniform Administrative Procedures Act (TUAPA): All cases which may result in (a) suspension or expulsion of a student or student organization, from the institution, for disciplinary reasons, or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 4-5-101 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all rights to contest the case under any procedure. <http://www.tbr.edu/policies/default.aspx?id=4886>
3. Institutional Procedures: For matters not subject to the requirements of TUAPA or if a student waives TUAPA procedures, Motlow College establishes multiple methods for hearing and for the resolution of disciplinary matters. Any student accused of a disciplinary offense or academic misconduct imposed through disciplinary sanctions will be afforded an opportunity to contest the charge through procedures initiated by and coordinated with the Assistant Vice President of Student Affairs. The student must elect, in writing, (1) disposition by the Assistant Vice President of Student Affairs or (2) Institutional hearing before the Student Affairs Committee. If a student, absent good cause, fails to return the election of procedure within a three (3) day period, the student will be deemed to have waived his/her right to the processes described above and the College may proceed as it deems, in its sole discretion, appropriate in the circumstances.
  - a. Disposition by the Assistant Vice President of Student Affairs. A student may request, in writing, that the Assistant Vice President of Student Affairs adjudicates the case, thereby waiving his/her rights to due process. If a student elects to have disposition by the Assistant Vice President of Student Affairs, the following procedures shall apply:
    1. The Assistant Vice President of Student Affairs shall notify the student within three (3) working days, in writing, of the alleged charges against him or her and proceed to initiate an investigation.
    2. The investigation of the case shall include interviews with all relevant parties (accused, accuser, and possible witnesses, etc.).
    3. The Assistant Vice President of Student Affairs shall review the evidence, make a determination of innocence or guilt, and decide upon a proper disciplinary sanction within ten (10) working days.
    4. The accused student and the Assistant Vice President of Student Affairs shall meet to discuss the Assistant Vice President's findings and recommended disciplinary sanction. The findings shall cite specific disciplinary offenses and specific sanctions as described in these regulations. The decision of the Assistant Vice President is final.
  - b. Institutional hearing before the Student Affairs Committee. A student accused of violating an offense may choose to have the case heard by the Student Affairs Committee. The committee, appointed by the President, is comprised of four faculty members, two student members and the Assistant Vice President for Student Affairs serves as ex-officio. The appointment of faculty members shall be reviewed annually; reappointment can occur. The student members are selected annually.
  - c. If a student elects to have a hearing by the Student Affairs Committee, the following procedures shall apply:



1. The Assistant Vice President of Student Affairs shall notify the student within three (3) working days, in writing, of the alleged charges and initiate an investigation.
  2. At the conclusion of the investigation, the accused student shall be informed in writing of the date, time and place of the hearing not less than ten (10) days prior to the day of the hearing. The student may attend the hearing to present his or her case. However, the student's absence, absent good cause, will not hinder the Student Affairs Committee from meeting and rendering a decision.
  3. The Chairperson of the Student Affairs Committee shall preside at the hearing.
  4. The Assistant Vice President of Student Affairs shall present the results of the investigation and when appropriate make a recommendation to the Committee. Witnesses and/or statements from witnesses may be entered as evidence.
  5. The accused shall have an opportunity to present his/her case in exercising any of the rights cited in Due Process for Institutional Hearing provisions of this policy.
  6. Members of the Committee shall have an opportunity to ask questions.
  7. After all evidence, presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision.
  8. Within a reasonable time, or three (3) working days, after the committee has rendered a decision, the presiding officer of the hearing will communicate the decision to all parties.
  9. The student shall be advised of his or her right to appeal the decision of the Student Affairs Committee. The student will provide in writing to the Vice President of Student Affairs, within three (3) working days, notification to appeal. Failure to timely file the appeal shall constitute a waiver of any right to appeal. The Vice President of Student Affairs will render a final decision within ten (10) working days.
4. Due Process for Institutional Hearings: The following process applies to institutional hearings before the Student Affairs Committee at Motlow College.
- a. The Assistant Vice President of Student Affairs shall notify the student within a three (3) day period, in writing, of the alleged charges and initiate an investigation.
  - b. At the conclusion of the investigation, the accused student will be informed in writing of the date, time and place of the hearing not less than ten (10) days prior to the day of the hearing.
  - c. The student shall be advised of the following rights applicable at the hearing:
    1. The right to present his or her case,
    2. The right to be accompanied by an advisor. The advisor's participation shall be limited, however, to advising the student and shall not include representing the student,
    3. The right to call witnesses on his or her behalf,
    4. The right to confront witnesses against him or her, and
    5. The student shall be advised of the method and time limitations for appeal if any is applicable. Students subject to any disciplinary sanction are entitled to a due process hearing unless that right is waived by the student after receiving written notice of the available procedure.
5. Interim Suspension Hearings: Hearings conducted with regard to interim suspensions imposed pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the due process for institutional hearings, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted from imposition of the interim suspension.
6. Alternative Resolution Procedures: Motlow College is authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of disciplinary matters, with the consent of all relevant parties. Alternative resolution methods may include, but are not limited to, mediation, diversion programs, and/or negotiated resolutions.
7. The President of the College is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## SEXUAL, RACIAL, OR OTHER HARASSMENT

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

# Academic Affairs

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## ACADEMIC UNITS AND SUPPORT [^Top](#)

The educational programs at Motlow are planned and implemented by the nine academic departments in conjunction with the Academic Affairs Office. These departments are Business and Technology, Career Readiness, Education, Humanities, Languages and Learning Support, Mathematics, Nursing and Allied Health, Natural Science, and Social Science. They are complemented by Library Services and a full array of academic support services.

Each semester, numerous credit courses are offered at night, on the weekends, online, or in accelerated format in order to meet the needs of the students. These courses, which are described in other sections of this catalog, are available to full-time and part-time students at several locations for the convenience of the students and these schedules make it possible to complete a degree through a variety of options.

## WORKFORCE DEVELOPMENT AND EXTENDED SERVICES [^Top](#)

The purpose of the Extended Services unit includes several functions such as managing Campus Facilities Requests, issuing Continuing Education certificates, supporting non-credit company and government training, and serving as the Motlow College point of contact for the TBR Regents On-line Continuing Education (ROCE) initiative.

Specifically, this unit administers the “Use of Campus Property and Facilities Reservation” program by ensuring Policy & Procedure No 3:02:02:00 is adhered to, and utilizing the “Facilities Request / Student Event / Visiting Speaker” electronic form. From this, we serve as the Motlow College point of contact to off-campus individual or group requests, including the negotiation of room rental charges. Requests are submitted, reviewed, and approved through Motlow’s online Facilities Request system. The Facilities Request form can be found on the Extended Services web page or click here: [Submit a Facility Request](#)

When requested, Extended Services delivers continuing professional education programs by meeting the non-credit training needs of businesses, industries, and governmental agencies. As a service to our customers, we issue Continuing Educational Units (CEU’s) certificates of completion. Extended Services keeps pace with managerial and technological changes that require training and retraining of the workforce.

Furthermore, this unit serves as the Motlow College point of contact for the TBR Regents On-line Continuing Education (ROCE) initiative, under the Regents On-line Campus Collaborative (ROCC) program. Additionally, this unit provides classes in ACT Preparation for High School students and Motorcycle Safety courses throughout the year.

### THE CONTINUING EDUCATION UNIT (CEU)

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

To meet conditions for satisfactory completion, participants must:

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

#### *CONTACT FOR EXTENDED SERVICES*

The Extended Services unit is open Monday through Friday 8:00 a.m. - 4:30 p.m. and is located upstairs in the Marcum Technology Center, room 209. The phone contacts are 931-393-1760, or 931-393-1601.

## **ACADEMIC DEPARTMENTS**

[Visit Department Page](#)

Motlow College is divided into nine academic departments and offers a variety of courses and programs for students who want to seek employment at the conclusion of one or two years of study as well as for students who plan to transfer to a four-year institution. Each department supports the general education core of the college with English, Mathematics, Natural Science and Social Science courses and readies the under-prepared students through the learning support program when necessary. Certificates of Credit may be completed in the areas of mechatronics and early childhood education.

The instructional areas included within the individual departments are:

Business and Technology Department [Visit Department Page](#)

Accounting	Electrical Engineering
Business Administration	Entrepreneurship
Business Education	Information Systems
Civil Engineering	Mechanical Engineering
Computer Science	Management
Economics	

Career Readiness [Visit Department Page](#)

Information System Technology

Mechatronics

Education Department [Visit Department Page](#)

Associate of Science in Health, Physical Education and Teaching	Recreation
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Early Childhood Education	Secondary Education, Mathematics
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Elementary Education Special Education

Humanities Department [Visit Department Page](#)

Art                                      Mass Communications

General Studies                      Speech and Theater

Languages Department [Visit Department Page](#)

English

French

Spanish

Learning Support Department

Learning Support Math

Learning Support Reading

Learning Support Writing

Mathematics Department [Visit Department Page](#)

Mathematics

Natural Science [Visit Department Page](#)

Biology                                      Pre-Occupational Therapy

Chemistry                                  Pre-Physical Therapy

Physics

Pre-Health Professions

Nursing and Allied Health Department [Visit Department Page](#)

Nursing

Emergency Medical Services

Medical Lab Technology

Social Sciences Department [Visit Department Page](#)

Criminal Justice                              Psychology  
Administration

History    Social Work

Political Science                              Sociology

Pre-Law

## **ACADEMIC SUPPORT SERVICES**

## THE CLAYTON-GLASS LIBRARY

The Clayton-Glass Library is located on Ledford Mill Road between the Ingram and Marcum buildings across from the baseball field. The Library supports the institutional mission by answering information inquiries, providing research tools, and promoting informational literacy to students, faculty, staff, and the community. The library staff brings both experience and knowledge to the support of the college's instructional programs. Services (circulation, collections, and databases) and staff are available at the campus locations: the Moore County campus, the McMinnville Center, the Fayetteville Center, and the Smyrna Center, or through the Internet. Students can receive materials from any site/center by requesting resources and services from staff via e-mail ([library@mscc.edu](mailto:library@mscc.edu)) or at any campus location.

The Library's Internet-accessible catalog, eBook, and periodical and reference databases <http://mscc.edu/library> provide access to Motlow College's collection of over 70,000 print volumes, 178,000 eBooks, 22,600 audio-visual materials, and 22,000 full-text newspapers and magazine and journal titles (print, microforms, and e-resources). Students may access all library databases from the library's home page either from a Motlow campus location or remotely with any computer connected to the Internet using their Motlow user name and password. Interlibrary loan services are available to all users. Computers with printers are available for student research and other instructional needs. Other equipment for library users includes: copiers, microform equipment, televisions, VCR's and DVD players, and audio equipment. Comfortable seating and reading space can be found in each library.

### *Library Hours Fall and Spring Semesters*

#### **Moore County Campus**

Monday - Thursday, 7:30 a.m. - 9:00 p.m.

Friday, 7:30 a.m. - 4:30 p.m.

Saturday Closed

Sunday, 1:00 p.m. - 5:00 p.m.

#### **McMinnville Center**

Monday – Thursday, 8:00 a.m. - 9:00 p.m.

Friday, 8:00 a.m. - 2:00 p.m.

#### **Smyrna Teaching Site**

Monday – Thursday, 7:30 a.m. - 8:30 p.m.

Friday, 8:00 a.m. - 2:00 p.m.

Saturday, 9:00 a.m. - 3:00 p.m.

#### **Fayetteville Center**

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

Friday, 7:30 a.m. - 12:30 p.m.

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

## Center for Academic Technologies (CAT)

The Center for Academic Technologies provides technology support for Motlow faculty and staff. Services include:



- Equipment for check-out (cameras, laptops, LCD projectors, clickers) in the Digital Media Center (DMC) Room MT242
- Audio/Visual recording and editing
- Training and workshops on a variety of desktop and online applications
- Support of faculty use of ITV classrooms and Smart classrooms
- Support for course management system Desire2Learn (D2L)

## ACADEMIC INVENTORY

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

### INVENTORY OF PROGRAMS

#### UNIVERSITY PARALLEL

<b>Department</b>	<b>Major</b>	<b>Area of Emphasis</b>	<b>Degree</b>
Business & Technology	University Parallel	Accounting	Tennessee Transfer Pathway, Associate of Science (A.S.)
Humanities	University Parallel	Art (Studio)	Tennessee Transfer Pathway, Associate of Arts (A.A.)
Natural Science	University Parallel	Biology	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Business Administration	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Business Education	Area of Emphasis, Associate of Science (A.S.)
Natural Science	University Parallel	Chemistry	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Civil Engineering	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Computer Science	Tennessee Transfer Pathway, Associate of Science (A.S.)
Social Science	University Parallel	Criminal Justice Administration	Tennessee Transfer Pathway, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)
Education	University Parallel	Early Childhood Education, Tenn State	Area of Emphasis, Associate of Science (A.S.)
Business & Technology	University Parallel	Economics	Tennessee Transfer Pathway, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)

Business & Technology	University Parallel	Electrical Engineering	Tennessee Transfer Pathway, Associate of Science (A.S.)
Education	University Parallel	Elementary Education, Athens State	Area of Emphasis, Associate of Science (A.S.)
Education	University Parallel	Elementary Education, Lipscomb	Area of Emphasis, Associate of Science (A.S.)
Languages	University Parallel	English	Tennessee Transfer Pathway, Associate of Arts (A.A.)
Business & Technology	University Parallel	Entrepreneurship	Area of Emphasis, Associate of Science (A.S.)
Languages	University Parallel	Foreign Languages	Tennessee Transfer Pathway, Associate of Arts (A.A.)
Humanities	University Parallel	General Studies Track 1	Area of Emphasis, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)
Humanities	University Parallel	General Studies Track 2	Area of Emphasis, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)
Education	University Parallel	Health, Physical Education and Recreation	Area of Emphasis, Associate of Science (A.S.)
Social Science	University Parallel	History	Tennessee Transfer Pathway, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)
Business & Technology	University Parallel	Information Systems	Tennessee Transfer Pathway, Associate of Science (A.S.)
Humanities	University Parallel	Mass Communications	Tennessee Transfer Pathway, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)
Mathematics	University Parallel	Mathematics	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Mechanical Engineering	Tennessee Transfer Pathway, Associate of Science (A.S.)
Business & Technology	University Parallel	Office Management	Area of Emphasis, Associate of Science (A.S.)
Natural Science	University Parallel	Physics	Tennessee Transfer Pathway, Associate of Science (A.S.)
Social Science	University Parallel	Political Science	Tennessee Transfer Pathway, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)
Natural Science	University Parallel	Pre-Health Professions (Dentistry, Medicine, Optometry, Pharmacy, Veterinary Medicine)	Tennessee Transfer Pathway, Associate of Science (A.S.)
Social Science	University Parallel	Pre-Law	Area of Emphasis, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)

Natural Science	University Parallel	Pre-Occupational Therapy	Tennessee Transfer Pathway, Associate of Science (A.S.)
Natural Science	University Parallel	Pre-Physical Therapy	Tennessee Transfer Pathway, Associate of Science (A.S.)
Social Science	University Parallel	Psychology	Tennessee Transfer Pathway, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)
Business & Technology	University Parallel	Regents On-Line Degree Program	Associate of Science (A.S.)
Education	University Parallel	Secondary Education, Math	Area of Emphasis, Associate of Science (A.S.)
Education	University Parallel	Special Education	Area of Emphasis, Associate of Science (A.S.)
Social Science	University Parallel	Social Work	Tennessee Transfer Pathway, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)
Social Science	University Parallel	Sociology	Tennessee Transfer Pathway, Associate of Science (A.S.) <b>OR</b> Associate of Arts (A.A.)
Humanities	University Parallel	Speech and Theater	Area of Emphasis, Associate of Science (A.S.)

*ASSOCIATE OF SCIENCE IN TEACHING*

<b>Department</b>	<b>Major</b>	<b>Area of Emphasis</b>	<b>Degree</b>
Education	Teaching K-6	Elementary Education	Associate of Science in Teaching (A.S.T.)
Education	Teaching Pre K-3	Elementary Education	Associate of Science in Teaching (A.S.T.) Tennessee Transfer Pathway

*ASSOCIATE OF APPLIED SCIENCE*

<b>Division</b>	<b>Major</b>	<b>Area of Emphasis</b>	<b>Degree</b>
Business Technology	Business Technology	Accounting	Associate of Applied Science (A.A.S.)
Business Technology	Business Technology	Business Computer Applications	Associate of Applied Science (A.A.S.)
Business Technology	Business Technology	Business Computer Programming	Associate of Applied Science (A.A.S.)
Business & Technology	Business	Management	Associate of Applied Science (A.A.S.)
Education	Early Childhood Education	Education	Associate of Applied Science (A.A.S.)
Business & Technology	Business Technology	General Technology	Associate of Applied Science (A.A.S.)

Career Readiness	Mechatronics Technology	Mechatronics	Associate of Applied Science (A.A.S.)
Career Readiness	Information System Technology	Information System Specialist	Associate of Applied Science (A.A.S.)
Career Readiness	Information System Technology	Office Information Concentration	Associate of Applied Science (A.A.S.)
Nursing and Allied Health	Emergency Medical Services	Paramedic	Associate of Applied Science (A.A.S.)
Nursing and Allied Health	Nursing	Nursing	Associate of Applied Science (A.A.S.)

#### *CERTIFICATE PROGRAMS*

<b>Division</b>	<b>Certificate</b>
Career Readiness	Mechatronics Certificate of Credit
Education	Early Childhood Education Certificate of Credit (24 credit hours)
Education	Basic Early Childhood Education Certificate of Credit (12 credit hours)
Nursing and Allied Health	Emergency Medical Technician Certificate of Credit
Nursing and Allied Health	Advanced Emergency Medical Technician Certificate of Credit
Nursing and Allied Health	Paramedic Certificate of Credit

#### MAJORS

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

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

Accounting	Information Systems
Art	Mass Communications
Biology	Mathematics
Business Administration	Mechanical Engineering
Business Education	Office Management
Chemistry	Physics
Civil Engineering	Political Science
Computer Science	Pre-Health Professions

Criminal Justice Administration	Pre-Law
Early Childhood Education	Pre-Occupational Therapy
Economics	Pre-Physical Therapy
Electrical Engineering	Psychology
Elementary Education	Secondary Education
English	Social Work
Entrepreneurship	Sociology
Foreign Languages	Special Education, Modified K-12
General Studies	Speech and Theatre
Health/Physical Education and Recreation	
History	

#### *ASSOCIATE OF SCIENCE IN TEACHING*

Teaching Pre K-3 (A.S.T.)

Teaching K-6 (A.S.T.)

#### ASSOCIATE OF APPLIED SCIENCE

##### *BUSINESS MAJOR*

Motlow State Community College offers a business major with a concentration in management. This two-year program is for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science is awarded.

##### *BUSINESS TECHNOLOGY MAJOR*

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

##### *EARLY CHILDHOOD EDUCATION MAJOR*

Motlow State Community College, as part of the Tennessee Board of Regents' Vision 2003: Tennessee Head Start's Academic Excellence Model, offers an Early Childhood Education major. The purpose of this model is to create a Head Start statewide early childhood academic degree and professional/career development model that supports the Head Start Reauthorization Act degree requirements for Head Start teachers/staff. This

initiative builds on the established Tennessee Early Childhood Training Alliance (TECTA) model. The academic coursework and practicum prepare students for CDA (Child Development Associate) assessment and credentialing. The major is not limited to Head Start personnel but is open to all persons wishing to gain professional expertise in childcare from infant to children in the third grade. The Basic Technical Certificate and Certificate in Early Childhood Education and Basic Early Childhood Education are embedded in the Associate of Applied Science Degree. The college offers an accelerated evening degree program to serve persons already employed in Early Childhood Education. Contact the Education Department for additional information about this scheduling option.

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

Motlow State Community College is part of the Tennessee Early Childhood Training Alliance, (TECTA) a statewide training system based on the belief that early childhood education personnel need to acquire recognized professional knowledge and skills to provide appropriate care and education for young children. TECTA is approved and sponsored by the Tennessee Board of Regents and funded through Tennessee State University (TSU) by the Department of Human Services (DHS) using federal funds. There are consortia of higher education institutions that serve all ninety-five Tennessee counties. Motlow is part of the consortium with Middle Tennessee State University that acts as the lead institution and TECTA center for Motlow. Classes are held at various Motlow locations. For more information, Tracy Harper 615-277-1695 work, 615-243-3059 mobile or email her at tharper1@tnstate.edu

#### *Information Systems Technology, A.A.S.*

The AAS in IST is designed to prepare students for careers in information and office systems involving computer usage. Students will have an option to focus on becoming a specialist in computer applications or Office management. Two concentrations are offered. 1. Information Systems Specialist Concentration This career program will introduce students to the field of Computer Support Specialist. Successful students will gain knowledge of essential computer hardware and software components and their functions, proficiency with software applications and business-related programming languages and an understanding of basic business concepts. This program is designed for the student who does not intend to transfer to a four-year institution. 2. Office Information Technology Concentration This career program will introduce students to the field Office Management. Successful students will gain proficiency with software applications and business-related programming languages and an understanding of basic business concepts. This concentration will have the same general education and core course requirements as the ISS concentration above. This program is designed for the student who does not intend to transfer to a four-year institution.

#### **NURSING MAJOR**

Motlow State Community College offers a nursing major in a program leading to the Associate of Applied Science Degree. Admission to the nursing program is selective. Upon completion of the program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may write the National Council Licensing Examination (NCLEX-RN) for licensure as a Registered Nurse.

#### *REGENTS ONLINE CAMPUS COLLABORATIVE/REGENTS ONLINE DEGREE PROGRAM*

Motlow College, in conjunction with the other Tennessee Board of Regents (TBR) colleges and universities, is a participant in the Regents Online Campus Collaborative, and in particular Regents Online Degree Program (RODP). The mission and purpose of the RODP is to improve access to high-quality, affordable, student-centered learning opportunities through the use of technology. The RODP allows students to earn a college degree entirely online. Courses offered as part of the RODP are offered and conducted by the different colleges and universities within the TBR system, and consequently, maintain the same content and rigor as all other



college courses. All RODP courses are taught online (Internet) in an interactive, asynchronous format. This allows students to pursue a college degree without having to attend traditional on-campus classroom instruction.

RODP courses are open to all Motlow College students. Courses completed as part of the RODP will be reflected as collegiate-level credit on the student's Motlow transcript. Motlow students who wish to pursue an RODP degree, or who simply wish to complete individual RODP courses as part of their Motlow program of study, can do so by following the same admissions and enrollment procedures as required by any other Motlow program or course. Students can simultaneously be enrolled in RODP and regular on-campus courses, and based on approved articulation agreements, can use specifically designated RODP courses to satisfy certain identified Motlow College program requirements. To determine which RODP course(s) will articulate for which Motlow College course(s), students should contact their academic advisor or the Office of Admissions and Records.

The RODP faculty and staff have been specifically trained in teaching and assessing the needs of online students. Student services such as admissions, registration, advising, library services, bookstore, tutorial services, and other related student support services are also offered online, as is 24-hour, 7 day-a-week technical support for accessing course material and handling computer software and/or hardware problems.

For more detailed information about the RODP, to include the individual programs of study, specific course requirements, and individuals to contact for assistance, go to the RODP link on the Motlow College website at [www.mscc.edu](http://www.mscc.edu) or contact the MSCC RODP Campus Contact at 931-393-1640 (toll free 1-800-654-4877 ext. 1640).

#### ASSOCIATE OF SCIENCE IN TEACHING

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

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

#### CERTIFICATE OF CREDIT PROGRAMS

A certificate of credit program enables the college to provide a short-term program in a concentrated area to develop specific career skills. Certificate of credit programs are available in mechatronics, and early childhood education. Certificate of credit programs are designed for the student who does not intend to transfer to a four-year institution.

## OTHER EDUCATIONAL ACTIVITIES

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In response to special needs of persons in its service area, Motlow College develops special credit courses or identifies special groups of courses designed to meet specific educational objectives without a degree or a

certificate of credit. Among these individual courses are emergency medical technology and a cluster of courses identified as the apprenticeship program.

## EMERGENCY MEDICAL SERVICES EDUCATION

The purpose of the EMS Education is to prepare an EMS professional who demonstrates the competencies necessary to assume the role of emergency personnel as defined by the Tennessee Department of Health, Division of Emergency Medical Services and to provide competent, qualified candidates eligible for licensure to meet the needs of the college's eleven county service area.

Classes are completed in an intense setting utilizing lecture, lab and clinical training. Class size is limited and is filled on a first to qualify basis (EMT/AEMT). Paramedic is filled in a selection process with limited class size. Courses have the EMSA, EMSB AND EMSP discipline code.

Motlow State Community College offers four tracks of educational training in emergency medical services.

1. Emergency Medical Technician – students take 16 credit hours which includes fundamentals, skills and clinical/field experience. Upon successful conclusion of the course, students may take the National Registry Exam to obtain national certification as an EMT.
2. Advanced Emergency Medical Technician – students take 16 credit hours which includes fundamentals, skills and clinical/field experience. Upon successful completion of the course, students may take the National Registry Exam to obtain national certification as an AEMT.
3. Paramedic - students take 43 credit hours which include fundamentals, skills, and clinical/field experience. The paramedic training is completed in three semesters. Upon successful completion of the training, the student is eligible to take the National Registry Exam to obtain national certification as an EMT-Paramedic.
4. A.A.S. in Emergency Medical Services- students can take an additional 17 hours of General Education courses to complete the A.A.S. in Emergency Medical Services. These courses will allow the student to further their education in obtaining a college degree.

For more information on this program, please contact Drew Hooker, Emergency Medical Services Coordinator at [dhooker@mscc.edu](mailto:dhooker@mscc.edu) or 1-800-654-4877 Ext. 3042.

## APPRENTICESHIP PROGRAM

The apprenticeship program is a group of courses designed to satisfy the 40-semester-credit-hours related studies requirement to obtain the journeyman's card in the machinists' trade from the U.S. Department of Labor. Completion of 8,000 hours of an on-the-job training component must be negotiated between the student's employer and the U.S. Department of Labor. Most of the related studies courses are listed with an IAT discipline code. For information about the apprenticeship program, contact the Department Chair of Business and Technology.

## PRIOR LEARNING ASSESSMENT (PLA)

Prior Learning Assessment (PLA) - PLA is a term used to describe learning gained outside a traditional academic environment. Put another way, it is learning and knowledge students acquire while living their lives, such as by working, participating in employer training programs, serving in the military, studying independently, volunteering or doing community service, and studying open source courseware. In short, PLA is the evaluation and assessment of an individual's life learning for college credit, certification, or advanced standing toward further education or training.

Prior Learning Assessment (PLA) allows the student to earn up to a maximum of 30 hours of elective collegiate credit for prior experiential learning upon documentation and review by the PLA instructor. Students must enroll in, and successfully complete IDS 2900, Prior Learning Assessment, in order to earn PLA credit. For more information, contact the Assistant Vice President of Academic Affairs.

The maximum amount of alternative sources of credit allowed from all sources is 30 total credit hours required for graduation, unless otherwise modified by State legislative mandates or policy changes required by the Tennessee Higher Education Commission or the Tennessee Board of Regents.

#### ADULT COLLEGE EXPRESS

The Adult College Express (ACE) Program is a fast-track program designed for the highly motivated, independent adult student focused on completing his or her degree. Classes are held one night each week for 5 weeks and last for 4 hours each night (except 4 hour courses which meet extra evenings) with additional group study nights. Students only take one ACE class at a time. The program normally takes 24 months to complete (excluding any required learning support courses). For more information about this program, contact the ACE Director at 931-393-1816.

## ACADEMIC POLICIES AND STANDARDS

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#### 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 Science in Teaching degree is also earned for transfer. The Associate of Applied Science degree is earned with a selection of a career major. The curriculum requirements for each available program of study are outlined in section entitled “Program of Study—Core Curricula.” The student who plans to follow an area of emphasis in the University Parallel Major should secure a copy of the catalog of the institution to which he/she plans to transfer and use it in planning a program of study at Motlow. The selection early in a student’s academic career of a curriculum designed to meet educational objectives will increase the satisfaction the student will realize from his/her educational experiences. Faculty advisors and counselors are prepared to assist the students in program planning and course selection.

#### PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

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

#### PROGRESSION STANDARD FOR COMPLETING THE LEARNING SUPPORT MATHEMATICS REQUIREMENT

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

## STUDENT LOAD

For administrative purposes, an individual is considered to be a full-time student when enrolled for a minimum of twelve (12) semester hours credit. Sixteen (16) to seventeen (17) semester hours is the normal student load per semester. Nineteen (19) semester hours is the maximum student load allowed without approval of the appropriate department chair. The maximum load for one (1) semester which will be approved is twenty-two (22) semester hours. Factors considered for approving enrollment beyond nineteen (19) semester hours include the classification of the student, the cumulative grade point average of the student, and the anticipated date of graduation.

**STUDENT LOADS FOR SUMMER SEMESTER:** The summer semester is composed of four separate, but overlapping terms. These terms are the full term (FT), two half terms (1H, 2H) and Maymester. A student may schedule classes in combination of these terms, but credit hours are limited to no more than eight (8) hours during any half term and sixteen (16) hours during the full semester. Sixteen (16) semester hours is the maximum student load allowed without approval of the appropriate department chair. Similar guidelines are defined for a selection of courses which mix summer terms. The maximum load for summer semester which will be approved is nineteen (19) semester hours.

## STUDENT CLASSIFICATION

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

## CATALOG SELECTION

Students are allowed to graduate or receive certificates of credit by the requirements of the catalog under which they entered, the catalog in effect when a change of major form is filed, or any subsequent catalog, provided the catalog containing the program being followed is not more than five years old based on the date of completion of graduation requirements. For example, the 2014-2015 catalog expires after five years and thus cannot be used for graduation after August 2020.

## INTENT TO GRADUATE

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

### Spring and Summer Graduates

1. **Complete all learning support.**
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 department

offices.) Intent to Graduate forms for students who fail to complete all requirements by the end of summer term following spring graduation is VOID. Students MUST submit a new Intent to Graduate form prior to the stated deadline immediately prior to their next anticipated date of graduation.

## Fall Graduates

1. Complete all learning support.
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 department offices.)

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 department office. The completed form will indicate the certificate of credit to be received, the effective catalog year, and the projected date for completion of all program requirements. The student should verify the required information with the academic advisor and confirm with the advisor that all certificate of credit requirements will be met by the projected date of graduation. The completed form with the signature of the advisor is to be submitted to the Office of Admissions and Records by November 1 of the completion year. If a student does not finish the certificate of credit requirements during the year that the Intent form is filed, he/she should contact the Office of Admissions and Records during the term that requirements will be completed.

# GRADUATION REQUIREMENTS

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

1. Complete curriculum requirements for the specific degree and major (and concentration or area of emphasis, if applicable) selected. No course or courses may be used to meet more than one requirement in a given program. These items apply to all programs completed for a degree:

- a. Not fewer than sixty (60) semester hours of college-level credit.
- b. A minimum of twenty-five percent (25%) of coursework must be completed in residence at Motlow State Community College.
- c. A cumulative grade point average of not less than 2.00 ("C" average) for the degree program excluding all hours earned in learning support courses.
- d. All Learning Support course requirements must be met and all high school deficiencies must be removed.

To earn the Associate of Science in Teaching Degree at Motlow State Community College, students must meet each of the requirements listed above with the additional requirement that students who qualify for the AST must satisfy the following:

1. Attainment of a cumulative 2.75 grade point average  
 2. Successful completion of the PRAXIS I3.  
 Achievement of satisfactory rating on an index of suitability for the teaching profession  
 4. Achievement of "C" or better in ENGL 1010 and ENGL1020 and each of the Mathematics (MATH) and Education (EDU) courses in the curriculum.

2. An Intent to Graduate form should be filed with the Office of Admissions and Records no later than November 1 by anyone who plans to receive a degree in December, May, or August of the current academic year.
3. A Cap and Gown form must be completed.
4. 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.
5. REQUIRED STUDENT ASSESSMENT AND PROGRAM EVALUATION: all graduating students are required to take the ETS Proficiency Profile test designed to measure general education achievement, and graduates of career programs are required to take competency tests applicable to the chosen major for the purpose of evaluation of the career program, as required by public policy. Unless otherwise provided for in any individual program, no minimum score or level of achievement is required for graduation. Participation in testing is required for all graduating students. In order to comply fully with this provision, the student must authorize the release of his or her scores to Motlow College. Individual student scores will be treated as confidential.

#### CERTIFICATE OF CREDIT COMPLETION REQUIREMENTS

The student who receives a certificate of credit may participate in graduation exercises. To receive a certificate of credit at Motlow State Community College, students must do the following:

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

#### AWARDING DEGREES OR CERTIFICATES OF CREDIT

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



## *RECEIVING A SECOND ASSOCIATE DEGREE*

A second degree will be awarded only when a student has completed a second associate degree of a different designation – Associate of Arts, Associate of Science, Associate of Science in Teaching, or Associate of Applied Science. The second degree provision applies only to the designation, not to additional majors, concentrations, or areas of emphasis. The student will be governed by the provisions of the catalog in effect at the time work toward the second degree is initiated.

## AWARDS AND HONORS

Students graduating with 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 GPA for collegiate-level courses for the semester.

### *HONOR ROLL*

The Honor Roll each semester includes names of full-time students who have a 3.00–3.49 GPA for collegiate-level courses for the semester.

## HONORS PROGRAM

### *HONORS PROGRAM*

The Honors Program provides a path to excellence for academically talented students who want to derive maximum benefit from their educational experience. The Honors curriculum helps students achieve their goals through interaction with other equally qualified students and highly motivated, qualified faculty. Any eligible student may take any honors course without committing to the Honors Program as a whole.

### *COMPLETING THE HONORS PROGRAM*

Honors students should satisfy the requirements for any Tennessee Transfer Pathway or Area of Emphasis, graduate with a minimum 3.0 grade point average, and earn twenty-one hours from honors courses with at least six hours in English and three hours of Interdisciplinary Studies seminar honors courses (IDSH 1020, IDSH 1021, IDSH 1022, or IDSH 1023), and at least one hour of community/service learning (IDSH 1001).

### *HONORS COURSES ELIGIBILITY REQUIREMENTS*

Students seeking admission to honors courses are eligible for Honors courses on the basis of past performance as measured by ACT scores, high school records, previous college-level coursework, and/or college professor recommendations. Students may be admitted to a course as follows:



1. Students under 21 years of age must complete the ACT. A composite score of 23 or above is ideal, and the student must present documented eligibility for collegiate level courses except mathematics and a high school GPA of 3.0 or higher. Students may request an exception to the minimum ACT score from the Honors Coordinator.
2. Students who are 21 years of age or older must take the English, reading, and mathematics portions of the COMPASS test and score high enough to be exempt from learning support requirements in English and Reading.
3. Students eligible for dual and/or joint enrollment may enroll in Honors courses.
4. Students who have taken collegiate courses in dual and/or joint enrollment arrangements and maintained a 3.0 collegiate average or students who have Advanced Standing credit in English, Advanced Placement credit, or CLEP credit may enter the Honors Program but will be required to complete the same number of Honors hours as any other Honors scholar.
5. Students who fail to meet the requirements listed above may still enroll in honors courses upon the recommendation of the Honors Coordinator or the faculty member teaching the Honors course in which the student wishes to enroll.

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

Honors courses are generally not offered in the summer session

#### COURSE REQUIREMENTS WAIVER AND SUBSTITUTION

When sufficient cause necessitates a program of study change to enable a student to graduate, a course requirement waiver and/or substitution may be processed. Course waivers and/or substitutions should be determined in conference with the student's advisor and require the approval of the student's advisor, a faculty member from the applicable discipline, and the appropriate department chair. A form for this approval is available in the office of the appropriate department chair. The completed Course Waiver and Substitution form with necessary signatures is to be submitted to the office of Admissions and Records by the student.

Course waivers and/or substitutions approved as of June 1, 2010, will expire five years from the date of approval by the appropriate department chair. Course waivers and/or substitutions approved prior to June 1, 2009 are not subject to the five-year limit.

#### INCOMPLETE COURSE WORK

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

1. The deadline for students to complete and submit required work to the faculty member will be the time established for mid-term examinations in the semester following the term in which the "I" was received. The mid-term examination schedule is given in the class schedule. Students who receive an "I" in the spring semester will observe the schedule for the following fall semester.
2. An "I" in Nursing (NURS) courses must be removed by the end of the second week of the semester following the term in which the "I" was received, including summer term.
3. When required work has been submitted to the faculty member no later than one week after the deadline for removing an "I," the faculty member will file a completed Change of Grade form in the Office of Admissions and Records. The grade change will be updated on the student file prior to semester grade processing.

4. Under extenuating circumstances, a faculty member can request, by memorandum to the Director of Admissions and Records, an extension of the "I" without punitive effects on the student's cumulative grade point average. The extension will extend to the next semester's deadline.
5. If a faculty member does not submit a completed Change of Grade form or a request for an extension of an "I," the "I" will be replaced by an "F" to be computed into the grade point average.
6. Students who receive an "I" for learning support level coursework may not enroll in the next higher level course in the sequence until the "I" is removed from the transcript.

## REPEATING A COURSE

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

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

1. Only the last grade received in repeating a course will be used in computing the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event a student repeats a course more than twice, the grade received in the third attempt and all subsequent attempts will be used in computing the cumulative grade point average.
2. The hours attempted in repeating a course are subtracted from the total hours attempted before dividing to compute the cumulative grade point average provided the number of repeats of any single course does not exceed two (three attempts). In the event a student repeats a course more than twice, the hours attempted in the third attempt and all subsequent attempts will be included in the total hours attempted before dividing to compute the cumulative grade point average.
3. The credit hours earned for a course will be included only one time in the cumulative hours earned no matter how many times the course is completed.
4. All grades received for a course will remain on a student's transcript. A notation is added to indicate that the course has been repeated. The information showing the grade received when the course was repeated is given in the report for the semester during which the course was re-repeated. If a course is repeated and no completed Repeat Form is submitted to the Office of Admissions and Records, appropriate reductions in cumulative hours earned will be made when the academic record is revised. In order to keep academic records up to date and avoid inflating cumulative hours earned, students must complete a Repeat Form and submit it at the time of registration.

## GRADING SYSTEM

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

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

\*This grade is not used for any learning support, nor does it remove any A89 deficiency.\*\*The FA grade indicates that the student earned a grade of F (failing) and accumulated excessive absences' (non-school-related) absences' totaling more than fifteen percent (15%) of the total number of times a class meets during the semester.

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

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

\*This grade applies only to learning support courses.

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

An "I" in nursing (NURS) courses must be removed by the end of the second week of the semester following the term in which the "I" was received, including summer term.

An In Progress (IP) grade may be assigned to a student's grade report when all of the following exist: 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 attended at least 85% of the class meetings throughout the term. Students who receive an "IP" must repeat the course in the following semester or the "IP" converts to an "F." Students who receive an "IP" in the spring semester will observe the schedule for the following fall semester.

The "AU" is used when a student requests audit status for a course and receives no credit and no grade.

The grades "P" and "F" are used for courses with the Pass/Fail grading option. The "P" is used when a student receives credit for a course. The "P" is not used in computing the grade point average. When a "P" is assigned,

the hours earned are increased, but total hours attempted and quality points earned are not affected. The “F” is used in computing the grade point average by including the number of hours of the course in the hours attempted total and including zero grade points in the grade points earned.

The “S” is used only for reporting a general interest community service course and indicates successful completion of that course and receipt of Continuing Education Units (CEUs) or any course offering the Satisfactory (“S”) or Unsatisfactory (“U”) grade option.

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

The “U” is used for reporting unsatisfactory completion of any course which offers the Satisfactory (“S”) or Unsatisfactory (“U”) grade option.

#### APPEAL OF A GRADE

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

#### Steps for Appeal of a Grade:

1. The student addresses the concern directly with course instructor.
2. In the absence of a successful resolution, the student may submit an appeal to the appropriate Department Chair. **The appeal should be filed using the [Grade Appeal Procedure Form](#) and should include the elements of concern, justification for the appeal, and attachment of all supporting documentation.**
3. The appropriate Department Chair will review the appeal, perform whatever investigation is deemed necessary, and make a decision.
4. Should the student after following the above procedure feel that circumstances warrant further appeal, the student may appeal in writing to the Assistant Vice President for Academic Affairs. The Assistant Vice President for Academic Affairs will review the appeal, conduct any investigation deemed necessary, discuss the issues with the student, and make a decision.
5. Should the student after following the above procedure feel that circumstances warrant further appeal, the student may appeal in writing to the Vice President of Academic Affairs. The Vice President of Academic Affairs will review the merits of the case, and will notify the student, the instructor, and the Assistant Vice President of Academic Affairs in writing of the response of the appeal. The decision of the Vice President of Academic Affairs is final.

#### ACADEMIC FRESH START

“Academic Fresh Start” is a plan of academic forgiveness which allows undergraduate students who have experienced academic difficulty to make a clean start upon returning to college after an extended absence. The Academic Fresh Start allows eligible students to resume study without being penalized for his/her past unsatisfactory scholarship and signals the initiation of a new QPA/GPA to be used for determining academic standing.

Readmitted students who were formally enrolled in the institution, as well as transfer students who meet institutional requirements for admission, and who have been separated from all institutions of higher education for a minimum of four (4) years are eligible for the Fresh Start. Institutional policies governing the readmission of former students and admission of transfer students must be in compliance with TBR policy 2:03:00:00

Admissions. This policy requires that the “transfer applicant’s grade point average on transferable courses must be at least equal to that which the institution requires for the readmission of its own students. A student may utilize the Academic Fresh Start only once. The Fresh Start will be formally applied on the day after the 14th day (census date) for the institution in which the student remains enrolled.

To qualify for the Fresh Start the student must:

1. Be separated from all collegiate institutions for at least four years ( 8 semesters) ;
2. Apply before the end of the first semester of attendance;
3. File a formal request with the Director of Admissions and Records to be submitted to the Vice President for Academic Affairs office;
4. Be a degree seeking student.

Once the Fresh Start is granted:

1. The student’s permanent record will remain a record of all work completed;
2. Courses taken and previously failed will be excluded from the calculation of GPA;
3. Courses with grade of D will be excluded from the GPA calculation when a grade of C or better is required for the student’s major; and
4. The student’s GPA and credit hours will reflect courses for which passing grades were earned and retained.
5. The current major will be considered the major the student has currently selected when the Fresh Start is formally applied on the day after census (14th) enrollment date. Courses excluded from the calculation will not be reviewed or reconsidered should the student change majors following the application of the Fresh Start.

An Academic Fresh Start will not remove Financial Aid eligibility standards under Satisfactory Academic Progress rules. All attempted hours will be counted for Financial Aid and Tennessee Lottery standards.

All Tennessee Board of Regents institutions will honor a Fresh Start provision granted at another TBR institution. A student who plans to transfer to a non-TBR institution should contact that institution to determine the impact of Academic Fresh Start prior to implementing the program at Motlow State. If assistance is needed the student should contact the Office of Admissions and Records.

#### GRADE POINT AVERAGE (GPA)

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

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

Example:

3 hrs. course completed with grade A:  $3 \times 4 = 12$  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 1000 and above and (2) a “combined” GPA—a cumulative GPA and term GPA comprised of both hours taken in courses numbered 1000 and above and hours taken in Learning Support courses. Each of these averages is used in the following manner:

The “college only” GPA is used in

1. Calculating the required cumulative GPA for graduation
2. Determining graduation honors
3. Determining term honors
4. Academic Fresh Start

The “combined” GPA is used in

1. Determining suspension and probation
2. Determining financial aid eligibility
3. Determining athletic eligibility

## RETENTION STANDARDS

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### ASSOCIATE DEGREE PROGRAMS

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

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

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

Semester Hours Attempted

Minimum Cumulative GPA

00.1 - 14.0	1.0
14.1 - 26.0	1.4
26.1 - 40.0	1.7
40.1 - 48.0	1.8
48.1 - 56.0	1.9
56.1 - and above	2.0

#### CERTIFICATE OF CREDIT PROGRAMS

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

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

#### 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

#### PROBATION AND SUSPENSION

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

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

A student who is (enrolled) on academic probation and attains a 2.00 “combined” grade point average in the term of the probation will continue to be enrolled on academic probation until attaining a cumulative



“combined” graded point average at or above the standard given in the table.(listed under Retention Standards above)

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

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

#### *APPEAL OF ACADEMIC SUSPENSION*

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

The student appealing academic suspension must contact the Office of Student Affairs. The student should request a suspension appeal form from the Office of Student Affairs or go to <http://www.mscc.edu/FormBank/Students/SUSPENSION%20APPEAL%20FORM%20SUMMER%20TERM%202012.pdf>, complete the form as indicated, and return it with a copy of his/her college transcript to the Assistant Vice President for Student Affairs prior to the day scheduled for hearing appeals. Appeals are heard by the Student Affairs Committee; decisions of the Committee are final.

The Vice President for Student Affairs has the authority to remove suspension status for students when recommended by the Student Affairs Committee.

## **ACADEMIC SCHEDULE**

Motlow State Community College operates on the semester system, having three academic semesters: fall, spring, and summer. The projected calendar for each term of the academic year appears on the Motlow College website <http://www.mscc.edu/schedules.aspx>. The calendar for each term is confirmed in the Schedule of Classes when published. Credit granted for each course generally corresponds to the number of hours (50 minutes lecture time = 1 class hour) a class meets each week. Activities such as laboratory courses and physical education courses may require more than one hour for each credit hour.

#### **CLASS SCHEDULE AND SCHEDULE ADDENDUM**

Prior to the beginning of each semester, a class schedule is published online at [www.mscc.edu/schedules.html](http://www.mscc.edu/schedules.html). Courses in the schedule are listed by a discipline code, a course number, a call number, course description, room number, days of the week the class meets, period or time of day, the credit for each course, and the instructor assigned to the course.

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

Changes in the Schedule of Classes may occur between the publication of the schedule and the opening of the semester. These changes are reflected online, in MYMOTLOW class listing for students, and communicated to advisors as they occur. Students should check with their advisors or appropriate director/department chair for schedule changes and updates.

## CLASS CANCELLATION

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

When a class is canceled, students may withdraw via the web and are encouraged to contact their advisors regarding alternate course selections.

## DISCIPLINE CODES

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

### **Business and Technology**

ACCT	Accounting
BUSN	Business
CISP	Computer Science
ECON	Economics
ENGR	Engineering
INFS	Information Systems
RES	Real Estate

### **Career Readiness**

IST Information System Technology

MECH Mechatronics

### **Education**

COP	Cooperative Education
ECED	Early Childhood Education
EDU	Education
HPE	Health & Physical Education
IDS	Interdisciplinary Studies

### **Humanities**

ARTA	Art Appreciation
ARTP	Art Performance
ARTH	Art History
COMM	Communications
MUSA	Music Appreciation
MUSP	Music Performance
SPCH	Speech
THEA	Theatre

### **Languages**

ENGL	English
FREN	French
SPAN	Spanish

### **Learning Support**

MATH	Learning Support-Mathematics
READ	Learning Support-Reading

PHED Physical Education Activities Courses

ENGL Learning Support-Writing

### Mathematics

MATH Mathematics

### Social Science

ANTH Anthropology

### Natural Science

BIOL Biology

CRMJ Criminal Justice Administration

CHEM Chemistry

GEOG Geography

GEOL Geology

HIST History

PHYS Physics

IDSH Interdisciplinary Studies Honors

PSCI Physical Science

POLS Political Science

### Nursing and Allied Health

PSYC Psychology

NURS Nursing

SWRK Social Work

EMSB Emergency Medical Services Basic

SOCI Sociology

EMSA Emergency Medical Services Advanced

EMSP Emergency Medical Services Paramedic

## LEARNING SUPPORT PROGRAM

The purpose of the Learning Support program is to identify students who are underprepared for college-level studies and to prepare them for entry into that curriculum. The needed skills in mathematics, reading, and writing are divided into learning modules and are presented in a computer-assisted, instructor-facilitated laboratory environment. The course work is designed to allow students to work independently and to complete only the modules needed to satisfy their identified areas for improvement.

It is imperative that students speak with an advisor prior to enrolling to ensure correct placement.

### LEARNING SUPPORT ASSESSMENT

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

- First time Freshman Under the Age of 21As an initial assessment, students entering Motlow College, who are under twenty-one (21) years of age, must present a valid ACT or SAT score. To be valid the scores must be earned within three (3) years prior to the first day of the student's entering term. The highest score on all valid assessments is used for placement into college-level or learning support classes. ASSESSMENT AND LEARNING SUPPORT COURSES. A student deficient in algebra will be required to take the appropriate mathematics portions of the COMPASS test unless the student's valid ACT composite score is 26 or greater. Students who are placed into learning support by COMPASS or ACT sub-scores can "challenge" in an attempt to improve their placement

by taking one or more portions of the COMPASS test. The first challenge using COMPASS is free of charge. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times. Should a student seek an additional challenge, he or she must speak with the Learning Support Director or his/her designee.

- **First time Freshman Over the Age of 21**As an initial assessment, students entering Motlow College, who are twenty-one (21) years of age and older as of the first day of the student's entering term, who are seeking regular admission, and who do not have a valid ACT or SAT score, must take all portions of the COMPASS test. Should the student have a valid ACT or SAT score, he or she may present those scores for initial assessment. To be valid the scores must be earned within three (3) years prior to the first day of the student's entering term. The highest score on all valid assessments is used for placement into college-level or learning support classes. Students who are placed into learning support by COMPASS or ACT sub-scores can "challenge" in an attempt to improve their placement by taking one or more portions of the COMPASS test. The first challenge using COMPASS is free of charge. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times. Should a student seek an additional challenge, he or she must speak with the Learning Support Director or his/her designee.
- **Degree-seeking Transfer Student**Degree-seeking transfer students who have not previously been assessed or who have not earned credit in college-level English composition or a reading-intensive course, or a college-level mathematics must take the appropriate portion(s) of the COMPASS test before they can enroll unless they are under twenty-one (21) years of age and otherwise exempt by ACT scores. Performance on the COMPASS test results in placement in either a college-level course or a learning support class. Students who are placed into learning support by COMPASS or ACT sub-scores can "challenge" in an attempt to improve their placement by taking one or more portions of the COMPASS test. The first challenge using COMPASS is free of charge. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times. Should a student seek an additional challenge, he or she must speak with the Learning Support Director or his/her designee.
- **Non-degree Seeking/Certificate Program Students**Certificate seeking students entering without transferable college level English composition will be assessed prior to enrollment in a college-level English course or any course with an English prerequisite. Assessment will be made by COMPASS scores or a valid ACT/SAT if the student is less than twenty-one (21) years of age. Certificate seeking students entering without transferable college level credit from a reading-intensive general education course, will be assessed in reading. Assessment will be made by COMPASS scores or a valid ACT/SAT if the student is less than twenty-one (21) years of age. Certificate seeking students entering without transferable or college-level mathematics will be assessed prior to enrollment in a college-level mathematics course or in any course with mathematics as a prerequisite. Assessment will be made by COMPASS scores or a valid ACT/SAT if the student is less than twenty-one (21) years of age. Students who are placed into learning support by COMPASS or ACT sub-scores can "challenge" in an attempt to improve their placement by taking one or more portions of the COMPASS test. The first challenge using COMPASS is free of charge. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times. Should a student seek an additional challenge, he or she must speak with the Learning Support Director or his/her designee. Non-degree seeking students, who are taking course for professional development or personal enrichment, must speak with the Learning Support Director or his/her designee about the need for assessment. A determination of need for assessment will be made on a case-by-case basis.
- **Dual enrollment**Dual enrollment students must place into college-level work via ACT, ACT Plan or Compass scores. Dual enrollment students who are rising sophomores and who have not taken the ACT must submit an ACT Plan score before eligibility for the dual enrollment program can be determined. Juniors and rising seniors

must submit a valid ACT/SAT scores. If a student does not have ACT or ACT Plan scores, the student can take the ACT residual test in the Motlow College Testing office. Once the student has valid ACT scores, the ACT plan scores are invalid. Prospective dual enrollment students with valid ACT scores less than the required minimum scores for college-level reading, writing, and or math may challenge their placement by taking one or more portions of the COMPASS test. The first challenge using COMPASS is free of charge. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. Students can purchase review material and/or software to help review content. Students can challenge placement no more than two times. Students who present an ACT Plan may not challenge placement through the COMPASS test.

<b>SUBJECT/TEST CATEGORY</b>	<b>ACT SUBJECT SCORE</b>	<b>SAT SUBJECT SCORE</b>	<b>COMPASS Score</b>	<b>PLACEMENT</b>
<b>Writing</b>	English 1-12	Critical Reading 200-330	Writing 1-35	Meet with Learning Support Director or designee
	English 13-17	Critical Reading 340-440	Writing 36-76	ENGL 0810
	English 18-36	Critical Reading 450-800	Writing 77-99	ENGL 1010
<b>Math</b>	Math 1-12	Math 200-270	Algebra 1-16	Meet with Learning Support Director or designee
	Math 13-18	Math 280-450	Algebra 17-37	MATH 0810
	Math 19-36	Math 460-800	Algebra 38-99	College-level Math course
<b>Reading</b>	Reading 1-12	Critical Reading 200-350	Reading 1-60	Meet with Learning Support Director or designee
	Reading 13-18	Critical Reading 360-450	Reading 61-82	READ 0810
	Reading 19-36	Critical Reading 460-800	Reading 83-99	College-level

**ASSESSMENT AND LEARNING SUPPORT COURSES.** A student deficient in algebra will be required to take the appropriate mathematics portions of the COMPASS test unless the student's valid ACT composite score is 26 or greater. This does not apply for students enrolled in Dual Enrollment high school classes.

### *Minimum ACT Scores*

Students who have a composite score less than a 13 on the ACT will be counseled by an advisor or the Learning Support Director of their options. This minimum score must be achieved in order to enter learning support courses. These options could include tutoring at adult basic education or attending an area technology center.

Students who have a reading, writing, or mathematics sub-score less than 13 will be allowed to proceed through the challenge placement process and are eligible for college-level admission in the areas of study that are above the minimum score. The college will offer several products for purchase to assist the student, and students should speak with the Learning Support Director or his/her designee about this process.

### *COMPASS Test Information*

THE COMPASS test assesses students' readiness for college level work. COMPASS is a computer testing system which assesses students to determine their academic readiness in reading, writing, and mathematics. Interactive responses to software are designated to determine academic readiness and to record student results in institutional records for appropriate placement. The reading skills portion of the COMPASS is designed to measure the student's reading comprehension. This component assesses the students' ability to recognize appropriate vocabulary, to isolate main ideas, locate explicit textual information, and draw inferences. The writing skills component assesses the student's knowledge of mechanics, language, and rhetorical skills. The mathematics portion measures the student's ability to solve problems in pre-algebra/numeric skills, elementary algebra, and intermediate algebra.

The COMPASS test is not a pass/fail test. Instead, test results determine which courses are best suited to the student's level of readiness. Each test component has a separate score which determines student placement. Students who transfer to other Tennessee Board of Regents (TBR) institutions may have their test results forwarded. Additionally, test results are included in student transfer information sent to other TBR institutions.

The COMPASS test is given free of charge to students for whom COMPASS test scores provide initial placement. As previously noted, students may use the COMPASS test to challenge any or all of their initial placement into learning support. Subsequent attempts are \$10.00 per section or \$20.00 for the entire test and payable at the time the test is taken. The highest score on all valid assessment is used to determine final placement.

The COMPASS test is given regularly on the Motlow campuses in Moore County, Fayetteville, McMinnville, and Smyrna. Special test accommodations are available for students who need them. The Testing Center should be contacted for information about the placement tests, test dates, and special accommodations.

## LEARNING SUPPORT COURSES AND POLICIES

Students who need learning support work must take these courses in their first semester of enrollment, and all required competencies must be completed prior to moving into college-level courses. Students may enroll in college-level courses concurrently if they do not need learning support in that subject and/or there are no learning support prerequisites for the class or classes. Learning support courses may not be taken for audit, and students may not enroll in these courses unless they have been placed into these courses based on test results.

Student participation in learning support is mandatory. Students must score a grade of at least 70 percent on each module in order to exit learning support and proceed to college level work. Credit hours earned in learning support may not be used to meet any degree requirements. These credits are institutional credits only and become “add-on” hours. The grades earned in learning support become a part of the academic record and will be used in determining semester GPA and cumulative GPA for retention, probation, and suspension, as well as eligibility for financial aid and athletics, but these grades will not be used when determining eligibility for the honor roll, dean’s list, or graduation honors.

Letter grades assigned to learning support course are A, B, C, F, IP (In Progress) and W (Withdrawal). In reading and writing should students require an additional term to complete learning support, they will receive an IP at the end of the first term with documented mastery of the first competency with a 70 or above. An F will be assigned if students have not mastered the first competency within the first term. In mathematics should students require an additional term to complete learning support, they will receive an IP at the end of the first term with documented mastery of at least two competencies with a 70 or above. An F will be assigned if students have not mastered at least two competencies within the first term

Documented passing of learning support competencies taken at other Tennessee Board of Regents institutions will be accepted by Motlow College. The college reserves the right to place transferring students who have not successfully passed all competencies into the appropriate modules.

## **INTERINSTITUTIONAL ARTICULATION**

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

The contact office at Motlow State Community College for interinstitutional articulation is the Vice President of Academic Affairs. Applications, catalogs, and course equivalency information from many Tennessee colleges and universities are available in the Admissions and Records and Student Success offices. Faculty advisors also have information to assist students in making decisions related to academic programs of study designed to transfer.

The programs designed for transfer are identified under the Tennessee Transfer Pathway section of the catalog with areas of emphases. Career technology programs and certificate of credit programs are designed for students who do not intend to transfer to a baccalaureate degree program. This information is indicated for each of the career programs.

When a student has satisfactorily completed an associate degree that is outlined as a Tennessee Transfer Pathway, the university shall grant credit toward completion of the baccalaureate degree as outlined in the agreement. Full details for the agreement can be found at [www.tntransferpathways.org](http://www.tntransferpathways.org), which is the official website for the pathways.

When a student has been awarded an associate degree not designed for transfer, only courses within the program of study that are designed as transfer will be considered for transfer by a university. Generally, these courses are general education core courses and not courses in the field of study.



# Departments

## Business and Technology Department

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The Business and Technology Department provides students with an opportunity to pursue several different two-year and certificate programs of study that are designed to prepare individuals to enter the workforce or transfer to a four-year institution to acquire an undergraduate baccalaureate degree. Students are provided the option of pursuing a two-year Associate of Applied Science degree in one of four Business or Business Technology concentrations, or a special program designed specifically for Tennessee Technology Center graduates, the General Technology major. Students are also provided the option of pursuing a two-year Associate of Science or Associate of Arts degree in several different business, computer science, information systems, and engineering transfer programs. As part of the overall college, all of the Department's two-year programs of study are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, plus all of the Department's two-year business and business-related programs of study are accredited by the Council for Business Schools and Programs. Additionally, students have several options relating to business and technology short-term certificate programs designed to provide specific workforce skills and knowledge. Detailed information on the different majors and programs of study can be found at the Business and Technology Department online homepage at [www.msc.edu/business/](http://www.msc.edu/business/)

## Career Readiness

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When the Tennessee Legislature signed the Complete College Act in state law in 2009, higher education institutions were called upon to build a more educated workforce and to produce workers who are able to meet the needs of today's businesses and industries. As the state was facing a shortage of technically skilled workers who can adapt to today's ever-changing and highly skilled manufacturing environment, Motlow College created the Department of Career Readiness which focuses on providing technologically-based training for students seeking dynamic and exciting career opportunities. Motlow College recognizes that today's students are tomorrow's workers, and the mission of this department is to provide the education needed to access jobs.

The curriculum and faculty have been carefully chosen to advance the department's objective to provide career development, training and certification that yields economic outcomes that benefit individuals, industry and the community.

The Department of Career Readiness seeks to further develop and grow the following programs:

- Ready to Work Certificates
- [Mechatronics Certificate of Credit\\*](#)
- [Mechatronics Technology A.A.S.](#)
- [Information System Technology, A.A.S. \(Information Systems Specialist Concentration\)](#)
- [Information System Technology, A.A.S. \(Office Information Concentration\)](#)

\*Motlow College offers a MECH 1900 class that is designed as a bridge course for Tennessee Technology students who have successfully completed the Industrial Maintenance Technician diploma. In order to be eligible for this course, the student must have a

- Industrial Maintenance Technical diploma from any Tennessee Technology Center
- A completed application and admission to Motlow College

Upon successful completion of the course, the student will be granted credit for the courses below and be eligible for the Mechatronics Certificate of Credit.

1. MECH 1100 4 credit hours
2. MECH 1200 4 credit hours
3. MECH 1300 4 credit hours
4. MECH 1500 4 credit hours

## Education Department

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### SECONDARY EDUCATION

The student who plans to transfer to a Tennessee Board of Regents university and pursue licensure in secondary education is advised to follow the area of emphasis or the Tennessee Transfer Pathway (TTP) in the subject he or she wishes to teach. Information concerning certifiable areas and licensure is available in the Education office. While at Motlow College, the student working toward secondary licensure should take

[EDU 2110 - The Psychology of Human Development and Learning](#)

and

[EDU 1120 - Teaching and Technology](#)

## Humanities Department

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The Humanities Department provides instruction in the areas of Art, Mass Communications, Music, and Speech and Theatre. The commitment of the department is three fold:

- Prepare students for successful transfer to 4 year institutions
- Prepare enrichment and exposure through cultural experiences
- Promote the arts for students and the community

The Humanities Department supports the General Education core curriculum by providing the Fundamentals of Speech course in which all students who plan to transfer must enroll. The Humanities requirement of the core curriculum is also met by enrollment in any of the following: Art Appreciation, Music Appreciation, Introduction to Theatre, Survey of Art History I, or Survey of Art History II.

The department offers a basic foundation in communication and the arts in speaking, singing, playing instruments, painting, drawing, and acting. Students may enter one of three programs of study which prepare them for transfer to a four year institution.

The [Art \(Studio\) Tennessee Transfer Pathway A.A.](#) at Motlow prepares the student for transition into art programs at TBR and other four year universities.

The [Mass Communications Tennessee Transfer Pathway A.A.](#), [Mass Communications Tennessee Transfer Pathway A.S.](#) provides a core of transferable courses to enable the student to enter a four year program in any area of Mass Communication studies.

The [Speech and Theatre Area of Emphasis A.S.](#) prepares the student to enter a four year program of study in speech communication or theatre.

Theatre involves students in performances in contemporary and classical drama and musicals and also provides experience in children's drama. The curriculum in Speech and Theatre includes the following:

[SPCH 2010 - Oral Interpretation](#)

[SPCH 2020 - Voice and Diction](#)

[THEA 1030 - Introduction to Theatre •](#)

[THEA 1040 - Theatre Production](#)

[THEA 2020 - Children's Drama](#)

Although there is no area of emphasis in MUSIC, students may participate in music performances and concerts and may enroll in a variety of courses including the following:

[MUSA 1030 - Music Appreciation •](#)

[MUSP 1021 - Choir I](#)

[MUSP 1022 - Choir II](#)

[MUSP 1023 - Choir III](#)

[MUSP 1024 - Choir IV](#)

[MUSP 1141 - Band Ensemble I](#)

[MUSP 1142 - Band Ensemble II](#)

[MUSP 1143 - Band Ensemble III](#)

Students who plan to transfer in any area of study in the Humanities Department should seek an advisor in the desired area of emphasis for careful advisement.

## **Languages Department**

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Collegiate-level English courses at Motlow are designed to meet the needs of students who wish to enter careers immediately as well as students who are pursuing more broad-based liberal arts or technical curricula which lead to transfer into four-year degree programs. The freshman composition sequence (ENGL 1010 and ENGL 1020) is required of all degree-seeking students. The freshman composition courses and sophomore literature courses have been carefully sequenced to build on particular skills, hence the carefully structured prerequisite requirements. Students may also follow the Honors sequence of English offerings. (Please see the Honors English explanation below.) Other elective offerings in English include Creative Writing, Literature of the South, Children's Literature, and Topics in English.

### PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

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

### PLACEMENT IN ENGLISH COURSES

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

### ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an ACT English sub-score of 32 or greater or its SAT equivalent will be given six hours of advanced standing credit for ENGL 1010 and 1020. Any student possessing the above score who elects to enroll in composition rather than receive advanced standing credit is encouraged to enroll in ENGL 1010, English Composition I – Honors and ENGL 102, English Composition II – Honors.

## **Mathematics Department**

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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 deficient in algebra are required to take the math portion of the COMPASS test unless they have a valid ACT composite score of 19 or greater. Successful performance on the COMPASS examination meets the requirements for removal of the deficiency in this subject area. If COMPASS assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Learning Support mathematics courses. Successful completion of required Learning Support mathematics course(s) meets the requirements for removal of the deficiency in this subject area.

#### ASSESSMENT AND PLACEMENT IN MATHEMATICS COURSES

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

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

1. Students who are under 21 years of age whose ACT mathematics sub scores are 19 or greater are eligible to enroll in college-level mathematics courses without assessment/placement providing they have met high school criteria under the 1989 admission requirements. See above for information on removing high school deficiencies in mathematics.
2. Students who are under 21 years of age whose ACT mathematics sub-scores are 18 or below are placed into learning support level math courses according to the Placement Chart located in the Learning Support Assessment and Placement Procedures section of this Catalog.
3. All new students who are 21 years of age or older as of the first day of classes of their admitting term and who seek regular admission must take the math portion of the COMPASS test unless they present valid ACT sub-scores in mathematics whereby they will be placed according to the Learning Support Assessment and Placement Procedures section of the Catalog.
4. Returning/readmit, transient, and transfer students who have not previously taken the COMPASS test in mathematics or who have not previously earned credits in mathematics must also take the mathematics portion of the COMPASS test unless exempt by ACT scores. Students who have previously taken the AAPP test must re-take the math portion if the previous test scores are three or more years old and if the students have not completed their requirements at the admitting institution or any other TBR institution. Students who have not met applicable 1989 admission requirements must follow the 1989 admission requirements as outlined above.
  - a. All students who earned high school equivalency diplomas through GED testing must take the mathematics portion of the COMPASS test.

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

## PROGRESSION STANDARD FOR COMPLETING THE DEVELOPMENTAL MATHEMATICS REQUIREMENT

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

## DOCUMENTED ELIGIBILITY FOR COLLEGIATE MATHEMATICS

“Documented eligibility for collegiate mathematics” is a prerequisite for every college-level mathematics course and for selected courses in other disciplines for which mathematics skills are necessary. This eligibility is based upon the provisions of the Learning Support program as described above.

The documentation will be in the form of one of the following:

1. Appropriate ACT sub-scores which permit enrollment into collegiate-level mathematics or
2. Sufficiently high scores on COMPASS mathematics examinations to place at the collegiate level in mathematics
3. Successful completion of learning support courses required as a result of COMPASS test performance.

## SELECTION OF COLLEGIATE MATHEMATICS COURSES TO MEET GENERAL EDUCATION REQUIREMENTS

Mathematics courses identified in each major and area of emphasis are recommended by the mathematics faculty, but other courses may be appropriate to meet the general education requirement. Students choosing mathematics courses to meet the general education requirement in the University Parallel major should select courses appropriate for the baccalaureate-granting institution and the major which they intend to pursue after graduating from Motlow College. If there is doubt about the proper choice of courses, see a member of the mathematics faculty.

# Natural Science Department

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The Natural Sciences offer a group of courses designed to provide students a broad knowledge in areas such as health/disease, the human body, nature, the environment, and the chemical/physical workings of the world. In addition, they provide preparation for careers in fields such as nursing, education, research, industry and various pre-professional healthcare areas.

# Nursing and Allied Health

## NURSING

The nursing program functions within the general policies, purposes, and standards of Motlow State Community College and is especially concerned with meeting the educational and health care needs of the community. The four semester curriculum provides learning opportunities which emphasize the application of the nursing core competencies which are professional behaviors, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care of a diverse client population. Clinical activities are provided in campus classrooms, area hospitals, extended care facilities, and other health and community agencies. While the majority of the clinical experiences are located within the college's eleven county service area, additional travel is sometimes required. Students completing this program

will be awarded an Associate of Applied Science (AAS) degree. Articulation with a baccalaureate program of study is supported.

## GENERAL ADMISSION TO THE NURSING PROGRAM

### *Application Procedure*

- Apply and be accepted for admission to Motlow State Community College. (Students will declare Nursing as their major but will be placed in General Studies until accepted into the nursing program)
- Submit all prior collegiate and high school transcripts to the Admissions and Records Department by the Nursing Program application deadline. It is the responsibility of the student to ensure that official transcripts have been received by the Admissions Department from all previously attended institutions. Incomplete or inaccurate transcripts will affect the student's ability to be admitted or retained within the program.
- Submit a nursing program application.
- The nursing program application is available beginning August 1st through MyMotlow on the college's website. Submission of applications to Motlow's nursing program ends at 4:30 pm (CST) on the last business day of January.
  - To access the nursing program application:
    1. Log-in to [MyMotlow](#)
    2. Click Student
    3. Click Applications for Nursing, Scholarships, Access and Diversity Grant
    4. Click Nursing Application and complete the application.
  - Upon submission of an application, a confirmation email will be sent. Please print and retain this confirmation email.
  - Nursing program applications received after the application deadline will not be considered.
- Take the HESI entrance exam. The HESI entrance exam for Motlow includes these components: math, reading comprehension, vocabulary and general knowledge, grammar, and anatomy and physiology. The entrance exam will be administered in the Testing Center on designated dates at all campuses during the fall and spring semesters.
  - If a prior HESI entrance exam or HESI entrance exam taken at another institution is to be used, it must have been taken within the past five years and contain the components required by Motlow. The student must submit a copy of the entrance exam's summary report to the nursing department by the application deadline. The program does not access prior HESI entrance exam scores.
- Obtain complete instructions on the nursing application and HESI entrance exam by accessing the Program Admission Information Packet and HESI Entrance Exam Information on the nursing program's webpage.
- Notification of the student's acceptance and/or denial to the nursing program will be done by electronic mail via the student's Motlow email account.

### Selection Criteria

Any student desiring to apply to the Nursing Program must:

- Have a cumulative collegiate grade point average no less than 2.75. The grade point average used to calculate admission is the GPA at the end of the fall semester prior to admission and does not include learning support courses.
- Complete all required learning support requirements (an applicant may be conditionally accepted if he/she is in the process of taking learning support coursework which will be completed by the end of summer semester prior to entry in the subsequent fall semester).
- Complete BIOL 2010 and 2020 (Anatomy and Physiology I and II) with a grade of a "C" or better within 5 years prior to entering the nursing program. (An applicant may be conditionally accepted if he/she is in the process of completing BIOL 2010/2020 coursework which will be completed by the end of the summer semester prior to entry into the program).
- Have a cumulative HESI entrance exam score of 80% or higher.



Applicants who score less than 80% on the entrance exam or have a cumulative, collegiate GPA less than 2.75 will not be considered for admission. Candidates who qualify for admission are selected for entry into the nursing program based on total points calculated from grade point average and entrance exam scores with a total of 800 points possible.

#### Calculation of Points for Program Acceptance

1. 500 points, if entrance exam cumulative points equal 100%. A percentage of points will be awarded for entrance exam scores less than 100%. (Example: for an entrance exam score of 85%, multiply 500 by .85 = 425 points).
2. 300 points, if cumulative collegiate GPA is 4.0. The GPA at the end of fall semester in the year prior to admission is used for this calculation. A percentage of points will be awarded for GPA's less than 4.0. (Example: for a GPA of 3.0-divide 3.0 by 4.0 = 0.75; multiply 0.75 by 300 = 225 points).
3. The student's points would be 425 + 225 = 650 total points.
4. Students are ranked on a selection list in numerical order with the students with the highest scores selected to fill the class.

Students admitted to the program are required to attend a mandatory Nursing Program Orientation Session held in May to mid-June with the date, time, and location included in the admission email.

#### LPN TO RN NURSING TRANSITION ADMISSION Application Procedure

- Apply and be accepted for admission to Motlow State Community College.
- Submit all prior collegiate and high school transcripts to the Admissions and Records Department by the Nursing Program application deadline. It is the responsibility of the student to ensure that official transcripts have been received by the Admissions department from all previously attended institutions. Incomplete or inaccurate transcripts will affect the student's ability to be admitted or retained within the program.
- Submit a nursing program application.
- The nursing program application is available beginning August 1st through MyMotlow on the college's website. Submission of applications to Motlow's nursing program ends at 4:30 pm (CST) on the last business day of January.
  - To access the nursing program application:
    1. Log-in to [MyMotlow](#)
    2. Click Student
    3. Click Applications for Nursing, Scholarships, Access and Diversity Grant
    4. Click Nursing Application and complete the application
  - Upon submission of an application, a confirmation email will be sent. Please print and retain this confirmation email.
  - Nursing program applications received after the application deadline will not be considered.
- Be a graduate of an accredited practical nurse program.
- Submit a copy of LPN licensure by the application deadline to the nursing program.
- Take the HESI entrance exam. The HESI entrance exam for Motlow includes these components: math, reading comprehension, vocabulary and general knowledge, grammar, and anatomy and physiology. The entrance exam will be administered by the Testing Center on designated dates at all campuses during the fall and spring semesters.
  - If a prior HESI entrance exam or HESI entrance exam taken at another institution is to be used, it must have been taken within the past five years and contain the components required by Motlow. The student must submit a copy of the entrance exam's summary report to the nursing department by the application deadline. The program does not access prior HESI entrance exam scores.
- Obtain complete instructions on the nursing application and HESI entrance exam by accessing the Program Admission Information Packet and HESI Entrance Exam Information on the Nursing webpage.

- Notification of the student's acceptance and/or denial to the nursing program will be done by electronic mail via the student's Motlow email account.

### Selection Criteria

LPNs desiring to apply to the Nursing Program must:

- Have a cumulative collegiate grade point average no less than 2.75. The grade point average used to calculate admission is the GPA at the end of the fall semester prior to admission and does not include learning support courses.
- Complete all required learning support requirements. An applicant may be conditionally accepted if he/she is in the process of taking learning support coursework which will be completed prior to beginning the LPN to RN Transition Course.
- Complete BIOL 2010, BIOL 2020 and BIOL 2230 with a grade of "C" or better prior to beginning the LPN-RN Transition Course and within the past five years.
- Complete ENGL 1010 and PSYC 1030 prior to beginning the LPN to RN Transition Course.
- Have a cumulative HESI entrance exam score of 80% or higher.

LPN applicants who score less than 80% on the entrance exam, have a cumulative, collegiate GPA less than 2.75 or cannot complete the prerequisite science and general education courses, prior to the start of the LPN to RN Transition course will not be considered for admission. Candidates who qualify for admission are selected for entry into the nursing program based on total points calculated from grade point average and entrance exam scores with a total of 800 points possible.

### Calculation of Points for Program Acceptance

1. 500 points, if entrance exam cumulative points equal 100%. A percentage of points will be awarded for entrance exam scores less than 100%. (Example: for an entrance exam score of 85%, multiply 500 by .85 = 425 points).
2. 300 points, if cumulative collegiate GPA is 4.0. The GPA at the end of fall semester in the year prior to admission is used for this calculation. A percentage of points will be awarded for GPA's less than 4.0. (Example: for a GPA of 3.0-divide 3.0 by 4.0 = 0.75; multiply 0.75 by 300 = 225 points).
3. The student's points would be 425 + 225 = 650 total points.
4. Students are ranked on a selection list in numerical order with the students with the highest scores selected to fill the class.

LPNs admitted to the program are required to attend a mandatory Nursing Program Orientation Session held in May with the date, time, and location included in the admission email. Upon completion of the LPN to RN Transition Course, the student will receive seven credit hours for NURS 1350 plus an additional 13 semester credit hours for NURS 1410, NURS 1420, NURS 1400, and NURS 1070.

### Applicants Not Selected for the Program

After the students have been selected, the selection list converts to an alternate list and, if needed, candidates are selected from the alternate list in numerical sequence until the class is full. Candidates not selected will be required to resubmit a nursing application if they want to be considered for admission in the next year. If an applicant has taken the HESI entrance exam within the past 5 years, he/she can use their existing score or retake the examination. To use an existing score, the student is responsible for submitting an official copy of the HESI entrance exam to the nursing department by the nursing application deadline. If the entrance examination used for admission changes, the candidate must take the examination being used for the current year.

## Clinical Agency Requirements

Upon acceptance to the nursing program, students are required to complete and submit all the clinical requirements which include a criminal background and a drug screen by a designated date before the beginning of the fall semester. A list of the requirements is given to the students at Nursing Program Orientation Session.

## Nursing Education Program Costs

In addition to the fees of the college; students admitted to the nursing program may anticipate the following nursing costs:

Uniform and supplies*		\$200
Drug Testing & Background Check*		\$75
Health Physical*		\$10
Professional Liability Insurance (Annual fee)		\$40-98
Textbooks (minimum)*	First Year	\$1200
	Second Year	\$300
HESI Competency fee	First year	\$72.00
	Second year	\$90.00
Nursing lab fee		\$25
Licensing Exam Fees (Final Semester)*		\$300
Nursing Pin (Final semester)*		\$50-150
NCLEX Review Course* (recommended)		\$250-350

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

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

## RETENTION STANDARDS

Students must meet the following academic criteria for retention in the nursing program: Failure to meet these criteria will **hinder progression in the program.**

- Maintain a cumulative GPA of 2.0.
- Make a grade of "C" or better in all biology and nursing courses.
- Complete BIOL 2230 (Microbiology) as required within the course of study or, if taken before acceptance to the nursing program, within five years prior to entering the nursing program.
- Achieve satisfactory performance in both theory and clinical (campus nursing lab and clinical field experience).
- Complete the co-requisite courses for NURS 1410, NURS 1420, NURS 2410, and NURS 2420. Students must meet performance criteria for retention in the nursing program. The following criteria are based upon the Core Performance Standards for Admission and Progression from the Southern Regional Education Board Council on Collegiate Education for Nursing.

- Critical thinking ability sufficient for clinical judgment.
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Communicative abilities sufficient for interaction with others in verbal and written form.
- Physical abilities sufficient to lift 50 pounds, move from room to room, and maneuver in small spaces.
- Gross or fine motor abilities sufficient to provide safe and effective nursing care.
- Auditory ability sufficient to monitor and assess health needs.
- Visual ability sufficient for observation and assessment necessary in nursing care.
- Tactile ability sufficient for physical assessment.
- Emotional stability sufficient to demonstrate good judgment in decision making, maintain safety and security of clients, and behave appropriately with clients, staff, and supervisors.

Because the college seeks to provide a reasonably safe environment for nursing students, nursing faculty, and for the patients entrusted to their care, a student may be required, during the course of the program, to demonstrate his/her physical and/or emotional fitness to meet the requirements of the course. The nursing faculty may recommend for a student to seek physical and/or psychological testing if the student is unable to meet the performance criterion. The student reserves the right to decide to self-identify and request accommodations through the Office of Disability Services.

### READMISSION STANDARDS

Students who withdraw from the program during the first semester or fail NURS 1400, NURS 1410 or NURS 1070, and desire to re-enter, must submit a new application and be selected for admission into the nursing program. Students who withdraw or fail NURS 1420, NURS 2410, NURS 2420, or NURS 2130 may be eligible for readmission and may re-enter the course in which they were enrolled at the time of withdrawal or failure. To be considered for readmission, a student must:

- Complete an exit interview form by the end of the semester in which the failure or withdrawal occurred. If the student exited the program at the completion of a semester, the exit interview and form must be completed no later than six weeks following the end of the semester.
- Submit a written request to the Director of Nursing Education three months prior to the term of desired admission. Included in the request should be an explanation of factors that contributed to the unsuccessful initial attempt and actions taken to enhance chances for success if the opportunity for readmission were to be granted.
- Have a GPA of 2.0 or higher for all college level courses at time of readmission.
- Observe the 2 year currency on last nursing course completed at the time of readmission and a five year currency on required sciences completed.

Students will be notified of their readmission status by letter from the Office of Nursing Education in a timely manner. Students not readmitted may apply again by resubmitting a request to enter the program following the aforementioned entry requirements/criteria.

### TRANSFER STUDENTS

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

- Submit a letter to the Director of Nursing Education requesting entry into the MSCC Nursing Program.
- Meet the transfer and admissions requirements of the College.
- Meet the same standards as MSCC students seeking readmission into the nursing program with the exception of the exit interview.

- Submit a letter from the nursing Dean/Director of the school from which they are transferring giving information relative to the student's readmission status in that particular program.

Once these requirements have been met, transfer students are placed on a list along with the students requesting readmission in the order that their letters requesting entry are received. Transfer students accepted into the program will be required to demonstrate the nursing skills taught in the campus nursing lab for the course prior to the semester in which they plan to enter. The student will be provided with the critical elements required for the successful performance of the skill, scheduled practice time and supplies prior to the skill demonstrations. A nursing faculty will evaluate the skill demonstration. If a transfer student cannot demonstrate the skills successfully in three attempts with a remediation session between the second and third attempts, the course entered will be changed based upon the skills successfully demonstrated.

#### SELECTION OF READMISSION AND TRANSFER STUDENTS

Students will be selected for readmission and transfer as classroom and clinical space allows. Students may not receive their preferred campus. Students will be notified of their readmission/transfer status in a timely manner by electronic mail via the students' Motlow email accounts.

The Order of Readmission Selection:

1. Motlow students who withdrew with documented extenuating circumstances. Extenuating circumstances must be clearly stated on the exit interview form in the student's folder.
2. Transfer students who meet the college's admission and nursing programs criteria in the order that the letters requesting transfer were received.
3. Motlow students who failed their last NURS course or withdrew from the program because of low grades or disciplinary actions. The grade average in the NURS course at the time the student exited the program will be used to rank the group of students on the readmission list.
4. Transfer students with a history of academic failure, clinical failure or misconduct in the program from which they are transferring.

#### LIMITATIONS ON READMISSION

Students who do not meet the clinical or campus nursing lab outcomes as defined by the course syllabus and withdraw from the nursing course by the drop deadline thereby receiving a "W" for the course, may be readmitted only once. A student with a second withdrawal due to unsatisfactory performance in clinical or campus nursing lab will not be readmitted. Students who receive a grade of "D" or "F" may retake the course one time. Students who receive grades of "D" or "F" in two required nursing courses are ineligible for transfer/readmission to the Motlow Nursing Program.

#### COMPETENCY EXAMINATIONS

Students are required to take competency exams during each semester of the nursing program. These nationally norm-referenced exams provide information on the student's knowledge acquisition and the experience of taking an exam similar to the format of the NCLEX-RN licensing exam.

#### LICENSING EXAMINATION

During the last semester of the program, students apply to take the National Council Licensing Exam – Registered Nurse (NCLEX-RN). Graduates of the Motlow nursing program who are eligible per the Tennessee Board of Nursing may complete the NCLEX-RN for licensure as a registered nurse. Students selected to the

program who have criminal records may upon graduation be ineligible for licensure as a registered nurse as determined by the Tennessee Board of Nursing.

## Allied Health

*Emergency Medical Services Education Drew Hooker-Emergency Medical Services Coordinator*

Motlow State Community College offers an Emergency Medical Technician Certificate for those students desiring a career as an EMT. The Purpose of the program is to support the student's development and growth in the process of becoming a trained Emergency Medical Professional. These courses will provide learning experiences that enable the student to acquire knowledge needed to meet the healthcare needs of the communities in which they will work. They will be prepared to provide emergency care to the sick and injured.

The purpose of the EMS Education is to prepare an EMS professional who demonstrates the competencies necessary to assume the role of emergency personnel as defined by the Tennessee Department of Health, Division of Emergency Medical Services and to provide competent, qualified candidates eligible for licensure to meet the needs of the college's eleven county service area.

Classes are completed in an intense setting utilizing lecture, lab and clinical training. Class size is limited and is filled on a first to qualify basis (EMT/AEMT). Paramedic is filled in a selection process with limited class size.

Motlow State Community College offers four tracks of educational training in emergency medical services.

1. Emergency Medical Technician – students take 16 credit hours which includes fundamentals, skills and clinical/field experience. Upon successful conclusion of the course, students may take the National Registry Exam to obtain national certification as an EMT.
2. Advanced Emergency Medical Technician – students take 16 credit hours which includes fundamentals, skills and clinical/field experience. Upon successful completion of the course, students may take the National Registry Exam to obtain national certification as an AEMT.
3. Paramedic - students take 43 credit hours which include fundamentals, skills, and clinical/field experience. The paramedic training is completed in three semesters. Upon successful completion of the training, the student is eligible to take the National Registry Exam to obtain national certification as an EMT-Paramedic.
4. A.A.S. in Paramedic - students can take an additional 17 hours of General Education courses to complete the A.A.S. in Paramedic. These courses will allow the student to further their education in obtaining a college degree.

## EMT Certificate Program

The EMT is an allied health professional whose primary focus is to provide basic emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. The EMT function as part of a comprehensive EMS response, under medical oversight. EMT perform interventions with the basic and advanced equipment typically found on an ambulance. The EMT is a link from the scene into the health care system.

### *Application Procedure for EMT*

#### *EMT Requirements*

1. Apply and be accepted for admission to Motlow State Community College.
2. Submit application for EMT training between May 1st and August 1st.
3. Schedule a meeting with the EMS Program Director.
4. Be admitted to the college.

5. Submit proof of medical malpractice insurance and health insurance, as required.
6. Complete a physical exam, along with all required vaccinations and/or titers.
7. Meet other admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation, Office of Emergency Medical Services.

Students enrolled in the EMT training that plan to continue the next semester for the AEMT training should submit an application to the EMS Director only between October 1st and December 1st. Students will be notified of admission by August 15th for EMT training and December 15th for AEMT training.

### *Clinical Agency Requirements*

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook. **Costs for the EMT**

In addition to the fees of the college, students admitted to the EMT courses, may expect the following costs:

Textbooks \$180\*State EMS examination and application \$125\*National Registry/Pearson VUE fee \$140Health Physical \$100Malpractice insurance \$40Uniform (2 per student) \$300Background checks \$75Testing Account \$35L1-Criminal Background Check \$42Drug Screen \$25FISDAP Account \$15

### *Performance Criteria*

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider's license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:
  - a. 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
  - b. Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
  - c. Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
  - d. Seasonal flu immunization.
  - e. Hepatitis B series immunizations and/or titer.
  - f. Tdap
5. Current AHA BLS/HCP CPR card.
6. Liability Insurance.



## AEMT Certificate Program

The AEMT is an allied health professional whose primary focus is to provide basic emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. The AEMT's function as part of a comprehensive EMS response, under medical oversight. AEMT's perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene into the health care system.

### *Application Procedure for AEMT*

#### *AEMT Requirements*

1. Apply and be accepted for admission to Motlow State Community College.
2. Submit application for AEMT training between October 1st and December 1st.
3. Schedule a meeting with the EMS Program Director.
4. Be currently licensed as an Emergency Medical Technician in the State of Tennessee or have successfully completed an EMT education program within 120 days of beginning the Advanced EMT education program and have successfully completed an Tennessee EMS Board approved EMT competency written and practical examination.
5. EMTs who have shown competency in basic knowledge and skills through completion of Board approved written and practical examination and wish to progress to AEMT training without obtaining an EMT license shall submit evidence of good moral character (two letters of reference). Such evidence shall attest to the EMTs good moral character and be two recent (within the preceding 12 months) original letters from medical professionals attesting to the applicant's personal character. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.
6. A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant and child CPR.
7. Submit proof of medical malpractice insurance and health insurance as required.
8. Complete a physical exam, along with all required vaccinations and/or titers.
9. Meet other admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation, Office of Emergency Medical Services.

Students enrolled in the EMT training that plan to continue the next semester for the AEMT training should submit an application to the EMS Director only between October 1st and December 1st. Students will be notified of admission by August 15th for EMT training and December 15th for AEMT training.

### *Clinical Agency Requirements*

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

### *Costs for the AEMT Courses*

In addition to the fees of the college, students admitted to the EMT and AEMT courses, may expect the following costs:

Textbooks \$180\*State EMS examination and application \$125\*National Registry/Pearson VUE fee \$140Health Physical \$100Malpractice insurance \$40Uniform (2 per student) \$300Background checks \$75Testing Account \$35L1-Criminal Background Check \$42Drug Screen \$25FISDAP Account \$15

### *Performance Criteria*

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance.
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider's license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:
  - a. 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
  - b. Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
  - c. Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
  - d. Seasonal flu immunization.
  - e. Hepatitis B series immunizations and/or titer.
  - f. Tdap
5. Current AHA BLS/HCP CPR card.
6. Liability Insurance

### *Paramedic Certificate Program*

The Paramedic is an emergency medical professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is the link from the scene into the health care system.

### *Application Procedure for Paramedic Certificate*

1. Apply and be accepted for admission to Motlow State Community College.
2. Possess an academic or equivalent high school diploma or general education. (GED)
3. Paramedic courses require that applicants complete any required remedial or learning support coursework as required by the placement test or ACT scores.
4. Submit application for EMT-Paramedic training between December 1st and March 1st.

5. Submit two letters of reference. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.
6. Be currently licensed as an Advanced Emergency Medical Technician in the State of Tennessee. Students must submit a copy of a current AEMT card to the Paramedic Program.
7. A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant, and child CPR.
8. Applicant may be required to take a knowledge test if the student has been out of AEMT for more than one calendar year.
9. Interview with the admissions screening committee as prescribed by the TN Department of Health-EMS division.
10. Complete the AEMT Exam.
11. Submit a copy of AEMT license.

### *Performance Criteria for Paramedic Certificate*

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance.
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider's license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:
  - a. 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
  - b. Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
  - c. Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
  - d. Seasonal flu immunization.
  - e. Hepatitis B series immunizations and/or titer.
  - f. Tdap.
5. Current AHA BLS/HCP CPR card.
6. Liability Insurance.

Paramedic degree program requires that students must meet the following academic criteria for retention in the Paramedic program:

- Maintain a cumulative GPA of 2.0.
- Make a grade of C or better in all math, science, and paramedic (EMSP) courses.
- Complete prerequisite courses as outlined in the course descriptions and college catalog. Failure to meet these criteria may hinder progression in the program.
- Costs for the Paramedic courses.

In addition to the fees of the college, students admitted to the Paramedic courses, may expect the following costs:

Textbooks \$335\*State EMS licensure and application \$175\*National Registry/Pearson VUE fee \$110Health Physical \$100Malpractice insurance \$100Uniform (2 per student) \$350Testing Account \$60Background checks \$75L1-Criminal Background Check \$42Drug Screen \$25FISDAP Account \$80

\*These costs will be required at the end of the course when the student tests with the State of Tennessee.

#### *Clinical Agency Requirements for the Paramedic Certificate*

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

Students must complete the first three semesters of the program as outlined in the program of study. All other courses may be completed at the discretion of the student; however, a student must meet the program requirements as outlined in the catalog of the year admitted.

#### *Selection Criteria for Entering the Paramedic Certificate Program*

Entry into the program will be established by a panel. You will proceed through a three step process.

1. Interview- It is with a panel which includes faculty and surrounding members of the EMS community. You will be graded on the following criteria which are in accordance with EMS rules 1200-12-1-13.
  - EMS related experience
  - Level of maturity and motivation
  - Level of knowledge
  - Ability to communicate
  - Poise
2. Complete EMT – Basic exam
  - This is a basic exam that tests you basic EMT skills to ensure the student is at a competent level. There is a minimum score to achieve; Total scores will only be taken into account in the event of a tie between applicants.
3. Provide copy of EMT license and High school diploma/GED

#### *Graduation*

To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:

- Meet all course and skill requirements as outlined in the student handbook
- Have a cumulative GPA of 2.0
- Discharge all financial obligations to Motlow State Community College
- Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies

#### *Readmission to the Paramedic Certificate*

Students who withdraw from the paramedic program after successfully completing at least one semester of the program may apply for readmission. If a student withdraws from the program or fails the student must submit a

new application and undergo the selection process for acceptance into the paramedic program. Students who withdraw from or fail may be eligible for readmission and may re-enter the course in which they were enrolled at the time of withdrawal or failure.

Readmission will occur on a space- and resource-available basis.

To be considered for readmission, the student must:

1. Complete an exit interview with the EMS Program Coordinator and sign an Exit Interview Form by the end of the semester in which the failure, termination, or withdrawal occurred. If the student exited the program at the completion of a semester, the interview and form must be completed no later than six weeks following the end of the semester;
2. Submit a written request to the EMS Program Coordinator three months prior to the term of desired admission. Included in the request should be an explanation of factors that contributed to the unsuccessful initial attempt and actions taken to enhance chances for success, if the opportunity for readmission were to be granted;
3. Have a GPA of 2.0 or higher at time of readmission; and
4. Observe a 2 year currency on last paramedic (EMSP) course completed.

The EMS Department will review each applicant for eligibility for readmission and prioritize applicants for readmission based on the following criteria:

1. MSCC students who withdrew with documented extenuating circumstances. Extenuating circumstances should be clearly stated on an exit interview form.
2. MSCC students who failed their last paramedic (EMSP) course or withdrew from the program for any reason, including low grades or disciplinary actions. The grade average in the EMSP course at the time the student exited the program will be used to rank this group of students on the readmission list.

Students will be notified of their readmission status by a letter from the EMS Program Coordinator in a timely manner (the first week of August for fall semester and the first week of December for spring semester). Students not readmitted may apply again by resubmitting a request to enter the program following the aforementioned entry requirements/criteria.

#### A.A.S in Paramedic

The Paramedic is an emergency medical professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is the link from the scene into the health care system.

#### Application Procedure for Paramedic

1. Apply and be accepted for admission to Motlow State Community College.
2. Possess an academic or equivalent high school diploma or general education. (GED)
3. Paramedic courses require that applicants complete any required remedial or learning support coursework as required by the placement test or ACT scores.
4. Submit application for EMT-Paramedic training between December 1st and March 1st.
5. Submit two letters of reference. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.

6. Be currently licensed as an Advanced Emergency Medical Technician in the State of Tennessee. Students must submit a copy of a current AEMT card to the Paramedic Program.
7. A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant, and child CPR.
8. Applicant may be required to take a knowledge test if the student has been out of AEMT for more than one calendar year.
9. Interview with the admissions screening committee as prescribed by the TN Department of Health-EMS division.
10. Complete the AEMT Exam.
11. Submit a copy of AEMT license.

*Performance Criteria A.A.S.*

In compliance with the State of Tennessee EMS regulation 1200-12-1-13 and the Americans with Disabilities Act, all students admitted into the EMS training must, with reasonable accommodation, be able to:

1. Lift a minimum of 125 pounds.
2. Visually assess patients in the work environment and detect auditory clinical findings and unusual odors.
3. Communicate both verbally and in writing using the English language.
4. Make appropriate judgments in emergency situations.
5. Demonstrate emotional stability.
6. Demonstrate psychological health in day-to-day interactions with patients, crew members, and other personnel.

Once enrolled, students are required to submit documentation of the following:

1. Proof of health insurance.
2. Background check and 10-panel drug screen.
3. Completed physical examination form with required documentation. Ensure that the State of Tennessee form is signed by a licensed medical doctor. Please also ensure the health care provider's license number is included on the form.
4. The student must have proof of the following tests/immunizations/titers:
  - a. 2-step TB Skin Test and/or chest x-ray (<3 months old). The chest x-ray is needed only if TB Skin Test is positive.
  - b. Mumps, Rubella, and Rubeola (IGG) titer and/or 2 MMR immunizations if no immunity.
  - c. Varicella Zoster (IGG) titer and/or 2 Varicella Zoster immunizations if no immunity.
  - d. Seasonal flu immunization.
  - e. Hepatitis B series immunizations and/or titer.
  - f. Tdap.
5. Current AHA BLS/HCP CPR card.
6. Liability Insurance.

Paramedic degree program requires that students must meet the following academic criteria for retention in the Paramedic program:

- Maintain a cumulative GPA of 2.0.
- Make a grade of C or better in all math, science, and paramedic (EMSP) courses.
- Complete prerequisite courses as outlined in the course descriptions and college catalog. Failure to meet these criteria may hinder progression in the program.

Costs for the Paramedic courses

In addition to the fees of the college, students admitted to the Paramedic courses, may expect the following costs:

Textbooks \$335\*State EMS licensure and application \$175\*National Registry/Pearson VUE fee \$110Health Physical \$100Malpractice insurance \$100Uniform (2 per student) \$350Testing Account \$60Background checks \$75L1-Criminal Background Check \$42Drug Screen \$25FISDAP Account \$80

\*These costs will be required at the end of the course when the student tests with the State of Tennessee.

### *Clinical Agency Requirements*

A criminal background check, drug screen, proof of vaccinations or immunity, health insurance, malpractice insurance, American Heart Association BLS for HCP certification, TB skin test, flu vaccine and a physical examination is required by clinical agencies for all students accepted into the EMS courses. For more specific information, students should refer to the EMS Handbook.

### *Selection Criteria for Entering the Paramedic Program A.A.S.*

Entry into the program will be established by a panel. You will proceed through a three step process

1. Interview- It is with a panel which includes faculty and surrounding members of the EMS community. You will be graded on the following criteria which are in accordance with EMS rules 1200-12-1-13.
  - EMS related experience
  - Level of maturity and motivation
  - Level of knowledge
  - Ability to communicate
  - Poise
2. Complete EMT – Basic exam
  - This is a basic exam that tests you basic EMT skills to ensure the student is at a competent level. There is a minimum score to achieve; Total scores will only be taken into account in the event of a tie between applicants.
3. Provide copy of EMT license and High school diploma/GED.

### *Graduation*

To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:

- Meet all course and skill requirements as outlined in the student handbook
- Have a cumulative GPA of 2.0
- Discharge all financial obligations to Motlow State Community College
- Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies

### *Readmission to the A.A.S. Degree*

Students who withdraw from the paramedic program after successfully completing at least one semester of the program may apply for readmission. If a student withdraws from the program or fails the student must submit a new application and undergo the selection process for acceptance into the paramedic program. Students who withdraw from or fail may be eligible for readmission and may re-enter the course in which they were enrolled at the time of withdrawal or failure.

Readmission will occur on a space-and-resource-available basis.

To be considered for readmission, the student must



1. Complete an exit interview with the EMS Program Coordinator and sign an Exit Interview Form by the end of the semester in which the failure, termination, or withdrawal occurred. If the student exited the program at the completion of a semester, the interview and form must be completed no later than six weeks following the end of the semester;
2. Submit a written request to the EMS Program Coordinator three months prior to the term of desired admission. Included in the request should be an explanation of factors that contributed to the unsuccessful initial attempt and actions taken to enhance chances for success if the opportunity for readmission were to be granted;
3. Have a GPA of 2.0 or higher at time of readmission; and
4. Observe a 2 year currency on last paramedic (EMSP) course completed.

The EMS Department will review each applicant for eligibility for readmission and prioritize applicants for readmission based on the following criteria:

1. MSCC students who withdrew with documented extenuating circumstances. Extenuating circumstances should be clearly stated on an exit interview form.
2. MSCC students who failed their last paramedic (EMSP) course or withdrew from the program for any reason, including low grades or disciplinary actions. The grade average in the EMSP course at the time the student exited the program will be used to rank this group of students on the readmission list.

Students will be notified of their readmission status by a letter from the EMS Program Coordinator in a timely manner (the first week of August for fall semester and the first week of December for spring semester). Students not readmitted may apply again by resubmitting a request to enter the program following the aforementioned entry requirements/criteria.

## Social Sciences Department

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The Social Sciences Department offers college courses comprising the academic disciplines of Anthropology, Criminal Justice, Geography, History, Interdisciplinary Studies, Political Science, Psychology, Sociology, and Social Work. A wide variety of honors classes are offered as well. Courses are available in conventional on-ground, fully online, interactive television, ACE, and hybrid format. These courses are aligned to meet the Tennessee Transfer Pathway (TTP) Social/Behavioral Sciences requirements and the Tennessee Board of Regents general education goals for social/behavioral sciences which include (a) to develop in the student an understanding of self and the world by examining the content and process used by social and behavioral sciences to discover, describe, explain, and predict human behavior and social systems; (b) to enhance knowledge of social and cultural institutions and the values of society and other societies and cultures in the world; and (c) to understand the interdependent nature of the individual, family, and society in shaping human behavior and determining quality of life.

The Social Sciences Department offers the following Tennessee Transfer Pathways (see <http://www.tntransferpathway.org/> and [http://www.mscc.edu/social\\_science/univ\\_path.aspx](http://www.mscc.edu/social_science/univ_path.aspx)):

1. [Criminal Justice Administration Tennessee Transfer Pathway A.A. - Criminal Justice Administration Tennessee Transfer Pathway A.S.](#)
2. [History Tennessee Transfer Pathway A.A. - History Tennessee Transfer Pathway A.S.](#)
3. [Political Science Tennessee Transfer Pathway A.A. - Political Science Tennessee Transfer Pathway A.S.](#)
4. [Psychology Tennessee Transfer Pathway A.A. - Psychology Tennessee Transfer Pathway A.S.](#)
5. [Sociology Tennessee Transfer Pathway A.A. - Sociology Tennessee Transfer Pathway A.S.](#)
6. [Social Work Tennessee Transfer Pathway A.A. - Social Work Tennessee Transfer Pathway A.S.](#)

In addition to the Tennessee Transfer Pathways, the department also offers the following university parallel non-TTP Area of Emphasis:

1. [Pre-Law Area of Emphasis A.A.](#) - [Pre-Law Area of Emphasis A.S.](#)

Tennessee State University offers a B.S. in Criminal Justice Administration on Motlow's Moore County campus for Motlow students who have achieved an A.S. degree. For more information on this 2+2 program, contact Dr. Lucy Craig at (931) 393-1567, or [lcraig@mscc.edu](mailto:lcraig@mscc.edu).

# Programs

## Tennessee Transfer Pathways

### Accounting Tennessee Transfer Pathway A. S.

Business & Technology Associate of Science Degree

#### GENERAL EDUCATION (41 credit hours)

#### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

#### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

#### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

#### HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •

- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1530 - Probability and Statistics •

\*Students who plan to transfer to the University of Tennessee, Knoxville must complete MATH 2050, Calculus-based Probability and Statistics.

- MATH 1830 - Calculus for Business
- INFS 1010 - Computer Applications
- Electives (Guided) 4 sem hrs cr (Please see a Business Advisor.)

Semester Hours Credit: 60

### **Art (Studio) Tennessee Transfer Pathway A.A.**

Humanities Associate of Arts Degree

## GENERAL EDUCATION (41 credit hours)

## COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

## HUMANITIES AND / OR FINE ARTS (9 credit hours)

- ARTH 2010 - Survey of Art History I •
  - ARTH 2020 - Survey of Art History II •
- AND*  
ONE OF THE FOLLOWING:
- ENGL 2130 - Survey of American Literature •
  - ENGL 2230 - Survey of British Literature •
  - ENGL 2310 - Survey of World Literature I •
  - ENGL 2320 - Survey of World Literature II •
  - ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (21 credit hours)

- ARTP 1010 - Drawing I
  - ARTP 1020 - Drawing II  
\*\*Students who plan to attend East Tennessee State University or the University of Tennessee, Knoxville will complete Drawing I and a three-hour elective course in Studio Art rather than Drawing II.
  - ARTP 1110 - Two Dimensional Design
  - ARTP 1120 - Three Dimensional Design
  - ARTP 2030 - Painting
- OR
- ARTP 2110 - Graphic Design Technologies

## FOREIGN LANGUAGES (6 credit hours)

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

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

**Semester Hours Credit: 62**

**Note:**

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

**Associate of Science in Teaching Degree (AST) Tennessee Transfer Pathway**

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

**GENERAL EDUCATION (41 credit hours)**

**COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

**HUMANITIES (9 credit hours)**

- ARTA 1030 - Art Appreciation •  
OR
- MUSA 1030 - Music Appreciation •  
TWO OF THE FOLLOWING: At least one course must be in Literature
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

**HISTORY (6 credit hours)**

- HIST 2010 - Survey of American History I •



- HIST 2020 - Survey of American History II •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

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

## NATURAL SCIENCES (8 credit hours)

- BIOL 1030 - Introduction to Biology •  
ONE OF THE FOLLOWING:
- BIOL 1330 - Environmental Science •
- GEOL 1030 - Survey of Geology •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •

## AREA OF EMPHASIS REQUIREMENTS (21 credit hours)

- EDU 1120 - Teaching and Technology
- ECED 1310 - Introduction to Early Childhood Education
- ECED 2320 - Infant, Toddler, Child Development
- ECED 2340 - Family Dynamics and Community Involvement
- ECED 2360 - Development of Exceptional Children  
OR
- EDU 2100 - Exceptional Child Development
- MATH 1410 - Number Concepts for Elementary Education
- EDU 2110 - The Psychology of Human Development and Learning

## Semester Hours Credit: 62

\*For transfer to APSU, ETSU, UM, UTC and UTK Math 1530 is required. \*\*University of Memphis does not have Development of Exceptional Children in its Pre-K – 3 Curriculum and students transferring to University of Memphis will have to take one other course after transfer.

### Additional Degree Requirements

1. Students earning an AST degree must meet the following:• Attainment of 2.75 cumulative grade point average• Successful completion of approved standardized examination for admission to university Colleges of Education• Satisfactory ratings on an index of suitability for the teaching profession

2. Students transferring to a UT or TBR university may need to meet additional requirements to gain admittance to the university's early childhood program. Transferring students should check with the university for specific program requirements.

## **Biology Tennessee Transfer Pathway A.S.**

Natural Science Associate of Science Degree

### **GENERAL EDUCATION (42 credit hours)**

#### **COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

#### **HUMANITIES/OR FINE ARTS (9 credit hours)**

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

#### **SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)**

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

### OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

### OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

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

## MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (19-20 credit hours)

- MATH 1530 - Probability and Statistics •

OR

- MATH 1920 - Calculus II

\*At UT Knoxville, the math course must be Calculus II (MATH 1920)

- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- CHEM 2010 - Organic Chemistry I
- CHEM 2020 - Organic Chemistry II

\*\*At UT Knoxville, this sequence must be Organic Chemistry I and either a course in cell biology with laboratory or genetics with laboratory.

## Semester Hours Credit: 61-62

### **Business Administration Tennessee Transfer Pathway A.S.**

Business & Technology Associate of Science Degree

## GENERAL EDUCATION (41 credit hours)

## COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

## HUMANITIES/OR FINE ARTS (9 credit hours)

### THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

## HISTORY (6 credit hours)

### OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

### OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

### TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •

- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1530 - Probability and Statistics •  
\*Students who plan to transfer to UT Knoxville must complete MATH 2050, Calculus-based Probability and Statistics.
- MATH 1830 - Calculus for Business
- INFS 1010 - Computer Applications
- Guided Electives 4 sem hr cr (Please see a Business Advisor.)

Semester Hours Credit: 60

## Chemistry Tennessee Transfer Pathway A.S.

Natural Science Associate of Science Degree

## GENERAL EDUCATION (42 credit hours)

## COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

## HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •

- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

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

## MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (20 credit hours)

- MATH 1920 - Calculus II
- CHEM 2010 - Organic Chemistry I

- CHEM 2020 - Organic Chemistry II
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •

Semester Hours Credit: 62

**Civil Engineering Tennessee Transfer Pathway A.S.**

Business & Technology Associate of Science Degree

GENERAL EDUCATION (42 credit hours)

COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •



- SOCI 1020 - Social Problems•
- SOCI 2010 - Marriage and Family•

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

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

## MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (24 credit hours)

- MATH 1920 - Calculus II
- MATH 2010 - Elements of Linear Algebra
- OR
- MATH 2050 - Probability and Statistics (Calculus Based)
- MATH 2110 - Calculus III
- MATH 2120 - Differential Equations •
- CHEM 1110 - General Chemistry I •
- ENGR 2110 - Statics
- ENGR 2120 - Dynamics (Particles and Rigid Bodies)

Semester Hours Credit: 66

## Additional Information

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

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

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

## **Computer Science Tennessee Transfer Pathway A.S.**

Business & Technology Associate of Science Degree

### **GENERAL EDUCATION (42 hours credit)**

#### **COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

#### **HUMANITIES/OR FINE ARTS (9 credit hours)**

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

#### **SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)**

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •

- SOCI 1020 - Social Problems•
- SOCI 2010 - Marriage and Family•

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

Select One Eight-hour Sequence from the following:

- BIOL 1110 - General Biology I •
  - BIOL 1120 - General Biology II •
- OR
- CHEM 1110 - General Chemistry I •
  - CHEM 1120 - General Chemistry II •
- OR
- PHYS 2010 - Non-Calculus Based Physics I •
  - PHYS 2020 - Non-Calculus Physics II •
- OR
- PHYS 2110 - Calculus Based Physics I •
  - PHYS 2120 - Calculus Based Physics II •

\*Students planning to transfer to the University of Tennessee, Knoxville must complete PHYS 2110, 2120, Calculus-based Physics I & II.

## MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

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

Semester Hours Credit: 61

**Criminal Justice Administration Tennessee Transfer Pathway A.A.**

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

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

### HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

### NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

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

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

## FOREIGN LANGUAGES (6 credit hours)

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

- SPAN 1020 - Beginning Spanish II  
OR
- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

Semester Hours Credit: 60

**Criminal Justice Administration Tennessee Transfer Pathway A.S.**

Social Science Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

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

HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

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

**Total Credit Hours: 60**

**Economics Tennessee Transfer Pathway A.A. (ETSU)**

Business & Technology Associate of Arts Degree



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

## GENERAL EDUCATION REQUIREMENTS (41 Credit Hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

### HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

### NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 1530 - Probability and Statistics •

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

- MATH 1830 - Calculus for Business
- Electives 10 sem hrs cr

## FOREIGN LANGUAGES (6 credit hours)

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

Semester Hours Credit: 60

**Economics Tennessee Transfer Pathway A.A. (University of Memphis)**

Business & Technology Associate of Arts Degree

This Pathway is designed for transfer to an Economics Major, B.A. Degree, in the College of Arts and Sciences at the University of Memphis.

## GENERAL EDUCATION REQUIREMENTS (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

### HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

### NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics •

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

- Mathematics or Natural Science (Approved Course) 3-4 sem hrs cr
- Fine Arts (Approved Course) 3 sem hrs cr
- Social Science (Approved Course) 3 sem hrs cr
- Electives 3-4 sem hrs cr

## FOREIGN LANGUAGES (6 credit hours)

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

Semester Hours Credit: 60

**Economics Tennessee Transfer Pathway A.A. (UT-Knoxville)**

## Business & Technology Associate of Arts Degree

**This pathway is designed for transfer as an Economics Major, B.A. Degree, in the College of Arts and Sciences at the University of Tennessee, Knoxville.**

### GENERAL EDUCATION REQUIREMENTS (41 credit hours)

#### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

#### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

#### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

#### HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

#### NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 2050 - Probability and Statistics (Calculus Based)

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours in foreign languages)

- MATH 1830 - Calculus for Business
- Natural Science (Approved Course) 4 sem hrs cr
- Social Science (Two Approved Courses) 6 sem hrs cr

## FOREIGN LANGUAGES (6 credit hours)

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

Semester Hours Credit: 60

## **Economics Tennessee Transfer Pathway A.S.**

Business & Technology Associate of Science Degree

This pathway is designed for transfer as an Economics Major, B.S., B.B.A., or B.S.B.A. degrees, in Colleges or Schools of Business at any public university in Tennessee.

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

### HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

### NATURAL SCIENCES (8 credit hours)



BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1530 - Probability and Statistics •

\*Students who plan to transfer to UT Knoxville, College of Business, must complete MATH 2050, Calculus-based Probability and Statistics instead of MATH 1530.

- MATH 1830 - Calculus for Business
- INFS 1010 - Computer Applications
  - Electives (Guided) 4 sem hrs cr (Please see a Business Advisor.)

**Semester Hours Credit: 60**

## **Economics Tennessee Transfer Pathway A.S. (MTSU and UT-Chattoonga)**

Business & Technology Associate of Science Degree

This pathway is designed for transfer to an Economics Major, B.S. Degree, in the College of Liberal Arts at Middle Tennessee State University and the College of Arts at the University of Tennessee, Chattanooga.

## GENERAL EDUCATION REQUIREMENTS (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •

- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

## HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •

- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- MATH 1530 - Probability and Statistics •
- MATH 1830 - Calculus for Business
- INFS 1010 - Computer Applications
- General Electives 10 sem hrs cr

Semester Hours Credit: 60

## **Electrical Engineering Tennessee Transfer Pathway A.S.**

Business & Technology Associate of Science Degree

## GENERAL EDUCATION (42 credit hours)

## COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

## HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

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

## MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (25 credit hours\*)

- CHEM 1110 - General Chemistry I •
- MATH 1920 - Calculus II
- MATH 2110 - Calculus III
- MATH 2010 - Elements of Linear Algebra
- MATH 2120 - Differential Equations •
- CISP 1032 - C++ Programming

- ENGR 2130 - Circuits I

**Semester Hours Credit: 67**

## Additional Information

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

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

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

## **English Tennessee Transfer Pathway A.A.**

Languages Associate of Arts Degree

### GENERAL EDUCATION (41 credit hours)

#### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

#### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

#### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •

- COMM 1010 - Introduction to Mass Communications•
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography•
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology•
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems•
- SOCI 2010 - Marriage and Family•

## HISTORY (6 credit hours)

### OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

### OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

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

TWO OF THE FOLLOWING:

- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

AND

- General Electives 1 sem hrs cr

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

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

Semester Hours Credit: 60

### **Foreign Language Tennessee Transfer Pathway A.A.**

University Parallel Major Languages Associate of Arts Degree

## GENERAL EDUCATION REQUIREMENTS (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •



## HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

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

**Semester Hours Credit: 60**

### Notes:

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

## **History Tennessee Transfer Pathway A.A.**

Social Science Associate of Arts Degree

### **GENERAL EDUCATION (41 credit hours)**

#### **COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

#### **HUMANITIES/OR FINE ARTS (9 credit hours)**

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

#### **SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)**

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

#### **HISTORY (6 credit hours)**

- HIST 2010 - Survey of American History I •

- HIST 2020 - Survey of American History II •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

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

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •
- AND
- HIST 2030 - Tennessee History •
  
- General Electives 4 sem hr cr

## FOREIGN LANGUAGES (6 credit hours)

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

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

**Semester Hours Credit: 60**

**History Tennessee Transfer Pathway A.S.**

Social Science Associate of Science Degree

**GENERAL EDUCATION (41 credit hours)**

**COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

**HUMANITIES/OR FINE ARTS (9 credit hours)**

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

**SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)**

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •

- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •
- HIST 2030 - Tennessee History •

- General Electives 10 sem hrs cr

Semester Hours Credit: 60

### **Information Systems Tennessee Transfer Pathway A.S.**

Business & Technology Associate of Science Degree

**GENERAL EDUCATION (41 credit hours)**

**COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

**HUMANITIES/OR FINE ARTS (9 credit hours)**

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

**SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)**

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

**HISTORY (6 credit hours)**

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •



## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS ( 3 credit hours)

- MATH 1630 - Finite Mathematics •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- MATH 1530 - Probability and Statistics •

Students who plan to transfer to the University of Tennessee must complete MATH 2050, Calculus-based Probability and Statistics instead of Math 1530.

- MATH 1830 - Calculus for Business
- INFS 1010 - Computer Applications
- General Electives\*\* 4 sem hrs cr

\*\*Students who plan to transfer to Austin Peay State University, East Tennessee State University, and the University of Tennessee, Chattanooga must complete CISP 1010, 1020, Computer Science I and II (Programming) instead of INFS 1010, Computer Applications and electives. For these students, the total hours in the Area of Emphasis will be 20 Hours and the total degree Hours will be 61.

Semester Hours Credit: 60

## Mass Communications Tennessee Transfer Pathway A.A.

Humanities Associate of Arts Degree

## GENERAL EDUCATION (41 credit hours)

## COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

## HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

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

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

## FOREIGN LANGUAGES (6 credit hours)

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

- SPAN 1020 - Beginning Spanish II  
OR
- SPAN 2010 - Intermediate Spanish I
- SPAN 2020 - Intermediate Spanish II

**Semester Hours Credit: 60**

**Notes:**

\*Practicum courses are excluded as acceptable electives.

**Mass Communications Tennessee Transfer Pathway A.S.**

Humanities Associate of Science Degree

**GENERAL EDUCATION (41 credit hours)**

**COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

**HUMANITIES/OR FINE ARTS (9 credit hours)**

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

**SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)**

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •

- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •

- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

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

Semester Hours Credit: 60

### Notes:

\*Practicum courses are excluded as acceptable electives.

### **Mathematics Tennessee Transfer Pathway A.S.**

Mathematics Associate of Science Degree

## GENERAL EDUCATION (42 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (4 credit hours)

- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (18 credit hours)

- MATH 1920 - Calculus II
- MATH 2110 - Calculus III
- MATH 2010 - Elements of Linear Algebra
- MATH 2120 - Differential Equations •
- General Electives 1 sem hrs cr

One of the following:

- CISP 1032 - C++ Programming
- CISP 1300 - Visual Basic Programming Language
- CISP 2660 - Java Programming

Semester Hours Credit: 60

Notes:

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

## **Mechanical Engineering Tennessee Transfer Pathway A.S.**

Business & Technology Associate of Science Degree

## GENERAL EDUCATION (42 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •



- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

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

## MATHEMATICS (3 credit hours)

- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (24 credit hours)

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

**Semester Hours Credit: 66**

## Additional Information

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

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

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

## **Physics Tennessee Transfer Pathway A.S.**

Natural Science Associate of Science Degree

## GENERAL EDUCATION (42 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •

- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 hours)

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

## MATH (4 credit hours)

- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (18 credit hours)

- MATH 1920 - Calculus II
- MATH 2110 - Calculus III

- MATH 2010 - Elements of Linear Algebra
- MATH 2120 - Differential Equations •
- General Electives 1 sem hrs cr

## ONE OF THE FOLLOWING:

- CISP 1032 - C++ Programming
- CISP 1300 - Visual Basic Programming Language
- CISP 2660 - Java Programming

Semester Hours Credit: 60

## Political Science Tennessee Transfer Pathway A.A.

Social Science Associate of Arts Degree

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- ONE OF THE FOLLOWING:
- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •

- GEOG 2010 - World Regional Geography•
- HPE 2340 - Wellness Perspectives and Lifestyles •
- PSYC 1030 - General Psychology•
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems•
- SOCI 2010 - Marriage and Family•

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 1530 - Probability and Statistics •

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

- POLS 1030 - American Government •

- POLS 2010 - State and Local Government •
- General Electives 7 sem hrs cr

## FOREIGN LANGUAGES (6 credit hours)

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

Semester Hours Credit: 60

## Political Science Tennessee Transfer Pathway A.S.

Social Science Associate of Science Degree

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- AND
- ONE OF THE FOLLOWING:
- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 1530 - Probability and Statistics •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- General Electives 13 sem hrs cr

Semester Hours Credit: 60

## **Pre-Health Professions Tennessee Transfer Pathway A.S. (Dentistry, Medicine, Optometry, Pharmacy, Veterinary Medicine)**

Natural Science Associate of Science Degree

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •



- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography•
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology•
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems•
- SOCI 2010 - Marriage and Family•

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

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

## MATHEMATICS (3 CREDIT HOURS)

- MATH 1830 - Calculus for Business  
OR HIGHER

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

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

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

Semester Hours Credit: 60

**Pre-Occupational Therapy Tennessee Transfer Pathway A. S.**

Natural Science Associate of Science Degree

GENERAL EDUCATION (41 credit hours)

COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- PSYC 1030 - General Psychology •
- AND
- ONE OF THE FOLLOWING:
- ANTH 2010 - Introduction to Anthropology •
  - COMM 1010 - Introduction to Mass Communications •
  - ECON 2010 - Macroeconomics •
  - ECON 2020 - Microeconomics •
  - GEOG 1030 - Cultural Geography •
  - GEOG 2010 - World Regional Geography •
  - HPE 2340 - Wellness Perspectives and Lifestyles •
  - POLS 1030 - American Government •
  - POLS 2010 - State and Local Government •
  - SOCI 1010 - Introduction to Sociology •
  - SOCI 1020 - Social Problems •
  - SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCE (8 credit hours)

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

## MATHEMATICS (3 credit hours)

- MATH 1530 - Probability and Statistics •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

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

Semester Hours Credit: 60

### **Pre-Physical Therapy Tennessee Transfer Pathway A.S.**

Natural Science Associate of Science Degree

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- PSYC 1030 - General Psychology•
- AND  
ONE OF THE FOLLOWING:
- ANTH 2010 - Introduction to Anthropology •
  - COMM 1010 - Introduction to Mass Communications•
  - ECON 2010 - Macroeconomics •
  - ECON 2020 - Microeconomics •
  - GEOG 1030 - Cultural Geography •
  - GEOG 2010 - World Regional Geography•
  - HPE 2340 - Wellness Perspectives and Lifestyles •
  - POLS 1030 - American Government •
  - POLS 2010 - State and Local Government •
  - SOCI 1010 - Introduction to Sociology •
  - SOCI 1020 - Social Problems•
  - SOCI 2010 - Marriage and Family•

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

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

## MATHEMATICS (3 credit hours)

- MATH 1530 - Probability and Statistics •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

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

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

AND

- MATH 1720 - Trigonometry/Pre-Calculus II  
OR HIGHER

Semester Hours Credit: 60

## Psychology Tennessee Transfer Pathway A.S.

Social Science Associate of Science Degree

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications•
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography•
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems•
- SOCI 2010 - Marriage and Family•

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 CREDIT HOURS)

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

## MATHEMATICS (3 credit hours)

- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- PSYC 1030 - General Psychology•
- MATH 1530 - Probability and Statistics •
- PSYC 2130 - Life Span Psychology
- PSYC 2120 - Social Psychology
- General Electives 7 hrs cr

Semester Hours Credit: 60

**Psychology Tennessee Transfer Pathway A.A.**

Social Science Associate of Arts Degree

GENERAL EDUCATION (41 credit hours)

COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

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

## MATHEMATICS (3 credit hours)

- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

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

- MATH 1530 - Probability and Statistics •
- PSYC 1030 - General Psychology •
- PSYC 2130 - Life Span Psychology
- PSYC 2120 - Social Psychology
- General Electives 1 sem hr cr

## FOREIGN LANGUAGES (6 credit hours)

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

Semester Hours Credit: 60

**Social Work Tennessee Transfer Pathway A.A.**



## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORIAL SCIENCES (6 credit hours)

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

### HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

### NATURAL SCIENCES (8 credit hours)

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

## MATHEMATICS (3 credit hours)

- MATH 1530 - Probability and Statistics •

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

- SWRK 2010 - Introduction to Social Work
- SOCI 1020 - Social Problems•
  
- ECON 2010 - Macroeconomics •  
or
- ECON 2020 - Microeconomics •
  
- POLS 1030 - American Government •
- General Electives 1 sem hrs cr

## FOREIGN LANGUAGES (6 credit hours)

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

Semester Hours Credit: 60

## **Social Work Tennessee Transfer Pathway A.S.**

Social Science Associate of Science Degree

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

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

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

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

## MATHEMATICS (3 credit hours)

- MATH 1530 - Probability and Statistics •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- SWRK 2010 - Introduction to Social Work
- SOCI 1020 - Social Problems •
  
- ECON 2010 - Macroeconomics •
- or
- ECON 2020 - Microeconomics •

AND

- POLS 1030 - American Government •
- General Electives 7 sem hrs cr

**Semester Hours Credit: 60**

**Sociology Tennessee Transfer Pathway A.A.**

Social Science Associate of Arts Degree

**GENERAL EDUCATION (41 credit hours)**

**COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

**HUMANITIES/OR FINE ARTS (9 credit hours)**

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

**SOCIAL BEHAVIORAL SCIENCES (6 credit hours)**

Two of the following:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •

- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 1530 - Probability and Statistics •

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

- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- Sociology Elective\* 3 sem hrs cr
- General Electives 4 sem hrs cr

## FOREIGN LANGUAGES (6 credit hours)

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

Semester Hours Credit: 60

### Notes:

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

### **Sociology Tennessee Transfer Pathway A.S.**

Social Science Associate of Science Degree

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL BEHAVIORAL SCIENCES (6 credit hours)

Two of the following:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

- MATH 1530 - Probability and Statistics •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- Sociology Elective\*
- General Electives 10 sem hrs cr

Semester Hours Credit: 60

### Notes:

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

## **Associate of Arts Degree (Non TTP)**

### **General Studies Area of Emphasis A.A. (Track 1)**

University Parallel Major Humanities

#### **Track 1 - Tennessee Board of Regents**

## GENERAL EDUCATION(41 credit hours)

## COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

## HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •



- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •

- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3-4 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

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

- General Electives 12-13 sem hrs cr \*\*\* If you take a three hour math course, you must take 13 hours of general electives. If you take a four hour math course, you will need 12 hours of general electives.

## FOREIGN LANGUAGES (6 credit hours)

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

Semester Hours Credit: 60

### Notes:

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

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

### General Studies Area of Emphasis A.A. (Track 2)

University Parallel Major Humanities

## Track 2 - University of Tennessee System

### GENERAL EDUCATION (41 credit hours)

#### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

#### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

#### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

#### HISTORY (6 Credit Hours)

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3-4 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

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

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

ONE OF THE FOLLOWING:

- MATH 1720 - Trigonometry/Pre-Calculus II
- MATH 1830 - Calculus for Business
- MATH 1910 - Calculus I •

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

- MATH 1920 - Calculus II

## FOREIGN LANGUAGES (6 credit hours)

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

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

**Semester Hours Credit: 60**

**Notes:**

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

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

**Pre-Law Area of Emphasis A.A.**

University Parallel Major Social Science Associate of Arts Degree

**GENERAL EDUCATION (41 credit hours)**

**COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

**HUMANITIES/OR FINE ARTS (9 credit hours)**

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

**SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)**

## TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

### OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

### OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

### TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

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

- SOCI 1020 - Social Problems•
- General Electives 3-4 sem hrs cr

One of the following:

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

One of the following:

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

- ANTH 2010 - Introduction to Anthropology •
- BIOL 1330 - Environmental Science •
- BUSN 2370 - Legal Environment of Business
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 2010 - State and Local Government •

## FOREIGN LANGUAGES (6 credit hours)

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

Semester Hours Credit: 60

## **Associate of Science Degree (Non TTP)**

### **Business Education Area of Emphasis A.S.**

University Parallel Major Business & Technology Associate of Science Degree

## **GENERAL EDUCATION (41 credit hours)**

### **COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### **HUMANITIES/OR FINE ARTS (9 credit hours)**

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### **SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)**

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

### **HISTORY (6 credit hours)**

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •



- HIST 2030 - Tennessee History •

## MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## AREA OF EMPHASIS REQUIREMENTS (21 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- BUSN 1305 - Introduction to Business
- BUSN 2310 - Business Statistics
- INFS 1010 - Computer Applications
- INFS 1250 - Spreadsheet Applications for Microcomputers (same as IST 1250)
- General Electives 3 sem hr cr (must be non-business course) Please see a Business Advisor.

Semester Hours Credit: 62

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

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

## GENERAL EDUCATION (41 credit hours)

- ARTA 1030 - Art Appreciation •

- BIOL 1030 - Introduction to Biology •
- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- ONE OF THE FOLLOWING:
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •
- AND
- GEOG 2010 - World Regional Geography•
- GEOL 1030 - Survey of Geology •
- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- MATH 1010 - Mathematics for General Studies •
- MUSA 1030 - Music Appreciation •
- POLS 1030 - American Government •
- SPCH 1010 - Fundamentals of Speech •

## AREA OF EMPHASIS REQUIREMENTS (20 credit hours)

- ECED 1310 - Introduction to Early Childhood Education
- ECED 2320 - Infant, Toddler, Child Development
- ECED 2370 - Developmental Assessment
- ECED 2390 - Creative Development
- EDU 1120 - Teaching and Technology
- ECED 2335 - Initial Practicum
- ONE OF THE FOLLOWING:
- ECED 2360 - Development of Exceptional Children
- EDU 2100 - Exceptional Child Development

## Semester Hours Credit: 62

POLS 1030 is the preferred course; previously earned credit in an approved general education course will be considered for possible substitution.

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

University Parallel Major Education Associate of Science Degree

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

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

## GENERAL EDUCATION (41 credit hours)

- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- PSYC 1030 - General Psychology•
- SPCH 1010 - Fundamentals of Speech •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- ONE OF THE FOLLOWING:
- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •
- ONE OF THE FOLLOWING:
- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •

### TWO OF THE FOLLOWING:

- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## AREA OF EMPHASIS REQUIREMENTS (22 credit hours)

- *General Electives 5 sem hrs cr*
- GEOG 2010 - World Regional Geography•
- GEOL 1030 - Survey of Geology •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- PSCI 1030 - Introduction to Physical Science •

Semester Hours Credit: 63

### Note:

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

### **Elementary Education A.S. (Lipscomb)**

University Parallel Major Education Associate of Science Degree Elementary Education, K-6 **This program is based on and aligns with David Lipscomb University's Bachelor of Science degree in Education.**

## GENERAL EDUCATION (41 credit hours)

- BIOL 1030 - Introduction to Biology •
- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- ENGL 2130 - Survey of American Literature •
- GEOG 2010 - World Regional Geography •
- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- MATH 1010 - Mathematics for General Studies •
- SPCH 1010 - Fundamentals of Speech •
- PSCI 1030 - Introduction to Physical Science •

### CHOOSE ONE:

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

### CHOOSE ONE:

- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •

### CHOOSE ONE:

- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •

## AREA OF EMPHASIS REQUIREMENTS (22 credit hours)

- EDU 1120 - Teaching and Technology
- EDU 2100 - Exceptional Child Development
- EDU 2110 - The Psychology of Human Development and Learning
- GEOL 1030 - Survey of Geology •
- MATH 1410 - Number Concepts for Elementary Education
- MATH 1420 - Geometry for Elementary Education
- PSYC 1030 - General Psychology •

Semester Hours Credit: 63

### **Entrepreneurship Area of Emphasis A.S.**

University Parallel Major Business & Technology Associate of Science Degree

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

### HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

### MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics •

### NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- BUSN 1305 - Introduction to Business
- BUSN 1330 - Entrepreneurship
- BUSN 2310 - Business Statistics
- INFS 1010 - Computer Applications
- General Electives 1 sem hr cr (must be non-business course) Please see a Business Advisor.

Semester Hours Credit: 60

### **General Studies Area of Emphasis A.S. (Track 1)**

University Parallel Major Humanities

**Track 1 - Tennessee Board of Regents**

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS(18-19 credit hours)

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

Semester Hours Credit: 60

### Notes:

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

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

### **General Studies Area of Emphasis A.S. (Track 2)**

University Parallel Major Humanities

**Track 2 - University of Tennessee System**

## GENERAL EDUCATION (41 credit hours)

## COMMUNICATIONS (9 credit hours)



- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

## HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •

- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (18-19 credit hours)

- General Electives 15-16 sem hrs crlf you take a three hour math course, you must take 16 hours of general electives. If you take a four hour math course, you will need 15 hours of general electives.

TWO OF THE FOLLOWING:

- MATH 1720 - Trigonometry/Pre-Calculus II
- MATH 1830 - Calculus for Business
- MATH 1910 - Calculus I •

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

- MATH 1920 - Calculus II

## Semester Hours Credit: 60

### Notes:

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

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

### **Health, Physical Education and Recreation Area of Emphasis A.S.**

University Parallel Major Education Associate of Science Degree

## GENERAL EDUCATION (41 credit hours)

- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- SPCH 1010 - Fundamentals of Speech •
  
- MATH 1010 - Mathematics for General Studies •
- or
- MATH 1530 - Probability and Statistics •

AND

## TWO OF THE FOLLOWING:

- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## ONE OF THE FOLLOWING:

- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •

## ONE OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- ECON 2010 - Macroeconomics •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- HPE 2000 - Foundations of Physical Education
- HPE 2010 - Fitness for Life
- HPE 2300 - Personal Health
- HPE 2320 - First Aid and Safety
- HPE 2410 - Physical Education for The Elementary Child
- 1 PHED Activity Course

## Electives from the following:

PHED Activity courses 4 cr hrs

- HPE 2050 - Coaching Basketball
- HPE 2060 - Coaching Baseball
- HPE 2080 - Officiating

**Semester Hours Credit: 60**

## Note:

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

## **Office Management Area of Emphasis A.S.**

University Parallel Major Business and Technology Associate of Science Degree

## GENERAL EDUCATION (41 credit hours)

### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

## HISTORY (6 credit hours)

### OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

### OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## MATHEMATICS (3 credit hours)

- MATH 1630 - Finite Mathematics •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

### TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- BUSN 2310 - Business Statistics
- INFS 1010 - Computer Applications
- INFS 1250 - Spreadsheet Applications for Microcomputers (same as IST 1250)
- General Electives 4 sem hr cr (must be non-business course) Please see a Business Advisor.

Semester Hours Credit: 60

## Pre-Law Area of Emphasis A.S.

University Parallel Major Social Science Associate of Science Degree

### GENERAL EDUCATION (41 credit hours)

#### COMMUNICATIONS (9 credit hours)

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

#### HUMANITIES/OR FINE ARTS (9 credit hours)

THREE OF THE FOLLOWING:

At least one course must be in Literature

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

#### SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 2010 - Marriage and Family •

#### HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •
- OR
- OPTION 2:
- TWO OF THE FOLLOWING: (taken in any order)
- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (18-19 credit hours)

- SOCI 1020 - Social Problems •
- General Electives 3-4 sem hrs cr

ONE OF THE FOLLOWING:

- CRMJ 1010 - Introduction to Criminal Justice

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

### THREE OF THE FOLLOWING:

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

- ANTH 2010 - Introduction to Anthropology •
- BIOL 1330 - Environmental Science •
- BUSN 2370 - Legal Environment of Business
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 2010 - State and Local Government •

Semester Hours Credit: 60

### Secondary Education, Mathematics A. S.

University Parallel Major Education Associate of Science Degree

Based on the Tennessee Technological University Curriculum

### GENERAL EDUCATION (42 credit hours)

- ARTA 1030 - Art Appreciation •
- **OR**
- MUSA 1030 - Music Appreciation •
- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- ENGL 2130 - Survey of American Literature •
- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- MATH 1910 - Calculus I •
- SPCH 1010 - Fundamentals of Speech •

### ONE OF THE FOLLOWING:

- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •

### TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •



- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography•
- POLS 1030 - American Government •
- PSYC 1030 - General Psychology•
- SOCI 1010 - Introduction to Sociology •

## ONE YEAR SEQUENCE FROM THE FOLLOWING:

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

## AREA OF EMPHASIS REQUIREMENTS (20 credit hours)

- EDU 1120 - Teaching and Technology
- EDU 2110 - The Psychology of Human Development and Learning
- HPE 2320 - First Aid and Safety
- MATH 1920 - Calculus II
- MATH 2010 - Elements of Linear Algebra
- MATH 2110 - Calculus III

Semester Hours Credit: 62

### Note:

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

### **Special Education Modified K-12 A. S.**

University Parallel Major Education Associate of Science Degree

### **Curriculum Based on Tennessee Technological University**

## GENERAL EDUCATION (41 credit hours)

- BIOL 1030 - Introduction to Biology •
- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- ENGL 2130 - Survey of American Literature •
- ARTA 1030 - Art Appreciation •

**OR**

- MUSA 1030 - Music Appreciation •
- GEOL 1030 - Survey of Geology •
- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- MATH 1010 - Mathematics for General Studies •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SPCH 1010 - Fundamentals of Speech •

**ONE OF THE FOLLOWING:**

- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •

**AREA OF EMPHASIS REQUIREMENTS (22 credit hours)**

- EDU 1120 - Teaching and Technology
- EDU 2110 - The Psychology of Human Development and Learning
- EDU 2100 - Exceptional Child Development
- HPE 2320 - First Aid and Safety
- MATH 1410 - Number Concepts for Elementary Education
- MATH 1420 - Geometry for Elementary Education
- PSCI 1030 - Introduction to Physical Science •

**Semester Hours Credit: 63**

**Speech and Theatre Area of Emphasis A.S.**

University Parallel Major Humanities Associate of Science Degree

**GENERAL EDUCATION (41 credit hours)**

**COMMUNICATIONS (9 credit hours)**

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

**HUMANITIES/OR FINE ARTS (9 credit hours)**

At least one course must be in Literature

THREE OF THE FOLLOWING:

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •

- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## SOCIAL/BEHAVIORAL SCIENCES (6 credit hours)

TWO OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

## HISTORY (6 credit hours)

OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

OR

OPTION 2:

TWO OF THE FOLLOWING: (taken in any order)

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## NATURAL SCIENCES (8 credit hours)

BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

TWO OF THE FOLLOWING:

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •

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

## MATHEMATICS (3 credit hours)

ONE OF THE FOLLOWING:

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

## AREA OF EMPHASIS REQUIREMENTS (19 credit hours)

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

Semester Hours Credit: 60

Note:

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

## **Associate of Science In Teaching Degree**

### **Teaching A.S.T.**

University Parallel Major **Associate of Science In Teaching Degree** Education

Elementary Education, K-6 Emphasis Curriculum Based on Tennessee Board of Regents Universities

The Associate of Science in Teaching degree has been implemented throughout the Tennessee Board of Regents system to facilitate entry of transfer students from community colleges into university teacher education programs. A common curriculum applicable to all community colleges and acceptable to all TBR universities is prescribed. Admission,

retention, and graduation requirements are the same as those published in the Graduation Requirements section of this catalog with the additional requirement that students who qualify for the AST must satisfy the following:

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

Tennessee Technological University now offers a 2 + 2 program in the K-6 Emphasis with all junior and senior level classes located at the Motlow College Moore County campus and at McMinnville Center. For more information, contact the Chair of the Education Department or the Director of the McMinnville Center.

## GENERAL EDUCATION (41 credit hours)

- BIOL 1030 - Introduction to Biology •
- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- ENGL 2130 - Survey of American Literature •
- GEOG 2010 - World Regional Geography •
- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- MATH 1010 - Mathematics for General Studies •
- SPCH 1010 - Fundamentals of Speech •
- PSCI 1030 - Introduction to Physical Science •

### CHOOSE ONE:

- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •

### CHOOSE ONE:

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

### CHOOSE ONE:

- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## AREA OF EMPHASIS REQUIREMENTS

- EDU 1120 - Teaching and Technology
- EDU 2110 - The Psychology of Human Development and Learning
- EDU 2100 - Exceptional Child Development
- MATH 1410 - Number Concepts for Elementary Education
- MATH 1420 - Geometry for Elementary Education
- ONE OF THE FOLLOWING:
  - GEOL 1030 - Survey of Geology •

- BIOL 1330 - Environmental Science •

Semester Hours Credit: 60

## **Associate of Applied Science Degree**

### **Accounting Concentration A.A.S.**

Business Technology Major Business and Technology Associate of Applied Science Degree

## GENERAL EDUCATION (15 credit hours)

- ENGL 1010 - English Composition I •
- SPCH 1010 - Fundamentals of Speech •
- ECON 2010 - Macroeconomics •
- MATH 1630 - Finite Mathematics •

## ONE OF THE FOLLOWING:

- ARTA 1030 - Art Appreciation •
- THEA 1030 - Introduction to Theatre •
- MUSA 1030 - Music Appreciation •

## CONCENTRATION REQUIREMENTS (45 credit hours)

- *Business electives from BUSN or INFS 3 sem hrs cr*
- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- ACCT 2010 - Intermediate Accounting I
- ACCT 2410 - Income Tax Accounting—Personal
- ACCT 2810 - Auditing
- ACCT 2910 - Accounting Applications on the Microcomputer
- BUSN 1305 - Introduction to Business
- BUSN 1310 - Business Communications
- BUSN 2330 - Principles of Management
- BUSN 2360 - International Business
- BUSN 2370 - Legal Environment of Business
- BUSN 2910 - Career Development
- ECON 2020 - Microeconomics •
- INFS 1010 - Computer Applications

Semester Hours Credit: 60

Note:

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 Tennessee Transfer Pathway.

## **Business Computer Applications Concentration A.A.S.**

Business Technology Major Business and Technology 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.

### **GENERAL EDUCATION (15 credit hours)**

- ECON 2010 - Macroeconomics •
- ENGL 1010 - English Composition I •
- MATH 1630 - Finite Mathematics •
- SPCH 1010 - Fundamentals of Speech •

### **ONE OF THE FOLLOWING:**

- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •

### **CONCENTRATION REQUIREMENTS (45 credit hours)**

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- BUSN 1305 - Introduction to Business
- BUSN 1310 - Business Communications
- BUSN 2330 - Principles of Management
- BUSN 2360 - International Business
- BUSN 2370 - Legal Environment of Business
- BUSN 2910 - Career Development
- CISP 1300 - Visual Basic Programming Language
- ECON 2020 - Microeconomics •
- INFS 1010 - Computer Applications
- INFS 1240 - Word Processing Applications (same as IST 1240)
- INFS 1250 - Spreadsheet Applications for Microcomputers (same as IST 1250)
- INFS 1260 - Database Applications for Microcomputers (same as IST 1260)
- INFS 1290 - Current Trends in Business Computing Technologies

**Semester Hours Credit: 60**

**Notes:**

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 Tennessee Transfer Pathway or the Computer Science Tennessee Transfer Pathway.

## **Business Computer Programming Concentration A.A.S.**

Business Technology Major Business and Technology Associate of Applied Science Degree

This career program provides the student with the education necessary to work as a basic entry-level computer programmer in a business environment. The Computer Programming Concentration is for students interested in pursuing a programming career in business-related data processing applications. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science degree is awarded.

### **GENERAL EDUCATION (15 credit hours)**

- ECON 2010 - Macroeconomics •
- ENGL 1010 - English Composition I •
- MATH 1630 - Finite Mathematics •
- SPCH 1010 - Fundamentals of Speech •

### **ONE OF THE FOLLOWING:**

- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •

### **CONCENTRATION REQUIREMENTS (45 credit hours)**

- BUSN 1305 - Introduction to Business
- BUSN 1310 - Business Communications
- BUSN 2310 - Business Statistics
- BUSN 2330 - Principles of Management
- BUSN 2360 - International Business
- BUSN 2370 - Legal Environment of Business
- BUSN 2910 - Career Development
- CISP 1010 - Computer Science I
- CISP 1020 - Computer Science II
- CISP 1295 - Web Page Development and Design (same as IST 1295)
- CISP 1300 - Visual Basic Programming Language
- CISP 2410 - Assembly and Computer Organization
- CISP 2660 - Java Programming
- INFS 1010 - Computer Applications

**Semester Hours Credit: 60**

**Note:**



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 Computer Science Tennessee Transfer Pathway.

## **Business Major, Management Concentration A.A.S.**

Associate of Applied Science Degree Business Major

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

As a result of having completed the appropriate courses in the A.A.S. in Business, Management Concentration, students will be able to:

- Demonstrate the ability to communicate effectively, think critically, and develop problem-solving skills utilizing quantitative data in business situations through physical or virtual presence in writing, speaking, listening, and electronic media.
- Demonstrate a basic understanding of the American free enterprise system.
- Demonstrate an understanding of the basic interaction of supply and demand.
- Apply business and management knowledge through employability of skills.
- Interpret accounting information, marketing practices, and economic data and be creative with business solutions.

This two-year program is accredited by the Accreditation Council for Business Schools and Programs and is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science is awarded.

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

For information about the concentration, including required courses, please see the link below:

- [Management Concentration, A.A.S.](#)

## [Business Major, Management Concentration A.A.S.](#)

Business Associate of Applied Science Degree

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

## **GENERAL EDUCATION (15 credit hours)**

ONE OF THE FOLLOWING:

- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •

AND

- ENGL 1010 - English Composition I •
- MATH 1630 - Finite Mathematics •

- SPCH 1010 - Fundamentals of Speech •

## ONE OF THE FOLLOWING:

- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •

## CONCENTRATION REQUIREMENTS (45 credit hours)

- ACCT 1010 - Principles of Accounting I
- ACCT 1020 - Principles of Accounting II
- ACCT 2910 - Accounting Applications on the Microcomputer
- BUSN 1305 - Introduction to Business
- BUSN 1310 - Business Communications
- BUSN 1340 - Small Business Management
- BUSN 2310 - Business Statistics
- BUSN 2330 - Principles of Management
- BUSN 2340 - Human Resource Management
- BUSN 2360 - International Business
- BUSN 2370 - Legal Environment of Business
- BUSN 2380 - Principles of Marketing
- BUSN 2910 - Career Development
- INFS 1010 - Computer Applications
- INFS 1250 - Spreadsheet Applications for Microcomputers (same as IST 1250)

## Semester Hours Credit: 60

### Note:

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

### **Business Technology Major**

Motlow State Community College offers a Business Technology major with the following concentrations: Accounting, Business Computer Applications, Business Management, and Business Computer Programming. This major prepares students for a variety of positions in the broad field of business. The Accounting concentration prepares students in a broad range of accounting fields, including accounting systems, record keeping, financial statements, tax accounting, budgeting, and other accounting areas. The Business Computer Applications concentration prepares students for a variety of positions in the field of business data processing.

The major core curriculum is designed to promote and achieve the following outcomes:

- an understanding of fundamental business concepts and terminology
- an understanding of fundamental management concepts and human resources utilization
- an understanding of the accounting system applicable to business ownerships
- an understanding of fundamental macroeconomics, microeconomics, and economic applications

- an understanding of computer hardware and software applications
- the ability to apply mathematical concepts for business-related problem solving and analysis and presentation of data
- an understanding of principles of written business communications applying standard rules
- an understanding of the legal aspects of a business environment
- an understanding of business concepts and operations in a global environment

These two-year programs are all accredited by the Accreditation Council for Business Schools and Programs and are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

For information about the concentrations available, including required courses, please see the links below.

- Accounting Concentration A.A.S.
- Business Computer Applications Concentration A.A.S.
- Business Computer Programming Concentration A.A.S.

## **Early Childhood Education Major A.A.S.**

Education Associate of Applied Science

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

## **GENERAL EDUCATION (22 credit hours)**

- ENGL 1010 - English Composition I •
- SPCH 1010 - Fundamentals of Speech •
- BIOL 1030 - Introduction to Biology •
- MATH 1410 - Number Concepts for Elementary Education  
ONE OF THE FOLLOWING:
- GEOG 2010 - World Regional Geography •
- SOCI 1010 - Introduction to Sociology •  
ONE OF THE FOLLOWING:
- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •  
ONE OF THE FOLLOWING:
- ANTH 2010 - Introduction to Anthropology •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •

- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •
- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology•
- SOCI 1020 - Social Problems•
- THEA 1030 - Introduction to Theatre •

## CONCENTRATION REQUIREMENTS (33 credit hours)

- ECED 1310 - Introduction to Early Childhood Education
- ECED 2310 - Safe, Healthy, Learning Environments
- ECED 2315 - Early Childhood Curriculum
- ECED 2320 - Infant, Toddler, Child Development
- ECED 2340 - Family Dynamics and Community Involvement
- ECED 2360 - Development of Exceptional Children
- ECED 2370 - Developmental Assessment
- ECED 2380 - Language and Literacy in Early Childhood
- ECED 2385 - Math and Science in Early Childhood
- ECED 2335 - Initial Practicum
- ECED 2365 - Final Practicum

## Early Childhood Guided Electives (3 credit hours)

ONE OF THE FOLLOWING:

- ECED 2330 - Infant and Toddler Care
- ECED 2300 - The Mentoring Teacher
- ECED 2312 - Administration of Early Childhood Programs
- ECED 2375 - Social-Emotional Development
- ECED 2185 - Special Topics in Early Childhood Education
- ECED 2285 - Special Topics in Early Childhood Education

## GENERAL ELECTIVES (3 credit hours)

Select one additional course after consultation with your advisor. This course can be any college-level course, either a General Education course, an Early Childhood Education course, or other course offered by the institution.

## Semester Hours Credit: 61

Articulation with Tennessee Colleges of Applied Technology: Students completing the diploma program at a Tennessee College of Applied Technology will receive credit upon admission to a TBR community college for:

ECED 2335 Initial Practicum 3 hrs. ECED 2310 Safe, Healthy, Learning Environments 3 hrs.

### General Technology Major A.A.S.

Business Technology Major Associate of Applied Science Degree

Motlow State Community College (MSCC) offers a General Technology major designed specifically for Tennessee College's of Applied Technology (TCAT) graduate.

A student seeking to articulate credit pursuant to this major, and wishing to pursue a specifically designed concentration of study, must have successfully completed an accredited TCAT diploma and/or certificate program, and must satisfy and/or adhere to the following stipulations and requirements.

1. The Chair of the Business and Technology Department will serve as the academic advisor for all TCAT graduates pursuing the General Technology Major at MSCC. The student must meet with the Chair of the Business and Technology Department for the purpose of reviewing the student's TCAT diploma or certificate program, and for the purpose of collaboratively designing the General Technology Major concentration of study that the student must complete in order to acquire the MSCC Associate of Applied Science Degree. (Reference the general concentration of study provided below.)
2. **It is imperative that the student meet with the Chair of the Business and Technology Department prior to, or immediately upon, making application for acceptance to the college. An appointment with the Chair of the Business and Technology Department can be scheduled by calling 1-931-393-1863 (Toll free 1-800-654-4877, ext. 1863) or emailing bustechdept@mscc.edu**
3. The student must consult with the academic advisor on all matters and activities pertaining to the student's concentration of study, registration, and preparation for graduation. Upon completion of all required course work, and in preparation to submit an MSCC Intent to Graduate form, the student must contact the academic advisor for a final verification of all credit earned and awarded.
4. The student must meet all regular admission requirements of MSCC as prescribed in the MSCC Catalog/Student Handbook, to include all Learning Support Program requirements as may be determined by the ACT or COMPASS test.
5. The student must successfully complete 15 semester hours of collegiate-level credit at MSCC before being eligible to receive credit for completing a TCAT diploma or certificate program. (Note: Learning Support courses earn institutional credit, but cannot be used to meet any specific program requirements.) The credit awarded for a TCAT diploma or certificate program will be designated on the student's transcript prior to graduation, but will not count in the calculation of the student's college grade point average.

Upon successful completion of the General Technology Major concentration of study, the student will be awarded the Associate of Applied Science Degree.

### GENERAL EDUCATION (15 credit hours)

- ENGL 1010 - English Composition I •
- SPCH 1010 - Fundamentals of Speech •

## ONE OF THE FOLLOWING:

One Social/Behavioral Science Course(As determined/coordinated with the Chair of the Business and Technology Department)

## ONE OF THE FOLLOWING:

One Natural Science/Mathematics Course(As determined/coordinated with the Chair of the Business and Technology Department)

## ONE OF THE FOLLOWING:

- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •

## CONCENTRATION REQUIREMENTS

- *Courses will be determined/coordinated between the student and the Chair of the Business and Technology Department.*

## GENERAL TECHNOLOGY CREDIT

- General Technology 28/30 sem hrs cr\*

Semester Hours Credit: 60

### Note:

\*For additional information and/or assistance relating to the General Technology Major, students should contact the Chair of the Business and Technology Department (telephone number 931-393-1863 or toll free 1-800-654-4877, ext. 1863; email [rbartley@mscc.edu](mailto:rbartley@mscc.edu)).

### **Information System Technology, A.A.S. (Information Systems Specialist Concentration)**

Information System Technology Career Readiness Associate of Applied Science Degree

This career program will introduce students to the field of Computer Support Specialist. Successful students will gain knowledge of essential computer hardware and software components and their functions, proficiency with software applications and business-related programming languages and an understanding of basic business concepts. This program is designed for the student who does not intend to transfer to a four-year university.

## GENERAL EDUCATION (15 credit hours)

- ENGL 1010 - English Composition I •
- SPCH 1010 - Fundamentals of Speech •
- MATH 1530 - Probability and Statistics •

OR

- MATH 1630 - Finite Mathematics •
- ONE OF THE FOLLOWING:
- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •
- ONE OF THE FOLLOWING:
- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •

## INFORMATION SYSTEM TECHNOLOGY CORE COURSES (24 CREDIT HOURS)

- ACCT 1010 - Principles of Accounting I
- BUSN 1310 - Business Communications
- BUSN 2910 - Career Development
- INFS 1010 - Computer Applications
- IST 1250 - Spreadsheet Applications
- IST 1260 - Database Applications
- IST 1295 - Web Page Development and Design
- IST 2900 - Project Integration Capstone

## INFORMATION SYSTEM CONCENTRATION (21 credit hours)

- CISP 1010 - Computer Science I
- CISP 1020 - Computer Science II
- IST 1070 - IT Support Skills
- IST 1500 - Computer System Essentials
- IST 1750 - Computer Networking I
- IST 2730 - Advanced Web Page Development
- IST 2800 - Database Development

Semester Hours Credit: 60

Notes:

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 Tennessee Transfer Pathway or the Computer Science Tennessee Transfer Pathway.

### **Information System Technology, A.A.S. (Office Information Concentration)**

Information System Technology Career Readiness Associate of Applied Science Degree **This career program will introduce students to the field of Office Management. Successful students will gain proficiency with software applications and business-related programming languages and an understanding of basic business concepts. This program is designed for the student who does not intend to transfer to a four-year university.**

### **GENERAL EDUCATION (15 credit hours)**

- ENGL 1010 - English Composition I •
- SPCH 1010 - Fundamentals of Speech •
- MATH 1530 - Probability and Statistics •
- OR
- MATH 1630 - Finite Mathematics •
- ONE OF THE FOLLOWING:
- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •
- ONE OF THE FOLLOWING:
- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •

### **INFORMATION SYSTEM TECHNOLOGY CORE COURSES (24 CREDIT HOURS)**

- ACCT 1010 - Principles of Accounting I
- BUSN 1310 - Business Communications
- BUSN 2910 - Career Development
- INFS 1010 - Computer Applications
- IST 1250 - Spreadsheet Applications
- IST 1260 - Database Applications
- IST 1295 - Web Page Development and Design
- IST 2900 - Project Integration Capstone



## OFFICE INFORMATION TECHNOLOGY CONCENTRATION (21 CREDIT HOURS)

- ACCT 2910 - Accounting Applications on the Microcomputer
- BUSN 1305 - Introduction to Business
- BUSN 1320 - Business Calculations
- BUSN 2100 - Event Management
- BUSN 1350 - Sales and Service
- IST 1240 - Introduction to Word Processing
- IST 2050 - Business Documents and Publishing

Semester Hours Credit: 60

### Notes:

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 Tennessee Transfer Pathway or the Computer Science Tennessee Transfer Pathway.

### **Mechatronics Technology A.A.S.**

Mechatronics Technology Career Readiness Associate of Applied Science Degree

**This career program will provide the academic knowledge and practical experience necessary to prepare students for employment as a highly skilled mechatronics technician. The concentration is specifically provided for students who are interested in working as a technician in an integrated multidisciplinary industrial environment. Upon successful completion of the program, students will be afforded the opportunity to complete the Level 2 Certification Examination to become a Siemens Certified Mechatronics Systems Associate. This program is designed for students who do not intend to transfer to a four-four institution.**

ADMISSION TO THE MOTLOW COLLEGE A.A.S. DEGREE IN MECHATRONICS

#### Application Procedure

- Must be 18 or older to apply unless participating in the high school dual enrollment program.
- Apply and be accepted for admission to Motlow State Community College.
- Submit the separate Mechatronic Program Application by established deadline.
- Take the COMPASS examination in all areas or have current ACT scores.

#### Selection Criteria

Below are the criteria for acceptance into the Mechatronic

- Achieve a minimum score of 15 on the COMPASS math examination.
- For individuals that score equally on the COMPASS math examination, preference will be given to a certified Trade Adjustment Act worker, a Veteran possessing a DD214 in accordance with the VetGuide Appendix A document, or any other "covered person" under the Jobs for Veterans Act.
- Individuals that score equally on the COMPASS math examination, and without preferential status, the date/time stamp on the emailed letter of acceptance will be used to fill the remaining slots in the classes.

## GENERAL EDUCATION (15 credit hours)

- ENGL 1010 - English Composition I •
- MATH 1710 - College Algebra/Pre-Calculus I •
- SPCH 1010 - Fundamentals of Speech •

#### ONE OF THE FOLLOWING:

- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •

#### ONE OF THE FOLLOWING:

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications •
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography •
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology •
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems •
- SOCI 2010 - Marriage and Family •

#### CONCENTRATION REQUIREMENTS (47 credit hours)

- CISP 1010 - Computer Science I
- PHYS 2010 - Non-Calculus Based Physics I •
- MECH 1100 - Electrical Components
- MECH 1200 - Mechanical Components and Electrical Drives
- MECH 1300 - (Electro) Pneumatic and Hydraulic Control Circuits
- MECH 1500 - Digital Fundamentals and Programmable Logic Controllers
- MECH 2100 - Process Control Technologies
- MECH 2200 - Introduction to Totally Integrated Automation
- MECH 2300 - Automation Systems
- MECH 2400 - Motor Control
- MECH 2500 - Mechanics and Machine Elements
- MECH 2600 - Manufacturing Processes

Semester Hours Credit: 63

## DUAL/JOINT ENROLLMENT PROGRAM REQUIREMENTS

Any student seeking to enter the mechatronics certificate program must meet the dual/joint enrollment criteria and have a recommendation by his/her instructor. Dual/Joint enrollment students may be subject to additional entrance criteria on an as needed basis and as established by the program chair.

## Nursing Program A.A.S.

Nursing Major Nursing Associate of Applied Science Degree

Motlow State Community College offers a Nursing Major for those students desiring to pursue a career as a registered nurse. The nursing program provides students with learning opportunities to acquire the knowledge, skills, and critical thinking needed to meet the health care needs of the communities in which they will work.

The Motlow Nursing Program Outcomes

- Graduates are prepared to perform the graduate core competencies for associate degree nurses in the delivery of care in their workplace.
- Graduates are prepared to write the National Council Licensure Examination-Registered Nurse (NCLEX-RN).
- Graduates contribute to the supply of registered nurses in the Motlow State Community College's eleven county service area.

## GENERAL EDUCATION

- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- PSYC 1030 - General Psychology •
- SPCH 1010 - Fundamentals of Speech •

One of the following:

- ARTA 1030 - Art Appreciation •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •

## AREA OF EMPHASIS REQUIREMENTS

- BIOL 2230 - Microbiology
- NURS 1070 - Dosage Calculations\*
- NURS 1400 - Role of the Associate Degree Nurse
- NURS 1410 - Nursing Care I
- NURS 1420 - Nursing Care II
- NURS 2410 - Nursing Care III
- NURS 2130 - Seminar in Nursing
- NURS 2420 - Nursing Care IV

## Semester Hours Credit: 66

### Note:

\*NURS 1070 is a required NURS course that may be taken before acceptance into the nursing program. As a required NURS course, students must make a grade of C or higher. A grade of D or F in NURS 1070 will be counted as one failed attempt in a nursing course upon acceptance into the nursing program.

### **Paramedic A.A.S.**

The Paramedic is an emergency medical professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is the link from the scene into the health care system.

To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:• Meet all course and skill requirements as outlined in the student handbook• Have a cumulative GPA of 2.0• Discharge all financial obligations to Motlow State Community College• Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies

### GENERAL EDUCATION (17 credit hours)

- ENGL 1010 - English Composition I •
  - BIOL 2010 - Human Anatomy and Physiology I •
  - BIOL 2020 - Human Anatomy and Physiology II •
  - PSYC 1030 - General Psychology•
- ONE OF THE FOLLOWING:
- ARTA 1030 - Art Appreciation •
  - MUSA 1030 - Music Appreciation •

### AREA OF EMPHASIS REQUIREMENTS (43 credit hours)

- EMSP 1801 - Fundamentals of Paramedic I
- EMSP 1401 - Paramedic Skills Labs I
- EMSP 1311 - Paramedic Clinical I
- EMSP 2802 - Fundamentals of Paramedic II
- EMSP 2402 - Paramedic Skills Labs II
- EMSP 2412 - Paramedic Clinical II
- EMSP 2403 - Paramedic Capstone
- EMSP 2303 - Paramedic Practicum
- EMSP 2513 - Paramedic Field Internship

## Semester Hours Credit: 60

### **Certificate**

#### **Early Childhood Education Technical Certificate (12 hours)**

Motlow State Community College offers the Early Childhood Technical Certificate of Credit. This prepares the student for a career in child care and early education.

**This certificate is not covered by Financial Aid.**

## CONCENTRATION REQUIREMENTS (12 credit hours)

- ECED 2310 - Safe, Healthy, Learning Environments
- ECED 2315 - Early Childhood Curriculum
- ECED 2340 - Family Dynamics and Community Involvement
- ECED 2335 - Initial Practicum

## Early Childhood Education Technical Certificate (24 hours)

Motlow State Community College offers the Early Childhood Technical Certificate of Credit. This prepares the student for a career in child care and early education.

**This certificate is not covered by Financial Aid.**

## CONCENTRATION REQUIREMENTS (21 credit hours)

- ECED 1310 - Introduction to Early Childhood Education
- ECED 2310 - Safe, Healthy, Learning Environments
- ECED 2315 - Early Childhood Curriculum
- ECED 2340 - Family Dynamics and Community Involvement
- ECED 2380 - Language and Literacy in Early Childhood
- ECED 2335 - Initial Practicum
- ECED 2385 - Math and Science in Early Childhood

## Early Childhood Guided Electives (3 credit hours)

- ECED 2330 - Infant and Toddler Care
- ECED 2390 - Creative Development
- ECED 2300 - The Mentoring Teacher
- ECED 2312 - Administration of Early Childhood Programs
- ECED 2375 - Social-Emotional Development
- ECED 2185 - Special Topics in Early Childhood Education
- ECED 2285 - Special Topics in Early Childhood Education

## Semester Hours Credit: 24

Tennessee Department of Human Services recognizes the Technical Certificate in its 3-Star Licensing Program as one of the the qualifications for staff.

Articulation with Tennessee Colleges of Applied Technology: Students completing the diploma program at a Tennessee College of Applied Technology will receive credit upon admission to a TBR community college for:

ECED 2335 Initial Practicum 3 hrs. ECED 2310 Safe, Healthy, Learning Environments 3 hrs.

Additional credits may be awarded by the receiving community college on a case-by-case basis, consistent with accreditation requirements of NAEYC.

### **Emergency Medical Paramedic Certificate of Credit**

The Paramedic is an emergency medical professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is the link from the scene into the health care system. **This certificate of credit is not covered by Financial Aid.**

To successfully complete the Paramedic Program and establish eligibility for the licensure examination, students must:

- Meet all course and skill requirements as outlined in the student handbook
- Have a cumulative GPA of 2.0
- Discharge all financial obligations to Motlow State Community College
- Not be under investigation or subject to disciplinary action for violation of program or college rules, regulations, or policies

### **Paramedic Certificate of Credit**

- EMSP 1801 - Fundamentals of Paramedic I
- EMSP 1401 - Paramedic Skills Labs I
- EMSP 1311 - Paramedic Clinical I
- EMSP 2802 - Fundamentals of Paramedic II
- EMSP 2402 - Paramedic Skills Labs II
- EMSP 2412 - Paramedic Clinical II
- EMSP 2403 - Paramedic Capstone
- EMSP 2303 - Paramedic Practicum
- EMSP 2513 - Paramedic Field Internship

**Semester Hours Credit: 43**

### **Emergency Medical Technician Advanced Certificate of Credit**

The AEMT is an allied health professional whose primary focus is to provide basic emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. The AEMT's function as part of a comprehensive EMS response, under medical oversight. AEMT's perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene into the health care system.

The Advanced Emergency Medical Technician Program includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. The Advanced Emergency Medical Technician has the knowledge associated with, and is expected to be competent in, all of the skills of the EMR and EMT. This program follows the guidelines set by the National Scope of Practice Model and is designed to help prepare individuals for licensure as an Advanced Emergency Medical Technician by the Tennessee Department of Health, Division of Health Licensure and Regulation, Office of Emergency Medical Services.

**This certificate is not covered by Financial Aid.**

## Emergency Medical Technician Advanced Certificate of Credit

- EMSA 1501 - Advanced EMT Medical Emergencies
- EMSA 1502 - Advanced EMT Trauma and Medical Emergencies
- EMSA 1201 - Advanced EMT Medical Skills Lab
- EMSA 1202 - Advanced EMT Trauma and Medical Skills Lab
- EMSA 1111 - Advanced EMT Clinical
- EMSA 1112 - Advanced EMT Field Internship

**Semester Hours Credit: 16**

### **Emergency Medical Technician Certificate of Credit**

The EMT is an allied health professional whose primary focus is to provide basic emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. The EMT functions as a part of a comprehensive EMS response, under medical oversight. The EMT performs interventions with the basic and advanced equipment typically found on an ambulance. The EMT is a link from the scene into the health care system.

The EMT Program is delivered through a combination of classroom instruction (didactic and psychomotor) and clinical experience. Upon successful completion of the course, students are eligible to sit for the National Registry's written and practical examinations. Upon successful completions of examinations and other licensure requirements, the student will be eligible for the State of Tennessee EMT license. The EMT renders life support to patients at the scene of their injuries or illnesses and prepares these patients for transport to the hospital.

**This certificate is not covered by Financial Aid.**

### Emergency Medical Technician Certificate

- EMSB 1601 - EMT Medical Emergencies and EMS Operations
- EMSB 1602 - EMT Trauma and Medical Emergencies
- EMSB 1101 - EMT Medical Skills Lab
- EMSB 1102 - EMT Trauma and Medical Skills Lab
- EMSB 1111 - EMT Clinical
- EMSB 1112 - EMT Clinicals

**Semester Hours Credit: 16**

### **Mechatronics Certificate of Credit**

**Motlow State Community College offers the Mechatronics Technology Certificate for students interested in employment as a technician in an integrated multidisciplinary industrial environment. Instruction in mechatronics provides students with the knowledge and hands-on training in electronics, mechanics and computers to work in a**

**variety of industrial and manufacturing related business. The certificate offers employment preparation opportunities, as well as, the opportunity to upgrade and improve existing skills. Upon successful completion of the program, students will be afforded the opportunity to complete the Level 1 Certification Examination to become a certified Siemens Mechanics System Assistant. This certificate is not covered by Financial Aid.**

#### ADMISSION TO THE MOTLOW COLLEGE MECHATRONICS CERTIFICATE

##### Application Procedure

- Must be 18 or older to apply unless participating in the high school dual enrollment program
- Apply and be accepted for admission to Motlow State Community College
- Submit the separate Mechatronic Program Application by established deadline
- Take the COMPASS Math examination

Selection Criteria Below are the criteria for acceptance into the Mechatronics program.

- Achieve a minimum score of 15 on the COMPASS math examination.
- For individuals that score equally on the math examination, preference will be given to a certified Trade Adjustment Act worker, a Veteran possessing a DD214 in accordance with the VetGuide Appendix A document, or any other "covered person" under the Jobs for Veterans Act.
- Individuals that score equally on the COMPASS math examination, and without preferential status, the date/time stamp on the emailed letter of acceptance will be used to fill the remaining slots in the classes.

## Mechatronics Certificate of Credit

- MECH 1100 - Electrical Components
- MECH 1200 - Mechanical Components and Electrical Drives
- MECH 1300 - (Electro) Pneumatic and Hydraulic Control Circuits
- MECH 1500 - Digital Fundamentals and Programmable Logic Controllers

## Semester Hours Credit: 16

#### DUAL/JOINT ENROLLMENT PROGRAM REQUIREMENTS

Any student seeking to enter the mechatronics certificate program must meet the dual/joint enrollment criteria and have a recommendation by his/her instructor. Dual/Joint enrollment students may be subject to additional entrance criteria on an as needed basis and as established by the program chair.

## Technical Certificate of Credit Programs

A certificate of credit program enables the college to provide a short-term program in a concentrated area of study as a means to acquire a specific body of knowledge and/or develop specific career skills. Certificate programs offer employment preparation opportunities and the opportunity to upgrade skills for those who are already employed. Courses successfully completed, and the credits earned as part of a certificate program, are acceptable toward an associate degree if the student wishes to continue his/her educational pursuits. The certificate programs are not designed for transfer to a four year institution; however, the specific courses and hours completed as part of a certificate program may be used as part of a program of study that is intended for transfer. Certificate programs are



available at Motlow in mechatronics, early childhood education and Emergency Medical Services. These certificate are not covered by Financial Aid.

## REGENTS ONLINE CAMPUS COLLABORATIVE/REGENTS ONLINE DEGREE PROGRAM TECHNICAL CERTIFICATE OF CREDIT

Motlow College, in conjunction with other Tennessee Board of Regents' (TBR) colleges and universities, is a participant in the Regents Online Campus collaborative, and in particular, Regents Online Degree Program (RODP). The mission and purpose of the program is to improve access to high-quality, affordable, student-centered learning opportunities through the use of technology. The RODP allows students to earn a college degree or technical certificate of credit entirely online. Courses offered as part of the RODP are offered and conducted by the different colleges and universities within the TBR systems, and consequently, maintain the same content and rigor as all other college courses. All the RODP courses are taught online (Internet) in an interactive, asynchronous format. This allows students to pursue a college degree or technical certificate of credit without having to attend traditional on-campus classroom instruction. Technical certificates are not covered by Financial Aid.

For more detailed information about the RODP, to include the individual Technical Certificate of Credit Programs of study, specific requirements, and individuals to contact for assistance, go to the RODP link on the Motlow College homepage at [www.mscc.edu](http://www.mscc.edu) or contact the MSCC RODP campus contact at 931-393-1640 or toll free 1-800-654-4877, ext. 1640.

## Requirements

### General Education

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

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

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

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

\*\*Six (6) hours of English Composition and three (3) hours in English oral presentational communication are required.

\*\*\*Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six (6) hours of United States History (three (3) hours of Tennessee History may substitute). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

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

- Upon completion of an A.A or A.S. degree, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.
- If an A.A. or A.S. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight (8) hours in the category of Natural Sciences are complete, then this "block" of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.
- Institutional/departmental requirements of the grade of "C" will be honored. Even if credit is granted for a course, any specific requirements for the grade of "C" by the receiving institution will be enforced.
- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

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

Through the structure of its general educational curriculum, Motlow State Community College seeks to provide experiences designed to prepare students for responsible citizenship; for productive, wholesome, and creative participation in life activities; and for intelligent decision making. After completing the General Education program (University Parallel major) at Motlow, students will be able to

- Achieve specific purposes via written and/or oral presentations and projects with attention to proper diction, grammar, formatting, and awareness of audience needs.
- Use data, graphs, and tables to analyze and represent statistical reasoning.
- Use mathematics to solve problems and test the logic of solutions.
- Distinguish between scientific and non-scientific explanations via basic scientific language and processes and use scientific experimentation, hypothesis, and analysis to solve problems or address issues of a scientific nature.
- Appreciate, explain, and evaluate the ways in which humanistic and artistic expression throughout the ages expresses the diverse culture(s) and value(s) of its respective time and place.
- Critically recognize and articulate how individuals are influenced by political, geographical, economic, cultural, psychological, and familial institutions in their own and other diverse cultures.
- Remember, compare, and evaluate the historical diversity of human experiences across time periods from political, geographic, economic, social, cultural, religious, and intellectual perspectives.

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

## COMMUNICATION

- ENGL 1010 - English Composition I •
- ENGL 1020 - English Composition II •
- SPCH 1010 - Fundamentals of Speech •

## HISTORY

### OPTION 1:

- HIST 1110 - Survey of World Civilization I •
- HIST 1120 - Survey of World Civilization II •

## HISTORY

### OPTION 2: Two of the following, taken in any order:

- HIST 2010 - Survey of American History I •
- HIST 2020 - Survey of American History II •
- HIST 2030 - Tennessee History •

## HUMANITIES AND/OR FINE ARTS

- ARTA 1030 - Art Appreciation •
- ARTH 2010 - Survey of Art History I •
- ARTH 2020 - Survey of Art History II •
- MUSA 1030 - Music Appreciation •
- THEA 1030 - Introduction to Theatre •
- ENGL 2130 - Survey of American Literature •
- ENGL 2230 - Survey of British Literature •
- ENGL 2310 - Survey of World Literature I •
- ENGL 2320 - Survey of World Literature II •
- ENGL 2330 - Survey of World Literature •

## MATHEMATICS

- MATH 1010 - Mathematics for General Studies •
- MATH 1530 - Probability and Statistics •
- MATH 1630 - Finite Mathematics •
- MATH 1710 - College Algebra/Pre-Calculus I •
- MATH 1910 - Calculus I •

## NATURAL SCIENCES

\*BIOL 1030 can not be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Unless otherwise noted, a sequence is not required.)

- BIOL 1030 - Introduction to Biology •
- BIOL 1110 - General Biology I •
- BIOL 1120 - General Biology II •
- BIOL 1330 - Environmental Science •
- BIOL 2010 - Human Anatomy and Physiology I •
- BIOL 2020 - Human Anatomy and Physiology II •
- CHEM 1110 - General Chemistry I •
- CHEM 1120 - General Chemistry II •
- GEOL 1030 - Survey of Geology •
- PHYS 2010 - Non-Calculus Based Physics I •
- PHYS 2020 - Non-Calculus Physics II •
- PHYS 2110 - Calculus Based Physics I •
- PHYS 2120 - Calculus Based Physics II •
- PSCI 1030 - Introduction to Physical Science •

## SOCIAL/BEHAVIORAL SCIENCES

- ANTH 2010 - Introduction to Anthropology •
- COMM 1010 - Introduction to Mass Communications•
- ECON 2010 - Macroeconomics •
- ECON 2020 - Microeconomics •
- GEOG 1030 - Cultural Geography •
- GEOG 2010 - World Regional Geography•
- HPE 2340 - Wellness Perspectives and Lifestyles •
- POLS 1030 - American Government •
- POLS 2010 - State and Local Government •
- PSYC 1030 - General Psychology•
- SOCI 1010 - Introduction to Sociology •
- SOCI 1020 - Social Problems•
- SOCI 2010 - Marriage and Family•

## DEGREES NOT DESIGNED FOR TRANSFER

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

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

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

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

- 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.
- Credit hours earned in basic developmental studies courses cannot be used to satisfy the minimum sixty (60) semester credit hour requirement.

## Regents Online Degree

### Regents Online Degree Program

Motlow College, in conjunction with the other Tennessee Board of Regents (TBR) colleges and universities, is a participant in the Regents Online Campus Collaborative, and in particular Regents Online Degree Program (RODP). The mission and purpose of the RODP is to improve access to high-quality, affordable, student-centered learning opportunities through the use of technology. The RODP allows students to earn a college degree entirely online. Courses offered as part of the RODP are offered and conducted by the different colleges and universities within the TBR system, and consequently, maintain the same content and rigor as all other college courses. All RODP courses are taught online (Internet) in an interactive, asynchronous format. This allows students to pursue a college degree without having to attend traditional on-campus classroom instruction. (See section entitled Regents Online Degree Program.)

For more detailed information about the RODP, to include the individual programs of study, specific course requirements, and individuals to contact for assistance, go to the RODP link on the Motlow College homepage at [www.msc.edu](http://www.msc.edu) or contact the MSCC RODP campus contact at 931-393-1640 or Toll free 1-800-654-4877, ext. 1640.

## Courses

### Accounting

#### ACCT 1010 - 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. (Formerly ACT 2310)

#### ACCT 1020 - Principles of Accounting II

3 sem hrs crThis course expands the principles presented in ACCT 1010 with emphasis on partnership and corporate entity accounting manufacturing cost systems and financial statement analysis. Prerequisite: ACCT 1010.(Formerly ACT 2320)

### **ACCT 2010 - Intermediate Accounting I**

3 sem hrs crThis 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: ACCT 1020.(Formerly ACT 2510)

### **ACCT 2410 - Income Tax Accounting—Personal**

3 sem hrs crThis 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.(Formerly ACT 2410)

### **ACCT 2610 - Cost Accounting**

3 sem hrs crThis 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: ACCT 1020 or permission of the appropriate department chair.(Formerly ACT 2610)

### **ACCT 2810 - Auditing**

3 sem hrs crThis course is a study of auditing theory and procedures with emphasis on areas of deviation from acceptable accounting principles and on problems that auditors encounter in preparing audit reports. Topics discussed include verifying accounting data, preparing reports, and examining auditor liability in the preparation of financial statements. Prerequisite: ACCT 1020 or permission of the appropriate department chair.(Formerly ACT 2810)

### **ACCT 2910 - Accounting Applications on the Microcomputer**

3 sem hrs crThis 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. Prerequisite: ACCT 1010 and INFS 1010.(Formerly ACT 2910)

### **ACCT 2990 - Topics in Accounting**

1-5 sem hrs crSelected topics in accounting is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly ACT 2990)

## **Anthropology**

### **ANTH 2010 - Introduction to Anthropology •**

3 sem hrs crThis course examines man's place in nature through the investigation of physical and cultural aspects of anthropology. Study is made of human origins, the fossil record from archaeological excavations, and the biological

aspects of race, variations, and heredity. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.(Formerly ANT 2010)

### **ANTH 2990 - Topics in Anthropology**

1-5 sem hrs crSelected topics in anthropology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly ANT 2990)

## **Art**

### **ARTA 1030 - Art Appreciation •**

3 sem hrs crThis course is designed to help students understand the visual arts--painting, drawing, sculpture, and architecture--and to show how culture and art interact. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.(Formerly ART 1030)

### **ARTA 2990 - Topics in Art**

1-5 sem hrs crSelected topics in art is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly ART 2990)

### **ARTH 2010 - Survey of Art History I •**

3 sem hrs crThis course is a historical analysis of the arts of the Western tradition from the Paleolithic era through the Gothic period. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.(Formerly ART 1920)

### **ARTH 2020 - Survey of Art History II •**

3 sem hrs crThis course is a historical analysis of the arts of the Western tradition from the late Gothic period to the present. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.(Formerly ART 1930)

### **ARTP 1010 - Drawing I**

3 sem hrs crThis studio course provides the beginning student with methods of free-hand drawing.(Additional three hours of lab required per week.) (Formerly ART 1210)

### **ARTP 1020 - Drawing II**

3 sem hrs crThis studio course is a continuation of 1210 with specific emphasis on analytical skills, cognitive development, critical skills development, and the exploration of alternative techniques and media. Prerequisite: ARTP 1110 and 1010 or permission of the appropriate department chair.(Additional three hours of lab required per week.) (Formerly ART 1220)

### **ARTP 1110 - Two Dimensional Design**

3 sem hrs crThis studio course uses a contemporary approach to the elements and principles of two-dimensional art.(Additional three hours of lab required per week.) (Formerly ART 1110)

### **ARTP 1120 - Three Dimensional Design**

3 sem hrs crThis studio course uses a contemporary approach to the elements and principles of three dimensional art.(Additional three hours of lab required per week.) (Formerly ART 1140)

### **ARTP 2030 - Painting**

3 sem hrs crThis studio course provides the basic techniques of painting with acrylics.(Additional three hours of lab required per week.) (Formerly ART 2310)

### **ARTP 2110 - Graphic Design Technologies**

3 sem hrs crThis course provides the procedures involved in the production of graphic design materials by means of computer and basics of word processing, drawing, and page layout programs for graphic design.

Prerequisite: ARTP 1110 and ARTP 1120 or permission of the appropriate department chair.(Additional three hours of lab required per week.)

### **ARTP 2120 - Life Drawing**

3 sem hrs crThis studio course focuses on drawing the human form, emphasizing both traditional techniques and a contemporary approach.

(Additional three hours of lab required per week.)

\*This course satisfies the three-hour elective requirement for the TTP for East Tennessee State University and the University of Tennessee, Knoxville

## **Biology**

### **BIOL 1030 - Introduction to Biology •**

4 sem hrs cr (3 hours lecture-2 hours laboratory)This course examines basic biological principles and surveys the kingdoms of living organisms. Specific topics include: cell structure and function, cell processes and reproduction, inheritance, taxonomy, viruses, bacteria, protists, fungi, plants, animals, and ecology. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810.

\*BIOL 1030 cannot be paired with BIOL 1110 or BIOL 1120 to meet the General Education science requirement. (Formerly BIO 1000)

### **BIOL 1110 - General Biology I •**

4 sem hrs cr (3 hours lecture-2 hours laboratory)This course examines in detail the physical and chemical basis of life with emphasis on cell processes, reproduction, and inheritance. A unit on Eubacteria, Archaeobacteria, Protista, and Fungi introduces the student to four of the six kingdoms of living organisms. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810.(Formerly BIO 1410)



## **BIOL 1120 - General Biology II •**

4 sem hrs cr (3 hours lecture-2 hours lab)This course examines the major groups of plants and animals. Emphasis is placed on the taxonomy, morphology, physiology, ecology, and evolution of these two kingdoms. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810.(Formerly BIO 1420)

## **BIOL 1330 - Environmental Science •**

4 sem hrs cr (3 hours lecture-2 hours laboratory)This course introduces students to the current principles and techniques of environmental science. Topics include ecology, energy resource management, pollution and sustainability. Local field trips and laboratory exercises will be a major portion of this course. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810.

## **BIOL 2010 - Human Anatomy and Physiology I •**

4 sem hrs cr (3 hours lecture-3 hours laboratory)This course is a study of the organization, structure and function of the human body emphasizing the integumentary, skeletal, muscular, and nervous systems (including the special senses). Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810. **Strongly Recommend BIOL 1110 prior to BIOL 2010.**(Formerly BIO 2710)

## **BIOL 2020 - Human Anatomy and Physiology II •**

4 sem hrs cr (3 hours lecture-3 hours laboratory)This course is a study of the organization, structure and function of the human body emphasizing the cardiovascular (including the lymphatic system and immunity), respiratory, digestive, urinary (including fluid, electrolyte, and acid-base balance), reproductive, and endocrine systems. Prerequisite: Completion of BIOL 2010 with a grade of "C" or better and exemption from or completion of ENGL 0810, READ 0810 and MATH 0810. **Strongly Recommend BIOL 1110 prior to BIOL 2020.**(Formerly BIO 2720)

## **BIOL 2230 - Microbiology**

4 sem hrs cr (3 hours lecture-3 hours laboratory)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. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810. **Strongly Recommend BIOL 1110 prior to BIOL 2230.**(Formerly BIO 2310)

## **BIOL 2420 - Genetics**

4 sem hrs cr (3 hours lecture-2 hours laboratory.)This course is an introduction to the fundamental principles and laws governing inheritance in plants and animals, including man. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810. Recommend BIOL 1110 prior to BIOL 2420.

## **BIOL 2990 - Topics in Biology**

1-5 sem hrs crSelected topics in biology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Business**

### **BUSN 1300 - Personal Finance**

3 sem hrs cr This course helps students to define and reach personal financial goals. Topics may include planning, budgeting, taxes, credit, housing, insurance, investing, and retirement planning. Formerly: BUS 1300

### **BUSN 1305 - Introduction to Business**

3 sem hrs cr This course provides an introduction to the business environment. Topics may include business ownership and organization, management, marketing, business ethics, accounting, economics, finance, and business careers. Completion of a research paper or special project may be required.

Formerly: BUS 1210

### **BUSN 1310 - Business Communications**

3 sem hrs cr This course is a study of the principles, practices, and mechanics of various types of effective written and oral business communications. Prerequisite: ENGL 1010 and INFS 1010. All documents must be typewritten.

Formerly: BUS 2220

### **BUSN 1320 - Business Calculations**

3 sem hrs cr This course is a study of the application of mathematics to solve problems related to routine business operations. Topics may include insurance, taxes, consumer credit, retail applications, investments, and introductory statistics. Prerequisite: Documented eligibility for collegiate mathematics. Formerly: BUS 1220

### **BUSN 1330 - Entrepreneurship**

3 sem hrs cr This course explores the strategies necessary to start and operate a business. Topics may include development of a business plan and strategies in marketing, management, finance, accounting, customer service, and operations. Prerequisite: BUSN 1305 or permission of the appropriate department chair. Formerly: BUS 2900

### **BUSN 1340 - Small Business Management**

3 sem hrs cr This course is a study of the techniques of organizing and operating a small business, which may include development of the business plan, finance options, management of human resources, the firm's assets and risk, global opportunities, and exit strategies. Formerly: BUS 2750

### **BUSN 1350 - Sales and Service**

3 sem hrs cr This course is an introduction to the fundamentals of customer service and selling. Topics may include developing and conveying a positive attitude, identifying buying motives and customer needs, developing and delivering a sales presentation, customer approaches, sales strategies, and cultivating repeat business through service. Formerly: BUS 2400

### **BUSN 2100 - Event Management**

3 sem hrs crThis course introduces students to special event planning and management. Students will research, plan, and organize special events. Students will practice decision-making skills through the execution of a special event. Students will improve skills in communication, teamwork, and reflection through learning activities. Formerly: BUS 2100

### **BUSN 2310 - Business Statistics**

3 sem hrs crThis course examines basic statistical theories, concepts, and techniques and their applications in business. Prerequisite: Documented eligibility for collegiate mathematics. Formerly: BUS 2410

### **BUSN 2330 - Principles of Management**

3 sem hrs crThis course is a study of management through analysis of the functions of planning, organizing, leading, and controlling. Prerequisite: BUSN 1305 (formerly BUS 1210) or permission of the appropriate department chair. Formerly: BUS 2710

### **BUSN 2340 - Human Resource Management**

3 sem hrs crThis course is a study of principles of human resource management, which may include equal employment law and the recruitment, selection, and development of human resources. Prerequisite: BUSN 1305 (formerly BUS 1210) or permission of the appropriate department chair.

Formerly: BUS 2500

### **BUSN 2360 - International Business**

3 sem hrs crThis course is a survey of the major issues associated with conducting international business. It provides students an understanding of the growing global marketplace. Prerequisite: BUSN 1305 (formerly BUS 1210) or permission of the appropriate department chair. Formerly: BUS 2010

### **BUSN 2370 - Legal Environment of Business**

3 sem hrs crThis course is a study of the principles of the American legal system as they relate to the conduct of business in our society. Formerly: BUS 2610

### **BUSN 2380 - Principles of Marketing**

3 sem hrs crThis course is a study of basic marketing principles and practices, including the selection of target markets and the development of the marketing mix (product, price, promotion, and place of distribution). Formerly: BUS 2810

### **BUSN 2910 - Career Development**

3 sem hrs crThis 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 résumé; 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. Formerly: BUS 2910

### **BUSN 2990 - Topics in Business**

1-5 sem hrs cr Selected topics in business is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

Formerly: BUS 2990

## **Chemistry**

### **CHEM 1110 - General Chemistry I •**

4 sem hrs cr (3 hours lecture-3 hours laboratory) This course is a study of fundamental concepts of atoms and molecules, chemical bonding, formula and equation writing, naming compounds, quantitative relationships involving formulas, classification of the elements and selected compounds, shapes of molecules, stoichiometry and gas laws. Prerequisite: One high school credit in algebra I, algebra II, and geometry and exemption from or completion of ENGL 0810, READ 0810 and MATH 0810.

(Formerly CHE 1010)

### **CHEM 1120 - General Chemistry II •**

4 sem hrs cr (3 hours lecture-3 hours laboratory) This course is a study of solutions, acid-base concepts, chemical kinetics and equilibrium, ionic equilibria of weak electrolytes, thermodynamics, oxidation-reduction reactions, and nuclear chemistry. Prerequisite: Completion of CHEM 1110 with a grade of "C" or better. (Formerly CHE 1020)

### **CHEM 2010 - Organic Chemistry I**

4 sem hrs cr (3 hours lecture-3 hours laboratory) This course is a study of the preparations and properties of aliphatic and aromatic compounds, their nomenclature, and their reactions. Prerequisite: Documented eligibility for collegiate level English; CHEM 1120. (Formerly CHE 2310)

### **CHEM 2020 - Organic Chemistry II**

4 sem hrs cr (3 hours lecture-3 hours laboratory) This course is a study of the preparations, properties, nomenclature, and reactions of the following classes of compounds: alkyl halides, alcohols, ethers, carboxylic acids, aldehydes, ketones, and amines. Prerequisite: Documented eligibility for collegiate level English; CHEM 2010. (Formerly CHE 2320)

### **CHEM 2990 - Topics in Chemistry**

1-5 sem hrs cr Selected topics in chemistry is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Communications**

### **COMM 1010 - Introduction to Mass Communications•**

3 sem hrs crThis course examines the development of various media and their impact on society. Topics include standard print media, radio, television, film, public relations, advertising, new electronic media and the World Wide Web. The course also emphasizes historical, political, social, psychological, cultural, and consumer aspects of mass media. Prerequisite: Documented eligibility for READ 0810.(Formerly COM 1110)

### **COMM 1020 - Media Writing**

3 sem hrs crThis course is an introduction to print and broadcast journalism with an emphasis on newsgathering methods and the writing of news for print and electronic media.(Formerly (COM 1120)

### **COMM 1030 - Introduction to Electronic Media**

3 sem hrs crThis course is an introduction to the history, special aspects, organization, structure, and function of electronic media. It is a basic introduction to broadcast operations.(Formerly COM 1130)

### **COMM 2500 - Survey of New Media**

3 sem hrs crThis course provides a survey in the latest media that is revolutionizing how information is transmitted, interpreted and used.Technology, innovations, advancements, business, legal and social aspects will be explored.

### **COMM 2990 - Topics in Communications**

1-5 sem hrs cr Selected topics in communications is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Computer Science**

### **CISP 1010 - Computer Science I**

4 sem hrs crThis course is the study of the history of computing, computer organization, computer applications, algorithm design, stepwise refinement of algorithms, structured programming using C++, array representation of data, processing of character data, text file processing, subprograms, and parameter passing.

### **CISP 1020 - Computer Science II**

4 sem hrs crThis course is provides advanced topics in C++ programming that will include records, files, and dynamic memory allocation. Data structures including arrays, character strings, stacks, queues, linked lists, and binary trees. Each structure is presented in its abstract form and its C++ implementation. Prerequisite: CISP 1010 or permission of the appropriate department chair.

### **CISP 1032 - C++ Programming**

3 sem hrs crThis course is an introduction to computer program design concepts and development using the C++ programming language. Emphasis is on syntax, usage, modularity of program design, and development of program libraries.

### **CISP 1295 - Web Page Development and Design (same as IST 1295)**

3 sem hrs cr This course is a study in designing and developing web pages. Topics covered will include the fundamental concepts of Web page design and creation, page layout and navigation, web safe fonts and colors, accessibility and browser compatibility, Hypertext Markup Language (HTML), Web graphics, Tables W3C code validation and Cascading Style Sheets (CSS). This is the same course as IST 1295.

### **CISP 1300 - Visual Basic Programming Language**

3 sem hrs cr This course is a study in microcomputer applications programming using the Visual Basic Programming Language for Windows. The course includes elementary program design concepts through advanced program interface with Windows applications. Case study methodology is used to demonstrate applicability to general purpose applications. Prerequisite: Required Documented eligibility for collegiate mathematics.

### **CISP 2410 - Assembly and Computer Organization**

4 sem hrs cr This course examines the structure of digital computers, introduction to machine language, number representations, symbolic coding and assembler language, register sets, instruction types, addressing modes, input-output subroutines, segmentation, paging and introduction to operating systems. Prerequisite: CISP 1010 or permission of the appropriate department chair

### **CISP 2660 - Java Programming**

3 sem hrs cr This course provides extensive experience with the Java language and its run-time development environment. Topics covered include object-oriented programming methodology (abstraction, encapsulation, inheritance, and polymorphism) specific characteristics provided by the applications and applets using event-driven programming, and advanced programming techniques in the exception handling and network interface.

### **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 the Education Department.

### **COP 2010 - Cooperative Practicum I**

2 sem hrs cr This course involves study-related, off-campus work experience with employers in real employment situations. Course requirements include a minimum of twenty hours per week of work on the job as well as completion of a written report detailing the educational/employment experience. The course is graded on a pass/fail basis. Prerequisite: 12 or more semester hours earned and a 2.5 or higher cumulative GPA, and permission of the Director of Education Department or the appropriate center/site director. Enrollment requires instructor approval.

### **COP 2020 - Cooperative Practicum II**

2 sem hrs cr This course is a continuation of COP 2010 with the same requirements and responsibilities for completion. The course is graded on a pass/fail basis. Prerequisite: COP 2010 and a 2.5 or higher cumulative GPA and

permission of the Director of the Education Department or the appropriate center/site director. Enrollment requires instructor approval.

## **Criminal Justice Administration**

### **CRMJ 1010 - Introduction to Criminal Justice**

3 sem hrs cr This course is an interdisciplinary examination of the American criminal justice system with particular emphasis on the major agencies involved in its operation – police, courts, and corrections by examining its historical development, current trends, and public policy issues relative to crime defendants, and victims. (Formerly CJA 2010)

### **CRMJ 1020 - Introduction to the Legal Process**

3 sem hrs cr This course addresses the structure and function of the judicial system and the major problems and needs of the judicial segment of the criminal justice system. Major emphasis is placed on the basic concepts of criminal law and administration. (Formerly CJA 2110)

### **CRMJ 2010 - Introduction to Law Enforcement**

3 sem hrs cr This course examines the police function an analysis of crime prevention and control and major problems and needs of the law enforcement segment of the criminal justice system. (Formerly CJA 2210)

### **CRMJ 2020 - Introduction to Corrections**

3 sem hrs cr This course presents the history of the development of corrections in Europe and America and a survey of current prison conditions and operations, including pre-release, probation, and parole. (Formerly CJA 2220)

### **CRMJ 2120 - The Juvenile Justice System**

3 sem hrs cr This course addresses the problem of juvenile delinquency and youth crime with emphasis on the history of the juvenile justice system, the court and police role within the system, rehabilitation and correction of the delinquent, and juvenile probation services. Alternatives to traditional procedures such as community-based programs vs. correctional institutions, and non-judicial and judicial adjustment are examined. (Formerly CJA 2120)

### **CRMJ 2400 - Introduction to Criminology**

3 sem hrs cr This course is a study of crime and criminal behavior. Topics examined include the nature of crime, its measurement and forms, the social dimensions and correlates of crime, major theories of criminal and delinquent behavior, and possible solutions to the crime problem. (Same as SOCI 2400)

(Formerly CJA 2400)

### **CRMJ 2550 - Understanding Terrorism**

3 sem hrs cr This course is a survey course covering the historical background of terrorism as a criminal activity, terrorist typologies, the motivations behind terrorist activity, and the responses of the criminal justice system to terrorism. (Same as SOCI 2550)

(Formerly CJA 2550)

## **CRMJ 2990 - Topics in Criminal Justice Administration**

1-5 sem hrs crSelected topics in criminal justice administration is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly CJA 2990)

## **Early Childhood Education**

### **ECED 1310 - Introduction to Early Childhood Education**

3 sem hrs crIntroduction to Early Childhood Education is an introduction to the early childhood profession, including an emphasis on professionalism and developmentally appropriate practice. The course also includes an overview of history of early education; theoretical program models; different types of early childhood programs, community resources; professional organizations, and contemporary trends and issues in programs for children ages birth through eight. Field experience is required.(Formerly ECED 1010)

### **ECED 2003 - Special Topics in Early Childhood Education**

1-3 sem hrs crThe study of programs, trends, and issues in the field of Early Childhood Education. Learning outcomes for this course will be developed on an individual basis, depending on the number of credit hours being earned and the topic being explored by the student.

### **ECED 2185 - Special Topics in Early Childhood Education**

1-3 sem hrs crThe study of programs, trends, and issues in the field of Early Childhood Education. Learning outcomes for this course will be developed on an individual basis, depending on the number of credit hours being earned and the topic being explored by the student.

### **ECED 2285 - Special Topics in Early Childhood Education**

1-3 sem hrs crThe study of programs, trends, and issues in the field of Early Childhood Education. Learning outcomes for this course will be developed on an individual basis, depending on the number of credit hours being earned and the topic being explored by the student. (Formerly ECED 2002)

### **ECED 2300 - The Mentoring Teacher**

3 sem hrs crThe Mentoring Teacher is a study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning, while also addressing the needs of parents, other staff, and of children from birth through age eight. (Formerly ECED 2100)

### **ECED 2310 - Safe, Healthy, Learning Environments**

3 sem hrs crSafe, Healthy learning Environments is a study of the basic principles and practices of safety, health, and nutrition as they relate to the early childhood setting, home, and community for children ages birth through eight. Also included is a study of principles of creating appropriate learning environments for young children. Field experience is required. (Formerly ECED 2010)



## **ECED 2312 - Administration of Early Childhood Programs**

3 sem hrs crAdministration of Early Childhood Programs is a study of organizational and administrative practices applicable to programs serving children ages birth through eight. Topics of particular consideration include leadership, enrollment, public relations, staff-management, financial management, facilities, regulations, family relations, and program development.(Formerly ECED 2120) Prerequisite:

## **ECED 2315 - Early Childhood Curriculum**

3 sem hrs crEarly Childhood Curriculum is a study of developmentally appropriate practices and the teacher's role in supporting development of children ages birth through eight. Also included is an emphasis on curriculum planning including goals, environment, and roles of teachers and of families, materials, and settings. Field experience is required. (Formerly ECED 2015)

## **ECED 2320 - Infant, Toddler, Child Development**

3 sem hrs crInfant, Toddler, Child Development is a study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of children ages birth through eight. Field experience is required. (Formerly ECED 2020)

## **ECED 2330 - Infant and Toddler Care**

3 sem hrs crInfant and Toddler Care is a study of the care and education of infants and toddlers ages birth to three in group settings (i.e., childcare centers, family childcare homes, Early Head Start, etc.). Topics include rationales and strategies for supporting the whole child, including cognitive, language, social-emotional, and physical development in a safe, responsive environment. The course emphasizes relationship-based care and education with special attention to the unique environmental aspects of programs for the child under three. Field experience is required. (Formerly ECED 2030)

## **ECED 2335 - Initial Practicum**

3 sem hrs crInitial Practicum is a supervised practicum which includes a minimum of 30 clock hours in instruction and 45 clock hours in a clinical site approved by the Department (accredited agency, 3-Star, or Department-approved site). These hours may be completed in the student's employment site with Department approval. The course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy and that promotes optimum learning for young children ages birth through 8. (Formerly ECED 2130)

## **ECED 2340 - Family Dynamics and Community Involvement**

3 sem hrs crFamily Dynamics & Community Involvement is a study of the role of the family and community in the physical, cognitive, social, and emotional growth of the child ages birth through eight. Topics include the benefits of, and strategies for, developing positive reciprocal relationships with families in an early childhood setting. Field experience is required. (Formerly ECED 2040)

## **ECED 2360 - Development of Exceptional Children**

3 sem hrs crDevelopment of Exceptional Children explores practices that early childhood professionals can apply to develop a more inclusive and accessible environment for children ages birth through eight. It provides students with skills to include children of all abilities through appropriate arrangement of the environment. The course includes

strategies for developing strong relationships with families and other community agencies. Field experience is required.(Formerly ECED 2060)

### **ECED 2365 - Final Practicum**

3 sem cr hrsFinal Practicum is a supervised clinical experience with a minimum of 15 clock hours in instruction and 90 clock hours in a Clinical Site approved by the Department (accredited agency, 3-star, or Department-approved site). Up to 45 hours may be completed in the student's employment site with Department approval. Focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth through eight. (Formerly ECED 2160)

### **ECED 2370 - Developmental Assessment**

3 sem hrs crDevelopmental Assessment covers assessment for children ages birth through eight. Both formal and informal instruments will be discussed, emphasizing tools that can be effectively used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments are also addressed. Field experience is required. (Formerly ECED 2070)

### **ECED 2375 - Social-Emotional Development**

3 sem hrs crThis course addresses promotion, prevention, and intervention strategies related to young children's social-emotional development and challenging behavior. The course is built around the Teaching Pyramid (Fox, Dunlap, Hemmeter, Joseph & Strain, 2003), which is a framework for understanding effective practices related to supporting young children's social-emotional development and addressing challenging behavior. The model includes a focus on building relationships with children, families, and colleagues. The course also stresses designing environments that support young children's social-emotional competence, developing strategies for teaching social skills, and promoting emotional development. It includes a systematic approach for addressing challenging behavior when it is persistent and not responsive to developmentally appropriate guidance procedures. (Formerly ECED 2075)

### **ECED 2380 - Language and Literacy in Early Childhood**

3 sem hrs crLanguage and Literacy in Early Childhood focuses on research-based principles and practices for providing young children ages birth through eight with a strong foundation in language and literacy, using a developmentally appropriate approach. Field experience is required.(Formerly ECED 2080)

### **ECED 2385 - Math and Science in Early Childhood**

3 sem hrs crMath and Science in Early Childhood is a course covering the standards, principles, and practices in teaching mathematics and science to young children ages birth through eight. The course emphasizes developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experience is required. (Formerly ECED 2085)

### **ECED 2390 - Creative Development**

3 sem hrs crCreative development provides strategies for promoting creative development of the young child ages birth through eight. Topics include understanding the concept of creativity: what it is, why it is important, and how the development of creativity relates to art, music, movement, and drama. Field experience is required. (Formerly ECED 2090)

## **Economics**

### **ECON 2010 - Macroeconomics •**

3 sem hrs cr This course is a study of basic economic concepts and macroeconomics. Topics covered include basic economic theory, economic systems, national income accounting, unemployment and inflation, money and banking, fiscal and monetary policy. Prerequisite: Exemption from or completion of READ 0810.

### **ECON 2020 - Microeconomics •**

3 sem hrs cr This course is a study of basic economic concepts and microeconomics. Topics covered include consumer and firm behavior, economic growth, market structures, price and output determination, labor and unions, international trade and finance. Prerequisite: Exemption from or completion of READ 0810.

### **ECON 2990 - Topics in Economics**

1-5 sem hrs cr Selected topics in economics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Education**

### **EDU 1120 - Teaching and Technology**

3 sem hrs cr This course is an overview of education in America and the role and responsibility of the teacher. Students will see examples of modeling technology integration in today's classroom. Students will learn the use of digital integration in the classroom, digital storytelling, the creation of educational videos, the use of tablet computing and apps in the classroom, and the use of technology support and encourage higher order thinking in the classroom and support classroom integration of the Common Core standards. Prerequisite: Documented eligibility for collegiate English.

Additional observations and problem-based learning activities are required in this course.

A minimum grade of "C" is required in this course to meet the requirement of the AST degree.

### **EDU 2100 - Exceptional Child Development**

3 sem hrs cr This course provides an introduction to the development of exceptional children. The course focuses on various types of conditions in the context of typical development. For each area of exceptionality, current research trends, theoretical and legal considerations, and practice-related issues are discussed. Family involvements, cultural and linguistic diversity, a lifespan focus and educational implications are examined. Prerequisite: Documented eligibility for collegiate English. Recommended EDU 2110 (Formerly EDU 2060)

Additional observations and problem-based learning activities are required in this course. A minimum grade of "C" is required in this course to meet the requirement of the AST degree.

### **EDU 2110 - The Psychology of Human Development and Learning**

3 sem hrs crThis course explores physical, mental, social, and moral development of individuals from birth to the end of life. How humans learn is a large component of the course. A minimum grade of "C" is required in this course to meet the requirement of the AST degree.Prerequisite: Documented eligibility for collegiate English. Recommended prerequisite: EDU 1120.

Additional observations and problem-based learning activities are required in this course.

A minimum grade of "C" is required in this course to meet the requirement of the AST degree.

## **EDU 2990 - Topics in Education**

1-5 sem hrs crSelected topics in education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Emergency Medical Technology**

### **EMR 1010 - Emergency Medical Responder**

4 sem hrs crThis course is designed to prepare the student to assume the role of the Emergency Medical Responder whose primary focus is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene as well as during transport. Emergency Medical Responders function under medical oversight as part of a comprehensive EMS response, performing basic interventions with minimal equipment. Upon successful completion of this course as well as successfully completing the National Registry of Emergency Medical Technicians-EMR exam, the student may apply to the Tennessee Department of Health, Division of Emergency Medical Services for certification as an Emergency Medical First Responder.

EMTI courses are not eligible for Financial Aid Prerequisite: Must be seventeen years of age before the end of the course.

### **EMSA 1111 - Advanced EMT Clinical**

1 sem hr crThe Advanced EMT Clinical is one of two courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of an Advanced Emergency Medical Technician program and build upon the concepts and knowledge gained during prior and/or concurrent courses.

The outcomes presented in EMSA 1111 and EMSA 1112 may be taught in a coterminous format or in a two-semester format.

48-96 hrs of clinical/field experience will be completed this semester.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSA 1501 and EMSA 1201

### **EMSA 1112 - Advanced EMT Field Internship**

1 sem hr crThe Advanced EMT Field Internship is the one of two courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of an Advanced Emergency Medical Technician program and build upon the concepts and knowledge gained during prior and/or concurrent courses.

The outcomes presented in EMSA 1111 and EMSA 1112 may be taught in a coterminous format or in a two-semester format.

48-96 hrs of clinical/field experience will be completed this semester.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140.

Prerequisite: Admission to the EMT Program Corequisite: EMSA 1111, EMSA 1502, and EMSA 1202 depending on delivery schedule.

### **EMSA 1201 - Advanced EMT Medical Skills Lab**

2 sem hrs crThe Advanced EMT Medical Skills Lab is the one of two laboratory based courses intended to focus the student on developing skills related to theory presented in didactic classes taken as co-requisites for this course. This laboratory experience will utilize scenarios to emphasize airway maintenance, medication administration, and successfully assessing patients with a variety of medical concerns.

The outcomes presented in EMSA 1201 and EMSA 1202 may be taught in a coterminous format or in a two-semester format.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140.

Prerequisite: Admission to the EMT Program Corequisite: EMSA 1501 and EMSA 1111

### **EMSA 1202 - Advanced EMT Trauma and Medical Skills Lab**

2 sem hrs crThe Advanced EMT Trauma and Medical Skills Lab is one of two laboratory based courses intended to focus the student on developing skills related to theory presented in didactic classes taken as co-requisites for this course. This laboratory experience will utilize scenarios to emphasize airway maintenance, medication administration, and successfully assessing patients with a variety of medical concerns. The outcomes presented in EMSA 1201 and EMSA 1202 may be taught in a coterminous format or in a two-semester format. Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140.

Prerequisite: Admission to the EMT Program Corequisite: EMSA 1201, EMSA 1502, and EMSA 1112 depending on delivery schedule

### **EMSA 1501 - Advanced EMT Medical Emergencies**

5 sem hrs crThe Advanced EMT Medical Emergencies is the one of two lecture courses which includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. This course includes the following topics: Emergency Medical Responder and Emergency Medical Technician- National Educational Standards competencies, roles and responsibilities of the AEMT, workforce safety, wellness, public health, communications, documentation, medical/legal/ethical considerations, anatomy and physiology, life span development, pathophysiology, patient assessment, critical thinking, airway management, respiratory emergencies, cardiovascular

emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies. The outcomes presented in EMSA 1501 and EMSA 1502 may be taught in a coterminous format or in a two-semester format. Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140.

Prerequisite: Admission to the EMT Program Corequisite: EMSA 1201 and EMSA 1111

### **EMSA 1502 - Advanced EMT Trauma and Medical Emergencies**

5 sem hrs cr The Advanced EMT Trauma and Medical Emergencies is one of two lecture courses which includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. This course includes the following topics: obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, EMS operations, trauma and shock. Trauma and shock will include the following topics: bleeding, soft tissue injuries, head & spine injuries, face & neck injuries, chest injuries, abdominal & genitourinary injuries, and orthopedic injuries. The outcomes presented in EMSA 1501 and EMSA 1502 may be taught in a coterminous format or in a two-semester format.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSA 1501, EMSA 1202, and EMSA 1112 depending on delivery schedule.

### **EMSB 1101 - EMT Medical Skills Lab**

1 sem hr cr EMT Medical Skills Lab is a laboratory based course utilizing scenarios to emphasize EMS operations, communications, documentation, medical/legal/ethical considerations, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, behavioral emergencies, assisting with medication administration, and successful assessment of patients with a variety of medical concerns. This course includes application of principles and processes discussed in EMT Medical Emergencies. The outcomes presented in EMSB 1101 and EMSB 1102 may be taught in a coterminous format or in a two-semester format. Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSB 1601 and EMSB 1111

### **EMSB 1102 - EMT Trauma and Medical Skills Lab**

1 sem hr cr EMT Trauma and Medical Skills Lab is a laboratory based course utilizing scenarios to emphasize obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, trauma and shock. The outcomes presented in EMSB 1101 and EMSB 1102 may be taught in a coterminous format or in a two-semester format. Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSB 1601, EMSB 1101, EMSB 1111, EMSB 2602, and EMSB 1112 depending on delivery schedule.

### **EMSB 1111 - EMT Clinical**

1 sem hr cr EMT Clinical is the one of two clinical courses designed to allow the student to meet all psychomotor and affective outcomes for the clinical requirements of an EMT program and build upon the concepts and knowledge

learned in EMT Medical Emergencies and EMS Operations. The outcomes presented in EMSB 1111 and EMSB 1112 may be taught in a coterminous format or in a two-semester format.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSB 1601 and EMSB 1101

### **EMSB 1112 - EMT Clinicals**

1 sem hr cr EMT Field Internship is the one of two clinical courses designed to allow the student to meet all psychomotor and affective outcomes for the clinical requirements of an EMT program and build upon the concepts and knowledge learned during prior and/or concurrent courses.

48-96 hrs of clinical/field experience will be completed this semester.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSB 1601, EMSB 1101, EMSB 1111, EMSB 1602, and EMSB 1102 depending on delivery schedule.

### **EMSB 1601 - EMT Medical Emergencies and EMS Operations**

6 sem hrs cr EMT Medical Emergencies and EMS Operations is the one of two lecture courses designed to provide the student with the knowledge of an entry-level Emergency Medical Technician (EMT). This course includes the following topics: Emergency Medical Responder-National Educational Standards competencies, roles and responsibilities of the EMT, workforce safety, wellness, public health, communications, documentation, EMS operations, medical/legal/ethical considerations, fundamental anatomy and physiology, life span development, fundamental pathophysiology, patient assessment, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies. The outcomes presented in EMSB 1601, and EMSB 1602 may be taught in a coterminous format or in a two-semester format.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT program Corequisite: EMSB 1101, EMSB 1111

### **EMSB 1602 - EMT Trauma and Medical Emergencies**

6 sem hrs cr EMT Trauma and Medical Emergencies is the one of two lecture courses designed to provide the student with the knowledge of an entry-level Emergency Medical Technician (EMT). This course includes the following topics: obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, trauma and shock. Trauma and shock will include the following topics: bleeding, soft tissue injuries, head & spine injuries, face & neck injuries, chest injuries, abdominal & genitourinary injuries, and orthopedic injuries. The outcomes presented in EMSB 1601 and EMSB 1602 may be taught in a coterminous format or in a two-semester format.

Participants must achieve a "C" or better to progress in each EMT course and to successfully complete the program of study. Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140. Prerequisite: Admission to the EMT Program Corequisite: EMSB 1602, EMT 1101, EMSB 1111, and EMSB 1102, and 1112 depending on delivery schedule

### **EMSP 1311 - Paramedic Clinical I**

3 sem hrs crParamedic Clinical I is the first of three clinical courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of a paramedic program and build upon the concepts and knowledge gained during the first semester. Prerequisite: Admission to the Paramedic Program Corequisite: EMSP 1801 and EMSP 1401

### **EMSP 1401 - Paramedic Skills Labs I**

4 sem hrs crSkills Lab I is a laboratory based course utilizing scenarios to emphasize airway management, medication administration, and successful assessment of patients with a variety of medical concerns and an introduction to cardiology. This course includes application of principles and processes discussed in Fundamentals I. Prerequisite: Admission to the Paramedic Program Corequisite: EMSP 1801 and EMSP 1211

### **EMSP 1801 - Fundamentals of Paramedic I**

8 sem hrs crFundamentals of Paramedic is the first of two lecture courses to include the following topics: paramedic roles, responsibilities, workforce safety, wellness, public health, communications, documentation, EMS operations, medical/legal considerations, anatomy and physiology, life span development, general pathophysiology, general pharmacology, patient assessment, critical thinking, airway management, respiratory emergencies and introduction to cardiology.

Prerequisite: Admission to the Paramedic Program Corequisite: EMSP 1401 and EMSP 1211

### **EMSP 2303 - Paramedic Practicum**

3 sem hrs crParamedic Practicum is a combination of laboratory and scenarios based course intended to assist students on developing skills related to the theories presented in their previous courses. This course will allow for preparation for psychomotor licensure testing and preparation as a competent entry level Paramedic. Prerequisite: EMSP 1401 and EMSP 2402 Corequisite: EMSP 2403 and EMSP 2503

### **EMSP 2402 - Paramedic Skills Labs II**

4 sem hrs crParamedic Skills Lab II is a laboratory based course intended to utilize scenarios to emphasize respiratory/cardiac emergencies (on-going from EMSP 1401), pulmonology, neurology, endocrinology, gastroenterology, urology and nephrology, hematology, gynecology, obstetrics, neonatology, pediatrics, trauma, continuing cardiology, and successful assessment of patients with a variety of medical conditions. This course includes application of principles and processes discussed in Fundamentals I. Prerequisite: EMSP 1801, EMSP 1401, and EMSP 1211 Corequisite: EMSP 2802 and EMSP 2412

### **EMSP 2403 - Paramedic Capstone**

4 sem hrs crParamedic Capstone serves as a mechanism to insure that the student meets academic requirements to test for National Registry and licensure. This course will include all necessary steps needed to complete the program including exit exams, preparation for National Registry practical and written exams, exit interviews, patient care review by the Medical Director, and any other administrative requirements that the program may deem necessary. Prerequisite: EMSP 1801 and EMSP 2802 Corequisite: EMSP 2303 and EMSP 2503

### **EMSP 2412 - Paramedic Clinical II**



4 sem hrs crParamedic Clinical II is the second of three clinical experiences designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of a paramedic program and to build upon the concepts and knowledge gained during prior and/or concurrent courses. Prerequisite: EMSP 1801, EMSP 1401, and EMSP 1211 Corequisite: EMSP 2802 and EMSP 2402

### **EMSP 2513 - Paramedic Field Internship**

5 sem hrs crParamedic Field Internship provides evidence that the student is capable of acting as a team leader in managing the emergency care and treatment of an injured or ill patient at the paramedic level. The student will demonstrate competency in this role. While all skill sets should have been achieved prior to initiating the internship, patient types and pathologies may be used from this experience to complete the minimum graduation academic requirements as set forth in CoAEMSP accreditation documents and the Tennessee Office of EMS. Prerequisite: EMSP 1211 and EMSP 2412 Corequisite: EMSP 2303 and EMSP 2503

### **EMSP 2802 - Fundamentals of Paramedic II**

8 sem hrs crFundamentals of Paramedic II is the second of two lecture courses to include the following topics: respiratory & cardiology (on-going from EMSP 1801), pulmonology, neurology, endocrinology, gastroenterology, urology and nephrology, hematology, gynecology, obstetrics, neonatology, pediatrics, geriatric emergencies, psychological emergencies and trauma/shock. Prerequisite: EMSP 1801, EMSP 1401, and EMSP 1211 Corequisite: EMSP 2402 and EMSP 2412

### **EMTI 1300 - EMTI Clinicals**

2 sem hrs crThis course provides the EMTI student the opportunity put the psychomotor, cognitive, and affective skills to practice in supervised clinical and field situations with precepted clinical application of the skills developed in EMTI 1100 and EMTI 1200. Emphasis is placed on patient care based on assessment findings and clinical application of skills appropriate for the level in accordance with the Department of Transportation EMS Education Standards for the EMT. 72 clinical/field experience hours to be completed this semester. Prerequisites: Satisfy admission requirements to MSCC and the EMTI program. Corequisites: EMTI 1100, EMTI 1200 Participants must achieve a grade of "C" or better in EMTI 1100 and successfully pass EMTI 1200 and EMTI 1300 to successfully complete the program of study. Failure to successfully complete every course will require the student to repeat the entire EMTI pathway (EMTI 1100, EMTI 1200, and EMTI 1300). Please see Criteria: State of Tennessee, Division of EMS Rule (1200-12-1-.04 and 1200-12-1-.13) pursuant to T.C.A. Title 68, Chapter 140.

EMTI courses are not eligible for Financial Aid.

## **English**

### **ENGL 1010 - English Composition I •**

3 sem hrs crThis course focuses on essay writing using a variety of expository patterns and emphasizes critical reading and discussion of selected essays, logical thinking, and an introduction to incorporation and documentation of material

from primary sources. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810. Selected sections of ENGL 1010 and ENGL 1020 Composition I and II are taught using word processing. Students should check each semester's Schedule of Classes for the designation of these sections. Word processing and keyboarding experience are not required for enrollment in these designated sections but is an asset.

### **ENGL 1020 - English Composition II •**

3 sem hrs cr This course emphasizes expository and analytic writing, critical thinking, in-depth extended research, and the incorporation and documentation of source material into student writing.

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

### **ENGL 2130 - Survey of American Literature •**

3 sem hrs cr This course is the study of representative works of American prose, poetry, and/or drama beginning with the early settlement period through the twentieth century. Prerequisite: ENGL 1020. (Formerly ENG 2020)

### **ENGL 2230 - Survey of British Literature •**

3 sem hrs cr This course is the study of representative works of British prose, poetry, and/or drama beginning with the Anglo-Saxon period through the early twentieth century. Prerequisite: ENGL 1020. (Formerly ENG 2030)

### **ENGL 2240 - Literature of The South**

3 sem hrs cr This course is a study of the literature of the South emphasizing Appalachia. Using a non-sequential time frame, it includes a variety of genres, especially the novel of the 10th century. The focus is on the culture of the South as revealed through its literature. Prerequisite: ENGL 1020. (This course does not substitute for the sophomore literature requirement.)

### **ENGL 2310 - Survey of World Literature I •**

3 sem hrs cr This course is an in-depth study of a variety of world prose, poetry, and/or drama from the ancient period the medieval period and the pre-modern period. Students will also research literary topics and write analytical papers. Prerequisite: ENGL 1020. (Formerly ENG 2040 and 2330)

### **ENGL 2320 - Survey of World Literature II •**

3 sem hrs cr This course is an in-depth study of a variety of world prose, poetry, and/or drama from the modern period. Students will also research literary topics and write analytical papers. Prerequisite: Pre-requisite ENGL1020.

### **ENGL 2330 - Survey of World Literature •**

3 sem hrs cr This course is a study of representative works of world fiction, poetry, and drama from the ancient period through the modern period. Prerequisite: ENGL 1020

### **ENGL 2900 - Creative Writing I**

3 sem hrs crThis course introduces students to the elements and techniques in creative writing (essay, short fiction, poetry, drama). Topics include the mechanics for submission of manuscripts for publication as well as current trends and issues in creative writing. The course is writing-intensive and emphasizes both individual and group analysis. Prerequisite: ENG 1010 or permission of the appropriate department chair.(This course does not substitute for the sophomore literature requirement.)

### **ENGL 2910 - Creative Writing II**

3 sem hrs crThis course provides students with intense practice in the elements and techniques of creative writing (fiction, poetry, drama) in a workshop setting. The course is writing-intensive and emphasizes both individual and group analysis. Prerequisite: ENGL 1010 or permission of the appropriate department chair.(This course does not substitute for the sophomore literature requirement.)

### **ENGL 2990 - Topics in English**

1-5 sem hrs crSelected topics in English is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **French**

### **FREN 1010 - Beginning French I**

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

### **FREN 1020 - Beginning French II**

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

### **FREN 2010 - Intermediate French I**

3 sem hrs crThis course emphasizes a more advanced grammar review with exercises for improving oral and written skills and includes readings in French literature and culture.Prerequisite: FREN 1020

### **FREN 2020 - Intermediate French II**

3 sem hrs crThis course continues with a more advanced grammar review and further develops oral and written skills. Readings in French literature are expanded. Prerequisite: French 2010

### **FREN 2990 - Topics in French**

1-5 sem hrs crSelected topics in French is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Geography**

### **GEOG 1030 - Cultural Geography •**

3 sem hrs cr This course examines variations in culture and analyzes how cultural elements vary or recur from place to place and influence change and economic development. Topics include demographics, distribution patterns, and interactions of such cultural characteristics as language, religion, politics, urbanization, and economics. Prerequisite: Exemption from or completion of READ 0810 and ENGL 0810. (Formerly GGY 1010)

### **GEOG 2010 - World Regional Geography•**

3 sem hrs cr This course examines world regions from a geographical perspective. Topics include major physical and cultural characteristics of each region, location, land forms, climate, population, political structures, agriculture, industry, resources, languages, and religions. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810. (Formerly GGY 2010)

### **GEOG 2990 - Topics in Geography**

1-5 sem hrs cr Selected topics in geography is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly GGY 2990)

## **Geology**

### **GEOL 1030 - Survey of Geology •**

4 sem hrs cr (3 hours lecture-2 hours laboratory) This course focuses upon the earth's structure, function, physical processes, and location in space. Emphasis is given to the external and internal forces that mold the face of the earth and its atmosphere. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810. (Formerly GEO 1200)

### **GEOL 2990 - Topics in Geology**

1-5 sem hrs cr Selected topics in geology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly GEO 2990)

## **Health/Physical Education**

### **HPE 2000 - Foundations of Physical Education**

3 sem hrs crThis course examines the history of physical education as a profession and introduces the student to developments and directions in careers related to health, physical education, and recreation. The biological, physiological, and psychological bases of physical education are studied.(Formerly PED 2000)

### **HPE 2010 - Fitness for Life**

2 sem hrs crThis course challenges the student to increase fitness levels and knowledge in the following areas: 1) nutrition, 2) exercise, 3) stress management, 4) lifetime activities, and 5) self-esteem. The course also provides the ability to both measure and monitor fitness levels. Fitness assessments provide goals for activity development for improving lifestyles and a holistic approach to life. Laboratory experiences provide information for individual exercise prescriptions exercise interests, and personal goals.

### **HPE 2050 - Coaching Basketball**

2 sem hrs crThis course emphasizes theories and practices of coaching basketball, with attention to team play, rules, and the coaching of individual performance.(Formerly PED 2050)

### **HPE 2060 - Coaching Baseball**

2 sem hrs crThis course emphasizes theories and practices of coaching baseball with attention to team play, rules, and the coaching of individual performance.(Formerly PED 2060)

### **HPE 2080 - Officiating**

3 sem hrs crThis course is designed to prepare individuals to meet T.S.S.A.A. requirements for officiating in baseball, basketball, football, volleyball, and soccer.(Formerly PED 2080)

### **HPE 2300 - Personal Health**

3 sem hrs crThis course is a study of contemporary personal health issues and problems with a major emphasis placed on emotional health, drugs, tobacco, alcohol, and human sexuality.

### **HPE 2320 - First Aid and Safety**

3 sem hrs crThis course focuses on first aid care and accident prevention, with emphasis on artificial respiration and cardiopulmonary resuscitation (CPR).(Certification in CPR is given. Students are responsible for the CPR certification fee.)

### **HPE 2340 - Wellness Perspectives and Lifestyles •**

3 sem hrs crThis course provides the student with the knowledge and skills to make informed positive lifestyle choices and understand the impact of lifestyle choices on the individual, family, community, and society. The course focuses on the impact of behavioral choices on physical, mental, emotional, and social wellness on the individual and his culture. Prerequisite: Documented eligibility for READ 0810.(Formerly HED 2340/PED 2340)

### **HPE 2410 - Physical Education for The Elementary Child**

3 sem hrs crThis course is a study of developmentally appropriate curriculum, teaching strategies and techniques, and psychomotor activities (games, gymnastics, rhythmic activities, physical fitness) for K-6 students.

### **HPE 2990 - Topics in Health/Physical Education**

1-5 sem hrs crSelected topics in health and physical education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **History**

### **HIST 1110 - Survey of World Civilization I •**

3 sem hrs crThis course is a survey of human history that examines the major social, political, intellectual, military, and religious events in world history from prehistory through the Reformation.Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.

### **HIST 1120 - Survey of World Civilization II •**

3 sem hrs crThis course is a survey of human history that examines the major social, political, intellectual, military, and religious events in world history from the Reformation through the present. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.

### **HIST 2010 - Survey of American History I •**

3 sem hrs crThis course covers the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.(Formerly HIS 2110)

### **HIST 2020 - Survey of American History II •**

3 sem hrs crThis course traces the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the place of the United States as a world power. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.Recommended HIST 2010.(Formerly HIS 2120)

### **HIST 2030 - Tennessee History •**

3 sem hrs crThis course is a study of Tennessee's political, economic, social, and intellectual development from the pre-colonial era to the present. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.(Formerly HIS 2610)

### **HIST 2130 - Studies in History**

3 sem hrs crThis course provides a forum to allow students to explore an area of history in great depth than is possible in survey courses. Students will develop skills which will enable them to apply critical thinking tools of historical thought.This course does not meet the six (6) hour history requirement in the general education core.

### **HIST 2990 - Topics in History**

1-5 sem hrs crSelected topics in history is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Honors**

### **IDSH 1020 - Honors Seminar in Humanities Studies I**

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

### **IDSH 1021 - Honors Seminar in Humanities Studies II**

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

### **IDSH 1022 - Honors Seminar for Humanities Studies III**

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

### **IDSH 1023 - Honors Seminar for Humanities Studies IV**

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

## **Information Systems**

### **INFS 1010 - Computer Applications**

3 sem hrs crThis course introduces the student to the use, capabilities, and limitations of microcomputer applications. Students study the terminology and concepts involved with the hardware operating system Windows environment, and microcomputer applications software. A fundamental study of the Windows environment and its interaction with hardware and software is covered. The Internet and word processing within the Windows environment are introduced. Keyboarding skills are required for this course.(A keyboarding tutorial is available in the computer labs for students who wish to refresh or improve their keyboarding skills.) (Formerly BIT 1150 and INFS 1150)

### **INFS 1240 - Word Processing Applications (same as IST 1240)**

3 sem hrs crThis 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: INFS 1010 or permission of the appropriate department chair. This is the same course as IST 1240. (Formerly BIT 1240)

### **INFS 1250 - Spreadsheet Applications for Microcomputers (same as IST 1250)**

3 sem hrs crThis course is designed as a study of developing spreadsheet applications on a microcomputer. Business and accounting problems are the medium used to develop spreadsheets. Documented eligibility for collegiate mathematics and INFS 1010 or permission of the appropriate department chair. This is the same course as IST 1250. (Formerly BIT 1250)

### **INFS 1260 - Database Applications for Microcomputers (same as IST 1260)**

3 sem hrs crThis 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 INFS 1010/1150 or permission of the appropriate department chair. This is the same course as IST 1260. (Formerly BIT 1260)

### **INFS 1290 - Current Trends in Business Computing Technologies**

3 sem hrs crThis course covers various computing tools available to business computer professionals and users. Topics include Internet tools, including Web 2.0 tools, for sharing resources such as documents, videos, etc., social networking, data backups, and security. Ethical and social issues arising from advances in computer technology and the responsibility that computer professionals and users have with regard to computer usage will also be examined. Prerequisite: INFS 1010 or permission of the appropriate department chair.

### **INFS 2990 - Topics in Information Systems**

1-5 sem hrs crSelected topics in information systems is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Information System Technology**

### **IST 1070 - IT Support Skills**

1 sem hrs crThis course introduces the students to the basics of delivering support within an organization. The student will learn how to efficiently prepare, accomplish, document, evaluate, and present the research to the customer. Special emphasis is given to customer service soft skills. Not part of a Tennessee Transfer Pathway.

### **IST 1240 - Introduction to Word Processing**



3 sem hrs crThis 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: INFS 1010 or permission of the appropriate department chair. This is the same course as INFS 1240. (Formerly BIT 1240)

### **IST 1250 - Spreadsheet Applications**

3 sem hrs crThis 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 INFS 1010 or permission of the appropriate department chair. This is the same course as INFS 1250. (Formerly BIT 1250)

### **IST 1260 - Database Applications**

3 sem hrs crThis 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 INFS 1010 or permission of the appropriate department chair. This is the same course as INFS 1260. (Formerly BIT 1260)

### **IST 1295 - Web Page Development and Design**

3 sem hrs crThis course is a study in designing and developing web pages. Topics covered will include the fundamental concepts of Web page design and creation, page layout and navigation, web safe fonts and colors, accessibility and browser compatibility, Hypertext Markup Language (HTML), Web graphics, Tables W3C code validation and Cascading Style Sheets (CSS). This is the same course as CISP 1295.

### **IST 1500 - Computer System Essentials**

3 sem hrs crThis course provides a comprehensive overview of computer hardware and software and an introduction to advanced concepts in computing. Topics include the internal components of a computer, assembling a computer system, installing an operating system, troubleshooting using system tools and diagnostic software, connecting to the Internet, and sharing resources in a network environment. This course integrates virtual learning tools to supplement classroom learning and provides an interactive "hands-on" experience. Not part of a Tennessee Transfer Pathway.

### **IST 1750 - Computer Networking I**

3 sem hrs crThis course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes. Prerequisite: IST 1500 Not part of a Tennessee Transfer Pathway.

### **IST 2050 - Business Documents and Publishing**

3 sem hrs crThis course is a study of the various types of business documents and the methods used to publish these documents. Students will generate letters and mailing labels; create documents with tables, charts, and appendices;

create brochures and newsletters using columns, graphics, and WordArt; create reference documents, online forms, and appropriate email communications; properly format printed reports of various types and generating other documents created in an office setting. Word processing, spreadsheet, database, presentation, and desktop publishing software will be used in the course. Prerequisite: IST 1240, 1250, and 1260 Not part of a Tennessee Transfer Pathway.

### **IST 2730 - Advanced Web Page Development**

3 sem hrs cr This course will cover advanced web coding concepts and how to add an extra layer of usability to a web page using a current scripting language or tool including server-side programming, database processing, and web server systems. Building upon fundamental website design and client-side development skills, this course expands into the server-side technologies, frameworks, and integration with external applications. Prerequisite: IST 1295 Not part of a Tennessee Transfer Pathway.

### **IST 2800 - Database Development**

3 sem hrs cr This course introduces students to data management using Relational Database Management Systems (RDBMS). The course covers data modeling techniques used to design databases. Students will create, modify, and update databases using Structured Query Language (SQL). Prerequisite: IST 1260 Not part of a Tennessee Transfer Pathway.

### **IST 2900 - Project Integration Capstone**

3 sem hrs cr This is the capstone course for the Information Systems Technology majors. Students will research and develop a project that integrates the concepts and knowledge from prior courses. Students will create a personal portfolio, make presentations, and demonstrate their overall understanding of program competencies. This course will also include practicum experience. Students must have the permission of the department chair to register for this course. Not part of a Tennessee Transfer Pathway.

## **Interdisciplinary Studies**

### **IDS 1000 - College Survival Skills**

3 sem hrs cr This course orients students to college by introducing techniques of time management, study strategies, research, computer use, collaborative learning, health management, critical thinking, and problem solving. In addition students will become familiar with college offices, policies, and procedures.

### **IDS 1010 - Critical Thinking**

3 sem hrs cr This course teaches the tools and methodologies of critical thinking including inductive and deductive reasoning, principles of logic, categorization of values, argumentation, problem solving, etc. It analyzes the process of how individuals think and how certain views are developed. The impact of beliefs on social, civic and economic thinking in contemporary American is also addressed. Critical thinking tools are also applied to a variety of additional topics such as current events and ethical issues. Prerequisite: Documented eligibility for collegiate level English.

### **IDS 1020 - Seminar for Humanities Studies I**

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

### **IDS 1021 - Seminar for Humanities Studies II**

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

### **IDS 1022 - Seminar for Humanities Studies III**

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

### **IDS 1023 - Seminar for Humanities Studies IV**

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

### **IDS 2200 - Human Dynamics: Covey's Seven Habits**

3 sem hrs crThis 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 2900 - Prior Learning Assessment**

3 sem hrs crThis course allows students to earn credit for prior collegiate-level experiential learning. Students are required to prepare a portfolio to document such learning for credit assessment and participate in a formal assessment process to successfully complete IDS 2900. Students should consult with their advisors to determine if experiential learning might be an option for them. Up to 15 semester credit hours may be granted for elective credit for experiential learning gained through work experience and training. Elective credit only. Prerequisite: ENGL 1010 and 1020 and permission of the instructor.

### **IDS 2990 - Topics in Interdisciplinary Studies**

1-5 sem hrs crSelected topics in interdisciplinary studies is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate Dean.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

### **Interdisciplinary Studies Honors**

## **IDSH 1001 - Service Learning Honors I**

1 sem hr cr This course is designed for students who participate in the Honors Program and involves on-campus or off-campus volunteer service in a program approved by the Honors Coordinator. Students must commit to complete one hour per week of volunteer service and submit a portfolio at the end of the semester. Prerequisite or Corequisite: Admission to the Honors Program or Approval from the Honors Coordinator.

This course is intended for Honors Program students to engage in community/service learning and to earn credit toward the Honors requirements. This course will transfer as lower division elective credit. MTSU currently offers two upper division community/service learning courses.

## **IDSH 1002 - Service Learning Honors II**

1 sem hr cr This course is designed for students who participate in the Honors Program and involves on-campus or off-campus volunteer service in a program approved by the Honors Coordinator. Students must commit to complete one hour per week of volunteer service and submit a portfolio at the end of the semester. Prerequisite: IDSH 1001 This course is intended for Honors Program students to engage in community/service learning and to earn credit toward the Honors requirements. This course will transfer as lower division elective credit. MTSU currently offers two upper division community/service learning courses.

## **IDSH 1003 - Service Learning Honors III**

1 sem hr cr This course is designed for students who participate in the Honors Program and involves on-campus or off-campus volunteer service in a program approved by the Honors Coordinator. Students must commit to complete one hour per week of volunteer service and submit a portfolio at the end of the semester. Prerequisite: IDSH 1002 This course is intended for Honors Program students to engage in community/service learning and to earn credit toward the Honors requirements. This course will transfer as lower division elective credit. MTSU currently offers two upper division community/service learning courses.

## **IDSH 1004 - Service Learning Honors IV**

1 sem hr cr This course is designed for students who participate in the Honors Program and involves on-campus or off-campus volunteer service in a program approved by the Honors Coordinator. Students must commit to complete one hour per week of volunteer service and submit a portfolio at the end of the semester. Prerequisite: IDSH 1003 This course is intended for Honors Program students to engage in community/service learning and to earn credit toward the Honors requirements. This course will transfer as lower division elective credit. MTSU currently offers two upper division community/service learning courses

## **Learning Support**

### **ENGL 0810 - Learning Support Writing**

3 sem hrs cr This course emphasizes the development and use of writing skills within the context of collegiate-level courses and employs computerized, self-paced study plans. Upon completion, students will demonstrate adequate competency in writing expository essays.

### **MATH 0810 - Learning Support Mathematics**

3 sem hrs cr This course is required for students whose ACT or COMPASS scores indicate the need for learning support in mathematics. Topics include real number operations, manipulation of algebraic expressions, graph analysis, equation solving, and critical thinking. Students must master all required competencies in order to earn a passing grade.

### **READ 0810 - Learning Support Reading**

3 sem hrs cr This course emphasizes the development and use of reading skills within the context of collegiate-level courses and employs computerized, self-paced study plans. Upon completion, students will demonstrate the ability to employ critical reading and logic when evaluating information and ideas within a text.

## **Mathematics**

### **MATH 1003 - Intermediate Algebra**

3 sem hrs cr This course is required for students whose ACT or Compass scores indicate the need for learning support in mathematics and who plan to take MATH 1710 or higher. Topics include factoring, rational expressions, radicals, and functions and their graphs. Prerequisite: Successful completion of Learning Support Mathematics. THIS COURSE DOES NOT MEET THE REQUIREMENTS FOR A COLLEGIATE LEVEL GENERAL EDUCATION MATH COURSE.

### **MATH 1010 - Mathematics for General Studies •**

3 sem hrs cr This course is a study of problem solving techniques using sets and logic, algebraic reasoning, geometry, probability and statistics, and trigonometry. Additional topics from the history of mathematics and consumer finances are included. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810. A minimum grade of "C" is required in this course to meet the requirement of the AST degree. (Formerly MAT 1260)

### **MATH 1410 - Number Concepts for Elementary Education**

3 sem hrs cr This course is a conceptual approach to the study of the properties of number sets within the real number system. Topics include tools for problem solving, sets, functions, logic, numeration systems, properties of and operations with whole numbers, integers, rational numbers and real numbers. Prerequisite: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. A minimum grade of "C" is required in this course to meet the requirement of the AST degree. (Formerly MAT 1230)

### **MATH 1420 - Geometry for Elementary Education**

3 sem hrs cr Topics include measurement, congruence, similarity, and graphing; constructions, theorems, and proofs in both non-coordinate and Cartesian settings; historical development of geometry as a tool. Activities include creating models and manipulatives. Prerequisite: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. A minimum grade of "C" is required in this course to meet the requirement of the AST degree. (Formerly MAT 1240)

### **MATH 1530 - Probability and Statistics •**

3 sem hrs cr This course is an introduction to probability and statistics without calculus. Topics covered include sampling, frequency distribution, elementary probability, hypothesis testing, linear regression and correlation, analysis of variance and non-parametric statistics. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810.

### **MATH 1630 - Finite Mathematics •**

3 sem hrs cr This course is a study of linear models, matrix algebra, linear programming, mathematics of finance, combinatorial, and probability with applications in each of these areas. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810. (Formerly MAT 1310/MATH 1610)

### **MATH 1710 - College Algebra/Pre-Calculus I •**

3 sem hrs cr This course includes a study of functions and their graphs, with emphasis on linear, quadratic, polynomial, rational, exponential, and logarithmic functions; equations, inequalities, and systems; matrices; conic sections; sequences and series; and probability. Prerequisite: Exemption from or completion of MATH 1003 or one high school credit in each algebra I, algebra II, and geometry. Exemption from or completion of ENGL 0810 and READ 0810.

(Formerly MATH 1130)

### **MATH 1720 - Trigonometry/Pre-Calculus II**

3 sem hrs cr This course is a study of trigonometric functions and their application to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, identities and conditional equations, composite angle formulas, and other selected topics. Prerequisite: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who have completed DSPM 0800 must pass either DSPM 0850 or MATH 1003 before taking MATH 1720. Students who have completed Learning Support must pass MATH 1003 before taking MATH 1720. (Formerly MATH 1620)

### **MATH 1830 - Calculus for Business**

3 sem hrs cr This course is an intuitive approach to the concepts of limits and the differential and integral calculus with applications to business, economics, and related fields. Prerequisite: MATH 1630 or MATH 1710. (Formerly MAT 1330)

### **MATH 1910 - Calculus I •**

4 sem hrs cr This course is a study of limits and continuity of functions; derivatives of algebraic and trigonometric expressions and their applications to graphing, maxima and minima, and related rates; integration of algebraic and trigonometric expressions and area under curves. Prerequisite: At least four high school credits in college preparatory mathematics including algebra I, algebra II, geometry and trigonometry or MATH 1710 and MATH 1720 and exemption from or completion of ENGL 0810 and READ 0810. (Formerly MAT 2510)

### **MATH 1920 - Calculus II**

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

### **MATH 2010 - Elements of Linear Algebra**

3 sem hrs cr This course is a study of matrices, systems of linear equations, determinants, vectors, vector spaces, eigenvalues, eigenvectors, and other selected topics. Prerequisite: MATH 1910. (Formerly MAT 2830)

### **MATH 2050 - Probability and Statistics (Calculus Based)**

3 sem hrs cr This course is an introduction to probability and statistics. Data analysis, probability, and statistical inference are introduced in this course. The inference material covers means, proportions, and variances for one and two samples, one-way ANOVA, regression and correlation, and chi-square analysis. Prerequisite: MATH 1830 or MATH 1910.

### **MATH 2110 - Calculus III**

4 sem hrs cr This course is a study of parametric and polar equations; vectors in the plane and in space; solid analytic geometry, including cylindrical and spherical coordinates; functions of several variables, including partial derivatives and their applications; multiple integrals with applications; selected topics from vector calculus. Prerequisite: MATH 1920.(Formerly MAT 2530)

### **MATH 2120 - Differential Equations •**

3 sem hrs cr This course is a study of ordinary differential equations with applications, numerical solutions, power series, and Laplace transforms. Prerequisite: MATH 2110.(Formerly MAT 2730)

### **MATH 2990 - Topics in Mathematics**

1-5 sem hrs cr Selected topics in mathematics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Mechatronics**

### **MECH 1100 - Electrical Components**

4 sem hrs cr (3 hours lecture-2 hours lab) This course is a study of the basic electrical components in a mechatronics system. Topics covered will include basic functions and physical properties of electrical components; the systematic flow of energy and measurement of components; troubleshooting techniques and strategies to identify, localize and correct malfunctions; and systematic preventive maintenance and electrical component safety. Technical documentation such as data sheets, schematics, timing diagrams and system specifications will also be covered.

### **MECH 1200 - Mechanical Components and Electrical Drives**

4 sem hrs cr (3 hours lecture-2 hours lab) This course is a study of the basic mechanical components and electrical drives in a mechatronics system. Topics covered will include basic functions and physical properties of mechanical components and electrical AC and DC drives; materials, lubrication requirements and surface properties; troubleshooting techniques and strategies to identify, localize and correct malfunctions; and systematic preventative maintenance and electrical component safety. Technical documentation such as data sheets and specifications of mechanical elements and electrical drives will also be covered.

### **MECH 1300 - (Electro) Pneumatic and Hydraulic Control Circuits**

4 sem hrs cr (3 hours lecture-2 hours lab) This course is a study of the basic pneumatic, electro pneumatic and hydraulic control circuits in a mechatronics system. Topics covered will include the functions and properties of control elements; measuring pneumatic and hydraulic control circuits; troubleshooting techniques and strategies to identify, localize and correct malfunctions; and systematic preventive maintenance and safety of (electro) pneumatic and hydraulic

components. Technical documentation such as data sheets, circuit diagrams, displacement step diagrams and function charts will also be covered.

### **MECH 1500 - Digital Fundamentals and Programmable Logic Controllers**

4 sem hrs cr (3 hours lecture-2 hours lab) This course is a study of basic digital logic and programmable logic controllers (PLCs) in a mechatronics system using the automation system SIMATIC S7-300 and the programming software STEP7. Topics covered will include basic PLC functions and testing; identification of malfunctioning PLCs; and troubleshooting techniques and strategies to identify and localize PLC hardware generated problems. Emphasis is on writing small programs and problem-solving using computer simulations. Prerequisite or Corequisite: MECH 1300

### **MECH 1900 - Mechatronics System Applications**

4 sem hrs cr This course is a study of mechatronics focusing on system design and applications. It is designed as a bridge course for Tennessee Technology Center students. Analysis of all system integration is covered as well as specific PLC control using Siemens controllers. A total mechatronic training system will be used for study and analysis. Prerequisite: An Industrial Maintenance Technician diploma from any Tennessee Technology Center.

### **MECH 2100 - Process Control Technologies**

4 sem hrs cr (3 hours lecture-2 hours lab) This course is a study of the Process Control technologies associated with a complex mechatronics system. Topics covered will include the Closed Loop Control; interaction between controllers, sensors and actuators; controller operating parameters; PID controllers; ON/OFF and PID controllers; and the differences between controllers typically used in mechatronic systems. The analysis of plant documentation and manuals, the creation and interpretation of charts with diagrams for time-based changes of measured values will also be covered. Prerequisite: MECH 1100 and MATH 1710.

### **MECH 2200 - Introduction to Totally Integrated Automation**

4 sem hrs cr (3 hours lecture-2 hours lab) This course is an introduction to Totally Integrated Automation. Topics covered will include the automaton pyramid, analogue sensors and actuators, STEP 7 functions, MPI-Bus and PROFIBUS systems, and systems maintenance and troubleshooting. Prerequisite: MECH 1500 and MATH 1710.

### **MECH 2300 - Automation Systems**

4 sem hrs cr (3 hours lecture-2 hours lab) This course is a study of the automation systems utilized within a mechatronics system. Topics covered will include Metal Cutting, Modal Analysis, CNC, CAD, CAM, programming and microcontrollers that are used in modern manufacturing technologies. Prerequisite: MECH 1500 and MATH 1710.

### **MECH 2400 - Motor Control**

4 sem hrs cr (3 hours lecture-2 hours lab) This course is a study of the principles of motor control. Topics covered will include general machine operations and motor control techniques; mechanical components and electric drives; motor sensors, braking and loads; motor efficiency and power; preventive measures and troubleshooting techniques. Prerequisite: MECH 1200 and MATH 1710.

### **MECH 2500 - Mechanics and Machine Elements**

4 sem hrs cr (3 hours lecture-2 hours lab) This course is a study of the mechanical components that are included in a complex mechatronic system. Topics covered will include an overview of Statics and Kinetics with a focus on force



system analysis, study of equilibrium, frames and machines, friction and the effects of forces on the motion of objects. Fundamentals and classification of machine elements to include calculations involving force, stress and wear analysis will also be covered. Prerequisite: MECH 1200 and MATH 1710.

### **MECH 2600 - Manufacturing Processes**

4 sem hrs cr (3 hours lecture-2 hours lab) This course is a study of the overall manufacturing process. Topics covered will include process management and design. Students will be exposed to a factory simulation and will be required to complete a design project. Prerequisite: This course requires the successful completion of all other mechatronics courses or permission of the appropriate department chair.

### **MECH 2900 - Advanced Mechatronics Technology Project Integration Capstone**

3 sem hrs cr This is the capstone course for Mechatronics majors. Students will research and develop a major project that integrates the concepts and knowledge from prior courses. Students will complete a personal portfolio, make presentations, and demonstrate their overall understanding of program competencies. The course will also include practicum experience.

## **Music**

### **MUSA 1030 - Music Appreciation •**

3 sem hrs cr This course is designed to develop the student's awareness of music from many historical style periods, music from diverse cultures, and the foundations of modern streams of musical thought. Prerequisite: Documented eligibility for READ 0810 (collegiate level reading.)(Formerly MUS 1030)

### **MUSA 2990 - Topics in Music Appreciation**

1-5 sem hrs cr Selected topics in music is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.

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

### **MUSP 1021 - Choir I**

1 sem hr cr This course requires participation in all phases of choral activity, including rehearsals and performances. A variety of musical styles is covered. This course is open to all students. (Formerly MUS 1410)

### **MUSP 1022 - Choir II**

1 sem hr cr This course requires participation in all phases of choral activity, including rehearsals and performances. A variety of musical styles is covered. This course is open to all students. (Formerly MUS 1420)

### **MUSP 1023 - Choir III**

1 sem hr crThis course requires participation in all phases of choral activity, including rehearsals and performances. A variety of musical styles is covered.This course is open to all students. (Formerly MUS 1430)

### **MUSP 1024 - Choir IV**

1 sem hr crThis course requires participation in all phases of choral activity, including rehearsals and performances. A variety of musical styles is covered.This course is open to all students. (Formerly MUS 1440)

### **MUSP 1141 - Band Ensemble I**

1 sem hr crThis course provides students with the opportunity to perform in the jazz band setting modeled after the big band style.Rehearsals and performances are required. Enrollment in this course requires permission of the instructor. (Formerly MUS 1810)

### **MUSP 1142 - Band Ensemble II**

1 sem hr crThis course provides students with the opportunity to perform in the jazz band setting modeled after the big band style.Rehearsals and performances are required. Enrollment in this course requires permission of the instructor. (Formerly MUSP 1142)

### **MUSP 1143 - Band Ensemble III**

1 sem hr crThis course provides students with the opportunity to perform in the jazz band setting modeled after the big band style.Rehearsals and performances are required. Enrollment in this course requires permission of the instructor. (Formerly MUS 1830)

### **MUSP 1144 - Band Ensemble IV**

1 sem hr crThis course provides students with the opportunity to perform in the jazz band setting modeled after the big band style.Rehearsals and performances are required. Enrollment in this course requires permission of the instructor. (Formerly MUS 1840)

### **MUSP 2990 - Topics in Music Performance**

1-5 sem hrs crSelected topics in music is a specially designed course for students interested in pursuing specific projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly MUS 2990)

## **Nursing**

### **NURS 1050 - Medical Terminology**

3 sem hrs crThis course is a study of the language of the allied health sciences, nursing, medicine and radiology. The meaning and pronunciation of complex words are presented through analysis of word roots, suffixes, prefixes, and combining forms, describing all body systems.

### **NURS 1070 - Dosage Calculations\***

1 sem hr cr This course is a study of the metric and household systems of measurement; medical abbreviations; and the calculation, preparation, and administration of oral and parenteral medication, intravenous medications, and solutions. Prerequisite: Exemption from or completion of MATH 0810, ENGL 0810, and READ 0810.

### **NURS 1350 - Nursing Transition**

7 sem hrs cr This course is designed to facilitate the transition of licensed practical nurses in becoming associate degree registered nurses. Content is derived from first year courses to provide a foundation upon which the remainder of the nursing curriculum is based. Instructional methods introduce the student to the eight core competencies essential to nursing practice which include professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. Prerequisite: Acceptance into the nursing program, BIOL 2010, BIOL 2020, and BIOL 2230 with a grade of "C" or better, ENGL 1010, and PSYC 1030.

### **NURS 1400 - Role of the Associate Degree Nurse**

1 sem hr cr This course is designed to introduce the student to the role and competencies of the Associate Degree nursing student and graduate which are professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. The philosophy and conceptual framework of the program, selected historical aspects, and current concepts that shape the nursing profession are also discussed. Prerequisite: Acceptance into the nursing program; BIOL 2010 and BIOL 2020 with a grade of "C" or better. Corequisite: NURS 1410. Prerequisite or Corequisite: NURS 1070 and ENGL 1010

### **NURS 1410 - Nursing Care I**

9 sem hrs cr (6 hours lecture-9 hours lab) Guided learning opportunities focus on the care of clients and families with chronic, stable health problems. This course includes lecture, clinical, and skills lab component which include fundamental concepts, such as medical asepsis, pharmacologic principles, nutrition, oxygenation, fluid and electrolytes, and elimination to provide core knowledge needed to care for all clients. In addition, the management and care of clients and families with musculoskeletal issues and during the surgical experience are presented. Instructional methods introduce students to the eight core competencies essential to nursing practice which are professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. Clinical and skills lab experiences provide opportunities for students to perform fundamental client care and to introduce utilization of the nursing process and critical thinking. Prerequisite: Acceptance into the nursing program; BIOL 2010 and 2020 with a grade of "C" or better. Corequisite: NURS 1400 Prerequisite or Corequisite: NURS 1070, ENGL 1010.

### **NURS 1420 - Nursing Care II**

9 sem hrs cr (6 hours lecture-9 hours lab) Guided learning opportunities focus on the care of clients and families with reproduction and childbearing, parenting and community health experiences as well as adult/pediatric health concerns. This course includes lecture, clinical, and skills lab components which focus on normal reproductive processes, childbearing, parenting, family dynamics, community health issues, application of growth and development concepts, and adult/pediatric health concerns. There is emphasis on the nursing core competencies which are professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. In addition, client teaching as well as improved competency in all previously taught skills are emphasized. Clinical and skills experiences provide opportunities for students to acquire skills and utilize critical thinking to manage the care of multigenerational clients from multi-cultural backgrounds in a variety of health care settings. Prerequisite: ENGL 1010, NURS 1400, NURS 1070, NURS 1410. Prerequisite or Corequisite: PSYC 1030, BIOL 2230.

## **NURS 2130 - Seminar in Nursing**

1 sem hr cr This course focuses on ethical, legal, and professional trends and issues in nursing, and on selected aspects of leadership and management with emphasis on the nursing core competencies of professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. Varying responsibilities and roles of nurses in hospitals and other agencies are explored, as well are the needs of the graduate associate nurse for adaptation to the work setting. Prerequisite: NURS 2410 Corequisite: NURS 2420.

## **NURS 2410 - Nursing Care III**

9 sem hr cr (6 hours lecture-9 hours lab). Guided learning opportunities focus on the care of clients and families with acute and chronic medical-surgical and fundamental mental health problems with continued emphasis on the nursing core competencies of professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. This course includes lecture, clinical, and skills lab components which include focus on pathophysiology, health promotion, pharmacological and parenteral therapies, reduction of risk for adverse events, and application of nursing fundamentals for specific disease processes. Clinical and skills lab experiences provide opportunities for students to continue to develop critical thinking, communication, and psychomotor skills consistent with the role of a competent care provider for clients in acute health care facilities, inpatient mental health facilities, and community-based mental health facilities. Assessment, documentation, and collaborative skills are incorporated in all clinical experiences. Time management and prioritization skills are developed through caring for multiple clients Prerequisite: NURS 1420, PSYC 1030, BIOL 2230. Prerequisite or Corequisite: ENGL 1020, SPCH 1010

## **NURS 2420 - Nursing Care IV**

9 sem hrs cr (6 hours lecture-9 hours lab) Guided learning opportunities focus on the care of clients and families with acute and chronic advanced medical-surgical and specific mental health problems with emphasis on the application of the nursing core competencies of professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration, and managing care. This course includes lecture, clinical, and skills lab components which include focus on topics and experiences that synthesize all knowledge from prior courses in the nursing program. Teamwork is promoted through classroom and clinical assignments. Clinical and skills lab experiences provide opportunities for students to continue to learn and perform advanced psychomotor skills in the care of clients with complex medical and nursing problems. A comprehensive simulation experience is included that incorporates concepts and skills from all four semesters of the nursing program. In acute medical-surgical clinical settings, students plan, manage, and delegate nursing care for a group of clients with multiple alterations in health and collaborate with clients, support persons, and other healthcare providers to promote positive client outcomes. Throughout the course, activities help students prepare for the transition to professional nursing role. Prerequisite: NURS 2410, ENGL 1020, SPCH 1010 Corequisite: NURS 2130. Prerequisite or Corequisite: ARTA, MUSA or THEA 1030.

## **NURS 2990 - Topics in Nursing**

1-5 sem hrs cr Selected topics in nursing. Second-year nursing students may pursue an in-depth study in a specialized area of nursing under the advisement of a nursing faculty member. This course may be recommended for transfer or readmission students who need special assistance in selected areas. Approval of the Director of Nursing Education is required. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly NET 2990)

## **Physical Education: Activity Courses**

### **PHED 1010 - Badminton**

1 sem hr cr (2 hours per week) This course is designed to develop basic skills and understanding of badminton. (Formerly PED/HPE 1010)

### **PHED 1020 - Volleyball**

1 sem hr cr (2 hours per week) This course is designed to develop basic skills and understanding of volleyball. (Formerly PED/HPE 1020)

### **PHED 1030 - Aerobic Walking**

1 sem hr cr (2 hours per week) This course is designed for individuals who want to begin a physical fitness program or further develop a walking program already in place. (Formerly PED/HPE 1030)

### **PHED 1060 - Basketball**

1 sem hr cr (2 hours per week) This course teaches the basic fundamentals of basketball through practice and playing games. (Formerly PED 1060)

### **PHED 1140 - Soccer**

1 sem hr cr (2 hours per week) This course is designed to develop an understanding of the rules of soccer and an acquisition of basic skills. (Formerly PED/HPE 1140)

### **PHED 1150 - Body Building and Weightlifting**

1 sem hr cr (2 hours per week) This course is designed for body building and conditioning through the use of weights and a gym machine. (Formerly PED/HPE 1150)

### **PHED 1160 - Yoga**

1 sem hr cr This course provides the student with a basic understanding of the principles of yoga exercise. The student will learn the basic physical postures, and breathing, stress reduction, and relaxation techniques. Yoga exercises increase strength, muscle tone, and flexibility; improve posture; and aid in relaxation.

### **PHED 1190 - Body Aerobics**

1 sem hr cr (2 hours per week) This course focuses on developing and accomplishing the objectives of an individual workout program. Activities include use of weights, jogging, jumping rope, aerobic exercise, minitramp, stationary bike etc. Other fitness topics include food value and stress control. (Formerly PED/HPE 1190)

### **PHED 1210 - Conditioning Exercises**

1 sem hr cr (2 hours per week) The course focuses on an individualized exercise program to meet the student's needs and goals to improve physical fitness. The student's individually designed program may address cardiovascular fitness, muscular strength and endurance, flexibility, and/or body composition and weight control using a variety of exercise choices. (Formerly PED/HPE 1210)

## **PHED 1240 - Jogging for Fitness**

1 sem hr cr (2 hours per week) This course is designed to help the student develop jogging as a technique of exercise and to improve physical fitness. (Formerly PED/HPE 1240)

## **PHED 1410 - Varsity Athletics I**

1 sem hr cr Students participating on the appropriate varsity athletic team will register for "Varsity Athletics." No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement. (Formerly PED/HPE 1410)

## **PHED 1420 - Varsity Athletics II**

1 sem hr cr This course is a continuation of PHED 1410. No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement. (Formerly PED/HPE 1420)

## **PHED 2990 - Topics in Physical Education**

1-5 sem hrs cr Selected topics in physical education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Physics**

### **PHYS 2010 - Non-Calculus Based Physics I •**

4 sem hrs cr (3 hours lecture-2 hours laboratory) This course is an applied physics study of the basic laws and principles of technical measurement, forces, vectors, equilibrium, velocity and acceleration, work, energy, and power, basic laws and principles of rotational motion, simple machines, and properties of solids and fluids. Prerequisite: MATH 1710 and exemption from and completion of ENGL 0810 and READ 0810. (Formerly PHY 2110)

### **PHYS 2020 - Non-Calculus Physics II •**

4 sem hrs cr (3 hours lecture-2 hours laboratory) This course is an applied physics study of temperature, heat transfer, heat gas laws and thermodynamic applications, basic laws and principles of electrostatics, direct current, magnetism, alternating current, sound, light and nuclear physics. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810 and MATH 0810. (Formerly PHY 2120)

### **PHYS 2110 - Calculus Based Physics I •**

4 sem hrs cr (3 hours lecture-3 hours laboratory) This calculus-based course is intended for science and engineering students. Subjects covered include mechanics, heat and thermodynamics, and waves. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810, MATH 1910 and concurrent enrollment in or completion of MATH 1920. (Formerly PHY 2310)

### **PHYS 2120 - Calculus Based Physics II •**

4 sem hrs cr (3 hours lecture-3 hours laboratory) This calculus-based course is intended for science and engineering students. Subjects covered include electricity and magnetism, light and optics, and selected topics from modern physics. Prerequisite: Exemption from and completion of ENGL 0810, READ 0810 and PHYS 2110. (Formerly PHY 2320)

### **PHYS 2990 - Topics in Physics**

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

### **PSCI 1030 - Introduction to Physical Science •**

4 sem hrs cr (3 hours lecture-2 hours laboratory) This course is a study of selected topics from general physics and general chemistry. Subject matter includes such topics as forces, laws of motion, light, heat, atoms, molecules, and reactions. Prerequisite: Exemption from or completion of ENGL 0810, READ 0810, and MATH 0810.

## **Political Science**

### **POLS 1030 - American Government •**

3 sem hrs cr This course is a study of the basic features of American government with emphasis on constitutional principles and the structure and functions of the three branches of national government. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810. (Formerly POL 1110)

### **POLS 2010 - State and Local Government •**

3 sem hrs cr This course is a study of the forms and functions of state and local government in the United States, with particular emphasis on government in the state of Tennessee. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810. (Formerly POL 1120)

### **POLS 2990 - Topics in Political Science**

1-5 sem hrs cr Selected topics in political science is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly POL 2990)

## **Pre-Engineering**

### **ENGR 2110 - Statics**

3 sem hrs cr This course is a study of vector algebra, resultants, equilibrium, friction, centers of gravity, centroids, moments of inertia, statics of particles, equilibrium of rigid bodies in two and three dimensions, and analysis of structures. Prerequisite or Corequisite: MATH 1910.

## **ENGR 2120 - Dynamics (Particles and Rigid Bodies)**

3 sem hrs cr This course is a study of particle kinematics, absolute and relative motion, kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum principle, systems of particles, kinematics of rigid bodies, and mechanical vibrations. Prerequisite: MATH 1920.

## **ENGR 2130 - Circuits I**

4 sem hrs cr This course is an introduction to circuit analysis. The content includes Kirchoff's laws, circuit theorems, DC circuit analysis phasors, AC circuit analysis, and transient response of dynamic circuits. Digital computer analysis of electrical circuits is also covered. This course includes an introduction to laboratory instrumentation, measurement techniques, electrical circuit elements, and circuit behavior for DC, AC and transient sources. Digital computer analysis of electrical circuits is also included. Prerequisite or Corequisite: MATH 1920

## **ENGR 2990 - Topics in Engineering**

1-5 sem hrs cr Selected topics in engineering is a specially designed course for students interested in pursuing specific projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

## **Psychology**

### **PSYC 1030 - General Psychology**

3 sem hrs cr This is an introductory survey course focused on the scientific study of behavior and mental processes. Topics include the history of psychology, critical thinking and research methods in psychology, the biological and psychological bases of consciousness, sensation, perception, memory, learning, cognition, development across the lifespan, motivation, emotion, sexuality, stress and health, social psychology, personality, psychological disorders, and psychological therapies. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810. (Formerly PSY 1310, PSY 1320 & PSY 1410)

### **PSYC 1040 - Abnormal Psychology**

3 sem hrs cr This course examines concepts related to psychopathology and behavior disorders with emphasis on maladaptive social behavior. Topics include adjustment disorder, personality disorders, anxiety-based disorders, and psychotic disorders. Prerequisite: PSYC 1030 and documented eligibility for collegiate level English (Formerly PSY 2900)

### **PSYC 2014 - Psychology of Human Sexuality**

3 sem cr hrs This course is a study of the biological, psychological, and psychosocial bases and manifestations of human sexual behavior. Topics include sex in history, theory and research in sexuality, anatomy and physiology of sex, sex in the context of human relationships, gender development and identity, sexuality and the lifecycle, pregnancy and childbirth, sexual dysfunctions and disease, sexual deviancy, and sex in society. Prerequisite: PSYC 1030 and documented eligibility for collegiate level English. (Formerly PSY 2010)

### **PSYC 2120 - Social Psychology**



3 sem hrs cr This course is the scientific study of how people's thoughts, emotions, and behaviors are influenced by other people. Topics include social cognition, self-presentation, attitude formation, persuasion, social influence, affiliation, interpersonal attraction, prejudice and stereotyping, aggression, and prosocial behavior. Prerequisite: PSYC 1030 and documented eligibility for collegiate English.(Formerly PSY 2210)

### **PSYC 2130 - Life Span Psychology**

3 sem cr hrs This course is a study of the biological, psychological, and psychosocial bases of human development from conception through death. Topics include current research and theory pertaining to the physical, cognitive, personality, psychological, emotional, and social development across the lifespan. Prerequisite: PSYC 1030 and documented eligibility for collegiate English(Formerly PSY 2300)

### **PSYC 2990 - Topics in Psychology**

1-5 sem hrs cr Selected topics in psychology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly PSY 2990)

## **Real Estate**

### **RES 2010 - Introduction to Real Estate**

4 sem hrs cr This course covers the basic laws and principles of real estate, including finance, decreased ownership, brokerage appraisals, license law, and real estate mathematics.This course is essential to persons interested in acquiring the real estate affiliate's license in Tennessee.

## **Sociology**

### **SOCI 1010 - Introduction to Sociology •**

3 sem hrs cr This course identifies basic human relationships essential to survival in modern society and seeks to assist students in understanding and applying this knowledge in everyday life. Topics include introduction to sociology, culture, inequality and social class, political and economic orders, and the changing society. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.(Formerly SOC 2110)

### **SOCI 1020 - Social Problems•**

3 sem hrs cr The sociological perspective of the understanding of and solutions for some of the major current problems confronted in American society is examined. Included are such issues of social concern as poverty, social deviance, environment, energy, population, health, education, and medical care. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.(Formerly SOC 2120)

### **SOCI 2010 - Marriage and Family•**

3 sem hrs crThis course considers the customs and patterns of courtship and the problems of the modern family. Emphasis is placed on the problems of the family in an era of rapid social change; social, cultural, and personal factors relating to mate selection and family life; and family organization, disorganization, and reorganization. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.(Formerly SOC 2200)

### **SOCI 2400 - Introduction to Criminology**

3 sem hrs crThis course is a study of crime and criminal behavior. Topics examined include the nature of crime, its measurement and forms, the social dimensions and correlates of crime, major theories of criminal and delinquent behavior, and possible solutions to the crime problem.(Same as CRMJ 2400)

(Formerly SOC 2400)

### **SOCI 2550 - Understanding Terrorism**

3 sem hrs crThis course is a survey course covering the historical background of terrorism as a criminal activity, terrorist typologies, the motivations behind terrorist activity, and the responses of the criminal justice system to terrorism.(Same as CRMJ 2550)

(Formerly SOC 2550)

### **SOCI 2990 - Topics in Sociology**

1-5 sem hrs crSelected topics in sociology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in Topics courses may be used in meeting minimum degree requirements. (Formerly SOC 2990)

### **SWRK 2010 - Introduction to Social Work**

3 sem hrs crThis course examines the history, philosophy, professional mission, career patterns, practice, methods and present organization of the social work profession.(Formerly SOC 2570)

### **SWRK 2990 - Topics in Social Work**

1-5 sem hrs crSelected topics in social work is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.

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

## **Spanish**

### **SPAN 1010 - Beginning Spanish I**

3 sem hrs crThis course emphasizes the essentials of Spanish grammar and develops reading, writing, and speaking skills in the language. Readings about Spanish cultures are included.(Formerly SPA 1010)

## **SPAN 1020 - Beginning Spanish II**

3 sem hrs crThis course continues to emphasize the essentials of Spanish grammar and further develops reading, writing, and speaking skills. Readings about Spanish and South American cultures are included; and the literature of important Spanish authors, such as Cervantes, Espronceda, and Gaballero, is introduced. Prerequisite: SPAN 1010.(Formerly SPA 1020)

## **SPAN 2010 - Intermediate Spanish I**

3 sem hrs crThis course combines grammar review with exercises for improving oral and written skills and includes readings in Spanish literature and culture. Prerequisite: SPAN 1020Formerly SPA 2010

## **SPAN 2020 - Intermediate Spanish II**

3 sem hrs crThis course continues a grammar review and further develops oral and written skills. Readings from Spanish and Latin-America cultures and selections from Spanish authors are emphasized. Prerequisite: SPAN 2010Formerly SPA 2010

## **SPAN 2990 - Topics in Spanish**

1-5 sem hrs crSelected topics in Spanish is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in Topics courses may be used in meeting minimum degree requirements.

## **Topics Courses**

### **Topics 2990 - Topics**

All disciplines offer a Topics Course, so indicated by the normal course designation followed by the section number 99 (for example. ENGL 1010 99). A designation of 2990 is reserved for specially designed Topics Course, driven by need, designed by the course instructor, and approved by the appropriate "Department Chair." A topics course permits the development of a specific study project under the supervision of a discipline instructor. A topics course must be developed by the instructor who will supervise the activity and must be approved by the student's advisor and the department chair to which the discipline is assigned. The credit for a topics course may vary from one to five hours. No more than six semester credit hours earned in topics courses may be used in meeting minimum degree requirements.

## **Speech**

### **SPCH 1010 - Fundamentals of Speech •**

3 sem hrs crThis course is a study of communication skills, including practice in organizing, preparing, and delivering various types of informative and persuasive speeches, and in engaging in constructive criticism of oral communication. Prerequisite: Exemption of or completion of ENGL 0810 and READ 0810.(Formerly COM 1010)

### **SPCH 2010 - Oral Interpretation**

3 sem hrs crThis course includes the selection, preparation, and presentation of literary works for developing the skills for the art of reading aloud.Choosing, preparing, and presenting literary selections are stressed. (Formerly COM 1080)

### **SPCH 2020 - Voice and Diction**

3 sem hrs crThis course provides training in the development of more articulate speech and effective voice quality through study of vocal anatomy and mechanism. Classroom drills and individualized instruction are utilized.(Formerly COM 1040)

### **SPCH 2990 - Topics in Speech**

1-5 sem hrs crSelected topics in speech is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly COM 2990)

## **Theatre**

### **THEA 1030 - Introduction to Theatre •**

3 sem hrs crThis course provides an overview of theatre as an art form. Included in the course is the study of the development of drama, the theatre and an appreciation and understanding of the theatrical process. Prerequisite: Exemption from or completion of ENGL 0810 and READ 0810.This is not a production or performance course. (Formerly COM 1030)

### **THEA 1040 - Theatre Production**

3 sem hrs crThis course is a survey of practice in all phases of play production, including play choice, casting, directing, staging, make-up, costuming, lighting, and scenic design.(Formerly COM 2030)

### **THEA 2020 - Children's Drama**

3 sem hrs crTraining 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.(Formerly COM 2020)

### **THEA 2990 - Topics in Theatre**

1-5 sem hrs crSelected topics in theatre is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the appropriate department chair.No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

(Formerly COM 2990)

## **Faculty, Staff, and Administration**

# TENNESSEE BOARD OF REGENTS

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## STATUTORY

The Honorable Bill Haslam	Chairman, Ex-Officio, Governor of the State, Tennessee
Chancellor John Morgan	Chancellor
Honorable Kevin S. Huffman	Commissioner of Education
Honorable Julius Johnson	Commissioner of Agriculture
Dr. Rich Rhoda, Ex-Officio	Executive Director, Tennessee Higher Education

## TBR BOARD MEMBERS/ NAMED FROM CONGRESSIONAL DISTRICTS AT LARGE

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Darrell S. Freeman	7th Congressional District, 2012-2016
Tom Griscom	3rd Congressional District, 2011-2017
The Honorable Kevin S. Huffman	Commissioner of Education
The Honorable Julius Johnson,	Commissioner of Agriculture
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Howard Roddy	At-Large, East Tennessee, 2010-2016
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Danni B. Varlan	2nd Congressional District, 2013-2019
Dotty Webb	Faculty Regent, 2014-2015

## ADMINISTRATION AND STAFF

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Roxanne Evans	Executive Secretary

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Lisa Lee	Assistant Director
Vicky Crews	Coordinator, Adjunct Services
Emily Green	Account Clerk II
Karen Veazey	Personnel Assistant

Office of the Vice President for Academic Affairs

Cindy Kelley	
Nancy Irby	
Camilla Daniel	
Joyce Miller	

Office of the Assistant Vice President for Academic Affairs

Scott Cook	Assistant Vice President for Academic Affairs
Sherian Oakley	Administrative AssistantI
Lori Mevis	High School Partnership Programs Specialist

Business and Technology

Donna McKoon	Department Chair
Michele Brown	Secretary III

Career Readiness

Fred Rascoe	Director
Cindy Drummond	Project Manager
Ingrid Williams	Secretary III

Education

Bryan Thomas	
Michelle McEwen	

Humanities

Brian Robinson	Department Chair
Bobbie Underwood	Secretary III

Languages

Wes Spratlin	Department Chair
Bobbie Underwood	Secretary III
<a href="#"><u>Mathematics</u></a>	
Sandra Arman	Department Chair
Dawn Anderson	Secretary III
<a href="#"><u>Natural Science</u></a>	
David Palmer	Department Chair
Dawn Anderson	Secretary III
<a href="#"><u>Nursing Education</u></a>	
Patricia Hendrix	Interim Director
Allison Barton	Secretary III
Drew Hooker	EMS Program Coordinator
<a href="#"><u>Social Science</u></a>	
Bryan Thomas	Department Chair
Bobbie Underwood	Secretary III
<a href="#"><u>Off-Campus Locations</u></a>	
<a href="#"><u>Fayetteville Center</u></a>	
Laura Monks	Director
Debra McClellan Smith	Assistant Director, Student Services
Veronica King	Administrative Secretary
Amanda Slayton	Secretary II
<a href="#"><u>McMinnville Center</u></a>	
Melody Edmonds	Director
Sally Pack	Assistant Director, Student Services
Monica Burgess	Microcomputer Technician
Tammy Foust	Administrative Secretary
Carol Wells	Secretary II
<a href="#"><u>Smyrna Teaching Site</u></a>	
Cheryl Hyland	Director
Gary Winton	Assistant Director, Student Services
Sidney McPhee	Assistant Director of Student Success
Jonathan Graham	Student Success Coordinator
TBA	Advisor
Donna Dunaway	Assistant Director of Financial Aid



Erica Lee	Financial Aid Counselor
Thomas Brookshire	Microcomputer Technician
Karen Hudson	Administrative Secretary
William Clay Caldwell	Secretary II
Estelle Davis	Secretary II
Michelle McEwen	Secretary II
Marla Gregory	Secretary II, Student Success

*Office of the Vice President for Student Affairs*

Jerry Tunstill	Vice President for Student Affairs
Roxanne Evans	Executive Secretary

*Office of the Assistant Vice President for Student Affairs*

Regina Burden	Assistant Vice President for Student Affairs
Michelle Cox	Administrative Secretary

*Admissions and Records*

Greer Alsup	Director
Shawn Gilbreath	Assistant Director
Carol McGuire	Transcript Analyst
Carolyn Wells	Coordinator, Veterans Affairs
Annette Mosley	Graduation Analyst
Debbie Finney	High School Transcript Analyst
Renee McAmis	High School Transcript Analyst
Billie Jo Vaughan	Admissions and Records Clerk II
Kelsey Sons	Secretary II

*Student Success Center*

Rhonda Cotham	Director of Student Success
Josh Caldwell	Student Success Coordinator
Alice Huskey	Academic Advisor
Theresa Sheppard	Secretary II

*Athletics*

Tori Raby-Gentry	Interim Director /Women's Softball Coach
Dan McShea	Men's Baseball Coach
Matt Sligh	Men's Basketball Coach
Dominic Tharpe	Women's Basketball Coach / Retention Transfer Specialist

TBD	Secretary II
<u>Career Planning and Extended Services</u>	
Tom Dillingham	Director
Rick Orzino	Coordinator
Michele Brown	Secretary III
<u>Disability and Testing Service</u>	
Sonya Hood	Director
Belinda Champion	Assistant Director
Marie Mosley	Coordinator, Testing
<u>Student and Campus Relations</u>	
Brenda Cannon	Director
<u>Student Services</u>	
Sheri Mason	Assistant Director, Moore County Campus
Debra Smith	Assistant Director , Fayetteville Center
Sally Pack	Assistant Director, McMinnville Center
Gary Winton	Assistant Director, Smyrna Site
<u>Office of the Vice President for Business Affairs</u>	
Hilda Tunstill	Vice President for Business Affairs
Patty Moore	Assistant Treasurer for Foundation Services
<u>Accounting and Payroll</u>	
Terry Bigham	Senior Accountant
Lyvonna Hodosi	Payroll Manager
<u>Advancement</u>	
Jan Rogers	Director of Advancement
Phyllis Daniel	Coordinator of Advancement, Special Events
<u>Business Office</u>	
Jay Turney	Assistant Vice President, Fiscal Services
Sandy Schaffer	Assistant Director, Fiscal Services
Camilla Stafford	Purchasing and Contract Specialist
Lisa Kane	Account Clerk III
Reada Payne	Account Clerk III
Cindy Jackson	Account Clerk III
Brenda Bates	Account Clerk I
Sharon Bell	Account Clerk I

Financial Aid

Joe Myers	Executive Director of Financial Aid
Wanda Emfinger	Associate Director, Financial Aid
Casey Martine	Assistant Director, Financial Aid
Donna Dunaway	Assistant Director of Financial Aid, Smyrna Campus
Erica Lee	Financial Aid Counselor, Smyrna
TBD	Financial Aid Clerk
TBD	Financial Aid Technician
Jessica Dodge	Coordinator, Scholarship / Work Study
Andrea Walters	Call Center/Financial Aid Help Lab Coordinator

Office of the Vice President for Information Technology and Administrative Service

Eddie Stone	Vice President for Information Technology and Administrative Service
Camilla Daniel	Executive Secretary

Administrative Computing Services

Cindy Logan	Director
Lara McKinnon	Database Administrator
Valerie Rossman	Functional Support Specialist
Sandy Petty	Programmer / Analyst I
Kristy Sells	Programmer / Analyst I

Research, Planning, and Communication

Sylvia Collins	Director, Webmaster
Sharon Bateman	Coordinator of Graphic Arts
Laura Brown	Research Technician II

Center of Emphasis for Academic Technology

Larry Turner	Director
Mark Landrum	ITV Facilitator / Trainer

Facilities Services

Brian Gafford	Director of Facilities Services
TBA	
David Clark	Custodian
Jason Conn	Courier / Mail Carrier
Gay Davis	Secretary III

Jonathan Donnell	Watchkeeper
TBD	Custodial Supervisor
Gary Driver	Watchkeeper
Eric King	Maintenance Mechanic
Billy Lanford	Custodian, Fayetteville
Shaun Mason	Maintenance Mechanic
John Neal	Watchkeeper
Stephen Ray	Watchkeeper
Kay Reynolds	Custodian
Kevin Ridner	Maintenance Mechanic
Tracey Rogers	Custodian
Jason Sanson	Maintenance Mechanic
Bobby Sharp	Custodian
Donnie Shelton	Grounds Worker I
Robbie Shipley	Custodian
Wendy Simmons	Custodian
TBD	Maintenance and Grounds Supervisor
Cassidy Taylor	Custodian
Stanley Temple	Maintenance Mechanic
Daniel Trail	Grounds Worker II
<u>Technical Operations</u>	
Matt Hulvey	Director
Scott Ulm	ITV / Network Analyst
Billy Allen	Microcomputer Laboratory Technician
Melanie Anglin	Microcomputer Laboratory Technician
Michael Boatman	P C Support Manager
David Jernigan	Network Systems & Security Manager
Scott Shasteen	Communications Supervisor
<u>Library</u>	
Stuart Gaetjens	Director of Libraries
Carla Logue	Reference Librarian
Roger Merritt	Library Assistant , Senior

Bob Shine	Library Assistant
Debora Logan	Branch Coordinator, Fayetteville
Nancy Jones	Branch Coordinator, McMinnville
Paige Hendrickson	Branch /Reference Librarian, Smyrna
Paula Standridge	Evening Library Services Coordinator / IT Help Desk Technician
Brenda Swift	Secretary III

FACULTY/STAFF

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*B.S., 1977, Tennessee State University; M.S., 1978, Tennessee State University; Ed.D, 2001, George Peabody College of Vanderbilt University; Motlow Position, 1986.*

**Allen, Billy** **Microcomputer Laboratory Technician**

*Certificate, 1966, Tennessee Technology Center, Shelbyville; A.A.S., 1999, Motlow State Community College; Motlow position, 1994.*

**Alsup, Greer** **Director of Admissions and Records**

*B.S., 1970, Belmont College; Motlow position, 1992.*

**Anderson, Dawn M.** **Secretary III**

*A.A.S., 1982, Milwaukee Area Technical College; Motlow position, 2002.*

**Anglin, Melanie** **Microcomputer Technician**

*A.A.S., 1996, Motlow State Community College; Motlow position, 1997.*

**Apple, MaryLou** **President**

*B.S.N., 1976, University of Tennessee; M.S.N., 1982, University of Tennessee; Additional graduate work, East Tennessee State University; Ed.D., 1984, University of*

*Tennessee-Vocational-Technical Education; Motlow position, 2006.*

**Arman, Sandra A.**

*A.S., 1986, Motlow State Community College; B.S., 1988, Middle Tennessee State University; M.S.T., 1992, Middle Tennessee State University; Additional graduate study, Middle Tennessee State University; Motlow position, 1988.*

**Department Chair, Mathematics; Associate Professor, Mathematics**

**Bartley, Randall**

*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.*

**Professor, Economics; RODP Contact**

**Barton, Allison**

*A.S., 2005, Motlow State Community College; B.S., 2007, Middle Tennessee State University; CAP 2012; Motlow position, 2010.*

**Secretary III**

**Bateman, Sharon**

*B.A., 1992, Lipscomb University; CAP, 2010; Motlow position, 2008.*

**Coordinator of Graphic Arts**

**Bates, Brenda**

*Motlow position, 2010.*

**Account Clerk I**

**Bell, Sharon**

*Motlow position, 2013.*

**Account Clerk I**

**Bethea, David**

*B.A.E., 2001, University of North FL; M.S., 2004, University of South FL; Ph.D, 2010, Florida Atlantic University; Motlow position, 2012.*

**Instructor, Music**

**Bigham, Terry****Senior Accountant**

*B.S., 1979, David Lipscomb University; Motlow position, 1984.*

**Bloodworth, William Stuart****Associate Professor, English**

*B.A., 1989, University of Tennessee, Martin; M.A., 1992, Murray State University; Motlow position 1993.*

**Boatman, Michael****P C Support Manager**

*Certificate, Tennessee Technology Center, Shelbyville; Motlow position, 2009.*

**Bowlby, David****Assistant Professor, History & Political Science**

*B.A., 1995, University of Illinois; M.A., 1997, 2014, University of Illinois; D.A., 2009 Idaho State University; Motlow position, 2009.*

**Boyer, Teresa****Associate Professor, Nursing**

*A.A.S., 1983, Motlow State Community College; M.S.N., 1992, Vanderbilt University; NNP, 1992; Post Master's Certificate, 2011, Vanderbilt University, Psychiatric Mental Health Nurse Practitioner; Motlow position, 2001.*

**Bradley, Michael R.****Faculty Emeritus, 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, 1970-2005.*

**Bratten, Jared****Instructor, History**

*B.A., 2010, Middle Tennessee State University; M. A., 2012, Middle Tennessee State University; Motlow position, 2014.*

**Bridge, Kristin**

**Assistant Professor, Biology**

*B.S., 1980, University of Mississippi; M.S., 1993, University of Alabama, Huntsville; Motlow position, 2009.*

**Brooks, Vera R.**

**Associate Professor, Business**

*B. S., 1974, Austin Peay State University; M.B.E., 1981, Middle Tennessee State University; M.S., 1989, Middle Tennessee State University; Additional Graduate Study, Western Carolina University and Tennessee State University; CAP, 1985; Motlow position, 1980.*

**Brookshire, Thomas**

**Microcomputer Technician**

*Motlow position, 2013.*

**Brown, Laura**

**Research Technician II**

*A.S., Motlow State Community College, 2005; Motlow position, 1999.*

**Brown, Michele**

**Secretary III**

*Motlow position, 2014.*

**Brown, Stefanie**

**Instructor, Nursing**

*A.A.S., 2002, Motlow State Community College; B.S.N., 2003, University of Alabama, Huntsville; M.S.N., 2007, University of Alabama, Huntsville; Motlow position, 2014.*

**Buchanan, Shane**

**Instructor, Mechatronics**

*B.S., 1994, Tennessee Technology University; Motlow position, 2012.*

**Burden, Regina**

**Assistant Vice President, Student Affairs**

*B.A., 2001, Alabama A & M University; M.S., 2008, Alabama A & M University; Motlow position 2009.*



**Burgess, Monica**

**Microcomputer Technician**

*A.S., 1986, Motlow State Community College; Motlow position, 1987.*

**Bush, Nicholas**

**Assistant Professor, English**

*B. A., 2002, University of Tennessee, Martin; M.A., 2007, Middle Tennessee State University; Motlow position, 2009.*

**Caldwell, Joshua**

**Student Success Coordinator**

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**Caldwell, William Clay**

**Secretary II, Smyrna**

*Motlow position, 2013.*

**Cannon, Brenda G.**

**Director of Student and Campus Relations**

*B.S., 1978, Tennessee State University; M.Ed., 1998, Middle Tennessee State University; Motlow position, 1988.*

**Caviezel, Jenna Morgan**

**Instructor, English**

*B.S., 2007, The College of William & Mary; M.F.A., George Mason University; Motlow position, 2013.*

**Champion, Belinda**

**Assistant Director of Disability and Testing Services**

*M. S., 2009, University of Tennessee, Knoxville; Motlow position, 2014.*

**Cheatham, C. Donald**

**Faculty Emeritus, Professor, Political Science & History**

*A.B., 1950, Samford University; A.B.J., 1950, University of Georgia; M.Ed., 1963, University of Georgia; Ed.D., 1969, University of Georgia; Post-Doctorate Study, Research Grant, National Endowment for the Humanities, Duke University, 1975; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1970.*

**Clark, David** *Motlow position, 2008.*

**Custodian**

**Claunch, Eric**

**Instructor, Art**

*B.A., 1994, California State University; M. F.A., 1997, Washington State University; Motlow position, 2013.*

**Claxton, Keith**

**Associate Professor, Mathematics**

*B.S., 1986, Middle Tennessee State University; M.S., 1988, Middle Tennessee State University; Motlow position, 1992.*

**Cleveland, Deborah**

**Associate Professor, Economics**

*A.S., 1987, Motlow State Community College; B.S., 1989, University of Alabama, Huntsville; MBA, 1992, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1997.*

**Coffey, Charle B.**

**Instructor, Geography**

*A.S., 1976, Walters State Community College; B.B.A., 1978, Middle Tennessee State University; M.Ed., 1994, Middle Tennessee State University; Covey Facilitator Certification, 1996; Additional Graduate Study, Middle Tennessee State University, University of Tennessee, Knoxville; Motlow position, 1983.*

**Collins, Sylvia**

**Director of Institutional Research, Planning and Communication, Webmaster**

*B.B.A., CIS, 1988, Middle Tennessee State University; MBA, 1989, Middle Tennessee State University; Ed.S, 1994, Middle Tennessee State University; Motlow position, 2007.*

**Conn, Jason**

**Courier/Mail Carrier**

*Motlow position, 2013.*

**Cook, Scott**

**Coordinator, Honors Program; Associate Professor, History**

*A.S., 2000, Motlow State Community College; B.S., 2001, Middle Tennessee State University; M.L.S., 2004, Fort Hays*

*State University; Additional Graduate Study, Cumberland University, Middle Tennessee State University and Fort Hays State University; Ed.D., 2011, Tennessee State University; Motlow position, 2006.*

**Copeland, Dawn**

**Assistant Vice President for Academic Affairs; Assistant Professor, English**

*A.S., 1981, Motlow State Community College; B.S., 1984, Middle Tennessee State University; M.A., 1992, Middle Tennessee State University; Motlow position, 1999.*

**Cotham, Rhonda S.**

**Director of Advisement and Student Success**

*B.A., 2002, Trevecca Nazarene University; M.Ed., 2008, Middle Tennessee State University; Motlow position, 1986.*

**Cox, Michelle**

**Administrative Secretary**

*A.S., 1989, Motlow State Community College; Additional Study, Middle Tennessee State University; ALS, 1996; B.A., 2011, Trevecca Nazarene University; CAP, 2009; Motlow position, 2009.*

**Craig, Lucy**

**Title IX Coordinator/Associate Professor, Criminal Justice Administration**

*B.A., 1977, University of Florida; J.D., 1980, Stetson University College of Law; Additional Graduate Study, Middle Tennessee State University; Motlow position, 2007.*

**Crews, Vicky S.**

**Coordinator of Adjunct Services**

*Motlow position, 1979.*

**Daniel, Camilla**

**Executive Secretary**

*B.B.A., 1983, Middle Tennessee State University; CAP, 2012; Motlow position, 2011.*

**Daniel, Phyllis**

**Coordinator of Advancement & Special Events**

*Motlow position, 2007.*

**Davis, Estelle**

**Secretary II**

*Motlow position, 2012.*

**Davis, Gay**

**Secretary III**

*Motlow position, 1979.*

**Deaton-Owens, Dayron**

**Assistant Professor, Psychology & Sociology**

*B.A., 2005, Middle Tennessee State University; M.A., 2008, Middle Tennessee State University; Motlow position, 2011.*

**Dickey, Susan**

**Associate Professor, Accounting**

*B.B.A., 1986, University of Memphis; M.S., 1990, University of Alabama, Huntsville; CPA, Tennessee; Additional Graduate Study at the University of Memphis; Motlow position, 1993.*

**Dillingham, Tom E.**

**Director of Extended Services**

*B.A., 1974, David Lipscomb University; M.S., 1996, University of Tennessee, Knoxville; Motlow position, 2001.*

**Dodge, Jessica**

**Coordinator, Scholarship / Work Study**

*B.A., 2008, Southern VA University; Motlow position, 2012*

**Dodson, Nancy Lynn**

**Instructor, Communications**

*B.S., 1993, Harding University, Searcy, AR; M.S., 1996, University of Memphis; Motlow position 2013.*

**Donnell, Jonathan**

**Watchkeeper**

*Certificate, 2004, Tennessee Technology Center at Shelbyville; Motlow position, 2001.*

**Driver, Gary**

**Watchkeeper**

*Motlow position, 2000.*

**Drummond, Cindy**

**Project Manager**

*B.F.A., 1992, Virginia Commonwealth University, Richmond, VA; M.S., 1994, North Carolina University, Raleigh, North Carolina; Motlow position, 2012.*

**Dunaway, Donna**

**Assistant Director of Financial Aid, Smyrna Campus**

*B. S., University of Phoenix, 2009; Motlow position, 2010.*

**Durham, Terry**

**Instructor, Computer Science/Information Systems**

*B.S., 1983, Austin Peay University; M.S., 1994, Middle Tennessee State University; Motlow position, 2013.*

**Edmonds, Melody.**

**Director of the McMinnville Center; Assistant Professor, Information Systems**

*A.S., 1989, Motlow State Community College; B.S., 1990, Middle Tennessee State University; MBA, 1995, Tennessee Technological University; Additional Graduate Study, Tennessee Technological University; Motlow position, 1995.*

**Edwards, Tabbatha**

**Instructor, Social Sciences/Student Success Coach**

*B.S., 2003, University of Alabama, Birmingham; M.S., 2008, Trevecca Nazarene University; Motlow position, 2014.*

**Emfinger, Wanda**

**Associate Director of Financial Aid**

*B.A., 1976, The University of Alabama, Huntsville; M.S. 1983, The University of Alabama, Huntsville; Motlow position, 2002.*

**Evans, Roxanne**

**Executive Secretary**

*B.A., 2012, Trevecca Nazarene University; M. S., 2014, Trevecca Nazarene University; CAP, 2010; Motlow position, 2008.*

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**High School Transcript Analyst**

*Technical Certificate of Credit, 1997, Motlow State Community College; Motlow position, 1998.*

**Fitch, Elizabeth**

**Assistant Professor, Biology**

*B.A., 2002, Kentucky Wesleyan College; M.S., 2004, Middle Tennessee State University; Motlow position, 2007.*

**Fitch, Kevin**

**Assistant Professor, Biology**

*B.S., 1995, Austin Peay University; M.S., 1998, Austin Peay University; Motlow position, 2008.*

**Flatt, Larry**

**Instructor, Mechatronics**

*B.S., 1970, Tennessee Technology University; M.B.A., 1973, Middle Tennessee State University; Motlow position, 2012.*

**Forde, Janet Elizabeth**

**Assistant Professor, Biology**

*B.S., 1987, Tennessee Technology University; M.S., 1989 Tennessee Technology University; Motlow position, 2011.*

**Foust, Tammy**

**Administrative Secretary, McMinnville**

*B.S., 2012, Middle Tennessee State University; A.S., 2000, Motlow State Community College; Motlow position, 2013.*

**Gaetjens, Stuart**

**Director of Libraries**

*B.S., 1985, University of Illinois; M.A., University of Illinois; Motlow position, 2009.*

**Gafford, Brian**

**Director of Facilities Services**

*B.S., 1991, Tennessee Technology University; Motlow position, 2014.*

**Gallant, Brown, Jeannie**

**Associate Professor, Communications; Coordinator of  
International Education**

*A.S., 1985, Motlow State Community College; B.S., 1987, Middle Tennessee State University; M.S., 1989, Middle Tennessee State University; Additional Graduate Study Middle Tennessee State University and in London, England, through the University of Southern Maine; Motlow position, 1993.*

**Garrison, Gregg**

**Associate Professor, Biology**

*B.S., 1989, Middle Tennessee State University; M.S., 1996, Middle Tennessee State University; Motlow position, 2005.*

**Gilbreath, Shawn**

**Assistant Director of Admissions and Records**

*A.S., 2008, Dyersburg State Community College; B.S., 2010, Bethel University; M.S., 2013, Austin Peay State University; Motlow position, 2014.*

**Glass, Frank**

**President Emeritus**

*B.S., 1964, Middle Tennessee State University; M.A., 1965, Middle Tennessee State University; D.A., 1973, Middle Tennessee State University; Motlow position, 1975-2003.*

**Glenn, Christy**

**Administrative Assistant**

*A.S., 1989, Motlow State Community College; Motlow position, 1999.*

**Graham, (Hale) Annette**

**Associate Professor, English**

*B.A., 1976, Lee University; M.A., 1980, University of Central Florida; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1986.*

**Graham, Jonathan**

**Student Success Coordinator**

*A.S., 2011, Nashville State Community College; Motlow position, 2012.*

**Green, Emily**

**Account Clerk II**

*Motlow position , 2013.*

**Green, Megan**

**Instructor, Nursing**

B.S., 2009, Lipscomb University; DNP, 2012, University of Tennessee Health Sciences; Motlow position, 2014.

**Gregory, Cheri**

**Associate Professor, Biology**

*A.S., 1982, Motlow State Community College; B.S., 1984, Middle Tennessee State University; M.S., 1987, Middle Tennessee State University; Additional Graduate Study at Middle Tennessee State University, Tennessee State University and East Tennessee State University; Motlow position, 1995.*

**Gregory, Marla**

**Secretaty II, Student Success**

*Motlow position, 2014.*

**Griffith, Misty**

**Instructor/Biology Lab Technician**

*A.S., 2003, Motlow State Community College; B. S., 2005, Tennessee Tech University; Motlow position, 2010.*

**Grimes, Moneda**

**Associate Professor, Sociology**

*B.S, 1977, Tennessee State University; M.A., 1985, Fisk University; Motlow position, 2005.*

**Griswold, Wait Robbins**

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**Guerin, Stephen H.**

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*B.A., 1978, The University of Alabama, Huntsville; M.S., 1981, Alabama A & M University; Psy. D., 1990, The Forest Institute of Professional Psychology; Motlow position, 2005.*



**Hackney, Kimberly**

**Instructor, Nursing**

*A.S., 1984, Deaconess Hospital School of Nursing, Indiana; B.S.N., 1992, Tennessee State University; M.S.N., University of Phoenix; Motlow position, 2010.*

**Hale, Margaret**

**Instructor, Nursing**

*B.S.; 1964, University of Tennessee, Knoxville; ASN; UT, Nashville; M.S.N., 1979, Vanderbilt University; Motlow position, 2013.*

**Harder, Janice**

**Professor, Business**

*B.S., 1971, Middle Tennessee State University; M.Ed., 1972, University of Memphis; Ed.D, 1984, University of Memphis; CAP, 1980; Motlow position, 1978.*

**Harder, Ward D.**

**Professor, Accounting & Business**

*B.S., 1967, Middle Tennessee State University; M.B.A., 1971, Middle Tennessee State University; D.B.A., 2001, Nova Southeastern University; Certified Public Accountant, State of Tennessee; Motlow position, 1976.*

**Harris, Pamela K.**

**Instructor, Psychology**

*B.S., 2001, Troy University; M.S., 2005, Troy University; Motlow University, 2013.*

**Harris-Young, Linda**

**Professor, Biology**

*B.A., 1978, University of California, Davis; M.S., 1984, University of Alabama, Birmingham; Ph.D., 1993, University of Alabama, Birmingham; Covey Facilitator Certification, 1996; Motlow position, 1992.*

**Hart, John**

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*B.A., 1999, University of Tennessee, Knoxville; M.A., 2004, University of Tennessee, Knoxville; Motlow position, 2008.*

**Hartman, Michael**

**Assistant Professor, English**

*B.A., 1983, Oklahoma Baptist University, M.A., 1986, Oklahoma State University; Ph.D., 1994, Auburn University; Motlow position, 2007.*

**Hasty, Doyle E.**

**Professor, Learning Support Mathematics**

*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, Learning Support Writing**

*B.S., 1968, Middle Tennessee State University; M.B.E., 1979, Middle Tennessee State University; Ed.D., 1994, Nova Southeastern University; Additional Graduate Study, Middle Tennessee State University, Memphis State University, University of Central Florida, and Tennessee State University; CAP, 1980; CM, 1995; CPRW, 1998; Motlow position, 1978.*

**Hendrickson, Paige**

**Branch Librarian, Smyrna**

*A.S., 1997, Motlow State Community College; B.A., 1998, University of Tennessee, Chattanooga; M.S. (ALA-Accredited) 2005, University of Tennessee, Knoxville; Motlow position, 2011.*

**Hendrix, Pat**

**Interim Director; Associate Professor, Nursing**

*B.S.N., 1977, University of Tennessee; M.S. (Nursing), 1982, University of Southern Mississippi; Motlow position, 1996.*

**Hill, Sidney R.**

**Assistant Professor, Education**

*B.A., 2001, University of Memphis; M.Ed., 2005, Tennessee State University; Motlow position, 2011.*

**Hix, Billy**

**Associate Professor, Education**

*B.S., 1979, Tennessee Technological University; M.Ed., 1988, Middle Tennessee State University; Additional*

*Graduate Study, University of Central Oklahoma and Middle Tennessee State University; NASA Management School, Washington, DC, 2000; University of Idaho, 2003; Motlow position, 1984.*

**Hodosi, Lyvonna**

**Payroll Manager**

*A.A.S., 1998, Motlow State Community College; Motlow position, 1997.*

**Holder, Amy**

**Associate Professor, Nursing**

*B.S.N., 1996, University of Arkansas; M.S.N., 2003, University of Alabama, Huntsville; Post Master Certificate in Nursing Education, 2005, University of Alabama, Huntsville; Motlow position, 2005.*

**Hood, Sonya**

**Director of Disability and Testing Services**

*B. A., 2001, Freed-Hardeman University; M. S., 2008 University of North Texas; Motlow position, 2010.*

**Hooker, Drew**

**Director, Emergency Medical Technology**

*B.S., 2012, Middle Tennessee State University; Motlow position, 2013.*

**Howell, Winifred**

**Instructor, Nursing**

*B.S., 1987, Western Kentucky University; M.S.N., 1992, University of Tennessee, Knoxville; Motlow position, 2013.*

**Hudson, Karen**

**Administrative Secretary**

*Motlow position, 2000.*

**Hulvey, Matt**

**Director of Technical Operations**

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Advisor**

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**Director of the Smyrna Site**

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**Irby, Nancy B.**

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*CAP, 2010; Motlow position, 2003.*

**Jackson, Cindy**

*A.S., 2009, Motlow State community College; Motlow position, 2000.*

**Account Clerk III**

**Jennings, Jan**

**Associate Professor, English**

*A. S., 1992, Motlow State Community College; B. A., 1995, Middle Tennessee State University; M.A., 1998, Middle Tennessee State University; Motlow position, 1998.*

**Jent, Laura**

**Executive Director of Human Resources and Title VI  
Coordinator**

*B.S., 1988, Indiana State University; Senior Professional Human Resources Certification, 1999; Motlow position, 2006.*

**Jernigan, David**

**Network Systems & Security Manager**

*A.S. Degree, 2002, Motlow State Community College; CAP, 2008; Motlow position, 1998.*

**Jones, Nancy**

**Branch Coordinator, McMinnville**

*B.S., 1975, University of Tennessee at Knoxville; Motlow position, 2001.*

**Kane, Lisa**

**Account Clerk III**

*Motlow position, 2001.*

**Keel, Margia**

**Associate Professor, Mathematics**

*B.S., 1990, Middle Tennessee State University; M.S., 1993, Middle Tennessee State University; Motlow position, 1998.*

**Kelley, Cindy**

**Vice President for Academic Affairs**

*B.A., 1983, Glenville State College; MA, 1988, West Virginia University; Ph.D., 1997, Ohio University; ACE Fellow 2008; Motlow position, 2014.*

**Kidd, Jessie**

**Instructor, Computer Science/Information Systems**

*B.S., 1967, Cumberland University, KY; M.A.T., 1972, Miami University, Ohio; M.S., 1983, Wright University, Ohio; M.S., 2002, Eastern Kentucky University; Motlow position, 2013.*

**King, Eric**

**Maintenance Mechanic**

*Motlow position, 1999.*

**King, Veronica Ray**

**Administrative Secretary**

*A.S., 1993, Motlow State Community College; Additional Study, Tennessee State University; Motlow position, 1989.*

**Koller, Heather**

**Assistant Professor, History**

*A.A., 1991, Black Hawk Community College; B.A., 1994, Southern Illinois University; M.A., 1998, Southern Illinois University; Motlow position, 2006.*

**Landrum, Mark**

**ITV Facilitator/Trainer**

*B.S., 1995, Middle Tennessee University; CAP-OM, 2011; Motlow position, 2008.*

**Langford, Billy**

**Custodian**

*Motlow position, 2014.*

**Lee, Erica**

**Financial Aid Counselor**

*B.A., 2003, Spelman College, Atlanta, GA; M.S., 2011, Cumberland University; Motlow position 2013.*

**Lee, Lisa D.**

**Assistant Director, Human Resources**

*A.A.S., 2008, Motlow State Community College; Motlow position, 1994.*

**Logan, Cindy**

**Director of Administrative Computing**

*A.S., 1985, Motlow State Community College; B. S., 2005, Middle Tennessee State University; M.S., 2014, Middle Tennessee State University; Motlow position, 1994.*

**Logan, Debora**

**Branch Librarian, Fayetteville**

*B.S., 1979, Middle Tennessee State University; Motlow position, 2007.*

**Logue, Carla M.**

**Reference Librarian**

*B.S., 1993, Western Michigan University; M.S., 1995, University of Texas, Austin; Motlow position, 2013.*

**Martine, Casey**

**Assistant Director of Financial Aid**

*A.A., 1990, Broward Community College; B.B.A., 1992, Florida International University; Motlow position, 2001.*

**Mason, Shaun**

**Maintenance Mechanic**

*Motlow position, 2009.*

**Mason, Sheri S.**

**Assistant Director for Student Services**

*A.S., 1983, Motlow State Community College; B.S., 1985, Middle Tennessee State University; Motlow position, 1994.*

**Matthews, Mary**

**Instructor, Biology**

*B. S., 1992, Middle Tennessee State University; M. S., 2002, Middle Tennessee State University; Motlow position, 2014.*

**May, Jay**

**Assistant Professor, Business**

*B.S., 1974, Ohio University; M.A., 1978, Central Michigan University; Additional Graduate Study, University of Tennessee Knoxville; Ed.D., 2002, St. Johns University; Motlow position, 1999.*

**Mayo, Lisa**

**Assistant Professor, Geology**

*B.S., 1991, Middle Tennessee State University; M.S., 2000, Mississippi State University; Motlow position, 2008.*

**McAmis, Renee**

**High School Transcript Analyst**

*A.S., 1983, Motlow State Community College; Motlow position, 2007.*

**McEwen, Michelle**

**Secretary II**

*A.S., 2013, Motlow State Community College; Motlow position, 2013.*

**McGuire, Carol**

**Transcript Analyst**

*B.S., 1990, Trevecca Nazarene University; Motlow position 1996.*

**McKinnon, Lara**

**Database Administrator**

*A.S., 1988, Motlow State Community College; B.S., 1990, Middle Tennessee State University; Graduate Study, Middle Tennessee State University; Motlow position, 1992.*

**McKoon, Donna**

**Department Chair, Business and Technology; Associate Professor, Computer Science/Information Systems**

*B.S., 1986, Middle Tennessee State University; M.S., 1988, Middle Tennessee State University; Additional Graduate Study, University of Memphis; Motlow position, 1992.*

**McLemore, Mary E.**

**Professor, English**

*B.A., 1967, Middle Tennessee State University; M.A., 1980, Middle Tennessee State University; Ph.D., 1991, Vanderbilt University; Motlow position, 1987.*

**McManus, Meagan**

**Instructor, English**

*B.A., 2007, Middle Tennessee State University; M.A., 2013, Middle Tennessee State University; Motlow position, 2014.*

**McPhee, Sidney**

**Assistant Director of Student Success, Smyrna**

*B.A., 2004, University of Tennessee, Chattanooga; Motlow position, 2012.*

**McShea, Dan**

**Assistant Professor, Mathematics; Men's Baseball Coach**

*B.A., 2001, The University of Mississippi; M.Ed., 2005, William Carey College; Motlow position, 2006.*

**Merritt, Roger**

**Library Assistant/Senior**

*B.A., 1986, David Lipscomb University; M.S., 2002, Middle Tennessee State University; Motlow position, 1994.*

**Mevis, Lori**

**High School Partnership Program Specialist**

*B.A.A., 1989, Central Michigan University; Motlow position, 2014.*

**Miller, Joyce**

**Secretary II**

*B.S., 1967, University of Tennessee, Knoxville; Motlow position, 1998.*

**Mitchell, Brian**

**Instructor**

*B.A., 1995, Roanoke College; M.S., 2008, Vanderbilt University; Motlow position 2012.*

**Monks, Laura D.**

**Director of the Fayetteville Center**



*A.S., 1992, Motlow State Community College; B.B.A., 1997, Middle Tennessee State University; M.Ed., 2003, Middle Tennessee State University; Motlow position, 1994.*

**Moore, Patty**

**Assistant Treasurer, Foundation Services**

*A.S., 1975, Motlow State Community College; Motlow position, 2007.*

**Mosley, Annette**

**Graduation Analyst**

*Certificate, 1983, Tennessee Technology Center, Shelbyville; A.A.S., 2003, Motlow State Community College; Motlow position, 1989.*

**Mosley, Marie**

**Coordinator of Testing**

*A.S., 1985, Motlow State Community College; Motlow position, 1984.*

**Mullins, JoAnne**

**Instructor, Nursing**

*A.A.S., 2002, Motlow State Community College; B.S., 2003, University of Alabama, Huntsville; M.S., 2007, University of Alabama, Huntsville; Motlow position, 2013.*

**Myers, Joe B., Jr.**

**Executive Director of Financial Aid**

*A.S., 1986, Motlow State Community College; B.B.A., 1988, Middle Tennessee State University; M.S., 1998, University of Tennessee, Knoxville; Motlow position, 1989.*

**Neal, John**

**Watchkeeper**

*Motlow position, 2001.*

**Nelson, Gary**

**Assistant Professor, Math**

*B. S., 1981, Montana State University; M.A., 2001 Western Carolina University; Motlow position, 2009.*

**Norton, Eric**

**RX TN Program Coordinator**

*B.S., 2001, University of Nebraska; Motlow position, 2013.*

**Oakley, Sherian**

**Administrative Assistant**

*Motlow position, 1995.*

**Ortega, George L.**

**Associate Professor, Economics**

*B.S., 1977, Auburn University; M.B.A., 1980, Auburn University; Additional graduate study University of Alabama, Birmingham, University of Alabama, Tuscaloosa, Samford University; Motlow position, 2005.*

**Pack, Sally**

**Assistant Director for Student Services (McMinnville)**

*B.S., 1996, Middle Tennessee State University; Motlow position, 2002.*

**Palmer, David**

**Department Chair, Natural Science; Associate Professor, Biology**

*A.S., 2000, Motlow State Community College; B.S., 2002, Middle Tennessee State University; M.S., 2004, Middle Tennessee State University; Motlow position, 2005.*

**Payne, Reada**

**Account Clerk III**

*A.S., 1974, Motlow State Community College; Motlow position, 1990.*

**Petty, Sandy**

**Programmer Analyst I**

*A.S., 1996, Motlow State Community College; B.S., 2013, Middle Tennessee State University; Motlow position, 2008.*

**Pierce, Michelle**

**RxTn Technical Clerk**

*A.S., 2001, Tidewater Community College, Virginia Beach, VA; Motlow position, 2013.*

**Pineda, Russell, Melissa**

**Associate Professor, Nursing**

*B.S.N., 2000, Middle Tennessee State University; M.S.N., 2007, Middle Tennessee State University; Motlow position, 2006.*

**Raby-Gentry, Tori**

**Director of Athletics; Assistant Professor; Softball Coach**

*B.S., 2000, TN Wesleyan College, Athens, TN; M.S., 2001, Middle Tennessee State University; Motlow position, 2011.*

**Rascoe, Fred**

**Director of Career Readiness and Assistant Professor,  
Mechatronics**

*B.S., 1979, University of Tennessee, Knoxville; M.S., 1990, University of North Carolina, Charlotte; Motlow position, 2009.*

**Ray, Stephen R.**

**Watchkeeper**

*Motlow position, 2007.*

**Reynolds, Kay**

**Custodian**

*Motlow position, 2006.*

**Ridner, Kevin**

**Maintenance Mechanic**

*A.S., 1999, Motlow State Community College; B. A. 2011, Trevecca Nazarene University; Motlow position, 2002.*

**Robinson, Brian**

**Department Chair, Humanities; Professor, Art**

*B.F.A., 1995, Middle Tennessee State University; M.F.A., 1997, Washington State University; Motlow position, 1999.*

**Robinson, Elaine**

**Associate Professor, Mathematics**

*B.S., 1977, University of Tennessee, Martin; M.S., 1982, University of Tennessee, Martin; Additional Graduate Study, Alabama A & M University, Middle Tennessee State University, and University of Tennessee Space Institute; Motlow position, 1992.*

**Rogers, Jan**

**Director of Advancement**

*B.B.A., 1977 Middle Tennessee State University; Motlow position, 2011.*

**Rogers, Tracey**

**Custodian**

*Motlow position, 2013.*

**Rossmann, Valerie**

**Programmer/Analyst II**

*A.S., 2002, Motlow State Community College; BBA, 2007, Middle Tennessee State University; Motlow position, 2001.*

**Russell, Judith**

**Professor, English**

*A.S., 1991, Motlow State Community College; B.A., 1993, Middle Tennessee State University; M.A., 1996, Middle Tennessee State University; D.A., 2000, Middle Tennessee State University; Motlow position, 2000.*

**Sand, Paul**

**Instructor, Mechatronics**

*B.S., 1990, University of Cincinnati, Ohio; M. S. 1996, AFTI, Wright Patterson AFB; Motlow position, 2012.*

**Sanders, Allen**

**RxTN Completion Coach**

*B.S., 2012, Duquesne University, Pittsburg, PA; Motlow position, 2013.*

**Sanson, Jason**

**Maintenance Mechanic, Fayetteville**

*Motlow position, 2014.*

**Scarborough, Martha W.**

**Faculty Emeritus, Mathematics**

*B.A., 1964, Middle Tennessee State University; M.S. T., 1967, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University, Memphis State University, and Tennessee State University; Motlow position, 1969-2004.*

**Schaffer, Sandra**

**Director, Fiscal Services**

*B.B.A., 1985, Middle Tennessee State University; Motlow position, 1989.*

**Seal, Emily Brown**

**Assistant Professor, Communications**

*B.A., 2004, Union University; 2008, M.F.A., University of Southern Mississippi; Motlow position, 2011.*

**Sells, Kristy**

**Programmer/Analyst I**

*A.S., 1993, Motlow State Community College; B.S., 2013, Middle Tennessee State University; Motlow position, 2002.*

**Selman, John**

**Professor, History**

*B.S., 1986, Jacksonville State University; M.A., 1990, Jacksonville State University; Ph.D., 1997, Mississippi State University; Motlow position, 1998.*

**Sharp, Bobby**

**Custodian**

*Motlow position, 1992.*

**Shasteen, C. Scott**

**Communications Supervisor**

*A.S., 1996, Motlow State Community College; B.S., 2002, Middle Tennessee State University; Motlow position, 1995.*

**Shelton, Donnie**

**Grounds Worker I**

*Motlow position, 2008.*

**Sheppard, Theresa**

**Secretary II**

*Motlow position, 2008.*

**Shine, Bob**

**Library Assistant**

*A.S.T., 2008, Motlow State Community College; B.S., 2010 Tennessee Technology University; Motlow position, 2011.*

**Shiple, Robbie**

**Custodian**

*A.S., 2011, Motlow State Community College; Motlow position 2008.*

**Simmons, Charoline**

**Associate Professor, Learning Support**

*B.S., 1973, Tennessee State University; M.Ed., 1985, Tennessee State University; Motlow position, 1992.*

**Simmons, Wendy**

**Custodian, Fayetteville**

*Motlow position, 2012.*

**Simpson, Cathy**

**Assistant Professor, Nursing**

*B.S.N., 1990, University of Alabama, Birmingham; M.S.N., 2001, Indiana Wesleyan University; Motlow position 2008.*

**Simpson, Debra Collins**

**Instructor, Education**

*B.S., 1977, Middle Tennessee State University; M.Ed., 1988, University of Tennessee, Chattanooga; Motlow position 2013.*

**Slayton, Amanda**

**Secretary II**

*Motlow position, 2013.*

**Sligh, Matt**

**Instructor, Men's Head Basketball Coach**

*B.A., 2005, Covenant College, Lookout Mountain, GA; M. Ed, 2012, Northwest Missouri State, Maryville, MO; Motlow position, 2013.*

**Smith, Debra McClellan**

**Assistant Director / Student Services, Fayetteville**

*A.S., 1995, Motlow State Community College; B.S., 2004, Middle Tennessee State University; Motlow position, 2002.*

**Smith, Justus**

**Instructor, Allied Health**

*A.A.S., Motlow State Community College; Motlow position, 2014.*

**Smotherman, Steven W.**

**Associate 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.*

**Sons, Kelsey**

**Secretary II**

*Motlow position, 2014.*

**Speelman, Nicole**

**Instructor, Chemistry/Physical Science**

*B.S., 2005, The Ohio State University, Columbus, Ohio; M.S., 2009, Wright State University, Fairborn, Ohio; Motlow position, 2013.*

**Spratlin, Wes**

**Department Chair, Languages/Learning Support  
Coordinator; Associate Professor English**

*B.S., 1990, Austin Peay State University; M.A., 1992, Middle Tennessee State University; Additional Graduate Study, Auburn University; Motlow position, 1998.*

**Stafford, Camilla**

**Purchasing and Contract Specialist**

*B. S., Oakwood University; Motlow position, 2010.*

**Standridge, Paula**

**Evening Library Services Coordinator / IT Help Desk  
Technician**

*B.S., 1974, University of North Alabama; Motlow position, 2000.*

**Stone, Eddie**

**Vice President for Information Technology/Administrative  
Services**

*B.S., 1974, University of Tennessee; M.S., 1976, University of Tennessee; Ph.D. 1996, University of Tennessee; Motlow position, 2006.*

**Stringfield, James**

**Assistant Professor, English**

*B.A., 2004, University of Tennessee, Martin; M.A., 2006, Kansas State University; Motlow position, 2008.*

**Sweeton, Nathan**

**Assistant Professor, English**

*B.A., 2003, Lee University; M.A., 2005, University of Leeds; Motlow position, 2007.*

**Swift, Brenda**

**Secretary III**

*B.A., 2012, Trevecca Nazarene University, CAP, 2010; Motlow position, 2008.*

**Tantawi, Khalid**

**Instructor, Mechatronics**

*B.S., 2005, University of Jordan; M.S.E., 2011, University of Alabama, Huntsville; Ph.D., 2012, University of Alabama, Huntsville; Motlow position, 2012.*

**Taylor, Cassidy**

**Custodian**

*Motlow position, 2011.*

**Temple, Stanley**

**Maintenance Mechanic**

*Motlow position, 2006.*

**Tharpe, Dominic**

**Women's Basketball Coach/Retention Transfer Specialist**

*B.S., 2005, Bethel University; M.S., 2013, University of Memphis; Motlow position, 2014.*

**Thomas, Bryan K.**

**Department Chair, Social Science; Assistant Professor, Psychology**

*B.A., 2004, Maryville College; 2007, M.A., Middle Tennessee State University; Motlow position, 2011.*

**Trail, Daniel W.**

**Grounds Worker II**



*Certificate, Tennessee Technology Center, Shelbyville;  
Motlow position, 1995.*

**Tunstill, Hilda**

**Vice President for Business Affairs**

*B.B.A., 1984, Middle Tennessee State University; M.S.,  
1988, Middle Tennessee State University; 1986, Certified  
Public Accountant; Motlow position, 1988.*

**Tunstill, Jerry**

**Vice President for Student Affairs**

*A.S., 1971, Motlow State Community College; B.S., 1973,  
Middle Tennessee State University; M.Ed., 1978, Middle  
Tennessee State University; Motlow position, 2001.*

**Turner, Larry**

**Director, Center of Emphasis for Academic Technology**

*B.A., 2000, Southern Adventist University; Motlow position,  
2014.*

**Turney, Jay**

**Assistant Vice President for Fiscal Services**

*A.S., 1990, Black Hawk College, Moline University; 1993, B.  
A., Western Illinois University, Macomb, Illinois; M.B.A., St.  
Ambrose University, Davenport, IA; 1993, Certified Public  
Accountant; Motlow position, 2009.*

**Ulm, Scott**

**ITV / Network Analyst**

*A.S., 1985, A.S., 1988, Motlow State Community College;  
Motlow position, 2008.*

**Underwood, Bobbie**

**Secretary III**

*CAP, 2014; Motlow position, 2013.*

**Vaughan, Billie Jo**

**Admissions and Records Clerk II**

*A.S., 2008, Motlow State Community College; B.S., 2011,  
Middle Tennessee State University; Motlow position, 2012.*

**Veazey, Karen**

**Personnel Assistant**

*B. S., 1989, University of Tennessee, Knoxville; A.S., 1995, Motlow State Community College; CAP, 2010; Motlow position, 2008.*

**Walters, Andrea**

**Call Center/Financial Aid Help Lab Coordinator**

Motlow position, 2012.

**Wells, Betty Carol**

**Secretary II**

*A.A.S., 1994, Motlow State Community College; Motlow position, 1995.*

**Wells, Carolyn**

**Veterans Affairs Coordinator**

*Motlow position, 1977.*

**White, Elizabeth**

**Reading Instructor**

*B.S., 1998, Middle Tennessee State University; M.Ed. 2005, Middle Tennessee State University; Motlow position, 2013.*

**Whittenburg, Rhonda**

**Assistant Professor, English**

*B.A., 2004, University of Illinois; M.A., 2005, University of Illinois; Motlow position, 2009.*

**Williams, Cherie**

**Associate Professor, Communications**

*B.A., 1982, Union University; M.A., 1984, Regent University; Motlow position, 2006.*

**Williams, Ingrid**

**Secretary III**

*A.A.S., 2007, Motlow State Community College; Motlow position, 2011.*

**Winton, Gary**

**Assistant Director for Student Services (Smyrna)**

*A.S., 1997, Motlow State Community College; B.S., 2005, Middle Tennessee State University; Motlow position, 2000.*

**Wurst, Leslie**

**Associate Professor, Mathematics**

*B.S., 1975, Middle Tennessee State University; M.S., 1977, University of Tennessee Space Institute; Motlow position, 1999.*

**Zimmerman, Debbie**

**Faculty Emeritus, Associate Professor, Communications**

*A.A., 1973, Motlow State Community College; B.S., 1974, Middle Tennessee State University; M.Ed., 1980, Middle Tennessee State University; Motlow position, 1981.*

## **MOTLOW COLLEGE FOUNDATION TRUSTEES EXECUTIVE COMMITTEE**

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Jefferson Anderson	Bedford County
Jerry Cooper	Warren County
Rick Francis	Bedford County
Michael Griffith	Warren County, Chair
Todd Herzog	Warren County
Dr. Sam Ingram	Rutherford County
Howard Kirksey	Franklin/Moore Co.
Fran Marcum	Coffee County
Gary Morgan	Rutherford County
Dr. Harry Nisbett	Coffee County
John Parker	Bedford County
Jan Rogers	Franklin County, Secretary
Lynne Tolley	Moore County
Hilda Tunstill	Franklin County, Treasurer
Daryl Welch	Franklin County, Vice Chair
Bill Yoder	Coffee County
Dr. MaryLou Apple	Coffee County—Ex Officio

### **BUSINESS AND TECHNOLOGY**

*Cumberland Springs Business and Technology Council*

**Mr. Ty Broadbent**

**Winchester**

Mr. Bill Bryant	Lynchburg
Ms. Delanna Rhoton	Winchester
Mr. Wolfgang Roeder	Tullahoma
<i>Elk Valley Business and Technology Advisory Council</i>	
Mr. Mike Henderson	Fayetteville
Mr. Raymond Nabors	U. S. Army Aviation & Missile Command, Huntsville, AL
Mr. James P. Roark	Fayetteville
Ms. Shirley Staples	Fayetteville
<i>North Rutherford County Business and Technology Advisory Council</i>	
Mr. Wayne Blair	Smyrna
Ms. Linda Brendle	Smyrna
Mr. Jim Bryant	Smyrna
Mr. Mike Sparks	Smyrna
<i>Upper Cumberland Business and Technology Advisory Council</i>	
Mr. Nick Gawel	McMinnville
Mr. Michael Griffith	McMinnville
Ms. Carrie Huckleby	McMinnville
Mr. Richard King	McMinnville
Mr. Jeff McCormick	McMinnville
EARLY CHILDHOOD EDUCATION ADVISORY COUNCIL	
Ms. Stacy Bradshaw	Tullahoma
Ms. Menza Cantrell	Shelbyville
Ms. Emma Coleman	Tullahoma
Mr. Sid Hill	Area-Wide
Ms. Larue Hopper	Fayetteville
Ms. Margaret McKinley	Murfreesboro/Smyrna
Ms. Nusrat Mohyuddin	Tullahoma
Ms. Debbie Simpson	Murfreesboro/Smyrna
<i>Nursing and Allied Health</i>	
Chief Nursing Officers/Directors of Nursing	Representative Current Nursing Clinical Facilities
Current Level II Class President	Motlow College
Current Student Nurses Association President	Motlow College
Previous year's Level II Class President	Motlow College
All Full Time Nursing Faculty	Motlow College

Current Nursing Adjunct Faculty  
TTC Director of Nursing

Motlow College  
Tennessee Technology Centers

University Director of Nursing Representative  
Representatives from other employers of recent  
graduates

General Education

Ms. Susan Askew	Sewanee
Ms. Nancy June Brandon	Shelbyville
Ms. Gingi Braswell	Smithville
Ms. Marge Gore	Manchester
Dr. Charles Harvey	Tullahoma
Ms. Carolyn Houston	Spencer
Mr. Ted Jones	Smithville
Ms. Kim Kelly	Murfreesboro
Ms. Barbara Parker	Woodbury
Mr. Robert Smith	Manchester
Mr. Herd Sullivan	Sparta
Ms. Lynne Tolley	Lynchburg
Mr. Thomas Vaughn	McMinnville
Mr. Jeff Whitmore	Fayetteville

## Accreditations

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Motlow State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Level I associate degree. Contact the Commission on Colleges, Southern Association of Colleges and Schools 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Motlow State Community College.

The Business program is accredited by the Accreditation Council for Business Schools & Programs, (ACBSP) 11520 West 119th Street, Overland Park, KS 66213 Phone 913-339-9356 Fax # 913-339-6226 The Nursing program is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 Phone 404-975-5000 Fax # 404-975-5020. The email address is [www.acenursing.org](http://www.acenursing.org)

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

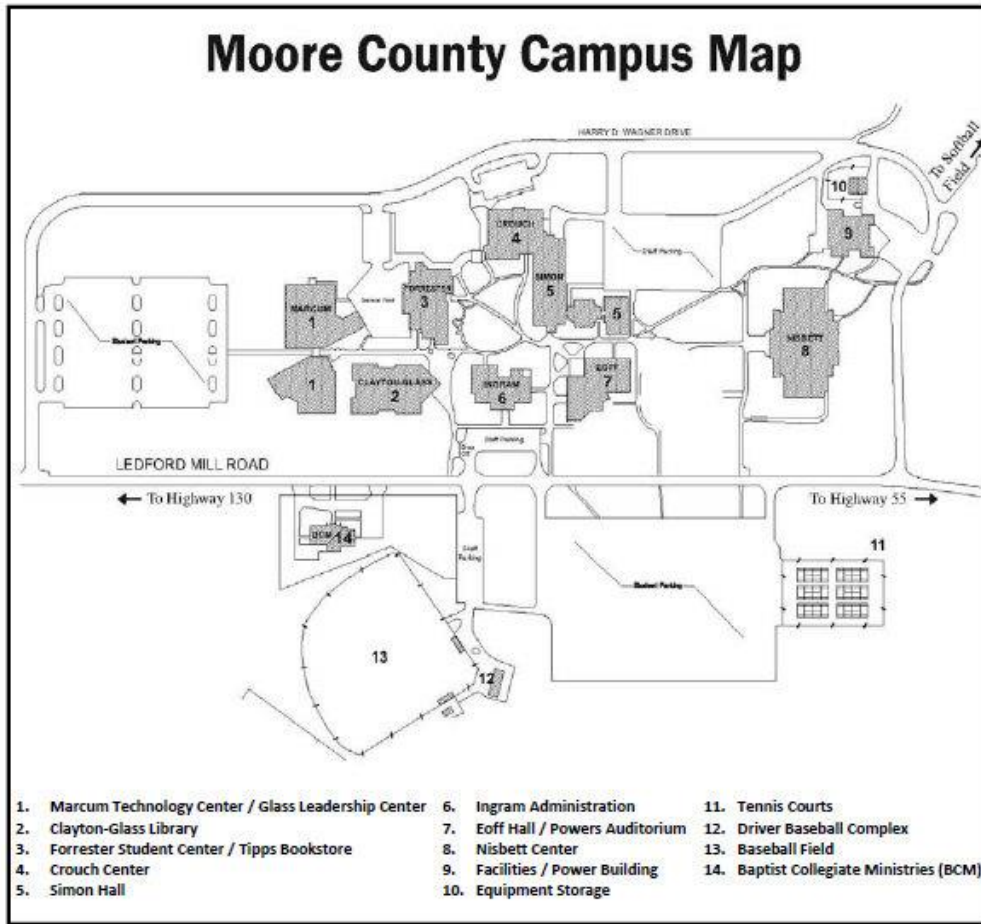
## MEMBERSHIPS

Accreditation Commission for Education in Nursing Accreditation Council for Business Schools and Programs American Association of Collegiate Registrars and Admissions Officers American Association of Community Colleges Association for Institutional Research Association on Higher Education and Disability (AHEAD) College and University Professional Association for Human Resources Community College Business Officers Community Colleges of Appalachia (CCA) Community College Humanities Association Community College Leadership (The Advisory Board) Council for Higher Education Accreditation Deans and Directors of Schools of Nursing in Tennessee Fayetteville-Lincoln Co. Chamber of Commerce Franklin County Chamber of Commerce League for Innovation in the Community College Manchester Chamber of Commerce McMinnville-Warren County Chamber of Commerce Metropolitan Lynchburg/Moore County Chamber of Commerce Midwest Institute for International / Intercultural Education Nashville Area Chamber of Commerce National Academic Advising Association National Association for Collegiate Directors of Athletics National Association for the Education of Young Children National Association of College and University Business Officers National Association of Student Financial Aid Administrators National Association of Foreign Student Advisors National Association of Student Personnel Administrators National Association of Veterans Program Administration National College Testing Association National Collegiate Honors Council National Council for Marketing and Public Relations National Council on Student Development National Fastpitch Coaches Association National Institution for Staff and Organizational Development National Junior College Athletic Association National League for Nursing National Organization for Associate Degree Nursing Rutherford County Chamber of Commerce Shelbyville-Bedford Co Chamber of Commerce Society for Human Resource Management South Central Tennessee Tourism Association Southern Association for College Student Affairs Southern Association for Institutional Research Southern Association of College and University Business Officers Southern Association of Colleges and Schools Southern Association of Collegiate Registrars and Admissions Officers Southern Association of Community, Junior, and Technical Colleges Southern Association of Student Financial Aid Administrators TBR Media Consortium Tennessee Academy of Science Tennessee Alliance for Continuing Higher Education Tennessee Association on Higher Education and Disability Tennessee Association for Physical Plant Administrators Tennessee Association for Teacher Education (TACTE) Tennessee Association of Collegiate Registrars and Admissions Officers Tennessee Association of Student Financial Aid Administrators Tennessee Backroads Heritage Tennessee Clinical Placement System - TN Center for Nursing Excellence Tennessee College Association Tennessee College of Public Relations Association Tennessee Consortium for International Studies (TnCIS) Tennessee Council for Resource Development Tennessee Education Association of Veteran Program Administration Tennessee Community College Athletic Association (TCCAA) Tenn-Share Membership Tullahoma Chamber of Commerce Women in Higher Education in Tennessee (WHET)

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

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

# Campus Map



Moore County Campus  
 6015 Ledford Mill Road  
 P.O. Box 8500 (Lynchburg, TN 37352-8500)  
 Tullahoma, TN 37388  
 931-393-1500

McMinnville Center  
 225 Cadillac Lane  
 McMinnville, TN 37110  
 931-668-7010

Fayetteville Center  
 1802 Winchester Hwy.  
 P.O. Box 618  
 Fayetteville, TN 37334  
 931-438-0028

Smyrna Teaching Site  
 5002 Motlow College Blvd.  
 Smyrna, TN 37167  
 615-220-7800