

Motlow

State Community

College

2003-04

catalog and student handbook

opportunities start here



INFORMATION DIRECTORY

MOTLOW STATE COMMUNITY COLLEGE

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Tullahoma, TN 37388
(931) 393-1500

P.O. Box 8500
Lynchburg, TN 37352-8500
(931) 759-7322

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Phone/Fax

FAYETTEVILLE: 931-438-0028 / 438-0619
McMINNVILLE : 931-668-7010 / 668-2172
SMYRNA: 615-355-7404 / 355-7405

TOLL FREE NUMBER: 1-800-654-4877
for all locations except Smyrna
TDD: 931-393-1621 (Hearing Impaired)

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

Academic Assessment.....	Director of Developmental Studies Program (DSP):	393-1718
Academic Programs.....	Vice President for Academic Affairs:	393-1696
ACT Testing.....	Director of Counseling:	393-1762
Adjunct Services.....	Coordinator of Adjunct Services:	393-1750
Applications, Admissions.....	Director of Admissions and Records:	393-1520
Athletic Program.....	Director of Athletics:	393-1614
Bookstore.....	Follett:	393-1571
Business Office.....	Director of Budget and Fiscal Services:	393-1531
Career Education Programs.....	Dean of Career Education and Workforce Development:	393-1627
Career Planning/Placement.....	Director of Career Planning, Placement, and Cooperative Education:	393-1610
Catalog/Student Handbook, Schedule of Classes.....	Director of Admissions and Records:	393-1520
Community Relations.....	Director of Community Relations:	393-1546
COMPASS Testing.....	Director of Developmental Studies Program:	393-1718
Computer Services.....	Director of Computer Services:	393-1582
Cooperative Education.....	Director of Career Planning, Placement, and Cooperative Education:	393-1610
Counseling and Guidance.....	Director of Counseling:	393-1762
Development/Fund-Raising.....	Director of Development:	393-1692
Disabled Student Support Services.....	Dean of Student Development:	393-1762
Dual/Joint Enrollment.....	Coordinator of Dual/Joint Enrollment:	393-1720
Evening Classes.....	Extended Services:	393-1751
Extended Services.....	Coordinator of Adjunct Services:	393-1750
Facilities Services.....	Director of Facilities Services:	393-1575
Fees and Expenses.....	Director of Budget and Fiscal Services:	393-1531
Financial Aid.....	Director of Financial Aid:	393-1533
GED Testing.....	Director of Counseling:	393-1762
Health Services.....	College Nurse:	393-1768
Honors Program.....	Dean of Humanities and Social Science:	393-1700
Human Resources.....	Director of Administrative Services:	393-1542
Humanities and Social Science Program.....	Dean of Humanities and Social Science:	393-1700
Information.....	Director of Community Relations:	393-1546
Internal Auditor.....	Internal Auditor:	393-1573
Job Placement Services.....	Director of Career Planning, Placement, and Cooperative Education:	393-1610
Library.....	Director of Library Services:	393-1660
Mathematics, Science, and Education Programs.....	Dean of Mathematics, Science, and Education:	393-1810
Nursing Program.....	Director of Nursing Education:	393-1628
Personal Development and Enrichment Courses.....	Coordinator of Community Services:	393-1754
Registration.....	Director of Admissions and Records:	393-1520
Scholarships.....	Director of Financial Aid:	393-1553
Student Activities.....	Vice President for Student Affairs/Institutional Advancement:	393-1690
Student Appeals.....	Vice President for Student Affairs/Institutional Advancement:	393-1690
Testing Services.....	Director of Counseling:	393-1762
Transfer Students.....	Director of Admissions and Records:	393-1520
Workforce Development Programs.....	Dean of Career Education and Workforce Development:	393-1627
Workshops, Institutes, Seminars—Business.....	Director of Economic and Community Development:	393-1756

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

Motlow State Community College

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

ACADEMIC CALENDAR

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

FALL SEMESTER 2003

Registration.....	August 13
Late Registration Begins.....	August 14
Classes Begin.....	August 18
Last Day to Register or Add Courses.....	August 25
Last Day to be Deleted from Roll.....	August 31
Holiday, Labor Day (campus closed).....	September 1
Midterm Examinations.....	October 6-10
Fall Break.....	October 16-17
Last Day to Drop Classes and Receive a "W".....	October 29
Intent to Graduate Forms Due.....	October 31
Holiday, Thanksgiving (campus closed).....	November 27-28
Final Examinations (evening).....	December 2, 8, 10, 11
Final Examinations (day).....	December 8-11

SPRING SEMESTER 2004

Registration.....	January 6
Late Registration Begins.....	January 7
Classes Begin.....	January 8
Last Day to Register or Add Courses.....	January 15
Holiday, Martin Luther King, Jr. Day (campus closed).....	January 19
Last Day to be Deleted from Roll.....	January 21
Midterm Examinations.....	March 1-5
Spring Break.....	March 8-12
Last Day to Drop Classes and Receive a "W".....	March 29
Good Friday Holiday (campus closed).....	April 9
Final Examinations (evening).....	April 29-May 5
Final Examinations (day).....	May 3-6
Commencement.....	May 8

SUMMER SEMESTER 2004

Registration for all Terms.....	May 27
Full Term Classes Begin.....	June 1
Last Day to Add Full Term Classes.....	June 7
Final Exams Full Term.....	August 4-5
1 st Half Classes Begin.....	June 1
Last Day to Add 1 st Half Classes.....	June 3
Final Exams 1 st Half.....	July 2
Holiday, Independence Day (campus closed).....	July 5
2 nd Half Classes Begin.....	July 6
Last Day to Add 2 nd Half Classes.....	July 8
Final Exams 2 nd Half Classes.....	August 6

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



Dear Prospective Student:

For many reasons Motlow State Community College is the choice institution of higher education for thousands of area residents. Motlow is known for its strong academic programs, cultural enrichment, growth opportunities, career placement assistance, and financial aid and scholarship availability.

At Motlow, the faculty and staff are student-centered. You get to know us and we know you. We create an atmosphere where students can thrive and be successful in co-curricular as well as extra-curricular activities. At Motlow, we believe in the power of education to improve the quality of life for all people, to enlarge economic opportunities, and to expand cultural opportunities and experiences.

Regardless of your career goal, it can begin at Motlow College. Motlow offers more than 50 areas of study and awards the associate of arts, associate of science, and associate of applied science degrees as well as technical certificates of credit. Classes are taught in the traditional setting as well as on-line.

The mission of Motlow College is "to enrich and empower its students and the community it serves." As a prospective student, we invite you to visit us at one of our four campuses-- Moore County, McMinnville, Fayetteville, or Smyrna, or online at www.mscc.edu.

Opportunities start at Motlow College, your community college.

Sincerely,


Arthur L. Walker, Jr.
President

MOTLOW STATE COMMUNITY COLLEGE STATEMENT OF MISSION

Motlow State Community College, an institution governed by the Tennessee Board of Regents in the State University and Community College System of Tennessee, is a public, comprehensive, two-year, open-access college founded in 1969. The college awards the Associate of Arts, Associate of Science, and Associate of Applied Science degrees and certificates of credit.

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

Motlow College is a multi-location community college providing:

- degree programs designed for transfer to other colleges and universities;
- degree and non-degree programs designed to develop immediate job readiness skills and competencies; and
- public service, lifelong learning, and workforce development programs to promote personal enrichment and economic and community development.

To establish a firm foundation for liberal learning, the college requires a strong core curriculum in degree programs complemented by cultural, scientific, social, and community service activities. In particular, Motlow College is unique in that it provides a comprehensive, interdisciplinary Honors Scholar Program integrated with a strong cultural series. The versatile curriculum, qualified faculty and staff, and related resources, strengthened by innovative technologies, prepare students for success in the global community. To support these initiatives, a continuous cycle of planning, evaluation, and response promotes institutional effectiveness and efficiency.

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

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

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

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

ABBREVIATED MISSION STATEMENT

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

VISION STATEMENT

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

CONTINUOUS QUALITY IMPROVEMENT

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

DESIRED OUTCOMES OF CQI

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

SHAREHOLDERS

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

GUIDING PRINCIPLES

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

MOTLOW STATE COMMUNITY COLLEGE

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

Current information may be obtained from the following sources:

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

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

LOCATION

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

MCMINNVILLE CENTER - 225 Cadillac Lane; P.O. Box 368, McMinnville, TN 37111

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

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

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

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

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

HISTORY

Activities ultimately leading to the creation of Tennessee's community college system began in the mid 50's. A study, "Public Higher Education in Tennessee," initiated in 1955 and concluded in 1957 by the Legislative Council of the Tennessee General Assembly is widely regarded as the cornerstone of the two-year college movement in Tennessee. As a result of this study, a public mandate emerged toward establishing new state colleges. The first three community colleges were located in Cleveland, Columbia, and Jackson, one in each grand division of the state. In 1967 the General Assembly authorized the construction of three additional community colleges in Tennessee. At a called meeting of the Tennessee Board of Education on June 13, 1967, officials of the cities and counties in the Elk River Development area asked that a community college be located in Moore County near Tullahoma, Tennessee. The Tennessee Board approved this request.

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

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

Dr. Sam H. Ingram, formerly Dean of the School of Education at Middle Tennessee State University, was appointed president of the college. He opened temporary offices for administrative personnel of the college in the

First Baptist Church building in Tullahoma in February 1969. The administrative staff moved into the Administration Building on the campus in August 1969. Other buildings on the campus were completed soon thereafter; and the college opened in September 1969, with 551 students and 18 full-time faculty members. At that time the college offered the two-year university parallel Associate of Arts and Associate of Science degrees and four two-year career programs. Since that time, other new career programs have been added, along with a very active program of continuing education, measurably increasing the institution's service to students and to the community.

In January 1975, Dr. Ingram resigned to become Commissioner of Education, and the following March, Dr. Harry Wagner, Vice President for Student Affairs at Middle Tennessee State University, was appointed president. In 1983 Motlow's service area was expanded from seven to eleven counties, and Motlow assumed the lead institution role for identifying the educational and training needs of its area. A major campus expansion project was implemented including major renovation of the Student Center, renovation of the maintenance complex, and construction of a new building. The new facility provided a 280-seat theater/auditorium, instructional support areas for nursing and engineering, and an office complex for the Career Education and Workforce Development division.

In May 1986, Dr. Wagner resigned to become President of Chattanooga State Technical Community College and Dr. Wade Powers, Dean of the College at Volunteer State Community College, Gallatin, Tennessee, became interim president. That same year in a joint dedication ceremony, what had been known simply as the classroom building was named Simon Hall, to honor Morris E. Simon who was instrumental in the early development of Motlow College, and the new building was named Eoff Hall, in honor of Mr. J.C. Eoff, a former member of the Tennessee Board of Regents and a lifelong supporter of education.

In April 1987, Dr. A. Frank Glass, academic dean since 1975, became the third president of the college. Credit and non-credit courses, seminars, and workshops drew increased enrollment for several semesters and by 1994 the college had experienced 10 consecutive terms of enrollment increases.

Activities funded by a \$1.6 million Title III grant awarded in October 1987 strengthened the student academic advisement system and provided for acquisition of state-of-the-art equipment for a model Computer Integrated Manufacturing Center. Related activities of the college's Center for Information Systems, funded through the Tennessee Board of Regents' Centers of Emphasis program, resulted in program revisions, increased faculty/staff development activities, and linkages with area businesses and industries.

Construction of a 14,000 square foot instructional facility in McMinnville was completed for opening in the fall, 1988, and an expanded day and evening program was delivered at the facility in 1988-89. To expand the instructional program further, an addition of 2,992 square feet, including a 28-station computer lab and a 24-station biology lab, was completed in the spring of 1996. The Tennessee Higher Education Commission approved center status for the McMinnville site in January 1990.

The college expanded its evening program in Fayetteville and initiated a day instructional program there in the fall, 1988. Concurrent with the expanded program, an initiative was undertaken by Lincoln county residents to fund a new facility. This effort reached fruition with the opening of a 14,000 square foot instructional facility located just east of Fayetteville on highway 64. The Tennessee Higher Education Commission approved center status for the Fayetteville site in July 1997.

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

Campus expansion was undertaken once again in September 1998 when ground was broken for construction of the new Nursing and Technology Building on the Moore County campus. The vision of providing a 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

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

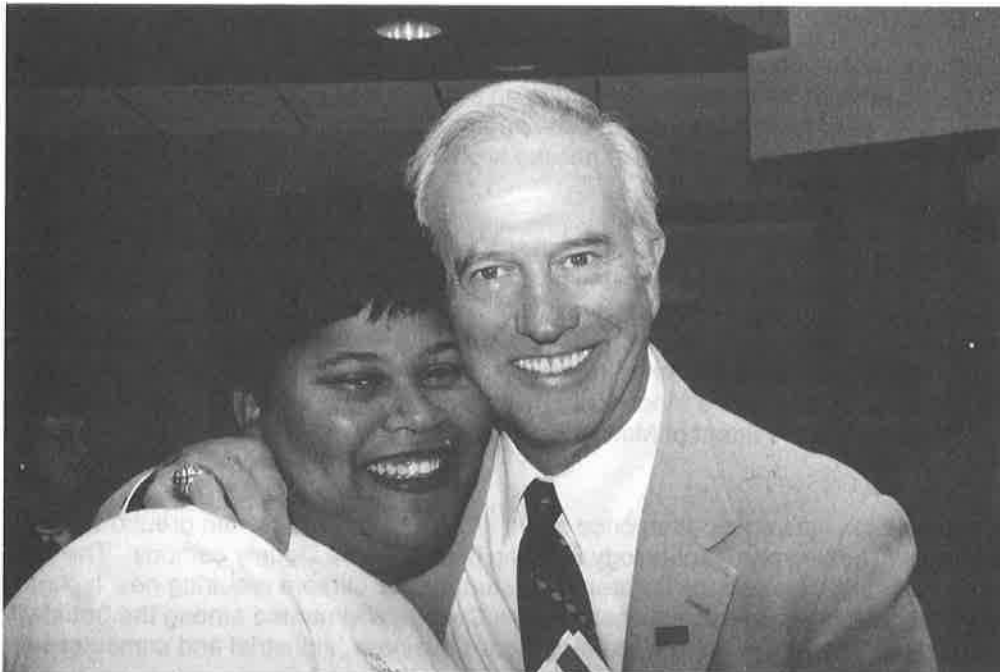
The lead institution concept, developed by the Tennessee Board of Regents, assigns to an institution the responsibility for identifying the appropriate level of sub-baccalaureate education and training needed in an area based upon the area's employment demands. Motlow College has been assigned the role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

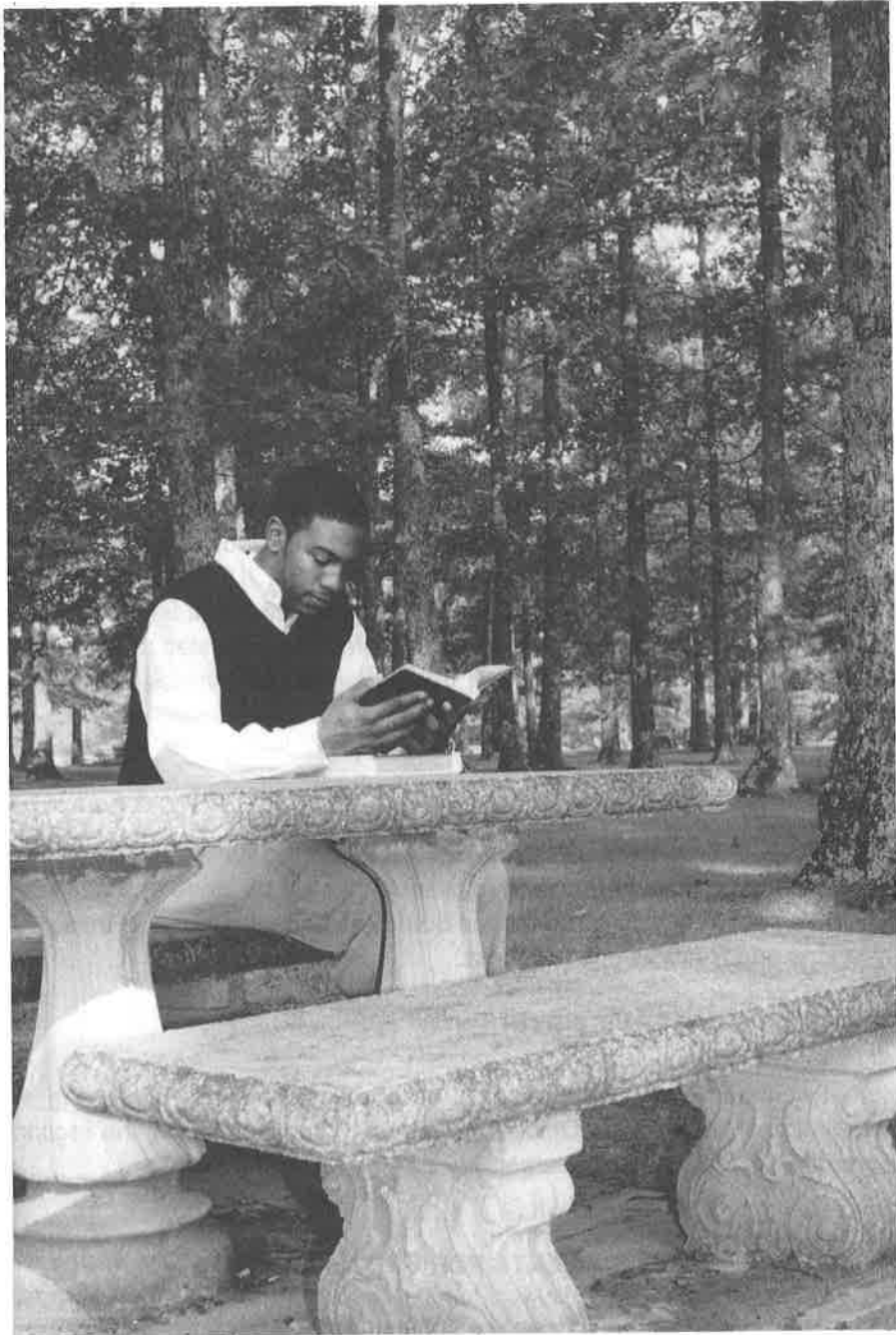
**EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION**

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

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

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





Student Affairs

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

ADMISSION TO THE COLLEGE

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

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

FINAL ACCEPTANCE

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

NON-RESIDENT STUDENTS

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

GENERAL INTEREST COMMUNITY SERVICE STUDENTS

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

REQUIREMENTS FOR SPECIAL PROGRAMS

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

HONORS ENTRY REQUIREMENTS

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

NURSING PROGRAM REQUIREMENTS

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

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

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

DEGREE AND CERTIFICATE OF CREDIT SEEKING STUDENTS

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

STUDENT TYPES FOR ADMISSION

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

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

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

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

NEW FRESHMAN STUDENT

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

1. Submit a completed Application for Admission form and a \$10.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school from which the applicant graduated forward to the Office of Admissions and Records at Motlow an official transcript indicating the receipt of a regular high school diploma as specified by the Tennessee State Department of Education. A student who received a high school certificate or a diploma of special education may be admitted on the basis of GED, EDP, or ACT scores and high school transcripts. If the General Education Development (GED) examination was taken, request that the testing center at which the test was taken forward to the Office of Admissions and Records at Motlow evidence of satisfactory completion of the examination with a comprehensive score of 45 or more. If the American Council on Education (ACE) External Diploma Program (EDP) diploma was awarded, the student must request that the Board of Education where the diploma was awarded forward the transcript showing the completion of the 65 required competencies to the Office of Admissions and Records at Motlow. To be admitted on the basis of American College Test (ACT), the composite score must be 19 or above. The high school transcript, GED examination, EDP transcript, or ACT test results must be sent directly to Motlow from the high school or testing center. All transcripts must be on file prior to registration.
3. Provide an official American College Testing Program (ACT) report if the applicant is under 21 years of age. (This ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the first day of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Office of Guidance and Testing to schedule taking an ACT test. ACT scores on the high school transcript that are less than three years old are acceptable. Only one valid set of ACT scores will be used for admission and DSP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score. If the scores were not requested at the time of testing, an official ACT report can be requested by writing to the American College Testing Program, Box 451, Iowa City, IA 52240 and including a \$7.00 fee. (For more information, contact ACT directly at 319-337-1320.) The score report is to be sent directly to the Office of Admissions and Records at Motlow.
4. See section entitled "Developmental Studies Program (DSP)" for COMPASS test information.

TRANSFER STUDENT

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

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

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

All collegiate-level transfer course work for each student who is degree-seeking or certificate of credit-seeking will be evaluated according to the following criteria: (1) course similarity within the programs enrolled in at Motlow; (2) courses with similar content taught at the same level as Motlow.; and (3) same credentialing requirements for faculty at the transferring institution. Credit toward degree or certificate program requirements will be given for transfer coursework that meets both criteria. Grades for any course accepted as transfer credit will be used in computing the cumulative grade point average. A copy of the transcript evaluation will be mailed to the student as soon as the evaluation is complete. All questions, including appeals, should be directed to the Director of Admissions and Records.

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

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

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

READMIT STUDENT

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

1. Submit a completed Application for Readmission to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records from each institution attended since last attending Motlow. All transcripts must be on file prior to registration.
3. See section entitled "Developmental Studies Program (DSP)" for COMPASS test information,

AUDIT-ONLY STUDENT

An audit-only student is a student who is enrolled with audit status in every class for which he/she is enrolled. Basic or developmental level courses may not be taken for audit status. A student who attends a class with audit status will receive no credit and no grade. Enrollment with audit status is reflected on the academic record as AU for "audit." To be eligible for enrollment as an audit-only student, the person must have attained the age of fourteen (14) years prior to the semester in which he/she plans to audit a course. To be admitted as an audit-only student, a person must submit a completed Application for Admission form and a \$10.00 non-refundable application fee to the Office of Admissions and Records.

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

SPECIAL STUDENT FOR CREDIT

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

1. Submit a completed Application for Admission form and a \$10.00 non-refundable application fee to the Office of Admissions and Records.
2. Provide proof of a regular high school diploma or a GED high school equivalency diploma with a composite GED test score of 45 or above. Proof can be a copy of a high school or GED diploma, copy of high school or college transcript, copy of GED scores, letter from employer or other documentation that requires a high school diploma.

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

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

TRANSIENT STUDENT (summer semester only)

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

1. Submit a completed Application for Admission form and a \$10.00 non-refundable application fee to the Office of Admissions and Records; or, in the event that the student has previously attended Motlow, submit a completed Application for Readmission form to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records at Motlow from the college or university where the applicant is regularly enrolled. All transcripts must be on file prior to registration.

SIXTY-YEAR-OLD OR OLDER AUDIT STUDENT

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

1. Submit a completed Application for Admission form and a non-refundable \$10.00 application fee to the Office of Admissions and Records.
2. Submit proof of age.

SIXTY-FIVE-YEAR-OLD OR OLDER CREDIT STUDENT

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

1. Submit a completed Application for Admission form and a \$10.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit proof of age.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript or other proof of graduation from high school; or
 - b. an official report of a comprehensive GED score of 45 or more;
 - c. an official EDP transcript indicating the 65 required competencies; or
 - d. evidence of graduation from a college or university.

TOTALLY DISABLED STUDENT

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

1. Submit a completed Application for Admission form and a \$10.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit certification of disability, as defined by the Tennessee Board of Regents.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education; or
 - b. an official report of a comprehensive GED score of 45 or more;
 - c. an official EDP transcript indicating the 65 required competencies; or
 - d. evidence of graduation from a college or university.
4. Provide an official ACT report if applicant is under 21 years of age. (The ACT report is not required of applicants who are 21 years old or older.) ACT scores must be less than three years old as of the admitting term. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Counseling Office to schedule an ACT test. ACT scores on the high school transcript that are less than three years old are acceptable. Only one valid set of ACT scores will be used for admission and DSP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score.
5. See section entitled "Developmental Studies Program (DSP)" for COMPASS Test information.

INTERNATIONAL STUDENT

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

1. Submit a completed Application for Admission form and a \$10.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official TOEFL (Test of English as a Foreign Language) report with a score of at least 500 on the paper-based test or at least 173 on the computer-based test be forwarded to the Office of Admissions and Records at Motlow. (The TOEFL is not administered at Motlow.)
3. Submit a completed financial statement form.

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

EARLY ADMISSION

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

JOINT ENROLLMENT

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

1. The 9th and 10th grades have been completed.
2. The cumulative grade average (excluding department grades) beginning with the ninth grade and including all high school work completed at the time of enrollment at MSCC is a minimum of 3.2 based on a 4.0 scale or the equivalent.
3. When a content area in the high school curriculum corresponds to the coursework to be completed at MSCC, the grade point average in the content area must be a minimum of 3.2 based on a 4.0 scale or the equivalent.

4. The high school principal must approve the student for joint enrollment and submit a letter of recommendation to the Director of Admissions and Records at MSCC. An endorsement letter must also be submitted from the student's parents or guardians.
5. The student must provide an official Enhanced American College Testing Program (ACT) report with a composite score of 19 or higher. The sub-scores for specific disciplines should be 19 or higher for entry level courses. Higher level courses may have discipline-specific scores. ACT scores on the high school transcript are acceptable. Applicants without ACT scores or whose ACT scores are more than three years old should contact the Motlow College Counseling Office to schedule an ACT test. Only one valid set of ACT scores will be used for admission and DSP screening. The set used is the one with the highest composite or, when two sets have the same composite, the more recent score.

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

1. Submit a completed Application for Admission form and a \$10.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school send an official transcript directly to the Office of Admissions and Records at MSCC. If a letter of approval and recommendation from the principal has not been previously submitted, such a letter should accompany the transcript at this time.
3. Letter of approval and high school transcript must be on file prior to registration.

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

DUAL ENROLLMENT

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

1. Meet the same eligibility requirements as students entering under the joint enrollment category;
2. Submit a completed Application for Admission and pay a \$10.00 non-refundable application fee to the Office of Admissions and Records;
3. Request that an official high school transcript be sent directly to the Office of Admissions and Records. If letters of approval from high school principals and parents or guardians have not been previously submitted, such letters should accompany the transcript. Transcripts and letters must be on file prior to registration.

ACADEMICALLY TALENTED/GIFTED STUDENTS

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

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

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

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

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

The school principal will be notified of action taken on the recommendation. If the proposed enrollment is approved by the Vice President for Academic Affairs, the prospective student should submit a completed Application for Admission form and a \$10.00 non-refundable application fee to the Office of Admissions and Records. Courses taken must be those courses specifically identified in the student's Individual Education Program. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to MSCC.

UNDERGRADUATE ADMISSION REQUIREMENTS
UNIVERSITY BACCALAUREATE PROGRAMS
AND
COMMUNITY COLLEGE TRANSFER PROGRAMS
Effective Fall Term, 1989 (A89 Requirements)

BACKGROUND

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

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

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

PROFICIENCY IN BASIC ACADEMIC SUBJECTS

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

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

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

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

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

ENGLISH 4 Required Units

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

MATHEMATICS 3 Required Units

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

NATURAL AND PHYSICAL SCIENCE 2 Required Units

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

UNITED STATES HISTORY 1 Required Unit

One unit in United States History is required.

SOCIAL STUDIES 1 Required Unit

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

FOREIGN LANGUAGE 2 Required Units

Two units in a single foreign language are required in this category. One additional unit in this category is recommended.

VISUAL/PERFORMING ARTS 1 Required Unit

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

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

REMOVING UNIT DEFICIENCIES

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

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

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

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

USE OF COMPASS TESTING FOR STUDENTS WITH DEFICIENCIES IN ADMISSION REQUIREMENTS

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

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

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

ENGLISH - 4 units required

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

ALGEBRA I AND II - 2 units required

ASSESSMENT AND BASIC/DEVELOPMENTAL COURSES. A student deficient in algebra will be required to take the appropriate mathematics portions of the COMPASS test unless the student's valid ACT composite score is 26 or greater. If assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Basic/Developmental courses and follow all established requirements for Basic/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Basic/Developmental courses. Successful performance on the COMPASS test instrument or successful completion of Basic/Developmental courses meets the requirements for removing the deficiency in this subject area. Credit hours earned by completing basic

and/or developmental level courses are add-on hours and will not be used as any part of the total hours required to earn an associate degree or certificate of credit.

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

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

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

BIOL 1110, 1120 GENERAL BIOLOGY I AND II. A student deficient in two units of science may remove the deficiency by completing, with a grade of "C" or better in each, both BIOL 1110 General Biology I and BIOL 1120 General Biology II. A student deficient in one unit of science may remove the deficiency by completing only BIOL 1120 General Biology II. The awarded hours remove the deficiency and are used as elective hours. Additional courses must be completed to meet the general education requirement of eight semester hours of college science.

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

UNITED STATES HISTORY - 1 unit required

HIST 2010 UNITED STATES HISTORY I. A student deficient in United States History may remove the deficiency by completing, with a grade of "C" or better, HIST 2010 United States History I. A student who removes the deficiency with HIST 2010 will complete the six semester hours in the general education requirement by completing either of the following: HIST 2020 United States History II with HIST 2030 Tennessee History or HIST 1010 Western Civilization I with HIST 1020 Western Civilization II.

CLEP EXAMINATION. A student deficient in United States History may remove the deficiency by completing a CLEP examination in American History with a minimum score of 50. If the CLEP examination is successfully completed, six semester hours of credit are awarded. Three of the awarded hours remove the deficiency and are used as elective hours. The three remaining hours may be used to meet degree requirements. In order for a student to meet the general education requirements in history, the student must take either HIST 2030 Tennessee History or both HIST 1010 Western Civilization I and HIST 1020 Western Civilization II.

SOCIAL STUDIES - 1 unit required

A student deficient in Social Studies may remove the deficiency by completing, with a grade of "C" or better: GGY 2010, Survey of Regional Geography; HIST 1110 or HIST 1120, Western Civilization I or Western Civilization II; or POL 1110, American Government. For students who graduated from high school between spring 1989 and spring 1992, PSY 1100, Psychology of Human Relations, may be used to remove a deficiency by completing the course with a grade of "C" or better. Also for students who graduated from high school between spring 1989 and spring 1992, the social studies deficiency may be removed by completing a CLEP examination in Psychology or Sociology with a minimum score of 50. If the CLEP examination is successfully completed, three semester hours of credit are awarded for either PSY 1310, General Psychology I, or SOC 2110, Introduction to Sociology, as appropriate. The awarded hours remove the deficiency and are used as elective hours.

VISUAL/PERFORMING ARTS - 1 unit required

A student deficient in one unit of visual/performing arts may remove the deficiency by completing, with a grade of "C" or better, ART 1030 Art Appreciation or MUS 1030 Music Appreciation. The awarded hours remove the deficiency and are used as elective hours. In order for the student to meet the general education humanities requirement, the student must take another elective chosen from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030.

FOREIGN LANGUAGE - 2 units required

SPAN 1001, SPAN 1002, ELEMENTARY SPANISH I AND II (introductory language courses especially designed to remove foreign deficiencies); SPAN 1010, SPAN 1020, BEGINNING SPANISH I and II; FREN 1010, FREN 1020, BEGINNING FRENCH I and II; GERM 1010, GERM 1020, BEGINNING GERMAN I and II. A student deficient in two units of foreign language may remove the deficiency by completing, with a grade of "C" or better in each course, the first year sequence of either French, German, or Spanish. A student deficient in one unit of foreign language may remove the deficiency by completing the second semester of the first year sequence of either French, German, or Spanish. To enroll in the second semester of the sequence, the student must demonstrate proficiency in the first semester course. If the student cannot demonstrate proficiency, the entire first year sequence must be completed. In the event that a student has one unit of high school foreign language other than in French, German, or Spanish, the two-course first year sequence in French, German, or Spanish must be completed. To qualify for the Associate of Arts degree, the student must complete an additional year of foreign language.

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

EXPENSES AND BUSINESS REGULATIONS

Motlow State Community College is a state-supported institution and, therefore, maintains modest matriculation and incidental fees. Expenses are charged and payable by the semester since each semester is a separate unit of operation. A student may enroll at the beginning of any semester. Registration for each semester is not complete until all required fees have been satisfied, and no student may be admitted to classes without having met his or her financial obligation. Payment of fees may be made by cash, check, MasterCard or VISA credit card, or electronically by phone with a credit card. A deferred payment plan is also available. Information regarding deferred payment is available in the Business Office.

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

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

MAINTENANCE AND TUITION FEES

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

Full-time students (12 or more hours):	
Residents of Tennessee	\$744.00
Non-residents	
Maintenance fee	\$744.00 per semester
Tuition	\$2,229.00 per semester
Total	\$2,973.00 per semester
Part-time students:	
Residents of Tennessee	\$64.00 per semester hour
Non-Residents	
Maintenance fee	\$64.00 per semester hour
Tuition	\$193.00 per semester hour
Total	\$257.00 per semester hour

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

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

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

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

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

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

OTHER FEES

Application Fee, one-time, nonrefundable	\$10.00
Campus Access Fee, each semester, nonrefundable.....	\$6.00
The campus access fee will be assessed each student who registers for credit classes and students taking general interest CED classes which meet for eight weeks or longer. If a student enrolls in both credit and general interest classes or in more than one general interest class to which the fee applies, the student will pay this fee only once during the semester.	
Technology Access Fee, each semester.....	\$5.00 per credit hour up to 11 hours or \$62.50 for 12 credit hours or more
Student Activity Fee, each semester, nonrefundable.....	\$5.00
The activity fee is to be paid by students taking six or more credit hours.	
Late Registration Fee, nonrefundable	\$10.00
This fee will be charged during the entire period of late registration as indicated in the official calendar for each term published in the class schedule.	
Deferred Payment Plan Fees, nonrefundable	
Administrative Fee, each semester that deferred plan is elected	\$10.00
Late Payment fee, for each installment payment paid after due date	\$25.00
Graduation Fee, nonrefundable.....	\$25.00
This fee covers the cost of the diploma, cap and gown, and other graduation expense. This fee must be paid by November 1, before an Intent to Graduate form will be processed by the Office of Admissions and Records.	
College Level Examination Program (CLEP)	\$46.00 per test
Non-Motlow students are also required to pay a \$10.00 registration fee for CLEP testing	
General Education Development (GED) Test Fee	\$45.00 for initial testing
GED Retest Fee.....	\$9.00 per test section
ACT Residual Test Fee	\$23.00 per test
Library Fee	
Overdue Books, per book.....	10 cents per day to a maximum \$10.00
Overdue Reserve Books, per book	25 cents per library operating hour, to a maximum \$10.00
Fines for lost materials are posted in the Library.	
Nursing Entrance Examination Fee, nonrefundable.....	\$34.00
Nursing Lab Fee, for NET 1410 and 2410, nonrefundable	\$8.00
Returned Check Fee, per returned check, nonrefundable	\$20.00
Traffic Violations Fee	
First and second violation, each	\$5.00
Each violation thereafter.....	\$10.00
Disabled Parking Violation	
Each violation	\$100.00

RETURNED CHECKS

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

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

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

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

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

INSTITUTIONAL FEES

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

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

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

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

FEDERAL FINANCIAL AID

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

Example:

A student withdraws on the 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 statement from the Motlow Business Office for that portion of the fees no longer covered by federal financial aid.

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

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

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

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

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

BOOKS AND SUPPLIES

Students attending Motlow State Community College have several options when purchasing textbooks and supplies. Motlow College Bookstore, operated by Follett Higher Education Group, Inc., carries all required textbooks and student supplies which are selected and officially approved by the faculty. Motlow College Bookstore locations include the Tipps Bookstore on the Moore County Campus, the McMinnville Campus Bookstore at the Tennessee Technology Center in McMinnville, the Fayetteville Campus Bookstore at the Fayetteville Center, the Murfreesboro Campus Bookstore at the Tennessee Technology Center in Murfreesboro, and at the Smyrna Campus Bookstore. All students' academic needs may be served by ordering textbooks and supplies online at www.motlow.bkstr.com using a credit card. A nominal fee is charged for shipping. Students may also reserve textbooks and supplies at this same online address.

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

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

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

MCMINNVILLE CAMPUS BOOKSTORE HOURS: The hours of operation for the McMinnville Campus Bookstore are as follow: Monday through Friday, 9:00 a.m. – 2:00 p.m.

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

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

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

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

VEHICLE REGISTRATION AND PARKING

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

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

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

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

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

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

STUDENT FINANCIAL AID

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

The Financial Aid Office is located in Forrester Student Center. Financial aid personnel are available during posted hours to discuss any student's financial need with him/her and assist with the financial aid application process. Applications can be filed on-line at www.fafsa.ed.gov or obtained in the Financial Aid Office, Extended Services Office, Fayetteville or McMinnville Centers, Smyrna Site, or in the local high school Guidance Offices. All information received in the Financial Aid Office is kept in strictest confidence.

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

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

- Employment: Federal Work-Study Program
Campus Work Program
- Grants: Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (FSEOG)
Minority Grants
Tennessee Student Assistance Award (TSAA)
- Loans: Federal Direct Loans
- Scholarships: Leadership Service Scholarships
Academic Service Scholarships
Other scholarships

*Some changes have been made;
See the Financial Aid Office for the
most current information.*

SATISFACTORY ACADEMIC PROGRESS

Students must demonstrate through their scholastic records that they are making satisfactory academic progress toward completion of their programs of study. For students receiving Federal Work Study, Federal Pell Grant, FSEOG, TSAA, and/or Federal Direct Loans, academic progress is measured at the end of each term of enrollment utilizing the qualitative and quantitative standards stated below. Other federal, state, private, and institutional assistance programs may have other satisfactory progress requirements not shown.

QUALITATIVE STANDARD

This standard measures a student's quality of performance in terms of semester hours attempted and Motlow College cumulative grade point average, as discussed under Retention Standards in the Academic Affairs section of this catalog. Courses with grades of A, B, C, D, F, W, WP, WF, and I are considered as hours attempted.

QUANTITATIVE STANDARD

This standard has two components: maximum time frame and course completion rate. The maximum time frame in which a student must complete a program of study cannot exceed 150 percent of the published program length measured in semester hours attempted. Example: A student pursuing a program that contains 68 hours would be allowed to attempt a maximum of 102 hours [$68 \times 150 \text{ percent } (1.5) = 102$]. The number of hours attempted includes any transfer hours from other institutions that appear on the student's Motlow College academic transcript. Exception: The number of hours attempted does not include hours associated with basic

and developmental courses. To supplement the 150 percent "rule" discussed above, a student's financial aid eligibility is expanded to include a maximum of 30 semester hours of basic and development courses. Thus, in the example given, the student would have financial aid eligibility for 102 hours of normal coursework and 30 hours of basic and developmental coursework.

In conjunction with the maximum program length, students must successfully complete (measured as semester hours earned) at least 66.67 percent of all course work attempted as they progress through their programs of study. This is a cumulative process, illustrated as follows: A student has maintained satisfactory academic progress for the first two terms of enrollment. However, at the end of the third term, the student's academic transcript indicates 45 hours attempted and 27 hours earned. The course completion rate is 60 percent (27 divided by 45). The student does not meet the required 66.67 percent standard; thus, the student would be placed on Financial Aid Probation for the next term of enrollment. Students who do not earn any semester hours during a term will immediately be placed on Financial Aid Suspension for the next term of enrollment, without benefit of a probationary term.

FINANCIAL AID PROBATION AND SUSPENSION

A student who does not meet satisfactory academic progress standards is placed on Financial Aid Probation for one term, during which the student is eligible to receive financial aid. If the student meets the standards at the end of the probationary term, the student is removed from Financial Aid Probation status and maintains financial aid eligibility. If the student does not meet the standards at the end of the probationary term, the student is placed on Financial Aid Suspension.

FINANCIAL AID APPEAL PROCESS

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

EMPLOYMENT

FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study Program provides jobs on campus for students who need financial assistance as determined from information on the Free Application for Federal Student Aid (FAFSA). This program gives students a chance to work up to 15 hours per week and earn a part of their educational expenses. Students are paid monthly by check.

CAMPUS WORK PROGRAM

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

GRANTS

FEDERAL PELL GRANT

The Federal Pell Grant Program, a federal aid program, provides money to help undergraduates pay for their education after high school. Eligibility is determined by the Department of Education using a standard formula to evaluate the information provided on the Free Application for Federal Student Aid (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. Students must be regular, degree-seeking undergraduates.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

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

MINORITY GRANT

A minority grant is awarded through the Financial Aid Office to African Americans. A Motlow Scholarship form along with the Free Application for Federal Student Aid (FAFSA) should be completed to apply and be considered for this grant.

TENNESSEE STUDENT ASSISTANCE AWARD

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

LOANS

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Students may apply for a William D. Ford Federal Direct Loan by completing the Free Application for Federal Student Aid (FAFSA) and the Motlow College Federal Direct Loan Request Form. This process will determine the student's eligibility for the following loans:

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

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

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

INSTITUTIONAL SCHOLARSHIPS

ACADEMIC SERVICE SCHOLARSHIPS

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

GED SERVICE SCHOLARSHIP

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

MOTLOW COLLEGE FOUNDATION SCHOLARSHIPS

PRESIDENTIAL SCHOLARSHIP

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

LEADERSHIP SERVICE SCHOLARSHIP

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

ACADEMIC SCHOLARSHIP

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

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

ATHLETIC SCHOLARSHIP application should be made to the Athletic Director.

CHARLES C. DAVIS TECH PREP MEMORIAL SCHOLARSHIP application should be made to the Financial Aid office.

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

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

FOLLETT SCHOLARSHIP is a competitive, two-year (four semesters) scholarship for outstanding high school graduates. Applicants must be entering freshman, have a 3.25 grade point average or higher from high school, and have at least a 27 composite score on the ACT to be considered for this scholarship. The value of the scholarship is \$2,200 annually. Recipients must maintain at least 15 credit hours each term with a 3.0 grade point average. Recipients must participate in co-curricular or extracurricular leadership activities. The scholarship is not available during summer term.

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

HOWE/HAFFNER MEMORIAL FUND is an emergency textbook scholarship for students who would otherwise be unable to attend school if textbooks were not available. This scholarship requires the textbooks to be returned to the Financial Aid office at the end of the semester. These funds are very limited.

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

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

MINORITIES IN TEACHER EDUCATION is a competitive scholarship available to minority students who are preparing for a professional career in education. Applications for this scholarship are available in the Financial Aid Office or in the Humanities and Social Science Division Office.

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

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

MOTLOW HONORS SCHOLARSHIP complete a Motlow Scholarship application to apply.

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

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

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

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

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

VETERANS AFFAIRS

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

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

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

Veteran students will receive a maximum four semester hours credit (4 hours physical education) for military service time based on active military service in the Armed Forces of the United States. The veteran must present a certified copy of the DD 214 (if not already on file at Motlow) to the Office of Admissions and Records. (One semester hour of credit will be granted for every six months of active service to a maximum of four semester hours.) Veterans

will receive credit for course work completed while in the military if credit is recommended by the American Council on Education (ACE). The VA Coordinator in the Office of Admissions and Records can assist veterans in requesting their military transcripts.

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

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

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

ENROLLMENT AND STUDENT RECORDS

REGISTRATION FOR COURSES

The academic year begins in August and is divided into three semesters--fall, spring, and summer. Students may enter at the beginning of any semester. Official registration dates, times, and locations will be announced prior to any registration for that semester. Students may register on-site at Moore County, Fayetteville, McMinnville, or Smyrna locations; via touch-tone telephone using Motlow's voice response 1WAY at 931-393-1929; or by accessing the Web at <http://www.MSCC.CC.TN.US>. All students are expected to complete registration on the dates announced.

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

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

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

CHANGE OF REGISTRATION

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

ADDING A CLASS

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

The following procedures are followed in adding a class:

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

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

DROPPING A CLASS

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

The following procedures are followed in dropping a class:

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

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

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

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

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

CHANGING TO OR FROM AUDIT ENROLLMENT

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

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

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

Basic or developmental level courses may not be taken for audit status. Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Extended Services on the Moore County Campus and in Fayetteville, McMinnville, and Smyrna center/site administrative office.

WITHDRAWAL FROM THE COLLEGE

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

The following procedures are followed in withdrawing from the college:

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

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

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

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

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

4. When any of the above circumstances are verified, the student may drop or withdraw and receive a "W" in each affected class.
5. All requests to withdraw after the withdrawal deadline date should be submitted in writing to the Vice President for Student Affairs and Institutional Advancement.

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

CLASS ATTENDANCE

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

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

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

CREDIT IN RESIDENCE

Credit classes are scheduled by Motlow at a variety of locations and in a variety of delivery formats. All credit earned in classes scheduled by Motlow is defined as credit in residence. The last 24 semester hours of credit granted toward a degree from Motlow must be earned in residence at Motlow.

TRANSCRIPT OF ACADEMIC RECORDS

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

CHANGE OF NAME OR ADDRESS

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

DISTANCE EDUCATION

Distance Education, as defined by Tennessee Board of Regents' policy, "...occurs where there is a physical separation of the teacher and the learner and when communication and instruction take place through, or [are] supported by, any technological means such as telephone, radio, television, computers, satellite delivery, interactive video, or any combination of present and future telecommunication technology." Motlow College has several forms of distance education including Internet courses, video courses and interactive television. Classes that are conducted via distance education are identified in the current Schedule of Classes. Additionally, Motlow College

offers courses leading to the Associate of Arts, the Associate of Science and the Associate of Applied Science degrees as part of the Regent's Degree. For detailed information about this on-line degree option, see the Tennessee Board of Regents website www.tbr.state.tn.us.

IDENTIFICATION CARDS

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

CONCURRENT ENROLLMENT

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

ALTERNATIVE SOURCES OF CREDIT

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

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

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

ADVANCED PLACEMENT EXAMINATION PROGRAM CREDIT

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

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

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

*English	Score 3	ENGL 1010	3 semester hours credit
*English	Score 4 or 5	ENGL 1010, ENGL 1020	6 semester hours credit
**Calculus AB	Score 4 or 5	MATH 1910	5 semester hours credit
**Calculus BC	Score 3	MATH 1910	5 semester hours credit
**Calculus BC	Score 4 or 5	MATH 1910, 1920	10 semester hours credit

ADVANCED STANDING CREDIT IN ENGLISH

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

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

APPLIED TECHNICAL STUDIES CREDIT

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

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

ARMED SERVICES CREDIT

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

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

CERTIFIED PROFESSIONAL SECRETARY RATING CREDIT

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

ACT 2310 Principles of Accounting	3 credits
BUS 1210 Introduction to Business	3 credits
BUS 2610 Legal Environment of Business	3 credits
ECO 2010 Principles of Economics I	3 credits

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

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

CHALLENGE EXAMINATION PROGRAM CREDIT

Students who have achieved competence equivalent to that offered in a course through on-the-job training, previous instruction, or other methods may receive credit for selected courses as designated by the deans by challenge examination. The challenge exam process is not applicable to courses which are part of the basic/developmental program or to remove a high school unit deficiency as defined in section "A89 Requirements". To receive credit by challenging a course the student must:

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

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

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

COLLEGE LEVEL EXAMINATION PROGRAM CREDIT

Students may earn a maximum of 15 semester hours of college credit by examination for an acceptable score of at least 50 on the College Level Examination Program (CLEP). Motlow has been approved as a limited CLEP Testing Center. An application and a fee must be submitted through the Office of the Coordinator of Guidance and Testing at least four weeks prior to the test date. This office should be contacted for any additional information. CLEP results may not be used to remove an "I" or "F" or to improve a grade already earned.

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

<u>CLEP Subject Area</u>	<u>Credit Hours</u>	<u>Motlow Courses</u>
Introductory Accounting	6	ACT 2310, 2320
Biology	8	BIOL 1110, 1120
Introductory Business Law	3	BUS 2600
Introduction to Business Management	3	BUS 2710
Chemistry	8	CHEM 1110, 1120
Micro/Macro Economics	6	ECO 2010, 2020
Human Growth & Development	3	EDU 2110
French	6	FRE 1110, 1120
German	6	GER 1110, 1120
Western Civilization	6	HIST 1010, 1020
American History	6	HIST 2010, 2020

College Algebra	3	MATH 1130
Trigonometry	3	MATH 1720
Calculus	5	MATH 1910
Introductory Marketing	3	BUS 2810
American Government	3	POL 1110
General Psychology	3	PSY 1310
Introductory Sociology	3	SOC 2110
Spanish	6	SPA 1110, 1120
Analysis and Interpretation of Literature	3	ENGL 2030
American Literature	3	ENGL 2130
College Composition Subject		
Exam with Essay*	6	ENGL 1010, 1020
British Literature	3	ENGL 2230

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

CORRESPONDENCE COURSE CREDIT

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

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

PRIVACY RIGHTS OF STUDENTS

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

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

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

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

Family Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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

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

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

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

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

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

STUDENT SERVICES

COUNSELING

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

DISCOVER

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

TUTORIAL PROGRAM

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

TESTING SERVICES

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

AMERICAN COLLEGE TESTING PROGRAM (ACT)

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) gives students the opportunity to obtain college credit by examination. CLEP is computer-based and scores are returned immediately after testing. Students may apply a maximum of 17 hours of credit toward meeting degree requirements at Motlow by completing the CLEP examination in selected areas with an acceptable score of at least 50. Motlow has been approved as a limited CLEP testing center that administers only subject area tests. There is a fee for each subject test. An additional fee for all CLEP tests is charged for anyone who is not a Motlow student. Students planning to take a CLEP test must submit a completed registration form with the fee to the Counseling Office at least four weeks prior to the test date. The testing dates for the CLEP examination are arranged between the Director of Counseling and the individual students.

Further information concerning CLEP is available from the Counseling Office. A listing of CLEP subject areas which may be tested at Motlow appears in section entitled "College Level Examination Program Credit".

GENERAL EDUCATION DEVELOPMENT TEST (GED)

Adults who have not received a high school diploma and wish to apply for a certificate of equivalency may take the General Education Development test. Motlow has been established as an official GED testing center. The GED test is administered twice each month at Motlow. Applications and a listing of scheduled testing dates are available from the Counseling Office, 393-1762. There is a nonrefundable test fee. Persons who feel inadequately prepared to take the GED test can obtain assistance from their local superintendent's office or Adult Basic Education Supervisor.

PRAXIS: PRE-PROFESSIONAL SKILLS TEST (paper-based PPST) and COMPUTER-BASED ACADEMIC SKILLS ASSESSMENTS (CBT)

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

Technological University administer the test. Students may order PPST/CBT study guides through the Tipps (Motlow College) Bookstore.

MICROSOFT OFFICE USER SPECIALIST (MOUS) TESTING

Motlow College is an authorized Microsoft Office User Specialist (MOUS) testing center. For more information, contact the Counseling and Testing Office at 393-1762.

CAREER PLANNING AND JOB PLACEMENT

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

COOPERATIVE EDUCATION

Motlow College provides a cooperative education program as an integral part of its efforts to link practical work experience to the student's educational program. Students who successfully complete the cooperative work assignments will be awarded two semester hours of credit for a maximum of two terms. The work assignment must be related to the student's program of study or career goals and approved by the program coordinator. The cooperative education classes are graded; 2/3 of the grade is determined by the cooperative education instructor and 1/3 reflects the evaluation of the work supervisor. Assistance in obtaining education-related employment is available through the Director of Career Planning, Placement and Cooperative Education. For more information on course requirements, see the course descriptions section of this catalog. Additional information is available from the Director of Career Planning, Placement and Cooperative Education, 393-1610.

DISABILITY SERVICES

Motlow State Community College is committed to meeting the needs of qualified students with disabilities by providing equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. This commitment is consistent with the college's obligations under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA). Together, these laws prohibit discrimination against qualified persons with disabilities.

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

The Dean of Student Development coordinates services for students with disabilities at Motlow College and serves as an advocate and liaison for disabled students attending the college. The office is located in Simon Hall, Room S219. For assistance, call 393-1765.

NEW STUDENT ORIENTATION

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

HEALTH SERVICES

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

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

STUDENT HEALTH AND ACCIDENT INSURANCE

Motlow offers a non-compulsory student health and accident policy which will provide protection for students at a very competitive rate. For policy information, contact the Student Health Center or the Office of Student Affairs and Institutional Advancement on the Moore County campus or the directors' offices at the Fayetteville and McMinnville centers, and the Smyrna site.

HOUSING ASSISTANCE

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

EMERGENCY MESSAGE SERVICES

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

Moore County Campus	Counseling Office (Day Only)	931-393-1762
Moore County Campus	Extended Services (Evening Only)	931-393-1751
Fayetteville Center	Director's Office (Day and Evening)	931-438-0028
McMinnville Center	Director's Office (Day and Evening)	931-668-7010
Smyrna Site	Director's Office (Day and Evening)	615-355-7404

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

LOST AND FOUND

Information concerning lost articles should be directed to the Office of Community Relations in Forrester Student Center (or Extended Services office after 4:30 p.m.) on Moore County Campus and the directors' offices at the Fayetteville and McMinnville Centers and the Smyrna Site. Any article found should be turned in to that office.

STUDENT CENTER FACILITIES

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

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

MINORS ON CAMPUS

As an institution of higher education, Motlow State Community College must preserve conditions which will permit a proper learning and work environment at all times. Students, faculty, and staff are not approved to leave minors unsupervised on campus. It is not the intent of this policy to prevent children in the accompaniment of an adult from visiting the campus. However, consideration for the learning environment of the students, the work routine of staff employees, and the safety of the children requires that if children on campus with their parents become disruptive, their parents will be asked to remove them. 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 Student Affairs office during the day classes and the Office of Extended Services during evening classes and the center or site director at other Motlow locations.

STUDENT ACTIVITIES

ATHLETICS

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

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

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

SOCIAL EVENTS AND ACTIVITIES

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

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

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

STUDENT GOVERNMENT

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

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

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

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

STUDENT ORGANIZATIONS

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

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

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

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

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

African American Student Association
Baptist Student Union
Circle K Club (McMinnville)
Communications Club
Fellowship for Christian Athletes
French Club
Gamma Beta Phi Society
Law and Government Club
Literary Club
National Society of Professional Engineers

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

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

STUDENT PUBLICATIONS

The following constitutes the operating procedures of all student publications.

I. Purpose of Student Publications

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

The Mosaic, the student literary magazine, is organized and assisted financially by the college and the Literary Club to promote interest in the literary efforts of the students of Motlow College (only student writing is in *The Mosaic*).

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

II. Organization and Governance

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

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

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

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

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

SUBMITTING A GRIEVANCE

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

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

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

ACCEPTABLE USE OF COMPUTER FACILITIES

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

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

THE COLLEGE'S RESPONSIBILITIES

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

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

THE INDIVIDUAL'S RESPONSIBILITIES

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

1. To respect the right of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other communication media;

2. To respect copyright and other intellectual property rights (Unauthorized copying of files or passwords belonging to others or to the college may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses or "Trojan horses," or damaging files) is unethical, may be illegal, and may lead to sanctions);
3. To maintain secure passwords; users should establish appropriate passwords, change them occasionally, and not share them with others;
4. To use resources efficiently and to accept limitations or restrictions on computing resources--such as storage space, time limits, or amount of resources consumed--when asked to do so by system administrators (Additionally, students must receive specific permission from the Director of Computer Services or the Director of the Center for Information Systems prior to loading any software on any computer owned by MSCC);
5. To recognize the limitations to privacy afforded by electronic services (Users have a right to expect that what they create, store, and send will be seen only by those to whom permission is given. Users must know, however, that the security of electronic files on shared systems and networks is not inviolable -- most people respect the security and privacy protocols, but a determined person can breach them. Users must also know that systems or technical managers, as part of their responsibilities, may occasionally need to diagnose or solve problems by examining the contents of particular files);
6. To learn to use software and information correctly (Users should maintain and archive backup copies of important work. Users are responsible for backing up their own files.);
7. To abide by security restrictions on all systems and information to which access is permitted (Users should not attempt to evade, disable, or "crack" passwords of other security provisions; these activities threaten the work of others and are grounds for immediate suspension or termination of privileges and possible further sanctions.).

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

SANCTIONS

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

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

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

CONCLUSION

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

GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

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

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

DISCIPLINARY OFFENSES

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

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

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

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

ACADEMIC AND CLASSROOM MISCONDUCT

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

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

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

DISCIPLINARY SANCTIONS

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

DISCIPLINARY PROCEDURES

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

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



COLLEGE PROCEDURES

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

- (a) Disposition by the Vice President for Student Affairs and Institutional Advancement. A student may request that the Vice President for Student Affairs and Institutional Advancement adjudicate the case. If such a decision is made, the following procedures shall apply:
1. The Vice President for Student Affairs and Institutional Advancement shall advise the student in writing of the alleged charges against him/her and proceed to gather information concerning the case.
 2. The investigation of the case shall include interviews with all relevant parties (accused, accuser, and possible witnesses, etc.).
 3. The Vice President for Student Affairs and Institutional Advancement shall review the evidence, make a determination of innocence or guilt, and decide upon a proper disciplinary sanction.
 4. The accused student and the Vice President for Student Affairs and Institutional Advancement shall meet and discuss the Vice President's findings and recommended disciplinary sanction. The findings shall cite specific disciplinary offenses and specific sanctions as described in these.
 5. The student may accept the Vice President's findings or he/she may request a hearing before the Student Affairs Committee.
- (b) Hearing before the Student Affairs Committee. A student accused of violating an offense may choose to have the case heard by the Student Affairs Committee. If such a hearing is initiated, the following procedures shall apply:
1. The Vice President for Student Affairs and Institutional Advancement shall advise the student in writing of the alleged charges against him/her and initiate an investigation.
 2. At the conclusion of the investigation, the accused student shall be informed in writing of the date, time and place of the hearing not less than ten (10) days prior to the day of the hearing and shall be advised of the following rights:
 - a. the right to present his/her case;
 - b. the right to be accompanied by an advisor;
 - c. the right to call witnesses in his/her behalf;
 - d. the right to confront witnesses against him/her.
 3. The Chairperson of the Student Affairs Committee shall preside at the hearing.
 4. The Vice President for Student Affairs and Institutional Advancement shall present the result of the investigation and when appropriate make a recommendation to the Committee. Witnesses and/or statements from witnesses may be entered as evidence.
 5. The accused shall have an opportunity to present his/her case in exercising any of the rights cited above.
 6. Members of the Committee shall have an opportunity to ask questions.
 7. After all presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision.
 8. The decision shall be announced by the presiding officer of the hearing.
 9. The student shall be advised of his/her right to appeal the decision of the Student Affairs Committee to the President of the College.

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

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

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





Academic Affairs

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

ACADEMIC UNITS AND SUPPORT

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

THE DIVISION OF CAREER EDUCATION AND WORKFORCE DEVELOPMENT

The Division of Career Education and Workforce Development offers a variety of courses and programs for the student who desires to seek employment at the conclusion of one or two years of study as well as for the student who plans to transfer to a four-year institution.

There are two-year majors in Business Technology, Engineering Technology, and Nursing for the person who does not plan to obtain a degree from a four-year institution. Specific concentrations within some of these programs provide additional direction toward career goals. Certificates of Credit may be completed in the area of electronics, microcomputer software applications, workforce preparedness, production maintenance, and microcomputer maintenance.

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

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

TECH PREP

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

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

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

ECONOMIC AND COMMUNITY DEVELOPMENT

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

WORKFORCE DEVELOPMENT

Motlow College serves a dynamic, ever-changing workforce by providing professional development programs for non-credit certification as well as customized credit programs. Frequently, training is conducted on the employers' premises on a schedule that allows employees to work a part of the day in addition to attending classes. Workforce Development is responsive to the demands of employers for particular types of training needs.

ECONOMIC DEVELOPMENT

Economic Development provides support for the 11-county service area to stabilize or increase employment in the communities. Current training/retraining needs are identified by convening with business owners and operators of similar firms or firms with similar needs. Appropriate courses are offered through ECD assist employers with increasing productivity and profitability. Training programs are designed to comply with new regulations and maintain current certifications.

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

- As a partner in the Manufacturing in the New Millennium initiative, a statewide Tennessee Department of Economic and Community Development consortium to advance economic development, ECD assists regional manufacturing firms learn, practice, and train employees for new technologies.
- Support is given to city, county, and Chamber of Commerce officials when they meet with potential employers interested in relocating in the area.

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

COMMUNITY DEVELOPMENT

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

THE DIVISION OF HUMANITIES AND SOCIAL SCIENCE

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

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

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

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

THE DIVISION OF MATHEMATICS, SCIENCE, AND EDUCATION

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

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

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

EXTENDED SERVICES

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

EVENING PROGRAMS

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

COMMUNITY SERVICES

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

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

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

THE CONTINUING EDUCATION UNIT (CEU)

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

To meet conditions for satisfactory completion, participants must:

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

ACADEMIC SUPPORT SERVICES

THE CROUCH LIBRARY

The Crouch Library is located on the north side of Morris Simon Hall. The Library supports the institutional mission by providing a supportive environment of high quality library and information services and resources to the students, faculty, and staff of the college and the community it serves, employing both traditional library services as well as innovative technologies. The library staff brings both experience and knowledge to the support of the college's instructional programs. Services (circulation, collections, and databases), and staff are available at the campus locations: Moore County campus, the McMinnville Center, the Fayetteville Center, and the Smyrna site; or through the Internet. Students can receive materials from any site/center by requesting resources and services from staff via e-mail (www.mscc.cc.tn.us/library) or at the campus location.

The Library's Internet-accessible card catalog, periodicals, and reference databases <http://mscc.cc.tn.us/reference/index.html> provide access to Motlow College's collection of over 50,000 print volumes; literary criticisms; biographies; 3,000 audio-visual materials; newspapers; over 3,000 periodical titles (print, microforms, and online); and course-related web-site links. Interlibrary loan services are available to all users. Computers with printers are available for student research and other instructional needs. Other equipment for library users includes: copiers, microform equipment, televisions, and VCR's, and audio equipment. Comfortable seating and reading space can be found in each library. In this area, students will find browsing collections of local, state, and national newspapers, current magazines and journals, and books for leisure reading.

Library Hours Fall and Spring Semesters

(Hours for Summer terms and interim periods are posted prior to those times.)

Moore County Campus

Monday – Thursday 7:30 a.m. to 9 p.m.
 Friday 7:30 a.m. to 4:30 p.m.
 Saturday 9 a.m. to 3 p.m.
 Sunday 1 p.m. to 4 p.m.

McMinnville Center

Monday – Thursday 8 a.m. to 8 p.m.
 Friday 8 a.m. to 2 p.m.

Fayetteville Center

Monday – Thursday 8 a.m. to 9 p.m.
 Friday 7:30 a.m. to 1:30 p.m.

MEDIA SERVICES

Located on the second floor of the Crouch Library, Media Services offers a wide variety of media formats and equipment for class assignments or personal enrichment. Televisions, VCR's, laser disc players, film projectors, slide projectors, projection screens, and audio cassette players are all housed and accessed through Media Services.

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

CL211 CYBERSPACE LAB

CL211 Cyberspace Lab is located on the second floor of the Crouch Library. The lab features 16 personal computers equipped with the latest relevant software packages in a comfortable learning environment. Computer technicians and lab assistants are on duty most hours to assist students, faculty, and staff. The lab is connected to the Internet and the campus-wide network and features a shared laser printer.

MT149 CYBERSPACE LAB

The MT149 Cyberspace Lab is located in room MT149 of the Marcum Technology Building. The lab features 30 high-end personal computers with the latest relevant software packages in a comfortable learning environment. Lab assistants are on duty most hours to assist students, faculty, and staff. The Cyberspace lab is connected to the Internet and the campus-wide network and features a shared laser printer.

DIGITAL MEDIA CENTER

The Digital Media Center (DMC) is located in room MT242 of the Marcum Technology Building. The DMC offers the very latest in digital computer technology in an environment designed to aid faculty, staff, and administrators. Web page creation, 35mm color slide scanning, CD creation, color laser printing and color flatbed scanning are some of the standard services offered. Appointments can be made for individual training, instruction, or assistance. In addition, the DMC offers LCD projectors, laptop computers, and external speaker systems for powerful multi-media presentations.

ACADEMIC INVENTORY

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

Division	Major	Area of Emphasis	Degree	
Career Education And Workforce Development	University Parallel	Accounting	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Aerospace	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Agriculture	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Art	Associate of Arts Associate of Science	(A.A.) (A.S.)
Mathematics, Science, And Education	University Parallel	Biology	Associate of Arts Associate of Science	(A.A.) (A.S.)
Career Education And Workforce Development	University Parallel	Business Administration	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Business Education/ Office Management	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Chemistry	Associate of Arts Associate of Science	(A.A.) (A.S.)
Career Education And Workforce Development	University Parallel	Computer Science	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Criminal Justice Administration	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Early Childhood Education Pre K- 4	Associate of Science	(A.S.)
Career Education And Workforce Development	University Parallel	Economics	Associate of Arts Associate of Science	(A.A.) (A.S.)
Mathematics, Science, And Education	University Parallel	Elementary Education K - 8 K - 8 5 - 8	Associate of Arts Associate of Science Associate of Science	(A.A.) (A.S.) (A.S.)

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

Division	Major	Area of Emphasis	Degree	
Career Education And Workforce Development	University Parallel	Pre-Nursing	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Pre-Optometry	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Pre-Pharmacy	Associate of Science	(A.S.)
Mathematics, Science and Education	University Parallel	Pre-Physical Therapy	Associate of Science	(A.S.)
Mathematics, Science, And Education	University Parallel	Pre-Veterinary	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Psychology	Associate of Arts Associate of Science	(A.A.) (A.S.)
Mathematics, Science, And Education	University Parallel	Recreation	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Regents ' Degree	Associate of Science Associate of Arts	(A.S.) (A.A.)
Humanities and Social Science	University Parallel	Social Science	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Social Work	Associate of Science	(A.S.)
Humanities and Social Science	University Parallel	Sociology	Associate of Arts Associate of Science	(A.A.) (A.S.)
Career Education And Workforce Development	Business Technology	Accounting	Associate of Applied Science	(A.A.S.)
Career Education And Workforce Development	Business Technology	Business Computer Applications	Associate of Applied Science	(A.A.S.)
Career Education And Workforce Development	Business Technology	Business Management	Associate of Applied Science	(A.A.S.)
Mathematics, Science, And Education	Early Childhood Education		Associate of Applied Science	(A.A.S.)
Career Education And Workforce Development	General Technology	Computer Aided Design	Associate of Applied Science	(A.A.S.)
Career Education And Workforce Development	General Technology	Computer Aided Manufacturing	Associate of Applied Science	(A.A.S.)
Career Education And Workforce Development	General Technology	Computer Applications	Associate of Applied Science	(A.A.S.)
Career Education And Workforce Development	General Technology	Applied Technical Studies	Associate of Applied Science	(A.A.S.)

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

Division	Technical Certificate
Career Education and Workforce Development	Microcomputer Maintenance Certificate of Credit
Career Education and Workforce Development	Microcomputer Software Applications Certificate of Credit
Career Education and Workforce Development	Production Maintenance Certificate of Credit
Career Education and Workforce Development	Workforce Preparedness Certificate of Credit

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

BUSINESS TECHNOLOGY MAJOR (ASSOCIATE OF APPLIED SCIENCE)

Motlow State Community College offers a business technology major with the following concentrations: accounting, business computer applications, and business management. 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 (ASSOCIATE OF APPLIED SCIENCE)

Motlow State Community College, as part of the Tennessee Board of Regents' *Vision 2003: Tennessee Head Start's Academic Excellence Model*, offers an Early Childhood Education major. The purpose of this model is to create a Head Start statewide early childhood academic degree and professional/career development model that supports the Head Start Reauthorization Act degree requirements for Head Start teachers/staff. This initiative builds on the established Tennessee Early Childhood Training Alliance (TECTA) model. The academic course work and clinic practicums prepare students for CDA (Child Development Associate) assessment and credentialing. The major is not limited to Head Start personnel but is open to all persons wishing to gain professional expertise in childcare from infant to children in the third grade. The Associate of Applied Science Degree is awarded.

NURSING MAJOR (ASSOCIATE OF APPLIED SCIENCE)

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

PROFESSIONAL STUDIES MAJOR /REGENTS' ONLINE DEGREE PROGRAM (ASSOCIATE OF APPLIED SCIENCE)

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

CERTIFICATE OF CREDIT PROGRAMS

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

OTHER EDUCATIONAL ACTIVITIES

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

EMERGENCY MEDICAL TECHNICIAN TRAINING

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

APPRENTICESHIP PROGRAM

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

COURT REPORTING PROGRAM

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

TECTA (Tennessee Early Childhood Training Alliance)

Motlow State Community College is part of the Tennessee Early Childhood Training Alliance, a statewide training system based on the belief that early childhood education personnel need to acquire recognized professional knowledge and skills to provide appropriate care and education for young children. TECTA is approved and sponsored by the Tennessee Board of Regents and funded through Tennessee State University (TSU) by the Department of Human Services (DHS) using federal funds. There are consortia of higher education institutions that serve all ninety-five Tennessee counties. Motlow is part of the consortium with Middle Tennessee State University that acts as the lead institution and TECTA center for Motlow. Classes are held at various Motlow locations. For more information, contact the TECTA Coordinator, MTSU, P.O. Box 106, Murfreesboro, TN 37132; phone 615-904-8318.

ACADEMIC POLICIES AND STANDARDS ACADEMIC ADVISEMENT

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

Business and Technology	Nursing and Allied Health
Communications	Science
English	Social Science
Health and Education	Honors Scholar Program
Mathematics	

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

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

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

ACADEMIC PROGRAM OF STUDY

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

PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

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

PROGRESSION STANDARD FOR COMPLETING THE BASIC/DEVELOPMENTAL MATHEMATICS REQUIREMENT

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

STUDENT LOAD

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

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

STUDENT CLASSIFICATION

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

CATALOG SELECTION

Students are allowed to graduate or receive certificates of credit by the requirements of the catalog under which they entered, the catalog in effect when a change of major form is filed, or any subsequent catalog, provided the catalog containing the program being followed is not more than five years old based on the date of completion of graduation requirements. The 2002-2003 catalog expires and cannot be used for graduation after August 2008.

INTENT TO GRADUATE

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

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

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

INTENT TO RECEIVE A CERTIFICATE OF CREDIT

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

GRADUATION REQUIREMENTS

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

1. Complete curriculum requirements for the specific degree and major (and concentration or area of emphasis, if applicable) selected. No course or courses may be used to meet more than one requirement in a given program. These items apply to all programs completed for a degree:
 - a. Not fewer than 60 semester hours of college-level credit.
 - b. A minimum of the final 24 semester hours of course work completed in residence at Motlow State Community College.
 - c. A cumulative grade point average of not less than 2.00 ("C" average) for the degree program excluding all hours earned in basic and developmental courses.
2. An Intent to Graduate form should be filed with the Office of Admissions and Records no later than November 1 by anyone who plans to receive a degree in December, May, or August of the current academic year.
3. A Cap and Gown form must be completed, and the \$25.00 graduation fee must be paid.
4. All students who plan to receive a degree are expected to participate in graduation exercises held in May of each year. Students who complete requirements by August should plan to participate in graduation the preceding May. Those who will not complete degree requirements until fall term must wait until the following spring to take part in the graduation ceremony. Exceptions to participation in the graduation ceremony must be requested in writing to the Vice President for Academic Affairs.
5. **REQUIRED STUDENT ASSESSMENT AND PROGRAM EVALUATION:** all graduating students are required to take the College Basic Academic Subjects Examination (C-BASE) test designed to measure general education achievement, and graduates of career programs are required to take competency tests applicable to the chosen major for the purpose of evaluation of the career program, as required by public policy. Unless otherwise provided for in any individual program, no minimum score or level of achievement is required for graduation. Participation in testing is required for all graduating students. In order to comply fully with this provision, the student must authorize the release of his or her scores to Motlow College. Individual student scores will be treated as confidential.

CERTIFICATE OF CREDIT COMPLETION REQUIREMENTS

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

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

AWARDING DEGREES OR CERTIFICATES OF CREDIT

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

RECEIVING A SECOND ASSOCIATE DEGREE

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

AWARDS AND HONORS

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

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

DEAN'S LIST

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

HONOR ROLL

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

HONORS PROGRAM

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

HONORS SCHOLAR AREA OF EMPHASIS

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

HONORS SCHOLAR ELIGIBILITY REQUIREMENTS

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

1. Students under 21 years of age must present an ACT composite score of 23 or above with documented eligibility for all collegiate level courses and a high school GPA of 3.0 or higher.
2. Students who are 21 years of age or older must take the English, reading, and mathematics portions of the COMPASS test and score high enough to be exempt from basic or developmental course requirements.

3. Students who have taken collegiate courses in dual and/or joint enrollment arrangements and maintained a 3.0 collegiate average or students who have Advanced Standing credit in English, Advanced Placement credit, or CLEP credit may enter the Honors Scholar Area of Emphasis but will be required to complete the same number of honors hours as any other honors scholar.
4. The Honors Committee may require additional diagnostic measures to determine eligibility.
5. Students must achieve a 3.3 cumulative GPA for graduation in the Honors Scholar Area of Emphasis and maintain a cumulative 3.0 GPA to remain in the program.

HONORS COURSES

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

HONORS COURSES ELIGIBILITY REQUIREMENTS

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

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

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

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

COURSE REQUIREMENTS WAIVER AND SUBSTITUTION

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

INCOMPLETE COURSE WORK

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

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

REPEATING A COURSE

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

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

1. Only the last grade received in repeating a course will be used in computing the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event a student repeats a course more than twice, the grade received in the third attempt and all subsequent attempts will be used in computing the cumulative grade point average.
2. The hours attempted in repeating a course are subtracted from the total hours attempted before dividing to compute the cumulative grade point average provided the number of repeats of any single course does not exceed two (three attempts). In the event a student repeats a course more than twice, the hours attempted in the third attempt and all subsequent attempts will be included in the total hours attempted before dividing to compute the cumulative grade point average.
3. The credit hours earned for a course will be included only one time in the cumulative hours earned no matter how many times the course is completed.

4. All grades received for a course will remain on a student's transcript. A notation is added to indicate that the course has been repeated. The information showing the grade received when the course was repeated is given in the report for the semester during which the course was re-repeated. If a course is repeated and no completed Repeat Form is submitted to the Office of Admissions and Records, appropriate reductions in cumulative hours earned will be made when the academic record is revised. In order to keep academic records up to date and avoid inflating cumulative hours earned, Repeat Forms should be completed and submitted at the time of registration for a course being repeated.

GRADING SYSTEM

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

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

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

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

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

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

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

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

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

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

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

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

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

APPEAL OF A GRADE

The appeal process should begin with the student contacting the instructor to try to resolve the issue(s) in question. If the student and instructor cannot resolve the issue(s), the student should then contact and set up an appointment with the dean of the respective division in which the course is housed. The dean will meet with the student, then with the instructor, to attempt resolution of the issue(s).

Should the student after going through the above procedure feel that circumstances warrant further appeal, the student may appeal a grade to the Vice President for Academic Affairs. Appeals must be made within forty-five (45) days from the end of the term during which the grade was received. Students enrolled in courses during any summer term shall have forty-five (45) days following the last day of the full summer term in which to file a grade appeal. All appeals to the Vice President for Academic Affairs must be submitted in writing. Upon the receipt of the appeal, the Vice President will notify the dean of the respective division in which the course is housed as well as the instructor involved. The Vice President will reserve the right to question the student who has appealed, as well as the instructor and the dean. The Vice President will review the merits of the case, and will notify the student, the instructor, and the dean in writing of the response to the appeal. The decision of the Vice President for Academic Affairs is final.

ACADEMIC FRESH START

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

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

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

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

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

Example:

3 hrs. course completed with grade A:	3 x 4	=	12	grade points earned
5 hrs. course completed with grade C:	5 x 2	=	10	grade points earned
1 hr. course completed with grade B:	1 x 3	=	3	grade points earned
4 hrs. course completed with grade B:	4 x 3	=	12	grade points earned
3 hrs. course completed with grade F:	3 x 0	=	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 Basic/Developmental courses. Each of these averages is used in the following manner:

The "college only" GPA is used in

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

The "combined" GPA is used in

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

RETENTION STANDARDS

ASSOCIATE DEGREE PROGRAMS

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

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

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

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

CERTIFICATE OF CREDIT PROGRAMS

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

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

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

ACADEMIC PROBATION AND SUSPENSION

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

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

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

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

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

APPEAL OF ACADEMIC SUSPENSION

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

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

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

ACADEMIC SCHEDULE

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

CLASS SCHEDULE AND SCHEDULE ADDENDUM

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

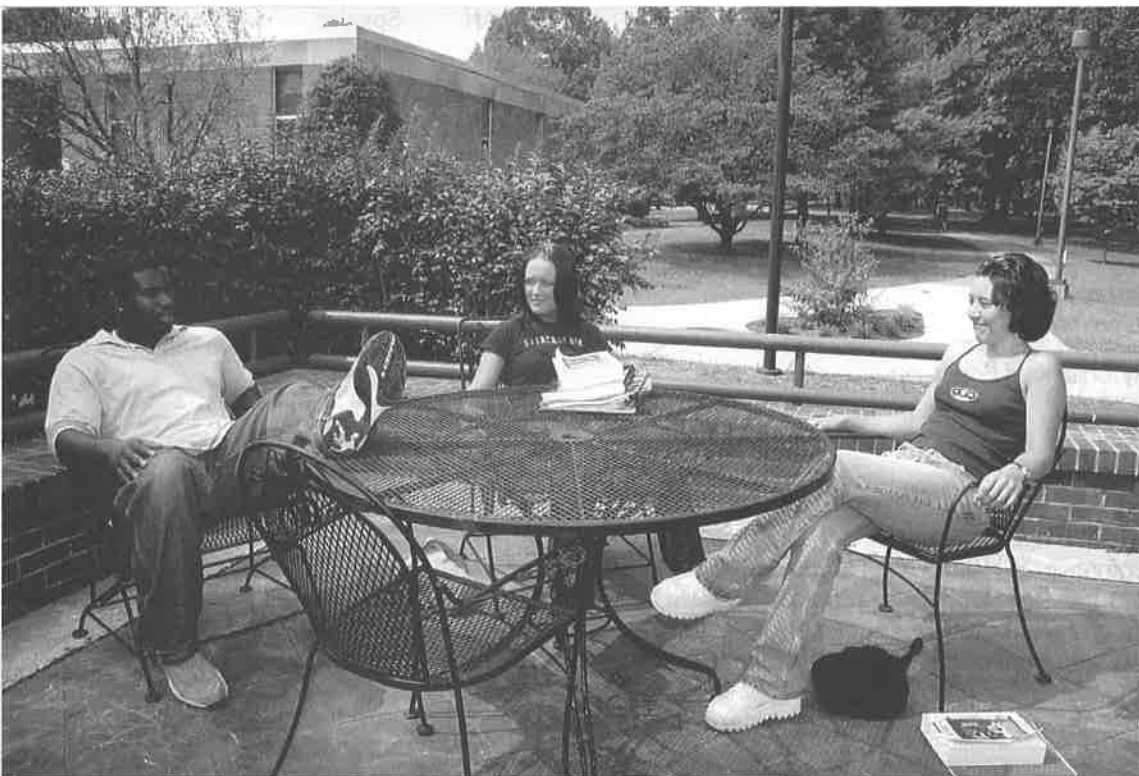
Each course has a separate number. Students should attempt to identify the discipline code, course number, and call number when registering or when communicating with college personnel about a course.

Changes in the Schedule of Classes may occur between the publication of the schedule and the opening of the semester. These changes are communicated to all faculty and staff via e-mail updates prior to each term. Students should check with their advisors or appropriate dean for schedule changes and updates.

CLASS CANCELLATION

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

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



DISCIPLINE CODES

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

Discipline Codes--Division of Career Education and Workforce Development

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

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

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

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

DEVELOPMENTAL STUDIES PROGRAM (DSP)

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

DSP ASSESSMENT AND PLACEMENT PROCEDURES

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

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

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

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

DEVELOPMENTAL STUDIES PROGRAM TEST: COMPASS

Beginning fall, 1999, the Developmental Studies Program implemented the COMPASS test to assess students for college level readiness. COMPASS is a computer adaptive testing system which assesses students to determine their academic readiness in reading, writing, and mathematics. The test experience is conducted on a computerized format using interactive response software specially designed to determine academic readiness and to record student results in institutional records for appropriate placement. The reading skills portion of the COMPASS is designed to measure the student's reading comprehension. This component assesses the student's ability to recognize appropriate vocabulary, to isolate main ideas, locate explicit textual information, and to draw inferences. This test also provides a reader profile to assist instructional programming. The writing skills component assesses the student's knowledge of mechanics, language, and rhetorical skills. The mathematics portion measures the student's ability to solve problems in pre-algebra/numeric skills, elementary algebra, and intermediate algebra.

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

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

COMPASS is given regularly throughout the year at Motlow's main campus, at the teaching centers at McMinnville and Fayetteville, and at other teaching sites as the need arises. In circumstances where local computer support is not available and the COMPASS test cannot be used, the ASSET test will be administered. The ASSET is a traditional, booklet and answer sheet, multiple choice test whose results are correlated to the same placement values as the COMPASS.

Special test accommodations are available for students who require other than standard conditions for taking the test. There is no fee for the COMPASS. The DSP Director should be contacted for information about the test and test dates.

BASIC/DEVELOPMENTAL STUDIES

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

BASIC COURSES

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

DEVELOPMENTAL COURSES

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

POLICIES OF DEVELOPMENTAL STUDIES PROGRAM

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

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

Drops and Withdrawals. Persistence in the program is essential. Students placed and enrolled in DSP courses are not permitted to withdraw except for extenuating circumstances and with permission from the DSP Director. Students denied permission to withdraw by the DSP Director may appeal the denial by contacting the Vice President of Student Affairs and Institutional Advancement.

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

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

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

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

Student Appeal of Placement. Students may appeal placement if, in the judgment of the DSP Director, placement results are inconsistent with student performance and other diagnostic test results. Students may be placed differently by COMPASS challenge testing or holistically according to the director's determination. For students admitted with high school unit deficiencies in English and mathematics, the DSP Director may re-evaluate initial placements and correct placements within DSP through alternate placement practices when such corrections are warranted. Students cannot be holistically placed out of DSP into the college program.

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

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

INTERINSTITUTIONAL ARTICULATION

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

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

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

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

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

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

PROGRAMS OF STUDY--CORE CURRICULA

The programs of study leading to the associate degree at Motlow State Community College are outlined in section entitled "University Parallel Major". Because the general education requirements in the programs of study are very similar, students can change from one program to another without undue penalty and hardship. The Associate of Arts and Associate of Science general education core is for students who plan to transfer to four-year institutions following graduation from Motlow State Community College. The Applied Associate of Science core is for students planning immediate employment upon graduation.

CORE CURRICULUM, DEGREES DESIGNED FOR TRANSFER

General Education

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

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

CORE CURRICULUM, DEGREE NOT DESIGNED FOR TRANSFER

General Education

<u>Area of Study</u>	<u>Minimum Semester Hours Required</u>
English Composition	6
Speech	3
Social/Behavioral Science	3
Science/Mathematics	6

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

Following the general education course listing are courses selected to support skill and competency development appropriate to the major and area of study. Some programs of study are completed by general elective hours, giving the student the initiative in choosing additional courses to complete the program.

GENERAL EDUCATION

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

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

DEGREES DESIGNED FOR TRANSFER

Tennessee Board of Regents' Minimum Degree Requirements and Transferability of Courses that Fulfill Minimum Degree Requirements

All universities and community colleges in the Tennessee Board of Regents System (TBR) share a common set of Minimum Requirements for baccalaureate degrees or associate degrees designed for transfer. The Minimum Degree Requirements specify thirty-two semester credit hours in the following subject areas:

Subject Area	Semester Credit Hours Required
English Composition	6
Humanities* , including at least 3 semester credit hours in literature	9
History TBR Universities require American History, except in a limited number of majors exempted from the requirement. (See specific university catalogs concerning majors that are exempt.) Community colleges may specify American History, Western Civilization, World Civilization, or World History in accordance with the requirements of institutions to which students plan to transfer. At either universities or community colleges, students may substitute 3 semester credit hours of Tennessee History for the American History required.	6
Natural/Physical Sciences and Mathematics , to include one year of science and at least one course in mathematics	9
Physical Education Activity Courses (to be taken as two one-semester credit hour courses)	2
Institutions may substitute satisfactory participation in ROTC, marching band, or armed forces experiences for physical education activity courses.**	
Total	32

Every TBR institution incorporates the thirty-two semester hours listed above into its degree program requirements and accepts all courses designated as meeting these requirements at other TBR institutions. By ensuring the transferability of courses fulfilling the Minimum Degree Requirements, the TBR has eliminated unnecessary repetition of these courses by students transferring to institutions within the TBR System. Because each TBR institution has a unique mission and its own distinctive curriculum, an institution may require students to complete additional courses in the Minimum Degree subject areas and in other areas that may comprise an institutional General Education Program. Students planning to receive a bachelor of arts or associate of arts degree must demonstrate proficiency in a foreign language as prescribed in the institutional degree requirements.

IDENTIFYING COURSES SATISFYING THE MINIMUM DEGREE REQUIREMENTS

Although the courses fulfilling the minimum degree requirements may vary in actual design among institutions, many contain similar content. These courses are identified by common course rubrics (prefixes) and numbers in all TBR institutions to facilitate transferability. The actual courses designated by each institution to fulfill the Minimum Degree Requirements, including courses that may not be a part of the common course prefix and numbering pattern, are denoted in catalogs by the ♦ symbol. A complete matrix of courses that satisfy the Minimum Degree Requirements at all TBR institutions and an explanation of the common course rubric and numbering system are available on the TBR web page (www.tbr.state.tn.us).

*The following courses have been identified at Motlow State Community College to meet the Humanities requirements established by the TBR: ANT 2010, Introduction to Anthropology; ART 1030, Art Appreciation; COM 1030, Theatre Appreciation; IDS 1020, 1021, 1022, 1023, Seminar for Humanities Studies; and MUS 1030, Music Appreciation. In the Honors Scholar Area of Emphasis: ENGL 2130, Survey of American Literature- Honors; ENGL 2230, Survey of British Literature- Honors; and ENGL 2330, Survey of World Literature-Honors are additional choices which meet the Humanities requirement.

**See section entitled "Armed Services Credit" for information about credit for military service time.

DEGREES NOT DESIGNED FOR TRANSFER

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

1. All components of requirements for associate degrees designed primarily for immediate employment should be outcome oriented.
2. The degree major for associate degree career programs shall require a minimum of 64 semester credit hours, except for the AAS Degree in Early Childhood Education, which, by TBR design, is set at 60 hours.
3. The technical specialty component of the career degree major shall consist of a minimum of 32 semester credit hours.
4. The requirements for a basic core of general education courses for career degrees shall consist of a minimum of 16 semester credit hours including a minimum of one course in each of the following areas:
 - a. oral communications
 - b. written communications
 - c. mathematics
 - d. humanities or fine arts
 - e. social or behavioral sciences
 - f. natural sciences (or an additional mathematics course)
5. Although open admission to the institution for all adults is a cardinal characteristic of TBR community colleges, the institution may set minimum admission requirements for career degree programs.
6. Credit hours earned in basic or developmental courses cannot be used to satisfy the minimum 64 semester credit hour requirement.



UNIVERSITY PARALLEL MAJOR

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

ACCOUNTING AREA OF EMPHASIS

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

Courses Credit hrs.

GENERAL EDUCATION

ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020.....	6
One year sequence in BIOL, CHEM, or PHYS.....	8
MATH 1630, 1830.....	6
PHED Activities--Must be taken in separate semesters	2
COM 1010.....	3
*BIT 1150	3

AREA OF EMPHASIS REQUIREMENTS

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

67 hrs.

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

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

AEROSPACE AREA OF EMPHASIS

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

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
CHEM 1110		4
PHYS 2010, 2020		8
MATH 1130, 1720		6
PHED Activities—Must be taken in separate semesters		2
COM 1010		3
*BIT 1150		3
AREA OF EMPHASIS REQUIREMENTS		
ACT 2310		3
ECO 2010		3
ERG 1010		3
IAT 1200		3
PSY 1310		3
General Electives		2
		64 hrs

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

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

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

AGRICULTURE AREA OF EMPHASIS

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

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
BIOL 1110, 1120		8
MATH 1630 or higher		3-5
PHED Activities—Must be taken in separate semesters		2
COM 1010		3
*BIT 1150		3
AREA OF EMPHASIS REQUIREMENTS		
AGR 1010, 1020, 2340		9
CHEM 1110, 1120		8
ECO 2010		3
ACT 2310		3
General Electives		3
		66-68 hrs.

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

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

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

Courses	Associate of Arts Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330.....		3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
One year sequence in BIOL, CHEM, or PHYS.....		8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....		3-5
PHED Activities--Must be taken in separate semesters.....		2
COM 1010.....		3
*BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

ART 2110, 2120.....	6
ART 2310.....	3
ART 1110, 1140, 1210, 1220.....	12
One year sequence in a foreign language.....	6
hrs.	67-69

Courses	Associate of Science Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020.....		6
ENGL 2030.....		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030.....		6
HIST 2010, 2020		6
One year sequence in BIOL, CHEM, or PHYS.....		8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....		3-5
PHED Activities--Must be taken in separate semesters ..		2
COM 1010		3
*BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

ART 2110, 2120	6
ART 2310	3
ART 1110, 1140, 1210, 1220	12
General Electives	3
hrs.	64-66

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

NOTE: Students planning a major in speech-theater upon transfer should plan carefully with their advisor for appropriate selection of courses. Students who are planning to pursue licensure in secondary education at MTSU or TTU should take EDU 1110 and EDU 2110 as prerequisites for admission to teacher education programs.

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

Courses	Associate of Arts Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330.....		3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
BIOL 1110, 1120		8
MATH 1130		3
PHED Activities--Must be taken in separate semesters		2
COM 1010.....		3
*BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

BIOL 1330	4
BIOL 2230	4
BIOL 2420	4
CHEM 1110, 1120	8
One year sequence in a foreign language.....	6
hrs.	66 hrs.

Courses	Associate of Science Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020.....		6
ENGL 2030.....		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, MUS 1030.....		3
HIST 2010, 2020		6
BIOL 1110, 1120		8
MATH 1130		3
PHED Activities--Must be taken in separate semesters		2
COM 1010		3
*BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

BIOL 1330	4
BIOL 2230	4
BIOL 2420	4
CHEM 1110, 1120	8
MATH 1720	3
General Electives.....	3
hrs.	66 hrs.

*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000. Students who are planning to pursue licensure in secondary education at MTSU or TTU should take EDU 1110 and EDU 2110 as prerequisites to admission for teacher education programs.

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

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330.....		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020.....		6
One year sequence in BIOL, CHEM, or PHYS.....		8
MATH 1630, 1830.....		6
PHED Activities—Must be taken in separate semesters.....		2
COM 1010.....		3
*BIT 1150.....		3

AREA OF EMPHASIS REQUIREMENTS

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

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

**Recommended elective: BIT 1260

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

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

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330.....		3
ART 1030 or MUS 1030		3
HIST 2010, 2020.....		6
BIOL 1030.....		4
PCSI 1030 or GEOL 1030		4
MATH 1130.....		3
PHED Activities--Must be taken in separate semesters.....		2
COM 1010.....		3
*BIT 1150.....		3

AREA OF EMPHASIS REQUIREMENTS

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

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

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

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

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030.....	3
HIST 2010, 2020.....	6
CHEM 1110, 1120	8
**MATH 1910	5
PHED Activities--Must be taken in separate semesters...	2
COM 1010.....	3
*BIT 1150.....	3

AREA OF EMPHASIS REQUIREMENTS

CHEM 2010, 2020	8
MATH 1920, 2110	10
One year sequence in a foreign language ..	6
	66 hrs.

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020.....	6
CHEM 1110, 1120	8
**MAT 1910.....	5
PHED Activities--Must be taken in separate semesters	2
COM 1010.....	3
*BIT 1150.....	3

AREA OF EMPHASIS REQUIREMENTS

CHEM 2010, 2020	8
MATH 1920, 2110.....	10
General Electives.....	4
	64 hrs.

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

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

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

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

Courses	Credit hrs.
GENERAL EDUCATION	
✓ ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, or MUS 1030	3
HIST 2010, 2020.....	6
One year sequence in BIOL, CHEM, or PHYS.....	8
*MATH 1910	5
PHED Activities--Must be taken in separate semesters	2
COM 1010.....	3
**CST 1400.....	4

AREA OF EMPHASIS REQUIREMENTS

CST 2450.....	3
CST 2400.....	4
CST 2500.....	3
CST 2660.....	3
MATH 1920.....	5
General Electives.....	3
	64 hrs.

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

Note: Students transferring to UTC, TTU, or UAH should also complete MATH 2110, Calculus III, and MATH 2010, Linear Algebra. These courses may be used to satisfy the general elective requirement. Students should consult with the institution to which they wish to transfer to verify which mathematics courses are required.)

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

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

CRIMINAL JUSTICE ADMINISTRATION AREA OF EMPHASIS
 University Parallel Major
 Division of Humanities and Social Science
 Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020.....	6
One-year sequence in BIOL, CHEM, or PHYS	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher	3-5
PHED Activities--Must be taken in separate semesters	2
COM 1010.....	3
*BIT 1150.....	3

AREA OF EMPHASIS REQUIREMENTS

PSY 1310, 1320.....	6
SOC 2110	3
Four Courses from the following:	
CJA 2010, 2110, 2120, 2210, 2220; SOC 2400	12
POL 1110.....	3
General Electives.....	5
	<u>69 - 71hrs.</u>

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

ECONOMICS AREA OF EMPHASIS

University Parallel Major
 Division of Career Education and Workforce Development

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3
HIST 2010, 2020.....	6
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030.....	3
One year sequence in BIOL, CHEM, or PHYS..	8
MATH 1630, 1830.....	6
PHED Activities--Must be taken in separate semesters... 2	
COM 1010.....	3
*BIT 1150	3

AREA OF EMPHASIS REQUIREMENTS

ECO 2010, 2020	6
Elective from ART, COM, MUS	3
BUS 2410.....	3
General Electives.....	3
One year sequence in foreign language.....	6
	<u>64 hrs.</u>

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020.....	6
ENGL 2030.....	3
ENGL 2130 or 2230 or 2330	3
HIST 2010, 2020	6
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030.....	3
One year sequence in BIOL, CHEM, or PHYS ..	8
MATH 1630, 1830	6
PHED Activities--Must be taken in separate semesters... 2	
COM 1010	3
*BIT 1150	3

AREA OF EMPHASIS REQUIREMENTS

ECO 2010, 2020.....	6
ACT 2310, 2320	6
BUS 1210	3
BUS 2410	3
General Electives	3
	<u>64</u>
	hrs.

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

EDUCATION – EARLY CHILDHOOD

EARLY CHILDHOOD EDUCATION (Prekindergarten - 4 Emphasis):

The student who plans to transfer to a university and pursue licensure in prekindergarten-4 should conform his or her program of study to curricula in effect at that institution. The following programs of study are designed to be consistent with programs in effect at Middle Tennessee State University and Tennessee Technological University. The student planning to transfer to a university other than MTSU or TTU and pursue licensure in this area should conform his or her program of study to curricula in effect at that institution. Additional information is available in the office of the Dean of Mathematics, Science, and Education.

Early Childhood Education (Pre K-4)
University Parallel Major
 Associate of Science Degree
 Division of Mathematics, Science, and Education

Curriculum based on Middle Tennessee State University Pre K-4
 Department of Human Sciences

GENERAL EDUCATION

ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3
ART 1040.....	3
HIST 2010, 2020.....	6
BIOL 1030, GEOL 1030, or PSCI 1030.....	8
MATH 1410, 1420.....	6
PHED Activities--Must be taken in separate semesters	2
COM 1010.....	3
*BIT 1150 or EDU 1150	3

AREA OF EMPHASIS REQUIREMENTS

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

64 hrs.

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

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

EDUCATION – EARLY CHILDHOOD (CONTINUED)

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

Early Childhood Education/Pre K-4
 Early Childhood Special Education/Pre K-1
(Leading to Tennessee Apprentice License)
Curriculum Based on Tennessee Technological University
 Department of Child and Family Studies

GENERAL EDUCATION

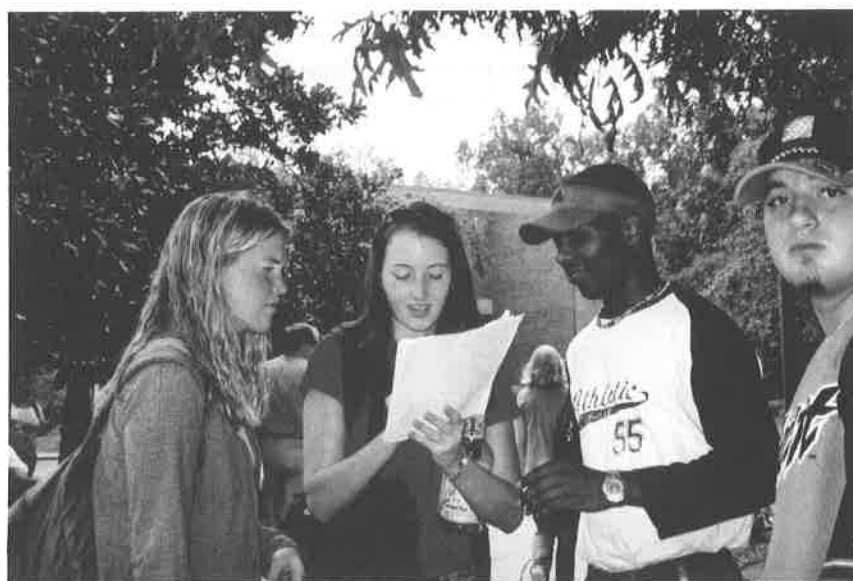
ENGL 1010, 1020	6
ENGL 2030, ENGL 2130	6
ART 1030 or MUS 1030	3
HIST 2010, 2020	6
BIOL 1030, GEOL 1030, PSCI 1030	12
MATH 1410, 1420	6
PHED Activities--Must be taken in separate semesters	2
COM 1010	3
*BIT 1150 or EDU 1150	3

AREA OF EMPHASIS REQUIREMENTS

GGY 2010	3
HPE 2100	3
HPE 2300	3
HPE 2410	3
General Electives	5
	64 hrs.

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

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



EDUCATION - ELEMENTARY (K-8 AND 5-8 EMPHASES)

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

University Parallel Major
Associate of Arts Degree

Division of Mathematics, Science, and Education
Elementary Education, K-8 Emphasis
Curriculum based on Middle Tennessee State University
Department of Elementary and Special Education

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330.....		3
ART 1040.....		3
HIST 1010 or 1020		3
HIST 2010 or 2020		3
BIOL 1030, GEOL 1030, PSCI 1030		12
MATH 1410, 1420.....		6
PHED Activities--Must be taken in separate semesters.....		2
COM 1010.....		3
*EDU 1150		3
	AREA OF EMPHASIS REQUIREMENTS	
EDU 1110, 2110		6
MUS 2520		3
GGY 2010		3
One year sequence in a foreign language.....		6

65 hrs.

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

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

ENGL 2240, HPE 2300, HPE 2410, MATH 1010 or MATH 1130, HIST 2030

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

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

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

GENERAL EDUCATION

ENGL 1010, 1020	6
ENGL 2030, ENGL 2130	6
ART 1030 or MUS 1030	3
HIST 2010, 2020	6
BIOL 1030, GEOL 1030, PSCI 1030	12
MATH 1410, 1420	6
PHED Activities--Must be taken in separate semesters	2
COM 1010	3
*BIT 1150	3

AREA OF EMPHASIS REQUIREMENTS

EDU 1110, 2110	6
GGY 2010	3
HPE 2100	3
HPE 2300	3
HPE 2410	3
SOC 2110 or ANT 2010	3

68 hrs.

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

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



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

Elementary Education, 5-8 Emphasis
Curriculum Based on Middle Tennessee State University
 Department of Elementary and Special Education

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330.....		3
ART 1040.....		3
HIST 1010 or HIST 1020		3
HIST 2010, 2020.....		6
HIST 2030.....		3
BIOL 1030, GEOL 1030, PSCI 1030		12
MATH 1410, 1420.....		6
PHED Activities--Must be taken in separate semesters.....		2
COM 1010.....		3
*EDU 1150.....		3
AREA OF EMPHASIS REQUIREMENTS		
EDU 1110, 2110		6
MUS 2520.....		3
GGY 2010.....		3
General Electives.....		3
		68 hrs.

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

Please note: The courses below are requirements for 5-8 licensure from MTSU and may be taken at Motlow College.
 ENGL 2240, HPE 2300, HPE 2410, MATH 1010 or MATH 1130, POL 1120

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



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

Elementary Education, 5-8 Emphasis
Curriculum Based on Tennessee Technological University
 Multidisciplinary Studies: Middle School

GENERAL EDUCATION

ENGL 1010, 1020	6
ENGL 2030, ENGL 2130	6
ART 1030 OR MUS 1030	3
HIST 2010, 2020	6
BIOL 1030, GEOL 1030, PSCI 1030	12
MATH 1410, 1420	6
PHED Activities must be taken in separate semesters	2
COM 1010	3
*BIT 1150	3

AREA OF EMPHASIS REQUIREMENTS

EDU 1110, 2110	6
GGY 1010	3
HPE 2100	3
HPE 2320	3
HPE 2410	3
POL 1110	3

68 hrs.

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

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



ENGLISH AREA OF EMPHASIS

University Parallel Major
Division of Humanities and Social Science

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENGL 1010, 1020	6	ENGL 1010, 1020	6
ENGL 2030	3	ENGL 2030	3
ENGL 2230	3	ENGL 2230	3
ART 1030	3	ART 1030	3
HIST 2010, 2020	6	HIST 2010, 2020	6
One year sequence in BIOL, CHEM, or PHYS	8	One year sequence in BIOL, CHEM, or PHYS	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher	3-5	One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher	3-5
PHED Activities--Must be taken in separate semesters	2	PHED Activities--Must be taken in separate semesters	2
COM 1010	3	COM 1010	3
*BIT 1150	3	*BIT 1150	3
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
ENGL 2130 or 2330	3	ENGL 2130 or 2330	3
MUS 1030	3	MUS 1030	3
Electives from ART, IDS 1020, COM 1030, or MUS (excluding ART 1030 and MUS 1030)	6	Electives from ANT 2010, ART, IDS 1020, COM 1030 or MUS (excluding ART 1030 and MUS 1030)	6
General Electives	4-6	General Electives	10-12
One year sequence in a foreign language	6	hrs.	64.
hrs.	64		

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

ENVIRONMENTAL SCIENCE AREA OF EMPHASIS

University Parallel Major
Division of Mathematics, Science, and Education

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENGL 1010, 1020	6	ENGL 1010, 1020	6
ENGL 2030	3	ENGL 2030	3
ENGL 2130 or 2230 or 2330	3	ENGL 2130 or 2230 or 2330	3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030	3	Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020	6	HIST 2010, 2020	6
BIOL 1110, 1120	8	BIOL 1110, 1120	8
MATH 1130	3	MATH 1130	3
PHED Activities--Must be taken in separate semesters	2	PHED Activities--Must be taken in separate semesters	2
COM 1010	3	COM 1010	3
*BIT 1150	3	*BIT 1150	3
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
BIOL 1330	4	BIOL 1330	4
CHEM 1110, 1120	8	CHEM 1110, 1120	8
GEOL 1030	4	GEOL 1030	4
PHYS 2010	4	PHYS 2010	4
MATH 1720	3	MATH 1720	3
One year sequence in a foreign language	6		
hrs.	69 hrs.		63 hrs.

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

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

Courses	Associate of Arts Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030.....		3
HIST 2010, 2020.....		6
One year sequence in BIOL, CHEM, or PHYS		8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....		3-5
PHED Activities--Must be taken in separate semesters ..		2
COM 1010		3
*BIT 1150.....		3
	AREA OF EMPHASIS REQUIREMENTS	
Electives from ANT, ART, COM, or MUS.....		3
One year sequence in a foreign language		6
**General Electives		9-11
		60 hrs.

Courses	Associate of Science Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330.....		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
One year sequence in BIOL, CHEM, or PHYS		8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....		3-5
PHED Activities--Must be taken in separate semesters ..		2
COM 1010		3
*BIT 1150.....		3
	AREA OF EMPHASIS REQUIREMENTS	
Elective from CJA, ECO, POL, PSY, SOC.....		3
**One year sequence from any discipline		6-10
General Electives		5-11
		60 hrs.

*Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.
 **Students planning to pursue licensure in secondary education should take EDU 1110 and EDU 2110 to fulfill or partially fulfill this requirement.
 Students who are planning to pursue licensure in secondary education at MTSU or TTU should take EDU 1110 and EDU 2110 as prerequisites for admission to teacher education programs.

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

Courses	Associate of Arts Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020		6
ENGL 2030		3
Humanities Elective from ENGL 2130, 2230, or 2330.....		3
Humanities Elective from ART 1030, COM 1030, or MUS 1030		3
* One year sequence in HIST		6
One year sequence in BIOL, CHEM, or PHYS		8
MATH 1010, 1130, 1630, 1710, 1910 or higher.....		6
PHED Activities--Must be taken in separate semesters2		
COM 1010		3
	AREA OF EMPHASIS REQUIREMENTS	
**BIT 1150		3
Electives from ANT, CJA, ECO, PSY or SOC.....		6
One year sequence in a foreign language		6
*General Electives		8
		60 hrs.

Courses	Associate of Science Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020		6
ENGL 2030		3
Humanities Elective from ENGL 2130, 2230, or 2330		3
Humanities Elective from ART 1030, COM 1030, or MUS 1030		3
* One year sequence in HIST		6
One year sequence in BIOL, CHEM, or PHYS		8
MATH 1010, 1130, 1630, 1710, 1910 or higher.....		6
PHED Activities--Must be taken in separate semesters2		
COM 1010		3
	AREA OF EMPHASIS REQUIREMENTS	
**BIT 1150		3
Electives from ANT, CJA, ECO, PSY or SOC		6
IDS Electives		5-6
*General Electives		8-9
		60 hrs.

*Students should consult with an advisor in the specific UT program of study they plan to pursue, particularly to verify which history courses and electives are required.
 **Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000.
NOTE: Courses to be transferred must be completed with a grade of C or above.

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

Associate of Arts Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020.....	6
ENGL 2030.....	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030.....	3
HIST 2010, 2020.....	6
BIOL 1110, 1120.....	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....	3-5
PHED Activities--Must be taken in separate semesters.....	2
COM 1010.....	3
*BIT 1150.....	3

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020.....	6
ENGL 2030.....	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030.....	3
HIST 2010, 2020.....	6
BIOL 1110, 1120.....	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....	3-5
PHED Activities--Must be taken in separate semesters.....	2
COM 1010.....	3
*BIT 1150.....	3

AREA OF EMPHASIS REQUIREMENTS

GGY 1010, 2010.....	6
GEOL 1030.....	4
General Electives.....	8-10
One year sequence in a foreign language.....	6
<u>66 hrs.</u>	

AREA OF EMPHASIS REQUIREMENTS

GGY 1010, 2010.....	6
GEOL 1030.....	4
General Electives.....	14-16
<u>66 hrs.</u>	

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

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

HEALTH AND PHYSICAL EDUCATION AREA OF EMPHASIS

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020.....	6
ENGL 2030.....	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020 or MUS 1030.....	3
HIST 2010, 2020.....	6
BIOL 1110, 1120.....	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....	3-5
PHED Activities--Must be taken in separate semesters.....	2
COM 1010.....	3
*BIT 1150.....	3

AREA OF EMPHASIS REQUIREMENTS

Two courses from the following:	
HPE 2300, 2320, HPE 2340.....	6
HPE 2000, 2410.....	6
PSY 1310.....	3
EDU 1110, 2110.....	6
Elective from the following: HPE 2050, 2060, 2070, 2080, 2120.....	2-3
PHED.....	2
<u>65-68 hrs.</u>	

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

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

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

Associate of Arts Degree

Associate of Science Degree

Courses Credit hrs.

Courses Credit hrs.

GENERAL EDUCATION

GENERAL EDUCATION

ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330	3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020	6
One year sequence in BIOL, CHEM, or PHYS ..	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher	3-5
PHED Activities--Must be taken in separate semesters ..	2
COM 1010	3
*BIT 1150	3

ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020	6
One year sequence in BIOL, CHEM, or PHYS ..	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher	3-5
PHED Activities--Must be taken in separate semesters ..	2
COM 1010	3
*BIT 1150	3

AREA OF EMPHASIS REQUIREMENTS

HIST 1010, 1020	6
Electives from ECO, GGY, PSY, or SOC	6
POL 1110, 1120	6
General Electives	2
One year sequence in a foreign language	6
66 - 68 hrs.	

AREA OF EMPHASIS REQUIREMENTS

HIST 1010, 1020	6
Electives from ECO, GGY, PSY, or SOC	6
POL 1110, 1120	6
General Electives	6-8
66 hrs.	

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

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



HONORS SCHOLAR AREA OF EMPHASIS
 University Parallel Major
 (See Honors Scholar Eligibility Requirements)
 Division of Humanities and Social Science

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010 - Honors, 1020 - Honors	6
HON 2010, 2020	12
Humanities Elective from ART 1030, COM 1030, MUS 1030, ENGL 2130-Honors, ENGL2230-Honors, or ENGL 2330-Honors	3
*Natural/Physical Science Sequence	8
*MATH	3-5
PHED Activities--Must be taken in separate semesters.....	2
COMH 1010.....	3
**BITH 1150.....	3

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010 - Honors,1020 - Honors	6
HON 2010, 2020.....	12
Humanities Elective from ANT 2010, ART 1030, COM 1030, MUS 1030, ENGL 2130-Honors, ENGL2230-Honors, or ENGL 2330-Honors	3
*Natural/Physical Science Sequence	8
*MATH	3-5
PHED Activities--Must be taken in separate semesters	2
COMH 1010.....	3
**BITH 1150.....	3

AREA OF EMPHASIS REQUIREMENTS

AREA OF EMPHASIS REQUIREMENTS

IDSH 1020.....	3
Elective from ANT 2010, ART 1030, COM 1030, or MUS 1030	3
*General Electives	10-12
One year sequence in a foreign language ..	6
<u>64 hrs.</u>	

IDSH 1020...	3
*One year sequence from any discipline.....	6-10
*General Electives	9-15
<u>66 hrs.</u>	

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

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

INDUSTRIAL MANAGEMENT AREA OF EMPHASIS
 University Parallel Major
 Division of Career Education and Workforce Development

Associate of Science Degree

Courses	Credit hrs.
ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020 or MUS 1030	3
HIST 2010, 2020.....	6
One year sequence in BIOL, CHEM, or PHYS.....	8
MATH 1130, 1720.....	6
PHED Activities--Must be taken in separate semesters	2
COM 1010.....	3
*BIT 1150.....	3

AREA OF EMPHASIS REQUIREMENTS

BUS 2410.....	3
ECO 2010, 2020	6
ERG 1010	3
IMT 1150, 1530, 1830.....	9
General Electives.....	2
<u>66 hrs.</u>	

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

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020	6
One year sequence in BIOL, CHEM, or PHYS	8
*MATH 1630, 1830	6
PHED Activities--Must be taken in separate semesters	2
COM 1010	3
**BIT 1150	3

AREA OF EMPHASIS REQUIREMENTS

ACT 2310, 2320	6
BUS 2410	3
CST 1400	4
ECO 2010, 2020	6
General Electives	3
	<u>65 hrs.</u>

*Consult advisor concerning mathematics requirements at transferring institutions.

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

MASS COMMUNICATIONS AREA OF EMPHASIS
 University Parallel Major
 Division of Humanities and Social Science

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330	3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020	6
One year sequence in BIOL, CHEM, or PHYS	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher	3-5
PHED Activities--Must be taken in separate semesters	2
COM 1010	3
*BIT 1150	3

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020	6
One year sequence in BIOL, CHEM, or PHYS	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher	3-5
PHED Activities--Must be taken in separate semesters	2
COM 1010	3
*BIT 1150	3

AREA OF EMPHASIS REQUIREMENTS

AREA OF EMPHASIS REQUIREMENTS

Social Science Elective from CJA, ECO, POL, PSY, SOC	3
ART 2110	3
**COM 1110, 1120, 1130	9
COM Electives	6
One year sequence in a foreign language	6
	<u>64 - 66 hrs.</u>

Social Science Elective from CJA, ECO, POL, PSY, SOC	3
ART 2110	3
**COM 1110, 1120, 1130	9
COM Electives	6
General Electives	4-6
	<u>64 - 66 hrs.</u>

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

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

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

MATHEMATICS AREA OF EMPHASIS
University Parallel Major
Division of Mathematics, Science, and Education

Associate of Arts Degree			Associate of Science Degree		
Courses	Credit hrs.		Courses	Credit hrs.	
GENERAL EDUCATION			GENERAL EDUCATION		
ENGL 1010, 1020	6		ENGL 1010, 1020	6	
ENGL 2030	3		ENGL 2030	3	
ENGL 2130 or 2230 or 2330	3		ENGL 2130 or 2230 or 2330	3	
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030	3		Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3	
HIST 2010, 2020	6		HIST 2010, 2020	6	
One year sequence in BIOL, CHEM, or PHYS	8		One year sequence in BIOL, CHEM, or PHYS	8	
*MATH 1910	5		*MATH 1910	5	
PHED Activities--Must be taken in separate semesters	2		PHED Activities--Must be taken in separate semesters	2	
COM 1010	3		COM 1010	3	
One course from the following: **CST 1300, 1320, 1400, 2450, 2650	3-4		One course from the following: **CST 1300, 1320, 1400, 2450, 2650	3-4	
AREA OF EMPHASIS REQUIREMENTS			AREA OF EMPHASIS REQUIREMENTS		
MATH 1920, 2110, 2120	13		MATH 1920, 2010, 2110, 2120	16	
***General Electives	3		General Electives	6	
One year sequence in a foreign language	6			64-65	
	64-65 hrs.			hrs	

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

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

***Recommended elective MATH 2010.

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

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

Associate of Arts Degree			Associate of Science Degree		
Courses	Credit hrs.		Courses	Credit hrs.	
GENERAL EDUCATION			GENERAL EDUCATION		
ENGL 1010, 1020	6		ENGL 1010, 1020	6	
ENGL 2030	3		ENGL 2030	3	
ENGL 2130 or 2230 or 2330	3		ENGL 2130 or 2230 or 2330	3	
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030	3		Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3	
HIST 2010, 2020	6		HIST 2010, 2020	6	
CHEM 1110, 1120	8		CHEM 1110, 1120	8	
*MATH 1910	5		*MATH 1910	5	
PHED Activities--Must be taken in separate semesters	2		PHED Activities--Must be taken in separate semesters	2	
COM 1010	3		COM 1010	3	
**BIT 1150	3		**BIT 1150	3	
AREA OF EMPHASIS REQUIREMENTS			AREA OF EMPHASIS REQUIREMENTS		
MATH 1920, 2110	10		MATH 1920, 2110, 2120	13	
PHYS 2110, 2120	8		PHYS 2110, 2120	8	
One year sequence in a foreign language	6		General Electives	3	
	66 hrs.			66 hrs.	

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

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

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

POLITICAL SCIENCE AREA OF EMPHASIS
University Parallel Major
Division of Humanities and Social Science

Courses	Associate of Arts Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
One year sequence in BIOL, CHEM, or PHYS		8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher		3-5
PHED Activities--Must be taken in separate semesters		2
COM 1010		3
**BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

POL 1110, 1120	6
Electives from ART, COM or MUS	3
General Electives	9-11
One year sequence in a foreign language	6
	<u>66 hrs.</u>

Courses	Associate of Science Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
One year sequence in BIOL, CHEM, or PHYS		8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher		3-5
PHED Activities--Must be taken in separate semesters		2
COM 1010		3
**BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

POL 1110, 1120	6
HIST 1010, 1020	6
General Electives	12-14
	<u>66 hrs.</u>

**Keyboarding skills are required; requirement may be satisfied by a previous keyboarding course or by completing BIT 1000. Students who are planning to pursue licensure in secondary education at MTSU or TTU should take EDU 1110 and EDU 2110 as prerequisites for admission to teacher education programs.

PRE-DENTAL AREA OF EMPHASIS

University Parallel Major
Division of Mathematics, Science, and Education

Courses	Associate of Arts Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
BIOL 1110, 1120		8
*MATH 1910		5
PHED Activities--Must be taken in separate semesters		2
COM 1010		3
**BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

CHEM 1110, 1120	8
BIOL 2230	4
PHYS 2010, 2020	8
One year sequence in a foreign language	6
	<u>68 hrs</u>

Courses	Associate of Science Degree	Credit hrs.
	GENERAL EDUCATION	
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
HIST 2010, 2020		6
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030		3
BIOL 1110, 1120		8
*MATH 1910		5
PHED Activities—Must be taken in separate semesters		2
COM 1010		3
**BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

CHEM 1110, 1120	8
CHEM 2010, 2020	8
BIOL 2230	4
PHYS 2010, 2020	8
	<u>70 hrs</u>

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

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

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

PRE-ENGINEERING AREA OF EMPHASIS

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

Track 1 Board of Regents System		Credit hrs.
Courses	GENERAL EDUCATION	
ENGL 1010, 1020.....		6
ENGL 2030.....		3
ENGL 2130 or 2230 or 2330.....		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030.....		3
HIST 2010, 2020.....		6
CHEM 1110, 1120.....		8
PHYS 2110, 2120.....		8
**MATH 1910.....		5
PHED Activities--Must be taken in separate semesters.....		2
COM 1010.....		3
***CST 1320 or CST 2450.....		3
AREA OF EMPHASIS REQUIREMENTS		
ERG 1010, 2010.....		6
MATH 1920, 2110, 2120.....		13
hrs.		69

Track 2* University of Tennessee at Chattanooga (UTC)		Credit hrs.
Courses	GENERAL EDUCATION	
ENGL 1010, 1020.....		6
ENGL 2030, 2230 or 2330.....		6
ART 1030 or MUS 1030.....		3
HIST 1010, 1020.....		6
ECO 2010, 2020.....		6
PHYS 2110, 2120.....		8
CHEM 1110.....		4
**MATH 1910.....		5
PHED Activities--Must be taken in separate semesters.....		2
***CST 1320 or CST 2450.....		3
AREA OF EMPHASIS REQUIREMENTS		
ERG 1010, 2010.....		6
MATH 1920, 2010, 2110, 2120.....		16
hrs..		71

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

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

***Students should consult with the institution to which they wish to transfer to verify which programming language is required.

PRE-LAW AREA OF EMPHASIS

University Parallel Major
 Division of Humanities and Social Science

Associate of Arts Degree		Credit hrs.
Courses	GENERAL EDUCATION	
ENGL 1010, 1020.....		6
ENGL 2030.....		3
ENGL 2130 or 2230 or 2330.....		3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030.....		3
HIST 2010, 2020.....		6
One year sequence in BIOL, CHEM, or PHYS.....		8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....		3-5
PHED Activities--Must be taken in separate semesters.....		2
COM 1010.....		3
*BIT 1150.....		3
AREA OF EMPHASIS REQUIREMENTS		
ECO 2010, 2020.....		6
POL 1110, 1120.....		6
General Electives.....		6-8
One year sequence in a foreign language.....		6
hrs.		66 hrs.

Associate of Science Degree		Credit hrs.
Courses	GENERAL EDUCATION	
ENGL 1010, 1020.....		6
ENGL 2030.....		3
ENGL 2130 or 2230 or 2330.....		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030.....		3
HIST 2010, 2020.....		6
One year sequence in BIOL, CHEM, or PHYS.....		8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....		3-5
PHED Activities--Must be taken in separate semesters.....		2
COM 1010.....		3
*BIT 1150.....		3
AREA OF EMPHASIS REQUIREMENTS		
ECO 2010, 2020.....		6
POL 1110, 1120.....		6
PSY and/or SOC Electives.....		6
General Electives.....		6-8
hrs.		66 hrs.

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

PRE-MEDICAL AREA OF EMPHASIS

University Parallel Major
Division of Mathematics, Science, and Education

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENGL 1010, 1020.....	6	ENGL 1010, 1020	6
ENGL 2030.....	3	ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3	ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030	3	Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030.....	3
HIST 2010, 2020	6	HIST 2010, 2020.....	6
BIOL 1110, 1120	8	BIOL 1110, 1120.....	8
**MATH 1910	5	**MATH 1910	5
PHED Activities--Must be taken in separate semesters ..	2	PHED Activities--Must be taken in separate semesters	2
COM 1010	3	COM 1010.....	3
*BIT 1150	3	*BIT 1150	3

AREA OF EMPHASIS REQUIREMENTS

CHEM 1110, 1120.....	8
BIOL 2230	4
PHYS 2010, 2020.....	8
One year sequence in a foreign language ...	6
	<u>68 hrs.</u>

AREA OF EMPHASIS REQUIREMENTS

CHEM 1110, 1120	8
CHEM 2010, 2020	8
BIOL 2230.....	4
PHYS 2010, 2020	8
	<u>70 hrs.</u>

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

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

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

PRE-NURSING AREA OF EMPHASIS

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020.....	6
BIOL 1110 and CHEM 1110.....	8
MATH 1130.....	3
PHED Activities--Must be taken in separate semesters	2
COM 1010.....	3
*BIT 1150	3

AREA OF EMPHASIS REQUIREMENTS

BIOL 2010, 2020, 2230.....	12
BUS 2410.....	3
PSY 1310 and PSY 1320 or PSY 2120	6
SOC 2110, 2120	6
	<u>67 hrs.</u>

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

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

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

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

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
BIOL 1110, 1120		8
*MATH 1910		5
PHED Activities--Must be taken in separate semesters		2
COM 1010		3
**BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

BIOL 2230	4
CHEM 1110, 1120, 2010, 2020	16
PHYS 2010, 2020	8

70 hrs.

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

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

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

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

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
BIOL 1110, 1120		8
*MATH 1910		5
PHED Activities must be taken in separate semesters		2
COM 1010		3
**BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

BUS 2410	3
CHEM 1110, 1120, 2010, 2020	16
PHYS 2010, 2020	8

69 hrs.

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

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

NOTE: Students planning to major in any pharmacy program upon transfer should plan carefully with their advisors for appropriate selection of courses. Students planning to attend the University of Tennessee School of Pharmacy should note that BIOL 2230, Microbiology, is an entrance requirement which may be taken at Motlow.

PRE-PHYSICAL THERAPY AREA OF EMPHASIS

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

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
BIOL 1110, 1120		8
MATH 1130		3
PHED Activities--Must be taken in separate semesters		2
**BIT 1150		3
COM 1010		3

AREA OF EMPHASIS REQUIREMENTS

CHEM 1110, 1120	8
BIOL 2010, 2020	8
PSY 1310, 1320	6
PHYS 2010, 2020	8

70 hrs.

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

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

PRE-VETERINARY MEDICINE AREA OF EMPHASIS

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

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
ENGL 2030		3
ENGL 2130 or 2230 or 2330		3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030		3
HIST 2010, 2020		6
BIOL 1110, 1120		8
MATH 1630, 1830		6
PHED Activities--Must be taken in separate semesters		2
COM 1010		3
*BIT 1150		3

AREA OF EMPHASIS REQUIREMENTS

AGR 1010, 1020	6
CHEM 1110, 1120	8
PHYS 2010, 2020	8

65 hrs.

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

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

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

Courses	Associate of Arts Degree Credit hrs.	Courses	Associate of Science Degree Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENGL 1010, 1020.....	6	ENGL 1010, 1020.....	6
ENGL 2030.....	3	ENGL 2030.....	3
ENGL 2130 or 2230 or 2330.....	3	ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030.....	3	Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030.....	3
HIST 2010, 2020.....	6	HIST 2010, 2020.....	6
One year sequence in BIOL, CHEM, or PHYS.....	8	One year sequence in BIOL, CHEM, or PHYS.....	8
MATH 1130, 1710, or 1910.....	3-5	MATH 1130, 1710, or 1910.....	3-5
PHED Activities--Must be taken in separate semesters	2	PHED Activities--Must be taken in separate semesters	2
COM 1010.....	3	COM 1010.....	3
*BIT 1150.....	3	*BIT 1150.....	3
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
PSY 1310, 1320, 2120, 2900.....	12	PSY 1310, 1320, 2120, 2900.....	12
Electives from ART, COM, MUS.....	3	General Electives.....	<u>12-14</u>
General Electives.....	3-5		
One year sequence in a foreign language.....	<u>6</u>		66 hrs.
	66 hrs.		

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

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020.....	6
ENGL 2030.....	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030.....	3
HIST 2010, 2020.....	6
BIOL 1110, 1120.....	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....	3-5
PHED Activities must be taken in separate semesters.....	2
COM 1010.....	3
*BIT 1150.....	3
AREA OF EMPHASIS REQUIREMENTS	
HPE 2300, 2320.....	6
HPE 2000, 2120, 2340.....	9
PHED Activities.....	2
General Electives.....	<u>5-7</u>
	64 hrs.

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

SECONDARY EDUCATION

The student who plans to transfer to a Tennessee Board of Regents university and pursue licensure in secondary education is advised to follow the area of emphasis in the subject he or she wishes to teach. The student should tailor elective hours as necessary to meet the requirements of the transfer institution; in particular, the student is encouraged to determine a certifiable area of interest and pursue appropriate courses leading to licensure. Information concerning certifiable areas and licensure is available in the office of the Dean of Mathematics, Science, and Education. While at Motlow College, the student working toward secondary licensure should take EDU 1110 and EDU 2110.

REGENTS' DEGREE

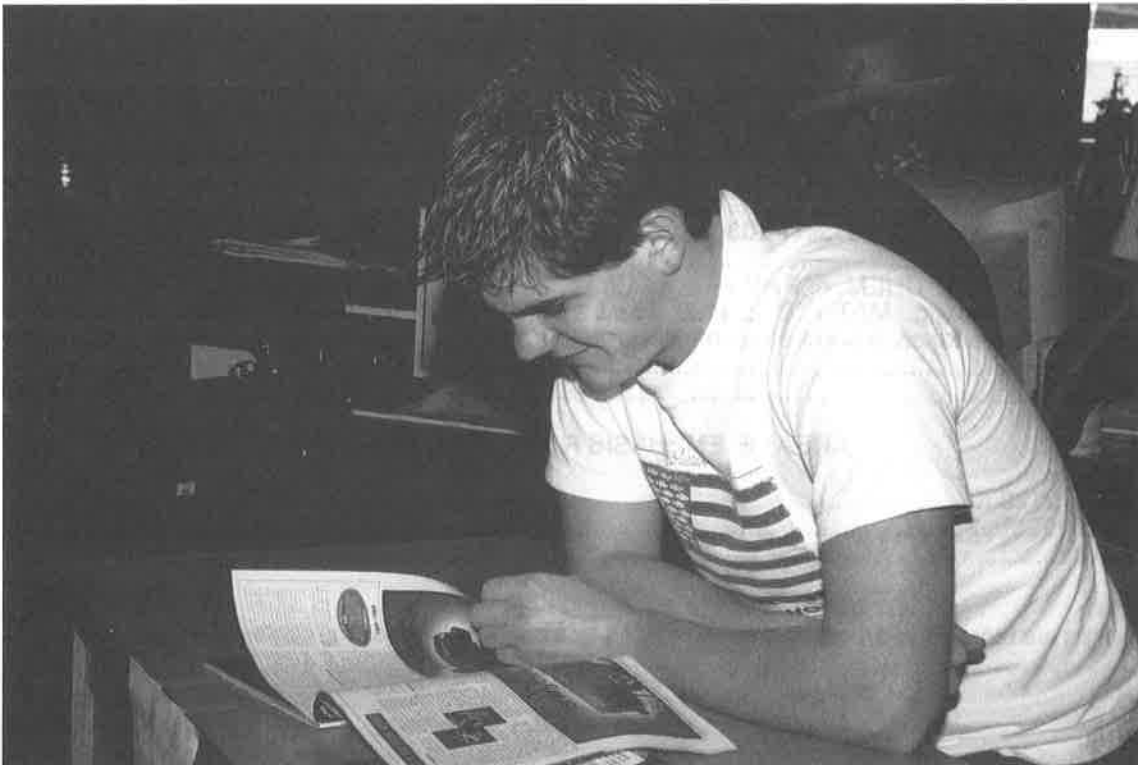
University Parallel Major
Division of Humanities and Social Science

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

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

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

For further information on the program, visit the Tennessee Board of Regents' web site www.tbr.state.tn.us



SOCIAL SCIENCE AREA OF EMPHASIS
University Parallel Major
Division of Humanities and Social Science

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENGL 1010, 1020.....	6	ENGL 1010, 1020	6
ENGL 2030.....	3	ENGL 2030	3
ENGL 2130 or 2230 or 2330	3	ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030	3	Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST 2010, 2020,	6	HIST 2010, 2020,	6
One year sequence in BIOL, CHEM, or PHYS.....	8	One year sequence in BIOL, CHEM, or PHYS.....	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....	3-5	One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....	3-5
PHED Activities--Must be taken in separate semesters.....	2	PHED Activities--Must be taken in separate semesters	2
COM 1010	3	COM 1010	3
*BIT 1150	3	*BIT 1150	3
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
Three of the following 6-hour sequences.....	18	Three of the following 6-hour sequences.....	18
ECO 2010, 2020; POL 1110, 1120; PSY 1310, 1320; SOC 2110, 2120		ECO 2010, 2020; POL 1110, 1120; PSY 1310, 1320; SOC 2110, 2120	
General Electives.....	2	General Electives.....	6-8
One year sequence in a foreign language	6		66 hrs.
	66-68 hrs.		

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

SOCIAL WORK AREA OF EMPHASIS
University Parallel Major
Division of Humanities and Social Science
Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
ENGL 2030	3
ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ANT 2010, ART 1030, COM 1030, IDS 1020, or MUS 1030	3
HIST, 2010, 2020.....	6
One year sequence in BIOL, CHEM, or PHYS.....	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher	3-5
PHED Activities--Must be taken in separate semesters.....	2
COM 1010.....	3
*BIT 1150	3
AREA OF EMPHASIS REQUIREMENTS	
PSY 1310, 1320, 2120.....	9
SOC 2110, 2120, 2200, 2570	12
General Electives.....	3-5
	66 hrs.

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

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

Courses	Associate of Arts Degree Credit hrs.	Courses	Associate of Science Degree Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENGL 1010, 1020.....	6	ENGL 1010, 1020.....	6
ENGL 2030.....	3	ENGL 2030.....	3
ENGL 2130 or 2230 or 2330.....	3	ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ART 1030, COM 1030, IDS 1020, or MUS 1030.....	3	Humanities Elective from ANT 2010, ART 1030 COM 1030, IDS 1020, or MUS 1030.....	3
HIST 2010, 2020.....	6	HIST 2010, 2020.....	6
One year sequence in BIOL, CHEM, or PHYS.....	8	One year sequence in BIOL, CHEM, or PHYS.....	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....	3-5	One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....	3-5
PHED Activities--Must be taken in separate semesters.....	2	PHED Activities--Must be taken in separate semesters.....	2
COM 1010.....	3	COM 1010.....	3
*BIT 1150.....	3	*BIT 1150.....	3
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
SOC 2110, 2120, 2200.....	9	SOC 2110, 2120, 2200.....	9
PSY 1310, 1320.....	6	PSY 1310, 1320.....	6
General Electives.....	5-7	General Electives.....	9-11
One year sequence in a foreign language.....	6		66 hrs.
	66 hrs.		

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

SPEECH AND THEATRE AREA OF EMPHASIS
University Parallel
Division of Humanities and Social Science

Courses	Associate of Arts Degree Credit hrs.	Courses	Associate of Science Degree Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENGL 1010, 1020.....	6	ENGL 1010, 1020.....	6
ENGL 2030.....	3	ENGL 2030.....	3
ENGL 2130 or 2230 or 2330.....	3	ENGL 2130 or 2230 or 2330.....	3
Humanities Elective from ART 1030, IDS 1020, or MUS 1030.....	3	Humanities Elective from ANT 2010, ART 1030 IDS 1020, or MUS 1030.....	3
HIST 2010, 2020.....	6	HIST 2010, 2020.....	6
One year sequence in BIOL, CHEM, or PHYS.....	8	One year sequence in BIOL, CHEM, or PHYS.....	8
One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....	3-5	One course from the following: MATH 1010, 1130, 1630, 1710, 1910 or higher.....	3-5
PHED Activities--Must be taken in separate semesters.....	2	PHED Activities--Must be taken in separate semesters.....	2
COM 1010.....	3	COM 1010.....	3
*BIT 1150.....	3	*BIT 1150.....	3
AREA OF EMPHASIS REQUIREMENTS		AREA OF EMPHASIS REQUIREMENTS	
Social Science elective from: CJA, ECO, POL, PSY, SOC.....	3	Social Science elective from: CJA, ECO, POL, PSY, SOC.....	3
COM 1040, 1080, 1030.....	9	COM 1040, 1080, 1030.....	9
COM 2020, 2030.....	6	COM 2020, 2030.....	6
One year sequence in a foreign language.....	6	General Electives.....	6
	64-66 hrs.		64-66 hrs.

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

Students who are planning to pursue licensure in secondary education at MTSU or TTU should take EDU 1110 and EDU 110 as prerequisites for admission to teacher education programs.

BUSINESS TECHNOLOGY MAJOR

Motlow State Community College offers a Business Technology major with the following concentrations: Accounting, Business Computer Applications, Business Management, and Real Estate. This major prepares students for a variety of positions in the broad field of business. The Accounting concentration prepares students in a broad range of accounting fields, including accounting systems, record keeping, financial statements, tax accounting, budgeting, and other accounting areas. The Business Computer Applications concentration prepares students for a variety of positions in the field of business data processing. The Business Management concentration provides students with a broad academic foundation for mid-management and junior level positions in business administration.

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

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

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

ACCOUNTING CONCENTRATION
 Business Technology Major
 Division of Career Education and Workforce Development
 Associate of Applied Science Degree

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010, 1020		6
COM 1010.....		3
ECO 2010, 2020		6
MATH 1630.....		3
*BIT 1150.....		3
Humanities elective from ANT 2010, ART 1030, ENGL 2030, MUS 1030.....		3
BUS 1220.....		3
CONCENTRATION REQUIREMENTS		
ACT 2310, 2320.....		6
ACT 2410.....		3
ACT 2510, 2520.....		6
ACT 2610, 2810, 2910.....		9
BUS 1210, 2220, 2710		9
BUS 2610, 2910		6
BIT 1250		3
General Electives.....		1-3
		70-72 hrs.

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

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

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

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

<u>Courses</u>	<u>Credit hrs.</u>
ENGL 1010, 1020	6
COM 1010.....	3
ECO 2010, 2020	6
MATH 1630, 1830.....	6
*BIT 1150	3
Humanities elective from ANT 2010, ART 1030, ENGL 2030, MUS 1030.....	3

CONCENTRATION REQUIREMENTS

ACT 2310, 2320	6
BUS 1210, 2220, 2610, 2710, 2910	15
BIT 1240, 1250, 1260, 1270	12
CST 1300, 2610.....	6
CST 1610 or 1650	3
**General Electives	1-3
	69-71 hrs.

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

**Recommended elective: ACT 2910

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

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



BUSINESS MANAGEMENT CONCENTRATION
 Business Technology Major
 Division of Career Education and Workforce Development
 Associate of Applied Science Degree

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

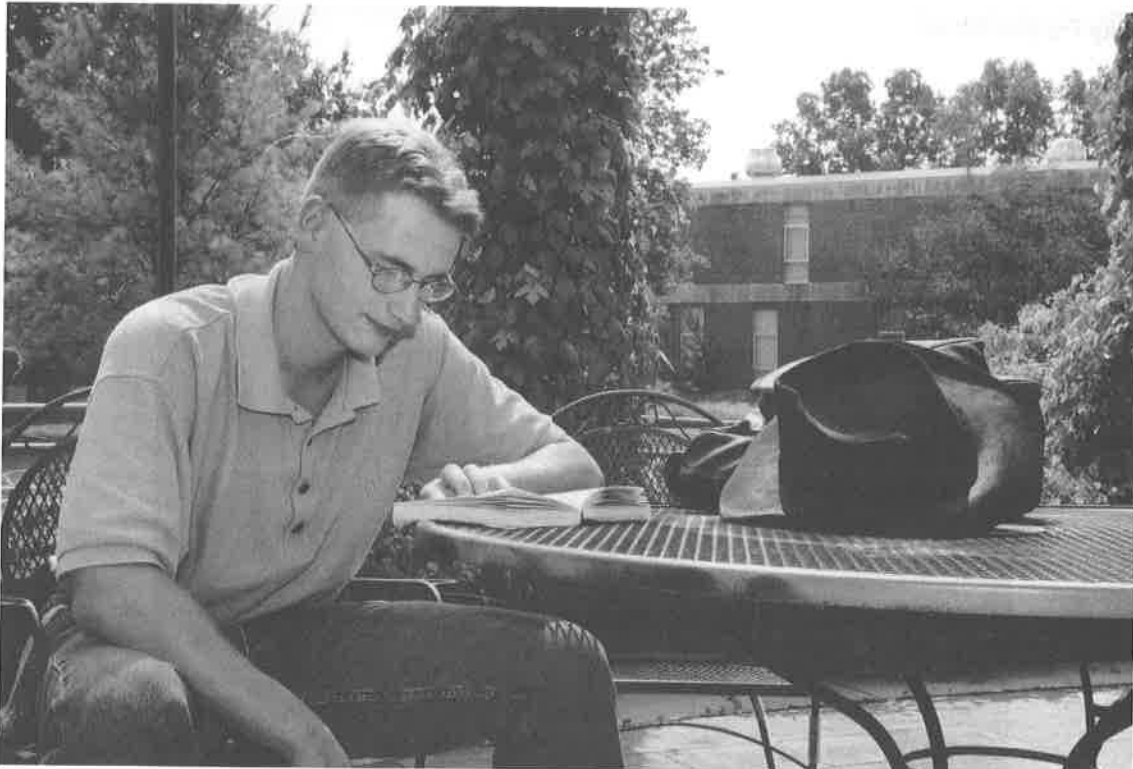
<u>Courses</u>	<u>Credit hrs.</u>
ENGL 1010, 1020	6
COM 1010.....	3
ECO 2010, 2020	6
MATH 1630.....	3
*BIT 1150.....	3
Humanities elective from ANT 2010, ART 1030, ENGL 2030, MUS 1030.....	3
BUS 1220.....	3

CONCENTRATION REQUIREMENTS

ACT 2310, 2320, 2910.....	9
BUS 1210, 2010, 2220, 2410, 2610, 2710, 2810, 2910	24
BUS 2500 or 2750	3
BIT 1250	3
General Electives.....	3
	<u>69 hrs.</u>

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

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



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

Motlow State Community College, as part of the Tennessee Board of Regents' *Vision 2003: Tennessee Head Start's Academic Excellence Model*, offers courses leading to the Associate of Applied Science in Early Childhood Education. The purpose of this model is to create a Head Start statewide early childhood academic degree and professional/career development model that supports the Head Start Reauthorization Act degree requirements for Head Start teachers/staff. This initiative builds on the established Tennessee Early Childhood Training Alliance (TECTA) model. The academic course work and clinical practicums prepare students for CDA (Child Development Associate) assessment and credentialing. The major is not limited to Head Start personnel but is open to all persons wishing to gain professional expertise in childcare from infant to children in the third grade.

Courses	GENERAL EDUCATION	Credit hrs.
ENGL 1010		3
COM 1010.....		3
ART 1030 or 1040		3
BIOL 1030.....		4
X HIST 2010.....		3
MATH 1410.....		3
Suggested electives from		
ENGL 1020, HIST 2020, GGY 2010, HPE 2100		6
CONCENTRATION REQUIREMENTS		
X ECED 1010		2
ECED 1020		3
ECED 2010		3
ECED 2020		3
ECED 2040		3
ECED 2050		3
ECED 2060		3
ECED 2070		3
ECED 2130		3
ECED 2140		3
Choose 6 hours from		
ECED 2100, ECED 2110, ECED 2120, ECED 2030, ECED 2090, ENGL 2620		6
		60 hrs

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



REGENTS' DEGREE
Associate of Applied Science
Division of Career Education and Workforce Development

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

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

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

For further information on the program, visit the Tennessee Board of Regents' web site www.tbr.state.tn.us



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

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

GENERAL EDUCATION COURSES

To be completed at
Motlow State Community College
 Semester by Semester Sequence

Freshman Year -- Fall Semester

Course	Credit hrs.
MSCC ENGL 1010	English Composition.....3
MSCC *BIT 1150	Introduction to Computer Applications3
MSCC BUS 1220	Applied Business Computations.....3
MSCC ART 1030 or MUS 1030	Art Appreciation or Music Appreciation3
MSCC PSY 1310 or SOC 2110	General Psychology or Introduction to Sociology3
	Semester Total <u>15</u>

Freshman Year -- Spring Semester

MSCC COM 1010	Fundamentals of Speech..... 3
MSCC BUS 2220	Business Communications 3
MSCC BIOL, CHEM, GEOL, or PHYS	Biology, Chemistry, Geology, or Physics 4
MSCC	Unrestricted Elective..... 5
	Semester Total <u>15</u>

TOTAL HOURS COMPLETED AT MSCC..... 30

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

AREA OF CONCENTRATION REQUIREMENTS

To be completed at
Chattanooga State Technical Community College
 Semester by Semester Sequence

First Year -- Fall Semester

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

First Year -- Spring Semester

CSTCC	OF	220	Court Reporting II 4
CSTCC	HS	114	General Medical Terminology II 3
CSTCC	LA	130	Legal Research 3
			Semester Total <u>10</u>

AREA OF CONCENTRATION REQUIREMENTS (Continued)**First Year -- Summer Semester**

CSTCC	OF	230	Court Reporting III	4
				Semester Total
				4

Second Year -- Fall Semester

CSTCC	OF	240	Court Reporting IV	4
CSTCC	OF	260	Court Reporting Procedures I	4
				Semester Total
				8

Second Year -- Spring Semester

CSTCC	OF	250	Court Reporting V	4
CSTCC	OF	270	Court Reporting Procedures II	4
				Semester Total
				8

Second Year -- Summer Semester

CSTCC	OF	255	Court Reporting VI	4
CSTCC	OF	175	Medical & Technical Dictation	3
				Semester Total
				7

TOTAL HOURS COMPLETED AT CSTCC.48

TOTAL CREDIT HOURS FOR PROGRAM78

GENERAL ENROLLMENT INFORMATION

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

Dr. Randall Bartley

Career Education and Workforce Development Division

P.O. Box 8500 MSCC Moore County (Main) Campus

Lynchburg, Tennessee 37352-8500

931-393-1640

Toll Free 1-800-654-4877- ext. 1640

Ms. Laqueta Soule

Business & Information Systems Division

Room 112, CSTCC East Campus

7158 Lee Highway

Chattanooga, Tennessee 37421

423-697-4797 x 4539

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

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

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

- Complete the COMPASS test, if required. The Developmental Studies Program (DSP) requirements are outlined in the current MSCC Catalog/Student Handbook. Students are required to complete all basic and/or developmental courses as indicated by the COMPASS test.

ENGINEERING TECHNOLOGY MAJOR

Associate of Applied Science Degree
Division of Career Education and Workforce Development

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

The curricula for the Electronics, CAD, CAM, and Computer Applications Concentrations are designed to promote development of the following competencies:

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

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

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

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

Motlow also offers a University Parallel Major in the pre-engineering, industrial management, and computer science areas of emphasis. To make sure you are following the correct program, check with your advisor or see the appropriate area of emphasis in the University Parallel Major.

COMPUTER-AIDED DESIGN CONCENTRATION
 Engineering Technology Major
 Division of Career Education and Workforce Development
 Associate of Applied Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
COM 1010.....	3
ECO 2010 or PSY 1100.....	3
MATH 1080.....	3
*BIT 1150.....	3
Humanities elective from ANT 2010, ART 1030, ENGL 2030, MUS 1030.....	3
PHYS 2010, 2020	8
CONCENTRATION REQUIREMENTS	
CST 2630 or 2640	3
ERG 1010, 1070, 2010, 2020	13
IMT 2230.....	3
IAT 1140, 2040, 2050	11
Technical Electives from CST, ERG, IAT, IMT, or BUS 2220.....	6
General Electives.....	3
	68 hrs.

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

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



COMPUTER-AIDED MANUFACTURING CONCENTRATION

Engineering Technology Major
 Division of Career Education and Workforce Development
 Associate of Applied Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
COM 1010.....	3
ECO 2010 or PSY 1100.....	3
MATH 1080.....	3
*BIT 1150.....	3
Humanities elective from ANT 2010, ART 1030, ENGL 2030, MUS 1030.....	3
PHYS 2010, 2020	8
CONCENTRATION REQUIREMENTS	
CST 2630 or 2640	3
ERG 1010, 1810, 2010	10
IAT 1140, 2300	6
IAT 2040, 2050, 2100	11
IMT 1150.....	3
General Electives.....	3
Technical Electives from CST, ERG, IAT or BUS 2220	3
	68 hrs.

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

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

COMPUTER APPLICATIONS CONCENTRATION

Engineering Technology Major
 Division of Career Education and Workforce Development
 Associate of Applied Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
COM 1010.....	3
ECO 2010 or PSY 1100.....	3
MATH 1080.....	3
*BIT 1150.....	3
Humanities elective from ANT 2010, ART 1030, ENGL 2030, MUS 1030.....	3
PHYS 2010, 2020	8
CONCENTRATION REQUIREMENTS	
CST 1320, 1400.....	7
CST 2400, 2450.....	6
CST 2500, 2630, 2640.....	9
IMT 2230.....	3
General Electives.....	3
**Technical Electives from CST, ERG, IAT, IMT, or BUS 2220	9
	66 hrs.

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

**Recommended technical electives: EGR 1010, ERG 2010

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

APPLIED TECHNICAL STUDIES CONCENTRATION
 Engineering Technology Major
 Division of Career Education and Workforce Development
 Associate of Applied Science Degree

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

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

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

The Associate of Applied Science degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENGL 1010, 1020	6
COM 1010.....	3
ECO 2010 or PSY 1100.....	3
*MATH 1080 or BUS 1220.....	3
**BIT 1150.....	3
Humanities elective from ANT 2010, ART 1030, ENGL 2030, MUS 1030.....	3
IMT 2230.....	3
One of the following: BIOL 1110, CHEM 1110, or PHYS 2010.....	4
CONCENTRATION REQUIREMENTS	
Applied Technical Studies Credit.....	9 or 33
*Technical Electives from BIT, CST, ERG, IAT, IMT, or BUS 2220.....	<u>33 or 9</u>
	70 hrs.

*Students articulating credit from business and office programs should take BUS 1220 and technical electives from BIT or CST. Students articulating credit from any other technical area should take MATH 1080 and technical electives from CST, ERG, IAT, or IMT. Students must see an advisor to select the appropriate mathematics course and technical electives to correspond with the earned credit being articulated.

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

NURSING PROGRAM

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

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

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

PROGRAM OF STUDY

PREREQUISITES TO THE MSCC NURSING PROGRAM

BIOL 1110 General Biology I
 BIOL 2010 Anatomy and Physiology I
 BIOL 2020 Anatomy and Physiology II

FIRST ACADEMIC YEAR

FALL SEMESTER		SPRING SEMESTER		SUMMER SEMESTER	
<u>Courses</u>	<u>Credit Hrs.</u>	<u>Courses</u>	<u>Credit Hrs.</u>	<u>Courses</u>	<u>Credit Hrs.</u>
ENGL 1010	3	ENGL 1020	3	HPE 2230	3
MATH 1070	1	PSY 1310	3		
NET 1400	1	NET 1420	9		
NET 1410	9				
	<u>14</u>		<u>15</u>		<u>3</u>
TOTAL HOURS FOR THE FIRST ACADEMIC YEAR: <u>32</u>					

SECOND ACADEMIC YEAR

FALL SEMESTER		SPRING SEMESTER	
<u>Courses</u>	<u>Credit Hrs.</u>	<u>Courses</u>	<u>Credit Hrs.</u>
BIOL 2230	4		
NET 2410	10	NET 2130	1
PSY 2900	3	NET 2420	9
	<u>17</u>		<u>10</u>
TOTAL HOURS FOR THE SECOND ACADEMIC YEAR: <u>27</u>			
TOTAL HOURS FOR THE PROGRAM (including prerequisites): <u>71</u>			

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

NURSING ADMISSION REQUIREMENTS

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

- * apply and be accepted for admission to the college;
- * submit a nursing program application to the Office of Nursing Education by January 31 of the year the applicant is applying to enter the program (Applications are available upon request from the Office of Nursing Education, Marcum Technology Center, telephone number (931) 393-1628 or toll free 1-800-654-4877); and
- * complete an Entrance Examination for Schools of Nursing. (The Entrance Exam will be administered by the Office of Nursing Education in March of the year the applicant is applying to enter the program.)
- * Complete BIOL 1110, 2010, and 2020 with a grade of "C" or better prior to entry into the nursing program. It is recommended that science courses not be completed over five years prior to entry into the Nursing program. (This requirement will take effect for the nursing class of fall semester 2001.)

SELECTION STANDARDS

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

- * a cumulative 2.0 grade point average (GPA) for any college work attempted; and
- * completed any required basic and/or developmental courses. (An applicant may be tentatively accepted if he/she is in the process of taking basic/developmental coursework which will be completed by the end of the spring semester prior to entry in the subsequent fall semester.)
- * Complete BIOL 1110, 2010, and 2020 with a grade of "C" or better prior to entry into the nursing program. It is recommended that science courses not be completed over five years prior to entry into the nursing program. (This requirement will take effect for the nursing class of fall semester 2001.)

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

1000 Total Points Possible

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

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

50 points for each selected college-level biology course completed (BIOL 1110, 2010, 2020, 2230)
(Note: Cumulative GPA is high school or college, whichever is most recent. Basic and developmental courses are excluded from calculation of college GPA.)

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

NURSING EDUCATION PROGRAM FEES

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

Entrance Exam Fee	\$40.00
Uniform and supplies	\$65.00 - \$85.00
(purchased from the bookstore prior to first fall semester)	
Face shield and frames	\$5.00 - \$16.00
(purchased from the bookstore prior to first fall semester)	
Professional Liability Insurance (per year)	\$35.00
Textbooks: (minimum)	
First Year	\$1,000.00
Second Year	\$300.00
Nursing lab fee (per lab section).....	\$8.00
Testing fees (\$244.00 total) payable each semester to Assessment Technologies, Inc. at	\$61.00/semester
NCLEX-RN fees (final semester).....	\$290.00
Nursing Pin (final semester)	\$60.00 - \$150.00

(All figures reflected above represent approximate costs and are subject to change without prior notice.)

RETENTION STANDARDS

Students must demonstrate the following performance criteria for retention in the nursing program:

- * critical thinking ability sufficient for clinical judgment;
- * interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds;
- * communicative abilities sufficient for interaction with others in verbal and written form;
- * physical abilities sufficient to move from room to room and maneuver in small spaces;
- * gross and fine motor abilities sufficient to provide safe and effective nursing care;
- * auditory ability sufficient to monitor and assess health needs;
- * visual ability sufficient for observation and assessment necessary in nursing care; and
- * tactile ability sufficient for physical assessment.

For all collegiate courses attempted, students must maintain a cumulative grade point average of 2.00 (C) to remain in the nursing program. In addition, the student must make no grade less than "C" in any required nursing, biology, or mathematics course. Students with documented unsatisfactory classroom nursing lab (CNL) and/or clinical field experience (CFE) performance who withdraw from any nursing (NET) course prior to the last day to drop with a "W" may be readmitted only once. A student with a second withdrawal due to documented unsatisfactory performance in CFE and/or CNL will not be readmitted to the nursing program. Students who receive grades of "D" or "F" in any two nursing (NET) courses are ineligible for admission/readmission to the Motlow nursing program. Satisfactory performance in both theory and clinical components of each course is required for the student to be eligible for succeeding nursing courses. The prescribed pattern of nursing courses must be followed in the sequence outlined by the curriculum.

Because the college seeks to provide a reasonably safe and legal environment for nursing students, nursing faculty, and for the patients entrusted to their care, a student may be required, during the course of the program, to demonstrate his/her physical and/or emotional fitness to meet the requirements of the course. Such essential requirements may include freedom from communicable diseases, the ability to perform certain physical tasks, and suitable emotional fitness. The nursing faculty reserves the right to ask a nursing student to submit to physical and/or psychological testing or counseling if deemed necessary. The cost of this testing/counseling will be the responsibility of the student. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, to avoid discriminating against any individual on the basis of disability.

TRANSFER STUDENTS

Transfer students from other collegiate-level nursing programs must submit a letter to the Director of Nursing Education, requesting entry into the MSCC nursing program. To be accepted, transfer students must:

- * meet the transfer and admissions requirements of the college; and
- * meet the same requirements/criteria as MSCC students desiring readmission into the Nursing Education Program, which are:
 - * space available in nursing courses and clinical laboratory groups at time of transfer;
 - * cumulative GPA of 2.0 or higher at time of transfer;
 - * two-year currency on last nursing course completed; and
 - * recommended five-year currency on all science and math courses completed.

Transfer students must also request a letter be sent to the Director of Nursing Education from the Dean/Director of their most recently attended nursing program. The letter should include information relative to the student's readmission status to that particular program. Once all requirements have been satisfied, transfer students will be placed on a readmission list along with MSCC students desiring readmission. Transfer students will be placed on the readmission list in the order that their letters requesting entry into the program are received by the Office of Nursing Education. The order of selection into the program will be: (1) MSCC readmission students who withdrew with extenuating and mitigating circumstances; (2) transfer students; and (3) MSCC readmission students who withdrew from the program because of low grades or disciplinary actions. Students with documented unsatisfactory classroom nursing lab (CNL) and/or clinical field experience (CFE) performance who withdraw from any nursing (NET) course prior to the last day to drop with a "W" may be readmitted only once. A student with a second withdrawal due to documented unsatisfactory performance in CFE and/or CNL will not be readmitted to the nursing program. Students who receive grades of "D" or "F" in any two nursing (NET) courses are ineligible for admission/readmission to the Motlow nursing program. Students will be selected from the readmission list as classroom and clinical laboratory space allows. Students not selected for admission will be so notified by letter from the Office of Nursing Education and may apply again by resubmitting a request to enter the program and following the aforementioned entry requirements/criteria.

READMISSION STANDARDS

Students who withdraw from the nursing program after successfully completing at least one semester of the program may apply for readmission within two years of their withdrawal date. To be considered for readmission, students must submit a letter of intent to the Director of Nursing Education, which includes information relative to when the student withdrew, why the student withdrew, and why the student wants to be readmitted. Eligibility for readmission will be based on:

- * space available in nursing courses and clinical laboratory groups at time of readmission;
- * cumulative GPA of 2.0 or higher at time of readmission;
- * two-year currency on last nursing course completed;
- * recommended five-year currency on all science and math courses completed; and
- * rationale for withdrawing from the program.

Students requesting readmission will be placed on a readmission list based on (1) the reason(s) they withdrew from the program and (2) in the order that their letters of intent are received by the Office of Nursing Education. Those students who withdrew from the program for extenuating and mitigating circumstances will be placed on the readmission list ahead of transfer students and those MSCC students who withdrew from the program for low grades or disciplinary reasons. The order of selection into the program will be: (1) MSCC readmission students who withdrew for extenuating and mitigating circumstances; (2) transfer students; and (3) MSCC readmission students who withdrew from the program because of low grades or disciplinary actions. Students with documented unsatisfactory classroom nursing lab (CNL) and/or clinical field experience (CFE) performance who withdraw from any nursing (NET) course prior to the last day to drop with a "W" may be readmitted only once. A student with a second withdrawal due to documented unsatisfactory performance in CFE and/or CNL will not be readmitted to the nursing program. Students who receive grades of "D" or "F" in any two nursing (NET) courses are ineligible for admission/readmission to the Motlow nursing program. Students will be selected from the readmission list as classroom and clinical laboratory space allows. Students not selected for readmission will be so notified by letter from the Office of Nursing Education. If a student is not selected one year, he/she will be required to reapply for readmission in the year he/she wishes to enter the program.

Students selected for readmission will be required to satisfactorily demonstrate clinical skills from previously completed courses by a designated date. Students will be notified of the date by the Department of Nursing. Immediately upon notification of being selected for readmission, students should contact the Director of Nursing Education to schedule a time to complete an appropriate check-off of previously acquired clinical skills. In preparation for the check-off, students may use the main campus nursing lab for practice by contacting the Office of Nursing Education. If a student does not satisfactorily demonstrate clinical skills, he/she will be required to withdraw and the next student on the list will be selected for readmission.

If a student withdraws from the program during his/her first semester and then wishes to come back into the program, he/she must submit a new application and be subject to the selection process for acceptance into the next class. There are no readmit procedures for students who do not successfully complete all nursing courses attempted during his/her first semester.

SPECIAL EXAMINATIONS AND LICENSING EXAMINATION

Students may be required to take the National League for Nursing achievement tests and general education assessment tests at selected points in the nursing sequence. Upon completion of the program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may complete the National Council Licensing Examination (NCLEX-RN), formerly titled State Board Test Pool Examination, for licensure as a Registered Nurse. Eligibility is based upon graduation from an approved nursing school, payment of required fees, satisfactory completion of required application forms, and no evidence of reasons for the Board of Nursing to refuse to allow writing of the exam. Students selected for the program who have criminal records may, upon graduation from the nursing program, be ineligible to complete the NCLEX-RN, as determined by the Tennessee Board of Nursing.

CAREER MOBILITY TRANSITION/CHALLENGE PROGRAM

Licensed Practical Nurses (LPN) with a current Tennessee license may apply for the Career Mobility Transition/Challenge Program. Courses included in the program are NET 1350, Nursing Transition, NET 1410, Nursing Care I, and NET 1420, Nursing Care II. The Career Mobility Transition/Challenge Program may be attempted only once. LPN's desiring admission to the program must:

- apply and be accepted by the college;
- apply and be accepted into the nursing program; and
- complete any required basic/developmental courses (An applicant may be tentatively accepted if he/she is in the process of completing basic/developmental coursework which will be completed by the end of the summer semester prior to entry in the subsequent fall semester.);
- complete BIOL 1110, 2010, and 2020 with a grade of "C" or better prior to entry into the Nursing program. (It is recommended that science courses not be completed over five years prior to entry into the nursing program. This requirement will take effect for the nursing class of fall semester 2001.).

To apply and be accepted into the nursing program, applicants must submit a letter of request to the Director of Nursing Education by January 31 of the year the applicants wish to enter the program. Along with the letter of request, applicants must provide proof of a current Tennessee license and report any personal information concerning past or pending health care related disciplinary actions.

Acceptance into the Career Mobility Transition/Challenge program is determined by a points system. Points are awarded for scores/grades earned and for courses completed. The system consists of 500 possible points distributed between two selection categories as follows:

Cumulative GPA ... possible 300 points. (Points are determined by dividing the GPA by 4.0 and then multiplying the answer by 300. For example, an applicant with a 4.0 GPA would receive 300 points ($4.0/4.0 \times 300 = 300$ points), an applicant with a 3.0 GPA would receive 225 points ($3.0/4.0 \times 300 = 225$ points), etc.

Completion of biology courses ... possible 200 points. (Applicants receive 50 points each for completing BIOL 1110, 2010, 2020, and 2230)

Based on the points awarded, applicants are placed on a selection list in numerical order. The applicants with the highest summed scores are selected to enter the program. Applicants not selected are required to re-apply if they wish to be considered for the next year's class.

After selection into the Career Mobility Transition/Challenge Program, students will enroll in NET 1350, Nursing Transition. Upon successful completion of the course, students receive four semester credit hours for NET 1350 and are granted an additional 5 semester credit hours for NET 1410, Nursing Care I. Students are then eligible to enroll in NET 1420, Nursing Care II, provided that all prerequisite requirements of NET 1420 are met. Those who do not successfully complete NET 1350 are required to withdraw from the current nursing sequence and apply for re-admission to the nursing program in order to complete NET 1410.

Students who successfully complete NET 1350 also have the option to challenge NET 1420 by contacting the Director of Nursing Education and following the challenge examination procedures outlined in the MSCC Catalog/Student Handbook. The challenge examination for NET 1420 consists of three components:

- * A written exam testing the theory and rationales taught in NET 1420.
- * Satisfactory demonstration in the Campus Nursing Lab (CNL) of selected clinical procedures taught in NET 1420.
- * Satisfactory completion of a medical/surgical Clinical Field Experience (CFE) that includes skills taught in NET 1420.

A 75% competency level is required on the written component in order to continue to the next component of the challenge examination. Satisfactory completion of the CNL component is then required before progression to the CFE component. The CFE component is conducted as a client care assignment under the supervision of nursing faculty in a selected agency. The CFE assignment will not be conducted in an agency in which the student is employed. Assignment of instructors to administer the different components of the examination is made by the Director of Nursing Education.

STUDENTS NOT SELECTED FOR THE PROGRAM

Students not selected for acceptance into the nursing program may reapply by following the procedures described in the Admission Requirements and Selection Standards provided in the college catalog/student handbook. While a student is waiting to be selected for entrance into the program, he/she may enroll in any course(s) offered by the college except nursing (NET) courses listed below.

NURSING PROGRAM ENRICHMENT COURSES

Students who have not been selected for acceptance into the nursing program or students in the program who may need additional courses to complete a full load may enroll in the following enrichment courses. While these courses are not in the nursing program of study and will not count toward the requirements of the nursing program, the material contained in these courses complement the material presented in the different nursing courses.

BIOL 1120 General Biology II; BIT 1150 Introduction to Microcomputer Applications; BUS 2910 Career Preparation; CHEM 1110 General Chemistry I; COM 1010 Fundamentals of Speech; EDU 2110 Psychology of Human Development; HPE 2320 First Aid and Safety; MATH 1010 Mathematics for Liberal Arts or MATH 1630 Finite Math; MATH 1830 Calculus for Business Applications or MATH 1130 College Algebra; PSY 1320 Child Psychology; SOC, any course.

PROGRAM OF STUDY

GENERAL EDUCATION REQUIREMENTS

Courses	Credit Hrs.
ENGL 1010, 1020	6
BIOL 1110, 2010, 2020, 2230.....	16
HPE 2230.....	3
MATH 1070.....	1
PSY 1310.....	3
PSY 2900.....	3

PROGRAM REQUIREMENTS

Courses	Credit Hrs.
NET 1400.....	1
NET 1410, 1420.....	18
NET 2130.....	1
NET 2410, 2420.....	19

Total Credit Hours 71

TECHNICAL CERTIFICATE OF CREDIT PROGRAMS

Division of Career Education and Workforce Development

A certificate of credit program enables the college to provide a short-term program in a concentrated area to develop specific career skills. A certificate of credit program is available at Motlow in electronics, in microcomputer software applications and in workforce preparedness. Credits earned in these programs are acceptable toward the associate degree if the student decides to continue. The certificate of credit program is designed for the student who does not intend to transfer to a four-year institution.

MICROCOMPUTER SOFTWARE APPLICATIONS

Technical Certificate of Credit

Division of Career Education and Workforce Development

Motlow State Community College offers the Microcomputer Software Applications Certificate of Credit for those interested in learning the applications of microcomputer software in today's world. The certificate offers employment preparation opportunities and the opportunity to upgrade skills for those who are already employed. Training in the application of microcomputer software offers employment opportunities in many business and service organizations.

Courses	Credit hrs.
*BIT 1150, 1240, 1250, 1260, 1270, 2280.....	18
CST 1610	3
ACT 2310, 2910.....	6
	<u>27 hrs.</u>

WORKFORCE PREPAREDNESS

Technical Certificate of Credit

Division of Career Education and Workforce Development

The Certificate of Credit in Workforce Preparedness will prepare the student:

- > To better utilize coping and survival skills necessary in the workplace;
- > To learn work habit improvement skills;
- > To achieve competencies in oral and written communication, interpersonal and coping skills, and problem solving techniques;
- > To earn entry-level communication and computer skills which prepare him/her to enter the workforce; and
- > To learn the social, political, and economic aspects of the world of work.

First Term		Second Term	
Courses	Credit Hrs.	Courses	Credit Hrs.
BUS 1300.....	2	BNK 1120.....	1
BIT 1000	2	BUS 1210.....	3
*BIT 1150	3	BUS 2910.....	3
PSY 1100.....	3	SOC 2110	3
IDS 2200.....	3	HPE 2340.....	3
Hours	<u>14</u>	Hours	<u>13</u>

Total Hours for the Program: 27

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

COMPUTER-AIDED DESIGN
 Technical Certificate of Credit
 Division of Career Education and Workforce Development

Motlow State Community College offers the Computer Aided Design Technical Certificate of Credit for students interested in learning the fundamentals of computer-aided drafting, solid modeling, and computer aided machining. Students receive actual experience in using current up-to-date computer aided software/hardware to draw, model, and produce parts. This certificate is specifically designed for individuals interested in the design phase of product development and offers employment preparation opportunities as well as opportunities to upgrade skills for those who are already employed.

Courses	Credit hrs.
BIT 1150	3
CST 2630 or 2640	3
ERG 1010, 1070, 1080, 2010	12
IAT 2040, 2050	8
MATH 1080, IMT 2230	6
	32 hrs.

PRODUCTION MAINTENANCE
 Technical Certificate of Credit
 Division of Career Education and Workforce Development

Motlow State Community College offers the Production Maintenance Technical Certificate of Credit in order to prepare technicians to gain the technical knowledge required to support and maintain control systems, computer controlled electrical and mechanical production equipment, and materials processing equipment. It also offers students the opportunity to obtain the technical skills background needed for supervisory positions. The technical certificate of credit in production maintenance will develop positive personal habits, a strong work ethic, a sense of responsibility toward one's job, and problem-solving skills.

First Term		Second Term	
Courses	Hrs.	Courses	Hrs.
MATH 1080	3	IAT 2150	3
*BIT 1150	3	IAT 2300	3
IMT 1150	3	ERG 1810	4
IMT 1530	3	IMT 2230	3
IAT 1010	3	ERG 1070	3
Total	15	Total	16
Total Hours for the program		31	

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

MICROCOMPUTER MAINTENANCE

Technical Certificate of Credit

Division of Career Education and Workforce Development

Motlow State Community College offers the Microcomputer Maintenance Technical Certificate of Credit for students interested in learning the fundamentals of microcomputer hardware and software operations, installation of hardware and software, and the repair and maintenance of hardware and related peripheral components. This certificate is designed for individuals interested in the maintenance and technical aspects of microcomputers and offers employment preparation opportunities as well as opportunities to upgrade skills for those who are already employed.

First Term		Second Term		Third Term	
Courses	Hrs.	Courses	Hrs.	Courses	Hrs.
*BIT 1150.....	3	CST 1610.....	3	CST 1620.....	3
MATH 1080.....	3	CST 2630.....	3	CST 2640.....	3
		BIT 1650.....	3	CST1300.....	3
Hours	6		9		9
Total Hours for program			24		

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



**Motlow State Community College
Revised Rubrics**

The following table provides a cross-listing of former course prefixes/numbers and the new common rubrics adopted by all Tennessee Board of Regents Institutions fall 2001.

Former Course Prefix/Num	Current Course Name	New Prefix	New Number
ART 1010	Art Appreciation	ART	1030
BIO 1000	Introduction to Biology	BIOL	1030
BIO 1330	Environmental Science	BIOL	1330
BIO 1410	General Biology I	BIOL	1110
BIO 1420	General Biology II	BIOL	1120
BIO 1500	Entomology	BIOL	1500
BIO 2310	Microbiology	BIOL	2230
BIO 2420	Genetics	BIOL	2420
BIO 2710	Anatomy & Physiology I	BIOL	2010
BIO 2720	Anatomy & Physiology II	BIOL	2020
BIO 2990	Top:	BIOL	2990
CHE 1010	General Chemistry I	CHEM	1110
CHE 1020	General Chemistry II	CHEM	1120
CHE 2310	Organic Chemistry I	CHEM	2010
CHE 2320	Organic Chemistry II	CHEM	2020
CHE 2990	Top:	CHEM	2990
ENG 1010	English Composition I	ENGL	1010
ENGH1010	English Composition I – Honors	ENGL	1010
ENG 1020	English Composition II	ENGL	1020
ENGH1020	English Composition II – Honors	ENGL	1020
ENG 2010	Experiencing Literature	ENGL	2030
ENG 2020	Survey of American Literature	ENGL	2130
ENGH2020	Survey of American Lit – Honors	ENGL	2130
ENG 2030	Survey of British Literature	ENGL	2230
ENGH2030	Survey of British Lit - Honors	ENGL	2230
ENG 2040	Survey of World Literature	ENGL	2330
ENGH2040	Survey of World Lit – Honors	ENGL	2330
ENG 2900	Creative Writing I	ENGL	2900
ENG 2910	Creative Writing II	ENGL	2910
ENG 2990	Top:	ENGL	2990
FRE 1110	Beginning French I	FREN	1010
FRE 1120	Beginning French II	FREN	1020
FRE 2110	Intermediate French I	FREN	2010
FRE 2120	Intermediate French	FREN	2020
FRE 2990	Top:	FREN	2990

Former Course Prefix/Num	Current Course Name	New Prefix	New Number
GEO 1200	Survey of Geology	GEOL	1030
GEO 2990	Top:	GEOL	2990
GER 1010	Beginning German I	GERM	1010
GER 1020	Beginning German II	GERM	1020
GER 2010	Intermediate German I	GERM	2010
GER 2020	Intermediate German II	GERM	2020
GER 2990	Top:	GERM	2990
HIS 1110	Survey of Western Civilization I	HIST	1010
HIS 1120	Survey of Western Civilization II	HIST	1020
HIS 2110	United States History I	HIST	2010
HISH 2110	United States History I – Honors	HIST	2010
HIS 2120	United States History II	HIST	2020
HISH 2120	United States History II – Honors	HIST	2020
HIS 2610	Tennessee History	HIST	2030
HIS 2990	Top:	HIST	2990
MAT 0990	Geometry	MATH	0990
MAT 1260	Math for Liberal Arts	MATH	1010
MAT 1150	Graphics Calculator Basics	MATH	1050
MAT 1200	Math for Health Professions	MATH	1070
MAT/IMT 1210	Applied Technical Mathematics	MATH	1080
MAT 1410/MATH 1110	College Algebra	MATH	1130
MAT 1230	Number Concepts for Elementary Education	MATH	1410
MAT 1240	Geometry for Elementary Education	MATH	1420
MAT 1310/MATH 1610	Finite Mathematics	MATH	1630
MAT 1610	Precalculus/Algebra	MATH	1710
MAT 1620	Precalculus/Trigonometry	MATH	1720
MAT 1330	Calculus for Business	MATH	1830
MAT 2510	Calculus I	MATH	1910
MAT 2520	Calculus II	MATH	1920
MAT 2830	Linear Algebra	MATH	2010
MAT 2530	Calculus III	MATH	2110
MAT 2730	Differential Equations	MATH	2120
MAT 2990	Top:	MATH	2990
MUS 1050	Music Appreciation	MUS	1030
HPE professional courses retain the HPE course prefix; former HPE activities courses now carry the PHED course prefix. Please check listings in both the HPE and PHED course descriptions when making your course selections.			
HPE 1010	Badminton	PHED	1010
HPE 1020	Volleyball	PHED	1020
HPE 1030	Aerobic Walking	PHED	1030

Former Course Number/Prefix	Current Course Name	New Prefix	New Number
HPE 1040	Dance Exercise	PHED	1040
HPE 1060	Basketball	PHED	1060
HPE 1080	Folk & Square Dance	PHED	1080
HPE 1090	Archery	PHED	1090
HPE 1100	Golf	PHED	1100
HPE 1110	Tennis	PHED	1110
HPE 1130	Bowling	PHED	1130
HPE 1140	Soccer	PHED	1140
HPE 1150	Body Building/Weightlifting	PHED	1150
HPE 1190	Body Aerobics	PHED	1190
HPE 1210	Conditioning Exercises	PHED	1210
HPE 1240	Jogging for Fitness	PHED	1240
HPE 1310	Adaptive Physical Education I	PHED	1310
HPE 1320	Adaptive Physical Education II	PHED	1320
HPE 1410	Varsity Athletics I	PHED	1410
HPE 1420	Varsity Athletics II	PHED	1420
HPE 1510	Beginning Swimming	PHED	1510
HPE 1520	Intermediate Swimming	PHED	1520
HPE 2990	Top:	PHED	2990
PHY 1010	Survey of Physical Science	PSCI	1030
PHY 2110	Non-calculus Based Physics I	PHYS	2010
PHY 2120	Non-calculus Based Physics II	PHYS	2020
PHY 2310	Calculus Based Physics I	PHYS	2110
PHY 2320	Calculus Based Physics II	PHYS	2120
PHY 2990	Top:	PHYS	2990
SPA 1010	Beginning Spanish I	SPAN	1010
SPA 1020	Beginning Spanish II	SPAN	1020
SPA 2010	Intermediate Spanish I	SPAN	2010
SPA 2020	Intermediate Spanish II	SPAN	2020
SPA 2990	Top:	SPAN	2990
Developmental Studies Program Courses			
DSE 0800	Developmental Writing	DSPW	0800
DSM 0800	Beginning Algebra	DSPM	0800
DSM 0810	Intermediate Algebra	DSPM	0850
DSR 0800	Developmental Reading	DSPR	0800
DSS 0800	Study Skills	DSPS	0800
RSE 0700	Basic Writing	DSPW	0700
RSM 0700	Basic Mathematics	DSPM	0700
RSR 0700	Basic Reading	DSPR	0700

**COURSE DESCRIPTIONS
COLLEGIATE CURRICULUM**

Courses which may be taken for credit toward earning a degree or certificate of credit from Motlow College are described on the following pages. Included with the description of course content are the semester credit hours earned by completing the course and a listing of any courses which should be taken prior to the time (prerequisite) or at the same time (co-requisite) enrollment in the course occurs.

All disciplines offer 2990 Topics courses. A topics course permits development of a specific study project under the supervision of a discipline instructor. A topics course must be developed by the instructor who will supervise the activity and must be approved by the student's advisor and the dean of the division to which the discipline is assigned. The credit for a topics course may vary from one to five hours. No more than six semester credit hours earned in topics courses may be used in meeting minimum degree requirements.

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

ACCOUNTING

ACT 2310 PRINCIPLES OF ACCOUNTING I 3 sem hrs cr
This course is a study of basic principles of accounting, the accounting cycle, accrual accounting, and financial statements for proprietorships.

ACT 2320 PRINCIPLES OF ACCOUNTING II 3 sem hrs cr
This course expands the principles presented in ACT 2310 with emphasis on partnership and corporate entity accounting, manufacturing cost systems, and financial statement analysis. Prerequisite: ACT 2310.

ACT 2410 INCOME TAX ACCOUNTING--PERSONAL 3 sem hrs cr
This course is a study of federal income tax laws with emphasis on the preparation of returns for individuals. Topics discussed include items to be placed in gross income and exclusions, adjustments to income, itemized deductions, and tax credits.

ACT 2510 INTERMEDIATE ACCOUNTING I 3 sem hrs cr
This course is a study of fundamentals of accounting, including statement of changes in financial position, present value, cash and receivables, inventories, depreciation, amortization, and current and long term liabilities. Prerequisite: ACT 2320.

ACT 2520 INTERMEDIATE ACCOUNTING II 3 sem hrs cr
This course includes the study of fundamental processes in stockholders' equity, earnings per share, temporary and long term investments, income taxes, leases, pensions, and financial statement analysis. Prerequisite: ACT 2510.

ACT 2610 COST ACCOUNTING 3 sem hrs cr
This course is a study of the use of cost data for external reporting, internal planning, and control decisions. Topics include product costing, cost behavior analysis for decision making, standard costing, budgeting, and direct costing. Prerequisite: ACT 2320 or permission of the Dean of Career Education and Workforce Development.

ACT 2810 AUDITING 3 sem hrs cr
This course is a study of auditing theory and procedures with emphasis on areas of deviation from acceptable accounting principles and on problems that auditors encounter in preparing audit reports. Topics discussed include verifying accounting data, preparing reports, and examining auditor liability in the preparation of financial statements. Prerequisite: ACT 2320 or permission of the Dean of Career Education and Workforce Development.

ACT 2910 ACCOUNTING APPLICATIONS ON THE MICROCOMPUTER 3 sem hrs cr
This course is designed to prepare the student to set up an accounting system using commercial software on a microcomputer. It introduces the recording of transactions, adjustments, and other accounting data to produce a set of financial statements. Prerequisites: ACT 2310 and BIT 1150.

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

AGRICULTURE

AGR 1010 ANIMAL SCIENCE FOR AGRICULTURE 3 sem hrs cr
 This course is a study of animals in agriculture: body systems and development, principles of inheritance inheritance, fundamentals of feeding, the function of farm animals, animal sanitation, animal products, and the relationship to public health.

AGR 1020 PLANT SCIENCE FOR AGRICULTURE 3 sem hrs cr
 This course is a study of plant structure and the physiology, heredity, and environment in relation to growth, adaptation, and management of crops.

AGR 2100 THE ECONOMICS OF AGRICULTURE 3 sem hrs cr
 This course examines economic principles as they relate to agriculture and the place of agriculture and agribusiness in the national economy.

AGR 2340 FARM ANIMAL DISEASES 3 sem hrs cr
 This course is a study of commonly encountered diseases of farm animals (horses, cattle, sheep, hogs, and poultry), description of the diseases, pathogenesis, signs, and treatments. Special emphasis is placed on the on-farm recognition, prevention, and lay person treatment of farm animal diseases.

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

ANTHROPOLOGY

ANT 2010 INTRODUCTION TO ANTHROPOLOGY ♦ 3 sem hrs cr
 This course examines man's place in nature through the investigation of physical and cultural aspects of anthropology. Study is made of human origins, the fossil record from archaeological excavations, and the biological aspects of race, variations, and heredity.

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

ART

ART 1030 ART APPRECIATION ♦ 3 sem hrs cr
 This course is designed to help students understand the visual arts--painting, drawing, sculpture, and architecture--and to show how culture and art interact.

ART 1040 ART ACTIVITIES FOR CHILDREN 3 sem hrs cr
 This course is designed to provide future classroom teachers with introductory experiences in both knowing how to create and respond to art. The focus is an understanding of art elements and principles and how to plan, implement, and evaluate art programs developmentally appropriate for children. (Additional three hours of lab required per week.)

ART 1110 VISUAL STUDIES IN 2-D 3 sem hrs cr
 This studio course uses a contemporary approach to the elements and principles of two-dimensional art. (Additional three hours of lab required per week.)

ART 1140 VISUAL STUDIES IN 3-D 3 sem hrs cr
 This studio course uses a contemporary approach to the elements and principles of three dimensional art. (Additional three hours of lab required per week.)

ART 1210 DRAWING I 3 sem hrs cr
 This studio course provides the beginning student with methods of free-hand drawing. (Additional three hours of lab required per week.)

ART 1220 DRAWING II 3 sem hrs cr
 This studio course is a continuation of 1210 with specific emphasis on analytical skills, cognitive development, critical skills development, and the exploration of alternative techniques and media. (Additional three hours of lab required per week.) Prerequisite: ART 1210.

ART 2110 DIGITAL IMAGING I: COMPUTER VISUAL DESIGN 3 sem hrs cr
 This studio course introduces digital tools, techniques, and concepts in design. Macintosh platform and operating system, storage mediums, and file types are addressed. (Additional three hours of lab required per week.)

ART 2120 DIGITAL IMAGING II: LETTERFORM, DIGITAL TYPOGRAPHY 3 sem hrs cr
 This studio course focuses on concepts, history, and techniques of typography in the digital realm. (Additional three hours of lab required per week.) Prerequisite: Art 2110 or permission of the Dean of Humanities and Social Science.

ART 2310 PAINTING 3 sem hrs cr
 This studio course provides the basic techniques of painting with acrylics. (Additional three hours of lab required per week.)

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

ASTRONOMY

AST 1100 INTRODUCTION TO ASTRONOMY 3 sem hrs cr
 This general survey of astronomy includes a study of the constellations, gravitation and planetary motion, optics and telescopes, the nature of light, the solar system, stellar evolution, galactic structure and cosmology. The course includes observation sessions using binoculars and telescopes. A knowledge of algebra and trigonometry is helpful but not required.

BANKING

AMERICAN INSTITUTE OF BANKING. The American Institute of Banking (AIB) is an educational division of the American Bankers Association. Students taking banking courses through Motlow College earn college credit as well as American Institute of Banking credit. The courses may be taken by any student but are primarily structured to meet the needs of banking employees. Information on specific AIB diploma and certificate programs may be obtained in the Office of Extended Services.

BNK 1110 PRINCIPLES OF BANKING 3 sem hrs cr
 This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

BNK 1120 VERBAL COMMUNICATION 1 sem hr cr
 This course focuses on the understanding of core communication principles essential for communication effectiveness and the application of these principles to the major communication contexts.

BNK 1180 LAW AND BANKING: PRINCIPLES 3 sem hrs cr
 This course is an overview of the legal aspects of banking with special emphasis on the Uniform Commercial Code. The course includes summaries of law pertaining to contracts, real estate, and bankruptcy.

BNK 1200 LAW AND BANKING: APPLICATIONS 3 sem hrs cr
 This course is an introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Check losses and a broad range of legal issues related to processing checks are included. Case studies are used to illustrate important legal points.

BNK 1220 MONEY AND BANKING 3 sem hrs cr
 This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment is kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitation of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

- BNK 1250 FINANCIAL ACCOUNTING** 2 sem hrs cr
 This course emphasizes current practices of accounting procedures and includes coverage of the latest principles set forth by the Financial Accounting Standards Board. This course will not substitute for either ACT 2310 or ACT 2320.
- BNK 1300 CONCEPTS OF DATA PROCESSING** 3 sem hrs cr
 This course is designed for banking personnel in data processing and operations departments. It covers the topics of data processing concepts, principles, and uses; the impact of technological change; and implications and applications for the future.
- BNK 1420 DEPOSIT OPERATIONS** 2 sem hrs cr
 This course examines the deposit operations of banks in the context of the United States payment system. It explores how banks operate relative to their deposit-taking activities. Emphasis is on system rather than product or instrument. Government rules and regulations and the future of American payment mechanisms are covered.
- BNK 1440 TELLER TRAINING** 3 sem hrs cr
 This course provides the skills that tellers need in today's banking industry. It includes topics on the banking industry's impact upon society and the economy, quality customer service, bank security, and loss prevention techniques, and various other banking transactions.
- BNK 1450 SELLING BANK SERVICES: A HUMAN RELATIONS APPROACH** 1 sem hr cr
 This course focuses on important aspects of the customer's ego, active listening and probing, presenting benefits, and successfully closing a sale.
- BNK 2100 MORTGAGE LOAN DOCUMENTATION** 2 sem hrs cr
 This course is an introduction to mortgage loan processing and meets the basic training needs of loan processing offices that are subsidiaries of commercial banks. Compliance with regulatory requirements is emphasized.
- BNK 2130 CONSUMER LENDING** 3 sem hrs cr
 In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.
- BNK 2200 ECONOMICS FOR BANKERS** 3 sem hrs cr
 This course is an introduction to the fundamental principles of economics with special emphasis in macroeconomics and topics of importance to the banker. The course covers the basics of economic theory and applications to banking.
- BNK 2220 ANALYZING FINANCIAL STATEMENTS** 3 sem hrs cr
 This course is organized into two main sections: characteristics of financial statements and financial statement analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. The second section of the course covers goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.
- BNK 2300 FINANCIAL PLANNING** 3 sem hrs cr
 This course provides information on the financial planning process and its applications and a better understanding of the factors affecting consumers' financial decisions.
- BNK 2420 REAL ESTATE FINANCE** 3 sem hrs cr
 This course addresses the manner in which funds are channeled into mortgage markets, the financing of residential and income-producing property, and administrative tasks common to most mortgage departments.
- BNK 2430 INTERNATIONAL BANKING** 3 sem hrs cr
 The text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.
- BNK 2530 COMMERCIAL LENDING** 3 sem hrs cr
 This course provides an introductory overview of the commercial lending function. It stresses the need for a solid relationship between a bank's commercial customers and the lending officer and the importance of commercial loans to a bank's portfolio.

- BNK 2610 STATEMENT ANALYSIS**3 sem hrs cr
 This course provides the basic concepts of and skills for statement analysis. Based on a five-part, reusable, self-instructional format, the components are designed for maximum flexibility and immediate on-the-job application.
- BNK 2620 MARKETING FOR BANKERS**3 sem hrs cr
 This course for commercial bankers develops the market awareness characteristics of present financial services competitors. It defines marketing, examines motivational strategies for customers who purchase financial services, and provides instruction for developing a successful marketing plan. Also covered is the integration of public relations, advertising sales promotion, selling, and service distribution functions.
- BNK 2650 BANK MANAGEMENT**3 sem hrs cr
 This course is an introduction to the handling of day-to-day bank activities including formulation of objectives and policies; management of assets and liabilities; sources and uses of funds; administration of deposits, loans, and other investments; and the short-term management of funds. Case studies are used to aid the student in acquiring bank management skill.
- BNK 2700 MANAGEMENT**3 sem hrs cr
 This course introduces a variety of modern management theories and approaches organized around the basic functions of planning, staffing, leading, and controlling. Organizational theory, motivation and communication, budgetary controls, and management information systems are included.
- BNK 2990 TOPICS IN BANKING**1-5 sem hrs cr
 Selected topics in banking is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education and Workforce Development. No more that six semester hours in topics courses may be used in meeting minimum degree requirements.

BIOLOGY

- HONORS BIOLOGY:** For students who qualify, an Honors Biology opportunity exists through enrollment in a laboratory section identified in the semester schedule of classes. The distinguishing feature of the Honors Biology laboratory is individual research on a variety of topics. See Honors courses eligibility requirements.
- BIOL 1030 INTRODUCTION TO BIOLOGY** ♦4 sem hrs cr
 This course surveys the plant kingdom, the animal kingdom, and ecology. Specific topics include: taxonomy, morphology, physiology, the economic importance of plants and animals (including humans), and principles of ecology. (3 hours lecture - 2 hours laboratory) This course is intended for students in the Early Childhood or Elementary Education Area of Emphasis. BIO 1030 cannot be used to satisfy any part of the general education requirements of a one-year sequence in biology. (Normally offered during fall semester only.) (Formerly BIO 1000)
- BIOL 1110 GENERAL BIOLOGY I** ♦4 sem hrs cr
 This course examines in detail the physical and chemical basis of life with emphasis on cell processes, reproduction, and inheritance. A unit on Monera, Protista, and Fungi introduces the student to three of the five kingdoms of living organisms. (3 hours lecture-2 hours laboratory) (Formerly BIO 1410)
- BIOL 1120 GENERAL BIOLOGY II** ♦4 sem hrs cr
 This course examines the major groups of plants and animals. Emphasis is placed on the taxonomy, morphology, physiology, and evolution of these two kingdoms. (3 hours lecture - 2 hours laboratory) (Formerly BIO 1420)
- BIOL 1330 ENVIRONMENTAL SCIENCE**4 sem hrs cr
 This course is an introduction to the causes, effects, and solutions of current environmental problems. Topics include ecosystems, energy sources, land use, geochemical cycles, population dynamics, and chemical and biological wastes. Laboratory/field trips provide hands-on experience in identification of biotic and abiotic factors affecting environmental quality. BIOL 1330 cannot be used to satisfy any part of the general education requirements of a one-year sequence in biology.
- BIOL 1500 INTRODUCTION TO ENTOMOLOGY**4 sem hrs cr
 This is a basic course designed to give a practical approach to the study of insects. Fundamentals of insect identification, development, food habits, and control through pest management are emphasized. BIOL 1500 cannot be used to satisfy any part of the general education requirements of a one-year sequence in biology.

BIOL 2010 ANATOMY AND PHYSIOLOGY I ♦4 sem hrs cr
 This course is a study of the structure and function of the human body emphasizing the cellular and tissue level of organization, the integumentary, reproductive, skeletal, muscular, nervous, sensory, and endocrine systems. (3 hours lecture-2 hours laboratory) Prerequisite: BIOL 1110. (Normally offered during the fall semester only) (Formerly BIO 2710)

BIOL 2020 ANATOMY AND PHYSIOLOGY II ♦4 sem hrs cr
 This course is a study of the structure and function of the human body emphasizing development and inheritance, the cardiovascular, lymphatic, respiratory, digestive, and urinary systems. The latter part of the course deals with fluid, electrolyte, and acid-base dynamics. (3 hours lecture-2 hours laboratory) Prerequisite BIOL 2010. (Normally offered during the spring semester only) (Formerly BIO 2720)

BIOL 2230 MICROBIOLOGY ♦4 sem hrs cr
 This course is a study of micro-organisms, especially bacteria, with emphasis on cytology, morphology, physiology, genetics, medical aspects, and cultural techniques. Laboratory experiments are designed to familiarize the student with microbiological techniques, cultivation, isolation, identification of bacteria and other micro-organisms. (3 hours lecture - 3 hours laboratory) Prerequisite: BIOL 1110. (Formerly BIO 2310)

BIOL 2420 GENETICS4 sem hrs cr
 This course is an introduction to the fundamental principles and laws governing inheritance in plants and animals including man. (3 hours lecture – 2 hours laboratory.) Prerequisites: 8 hours of college biology.

BIOL 2990 TOPICS IN BIOLOGY1-5 sem hrs cr
 Selected topics in biology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BUSINESS

BUS 1210 INTRODUCTION TO BUSINESS3 sem hrs cr
 This course provides the student with an overview of the business environment with attention being focused on business careers, business ownership and organization, management, marketing, and finance. Completion of a research paper or special project may be required.

BUS 1220 APPLIED BUSINESS COMPUTATIONS3 sem hrs cr
 This is a comprehensive study of the business applications of mathematical principles. Topics covered include business statistics, international finance, payroll, insurance, taxes, markups/markdowns, inventory control, depreciation, financial statements, and the mathematics of finance (simple and compound interest, annuities, stocks, and bonds). This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate level mathematics or permission of the Dean of Career Education and Workforce Development.

BUS 1300 PERSONAL MONEY MANAGEMENT3 sem hrs cr
 This course is designed to present areas in the personal or family financial cycle which affect every adult. Subject areas include financial and personal records, personal budgeting, financial services, consumer credit, insurance, Social Security, investments, housing, tax management, retirement and estate planning.

BUS 2010 INTERNATIONAL BUSINESS3 sem hrs cr
 This course is a survey of the major issues associated with doing business internationally. Included is a study of international organizational structures and managerial processes and the cultural, political, economic, competitive, and technological environments of global business. Prerequisite: BUS 1210 or permission of the Dean of Career Education and Workforce Development.

BUS 2220 BUSINESS COMMUNICATIONS3 sem hrs cr
 This course is a study of the principles of effective written and oral business communications. Emphasis is placed on the composition and formatting of business correspondence including good/routine news, bad news, and persuasive messages. All documents must be typewritten. Prerequisites: ENGL 1010 and BIT 1150.

BUS 2410 BUSINESS STATISTICS3 sem hrs cr
 This course involves a study of techniques used in collecting, presenting, and interpreting data; measures of central tendency and dispersion; probability and probability distributions; sampling distributions; estimation; and hypothesis testing. Prerequisite: MATH 1630 or higher mathematics course or permission of the Dean of Career Education and Workforce Development.

- BUS 2500 HUMAN RESOURCES MANAGEMENT**3 sem hrs cr
 This course is the study of the organization, functions, and administration of a human resources management department. Topics covered include personnel recruitment, selection, training, placement, and promotion; employee compensation and benefits; employee performance appraisal; and the laws affecting the human resources function. Prerequisite: BUS 1210 or permission of the Dean of Career Education and Workforce Development.
- BUS 2550 STUDENTS IN FREE ENTERPRISE PRACTICUM**3 sem hrs cr
 This course is a study of the free enterprise system. The course develops organizational leadership, human relations, creative problem-solving, report writing, teamwork and communications skills through the students' practice and teaching of free enterprise principles. (This course is specifically intended for students participating in the MSCC chapter of Students in Free Enterprise; however, the course is open to any student desiring to learn more about the free enterprise system.)
- BUS 2610 LEGAL ENVIRONMENT OF BUSINESS**3 sem hrs cr
 This course is a study of the legal and regulatory environment of business. Topics covered include the nature of legal systems; business ethics; the impact of the Constitution on business; basic law of torts and contracts; business crimes; international business transactions; and the legislative, judicial, and administrative control of business through the laws affecting employment, labor, antitrust, consumer and debtor protection, environmental protection, corporate financing and securities regulation.
- BUS 2710 PRINCIPLES OF MANAGEMENT**3 sem hrs cr
 This course is a study of the management functions of planning, organizing, staffing, directing, and controlling. Special emphasis is placed on the evolution of managerial thought, organizational behavior, managerial ethics, and social responsibilities. Case-study methodology is used to emphasize the applicability of material covered. Prerequisite: BUS 1210 or permission of the Dean of Career Education and Workforce Development.
- BUS 2750 SMALL BUSINESS MANAGEMENT**3 sem hrs cr
 This course is a study of the techniques of organizing and operating a small business. A broad range of topics is discussed relating to all aspects of small business management. Case-study methodology is used to emphasize the applicability of material covered.
- BUS 2810 PRINCIPLES OF MARKETING**3 sem hrs cr
 This course is a study of the fundamentals of marketing. Topics to be covered include the functions, principles, processes, institutions, and trends concerning the distribution of consumer and industrial goods and services. Case-study methodology is used to stimulate inquiry and to emphasize the applicability of the material covered. (Formerly MKT 281)
- BUS 2910 CAREER DEVELOPMENT**3 sem hrs cr
 This course is a detailed study of the methods for successful entry into work organizations and continued success after employment. Emphasis is placed on job search methods; evaluation of employment opportunities; preparation of the application blank, application letter, and resume; interviewing techniques; work skills and attitudes; and other topics related to the successful pursuit of a career. It is recommended that this course be taken in the semester prior to graduation.
- BUS 2990 TOPICS IN BUSINESS** 1-5 sem hrs cr
 Selected topics in business is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BUSINESS INFORMATION TECHNOLOGY

- BIT 1000 COMPUTER KEYBOARDING**2 sem hrs cr
 This course provides instruction in the operation of the computer keyboard. Emphasis is placed on speed, accuracy, and basic document formatting using word processing software.
- BIT 1150 INTRODUCTION TO MICROCOMPUTER APPLICATIONS**3 sem hrs cr
 This course introduces the student to the use, capabilities, and limitations of microcomputer applications. Students study the terminology and concepts involved with the hardware, operating system, Windows environment, and microcomputer applications software. A fundamental study of the Windows environment and its interaction with hardware and software is covered. The Internet and word processing within the Windows environment are introduced. Prerequisite or corequisite: BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development.

BIT 1160 VOICE/SPEECH RECOGNITION TECHNOLOGY 2 sem hrs cr

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

BIT 1240 WORD PROCESSING APPLICATIONS 3 sem hrs cr

This course is designed to provide a working knowledge of word processing. Basic terminology, concepts, editing and formatting commands, and intermediate and advanced features are introduced and reinforced through various practical exercises. Prerequisite: BIT 1150 or permission of the Dean of Career Education and Workforce Development.

BIT 1250 SPREADSHEET APPLICATIONS FOR MICROCOMPUTERS 3 sem hrs cr

This course is designed as a study of developing spreadsheet applications on a microcomputer. Business and accounting problems are the medium used to develop spreadsheets. Prerequisite: Documented eligibility for collegiate mathematics and BIT 1150 or permission of the Dean of Career Education and Workforce Development.

BIT 1260 DATABASE APPLICATIONS FOR MICROCOMPUTERS 3 sem hrs cr

This course is designed as a study of database management application software for microcomputers. Complex business and industrial database types will be developed in the course using a Relational Database Management System. Prerequisite: Documented eligibility for collegiate mathematics and BIT 1150 or permission of the Dean of Career Education and Workforce Development.

BIT 1270 GRAPHICS/WEB PAGE DEVELOPMENT FOR THE BUSINESS PROFESSIONAL 3 sem hrs cr

This course is a study of the fundamentals of computer-assisted presentations, computer graphics, and development of web pages. The basic elements of design and technique are covered, including multimedia and HTML development. Prerequisite: BIT 1150 or permission of the Dean of Career Education and Workforce Development.

BIT 2270 MULTIMEDIA APPLICATIONS DEVELOPMENT 3 sem hrs cr

This course is a study of the development and implementation of multimedia applications and the development of Web pages. The course covers image editing, screen capture, image enhancement and HTML creation. Utilizing an authoring software package and an HTML editor, students design and develop multimedia applications projects. Prerequisite: BIT 1270 or permission of the Dean of Career Education and Workforce Development.

BIT 2280, OFFICE SUITE DATA MANAGEMENT 3 sem hr cr

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

BIT 2990 TOPICS IN BUSINESS INFORMATION TECHNOLOGY 1-5 sem hrs cr

Selected topics in business information technology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BUSINESS INFORMATION TECHNOLOGY HONORS**BITH 1150 INTRODUCTION TO MICROCOMPUTERS - HONORS 3 sem hrs cr**

This course introduces the student to the use, capabilities, and limitations of microcomputer hardware and software. A study of Windows desktop, computer-assisted presentation software, word processing, the Internet, and imaging software and hardware is covered. The course emphasizes the preparation of computer-generated presentations. Prerequisite or corequisite: COMH 1010, BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development. See Eligibility for Honors Courses.

CHEMISTRY**CHEM 1110 GENERAL CHEMISTRY I ♦ 4 sem hrs cr**

This course is a study of fundamental concepts of atoms and molecules, chemical bonding, formula and equation writing, naming compounds, quantitative relationships involving formulas, classification of the elements and selected compounds, shapes of molecules, stoichiometry, and gas laws. Prerequisite: Documented eligibility for collegiate mathematics. (3 hours lecture - 3 hours laboratory) (Formerly CHE 1010)

- CHEM 1120 GENERAL CHEMISTRY II** ♦ 4 sem hrs cr
 This course is a study of solutions, acid-base concepts, chemical kinetics and equilibrium, ionic equilibria of weak electrolytes, thermodynamics, oxidation-reduction reactions, and nuclear chemistry. (3 hours lecture - 3 hours laboratory) Prerequisite: CHEM 1110. (Formerly CHE 1020)
- CHEM 2010 ORGANIC CHEMISTRY I** ♦ 4 sem hrs cr
 This course is a study of the preparations and properties of aliphatic and aromatic compounds, their nomenclature, and their reactions. (3 hours lecture - 3 hours laboratory) Prerequisite: CHEM 1120. (Formerly CHE 2310)
- CHEM 2020 ORGANIC CHEMISTRY II** ♦ 4 sem hrs cr
 This course is a study of the preparations, properties, nomenclature, and reactions of the following classes of compounds: alkyl halides, alcohols, ethers, carboxylic acids, aldehydes, ketones, and amines. (3 hours lecture - 3 hours laboratory) Prerequisite: CHEM 2010. (Formerly CHE 2320)
- CHEM 2990 TOPICS IN CHEMISTRY** 1-5 sem hrs cr
 Selected topics in chemistry is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COMMUNICATIONS

- COM 1010 FUNDAMENTALS OF SPEECH** 3 sem hrs cr
 This course is a study of communication skills, including practice in organizing, preparing, and delivering various types of informative and persuasive speeches, and in engaging in constructive criticism of oral communication. Prerequisite: Documented eligibility for collegiate English.
- COM 1030 THEATRE APPRECIATION** ♦ 3 sem hrs cr
 This course provides an overview of theatre as an art form. Included in the study are development of drama and the theatre and an appreciation and understanding of the theatrical production process. This is not a production course.
- COM 1040 VOICE AND DICTION** 3 sem hrs cr
 This course provides training in the development of more articulate speech and effective voice quality through study of vocal anatomy and mechanism. Classroom drills and individualized instruction are utilized.
- COM 1080 ORAL INTERPRETATION** 3 sem hrs cr
 This course develops skills in the art of reading aloud. Choosing, preparing, and presenting literary selections are stressed.
- COM 1110 INTRODUCTION TO MEDIA COMMUNICATIONS** 3 sem hrs cr
 This course explores the historical development of various media. Topics include standard print media, radio, television, films, public relations, advertising, new electronic media and the World Wide Web with emphasis on the roles and responsibilities of these media and their impact on society.
- COM 1120 INTRODUCTION TO MEDIA WRITING** 3 sem hrs cr
 This course is an introduction to print and broadcast journalism with an emphasis on newsgathering methods and the writing of news for print and electronic media. Laboratory participation on student publication(s) is required. Prerequisite: BIT 1000 and/or ability to type 35-40 words per minute.
- COM 1130 INTRODUCTION TO ELECTRONIC MEDIA** 3 sem hrs cr
 This course is an introduction to the history, special aspects, organization, structure, and function of electronic media. It is a basic introduction to broadcast operations.
- COM 2020 CHILDREN'S DRAMA** 3 sem hrs cr
 Training is provided in story-telling, creative dramatics, and acting in children's drama. This course is recommended for students with an interest in drama and for those who plan a career working with children, particularly in education.
- COM 2030 THEATRE PRODUCTION** 3 sem hrs cr
 This course is a survey of practice in all phases of play production, including play choice, casting, directing, staging, make-up, costuming, lighting, and scenic design.

COM 2210 RADIO PRODUCTION..... 3 sem hrs cr

This course is a foundations course in the field of radio production. Basic techniques of program productions and equipment operation are stressed. Practical experience is provided in announcing, recording, editing, interviewing, cueing records, and using the microphone.

COM 2410 BASIC PHOTOGRAPHY 3 sem hrs cr

This is an introductory course in black and white photography. Basic photographic techniques and darkroom procedures are emphasized as well as the principles of optics and visual perception. Additional darkroom work is required.

COM 2420 INTERMEDIATE PHOTOGRAPHY 3 sem hrs cr

This course emphasizes the finer points of lighting, composition, equipment selection, and advanced darkroom technique. Color photography is introduced along with basic color darkroom techniques. Additional darkroom work is required. Prerequisite: COM 2410 or permission of the Dean of Humanities and Social Science.

COM 2990 TOPICS IN COMMUNICATIONS..... 1-5 sem hrs cr

Selected topics in communications is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COMMUNICATIONS HONORS

COMH 1010 FUNDAMENTALS OF SPEECH - HONORS..... 3 sem hrs cr

This course is a study of communication skills including practice in organizing, preparing, and delivering various types of informative and persuasive speeches. The course emphasizes the preparation of computer-supported presentations using content from other courses in the honors curriculum. Constructive criticism of presentations is incorporated into the course. Prerequisite or corequisite: BITH 1150 and ENGL 1010 or ENGL 1010 - Honors. See Eligibility for Honors Courses.

COMPUTER SCIENCE

CST 1080 VMS OPERATING SYSTEM..... 1 sem cr hr

This course introduces students to the VMS operating system. Topics covered include basic VMS commands, file management commands, the EDT and LSE editors, E-mail, and File Transfer Protocol. How to compile, link and execute programs are also covered.

CST 1300 VISUAL BASIC PROGRAMMING LANGUAGE 3 sem hrs cr

This course is a study in microcomputer applications programming using the Visual Basic Programming Language for Windows. The course includes elementary program design concepts through advanced program interface with Windows applications. Case study methodology is used to demonstrate applicability to general purpose applications. Required Prerequisites: Documented eligibility for collegiate mathematics and BIT 1150 or permission of the Dean of Career Education and Workforce Development; Recommended prerequisite: BIT 1250 or BIT 1260.

CST 1320 FORTRAN PROGRAMMING LANGUAGE 3 sem hrs cr

This course introduces the student to the use of the FORMula TRANslation (FORTRAN) programming language. Emphasis will be on mathematical and scientific applications. Prerequisites: MATH 1080 or MATH 1010, 1110, 1610, 1710, 1910 or higher and BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development.

CST 1400 INTRODUCTION TO PROGRAMMING 4 sem hrs cr

This course is designed to introduce students to computers and problem-solving using a structured language as a tool. Major topics include programming logic and flowcharting. Emphasis is on problem-solving using the language and principles of structured software. Prerequisites: Documented eligibility for collegiate mathematics and BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development.

CST 1610 MICROCOMPUTER MAINTENANCE AND REPAIR 3 sem hrs cr

This course deals with the non-technical, component-level diagnosis and repair of microcomputers and peripheral equipment. Hard disk management and software installation and maintenance will be included. Prerequisite: BIT 1150 or permission of the Dean of Career Education and Workforce Development; Recommended prerequisite: BIT 1240, BIT 1250 or BIT 1260.

CST 1620 ADVANCED MICROCOMPUTER MAINTENANCE AND REPAIR3 sem hrs cr

This course is a study of the problems of device-level diagnosis and repair of microcomputers and peripheral equipment. Topics covered include supporting I/O devices, multimedia technology, electricity and power supplies, supporting operating systems, communications/networking troubleshooting, registry systems, and virus/disaster recovery. Prerequisite: CST 1610 or permission of the Dean of Career Education and Workforce Development.

CST 1650 DATA COMMUNICATIONS AND LOCAL AREA NETWORKING3 sem hrs cr

This course covers basic terminology and the operation of data communication and local area networking. Topics include examination of the physical layer, data link protocols, introduction to local area networking, review of industry standards (CCITT, ISO, and IEEE) that relate to data communications, and issues relating to network management. Introduction and use of the Internet is also covered. Hands-on experience with a local area network is included. Prerequisites: BIT 1150 or equivalent or permission of the Dean of Career Education and Workforce Development.

CST 2300 ADVANCED TOPICS IN VISUAL BASIC3 sem hrs cr

This course is a study in the use of the Visual Basic programming language as a development tool for Windows standard applications in business and industry. The course includes the following topics for the programmer: developing advanced data base processing with ADO and Recordset Objects, using *Windows* common controls, coding with class modules, creating collections, creating and using ActiveX Controls, using Internet Controls, and designing Component Object Module (COM) applications. Prerequisites: CST 1300 or permission of the Dean of the Division of Career Education. Recommended prerequisites: BIT 1250 and BIT 1260.

CST 2400 DATA STRUCTURES3 sem hrs cr

This course examines the basic concepts of data including the abstract data type, lists, sets, stacks, queues, B-trees, binary trees, AVL trees, heaps, hash tables, and other complex structures. Sorting techniques and data management are also covered. A structured programming language is the primary tool for implementation. Prerequisite: CST 1400 or permission of Dean of Career Education and Workforce Development. Recommended prerequisite: CST 2450.

CST 2450 C PROGRAMMING3 sem hrs cr

This course presents the essential elements of the C programming language. Topics include Input/Output concepts, fundamentals in data types, operators and control statements, functions, pointers, and arrays and structures. Prerequisite: CST 1400 or permission of the Dean of Career Education and Workforce Development.

CST 2500 INTRODUCTION TO COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE PROGRAMMING3 sem hrs cr

This course teaches elementary computer architecture machine language concepts and Assembly Language Programming for the hardware in the Motlow College Computer Center. Data representation and elementary assembly language programming instructions are studied in detail and applied to numerous problems. Prerequisites: CST 1400 and MATH 1080 or MATH 1010, 1110, 1610, 1710, 1910 or higher or permission of the Dean of Career Education and Workforce Development.

CST 2610 COMPUTER SYSTEMS ANALYSIS AND DESIGN3 sem hrs cr

This course involves systems feasibility study, analysis, and design in a business environment. The systems development lifecycle (SDLC) is the methodology used for analyzing computer-based business systems. Prerequisites: BIT 1150, BIT 1260, CST 1300, and either CST 1400 or six additional hours of BIT courses (BIT 1250 or higher) or permission of the Dean of Career Education and Workforce Development.

CST 2630 WINDOWS OPERATING SYSTEM3 sem hrs cr

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

CST 2640 UNIX OPERATING SYSTEMS3 sem hrs cr

This course introduces the UNIX operating systems and UNIX utilities. Other items to be included are basic UNIX commands, editor commands, UNIX basic shell commands (Bourne, Korn, and C-shell), file management commands, directory commands, mail commands, nroff, troff, awk, grep, and sed commands. Prerequisite: BIT 1150 or permission of the Dean of Career Education and Workforce Development.

CST 2660 JAVA PROGRAMMING 3 sem hrs cr
 This course provides extensive experience with the Java language and its run-time development environment. Topics covered include object-oriented programming methodology (abstraction, encapsulation, inheritance, and polymorphism), specific characteristics provided by the applications and applets using event-driven programming, and advanced programming techniques in the exception handling and network interface. Prerequisites: CST 2400 or CST 2450 or permission of the Dean of Career Education and Workforce Development.)

CST 2990 TOPICS IN COMPUTER SCIENCE 1-5 sem hrs cr
 Selected topics in computer science is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COOPERATIVE EDUCATION

The Cooperative Education program provides students the opportunity to complete a portion of their academic program as employees in industry, business, government, or educational institutions where their work is directly related to their academic major. Additional information regarding the Cooperative Education program is available from the Director of Career Planning, Placement and Cooperative Education.

COP 2010 COOPERATIVE PRACTICUM I 2 sem hrs cr
 This course involves study-related, off-campus work experience with employers in real employment situations. Course requirements include a minimum of twenty hours per week of work on the job as well as attendance at five one-hour college seminars during the semester. Enrollment requires instructor approval. Prerequisites: 12 or more semester hours earned and a 2.5 or higher cumulative GPA.

COP 2020 COOPERATIVE PRACTICUM II 2 sem hrs cr
 This course is a continuation of COP 2010 with the same requirements and responsibilities for completion. Enrollment requires instructor approval. Prerequisites: COP 2010 and a 2.5 or higher cumulative GPA.

CRIMINAL JUSTICE ADMINISTRATION

CJA 2010 INTRODUCTION TO CRIMINAL JUSTICE 3 sem hrs cr
 This course is an interdisciplinary examination of the American criminal justice system. Topics include criminal justice and the rule of law; development, role, and operations of the police; functions of the courts; criminal law processes; the development and role of corrections; and the philosophy and operations of the juvenile justice system. Contemporary criminal justice issues and trends are surveyed.

CJA 2110 THE JUDICIAL PROCESS 3 sem hrs cr
 This course addresses the structure and function of the judicial system and the major problems and needs of the judicial segment of the criminal justice system. Major emphasis is placed on the basic concepts of criminal law and administration.

CJA 2120 THE JUVENILE JUSTICE SYSTEM 3 sem hrs cr
 This course addresses the problem of juvenile delinquency and youth crime with emphasis on the history of the juvenile justice system, the court and police role within the system, rehabilitation and correction of the delinquent, and juvenile probation services. Alternatives to traditional procedures such as community-based programs vs. correctional institutions, and non-judicial and judicial adjustment are examined.

CJA 2210 PREVENTION AND CONTROL OF CRIME 3 sem hrs cr
 This course examines the police function, an analysis of crime prevention and control, and major problems and needs of the law enforcement segment of the criminal justice system.

CJA 2220 CORRECTIONAL PROCEDURES 3 sem hrs cr
 This course presents the history of the development of corrections in Europe and America and a survey of current prison conditions and operations, including pre-release, probation, and parole.

CJA 2400 INTRODUCTION TO CRIMINOLOGY 3 sem hrs cr
 This course is a study of crime and criminal behavior. Topics examined include the nature of crime, its measurement and forms, the social dimensions and correlates of crime, major theories of criminal and delinquent behavior, and possible solutions to the crime problem. (Same as SOC 2400)

CJA 2990 TOPICS IN CRIMINAL JUSTICE ADMINISTRATION..... 1-5 sem hrs cr
 Selected topics in criminal justice administration is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

EARLY CHILDHOOD EDUCATION

ECED 1010 INTRODUCTION TO EARLY CHILDHOOD EDUCATION2 sem hrs cr
 This course is an introduction to the early childhood profession and the basic skills needed for a successful academic career. Topics include professionalism, family relationships, individual and cultural diversity, child development, developmentally appropriate practice, observation and assessment, learning environment, health and safety, and guidance as well as introduction to the different types of early childhood programs, community resources, and professional organizations.

ECED 1020 FOUNDATIONS OF EARLY CHILDHOOD DEVELOPMENT.....3 sem hrs cr
 This course is a survey of the theoretical models and services available to parents and children, developmentally appropriate practices, and the teacher's role in supporting development in the early childhood setting. The course includes 10 hours of observations in early childhood settings.

ECED 2010 SAFE, HEALTHY, LEARNING ENVIRONMENTS.....3 sem hrs cr
 This course is a study of the basic principles of good health as they relate to the child in the family, childcare center, family childcare home, and the community. Topics include nutrition, growth, disease and accident prevention and safety, as well as a review of the principles of creating appropriate learning environments for young children. Students will also become certified in CPR for infants and children.

ECED 2020 INFANT, TODDLER, CHILD DEVELOPMENT3 sem hrs cr
 This course involves the study of the physical, cognitive, social, and emotional development of children from the prenatal stage through 9 years. Also included are care and guidance of children through their early developmental years. Field observation and interactions are included. Prerequisite: ECED 2010 or permission of the Dean of Mathematics, Science, and Education

ECED 2030 INFANT AND TODDLER CARE.....3 sem hrs cr
 This course emphasizes methods of providing safe, competent individual and group care, as well as a warm and secure emotional atmosphere for infants and toddlers. Procedures for stimulating the intellectual and physical development of infants and toddlers in addition to basic care giving skills are included. (Course open to non-majors, i.e., parents, parents-to-be, babysitters.) Prerequisite: ECED 1010

ECED 2040 FAMILY DYNAMICS AND COMMUNITY INVOLVEMENT.....3 sem hrs cr
 This course considers the role of the family and community in the physical, cognitive, social, and emotional growth of the child in a diverse society and involves program management and professionalism. Classroom activities are supplemented with laboratory observation and interaction. Prerequisite: ECED 2010

ECED 2050 PSYCHOMOTOR DEVELOPMENT.....3 sem hrs cr
 This course reviews theories of psychomotor development and explores methods of putting theory into practice in early childhood settings. Particular emphasis is placed on method of promoting the positive development of motor skills. Field observation and interactions are included. Prerequisite: ECED 2020

ECED 2060 DEVELOPMENT OF EXCEPTIONAL CHILDREN.....3 sem hrs cr
 This course covers physical disabilities, mental retardation, sensory impairment, the gifted child, and the accessing and coordinating of community resources to ensure accurate diagnosis and appropriate treatment and services. Students will learn to interpret diagnostic instruments and to write programs to meet the special needs of exceptional children. Classroom activities are supplemented with laboratory observation and interaction. Pre-requisite: ECED 2050

ECED 2070 DEVELOPMENTAL ASSESSMENT3 sem hrs cr
 This course studies the basic instruments and checklists leading to competency in screening children for developmental problems. The course considers appropriate community support programs and referral procedures. Classroom activities are supplemented with laboratory observation and interaction. Pre-requisite: ECED 2050

- ECED 2090 CREATIVE DEVELOPMENT**3 sem hrs cr
 This course deals with theories, teaching techniques, and basic program components of early childhood art instruction and emphasizes the value of art in physical-mental and social-emotional growth of young children. Activities include use of art media, creative play activities, and methods of incorporating creativity into other curricular areas. Pre-requisite: ECED 1010
- ECED 2100 THE MENTORING TEACHER**3 sem hrs cr
 This course is a study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis is placed on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff.
- ECED 2110 ADVANCED LEARNING ENVIRONMENTS**3 sem hrs cr
 This course focuses on the skill, knowledge, and materials development which are necessary in the provision of a developmentally appropriate environment for young children. Classroom activities are supplemented with laboratory observation and interaction. Pre-requisites: ECED 1020 and 2020
- ECED 2120 ADMINISTRATION OF CHILD CARE CENTERS**.....3 sem hrs cr
 This course is a study of organization and administration practices applicable to the child care center. Topics of special consideration are staff-management relations, state and local licensing standards, national accreditation, CDA (Child Development Associate) standards, tax laws, legal liabilities, and the effect these topics will have on the care of the child. Classroom activities are supplemented with laboratory observation and interaction.
- ECED 2130 CLINICAL PRACTICUM I**3 sem hrs cr
 This course is a supervised pre- or in-service practicum. Ninety clock hours are completed in an early childhood setting. Fifteen clock hours are completed in seminar which focus on the development of an effective learning environment and the physical and human qualities that create classrooms that are safe and healthy and promote optimum learning.
- ECED 2140 CLINICAL PRACTICUM II**3 sem hrs cr
 This course is a supervised pre- or in-service practicum. A minimum of 90 clock hours must be completed in an early childhood facility that has NAEYC (National Association for the Education of Young Children), NAFCC (National Association of Family Child Care), or NSACA (National School Age Care Alliance) accreditation, or TECTA (Tennessee Early Childhood Teaching Alliance) approval. Prerequisites: ECED 1010, ECED 2010, ECED 2020, and ECED 2040 or approval of the Dean of Mathematics, Science, and Education.

ECONOMICS

- ECO 2010 PRINCIPLES OF ECONOMICS I**3 sem hrs cr
 This course is a study of basic economic concepts and macroeconomics. Topics covered include basic economic theory, economic systems, national income accounting, unemployment and inflation, money and banking, fiscal and monetary policy.
- ECO 2020 PRINCIPLES OF ECONOMICS II**3 sem hrs cr
 This course is a study of basic economic concepts and microeconomics. Topics covered include consumer and firm behavior, economic growth, market structures, price and output determination, labor and unions, international trade and finance.
- ECO 2990 TOPICS IN ECONOMICS**..... 1-5 sem hrs cr
 Selected topics in economics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education and Workforce Development. No more that six semester hours in topics courses may be used in meeting minimum degree requirements.

EDUCATION

- EDU 1110 THE TEACHING PROFESSION**.....3 sem hrs cr
 This course introduces prospective teachers to schools in American society. The history of schools is viewed in relationship to present problems, issues, and trends. Suitability for the teaching profession is recognized as students observe a minimum of ten hours in multi-grade-level classrooms

EDU 1150 COMPUTER-AIDED COURSE DEVELOPMENT TOOLS3 sem hrs cr
 This course introduces students to the fundamentals of integrating technology into the classroom curriculum. Students develop classroom presentations as part of the course work. Topics covered include fundamental microcomputer skills and the use of Windows, the Internet, computer presentation tools, and multi-media. Prerequisite or corequisite: BIT 1000 or typewriting experience.

EDU 2110 THE PSYCHOLOGY OF HUMAN DEVELOPMENT AND LEARNING3 sem hrs cr
 This course explores physical, mental, social, and moral development of individuals from birth to the end of life. How humans learn is a large component of the course. A tutorial assignment off-campus is required. Recommended prerequisite: EDU 1110

NOTE: It is recommended, but not required, that EDU 1110 and EDU 2110 be taken in sequence. Because of extensive off-campus work required in both courses, they cannot be taken during the same semester.

EDU 2150 WEB PAGE DEVELOPMENT FOR THE CLASSROOM TEACHER3 sem hrs cr
 This course is a study of the integration of web page technology into the K-12 classroom. Students use an HTML editor to develop web pages for the classroom. The basic elements of design and graphic editing software are also introduced. Students also learn to use a scanner and edit scanned images. Prerequisites: EDU 1150, BIT 1150, or equivalent, or permission of the Dean of Career Education and Workforce Development.

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

EDUCATION HONORS

EDUH 1110 THE TEACHING PROFESSION - HONORS3 sem hrs cr
 The history of schools and current challenges, trends, and alternatives are examined. Students explore their suitability for classroom teaching by sharing independent research findings on a variety of educational topics and issues with the class in videotaped discussions and debates. Suitability for teaching is further explored as students assist a teacher in a classroom setting for a minimum of ten hours. Prerequisite: See Honors Program entry requirements.

EDUH 2110 THE PSYCHOLOGY OF HUMAN DEVELOPMENT AND LEARNING - HONORS3 sem hrs cr
 This course examines the physical, mental, social, and values development from the beginning to the end of life. Theories of learning, behavior, and motivation are studied with respect to classroom management. Individual work and analytical thinking are required as students conduct research and present their findings as related to psychology and teaching. Class discussion and debate are essential to this Honors experience. A minimum of ten hours of tutoring at an area public school is also required. Prerequisite: See Honors Program entry requirements.

EMERGENCY MEDICAL TECHNOLOGY

Upon successful completion of EMT 1100 and EMT 1110, the student will be eligible to take the examination given by the Tennessee Department of Public Health, Division of Emergency Medical Service, for certification as a Basic Emergency Medical Technician. Federal Financial Aid is not available for EMT courses.

EMT 1100 BASIC EMERGENCY MEDICAL TECHNOLOGY I6 sem hrs cr
 This course begins the presentation of the emergency medical techniques currently considered to be within the responsibilities of the Basic Emergency Medical Technician providing pre-hospital emergency care as outlined by the Tennessee Department of Public Health, Division of Emergency Medical Service. Professional Liability Insurance may be required. (90 hours of classroom work) Prerequisite: Healthcare Provider CPR Certification.

EMT 1110 BASIC EMERGENCY MEDICAL TECHNOLOGY II6 sem hrs cr
 This course completes the presentation of the emergency medical techniques currently considered to be within the responsibilities of the Basic Emergency Medical Technician providing pre-hospital emergency care as outlined by the Tennessee Department of Public Health, Division of Emergency Medical Service. Professional Liability Insurance may be required. (90 hours classroom work) Prerequisite: EMT 1100.

EMT 1200 EMERGENCY MEDICAL TECHNOLOGY "BRIDGE COURSE"1 sem hr cr
 This course is designed to transition previously licensed Emergency Medical Technicians into the new curriculum of the Tennessee Department of Public Health, Division of Emergency Medical Services. Students must be Tennessee certified Emergency Medical Technicians.

EMT 1500 INTRAVENOUS (IV) THERAPY 3 sem hrs cr
 This course is designed to prepare the licensed Emergency Medical Technician to administer IV's in the field when necessary. The course includes patient assessment and conditions under which an intravenous line is warranted; the equipment selection and types of solutions; conditions worsened by the injudicious administration of IV fluids and how to recognize them; the infusion procedures and types of solutions; and, the need for field asepsis. During the clinical experience, five successful venipunctures must be accumulated. Prerequisite: Students must be a Tennessee-certified Emergency Medical Technician and must show proof of Professional Liability Insurance coverage in the amount of \$1,000,000.00.

EMT 2990 TOPICS IN EMERGENCY MEDICAL TECHNOLOGY 1-5 sem hrs cr
 Selected topics in emergency medical technology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ENGINEERING TECHNOLOGY PRE-ENGINEERING

ERG 1010 ENGINEERING GRAPHICS I 3 sem hrs cr
 This course develops drafting fundamentals with use of instruments, theory of projection, sections, auxiliary views and dimensioning with considerable technical sketching. This course includes preparation for and introduction to computer-aided drafting and solid modeling. (2 hours lecture-2 hours laboratory)

ERG 1070 INTRODUCTION TO AUTOCAD 3 sem hrs cr
 This course introduces computer aided drafting (CAD) using AutoCAD software. The course covers the basic fundamentals for making two dimensional drawings. Applications projects are integrated with lectures and demonstrations. Prerequisite: ERG 1010 or equivalent.

ERG 1080 DESIGNING WITH AUTOCAD 3 sem hrs cr
 This course prepares students to apply the AutoCAD software to practical design problems. Features of the AutoCAD software are learned and practiced. Team interactions are encouraged using the Windows NT operating system to communicate and share information. Periodic oral reports and a final written report are required. Prerequisite: ERG 1070 or equivalent.

ERG 1110 BASIC ENGINEERING I 4 sem hrs cr
 This course is a study of forces, vector quantities and moments, resultants of force systems, simple static equilibrium, displacement vectors, particle kinematics and projectile motion kinetics of particles using Newton's Law. (3 hours lecture-3 hour laboratory) Prerequisite or corequisite: MATH 1910.

ERG 1120 BASIC ENGINEERING II 4 sem hrs cr
 This course is a study of frictional forces, impulse-momentum, work and kinetic energy, temperature, heat, First Law of Thermodynamics and the Kinetic Theory of Gases. (3 hours lecture-3 hours laboratory) Prerequisite: ERG 1110. Prerequisite or corequisite: MATH 1920.

ERG 2010 COMPUTER-AIDED DESIGN 3 sem hrs cr
 This course develops skills in computer aided drafting, solid modeling, and system assemblies using a state-of-the-art CAD system. Design work is accomplished on Sun Workstations using a UNIX-based operating system. Emphasis is placed on the operating system and peripheral equipment operation. Some prior computer experience is desirable. (2 hours lecture-2 hours laboratory) Prerequisite: ERG 1010.

ERG 2020 COMPUTER-AIDED DESIGN PROJECT 4 sem hrs cr
 This course provides increased knowledge and skill in applying a state-of-the-art CAD system to mechanical design problems. The course emphasizes team work and integration of designs in an industrial atmosphere. Each student designs a part of a mechanical system which must be integrated with other student work. Oral progress reports and a written final report are required. Prerequisite: ERG 2010 or permission of the Dean of Career Education and Workforce Development.

ERG 2100 ELECTRICAL CIRCUITS LABORATORY 1 sem hr cr
 This course includes an introduction to laboratory instrumentation, measurement techniques, electrical circuit elements, and circuit behavior for DC, AC and transient sources. Digital computer analysis of electrical circuits is also included. Laboratory 3 hours. Corequisite: ERG 2110

- ERG 2110 CIRCUITS I** 3 sem hrs cr
 This course is an introduction to circuit analysis. The content includes Kirchoff's laws, circuit theorems, DC circuit analysis, phasors, AC circuit analysis, and transient response of dynamic circuits. Digital computer analysis of electrical circuits is also covered. Prerequisite or corequisite MATH 1920; corequisite ERG 2100.
- ERG 2250 INTRODUCTION TO MATERIALS SCIENCE**..... 3 sem hrs cr
 This course is a study of property/microstructure interrelations and design considerations for engineering materials; overview of manufacturing processes; interrelations among materials, design, and manufacturing. Prerequisite: CHEM 1120.
- ERG 2310 MECHANICS OF MATERIALS**..... 3 sem hrs cr
 This course is a study of the concepts of stress and strain, stress-strain relations and Mohr's circle, static analysis of members, area moments of inertia, analysis of axially loaded members, torsion, and bending. Energy methods for normal and shearing stresses will be studied. Prerequisites: ERG 1110 or ERG 2520 and MATH 1910.
- ERG 2520 STATICS** 3 sem hrs cr
 This course is a study of vector algebra, resultants, equilibrium, friction, centers of gravity, centroids, moments of inertia, statics of particles, equilibrium of rigid bodies in two and three dimensions, and analysis of structures. Prerequisite or corequisite: MATH 1910.
- ERG 2530 DYNAMICS** 3 sem hrs cr
 This course is a study of particle kinematics, absolute and relative motion, kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum principle, systems of particles, kinematics of rigid bodies, and mechanical vibrations. Prerequisites: ERG 2520 or ERG 1110 and MATH 1920.
- ERG 2990 TOPICS IN ENGINEERING**..... 1-5 sem hrs cr
 Selected topics in engineering is a specially designed course for students interested in pursuing specific projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.



ENGLISH

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

PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

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

PLACEMENT IN ENGLISH COURSES

Students who are under 21 years of age who have satisfactorily met the 1989 Admissions Requirements in English (4 units of high school English) and whose ACT subscores in English are 19 or greater are eligible to enroll in a collegiate-level English course. Students under 21 years of age whose ACT English subscores are 18 or less must take the writing portion of the COMPASS test before they enroll. All new students who are 21 years of age or older must take the writing portion of the COMPASS test before they can enroll. Returning/readmit, transient, and transfer students must also take the writing portion of the COMPASS test unless they have been previously assessed or have earned collegiate-level credits in English during previous enrollments. Students who have previously taken the COMPASS test must re-take the writing portion if the previous test scores are three or more years old and if the students have not completed their requirements at the admitting institution or any other TBR institution. All students who earned high school equivalency through GED testing must take the writing portion of the COMPASS test. Assessment results indicate whether students are eligible to enroll in collegiate-level English courses or must complete prerequisite requirements through completion of basic or developmental English courses. Collegiate English courses are denoted with an ENGL discipline code and have numbers greater than 1000.

ADVANCED STANDING CREDIT IN ENGLISH

Students under 21 years of age with an ACT English subscore of 32 or greater or its SAT equivalent will be given six hours of advanced standing credit for ENGL 1010 and 1020

Any student possessing the above score who elects to enroll in composition rather than receive advanced standing credit is encouraged to enroll in ENGL 1010, English Composition I – Honors and ENGL 102, English Composition II – Honors.

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

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

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

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

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

- ENGL 2230 SURVEY OF BRITISH LITERATURE ♦** 3 sem hrs cr
 This course is the study of representative works of British prose, poetry, and drama beginning with the Anglo-Saxon period through the early twentieth century. Prerequisite: ENGL 2030. (Formerly ENG 2030)
- ENGL 2240 LITERATURE OF THE SOUTH**..... 3 sem hrs cr
 This course is a study of the literature of the South emphasizing Appalachia. It has a non-sequential time frame and includes a variety of genres, especially the novel of the 20th century. The focus is on the culture of the South as revealed through its literature. Prerequisite: ENGL 2030 or HON 2010. (This course does not substitute for the sophomore literature requirement.)
- ENGL 2330 SURVEY OF WORLD LITERATURE ♦** 3 sem hrs cr
 This course involves reading and analyzing a variety of world fiction, poetry, and drama, researching literary topics and writing analytical papers. Prerequisite: ENGL 2030. (Formerly ENG 2040)
- ENGL 2620 CHILDREN'S LITERATURE**..... 3 sem hrs cr
 This course is a survey of children's literature from pre-school to eighth grade with an emphasis on selection of quality, age-appropriate materials, classics, and modern titles. Prerequisite: ENGL 1010. (This course does not substitute for the sophomore literature requirement.)
- ENGL 2900 CREATIVE WRITING I** 3 sem hrs cr
 This course introduces students to the elements and techniques in creative writing (essay, short fiction, poetry, drama). Topics include the mechanics for submission of manuscripts for publication as well as current trends and issues in creative writing. The course is writing-intensive and emphasizes both individual and group analysis. Prerequisite: ENG 1010 or permission of the Dean of Humanities and Social Science. (This course does not substitute for the sophomore literature requirement.)
- ENGL 2910 CREATIVE WRITING II** 3 sem hrs cr
 This course provides students with intense practice in the elements and techniques of creative writing (fiction, poetry, drama) in a workshop setting. The course is writing-intensive and emphasizes both individual and group analysis. Prerequisite: ENGL 1010 or permission of the Dean of Humanities and Social Science. (This course does not substitute for the sophomore literature requirement.)
- ENGL 2990 TOPICS IN ENGLISH** 1-5 sem hrs cr
 Selected topics in English is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ENGLISH HONORS

Ordinarily, students may enter Honors English courses only at the beginning of the freshman composition sequence or when taking sophomore literature courses. Students should consult the "Honors Entry Requirements" for specific details. Once the appropriate prerequisites and the Honors Entry Requirements are met at the sophomore level, the Honors literature courses, ENGL 2330, Survey of World Literature – Honors; ENGL 2130, Survey of American Literature - Honors; and ENGL 2230, Survey of British Literature – Honors; may be taken in any order to satisfy the six-hour literature requirement for any given emphasis.

- ENGL 1010 ENGLISH COMPOSITION I – HONORS ♦** 3 sem hrs cr
 This course is an in-depth study of essay writing and argumentation in which students explore a variety of readings and complete a variety of writing assignments including an extensive research project. Prerequisite: See Honors Entry Requirements.
- ENGL 1020 ENGLISH COMPOSITION II – HONORS ♦** 3 sem hrs cr
 This course is an in-depth study of fiction, poetry, and drama with emphasis on literary criticism and research, including the writing of analytical papers. Prerequisite: ENGL 1010. See Honors Entry Requirements.
- ENGL 2130 SURVEY OF AMERICAN LITERATURE - HONORS** 3 sem hrs cr
 This course is a study of representative works of American prose, poetry, and drama from the Colonial period through the Twentieth Century. Emphasis is on the development of American literature in the context of American culture. Students may expect intensive class participation, creative writing projects, and a field trip to a literary site. Prerequisite: ENGL 1020. See Honors Entry Requirements.

ENGL 2230 SURVEY OF BRITISH LITERATURE – HONORS ♦ 3 sem hrs cr
 This course is an in-depth study of British prose, poetry, and drama, tracing its development from Anglo-Saxon through modern periods. Assignments include field trips, student-initiated creative projects, oral reports, and debates on social and philosophical issues arising from the literature. Prerequisite: ENGL 1020. See Honors Entry Requirements.

ENGL 2330 SURVEY OF WORLD LITERATURE – HONORS ♦ 3 sem hrs cr
 This course is a study of a variety of world prose, poetry, and drama in translation, from Homer through the twentieth century. Assignments include field trips, writing projects, oral reports, and detailed class discussion of the works read. Prerequisite: ENGL 1020. See Honors Entry Requirements.

ENGLISH AS A SECOND LANGUAGE

ESL 1000 ENGLISH AS A SECOND LANGUAGE 3 sem hrs cr
 This course focuses on the four aspects of language usage -- reading, writing, speaking, listening -- with particular attention to skills which aid students in successfully entering mainstream classes in their desired field of study. Non-native speakers will be required to register for ESL 1000 if they score below 500 on an institutionally-administered pre-TOEFL exam or present a national TOEFL score below 50. Hours earned in ESL may not be used in any degree or certificate program.

ENGLISH DISCIPLINE TUTORIAL SERVICES

WRITING CENTER. The Writing Centers (located on the Moore County campus, at the Fayetteville and McMinnville Centers, and at the Smyrna Site) assist any Motlow students from any class needing individual instruction and/or practice in specific writing skills. Students may be referred by any Motlow instructor or can request individual assistance any time during the semester. No fees are charged for tutorial service or assistance; however, the student must be currently enrolled at Motlow. Students receive individual tutoring from professional Writing Center Technicians who may assign reading materials, exercises, and/or appropriate microcomputer programs. Each semester the Writing Center Technicians, aided by other English faculty, present a variety of Writing Workshops centered on common writing and grammatical problems as well as special projects such as writing research papers.

FRENCH

FREN 1010 BEGINNING FRENCH I 3 sem hrs cr
 This course emphasizes the essentials of French grammar and develops reading, writing, and speaking skills in the language. Readings about French culture are included. (Formerly FRE 1110)

FREN 1020 BEGINNING FRENCH II 3 sem hrs cr
 This course continues to emphasize the essentials of French grammar and further develops reading, writing, and speaking skills. Introductory readings in French literature are included. Prerequisite: FREN 1010. (Formerly FRE 1120)

FREN 2010 INTERMEDIATE FRENCH I 3 sem hrs cr
 This course continues grammar review with exercises for improving oral and written skills and includes readings in French literature and culture. Prerequisite: FREN 1020 or high school equivalent with advanced placement examination. (Formerly FRE 2110)

FREN 2020 INTERMEDIATE FRENCH II 3 sem hrs cr
 This course continues grammar review and further develops oral and written skills. Readings in French literature are expanded. Prerequisite: FREN 2010. (Formerly FRE 2120)

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

GEOGRAPHY

GGY 1010 CULTURAL GEOGRAPHY 3 sem hrs cr
 This course examines spatial variations in culture and analyzes how cultural elements vary or recur from place to place and influence change and economic development.

GGY 2010 SURVEY OF REGIONAL GEOGRAPHY3 sem hrs cr
This course surveys world regions to indicate the general influence of the geographical environment.

GGY 2990 TOPICS IN GEOGRAPHY1-5 sem hrs cr
Selected topics in geography is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

GEOLOGY

GEOL 1030 SURVEY OF GEOLOGY ♦4 sem hrs cr
This course focuses upon the earth's structure, function, physical processes, and location in space. Emphasis is given to the external and internal forces that mold the face of the earth and its atmosphere. (3 hours lecture - 2 hours laboratory) (Normally offered during the spring semester only) (Formerly GEO 1200)

GEOL 2990 TOPICS IN GEOLOGY1-5 sem hrs cr
Selected topics in geology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly GEO 2990)

GERMAN

GERM 1010 BEGINNING GERMAN I3 sem hr cr
This course emphasizes the essentials of German grammar and develops reading, writing, and speaking skills in the language. Readings about German culture are included.

GERM 1020 BEGINNING GERMAN II3 sem hr cr
This course continues to emphasize the essentials of German grammar and further develops reading, writing, and speaking skills. Introductory readings in German literature are included. Prerequisite: GERM 1010.

GERM 2010 INTERMEDIATE GERMAN I3 sem hr cr
This course continues grammar review with exercises for improving oral and written skills and includes readings in German literature and culture. Prerequisite: GERM 1020 or high school equivalent with advanced placement examination.

GERM 2020 INTERMEDIATE GERMAN II3 sem hr cr
This course continues grammar review and further develops oral and written skills. Readings in German literature are expanded. Prerequisite: GERM 2010.

GERM 2990 TOPICS IN GERMAN1-5 sem hr cr
Selected topics in German is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. No more than six (6) semester hours in topics courses may be used in meeting minimum degree requirements.

HEALTH/PHYSICAL EDUCATION PROFESSIONAL COURSES

The professional courses in health and physical education are intended primarily for those students following an area of emphasis in health, physical education, recreation, or related areas. **These courses do not satisfy the physical education activities requirement.**

HPE 2000 FOUNDATIONS OF PHYSICAL EDUCATION3 sem hrs cr
This course examines the history of physical education as a profession and introduces the student to developments and directions in careers related to health, physical education, and recreation. The biological, physiological, and psychological bases of physical education are studied. (Formerly PED 2000)

HPE 2050 COACHING BASKETBALL2 sem hrs cr
This course emphasizes theories and practices of coaching basketball, with attention to team play, rules, and the coaching of individual performance. (Formerly PED 2050)

- HPE 2060 COACHING BASEBALL** 2 sem hrs cr
This course emphasizes theories and practices of coaching baseball, with attention to team play, rules, and the coaching of individual performance. (Formerly PED 2060)
- HPE 2070 PREVENTION AND CARE OF ATHLETIC INJURIES** 3 sem hrs cr
This course gives an overview of common injuries in various sports, safety procedures, first aid, conditioning, taping and bandaging, and training room maintenance. Prevention of injuries, rehabilitation, and general fitness are stressed. (Formerly PED 2070)
- HPE 2080 OFFICIATING**..... 3 sem hrs cr
This course is designed to prepare individuals to meet T.S.S.A.A. requirements for officiating in baseball, basketball, football, volleyball, and soccer. (Formerly PED 2080)
- HPE 2100 PRINCIPLES OF ELEMENTARY NUTRITION**..... 3 sem hrs cr
This course presents the principles of proper nutrition with emphasis on scientific, psychological, sociological, and economic aspects of nutrition as well as nutritional education and the nutritional needs of children. Prerequisite: BIOL 1030 or equivalent.
- HPE 2120 CAMPING AND OUTDOOR RECREATION**..... 3 sem hrs cr
This course involves the development of recreational camping skills, program planning, and leadership training for camp leaders and counselors. (Formerly PED 2120)
- HPE 2230 PRINCIPLES AND THERAPEUTICS OF NUTRITION**..... 3 sem hrs cr
This course is designed to present the principles of nutrition and to examine how those principles are applied to various disease processes. Food composition as a tool of diet therapy is emphasized. Prerequisite: BIOL 1110 or permission of the Dean of Mathematics, Science, and Education.
- HPE 2300 PERSONAL HEALTH** 3 sem hrs cr
This course is a study of contemporary personal health issues and problems with a major emphasis placed on emotional health, drugs, tobacco, alcohol, and human sexuality.
- HPE 2320 FIRST AID AND SAFETY** 3 sem hrs cr
This course focuses on first aid care and accident prevention, with emphasis on artificial respiration and cardiopulmonary resuscitation (CPR). (Certification in CPR is given. Students are responsible for the CPR certification fee.)
- HPE 2340 WELLNESS AND FITNESS LIFESTYLES** 3 sem hrs cr
This course is a study of wellness lifestyles through health appraisal, fitness evaluation, identification of cardiovascular risk factors, and creation of individual exercise programs. (Formerly HED 2340/PED 2340)
- HPE 2410 PHYSICAL EDUCATION FOR THE ELEMENTARY CHILD** 3 sem hrs cr
This course is a study of developmentally appropriate curriculum, teaching strategies and techniques, and psychomotor activities (games, gymnastics, rhythmic activities, physical fitness) for K-8 students.
- HPE 2990 TOPICS IN HEALTH/PHYSICAL EDUCATION**..... 1-5 sem hrs cr
Selected topics in health and physical education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

HISTORY

- HIST 1010 SURVEY OF WESTERN CIVILIZATION I** ♦ 3 sem hrs cr
This course examines the social, political, religious, economic, and cultural development of Western civilization from Pre-History through the Reformation. (Formerly HIS 1110)
- HIST 1020 SURVEY OF WESTERN CIVILIZATION II** ♦ 3 sem hrs cr
This course examines the social, political, religious, economic, and cultural development of Western civilization from the Reformation to the present. (Formerly HIS 1120)
- HIST 2010 UNITED STATES HISTORY I** ♦ 3 sem hrs cr
This course covers the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876. (Formerly HIS 2110)

HIST 2020 UNITED STATES HISTORY II ♦3 sem hrs cr
 This course traces the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the place of the United States as a world power. Recommended Prerequisite: HIST 2010. (Formerly HIS 2120)

HIST 2030 TENNESSEE HISTORY ♦3 sem hrs cr
 This course is a study of Tennessee's political, economic, social, and intellectual development from the pre-colonial era to the present. (Formerly HIS 2610)

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

HISTORY HONORS

HIST 2010 UNITED STATES HISTORY I – HONORS ♦3 sem hrs cr
 This course covers in depth the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876. Individual work and analytical thinking are emphasized. Extensive study of historical figures replaces the more general topical coverage of HIST 2010. The figures chosen represent diversity in gender, race, ethnic background, and political views. The class selects the people to be studied at the beginning of each semester. Class discussion and debate is an integral part of this Honors class experience. Prerequisite: See Honors entry requirements. (Formerly HISH2110)

HIST 2020 UNITED STATES HISTORY II – HONORS ♦3 sem hrs cr
 This course traces in depth the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the place of the United States as a world power. Individual work and analytical thinking are emphasized. Extensive study of historical figures replaces the more general topical coverage of HIST 2010. The figures chosen represent diversity in gender, race, ethnic background, and political views. The class selects the people to be studied at the beginning of each semester. Class discussion and debate is an integral part of this Honors class experience. Recommended Prerequisite: HIST 2010. See Honors entry requirements. (Formerly HISH 2120)

HONORS

HONORS BIOLOGY: For students who qualify, an Honors Biology opportunity exists through enrollment in a laboratory section identified in the semester schedule of classes. The distinguishing feature of the Honors Biology laboratory is individual research on a variety of topics.

BITH 1150 INTRODUCTION TO MICROCOMPUTERS - HONORS.....3 sem hrs cr
 This course introduces the student to the use, capabilities, and limitations of microcomputer hardware and software. A study of Windows desktop, computer-assisted presentation software, word processing, the Internet, and imaging software and hardware is covered. The course emphasizes the preparation of computer-generated presentations. Prerequisite or corequisite: COMH 1010, BIT 1000 or a previous keyboarding course or permission of the Dean of Career Education and Workforce Development. See Honors entry requirements.

COMH 1010 FUNDAMENTALS OF SPEECH - HONORS3 sem hrs cr
 This course is a study of communication skills including practice in organizing, preparing, and delivering various types of informative and persuasive speeches. The course emphasizes the preparation of computer-supported presentations using content from other courses in the honors curriculum. Constructive criticism of presentations is incorporated into the course. Prerequisite or corequisite: BITH 1150 and ENGL 1010. See Honors entry requirements.

EDUH 1110 THE TEACHING PROFESSION - HONORS.....3 sem hrs cr
 The history of schools and current challenges, trends, and alternatives are examined. Students explore their suitability for classroom teaching by sharing independent research findings on a variety of educational topics and issues with the class in videotaped discussions and debates. Suitability for teaching is further explored as students assist a teacher in a classroom setting for a minimum of ten hours. Prerequisite: See Honors entry requirements.

EDUH 2110 THE PSYCHOLOGY OF HUMAN DEVELOPMENT AND LEARNING - HONORS 3 sem hrs cr
 This course examines the physical, mental, social, and values development from the beginning to the end of life. Theories of learning, behavior, and motivation are studied with respect to classroom management. Individual work and analytical thinking are required as students conduct research and present their findings as related to psychology and teaching. Class discussion and debate are essential to this Honors experience. A minimum of ten hours of tutoring at an area public school is also required. Prerequisite: See Honors entry requirements.

ENGL 1010 ENGLISH COMPOSITION I – HONORS ♦ 3 sem hrs cr
 This course is an in-depth study of essay writing and argumentation in which students explore a variety of readings and complete a variety of writing assignments including an extensive research project. Prerequisite: See Honors Entry Requirements. (Formerly ENGH 1010)

ENGL 1020 ENGLISH COMPOSITION II – HONORS ♦ 3 sem hrs cr
 This course is an in-depth study of fiction, poetry, and drama with emphasis on literary criticism and research, including the writing of analytical papers. Prerequisite: ENGL 1010. See Honors Entry Requirements. (formerly ENGH 1020)

ENGL 2130 SURVEY OF AMERICAN LITERATURE – HONORS ♦ 3 sem hrs cr
 This course is a study of representative works of American prose, poetry, and drama from the Colonial period through the Twentieth Century. Emphasis is on the development of American literature in the context of American culture. Students may expect intensive class participation, creative writing projects, and a field trip to a literary site. Prerequisite: ENGL 1020. See Honors entry requirements. (Formerly ENGH 2020)

ENGL 2230 SURVEY OF BRITISH LITERATURE – HONORS ♦ 3 sem hrs cr
 This course is an in-depth study of British prose, poetry, and drama, tracing its development from Anglo-Saxon through modern periods. Assignments include field trips, student-initiated creative projects, oral reports, and debates on social and philosophical issues arising from the literature. Prerequisite: ENGL 1020. See Honors entry requirements. (Formerly ENGH 2030)

ENGL 2330 SURVEY OF WORLD LITERATURE – HONORS ♦ 3 sem hrs cr
 This course is a study of a variety of world prose, poetry, and drama in translation, from Homer through the twentieth century. Assignments include field trips, writing projects, oral reports, and detailed class discussion of the works read. Prerequisite: ENGL 1020 See Honors entry requirements. (Formerly ENGH 2040)

HIST 2010 UNITED STATES HISTORY I - HONORS ♦ 3 sem hrs cr
 This course covers in depth the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876. Individual work and analytical thinking are emphasized. Extensive study of historical figures replaces the more general topical coverage of HIST 2010. The figures chosen represent diversity in gender, race, ethnic background, and political views. The class selects the people to be studied at the beginning of each semester. Class discussion and debate is an integral part of this Honors class experience. See Honors entry requirements. (Formerly HISH 2110)

HIST 2020 UNITED STATES HISTORY II - HONORS ♦ 3 sem hrs cr
 This course traces in depth the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the place of the United States as a world power. Individual work and analytical thinking are emphasized. Extensive study of historical figures replaces the more general topical coverage of HIST 2020. The figures chosen represent diversity in gender, race, ethnic background, and political views. The class selects the people to be studied at the beginning of each semester. Class discussion and debate is an integral part of this Honors class experience. Recommended Prerequisite: HIST 2010. See Honors entry requirements. (Formerly HISH 2120)

HON 2010 AMERICAN STUDIES I ♦ 6 sem hrs cr
 This course is an in-depth study of United States history, literature, and culture from the beginning of English settlement in North America to 1876, including a study of representative works in prose, poetry, and drama. The course focuses on the Appalachian region for specific examples of these developments and shows the impact of national events on the Appalachian area. The reading of works by native writers, the exploration of the cultural and historical diversity of the area, intensive class participation, creative writing and research projects, and field trips to historical and literary sites are part of the class. This course generates three semester credit hours in U.S. History and three semester credit hours in American Literature. Prerequisite: ENGL 1020. See Honors entry requirements.

HON 2020 AMERICAN STUDIES II ♦ 6 sem hrs cr
 This course is an in-depth study of United States history, literature and culture from 1876 to the present, including a study of representative works in prose, poetry, and drama. The course focuses on the Appalachian region for specific examples of these developments and shows the impact of national events on the Appalachian area. The reading of works by native writers, the exploration of the cultural and historical diversity of the area, intensive class participation, creative writing and research projects, and field trips to historical and literary sites are part of the class. This course generates three semester credit hours in U.S. History and three semester credit hours in American Literature. Prerequisite: HON 2010. See Honors entry requirements.

IDSH 1020 HONORS SEMINAR IN HUMANITIES STUDIES ♦ 3 sem hrs cr
 This course provides a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The course is cross-curricular and has a changing focus based on the chosen topic. Prerequisite: ENGL 1010 or ENGL 1010-Honors. See Honors entry requirements.

HORTICULTURE

HOR 1240 NURSERY TECHNOLOGY 3 sem hrs cr
 This course is a study of the day-to-day operations used to grow, maintain, and harvest both container and field-grown nursery stock; selection, use and maintenance of nursery equipment and supplies; the various kinds of nurseries; marketing of nursery products and services; and garden center operations.

HOR 1250 LANDSCAPE PLANTS 3 sem hrs cr
 This course is a study of woody and herbaceous plants commonly used in the residential and commercial landscape. Sight identification of selected woody and herbaceous plants, the physical characteristics, cultural requirements, and landscape uses of these plants are presented.

HOR 2220 HORTICULTURE MANAGEMENT AND SALES 3 sem hrs cr
 This course emphasizes management and sales concepts associated with the nursery industry. Effective employee management styles and procedures, financial factors to consider as an employee/employer, marketing and sales strategies related to selected horticultural industries, and selected computer software appropriate to horticultural businesses are presented.

HOR 2710 PLANT PROPAGATION I 3 sem hrs cr
 This course is a study of the following types of asexual propagation: layering, cuttings, grafting, budding, and dividing. Students learn to perform asexual (seed) propagation of ornamental plants; select, use, and maintain equipment and supplies used in plant propagation; and choose the correct propagation method for a variety of ornamental plants.

HOR 2720 PLANT PROPAGATION II 3 sem hrs cr
 This course is a study of advanced asexual plant propagation techniques including five types of layers, seven types of cuttings, five types of grafts and/or buds, and aseptic cultures. Students perform advanced sexual plant propagation techniques including selected pollination, scarification, and stratification, and complete a detailed propagation project. Prerequisite: HOR 2710.

HOR 2910 GREENHOUSE HORTICULTURE 3 sem hrs cr
 This course presents basics of greenhouse construction, materials, and equipment; physical and cultural needs of greenhouse plants; and fundamentals of the growing of flower, bedding plant, seasonal potted plant, and foliage plant crops.

HOSPITALITY MANAGEMENT

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

INDUSTRIAL MANAGEMENT

IMT 1150 INTRODUCTION TO COMPUTER INTEGRATED MANUFACTURING 3 sem hrs cr
 This course is a study of Computer Integrated Manufacturing (CIM) in industry. The course content includes the role of CIM components, the planning for CIM, the CIM implementation and management, and overcoming obstacles to implementation.

IMT 1530 INDUSTRIAL SAFETY 3 sem hrs cr

This course addresses the control of industrial hazards through safe-guarding machinery and processes, mechanical guards, remote controls, nature and analysis of accidents, and control of accidents with emphasis on latest Federal laws. Additional topics to be covered include electrical safety, lifting, oxyacetylene welding, fire safety, chemical safety, grinding wheel safety, eye safety and enclosed vessel entry.

IMT 1550 WASTE AND HAZARDOUS MATERIALS MANAGEMENT 3 sem hrs cr

This course is a study of waste and hazardous materials and their effects on the environment. Emphasis will be placed on the handling of solid waste substances which are originally converted raw materials and, in most cases, can be re-converted. The difficulty and expense relative to monitoring adequately the adverse health effects caused by the increasing number and variety of these substances will also be addressed.

IMT 1830 PRINCIPLES OF SUPERVISION 3 sem hrs cr

This course is a study of managing one's self, management of people at work, and the planning, direction, and control of human resources in industrial plants. The main focus is on three major resources of good supervision; management-mindedness, leadership, and job knowledge. The learning tasks are reinforced with relevant applications.

IMT 2230 QUALITY CONTROL 3 sem hrs cr

This course examines product quality control and reliability using sampling plans, control charts and limits, statistical evaluations of tolerance, systematic investigation of processing variables, and evaluations of reliability. The history of quality control is emphasized examining the impact of the methods of Squires, Deming, Juran, and Taguchi on competitive position. Prerequisite: Documented eligibility for collegiate mathematics.

IMT 2250 ISO 9000 SERIES QUALITY 3 sem hrs cr

The purpose of the International Standards Organizations (ISO) 9000 series is to control quality when doing business worldwide. This course is a study of the ISO 9000 series of standards to include: ISO 9000, 9001, 9002, 9003, and 9004. Prerequisite: IMT 2230 or permission of the Dean of Career Education and Workforce Development.

IMT 2470 PRODUCTION AND INVENTORY MANAGEMENT 3 sem hrs cr

This course is the study of production and inventory management, purchasing, work simplification, value analysis, forecasting and calculation, and value of economic order quantity. Master planning, material requirements planning, capacity requirements planning, and production activity control are also covered. Course correlates with the educational requirements for the American Production and Inventory Control Society examination.

IMT 2500 ADVANCED COMPUTER INTEGRATED MANUFACTURING 4 sem hrs cr

This course is the culmination of the Computer Aided Manufacturing Concentration of the Engineering Technology Major. The course is an advanced study of computer integrated manufacturing (CIM) in industry. The content includes the strategic, leadership, operational, and material flow process associated with the planning and implementation of CIM. Emphasis is placed on student involvement in a hands-on, manufacturing environment where the students produce a product on a fully automated production line. Prerequisites: IMT 1150, IAT 1140, IAT 2050, and IAT 2100.

IMT 2990 TOPICS IN INDUSTRIAL MANAGEMENT 1-5 sem hrs cr

Selected topics in industrial management is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

INDUSTRIAL TECHNOLOGY**IAT 1010 APPLIED BLUEPRINT READING 3 sem hrs cr**

This course is designed to develop skills in blueprint reading and sketching skills needed in the shop by journeymen in the metal working industry. Topics of study will include surface finishes, fits, tolerances, graphic language, dimensioning, working drawings, and isometrics.

IAT 1140 MANUFACTURING PROCESSES 3 sem hrs cr

This course is a study of modern materials and processes in manufacturing, including casting and forming, machining process, welding and allied processes, and techniques related to manufacturing. Several field trips to local manufacturing industries are included.

IAT 1200 METALLURGY 3 sem hrs cr

This course is designed to develop skills in materials identification and characteristics, practical application, heat treatment of various steels, and tools used in the machine shops.

- IAT 1800 MACHINERY'S HANDBOOK.....3 sem hrs cr
 This course is designed to develop the apprentice's ability to utilize the vast amount of technical information found in the Machinery's Handbook, a standard reference book for the mechanical industry in use throughout the world.
- IAT 2020 NURSERY EQUIPMENT SAFETY AND REPAIR.....3 sem hrs cr
 This course presents basic concepts of safety and repair of equipment used in the nursery industry. Topics addressed include basic mechanics, electronics, hydraulic systems used in nursery production, and proper handling and care techniques for large equipment. Service on small, air-cooled, two- and four-cycle engines, and basic welding techniques are presented.
- IAT 2040 COMPUTER NUMERICAL CONTROL (CNC)4 sem hrs cr
 This lecture/laboratory course is an introduction to computer machining. It explores creative ways to program, as well as the geometry of programming, and teaches the application of computers in industry.
- IAT 2050 COMPUTER AIDED MANUFACTURING4 sem hrs cr
 This course covers the methods of interfacing computer aided design (CAD) with computer numerical control (CNC) manufacturing equipment. The course emphasizes practical learning as the student transfers designs prepared in computer-aided design to a CNC device using a state-of-the-art computer aided manufacturing system. Mechanical parts are actually produced on modern CNC machines.
- IAT 2080 NONTRADITIONAL MACHINING PROCESSES3 sem hrs cr
 This course examines the special characteristics that distinguish nontraditional machining processes from traditional machining processes. It is a study of those processes which apply to a wide variety of mechanical, electrical, thermal, and chemical material removal.
- IAT 2100 ROBOTICS3 sem hrs cr
 This lecture/laboratory course presents the major categories of robots, how they are taught, and how to achieve a combination tool motion and orientation that is beyond human capability to execute but not to understand. The course emphasizes practical skills in programming an individual six axis robot to accomplish assigned tasks. Each student will accomplish a project to program the robot for a specific function in a manufacturing process. Oral reports and a final written report are required. Prerequisite: ERG 1810 or the permission of the Dean of Career Education and Workforce Development.
- IAT 2150 PROGRAMMABLE CONTROLLERS3 sem hrs cr
 This lecture/laboratory course is a study of the electrical devices designed to control machines and industrial processes automatically. The content provides an overview of the central system or group of systems which can control, monitor and change basic manufacturing operations to provide maximum production flexibility.
- IAT 2300 FLUID POWER3 sem hrs cr
 This laboratory/lecture course covers hydraulics and pneumatic principles, systems, and components. Along with these principles and operating characteristics of fluid power, laboratory experiments are used to diagnose systems problems and to illustrate the proper installation of components.
- IAT 2990 TOPICS IN INDUSTRIAL TECHNOLOGY1-5 sem hrs cr
 Selected topics in industrial technology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Career Education and Workforce Development. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

INTERDISCIPLINARY STUDIES

- IDS 1000 COLLEGE SURVIVAL SKILLS.....3 sem hrs cr
 This course orients students to college by introducing techniques of time management, study strategies, research, computer use, collaborative learning, health management, critical thinking, and problem solving. In addition, students will become familiar with college offices, policies, and procedures.
- IDS 1010 CRITICAL THINKING2 sem hrs cr
 This course teaches the tools and methodologies of critical thinking including inductive and deductive reasoning, principles of logic, categorization of values, argumentation, etc. It analyzes the interrelationship of the humanities and technology and its impact on social, civic, and economic thinking in contemporary America. Critical thinking tools are also applied to a variety of additional topics such as current events and ethical issues. Prerequisite: ENGL 1010.

IDS 1020 SEMINAR FOR HUMANITIES STUDIES I ♦.....	3 sem hrs cr
IDS 1021 SEMINAR FOR HUMANITIES STUDIES II ♦.....	3 sem hrs cr
IDS 1022 SEMINAR FOR HUMANITIES STUDIES III ♦.....	3 sem hrs cr
IDS 1023 SEMINAR FOR HUMANITIES STUDIES IV ♦.....	3 sem hrs cr

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

IDS 2200 HUMAN DYNAMICS: COVEY'S SEVEN HABITS 3 sem hrs cr
 This course covers the basic principles underlying the habits of highly effective people. Guided learning experiences emphasize those habits that directly affect personal and professional performance capabilities.

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

INTERDISCIPLINARY STUDIES HONORS

IDSH 1020 HONORS SEMINAR IN HUMANITIES STUDIES ♦..... 3 sem hrs cr
 This course provides a forum for the study and critical analysis of Humanities topics and issues, utilizing the principles and techniques of critical thinking and creative problem solving. Students will develop skills of criticism, collaboration, and debate within a group setting. The course is cross-curricular and has a changing focus based on the chosen topic. Prerequisite: ENGL 1010 or ENGL 1010-Honors. See Honors entry requirements.

MATHEMATICS

Courses in the mathematics discipline are developed to encourage students to understand the methods of assimilating information using mathematical, quantitative, and information-processing skills, to promote development of skills which may contribute to career opportunity and success, and to provide the basis and foundation upon which a major in a mathematics-related field may be built.

PLACEMENT IN MATHEMATICS COURSES

Students who graduated from high school in the spring of 1989 or thereafter, and who are seeking an associate degree for transfer, must comply with the 1989 admission requirements. The high school units required in mathematics are one unit each in algebra I and algebra II and one unit in geometry or other advanced mathematics with geometry as a major component. Students admitted without the indicated credits are deficient in these and must remove the deficiencies before enrolling in courses for which these subjects are prerequisites and before receiving an associate degree designed for transfer.

Students deficient in algebra are required to take the math portion of the COMPASS test unless they have a valid ACT composite score of 26 or greater. Successful performance on the COMPASS examination meets the requirements for removal of the deficiency in this subject area. If COMPASS assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Basic/Developmental mathematics courses. Successful completion of required Basic/Developmental mathematics course(s) meets the requirements for removal of the deficiency in this subject area.

Students deficient in the geometry/advanced mathematics unit will remove the deficiency by completing, with a grade of "C" or better, MATH 0990 Geometry.

ASSESSMENT AND PLACEMENT IN MATHEMATICS COURSES

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

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

1. Students who are under 21 years of age whose ACT mathematics subscores are 19 or greater are eligible to enroll in college-level mathematics courses without assessment/placement providing they have met high school criteria under the 1989 admission requirements. See above for information on removing high school deficiencies in mathematics.
2. Students under 21 years of age whose ACT mathematics subscores are 18 or less must take the mathematics portion of the COMPASS test before they enroll in mathematics.
3. All new students who are 21 years of age or older as of the first day of classes of their admitting term and who seek regular admission must take the mathematics portion of the COMPASS test before they can enroll in mathematics.
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.
5. All students who earned high school equivalency diplomas through GED testing must take the mathematics portion of the COMPASS test.

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

PROGRESSION STANDARD FOR COMPLETING THE BASIC AND DEVELOPMENTAL MATHEMATICS REQUIREMENT

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

DOCUMENTED ELIGIBILITY FOR COLLEGIATE MATHEMATICS

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

The documentation will be in the form of:

1. appropriate ACT sub-scores which permit enrollment into collegiate-level mathematics or
2. sufficiently high scores on COMPASS mathematics examinations to place at the collegiate level in mathematics or
3. successful completion of basic and developmental courses required as a result of COMPASS test performance (See previous section on meeting applicable 1989 admissions requirements.).

SELECTION OF COLLEGIATE MATHEMATICS COURSES TO MEET GENERAL EDUCATION REQUIREMENTS

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

MATHEMATICS LABORATORY

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

MATHEMATICS FOR REMOVING GEOMETRY CREDIT DEFICIENCY

MATH 0990 is for students subject to the A89 admission requirements who must remove a geometry deficiency from high school. Such students earning an associate degree designed for transfer must successfully complete MATH 0990 Geometry to remove the deficiency in order to be eligible for collegiate-level mathematics and to receive the degree. Hours earned in MATH 0990 may not be used in a degree or certificate program. A grade of "C" or better is required to earn credit in this course. See section entitled "A89 Requirements".

MATH 0990 GEOMETRY3 sem hrs cr

This course includes a study of two-dimensional and three-dimensional figures and their properties; symmetry, congruence, and similarity; the Pythagorean theorem and special right-triangle relationships; drawing geometrical figures; and writing proofs. A grade of "C" or better is required to earn credit in this course. Prerequisite: Documented competency in DSPM 0700, DSPM 0800, and DSPM 0850 skills.

COLLEGIATE MATHEMATICS

MATH 1010 MATHEMATICS FOR LIBERAL ARTS ♦3 sem hrs cr

This course is a study of problem-solving techniques using sets and logic, equations, geometry, functions, probability and statistics, and math of consumer finances. Additional topics from the history of mathematics, trigonometry, calculus, and graphing applications are included. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, and algebra II. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1010. (Formerly MAT 1260)

MATH 1050 GRAPHICS CALCULATOR BASICS1 sem hr cr

This course provides instruction in the operation of graphics calculators. Content includes instruction in proper use of calculator operations, menus, and functions with applications appropriate for College Algebra, Calculus, Trigonometry, and statistical methods for science, business, and social sciences. This course is graded on a pass/fail basis. Prerequisite: Documented eligibility for collegiate mathematics. (Formerly MAT 1150)

MATH 1070 MATHEMATICS FOR HEALTH PROFESSIONS1 sem hr cr

This course is a study of the metric, Apothecaries', and household systems of measurement; medical abbreviations; the mathematics of preparation and administration of oral and parenteral medication, intravenous medications, and solutions. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics. (Formerly MAT 1200)

MATH 1080 APPLIED TECHNICAL MATHEMATICS3 sem hrs cr

This course covers principles of algebra, geometry, and trigonometry as they apply to problems in the shop and tool room. Measurement of plane figures, problems in construction, mathematics principles of screw threads and gears, logarithms, and tool engineering are also covered. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics. (Formerly MAT 1210/IMT 1210).

MATH 1130 COLLEGE ALGEBRA ♦3 sem hrs cr

This course is a study of selected topics from functions, matrices, and probability. The course is designed for the student whose program of study does not include calculus. A student may not use both MATH 1130 and MATH 1710 in meeting minimum program requirements for any program of study. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1130. (Formerly MAT 1410/MATH 1130)

MATH 1410 NUMBER CONCEPTS FOR ELEMENTARY EDUCATION ♦3 sem hrs cr

This course is a conceptual approach to the study of the properties of number sets within the real number system. Topics include tools for problem solving, sets, functions, logic, numeration systems, properties of and operations with whole numbers, integers, rational numbers and real numbers. Successful completion of an Arithmetic Proficiency Test is required. This course may be used in only the Early Childhood Education and Elementary Education emphases to meet the general education mathematics requirement. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1410. (Formerly MAT 1230)

MATH 1420 GEOMETRY FOR ELEMENTARY EDUCATION ♦3 sem hrs cr

Topics include measurement, congruence, similarity, and graphing; constructions, theorems, and proofs in both non-coordinate and Cartesian settings; historical development of geometry as a tool. Activities will include creating models and manipulatives. This course may be used in only the Early Childhood Education and Elementary Education emphases to meet the general education mathematics requirement. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1420. (Formerly MAT 1240)

MATH 1630 FINITE MATHEMATICS ♦3 sem hrs cr

This course is a study of linear models, matrix algebra, linear programming, mathematics of finance, combinatorics, and probability with applications in each of these areas. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I and algebra II. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1630. (Formerly MAT 1310/MATH 1630)

MATH 1710 PRECALCULUS/ALGEBRA ♦5 sem hrs cr

This course is a study of precalculus topics including equations and inequalities; functions and graphs; polynomial, rational, exponential, and logarithmic functions; systems of equations; conic sections; binomial theorem; and mathematical induction. The course is designed for students whose program of study requires one or more semesters of calculus. A student may not use both MATH 1130 and MATH 1710 in meeting minimum program requirements for any program of study. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit each in algebra I, algebra II, and geometry. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1710. (Formerly MAT 1610)

MATH 1720 PRECALCULUS/TRIGONOMETRY ♦3 sem hrs cr

This course is a study of trigonometric functions and their application to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, composite angle formulas, and other selected topics. Prerequisite: MATH 1130 or MATH 1710 (MATH 1130 for students whose program of study does not include calculus; MATH 1710 for students whose program of study includes calculus) or permission of the Dean of Mathematics, Science, and Education. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1720. (Formerly MAT 1620)

MATH 1830 CALCULUS FOR BUSINESS ♦3 sem hrs cr

This course is an intuitive approach to the concepts of limits and the differential and integral calculus with applications to business, economics, and related fields. Prerequisite: MATH 1630. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1830. (Formerly MAT 1330)

MATH 1910 CALCULUS I ♦ 5 sem hrs cr

This course is a study of selected topics in advanced algebra, trigonometry, and plane analytic geometry; functions, including their limits and continuity; derivatives of algebraic and trigonometric expressions and their applications to graphing, maxima and minima, and related rates; integration of algebraic and trigonometric expressions and area between curves. Prerequisites: Documented eligibility for collegiate mathematics; at least four high school credits in college preparatory mathematics to include algebra I, algebra II geometry, and trigonometry or MATH 1710 and MATH 1720. Students who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1910. (Formerly MAT 2510)

MATH 1920 CALCULUS II ♦ 5 sem hrs cr

This course is a study of differentiation and integration of trigonometric, inverse trigonometric, logarithmic, exponential and hyperbolic functions; integration techniques, including parts, substitution and partial fractions; indeterminate forms; applications of the integral; sequences and infinite series including Taylor expansions. Prerequisite: MATH 1910. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 1920. (Formerly MAT 2520)

MATH 2010 ELEMENTS OF LINEAR ALGEBRA ♦ 3 sem hrs cr

This course is a study of matrices, systems of linear equations, determinants, vectors, vector spaces, eigenvalues, eigenvectors, and other selected topics. Prerequisite: MATH 1910. Students who are subject to A89 admission requirements who do not have a high school credit in geometry must successfully complete MATH 0990 prior to enrollment in MATH 2010. (Formerly MAT 2830)

MATH 2110 CALCULUS III ♦ 5 sem hrs cr

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

MATH 2120 DIFFERENTIAL EQUATIONS ♦ 3 sem hrs cr

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

MATH 2990 TOPICS IN MATHEMATICS 1-5 sem hrs cr

Selected topics in mathematics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

MUSIC

MUS 1030 MUSIC APPRECIATION ♦ 3 sem hrs cr

This course is designed to develop the student's awareness of music from many historical style periods, music from diverse cultures, and the foundations of modern streams of musical thought.

MUS 1410 ENSEMBLE : CHOIR I 1 sem hr cr

MUS 1420 ENSEMBLE : CHOIR I 1 sem hr cr

MUS 1430 ENSEMBLE : CHOIR III 1 sem hr cr

MUS 1440 ENSEMBLE : CHOIR IV 1 sem hr cr

These courses require participation in all phases of choral activity, including rehearsals and performances. A variety of musical styles is covered. These courses are open to all students.

MUS 1610 ENSEMBLE: CHAMBER I	1 sem hr cr
MUS 1620 ENSEMBLE: CHAMBER II	1 sem hr cr
MUS 1630 ENSEMBLE : CHAMBER III	1 sem hr cr
MUS 1640 ENSEMBLE : CHAMBER IV	1 sem hr cr

These courses allow for the formation of special interest musical groups not covered in other music curriculum. Content emphasizes, but is not limited to, instrumental music. A variety of musical styles is covered. Rehearsals and performances are required. Enrollment in these courses requires permission of the instructor.

MUS 1710 BEGINNING GUITAR	1 sem hr cr
MUS 1720 INTERMEDIATE GUITAR	1 sem hr cr

These courses provide group instruction in basic guitar skills for students with beginning or intermediate experience. Each course progressively develops guitar skills. The courses must be taken sequentially.

MUS 1810 STAGE BAND I	1 sem hr cr
MUS 1820 STAGE BAND II	1 sem hr cr
MUS 1830 STAGE BAND III	1 sem hr cr
MUS 1840 STAGE BAND IV	1 sem hr cr

These courses provide students with the opportunity to perform in the jazz band setting modeled after the big band style. Rehearsals and performances are required. Enrollment in these courses requires permission of the instructor.

MUS 2300 TRADITIONAL MUSIC OF THE MIDSOUTH	3 sem hrs cr
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This course introduces the primary strains of traditional music indigenous to the MidSouth region such as country, blues, gospel, bluegrass, and old-time string band styles. Special emphasis is given to understanding the roles which these various styles play in individual and collective experience.

MUS 2520 FUNDAMENTALS OF MUSIC FOR SCHOOL AND COMMUNITY	3 sem hrs cr
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This course is designed to develop basic music skills and understanding of elementary music concepts. Music fundamentals including scales, chords, meters, and rhythm will be applied to at least one of the following instruments or techniques: guitar, piano, recorder, percussion, and singing. Specific emphasis will be given to using musical skills in elementary education and community participation.

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

NURSING

NET 1050 MEDICAL TERMINOLOGY 3 sem hrs cr

This course is a study of the language of the allied health sciences, nursing and medicine. The meaning and pronunciation of complex words are presented through analysis of word roots, suffixes, prefixes, and combining forms, describing all body systems.

NET 1060 TOOLS FOR NURSING STUDENTS 2 sem hrs cr

This on-line course is designed to provide tools to assist the nursing student to be successful. Emphasis is placed on problem-solving, critical thinking and test-taking strategies. Prerequisite: BIT 1150 or permission of the Dean of Career Education and Workforce Development.

NET 1350 NURSING TRANSITION 4 sem hrs cr

This course is designed to assist the transition from Licensed Practical Nurse to Associate Degree Nurse. Guided learning experiences from NET 1410, Nursing Care I, are presented to provide a theoretical background congruent with the nursing program. Topics emphasized are communications and teaching/learning techniques, the nursing process, physical assessment and fluid/electrolyte needs. (Upon successful completion of this course, students will be eligible to enroll in NET 1420, Nursing Care II, provided that all prerequisite requirements of NET 1420 are met.) Prerequisites: Acceptance into the Career Mobility Transition/Challenge Program, CPR certification for health providers, and proof of current liability insurance; completion of BIOL 1110, BIOL 2010, and BIOL 2020, with a grade of "C" or better (Effective fall semester 2001). Prerequisite or corequisite: ENGL 1010, and MATH 1070. Corequisite: NET 1400.



NET 1400 ROLE OF THE ASSOCIATE DEGREE NURSE.....1 sem hr cr

This course is designed to introduce the student to the role and competencies of the Associate Degree Nurse student and graduate; the philosophy and conceptual framework of the program; the use of the nursing process to provide patient care; and selected ethical, historical, and legal aspects of the nursing profession. Licensed Practical Nurses who are enrolled in NET 1350 are required to take this course in the appropriate sequence. Prerequisite: Acceptance into the nursing program; completion of BIOL 1110, BIOL: 2010 and BIOL 2020 with a grade of "C" or better (effective fall semester 2001). Corequisite: NET 1410 or NET 1350. Prerequisite or corequisite ENGL 1010, MATH 1070.

NET 1410 NURSING CARE I.....9 sem hrs cr

Guided learning experiences introduce the student to health maintenance of the individual, the health care system, and the participation of the nurse within that system. Pharmacological aspects of patient care are introduced. Core components and competencies are introduced: communication, assessment, clinical decision-making, caring interventions, teaching/learning, collaboration, and managing care. Guided learning is provided for the acquisition of fundamental nursing skills and the use of the nursing process to assess, diagnose, plan, implement and evaluate patient care. Clinical experience is provided in area hospitals and/or health care agencies. (6 hours lecture – 9 hours laboratory). Prerequisites: Acceptance into the nursing program; CPR certification for health care providers; proof of liability insurance; completion of BIOL 1110, BIOL 2010, and BIOL 2020 with a grade of "C" or better (effective fall semester 2001). Prerequisites or corequisites: NET 1400, MATH 1070, ENGL 1010.

NET 1420 NURSING CARE II.....9 sem hrs cr

Guided learning experiences focus on caring for the family unit through the normal reproductive process, childbearing, parenting, maintenance of the family process, community health issues, growth and development, women's/men's health needs, and sensory perception of adults and children, and drug therapy. Curriculum threads emphasized are nursing process, growth and development across the life span, stress adaptation, communication skills with adults and children, legal-ethical issues related to families, and cultural diversity. Classroom laboratories include the principles and techniques of surgical asepsis and of administering parenteral medications, women's and men's health management and care of the newborn. Clinical objectives focus on the student's ability to use the nursing process in planning nursing interventions, in implementation of interventions, and in beginning evaluation of the care given. Clinical experience is provided in area hospitals and health care agencies. (5 hours lecture – 12 hours laboratory) Prerequisites: ENGL 1010, MATH 1070, NET 1400, NET 1410 or NET 1350; CPR certification for health care providers; proof of liability insurance; completion of BIOL 1110, BIOL 2010, and BIOL 2020, with a grade of "C" or better (Effective fall semester 2001). Prerequisites or Corequisites: PSY 1310, ENGL 1020.

NET 2130 SEMINAR IN NURSING.....1 sem hr cr

This course focuses on ethical, legal, and professional trends and issues in nursing, and on selected aspects of leadership and management. Varying responsibilities and roles of nurses in hospitals and other agencies are explored, as are the needs of the graduate associate nurse for adaptation to the work setting. Curriculum threads emphasized are nursing process, stress adaptation, and self-vocational growth. Group discussions, student presentations, and guest speakers are included. Prerequisites: BIOL 2230, PSY 2900, NET 2410. Corequisite: NET 2420.

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

Guided learning experiences focus on the management of care of patients and families experiencing acute and chronic health problems core components and competencies, communication, assessment, clinical decision making, care interventions, teaching/learning, collaboration and managing care are integrated throughout the course. Guided learning is provided for the acquisition of selected nursing skills. Clinical experience is provided in skilled care and acute care facilities and in community health agencies. Satisfactory demonstration of first level clinical skills is required the first week of this course. (6 hours lecture – 12 hours laboratory) Prerequisites: Completion of BIOL 1110, BIOL 2010 and BIOL 2020, with a grade of "C" or better (effective Fall 2001); ENGL 1010, HPE 2230, PSY 1310, NET 1420, and CPR recertification. Prerequisites or corequisites: PSY 2900, BIOL 2230.

PHYSICAL EDUCATION
ACTIVITY COURSES

NOTE: To satisfy requirements for the University Parallel degree, students must have 2 semester credit hours of physical education activity courses to be taken as two 1-semester courses in separate semesters.

- PHED 1010 BADMINTON ♦ 1 sem hr cr
 This course is designed to develop basic skills and understanding of badminton. (2 hours per week)
 (Formerly PED/HPE 1010)
- PHED 1020 VOLLEYBALL ♦ 1 sem hr cr
 This course is designed to develop basic skills and understanding of volleyball. (2 hours per week)
 (Formerly PED/HPE 1020)
- PHED 1030 AEROBIC WALKING ♦ 1 sem hr cr
 This course is designed for individuals who want to begin a physical fitness program or further develop a walking program already in place. (2 hours per week) (Formerly PED/HPE 1030)
- PHED 1040 DANCE EXERCISE ♦ 1 sem hr cr
 This course is designed for conditioning in which the student works vigorously on flexibility, muscle toning, and cardiovascular fitness through choreographed music routines. Special attention is given to proper nutrition and fitness principles. (2 hours per week) (Formerly PED/HPE 1040)
- PHED 1060 BASKETBALL ♦ 1 sem hr cr
 This course teaches the basic fundamentals of basketball through practice and playing games. (2 hours per week) (Formerly PED 1060)
- PHED 1080 FOLK AND SQUARE DANCE ♦ 1 sem hr cr
 The first half of this course provides an introduction to an instruction in folk dances from countries around the world. The second half of the course provides instruction and participation in beginning square dances. (2 hours per week) (Formerly PED/HPE 1080)
- PHED 1090 ARCHERY ♦ 1 sem hr cr
 This beginning course provides instruction and practice in the basic fundamentals of archery. (2 hours per week) (Formerly PED/HPE 1090)
- PHED 1100 GOLF ♦ 1 sem hr cr
 This beginning course provides instruction and practice in the basic fundamentals of golf. Student is required to play three rounds of golf during the semester. (2 hours per week) (Formerly PED/HPE 1100)
- PHED 1110 TENNIS ♦ 1 sem hr cr
 This beginning course provides instruction and practice in the basic fundamentals of tennis. (2 hours per week) (Formerly PED/HPE 1110)
- PHED 1130 BOWLING ♦ 1 sem hr cr
 This course is designed to develop basic bowling skills and examines the history and scoring of recreational bowling. Student is responsible for transportation and lane fees. (2 hours per week) (Formerly PED/HPE 1130)
- PHED 1140 SOCCER ♦ 1 sem hr cr
 This course is designed to develop an understanding of the rules of soccer and an acquisition of basic skills. (2 hours per week) (Formerly PED/HPE 1140)
- PHED 1150 BODY BUILDING AND WEIGHTLIFTING ♦ 1 sem hr cr
 This course is designed for body building and conditioning through the use of weights and a gym machine. (2 hours per week) (Formerly PED/HPE 1150)
- PHED 1190 BODY AEROBICS ♦ 1 sem hr cr
 This course focuses on developing and accomplishing the objectives of an individual workout program. Activities include use of weights, jogging, jumping rope, aerobic exercise, minitramp, stationary bike, etc. Other fitness topics include food value and stress control. (2 hours per week) (Formerly PED/HPE 1190)

- PHED 1200 SNOW SKIING ♦ 1 sem hr cr
 This course introduces the student to basic techniques in snow skiing. Students will participate in lessons from certified ski instructors. Students will participate in 3 days of instruction and skiing. An additional fee is required to cover the cost of lodging, equipment, lift expenses, and professional instruction.
- PHED 1210 CONDITIONING EXERCISES ♦ 1 sem hr cr
 The course focuses upon physical self-awareness and development. It is designed for the student who is interested in improving vitality, graceful movement patterns, and skill in performing sports. (2 hours per week) (Formerly PED/HPE 1210)
- PHED 1240 JOGGING FOR FITNESS ♦ 1 sem hr cr
 This course is designed to help the student develop jogging as a technique of exercise and to improve physical fitness. (2 hours per week) (Formerly PED/HPE 1240)
- PHED 1310 ADAPTIVE PHYSICAL EDUCATION I ♦ 1 sem hr cr
 This course is designed to assist students with disabilities in developing physically, mentally, and socially, through counseling and physical activities that will benefit the student in these areas. Verification of eligibility is required through the Dean of Mathematics, Science, and Education. (2 hours per week) (Formerly PED/HPE 1310)
- PHED 1320 ADAPTIVE PHYSICAL EDUCATION II ♦ 1 sem hr cr
 This course is a continuation of PHED 1310. Verification of eligibility is required through the Dean of Mathematics, Science, and Education. (2 hours per week) (Formerly PED/HPE 1320)
- PHED 1410 VARSITY ATHLETICS I 1 sem hr cr
 PHED 1420 VARSITY ATHLETICS II 1 sem hr cr
 Students participating on the appropriate varsity athletic team will register for "Varsity Athletics." PHED 1420 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 1410)
- PHED 1510 BEGINNING SWIMMING ♦ 1 sem hr cr
 This beginning course equips the individual with basic water safety skills and knowledge for activities in, on, or about the water and includes instructions in the basic skills of good swimming technique. Student is responsible for own transportation to site of class. (2 hours per week) (Formerly PED/HPE 1510)
- PHED 1520 INTERMEDIATE SWIMMING ♦ 1 sem hr cr
 This intermediate course in swimming provides the student with the opportunity to learn the elements of good swimming technique. These elements include four individualized strokes and some emphasis on safety and rescue techniques. Certification by American Red Cross is possible. Student is responsible for own transportation to site of class. (2 hours per week) (Formerly PED/HPE 1520)
- PHED 2990 TOPICS IN PHYSICAL EDUCATION 1-5 sem hrs cr
 Selected topics in physical education is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PHYSICS

- PHYS 2010 NON-CALCULUS BASED PHYSICS I ♦ 4 sem hrs cr
 This course is an applied physics study of the basic laws and principles of technical measurement, forces, vectors, equilibrium, velocity and acceleration, work, energy, and power, basic laws and principles of rotational motion, simple machines, and properties of solids and fluids. (3 hours lecture-2 hours laboratory) Prerequisite or corequisite: MATH 1080 or its equivalent. (Formerly PHY 2110)

- PHYS 2020 NON-CALCULUS PHYSICS II** ♦ 4 sem hrs cr
 This course is an applied physics study of temperature, heat transfer, heat gas laws, and thermodynamic applications, basic laws and principles of electrostatics, direct current, magnetism, alternating current, sound, light and nuclear physics. (3 hours lecture-2 hours laboratory) Prerequisite: PHYS 2010. (Formerly PHY 2120)
- PHYS 2110 CALCULUS BASED PHYSICS I** ♦ 4 sem hrs cr
 This calculus-based course is intended for science and engineering students. Subjects covered include mechanics, heat and thermodynamics, and waves. (3 hours lecture - 3 hours laboratory) Prerequisites: MATH 1910 and concurrent enrollment in or completion of MATH 1920. (Formerly PHY 2310)
- PHYS 2120 CALCULUS BASED PHYSICS II** ♦ 4 sem hrs cr
 This calculus-based course is intended for science and engineering students. Subjects covered include electricity and magnetism, light and optics, and selected topics from modern physics. (3 hours lecture - 3 hours laboratory) Prerequisite: PHYS 2110. (Formerly PHY 2320)
- PHYS 2990 TOPICS IN PHYSICS** 1-5 sem hrs cr
 Selected topics in physics is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Mathematics, Science, and Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements. (Formerly PHY 2990)

POLITICAL SCIENCE

- POL 1110 AMERICAN GOVERNMENT** 3 sem hrs cr
 This course is a study of the basic features of American government with emphasis on constitutional principles and the structure and functions of the three branches of national government.
- POL 1120 STATE AND LOCAL GOVERNMENT** 3 sem hrs cr
 This course is a study of the forms and functions of state and local government in the United States, with particular emphasis on government in the state of Tennessee.
- POL 2990 TOPICS IN POLITICAL SCIENCE** 1-5 sem hrs cr
 Selected topics in political science is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PSYCHOLOGY

- PSY 1100 PSYCHOLOGY OF HUMAN RELATIONS** 3 sem hrs cr
 This course introduces the student to factors in human interaction that contribute to the understanding of self and others. Topics covered include self-concept, emotions, communication, work, and family relations.
- PSY 1310 GENERAL PSYCHOLOGY I** 3 sem hrs cr
 This course is a study of selected topics in general psychology. Subject matter includes research methods, biological foundations of behavior, human development, learning, memory, sensation and perception, and consciousness.
- PSY 1320 GENERAL PSYCHOLOGY II** 3 sem hrs cr
 This course is a study of selected topics in general psychology. Subject matter includes thinking and language, intelligence, motivation, emotion, theories of personality, social psychology, psychological disorders, and psychotherapy. Recommended prerequisite: PSY 1310.
- PSY 2100 SOCIAL PSYCHOLOGY** 3 sem hrs cr
 This course is a study of the social influences on human behavior. Topics covered include social cognition, attitudes, social influence, aggression, prosocial behavior, interpersonal attraction, and group processes. Prerequisite: Three hours of psychology or sociology or permission of the Dean of Humanities and Social Science.

PSY 2120 CHILD PSYCHOLOGY.....3 sem hrs cr
 This course is the study of behavior in infancy and childhood. It includes a survey of language, emotional, physical, social, moral, and cognitive development. Prerequisite: Two courses in psychology or permission of the Dean of Humanities and Social Science.

PSY 2900 ABNORMAL PSYCHOLOGY3 sem hrs cr
 This course examines concepts related to psychopathology and behavior disorders with emphasis on maladaptive social behavior. Topics include adjustment disorder, personality disorders, anxiety-based disorders, and psychotic disorders. Prerequisite: Two courses in psychology or permission of the Dean of Humanities and Social Science.

PSY 2990 TOPICS IN PSYCHOLOGY1-5 sem hrs cr
 Selected topics in psychology is a specially designed course for students interested in pursuing specific study projects under the supervision of a discipline instructor and approved by an advisor, the course instructor, and the Dean of Humanities and Social Science. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

REAL ESTATE

RES 2010 INTRODUCTION TO REAL ESTATE4 sem hrs cr
 This course covers the basic laws and principles of real estate, including finance, decreased ownership, brokerage appraisals, license law, and real estate mathematics. This course is essential to persons interested in acquiring the real estate affiliate's license in Tennessee.

SOCIOLOGY

SOC 2110 INTRODUCTION TO SOCIOLOGY.....3 sem hrs cr
 This course identifies basic human relationships essential to survival in modern society and seeks to assist students in understanding and applying this knowledge in everyday life. Topics include introduction to sociology, culture, inequality and social class, political and economic orders, and the changing society.

SOC 2120 SOCIAL PROBLEMS.....3 sem hrs cr
 The sociological perspective of the understanding of and solutions for some of the major current problems confronted in American society is examined. Included are such issues of social concern as poverty, social deviance, environment, energy, population, health, education, and medical care. Prerequisite: SOC 2110 or permission of the Dean of Humanities and Social Science.

SOC 2200 MARRIAGE AND FAMILY3 sem hrs cr
 This course considers the customs and patterns of courtship and the problems of the modern family. Emphasis is placed on the problems of the family in an era of rapid social change; social, cultural, and personal factors relating to mate selection and family life; and family organization, disorganization, and reorganization.

SOC 2310 SOCIAL GERONTOLOGY3 sem hrs cr
 This course offers an introduction to understanding the dynamics of the aging process, where it fits into each individual's life, and the implications associated with significant growth in the United States' aging population. Topics include the myths and realities of how a person ages, role changes in later life, and societal response to the older population.

SOC 2320 APPLIED GERONTOLOGY3 sem hrs cr
 This course provides an understanding of how knowledge of the aging process can be applied to everyday interactions with increased numbers of senior adults in family, work, and community environments. Topics include increasing financial resources, older worker issues, relating to both adult children and elderly parents, coping with pension plan uncertainties, late life career changes, and intimacy in senior adulthood.

SOC 2400 INTRODUCTION TO CRIMINOLOGY 3 sem hrs cr
 This course is a study of crime and criminal behavior. Topics examined include the nature of crime, its measurement and forms, the social dimensions and correlates of crime, major theories of criminal and delinquent behavior, and possible solutions to the crime problem. (Same as CJA 2400)

SOC 2570 INTRODUCTION TO SOCIAL WORK..... 3 sem hrs cr
 This course examines the history, philosophy, professional mission, career patterns, practice, methods and present organization of the social work profession.

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

SPANISH

SPAN 1001 ELEMENTARY SPANISH I..... 3 sem hrs cr
 This course provides instruction and practice in listening to, speaking, reading, and writing basic Spanish and promotes cultural awareness. The course is designed to correct A89 language deficiencies and to serve as an introduction to the Spanish language. SPAN 1001 cannot be used to satisfy any part of the foreign language sequence for an AA degree nor to meet the foreign language requirement for Elementary Education K-8 Emphasis (MTSU).

SPAN 1002 ELEMENTARY SPANISH II..... 3 sem hrs cr
 This course is a continuation of SPA 1001 and provides instruction and practice in listening to, speaking, reading, and writing basic Spanish and promotes cultural awareness. This course is designed to correct A89 language deficiencies and to serve as an introduction to the Spanish language. SPAN 1002 cannot be used to satisfy any part of the foreign language sequence for an AA degree nor to meet the foreign language requirement for Elementary Education K-8 Emphasis (MTSU).

SPAN 1010 BEGINNING SPANISH I..... 3 sem hrs cr
 This course emphasizes the essentials of Spanish grammar and develops reading, writing, and speaking skills in the language. Readings about Spanish cultures are included. (Formerly SPA 1010)

SPAN 1020 BEGINNING SPANISH II..... 3 sem hrs cr
 This course continues to emphasize the essentials of Spanish grammar and further develops reading, writing, and speaking skills. Readings about Spanish and South American cultures are included; and the literature of important Spanish authors, such as Cervantes, Espronceda, and Gaballero, is introduced. Prerequisite: SPAN 1010. (Formerly SPA 1020)

SPAN 2010 INTERMEDIATE SPANISH I 3 sem hrs cr
 This course combines grammar review with exercises for improving oral and written skills and includes readings in Spanish literature and culture. Prerequisite: SPAN 1020. (Formerly SPA 2010)

SPAN 2020 INTERMEDIATE SPANISH II 3 sem hrs cr
 This course continues a grammar review and further develops oral and written skills. Readings from Spanish and Latin-American cultures and selections from Spanish authors are emphasized. Prerequisite: SPAN 2010. (Formerly SPA 2020)

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

BASIC AND DEVELOPMENTAL CURRICULUM

Courses in the basic and developmental curriculum are provided to aid students who demonstrate a need for additional academic preparation before enrolling in college-level courses. Basic studies is a program of instruction that leads to proficiency in the Basic Skills Competencies defined by the Tennessee State Department of Education as "Tennessee Competency Assessment Program" (TCAP). Developmental studies is a program of instruction, distinct from Basic Studies, that leads to the level of proficiency in the "Basic Academic Competencies" defined in the Educational EQuality Project of the College Board as required for successful pursuit of college studies.

Basic and developmental courses are open only to students whose assessment test performance indicates a need to improve skills in reading, writing, or mathematics. Students whose assessment results indicate placement in DSPS 0800, Developmental Study Skills, must complete this course within their first 12 credit hours of enrollment. Hours earned in these courses are add-on hours and may not be used to complete any degree requirement. For more information about this program, see section entitled "Developmental Studies Program (DSP)". Basic or developmental courses may not be taken for audit status.

WRITING CENTER AND MATHEMATICS LABORATORY. Help is provided in the Writing Centers and in the Mathematics Laboratories (located on the Moore County campus and the Fayetteville and McMinnville centers, and at the Smyrna site) for any Motlow student needing individual instruction and/or practice in developing specific writing or mathematics skills. No fees are charged for tutorial service or assistance; however, students must be currently enrolled at Motlow College. No academic credit is given for participation.

PROGRESSION STANDARD FOR COMPLETING THE BASIC AND DEVELOPMENTAL ENGLISH (WRITING) REQUIREMENT

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

PROGRESSION STANDARD FOR COMPLETING THE BASIC AND DEVELOPMENTAL MATHEMATICS REQUIREMENT

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

DEVELOPMENTAL STUDIES PROGRAM MATHEMATICS

DSPM 0700 BASIC MATHEMATICS 3 sem hrs cr
This course places emphasis on the principles and applications of arithmetic including reading and writing numerals; fundamental operations on whole numbers and common and decimal fractions; percent, ratio and proportion; rounding; introductory topics from geometry; determining arithmetic mean; interpreting graphs; the English and metric measuring systems; exploring steps necessary to solve word problems; operations with signed numbers; and evaluating variable expressions and solving linear equations.

DSPM 0800 BEGINNING ALGEBRA 3 sem hrs cr
This course is a study of the properties of the real number system, arithmetic operations with rational numbers and order of operations; evaluation and simplification of variable expressions; solutions of linear equations and linear inequalities in one variable; graphing linear equations and inequalities; problem-solving; polynomial arithmetic; operations with integer exponents; factoring polynomials and solving quadratic equations by factoring. Prerequisite: Documented competency in DSPM 0700 skills.

DSPM 0850 INTERMEDIATE ALGEBRA 3 sem hrs cr
This course is a study of algebraic fractions, graphs, slopes, and equations of lines; solving systems of linear equations and inequalities; operations involving radicals and rational exponents; graphing and solving quadratic equations and inequalities; and functions. Applications are studied with each topic. Students with only one credit in high school algebra must be tested to verify eligibility for DSPM 0850 without successful completion of DSPM 0800. Prerequisite: Documented competency in DSPM 0800 skills.

DEVELOPMENTAL STUDIES PROGRAM READING

DSPR 0700 BASIC READING..... 3 sem hrs cr
 This course concerns reading fundamentals--identifying main ideas with major and minor supporting details, sequencing, locating facts, using contextual clues, drawing conclusions, and making inferences. Increasing vocabulary is a major component of the course.

DSPR 0800 DEVELOPMENTAL READING..... 3 sem hrs cr
 This course is designed to improve reading fluency. Identifying main ideas with major and minor supporting details, sequencing, locating facts, using contextual clues, drawing conclusions, making inferences, understanding figurative language, and detecting tones and mood are skills that are developed. Vocabulary extension, critical thinking skills, and pleasure reading are stressed. Prerequisite: Documented competency in DSPR 0700 skills.

DEVELOPMENTAL STUDIES PROGRAM STUDY SKILLS

DSPS 0800 DEVELOPMENTAL STUDY SKILLS..... 3 sem hrs cr
 This course emphasizes academic success skills necessary for students to achieve their educational goals. Topics such as time management, communications skills, study techniques, library use, note-taking, and exam-taking are emphasized. The course also includes goal-setting, study habits, attitude development, and current issues which college students face. Students whose assessment results indicate placement in DSPS 0800, Developmental Study Skills, must complete this course within their first 12 credit hours of enrollment.

DEVELOPMENTAL STUDIES PROGRAM WRITING

DSPW 0700 BASIC WRITING..... 3 sem hrs cr
 This course includes a review of rudimentary skills in grammar, mechanics, punctuation, capitalization, and effective sentence writing. Additionally, students learn to use the dictionary and write business and friendly letters.

DSPW 0800 DEVELOPMENTAL WRITING..... 3 sem hrs cr
 This course develops skills in punctuation, sentence writing, paragraphing, and outlining. The course emphasizes proofreading skills, conceiving ideas for writing, and varying writing styles as paragraph development merges into essay writing. Prerequisite: Documented competency in DSPW 0700 skills.



Faculty, Staff, and Administration

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Homer Knox	Maintenance Mechanic
Mary Morris	Custodian
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Hollis Reed	Custodian
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Jeff Skelton Grounds Supervisor
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 Deborah Watkins Custodian
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 Carolyn Clay Financial Aid Technician
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 Karen Glass Financial Aid Technician

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 Sherry Fishman Account Clerk I
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Smyrna Teaching Site

Niles Reddick Director
 Karen Hudson Administrative Secretary
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B.A., 1976, University of Mississippi; M.A., 1980, University of Mississippi; Additional Graduate Study, University of Mississippi; Motlow position, 1993.
- Bair, Charles A. Associate Professor, Engineering
B.S., 1965, Parks College of Aeronautical Technology, Saint Louis University; M.S., 1975, Air Force Institute of Technology; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1987.
- Baker, James D. Assistant Professor, Business Information Technology and Computer Science
B.S., 1979, Southern Illinois University; B.S., 1984, Chapman College; M.B.A., 1987, Chapman College; M.S., 1994, Middle Tennessee State University; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1986.
- Barfield, Gary Instructor, Health and Physical Education; Women's Softball Coach
A.S., 1991, Motlow State Community College; B.S., 1999, Middle Tennessee State University; Motlow position, 1999.
- Bartley, Randall B. Discipline/Advisement Coordinator, Business & Technology; Professor, Economics
B.S., 1973, University of Tampa; M.B.A., 1977, Northwest Missouri State University; D.A., 1991, Middle Tennessee State University. Additional Graduate Study, Columbus College. Motlow position, 1985.
- Bastian, Pam Instructor, Business Information Technology
B.B.A., 1992, Middle Tennessee State University; M.S., 1996, Middle Tennessee State University; Motlow position, 2001.
- Bateman, Joyce Secretary III
A.S., 1979, Motlow State Community College; CPS, 1994; Additional Study, Trevecca Nazarene University; Motlow position, 1979.
- Bates, Bob Director, Facilities Services
A.A., 1980, Pensacola Junior College; Additional Study, University of West Florida, Middle Tennessee State University; Motlow position, 1994.
- Bates, Jonathan Instructor, Lab Technician, English
B.A., 1978, University of the South; M.S., 1989, New York University; Additional Graduate Study, New York University; Motlow position, 2001.
- Beckman, Larry Watchkeeper
Motlow position, 1998.

- Bell, Daphne A. Associate Professor, Mathematics
A.A., 1970, Cumberland College of Tennessee; B.A.E., 1972, University of Mississippi; M.S.T., 1977, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1985.
- Bigham, Terry Accountant
B.S., 1979, David Lipscomb University; Motlow position, 1984
- Bloodworth, Amy D Assistant Professor, English
B.A., 1988, University of Alabama, Huntsville; M.A., 1990, University of Alabama, Huntsville; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1994.
- Bloodworth, William Stuart Assistant Professor, English
B.A. 1989, University of Tennessee, Martin; M.A., 1992, Murray State University; Motlow position 1993.
- Bordenet, Cheryl Secretary II
Motlow position, 2000.
- Bradley, Michael R. Professor, Social Science
B.A., 1963, Samford University; B.D., 1966, New Orleans Baptist Seminary; M.A., 1969, Vanderbilt University; Ph.D., 1971, Vanderbilt University; Post Doctorate Fellowship, 1973, Johns Hopkins University; National Endowment for the Humanities Fellow, 1973; National Science Foundation Fellow, 1975; Mellon Regional Faculty Development Grant, 1982; NEH Study and Research Grant, 1994; AAJC Curriculum Development Grant, 1995; Motlow position, 1970.
- Breece, Thomas H. Assistant Professor, Music
B.M.Ed., 1984, Southern College; M.M.Ed., 1990, University of Tennessee at Chattanooga; Motlow position, 1993.
- Brock, D.J. Systems Programmer II
A.A., 1968, Freed Hardeman College; Motlow position, 1990.
- Brooks, Vera R. Associate Professor, Business
B.S., 1974, Austin Peay State University; M.B.E., 1981, Middle Tennessee State University; Additional Graduate Study, Western Carolina University and Tennessee State University; CPS, 1985; Motlow position, 1980.
- Brown, Laura Information Research Technician I
Motlow position, 1999.
- Brown, Susan Coordinator, Tech Prep
A.S., 1997, Roane State Community College; B.S., 1998, Tusculum College; Motlow position, 2000.
- Burden, Patra T. Library Assistant Sr.
CPS, 1996; Motlow position, 1993.
- Burgess, Monica Administrative Secretary
A.S., 1986, Motlow State Community College; Motlow position, 1987.
- Burke, Gina Assistant Professor, Accounting
B.B.A., 1987, Middle Tennessee State University; M.B.A., 1988, Tennessee Technological University; CPA (Inactive) Tennessee; Additional Graduate Study at the University of Memphis; Motlow position, 1992.
- Burlin, Patricia Associate Professor, Nursing
B.S.N., 1980, University of Alabama, Huntsville; M.S.N., 1983, University of Alabama, Birmingham; Additional Graduate Study, Vanderbilt University; CCM, 1994; CMDA, 1997; CS, 1999; Motlow position, 2001.
- Campbell, Jessie Director, Counseling
B.S., 1962, Tennessee State University; M.Ed., 1974, Middle Tennessee State University; Ed. D., 1998, George Peabody College of Vanderbilt University; Motlow position, 1975.

- Cannon, Brenda G. Director, Community Relations
B.S., 1978, Tennessee State University; M.Ed., 1998, Middle Tennessee State University; Motlow
position, 1988.
- Cheatham, C. Donald Professor, Political Science
A.B., 1950, Samford University; A.B.J., 1950, University of Georgia; M.Ed., 1963, University of Georgia;
Ed.D., 1969, University of Georgia; Post-Doctorate Study, Research Grant, National Endowment for the
Humanities, Duke University, 1975; Additional Graduate Study, Middle Tennessee State University; Motlow
position, 1970.
- Claxton, Keith Assistant Professor, Mathematics
B.S., 1986, Middle Tennessee State University; M.S., 1988, Middle Tennessee State University; Motlow
position, 1992.
- Clay, Carolyn Financial Aid Technician
Motlow position, 1987.
- Clements, Roxie Secretary II
A.S., 1995, Motlow State Community College; Motlow position, 2001.
- Cleveland, Deborah Instructor, Economics
A.S., 1987, Motlow State Community College; B.S.B.A., 1989, University of Alabama, Huntsville; MBA,
1992, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University;
Motlow position, 1997.
- Coffey, Charle B. Director, Academic Services
A.S., 1976, Walters State Community College; B.B.A., 1978, Middle Tennessee State University; M.Ed.,
1994, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University,
University of Tennessee, Knoxville; Motlow position, 1983.
- Coile, Claudine Lab Instructor/Technician, Mathematics
B.S., 1959, Peabody College; M.A., 1967, Middle Tennessee State University; Ed.S., 1980, Middle
Tennessee State University; Motlow position, 1996.
- Cole, Nancy Account Clerk II
A.A.S., 1999, Motlow State Community College; Motlow position, 1999.
- Compton, Susan Instructor, Nursing
B.S.N., 1983, Vanderbilt University; Motlow position, 2001.
- Cook, Scott Secretary II
A.S., 2000, Motlow State Community College; B.S., 2001, Middle Tennessee State University; Motlow
position, 2001
- Cooley, Marilyn Director, Health and Wellness; College Nurse
A.A., 1974, Austin Peay State University; Motlow position, 2001.
- Copeland, Dawn Discipline/Advisement Coordinator English; Instructor, English
A.S., 1981, Motlow State Community College; B.S., 1984, Middle Tennessee State University; M.A., 1992,
Middle Tennessee State University; Motlow position, 1999.
- Cotham, Rhonda S. Executive Secretary
CPS, 1995; Motlow position, 1986.
- Cowan, Shelley Technical Assistant
A.S., 2001, Motlow State Community College; Motlow position, 2001.
- Crews, Vicky S. Coordinator, Adjunct Services
Motlow position, 1979.
- Cross, Cheryl Instructor, Nursing
A.A.S., 1986, Motlow State Community College; BSN, 1997, University of Alabama, Huntsville; MSN,
1998, University of Alabama, Huntsville; Motlow position, 1999.
- Crosslin, Bob C. Sr. Affiliate Faculty, Mathematics
B.S., 1968, Middle Tennessee State University; MST, 1978, Middle Tennessee State University; Additional
Graduate Study, Middle Tennessee State University and University of Memphis; Motlow position, 1980.
- Daniel, Beverly J. Secretary III
Motlow position, 1984.

- Davis, Gay Secretary III
Motlow position, 1979.
- Dickey, Susan Assistant Professor, Accounting
B.B.A., 1986, University of Memphis; M.S., 1990, University of Alabama at Huntsville; CPA, Tennessee;
Additional Graduate Study at the University of Memphis; Motlow position, 1993.
- Dillingham, Tom E. Director, Economic & Community Development
B.A., 1974, David Lipscomb University; M.S., 1996, University of Tennessee, Knoxville; Additional
Graduate Study, Cumberland University, and University of Tennessee Space Institute; Motlow
position, 2001.
- Driver, Gary Watchkeeper
Motlow position, 2000.
- Donnell, Jonathan Custodian
Motlow position, 2001.
- Edmonds, Melody Director, McMinnville Center; Assistant Professor, Business Information Technology
A.S., 1989, Motlow State Community College; B.S., 1990, Middle Tennessee State University; MBA, 1995,
Tennessee Technological University; Additional Graduate Study, Tennessee Technological University;
Motlow position, 1995.
- Eslick, Shirley Graphic Arts Technician
Motlow position, 1994.
- Everett, Marcia Vice President for Student Affairs and Institutional Advancement
B.S., 1971, Middle Tennessee State University; M.Ed., 1973, Middle Tennessee State University; Ed.S.,
1976, Middle Tennessee State University; Additional Graduate Study, Peabody College of Vanderbilt
University, Middle Tennessee State University; Motlow position, 1985.
- Fetty, John Custodian Leadworker
Motlow position, 2001.
- Finney, Debbie Admissions and Records Clerk
Technical Certificate of Credit, 1997, Motlow State Community College; Motlow position, 1998.
- Fishman, Sherry Account Clerk I
Certificate, 1998, Tennessee Technology Center at Shelbyville; Additional Study, Motlow State Community
College; Motlow position 2001.
- Foust, Tammy Secretary I
A.S., 2000, Motlow State Community College; Motlow position, 2000.
- Fruehauf, Wanda H. Director, Admissions and Records
A.S., 1979, Motlow State Community College; CPS, 1995; Additional Study, Middle Tennessee State
University; Motlow position, 1979.
- Gault, Ronald Director, Computer Services
A.S., 1976, Motlow State Community College; Motlow position, 1985.
- Glass, A. Frank President
B.S., 1964, Middle Tennessee State University; M.A., 1965, Middle Tennessee State University; D.A.,
1973, Middle Tennessee State University; Motlow position, 1975.
- Glass, Karen Financial Aid Technician
Technical Certificate of Credit, 1998, Motlow State Community College; A.A.S., 2001, Motlow State
Community College; Motlow position, 2002.
- Glenn, Christy Executive Secretary
A.S., 1998, Motlow State Community College; CPS, 1996; Motlow position, 1999.
- Graham, Rosalie B. ... Discipline/Advisement Coordinator, Honors Program; Associate Professor, Computer Science
B.A., 1967, Queens College; M.A.T., 1968, University of North Carolina; Additional Study, IBM
Corporation; Motlow position, 1983.

- Gregory, Cheri Assistant Professor, Biology
A.S., 1982, Motlow State Community College; B.S., 1984, Middle Tennessee State University; M.S., 1987, Middle Tennessee State University; Additional Graduate Study at Tennessee State University; Motlow position, 1998.
- Gulley, Christi Admissions and Records Clerk
A.S., 2000, Motlow State Community College; Motlow position, 1998.
- Hale, Annette Advisement Coordinator, McMinnville Center; Associate Professor, English
B.A., 1976, Lee University; M.A., 1980, University of Central Florida; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1986.
- Harder, Janice Professor, Business
B.S., 1971, Middle Tennessee State University; M.Ed., 1972, University of Memphis; Ed.D., 1984, University of Memphis; CPS, 1980; Motlow position, 1978.
- Harder, Ward D. Associate Professor, Accounting
B.S., 1967, Middle Tennessee State University; M.B.A., 1971, Middle Tennessee State University; D.B.A., 2002, Nova Southeastern University; Certified Public Accountant, State of Tennessee; Motlow position, 1976.
- Hardison, Sherry Secretary III
B.A., 1980, University of Tennessee Knoxville; Graduate Study, Nashville School of Law; Motlow position, 1999.
- Harris, Jim Custodian
Motlow position, 1999.
- Harris-Young, Linda Discipline Coordinator, Sciences; Professor, Biology
B.A., 1978, University of California, Davis; M.S., 1984, University of Alabama, Birmingham; Ph.D., 1993, University of Alabama, Birmingham; Motlow position, 1992.
- Hasty, Doyle E. Professor, Engineering
B.S., 1968, University of Tennessee; M.S., 1974, University of Tennessee; Ed.D., 1994, Nova Southeastern University; PE, Tennessee; Additional Graduate Study, University of Tennessee, Memphis State University, Middle Tennessee State University, University of Central Florida, Morehead State University, and Tennessee State University; Motlow position, 1980.
- Hasty, Linda Hester. Professor, Business
B.S., 1968, Middle Tennessee State University; M.B.E., 1979, Middle Tennessee State University; Ed.D., 1994, Nova Southeastern University; Additional Graduate Study, Middle Tennessee State University, Memphis State University, University of Central Florida, and Tennessee State University; CPS, 1980; CM, 1995; CPRW, 1998; Motlow position, 1978.
- Hatcher, Ann Instructor, Business
B.S., 1980, University of Alabama Huntsville; M.Ed., 1996, Alabama A & M University; Additional Graduate Study, University of Memphis; Motlow position, 1999.
- Hazelbaker, Margie L. Library Assistant I
A.S., 1988, Motlow State Community College; Additional Study, Middle Tennessee State University; CPS, 1994; Motlow position, 1989.
- Hendrix, Pat Instructor, Nursing
B.S.N., 1977, University of Tennessee; M.S. (Nursing), 1982, University of Southern Mississippi; Motlow position, 1996.
- Hillis, Jeanette Taylor Admissions and Records Clerk
A.S., 1990, Motlow State Community College; Additional Study, Middle Tennessee State University; CPS, 1994; Motlow position, 1990.
- Hix, Billy Associate Professor, Business Information Technology
B.S., 1979, Tennessee Technological University; M.Ed., 1988, Middle Tennessee State University; Additional Graduate Study, University of Central Oklahoma and Middle Tennessee State University; NASA Management School, Washington, DC, 2000; Motlow position, 1984.

- Hodosi, Lyvonna Payroll Supervisor
A.A.S., 1998, Motlow State Community College; CPS, 2001; Motlow position, 1997.
- Holt, Carol Director, Institutional Research
A.S., 1980, Motlow State Community College; B.B.A., 1987, Cumberland University; M.B.A., 1993 Middle Tennessee State University; Motlow position, 1976.
- Holt, Coolidge Coordinator, Workforce Development
B.S., 1949, Tennessee Technological University; M.S., 1950, University of Tennessee; Motlow position, 1984.
- Holt, Will Director, Center for Information Systems
A.S., 1985, Motlow State Community College; B.S., 1987, Cumberland University; Motlow position, 1998.
- Hudson, Karen Administrative Secretary
Motlow position, 2000.
- Hulvey, Matt Network Administrator
A.A.S., 1995, Motlow State Community College; B.S., 1997, Middle Tennessee State University; Motlow position, 1999.
- Huskey, Alice K. Associate Professor, Business Information Technology
B.S.E., 1969, Arkansas State University; M.S.E., 1970, Arkansas State University; Additional Graduate Study, Middle Tennessee State University, Tennessee State University, and University of Memphis; CPS, 1986; Motlow position, 1970.
- Ingram, Cindy Financial Aid Clerk
B.S., 1975, Middle Tennessee State University; Motlow position, 1999.
- Jackson, Cindy Accounting Clerk I
Motlow position, 2000.
- Jennings, Jan Instructor, English
A.S., 1992, Motlow State Community College; B.A., 1995, Middle Tennessee State University; M.A., 1998, Middle Tennessee State University; Motlow position, 1998.
- Jennings, Teresa Assistant Professor, Nursing
A.A.S., 1974, Motlow State Community College; M.S.N., 1992, Vanderbilt University; NNP, 1993; Motlow position, 2001.
- Jernigan, David Computer Laboratory Technician
Motlow position, 1998.
- Johnson, Henry E. Associate Professor, Chemistry
B.S., 1961, University of North Alabama; M.S. 1967, University of Mississippi; Additional Graduate Study, University of Mississippi and Tennessee State University; Motlow position, 1970.
- Johnson, Loretta G. Programmer/Analyst
Certificate, 1972, Draughons Business College; Motlow position, 1979.
- Johnson, Patricia Assistant Professor, Business Information Technology
B.S., 1985, University of Tennessee at Martin; M.S., 1987, Middle Tennessee State University; Additional Graduate Study, University of Memphis; Middle Tennessee State University; Motlow position, 1989.
- Jones, Nancy Library Assistant I
B.S., 1975, University of Tennessee at Knoxville; Motlow position, 2001.
- Kane, Lisa Account Clerk I
Motlow position, 2001.
- Keel, Margia Instructor, Mathematics
B.S., 1990, Middle Tennessee State University; M.S., 1993, Middle Tennessee State University; Motlow position, 1998.

- Kelly, Larry L. Director, Developmental Studies Program; Assistant Professor, English
A.A., 1969, Edison College; B.S., 1971, Middle Tennessee State University; M.Ed., 1975, Middle
Tennessee State University; Ed.S., 1982, Middle Tennessee State University; Additional Graduate Study,
Middle Tennessee State University; Motlow position, 1985.
- Kimbrow, Kay Coordinator, Community Services
Certificate, 1966, Fall's Business College; Motlow position, 1969.
- King, Eric Maintenance Mechanic
Motlow position, 1999.
- King, Nancy Custodian
Motlow position, 1975.
- King, Veronica Ray Secretary III
A.S., 1993, Motlow State Community College; Additional Study, Tennessee State University; Motlow
position, 1989.
- Knight, Dianne Lewis Secretary III
A.S., 1994, Motlow State Community College; Additional Study, Trevecca Nazarene University;
CPS, 1994; Motlow position, 1981.
- Knox, Homer Maintenance Mechanic
Motlow position, 2000.
- Koss, Jacqueline Associate Professor, Health and Physical Education
B.S., 1973, University of Tennessee; M.A., 1976, University of South Florida; MSN, 1997, Vanderbilt
University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1976.
- Kribs, Marcia J. Instructor/Lab Technician, Biology
B.S., 1967, Western Michigan University; Graduate Study, Western Michigan University; Motlow position,
1983.
- Kribs, Richard A. Discipline/Advisement Coordinator, Social Science; Associate Professor, Psychology
B.A., 1969, Western Michigan University; M.A., 1970, Western Michigan University; Additional Graduate
Study, Middle Tennessee State University; Motlow position, 1971.
- Lapczynski, Kathleen Assistant Professor, Biology
A.S., 1986, Motlow State Community College; B.S., 1989 Middle Tennessee State University; M.S., 1993,
Middle Tennessee State University; Motlow position, 1993.
- Layne, Freda Ann Secretary III
A.S., 1980, Motlow State Community College; Motlow position, 1980.
- Lee, Lisa D. Personnel Assistant
Motlow position, 1994.
- Lewis, Brenda R. Assistant Professor, English
B.A., 1971, Tennessee Technological University; M.A., 1972, Tennessee Technological University; Motlow
position, 1986.
- Lewis, Susan Assistant Professor, English
B.A., 1961, University of Mississippi; M.A., 1982, Middle Tennessee State University; Additional Graduate
Study, Middle Tennessee State University; Motlow position, 1992.
- Logan, Cynthia Programmer/Analyst
A.S., 1985, Motlow State Community College; Motlow position, 1994.
- Majors, Inman Instructor, English
B.A., 1986, Vanderbilt University; M.F.A., 1995, University of Alabama; Motlow position, 1997.
- Martin, Vivian Associate Professor, Study Skills and Business
B.B.A., 1972, Hofstra University; J.D., 1975, St. John's University School of Law; Additional Graduate
Study, Middle Tennessee State University; Motlow position, 1992.

- Martindale, Diane.....Secretary III
Motlow position, 1995.
- Martine, Casey.....Assistant Director, Financial Aid
A.A., 1990, Broward Community College; B.B.A., 1992, Florida International University; Motlow position,
2001.
- Mason, Sheri S.....Coordinator, Off-Campus Student Services
A.S., 1983, Motlow State Community College; B.S., 1985, Middle Tennessee State University; Motlow
position, 1994.
- Maxwell, Deanna V.....Assistant Professor, English
A.A., 1962, Stephens College; B.A., 1966, University of Missouri at Kansas City; M.A., 1989, Middle
Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow
position, 1983.
- May, Jay.....Dean, Career Education
B.S., 1974, Ohio University; M.A., 1978, Central Michigan University; Additional Graduate Study, University
of Tennessee Knoxville; Motlow position, 1999.
- McKinnon, Lara.....Programmer/Analyst
A.S., 1988, Motlow State Community College; B.S., 1990, Middle Tennessee State University; Graduate
Study, Middle Tennessee State University; Motlow position, 1992.
- McKoon, Donna.....Assistant Professor, Business Information Technology
B.S., 1986, Middle Tennessee State University; M.S.; 1988, Middle Tennessee State University; Additional
Graduate Study at the University of Memphis; Motlow position, 1992.
- McLemore, Mary E.....Dean, Division of Humanities & Social Science; Assistant Professor, English
B.A., 1967, Middle Tennessee State University; M.A., 1980, Middle Tennessee State University; Ph.D.,
1991, Vanderbilt University; Motlow position, 1987.
- McMurtry, Iris C.....Assistant Professor, Mathematics
B.A., 1967, Winthrop College; M.S., 1974, Tennessee Technological University; Additional Graduate
Study, University of South Carolina; Motlow position, 1987.
- Merritt, Roger.....Cataloging Technician/Librarian
B.A., 1986, David Lipscomb University; Motlow position, 1994.
- Merryman, Blossom.....Library Assistant II/Archivist
A.S., 1981, Motlow State Community College; B.S., 1986, Middle Tennessee State University; Graduate
Study, Middle Tennessee State University; Motlow position, 1989.
- Midgett, Carolyn.....Secretary III
B.S., 1964, Middle Tennessee State University; Graduate Study, Middle Tennessee State University;
Motlow position, 1987.
- Miller, Joyce.....Secretary II
B.S., 1967, University of Tennessee, Knoxville; Motlow position, 1998.
- Miller, Phillip.....Watchkeeper
Motlow position, 1997.
- Moore, Gina.....Coordinator, Financial Aid
A.S., 1983, Motlow State Community College; B.S., 1986, Middle Tennessee State University; Motlow
position, 1999.
- Morris, Mary.....Custodian
Motlow position, 1994.
- Mosley, Annette.....Account Clerk II
Certificate, 1983, Tennessee Technology Center, Shelbyville; CPS, 1996; Motlow position, 1989.
- Mosley, Marie.....Secretary III
A.S., 1985, Motlow State Community College; Motlow position, 1984.

- Murray, Dale C. Administrative Assistant to the President
A.S., 1980, Motlow State Community College; Additional Study, Middle Tennessee State University; CPS,
1994; Motlow position, 1976.
- Myers, Joe B., Jr. Director, 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.
- Oakley, Sherian Secretary III
Motlow position, 1995.
- Orzino, Richard M. Sr. Coordinator, Business and Workforce Training
A.S., 1986, Community College of the Air Force; Motlow position, 1993.
- Owen, Michelle Custodian
Motlow position, 1998.
- Pallas, Pamela J. Director, Early Childhood Education; Instructor, Early Childhood Education
B.S., 1973, Wichita State University; M.S., 1990, Southern Connecticut State University; Ph.D., 2001,
Vanderbilt University; Motlow position, 2000.
- Palmer, Jeannette B. Assistant Professor, English
B.A., 1968, Middle Tennessee State University; M.A.T., 1984, Middle Tennessee State University;
Additional Graduate Study, Middle Tennessee State University; Motlow position, 1990..
- Parrish, Angie Secretary II
Motlow position, 2001.
- Parsons, Pamela A. Administrative Secretary
A.S., 1983, Motlow State Community College; Motlow position, 1984.
- Patterson, Debra S. Coordinator, Public Information
A.S., 1990, Motlow State Community College; B.S., 1997, Middle Tennessee State University; Graduate
Study, Middle Tennessee State University and University of Memphis; CPS, 1994; Motlow position, 1990.
- Patterson, Warren Maintenance Scheduler
Certificate, 1990, Motlow State Community College; Motlow position, 1987.
- Patton, Wendi Director, New Student Admissions
A.S., 1995, Motlow State Community College; B.S. 1998, Middle Tennessee State University;
Motlow position, 2000.
- Payne, Reada Account Clerk II
A.S., 1974, Motlow State Community College; CPS, 1995; Motlow position, 1990.
- Pilzer, Jay M. Professor, History
B.A., 1969, Old Dominion University; M.A., 1974, Old Dominion University; Ph.D., 1976, Duke University;
Additional Graduate Study, Simon Fraser University; Motlow position, 1992.
- Pittman, Maurice E. Director, Administrative Services
B.S., 1971, Middle Tennessee State University; M.B.A., 1974, Middle Tennessee State University;
Additional Graduate Study, Tennessee State University; Motlow position, 1985.
- Poe, Joe Executive Director, Technology
B.S., 1965, Milligan College; M.B.A, 1988, Middle Tennessee State University; Motlow position, 1999.
- Posey, Michael E. Vice President for Business Affairs
B.S., 1971, Middle Tennessee State University; Graduate Study, University of Tennessee; Motlow position,
1987.
- Preiser, Kenneth R. Director, Career Planning, Placement, and Cooperative Education
B.A., 1970, Purdue University; M.S., 1973, Northern Illinois University; Additional Graduate Study,
Southern Illinois University, Oswego State University; Motlow position, 1998.
- Preston, Alverine Custodian
Motlow position, 1993.

- Reavis, Jackie.....Senior Affiliate Faculty, Physical Education
B.S., 1964, Middle Tennessee State University; M.Ed., 1968, Middle Tennessee State University;
Motlow position, 1968.
- Reddick, Niles M.....Director, Smyrna Teaching Site; Associate Professor, English
B.A., 1988, Valdosta State University; M.A., 1991, State University of West Georgia; Ph.D., 1996, Florida
State University; Additional Graduate Study, Tennessee Technological University; Motlow position, 1994.
- Reed, Hollis.....Custodian
Motlow position, 1973.
- Reeder, Robert E.....Assistant Professor, Biology
B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University;
Additional Graduate Study, Middle Tennessee State University; Motlow position, 1978.
- Rhoton, Don.....Instructor, Math; Baseball Coach; Athletics Director
B.S., 1973, Memphis State University; M.S., 1979, Middle Tennessee State University; Motlow position,
1989.
- Rigsby, Benny.....Watchkeeper
Motlow position, 2001.
- Robinson, Brian.....Instructor, Art
B.F.A., 1995, Middle Tennessee State University; M.F.A., 1997, Washington State University; Motlow
position, 1999.
- Robinson, Elaine.....Advisement Coordinator, Fayetteville Center; 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.
- Robinson, Michelle.....Computer Laboratory Technician
Certificate, 1990, Diamond Oaks Vocational School; Certificate, 1994, Tennessee Technology Center,
Shelbyville; Motlow position, 1998.
- Rogers, Jeffrey.....Custodian
Certificate, 1991, Tennessee Technology of McMinnville; Motlow position, 1999.
- Rollins, Linda C.....Interim Dean, Mathematics, Science, and Education; Assistant Professor, English
B.S., 1963, Tennessee Technological University; M.A., 1964, George Peabody College for Teachers;
Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow
position, 1976.
- Rossmann, Valerie.....Technical Clerk
Motlow position, 2001.
- Russell, Michael.....Director, Fayetteville Center
B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University;
Licensed School Psychologist, 1978; Licensed Psychological Examiner, 1986; Motlow position, 1983.
- Russell, Judith.....Instructor, 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 State Tennessee University; Motlow position,
2000.
- Rust, Ike.....Grounds Worker I
Motlow position, 1994.
- Sanders, Susan.....Director, Nursing Education; Assistant Professor, Nursing
B.S.N., 1978, University of Tennessee; M.S.N., 1989, University of Alabama at Huntsville; CNA, 1994;
Motlow position, 1995
- Scarborough, John F.....Assistant Professor, Social Studies
B.S., 1968, Middle Tennessee State University; M.A.T., 1971, Middle Tennessee State University;
Additional Graduate Study, Middle Tennessee State University; Motlow position, 1979.

- Scarbrough, Martha W. Discipline/Advisement Coordinator, Mathematics; Associate Professor, Mathematics
B.A., 1964, Middle Tennessee State University; M.S.T., 1967, Middle Tennessee State University;
Additional Graduate Study, Middle Tennessee State University, Memphis State University and Tennessee
State University; Motlow position, 1969.
- Schaffer, Charles Watchkeeper
Motlow position, 1997.
- Schaffer, Sandra Accountant / Director, Purchasing
B.B.A., 1985, Middle Tennessee State University; Motlow position, 1990.
- Schur, Cheryl Watchkeeper
Motlow position, 2001.
- Selman, John Assistant Professor, History
B.S., 1986, Jacksonville State University; M.A., 1990, Jacksonville State University; Ph.D., 1997,
Mississippi State University; Motlow position, 1998.
- Serra, Karen Instructor, Physical Education; Women's Basketball Coach
B.S., 1985, University of Tennessee, Martin; Motlow position, 1997.
- Sharp, Bobby Custodian
Motlow position, 1992.
- Shasteen, C. Scott Telecommunications Technician III
A.S., 1996, Motlow State Community College; Motlow position, 1995.
- Siler, Dorothy P. Technical Clerk
A.S., 1985, Motlow State Community College; CPS, 1994; Motlow position, 1986.
- Simmons, Charoline Assistant Professor, Reading and Study Skills; Assessment Coordinator
B.S., 1973, Tennessee State University; M.Ed., 1985, Tennessee State University; Motlow position, 1992.
- Simmons, Mary Ann Dean, Student Development
B.S., 1972, Tennessee State University; M.Ed., 1991, Trevecca Nazarene College; Motlow position, 1983.
- Skelton, Jeffery T. Grounds Supervisor
B.A., 1989, Middle Tennessee State University; Motlow position, 1990.
- Smith, JR. AC/Heating Mechanic II
Certificate, Tennessee Technology Center, Shelbyville; Motlow position, 1992.
- Smotherman, Steven W. Assistant Professor, Mathematics/Physics
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 Tennessee Association on Higher Education and Disability
 Tennessee Association of Science Department Chairs
 Tennessee Association of Student Financial Aid Administrators
 Tennessee Backroads Heritage
 Tennessee College Association
 Tennessee College Public Relations Association
 Tennessee Council for Resource Development
 Tennessee Educational Association of Veteran Program Administration
 Tennessee Junior and Community College Athletic Association

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.

THE COLLEGE SEAL



This seal was designed by a committee of students, faculty and staff and adopted by the College in May 1993. The elements include the book and quill signifying scholarship and education, the Mercury symbolizing a strong athletic tradition, the gears symbolizing industry and technology, and the torch symbolizing excellence. Two olive branches meet at the bottom of the circle. The date, 1969, is the date Motlow State Community College opened its doors to provide quality, affordable, accessible, higher education to the residents of its service area.

For Admissions Information call:
 931-393-1520
 1-800-654-4877 ext. 1520

McMinnville Center
 931-668-7010

Fayetteville Center
 931-438-0028

Smyrna Teaching Site
 615-355-7404

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CAMPUS DIRECTORY



A Tennessee Board of Regents Institution

1. Marcum Technology Center Parking Lot (Students, Faculty, Staff, Visitors)

2. Marcum Technology Center

- Career Education and Workforce Development
- Center for Information Systems
- Computer Integrated Manufacturing Center (CIM)
- Computer Services
- Cooper Conference Room
- Economic and Community Development
- Faculty and Staff Offices
- Internal Auditor
- Nursing Education
- Tech Prep

3. Marcum Technology Center

4. Faculty/Staff Parking Lot

5. Forrester Student Center

- Bookstore
- Community Relations
- Financial Aid Office
- Jack Daniel Dining Room
- Lincoln County Bank Dining Hall (Cafeteria)
- Payroll and Accounting

6. Crouch Library

7. Simon Hall

- Career Planning, Placement, and Co-Op Education
- Community Services
- Disability Student Services
- Extended Services
- Faculty Offices
- Health Services
- Math, Science, and Education Division
- Remedial and Developmental Studies
- Testing and Counseling Center

8. Faculty and Staff Parking Lot

9. Facilities Services

10. Facilities Parking Lot

11. Softball Field

12. Students and Visitors Parking Lot

13. Nisbett Center

- Athletic Department
- Copperweld Arena (Gymnasium)
- Fitness Center
- Music Department

14. Proposed Library

15. Eoff Hall

- Humanities and Social Sciences Division
- Powers Auditorium
- Sverdrup Conference Room

16. Ingram Administration Building

- Admissions and Records
- Business Office
- Development and Alumni Affairs
- Human Resources
- New Student Admissions
- President's Office
- President's Conference Room
- Technology and Institutional Research
- Vice President for Academic Affairs
- Vice President for Business Affairs
- Vice President for Student Affairs and Institutional Advancement

17. Administration and Visitors Parking Lot

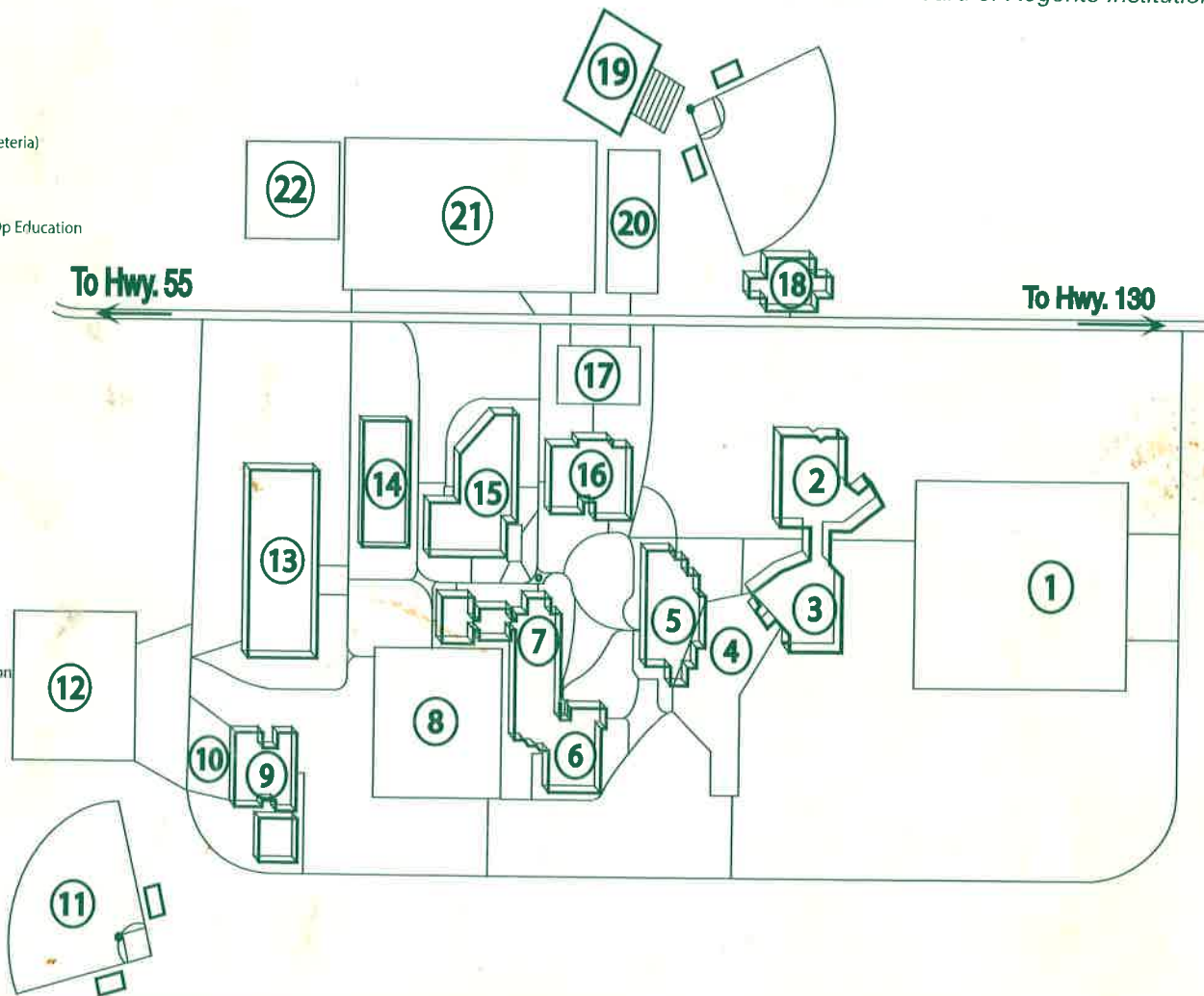
18. Baptist Student Center

19. Driver Baseball Complex

20. Baseball Complex Parking Lot

21. Regions Bank Student Parking Lot (Main)

22. Tennis Court



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