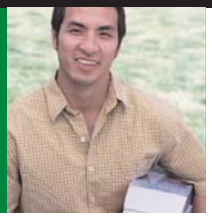
Visit us at **www.columbiastate.edu**



Success Starts Here

FIVE CONVENIENT LOCATIONS

Columbia
931/540-2540

Lawrence County
931/766-1600

Williamson County
615/790-4400

Clifton
931/676-6966

Lewisburg
931/359-0351

Columbia State
COMMUNITY COLLEGE
P.O. Box 1315
Columbia, TN 38402-1315

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Catalog and Student Handbook **2005-2006**

Columbia State
COMMUNITY COLLEGE

Catalog and Student Handbook **2005-2006**

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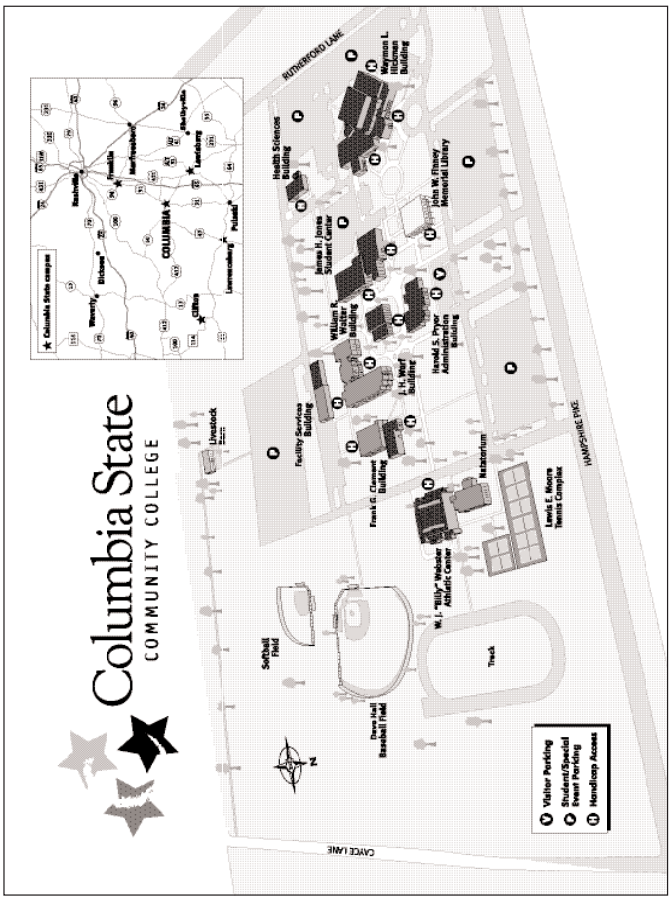
Information Directory

Columbia State Community College
P.O. Box 1315 • Columbia, TN 38402-1315
(931) 540-2722 • www.columbiastate.edu
Inclement Weather Line: (931) 540-2515
TDD Relay Number (for the hearing impaired): 1-800-848-0298

Student Information Center		(931) 540-2540
General Information		(931) 540-2722
Academic Services	Cathryn A. McDonald, Vice President	(931) 540-2520
Admissions and Financial Aid	David Ogden, Director	(931) 540-2540
Admissions and Recruitment	Joey Scruggs, Assistant Director	(931) 540-2822
Advising Center	Nancy Bass, Director	(931) 540-2575
Athletics	Vacant	(931) 540-2630
Bookstore	Jean Zimmerman, Director	(931) 540-2593
Business and Technology Division	Sandra Serkownek, Chair	(931) 540-2670
Business Services	Elaine Curtis, Business Manager	(931) 540-2530
Clifton Site	Stephen Milligan, Director	(888) 346-6581
Continuing Education, Non-Credit Services	Sara Williams, Coordinator	(931) 540-2660
Counseling and Disability Services	Paula Petty-Ward, Director	(931) 540-2572
Development and Alumni Relations	Elaine Kelsey, Director	(931) 540-2512
Developmental Studies Program	Victoria Gay, Director	(931) 540-2859
Economic and Community Development	Ron Beck, Director	(931) 540-2660
Extended Campuses and Programs	Mike Shuler, Dean	(615) 790-4419
Evening Services	Linda Belew, Coordinator	(931) 540-2657
Facility Services	James P. Neale, Director	(931) 540-2620
Faculty and Programs	Joni Lenig, Assistant Vice President	(931) 540-2750
Financial and Administrative Services	Kenneth R. Horner, Vice President	(931) 540-2825
Health Sciences Division	Lois Ewen, Chair	(931) 540-2600
Human Resources/Affirmative Action	Delores J. Eanes, Director	(931) 540-2500
Humanities Division	Marvin Austin, Chair	(931) 540-2853
Information Technology	Emily Siclensky, Assoc. Vice President	(931)540-2650
Lawrence County Center	Ruth Ann Holt, Director	(931) 766-1600
Lewisburg Site	Elizabeth McDow, Director	(931) 359-0351
Library	Kathy Breeden, Director	(931) 540-2560
Marketing and Public Relations	Kadi Lehnhart, Director	(931) 540-2516
Minority Affairs	Christa Martin, Assist. to the President	(931) 540-2644
Planning and Development	Paul Jennings, Vice President	(931) 540-2837
President's Office	O. Rebecca Hawkins, President	(931) 540-2510
Records and Registration	Sharon Joyce Bowen, Director	(931) 540-2540
Research and Analysis	Diby Kouadio, Director	(931) 540-2523
Science and Mathematics Division	Linda Horner, Chair	(931) 540-2708
Social Sciences and Education Division	Cecelia Johnson, Chair	(931) 540-2780
Student Development	Dusty Doddridge, Director	(931) 540-2573
Student Life	Dina Phelps, Director	(931) 540-2568
Student Services and Enrollment Management	Dan A. Opalewski, Vice President	(931) 540-2570
Teaching and Learning Center	Michael Goode	(931) 540-2718
Tech Prep	Molly Shepard, Interim Coordinator	(931) 540-2655
Testing Services	Patricia Harlan, Coordinator	(931) 540-2569
University Center	Marilla Gerges, Director	(931) 540-2619
Williamson County Center	Ralph Walker, Director	(615) 790-4400

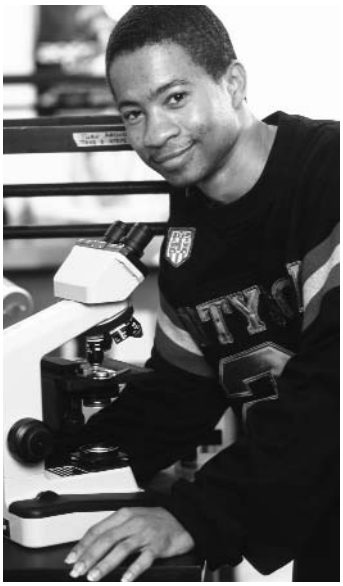
Directory assistance for other offices is available through the main switchboard at (931) 540-2722.

The Columbia State Community College Catalog and Student Handbook is published by Academic Services, in conjunction with Student Services and Marketing and Public Relations.
Columbia State Community College, P.O. Box 1315, Columbia, TN 38402-1315.



Columbia State
COMMUNITY COLLEGE

Catalog 2005-2006



Columbia State Community College is a member of the State University and Community College System of Tennessee (the nation's sixth largest system of higher education, enrolling approximately 182,000 students). It is governed by the Tennessee Board of Regents.

Campus Locations

Columbia Campus
1665 Hampshire Pike
Columbia, TN 38401
(931) 540-2722

Clifton Site
795 Main Street
Clifton, TN 38425
(888) 346-6581
(931) 676-6966
Fax: (931) 676-6941

Lawrence County Center
1620 Springer Road
Lawrenceburg, TN 38464
(931) 766-1600
Fax: (931) 766-1602

Lewisburg Site
980 South Ellington Parkway
Lewisburg, TN 37091
(931) 359-0351
Fax: (931) 270-1358

Williamson County Center
104 Claude Yates Drive
Franklin, TN 37064
(615) 790-4400
Fax: (615) 790-4405

Accrediting Agencies

Columbia State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. In addition, some of the college programs have specialized accreditation by the following agencies:

Emergency Medical Technology

Joint Review Committee on Educational Programs for the EMT-Paramedic
1249 Harwood Road
Bedford, TX 76021-4244
(817) 283-9403
www.caahep.org

Nursing

National League for Nursing Accrediting Commission
61 Broadway, 33rd Floor
New York, New York 10006
(800) 669-9656, Ext. 153
(212) 363-5555
Fax: (607) 723-8408
www.nlnac.org

Respiratory Care

Committee on Accreditation of Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835
www.coarc.com

Radiologic Technology

Joint Review Committee on Education in Radiologic Technology
20 N. Walker Drive, Suite 900
Chicago, Illinois 60606-2901
(312) 704-5300
www.jrcert.org

Veterinary Technology

American Veterinary Medical Association
Committee on Veterinary Technology Education and Activities
1931 N. Meacham Road, Suite 100
Schaumburg, Illinois 60173-4360
(847) 925-8070
Fax: (847) 925-1329
www.avma.org

Columbia State
COMMUNITY COLLEGE

President's Welcome

Welcome to Columbia State Community College! On behalf of the faculty and staff, thank you for choosing Columbia State as your first step to earning a college degree.

With more than fifty degree and certificate programs, Columbia State has something to fit nearly every career path. Associate of Art and Associate of Science degrees set the stage for completing a four-year degree program at a university. Associate of Applied Science degrees and certificate programs are designed to prepare students to enter the workforce or further their professional development.

With five locations throughout southern Middle Tennessee, Columbia State is sure to be close to home. And, with the cost of tuition roughly half that of a state university, Columbia State is a cost-effective choice when it comes to education.

Your success starts here. Thank you for allowing Columbia State to assist in reaching your goals.

Sincerely,

Board of Regents
The State University and Community College System of Tennessee

Dr. Charles W. Manning, Chancellor

Members

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Ms. Dawn Blackwell, *non-voting ex-officio* . . . . . .Johnson City
Dr. Gary Nixon, *non-voting ex-officio* . . . . . .Nashville

Table of Contents

Academic Calendar 1
General Information 2
Admission to the College 4
Institutional Fees and Refunds 9
Financial Assistance 12
Academic Information 15
Academic Programs and Services 24
Associate of Arts and Associate
of Science Degree Requirements 28
Associate of Applied Science Degree Requirements . . .30
Certificate Requirements 30
Course Descriptions 49
Employee Directory 68
Columbia State Community College Foundation 75
Program Advisory Committees 76
Clinical Instructors 77
Student Handbook 79
Directional Maps 101
Index 106

Columbia State Community College is committed to the education of a non-racially identifiable student body. The College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in educational and employment opportunities. Inquiries or complaints should be directed to the Director of Human Resources, Room 113, Pryor Administration Building, P.O. Box 1315, Columbia, TN 38402.

Individuals needing this material in an alternative format should contact the vice president for student services and enrollment management.

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Volume XXIX

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.

FALL SEMESTER 2005

August 22 . . . . . Faculty Report
August 23 . . . . . Last Day to Register without Incurring a Late Charge
August 25 . . . . . Students Check Their Schedules for Cancelled Classes
August 26 . . . . . Last Day to Register and Submit Applications for Admissions
August 29 . . . . . Classes Begin
August 29-30 . . . . . Adjustment Period for Registered Students-Last Days to Modify a Schedule
September 5 . . . . . Holiday (Labor Day)
September 22 . . . . . Deadline for Submitting Spring 2006 Intent to Graduate
October 17-18 . . . . . Fall Break
November 10 . . . . . Last Day to Drop, Withdraw or Change to Audit
November 14 . . . . . Begin Spring 2006 Priority Registration for Current Students
November 23 . . . . . No Evening Classes
November 24-26 . . . . . Holiday (Thanksgiving)
December 12 . . . . . Classes End
December 13-17 . . . . . Final Exams
December 19 . . . . . Grades Due

SPRING SEMESTER 2006

January 9 . . . . . Faculty Report
January 10 . . . . . Last Day to Register Without Incurring a Late Charge
January 12 . . . . . Students Check Their Schedules for Cancelled Classes
January 13 . . . . . Last Day to Register and Submit Applications for Admissions
January 16 . . . . . Holiday (Martin Luther King Day)
January 17 . . . . . Classes Begin
January 17-18 . . . . . Adjustment Period for Registered Students-Last Days to Modify a Schedule
February 16 . . . . . Deadline for Submitting Summer 2006 Intent to Graduate
March 6-11 . . . . . Spring Break
March 30 . . . . . Last Day to Drop, Withdraw or Change to Audit
April 3 . . . . . Begin Summer 2006 and Fall 2006 Priority Registration for Current Students
April 14-15 . . . . . Holiday (Good Friday)
April 20 . . . . . Deadline for Submitting Fall 2006 Intent to Graduate
May 1 . . . . . Classes End
May 2-6 . . . . . Final Exams
May 8 . . . . . Grades Due
May 9 . . . . . Graduation

SUMMER SEMESTER 2006

May 25 . . . . . Last Day to Register Without Incurring a Late Charge
May 27 . . . . . Students Check Schedules for Cancelled Classes
May 29 . . . . . Holiday (Memorial Day)
May 30 . . . . . Classes Begin (First and Full Term)
July 3 . . . . . FIRST TERM CLASSES END
July 4 . . . . . Holiday (Independence Day)
July 5 . . . . . CLASSES BEGIN (Second Term)
August 8 . . . . . SECOND and FULL TERM CLASSES END
August 10 . . . . . Grades Due

General Information

Vision

A progressive student-oriented team committed to excellence in education and community service.

Core Values

At Columbia State Community College we value …

- individual relationships with students
- student-centered learning
- excellence in instruction
- lifelong learning and personal development
- open access to college programs and facilities
- effective communication
- cooperative working relationships
- recognition of outstanding achievement
- commitment to community service and leadership
- a strong work ethic and personal accountability
- continuing professional development
- diversity

Statement of Mission

Columbia State Community College, a Tennessee Board of Regents institution in southern middle Tennessee, is dedicated to providing access to collegiate education, promoting lifelong learning and supporting community development.

In fulfilling its mission, Columbia State provides academic, student and administrative services to promote achievement of educational, professional and personal goals. The College works with other institutions to develop and implement articulation agreements that facilitate student transfer. The College supports workforce development by delivering education and training responsive to business and industry needs.

Columbia State provides general transfer and career degrees, academic and technical certificates, developmental studies and continuing education opportunities at locations throughout the College's service area and online. The College promotes academic excellence with emphasis on student learning that builds knowledge, develops skills and broadens perspectives. In addition, Columbia State initiates partnerships in support of economic and community development and contributes to intellectual, cultural, physical and social advancement in its service area.

Columbia State recognizes the merits of employees and supports their professional development activities. The College encourages mutual respect in interactions among employees, students and communities it serves, provides services in safe and secure environments, and is committed to maintaining a climate that promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

History

On June 22, 1965, the State Board of Education approved Columbia as the site of Tennessee's first community college. Once the Board of Education had approved the location of a college in Columbia, the Maury County Quarterly Court approved a resolution to purchase the two hundred four-acre Hickman farm and pledged $250,000 to aid in the construction of the college.

Columbia State graduated its first class in June 1968. These students had enrolled in 1966, when the College was temporarily housed in the Education Building of the First Baptist Church and other facilities throughout the city. The Columbia campus was occupied in 1967. At that time the facilities were comprised of the administration, gymnasium, library, maintenance, student center, and science buildings.

The two-story Frank G. Clement Building was completed in 1969, and the maintenance building was remodeled and enlarged in 1970. In 1971, the Jones Student Center was enlarged and an athletic track was built. In February 1972, the new John W. Finney Memorial Library was completed. In the spring of 1976, the Health Sciences Building was completed. On August 10, 1989, the Natatorium, a mini-olympic indoor swimming pool, was dedicated. The most recent building, the Waymon L. Hickman Building, was completed in 2001.

In January 1988, Columbia State began offering courses in the Yates Vocational Center in Franklin. In 1994, the facility was transferred to the Tennessee Board of Regents, providing a permanent location for the College's Williamson County Center. Three additional semi-permanent sites have since been established in leased facilities: the Lawrence County Center, opened in 1988; the Lewisburg Site, opened in 1996; and the Clifton Site, opened in 1997.

Campus Locations

Columbia Campus

The Columbia campus provides access to educational offerings for students from Maury County and surrounding areas. It also houses the president's office and the administrative offices for academic services, student services, and financial and administrative services. The campus is located at 1665 Hampshire Pike at the intersection of State Highway 412 and Cayce Lane. For more information, call (931) 540-2722.

Clifton Site

The Clifton Site, established to provide access to post-secondary education to the citizens of Wayne County and surrounding areas, is located at 795 Main Street at the intersection of Highway 114 and Main Street in Clifton, Tennessee. For more information, call (888) 346-6581 or (931) 676-6966; fax (931) 676-6941; or e-mail *milligan@columbiastate.edu.*

Lawrence County Center
The Lawrence County Center offers many traditional and non-traditional educational opportunities for the citizens of Lawrence County and surrounding areas. The Center is located at 1620 Springer Road, Lawrenceburg, Tennessee. For more information, call (931) 766-1600; fax (931) 766-1602; or e-mail *rholt@columbiastate.edu.*

Lewisburg Site
The Lewisburg Site, located at 980 South Ellington Parkway in Lewisburg, offers credit classes for students in Marshall and surrounding counties. Additional non-credit training programs, both general interest and employment-related, are conducted throughout the year. For more information, call (931) 359-0351; fax (931) 270-1358; or e-mail *mcdow@columbiastate.edu.*

Williamson County Center
The Williamson County Center provides both traditional and non-traditional educational opportunities for the citizens of Williamson County and surrounding areas. Additional non-credit programs, both general interest and employment related, are available throughout the year. The Center is located at 104 Claude Yates Drive, adjacent to Franklin High School, off Hillsboro Road in Franklin, Tennessee. For more information, call (615) 790-4400; fax (615) 790-4405; or e-mail *walker@columbiastate.edu.*

Evening Services
The Columbia campus Evening Services office, located in room 109 in the Warf Building, provides student services, information and faculty support after 4:15 p.m. on the Columbia campus. Evening services are also available at all of the College's campus locations.

The Evening Services coordinator is the official contact at Columbia State for the Regents On-line Degree Program (RODP). Advising, registration, and fee transactions are available in the Evening Services office. For assistance, call (931) 540-2656; fax (931) 540-2667; or e-mail *belew@columbiastate.edu.*

Limitations and Reservations
The institution reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students. These changes will govern current and formerly enrolled students and will become effective whenever determined by the institution. Enrollment of all students is subject to these conditions.

The course offerings and requirements of this institution are continually under examination and revision. This catalog presents course offerings and requirements in effect at the time of publication but does not 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 about offerings and requirements may be obtained from the following offices:

- Admission Requirements: Admissions and Recruitment office.
- Course offerings: Department or division offering the courses.
- Degree Requirements: Records and Registration Office.
- Fees and tuition: Business Services office.

Columbia State 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 trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. The institution does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific skills or knowledge or will be able to successfully pass or complete any specific examination for any course, degree, or license.

Nondiscrimination on the Basis of Gender in Education Programs and Activities
It is the policy of Columbia State that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of gender. Columbia State shall ensure that equal opportunity and nondiscrimination exist for all students without regard to gender, including but not limited to, the following: (1) recruitment and admission; (2) academic, extracurricular, research, occupational training and other education programs; (3) rules on student life activities; (4) facilities; (5) access to course offerings; (6) counseling; (7) financial assistance; (8) employment assistance; (9) benefits and services; (10) rules on marital or parental status; and (11) athletics.

Inquiries concerning this statement, its application to students, or any regulations subsequently developed should be directed to the Director of Human Resources, Pryor Administration Building, Columbia State Community College, P.O. Box 1315, Columbia, TN 38402-1315, (931) 540-2521.

Admission to the College

Columbia State Community College offers many different opportunities for education. All individuals are encouraged to attend as either credit or non-credit students.

In order to be admitted as a credit student, individuals must meet the requirements of admission to the category in which they are applying. These requirements differ depending on the type of admission chosen. The requirements reflect the academic background and/or basic academic competencies required to succeed in the various courses and programs.

Some specialized programs have specific admission requirements in addition to the College's general admission requirements. Acceptance to the College does not constitute admission to these programs (see "Programs with Special Admission Requirements," p. 7).

Individuals wishing to take non-credit courses do not need to apply for admission but may enroll directly through the Center for Economic and Community Development (see "General Requirements for Admission to Non-Credit Courses," p. 7).

Admission application forms and services are available in the Student Information Center on the Columbia campus or at the administrative offices at all of the College's campus locations.

All male students, born in 1960 or later, who have attained the age of 18, must have proof of draft registration before registering for classes at Columbia State.

All students born 1957 and later must provide proof of immunization with two doses of Measles, Mumps, and Rubella vaccines administered on or after their first birthday.

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning Hepatitis B infection to all first-time entering students. Tennessee law requires that such students complete and sign a waiver form provided by the College that includes detailed information about the disease. All entering first-time students must complete this form and return it to the Admissions and Recruitment office before they will be allowed to enroll in classes.

General Requirements for Admission to Credit Studies

The Admissions and Recruitment office is the unit responsible for administering admission policies of Columbia State Community College. The Admissions office coordinates both general and program-specific admission policies.

First-Time Applicants

To ensure adequate time for processing applications, the applicant should submit an application for admission and satisfactory scholastic credentials by the priority processing application deadline printed in each semester course schedule for the semester in which enrollment is planned. The applicant must include a list of all educational institutions attended beginning with high school. In general, admission to the College in credit studies is granted to qualified applicants only after all required documents are received by the Admissions and Recruitment office.

Former Columbia State Students

Students who have previously taken credit courses at Columbia State and who return to the College after being absent for one semester (excluding summer) must file an application for readmission with the Admissions and Recruitment office.

Students who have attended other institutions of higher education since last attending Columbia State must have all of these institutions send official transcripts to the Admissions and Recruitment office.

Admission Requirements for Specific Credit Classifications

Undergraduate Degree Students

Students who have selected a program of study and are pursuing a degree or certificate are classified as undergraduate degree students. This classification includes beginning freshmen, transfer students, and former Columbia State students.

Freshmen, Beginning Students are students who enroll in college for the first time and are working toward an undergraduate degree or certificate.

1. ***High School Graduates*** must meet the academic assessment requirements and submit the following:

   a. a completed application for admission. A non-refundable application fee will be assessed at the time of initial registration in classes.
   b. an official transcript reflecting graduation from high school. The high school must forward the transcript directly to the Admissions and Recruitment office. Tennessee public high school graduates' transcripts must include a notation indicating the student passed any required state proficiency examinations. The transcript of a home school student should be an official copy from an affiliated organization as defined by state law (T.C.A. 49-50-801). Transcripts from independent home school students must be accompanied by certification of registration with the superintendent of the local education agency, which the student would otherwise attend. Students unable to provide a satisfactory secondary school credential may substitute acceptable GED scores.
   c. ACT or SAT test scores (required of those under 21 years of age and others seeking admission to selected programs). These scores are used only for advancement and placement.

2. ***Non-High School Graduates*** *(students who have not graduated from high school)* must comply with academic assessment requirements and must:

   a. be at least 18 years old.
   b. submit a completed application for admission. A non-refundable application fee will be assessed at the time of initial registration in classes.

c. submit an official transcript of scores for the General Education Development (GED) test indicating a composite score of at least 450. Certified copies must be forwarded directly to the Admissions and Recruitment office at Columbia State from the issuing agency.
d. submit ACT or SAT scores (required of those under 21 years of age and others seeking admission to selected programs). These scores are used only for advancement and placement.

Transfer Students are students that have been previously enrolled in an institution of higher education other than Columbia State. Transfer students must be eligible to reenter the school from which they are transferring and have a grade point average equal to that required for retention at Columbia State (see "Retention Standards," p. 20). Students who do not meet the required grade point average may be admitted as a transfer student on probation.

After application is made to Columbia State, transfer credit evaluations are conducted (see "Acquiring Credit," p. 15).

All transfer students must:

1. submit a completed application for admission. A non-refundable application fee will be assessed at the time of initial registration in classes.
2. submit official transcripts from all previously attended institutions of higher education. Certified copies must be forwarded directly to the Admissions and Recruitment office at Columbia State from the issuing institution. Transcripts carried by the student may be used for advising and course selection but are not acceptable for full admission and transfer of credit.
3. submit an official high school transcript showing graduation or official GED scores with a composite score of 450 or higher, if less than 60 semester credits have been transferred, or when deemed necessary for placement.
4. undergo assessment and placement if the student does not meet a stated course prerequisite or basic academic competencies.
5. students with ACT or SAT scores that are dated within three years of the first class day of the semester for which the student plans to enroll may choose to submit such scores for use in assessment of academic placement.

Non-Degree Students
Students who enter the College for professional development and personal enrichment and are not presently pursuing a degree are classified as non-degree students. This classification includes audit, undergraduate special students, adult special students, transient students, and high school students.

Non-degree students are required to undergo assessment and placement if they do not meet a stated course prerequisite or basic academic competencies.

Non-degree students cannot become candidates for a degree or certificate until they have changed their classification to undergraduate degree student. High school students admitted as non-degree students who wish to continue at Columbia State after graduation from high school must reapply for admission and be formally admitted to the College as degree students.

Non-degree students who have previously taken credit courses at Columbia State and who return to the College after being absent for one semester (excluding summer) must file an application for readmission and submit any required documentation.

Audit Students are students who wish to audit (sit in) a credit course without earning credit. Students who wish to audit a course(s) must obtain approval of the director of records and registration. Approval is granted on an individual class basis according to available space and is limited to unrestricted classes. Students are required to complete an application for admission.

Prior to the last day to add a class a student may change from audit to credit; however, all admission requirements must be met. Credit students wishing to change to audit in lieu of dropping a course may do so by following the proper change of registration procedures.

Undergraduate Special Students are students who have graduated from high school or who have earned a GED equivalency with a composite score of at least 450 but do not wish to be admitted as undergraduate degree students.

Students who ***have not attended*** an institution of higher education must submit an official high school transcript or GED scores.

Students who ***have attended*** an institution of higher education must submit an official transcript from the last institution attended.

Undergraduate special students are not eligible for financial assistance. Additionally, undergraduate special students are not eligible for English or mathematics courses or for courses that have English or mathematics prerequisiites unless appropriate test scores or prior college coursework is presented and evaluated.

Adult Special Students are students at least 21 years of age who have not graduated from high school, or who have not earned a GED equivalency with a composite score of at least 450 and who do not wish to be admitted as undergraduate degree students.

Adult special students must present realistic academic goals for the attainment of particular skills or knowledge through selected courses and:

1. schedule an interview with the assistant director of enrollment services, admissions and recruitment or the director of the off-campus center/site where the student plans to attend.
2. submit a completed application for admission. A nonrefundable application fee will be assessed at the time of initial registration in classes.

Transient Students* are degree students enrolled in good standing at another college or university who wish to attend Columbia State for one specific semester and transfer the work back to the parent institution. A student who has been accepted at a college or university but is to begin enrollment at a later semester may also qualify as a transient student.

An application for admission and a transcript from the parent institution must be submitted to the Admissions and Recruitment office to ensure that a transient student has the required

background (prerequisites) and is eligible to enroll in a course or courses. A non-refundable application fee is required at the time of initial registration in classes.

***Limitations:** This classification may be used for only one semester unless special permission is given by the director of admissions and financial aid.*

High School Students
High school students may be eligible to enroll in college courses as non-degree students while completing high school. They may take classes as approved by their high school and for which they meet the prerequisites as defined in the Columbia State catalog (see the "Course Descriptions" section, p. 49.)

Courses will not be expected to count toward the student's high school diploma ***unless*** the student has made prior arrangement with the high school and/or local board of education. Eligible students may take classes at any of Columbia State's locations.

Upon graduation from high school, students must reapply and be readmitted to the College.

High School Juniors and Seniors - To be eligible for college courses, students must:

1. have a cumulative high school GPA of at least 3.0.
2. have an ACT Reading score of 19 (or SAT composite of 900).
3. if wishing to enroll in math courses, math-related science courses, English or speech courses, meet ACT/SAT requirements as follows:

College Subject	ACT	SAT
Math & related Sciences	19 + math	460 + math
English/Speech	19 + English	460 + verbal

4. submit a Dual Enrollment application complete with signatures of consent from the parent/guardian and high school principal/guidance counselor. A non-refundable application fee will be assessed at the time of initial registration in classes.
5. submit an official high school transcript.
6. submit ACT/SAT scores (students who do not have ACT/SAT scores may be eligible for certain courses if their GPA is at least 3.2).

To continue in dual enrollment, students must maintain a 2.0 college GPA. Students admitted without ACT/SAT scores but with a 3.2 GPA must submit an ACT Reading score of 19 or SAT composite of 900 before enrolling for a second semester.

Other High School Students - High school students in grades 9 through 12 who are academically talented/gifted may qualify under Chapter 395 of the Public Acts of 1983 as follows:

"Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private schools 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 post-secondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Educational Program (IEP) as established by the multi-disciplinary team process."

Academically talented/gifted students must submit the following:

1. completed application for admission. A non-refundable application fee will be assessed at the time of initial registration in classes.
2. signed letter of consent from student's parent/guardian.
3. official high school transcript.
4. signed letter of recommendation/consent from the high school's principal which includes verification that coursework with Columbia State is required in the student's Individual Education Program (IEP).

International Students
Columbia State is authorized under federal law to enroll non-immigrant alien students on "F-1" student visas. Students must submit the following before admission will be considered:

1. completed application for admission. A non-refundable application fee will be assessed at the time of initial registration in classes.
2. official copies of academic records from secondary schools, colleges, or universities accompanied by notarized or certified English translation of these documents. Minimum admission requires completion of the secondary school. A syllabus for each class to be considered for course substitution should accompany college transcripts.
3. all applicants whose native language is not English must submit Test of English as a Foreign Language (TOEFL) scores or its equivalent directly from the testing agency. Scores more than two years old are not acceptable. The minimum score of 500 is required on the TOEFL or 173 on the computer based TOEFL. Additional institutional placement assessment may be required of all international students.
4. affidavit of financial support to show financial capability of first year fees of at least $20,009. Additional funds are required for spouse and or dependents.
5. tuberculosis immunization certification from a licensed physician or other qualified medical authority; must be certified 30 days prior to registering. 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.
6. proof of two doses of Measles, Mumps, and Rubella (MMR) vaccine, if born in or after 1957.
7. complete and sign a waiver form provided by the College that includes detailed information about Hepatitis B infection.
8. documentation substantiating official status with the US Citizenship and Immigration Service (Passport, Visa, I-20s, I-94, etc.).

Additional requirements for admission include:

1. as a condition of admission and continued enrollment, students must purchase health insurance through the TBR's Student/Scholar Health and Accident Insurance Plan.
2. students must become familiar with the regulations of the US Citizenship and Immigration Service and assume responsibility for complying with these regulations. Documents are due to the Admissions and Recruitment office by November 15 for the spring semester or July 15 for the fall semester.

Permanent Residents - International students who are permanent residents must submit a copy of the front and back of their permanent resident card and meet all applicable admission requirements stated for classification as undergraduate degree students (p. 4) or non-degree students (p. 5).

General Requirements for Admission to Non-Credit Courses

Individuals register for non-credit courses through the Center for Economic and Community Development. For more information, call (931) 540-2660. Admission to the College is not required. Admission is required, however, if a non-credit student wants to enroll in a credit course (see "Admission Requirements," p. 4). The Center for Economic and Community Development awards continuing education units to participants of qualifying non-credit courses.

Policy and Procedures for Mandatory Placement of Students

All students seeking credit must meet mandatory assessment and placement requirements prior to registering for courses with placement requirements.

Students scoring 19 or above on the ACT reading (SAT 900 composite) with ACT English and mathematics subscores of 19 or above (SAT, 460 verbal, 460 math) are eligible to pursue college-level credit courses. Students that do not have scores sufficient to place into college-level courses will be placed into developmental studies courses accordingly. For placement purposes, ACT or SAT scores must be dated within three years prior to the first day of the first semester of enrollment.

Students who do not have appropriate scores are required to take either the ACT, SAT or COMPASS test.

Students will be permitted one opportunity to challenge their initial placement results on the placement tests used by Columbia State for purposes of placement into college-level classes. Students may challenge the scores by taking a Columbia State administered placement test (currently the computer-generated COMPASS exam or, as needed, the pencil and paper version ASSET). The challenge exam cannot be completed on the same day as the initial placement testing. Fees for challenging placement are the responsibility of the student.

Students whose test results indicate no deficiencies in the basic academic competencies are permitted to enroll in college-level courses. Students will not be permitted to enroll in any course which has a stated prerequisite of one of the basic academic competencies until they have successfully completed the appropriate developmental studies course(s).

Additional Admissions Requirements for Transfer Programs (A.A., A.S.)

Tennessee Board of Regents and University of Tennessee Admission Standards

Students admitted to community college ***transfer*** programs who do not have the required high school units and who graduated from high school spring 1989 or later or received the GED spring 1989 or later must take specific courses to remove these deficiencies. A grade of "C" or better must be earned in these courses. Collegiate courses taken to remove high school unit deficiencies may not count toward a specific course requirement for any degree. However, collegiate courses taken to remove high school unit deficiencies may be used as electives within a degree program.

English . . . . . **4 units**

Mathematics
Algebra I and II . . . . . **2 units**
Geometry or other advanced math course with Geometry as a major component . . . . . **1 unit**
or
Integrated Math Sequence (I, II, III) . . . . . **3 units**

Natural/Physical Science . . . . . **2 units**
One unit must be a laboratory course in biology, chemistry or physics.

Social Studies . . . . . **1 unit**

U.S. History . . . . . **1 unit**

Foreign Language . . . . . **2 units**
in the same language

Visual/Performing Arts . . . . . **1 unit**

A listing of courses to remove high school deficiencies may be obtained from the following locations: Admissions and Recruitment office, Advising Center, Evening Services office, Clifton Site, Lawrence County Center, Lewisburg Site, or Williamson County Center.

Programs with Special Admission Requirements

Health Science Programs

The following health science programs require admission to the program after being admitted to the College:

1. Emergency Medical Technology - Paramedic
2. Nursing
3. Radiologic Technology
4. Respiratory Care
5. Veterinary Technology

There is a deadline by which applicants must submit their applications to the appropriate health science program director. The deadline dates for each program are listed in the catalog section describing that program.

Students interested in gaining admission to a health science program should follow the procedures listed below:

1. Apply for admission to the College as outlined on page 4 of the catalog.
2. Apply for admission to the specific program as outlined by the specific program admission procedures in the catalog section describing that program.

After the student has completed all college and program admission requirements, the student's application will be reviewed by the program's admissions committee. The program director will notify all students in writing concerning the disposition of their application. Class size is limited by space availability. Acceptance is not automatic and continuation after admission is not guaranteed. Student progress is continually evaluated. (See the continuation policy in the catalog description of each health science program.)

Students enrolled in these programs are required to participate in clinical experiences at various hospitals, clinics, laboratories, professional offices and/or other types of facilities. Transportation to and from these clinical experiences is the sole responsibility of the student. Columbia State does not assume liability for personal injury or property damage incurred while en route to and from these facilities.

Students in Emergency Medical Technology-Paramedic, Nursing, Radiologic Technology, and Respiratory Care programs must have malpractice insurance. Students will be assessed malpractice insurance fees at the time of registration. The program director will provide information about such coverage.

Students may also be required to carry personal health insurance while enrolled in health science programs.

Criminal background checks may be a requirement at some affiliated clinical training sites. Based on the results of the criminal background check, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of a specific course and your program. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

Health science programs may entail specific physical demands as required by the program's accrediting agency. For more information regarding these, please contact the appropriate program director.

Commercial Entertainment Program

Commercial Entertainment students must exhibit proficiency in at least one of three areas: dance, drama, or singing. Students must be physically able to participate in all three areas. Admissions requirements are listed with the Commercial Entertainment Certificate Programs.

Institutional Fees and Refunds

General Information

Fees listed in this catalog are subject to change without notice. The College, in conjunction with the Tennessee Board of Regents, reserves the right to add, delete, or change fees for admission to the College or for services rendered by the College at any time without prior notice to the public.

Expenses are assessed and payable by the semester since each semester is a separate unit of operation. A student may enroll at the beginning of any semester. Registration at the beginning of each semester is not complete until all fees have been paid (which means all checks have cleared the bank), and no student may be admitted to classes without having met his or her financial obligations. The Business Services office on the Columbia campus or the administrative office at any of the College's campus locations will accept payment by cash, check, MasterCard, Visa or Discover Card. There is a $20 non-refundable charge for any returned check given to the College. No student may enroll, graduate, or receive a transcript until all accounts are settled. The term "account" includes any indebtedness to the College.

Student identification (ID) cards are issued to all students. This ID card is used for cashing checks and bookstore transactions, checking books out of the library, other identification, and admission to athletic events, social functions, and other college activities.

Expenses

Registration Fees - Tennessee Residents

Maintenance fees are assessed on a per-semester-hour basis up to an established maximum. Hours in excess of 12 taken in any semester (excluding summer) are included in the maximum fee limitation and no charge is assigned to them. Maintenance fees are determined annually by the Tennessee Board of Regents. Maintenance fees for in-state students for 2004-2005 are $83 per hour up to a maximum of $976 per semester.

Exceptions:

1. Certain statutory fee exceptions exist for dependents and spouses of military personnel who were killed, died as a direct result of injuries received, or were officially reported as being either a prisoner of war or missing in action while serving honorably as a member of the United States armed forces during a qualifying period of armed conflict. Contact the Admissions and Recruitment office if you qualify.
2. Persons who are totally disabled, persons 65 years of age or older, and persons reaching 65 during the semester who are domiciled in Tennessee are eligible to enroll in courses for ***credit*** at a reduced rate; however, all other special and incidental fees apply.
3. Totally disabled persons and persons 60 years of age or older who are domiciled in Tennessee are eligible to enroll in courses, subject to space available, as ***audit*** students without payment of tuition, maintenance, or registration fees. However, the application fee and access fee are required.
4. Accelerated programs will be assessed on a per-semester-hour basis with no established maximum.
5. Maximum fees do not apply to special offerings between terms, concentrated courses during a term, and summer term courses.

Audit Students

Students enrolling in regular college classes on an audit basis are required to pay the same fees as those enrolling for credit, except those 60 years of age or older and/or totally disabled persons as noted above.

For purposes of 2 and 3 above, a totally disabled person is defined as a person "suffering from a permanent total disability which totally incapacitates such person from working at an occupation which brings him/her an income." This definition is established by law and cannot be modified by the Tennessee Board of Regents or the College. Persons who feel they qualify under this definition should contact the director of counseling and disability services for more information.

Registration Fees - Non-residents of Tennessee

Maintenance fees for non-residents of Tennessee for 2004-2005 are $336 per hour up to a maximum of $3,899 per semester.

Residency Classification - Students are classified as in-state or out-of-state for the purpose of assessing fees and tuition based on regulations established by the Tennessee Board of Regents. These regulations state that: (1) students receiving support from their parents are residents of the same state as their parents, and (2) students independent of parental support establish Tennessee residency for fee purposes by producing evidence of domicile to the College's satisfaction and proving that they came to Tennessee for reasons other than obtaining an education for themselves or their spouses.

The responsibility for residency classification rests with the director of admissions and financial aid and all requests must be sent to the director. Residency classification may be appealed to the vice president for student services and enrollment management.

Non-Credit Courses

The Center for Economic and Community Development publishes course fees in its non-credit schedule each semester. The fee for a course is based on length, instructor payment, and other cost-related factors.

Summer Term Fees

Fees and expenses for the summer term are assessed on a per-semester-hour basis with no maximum.

Books and Supplies

Since the cost of books and supplies varies from one program to another and from semester to semester, only an average cost can be included in the catalog. The average cost of books and supplies is approximately $300 per semester. Books and supplies can be purchased from the Barnes & Noble college bookstore.

Application Fee (Non-refundable)
A one-time, non-refundable application fee of $10 is assessed at the time of initial registration at the College. An application fee is not assessed for non-credit courses.

Late Registration Fee (Non-refundable)
A non-refundable late registration fee of $10 will be assessed for any student who does not complete registration within the period designated by the College.

Exceptions:
1. A late registration fee is not assessed when registering late in any non-credit course.
2. A late registration fee will not apply to classes where it is deemed necessary by the director of records and registration that further recruiting is required in order to develop the class.

Credit by Exam Fee (Non-refundable)
A fee of $15 per credit hour is charged for each exam a student takes to obtain "Credit by Exam."

Credit for Prior Learning Fee (Non-refundable)
A fee of $15 per credit hour is charged for any credit awarded for prior learning.

Technology Access Fee (Non-refundable)
A technology access fee of $10 per credit hour up to a maximum of $112.50 per semester is included in the registration fees. This fee is non-refundable except in situations where maintenance fees are refunded at 100%.

Replacement of Lost ID Card (Non-refundable)
A non-refundable fee of $1 is charged to replace a lost ID card.

Individual Instruction in Music
A fee of $60 per credit hour is charged for all individual instruction courses in music.

Music fees will be refunded on the same basis as maintenance fees.

Graduation Fee (Non-refundable)
All graduating students are assessed a $25 non-refundable processing fee, which is due when the "Intent to Graduate" form is filed.

Internet Course Fee
A fee of $20 per credit hour will be charged for each Columbia State Internet course.

Regents Online Degree Program (RODP) Course Fee
A fee of $34 per credit hour will be charged for each RODP course.

For more information, go to "Tuition and Fees" at *www.rodp.org* or go to *http://www.columbiastate.edu/financialaid/tuition_fees.htm.*

Nursing Fee (Non-refundable)
Achievement test fees are charged based on the cost of the tests taken and are payable over the course of study.

Parking Fines (Non-refundable)
Students who do not register vehicles driven on campus are subject to traffic fines (see "Student Parking," p. 90). All fines are payable in the Business Services office and double if not paid before the semester ends. Student records will be encumbered until all fines are cleared. Appeals should be submitted to the vice president for student services and enrollment management in writing within five (5) days from the date of the citation.

Campus Access Fee (Non-refundable)
A campus access fee of $5 per semester is included in the registration fees. This covers the cost of one parking decal. Additional decals may be purchased at a cost of $1 per decal.

Student Activity Fee (Non-refundable)
A fee of $3 per semester is charged to support student activities.

Returned Checks (Tuition, fees, etc.)
The Columbia State Business Services office will notify the student immediately upon receipt of returned or non-negotiable checks. The student will have 10 days to redeem returned checks.

In addition to all other unpaid tuition, fees, etc., the student will be required to pay: (1) the late registration fee and (2) the returned check fee. If the student does not pay the required fees within the time allotted, his or her registration will be voided.

Students are not officially registered until all tuition and fees, including any and all assessed fees outstanding from prior enrollment, are paid.

Other Fees (Non-refundable)
General Education Development Test. . .$ 55
American College Testing (Residual) . . .$ 26
Nursing Challenge Exam. $350
Pre-Professional Skills Test. . . . . .varies according to the test

Institutional Refunds

1. Maintenance Fee Refunds
   a. Refunds are 100% for courses canceled by the institution.
   b. Changes in courses involving the adding and dropping of equal numbers of student credit hours for the same semester at the same time require no refund or assessment of additional maintenance fees.
   c. The basic refund for withdrawals or drops during regular semesters (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then is reduced to 25% for a period of time which extends 25% of the length of the semester. There is no refund after the 25% period ends.
   d. For summer sessions and other short terms, the 75% refund period and the 25% refund period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular semesters.
   e. All refund periods will be rounded to whole days and the date on which each refund period ends will be included in the semester course schedules and other publications. In calculating the 75% period for other than the fall and spring semesters, and in calculating the 25% length of semester in

all cases, the number of calendar days during the semester will be considered. When calculation produces a fractional day, rounding will be up or down to the nearest whole day.

f. A full refund (100%) is provided on behalf of a student whose death occurs during the semester. Any indebtedness will be offset against the refund.
g. A 100% refund will be provided for students who drop or withdraw ***before the first day of classes for a semester.***
h. A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. The director of records and registration must certify in writing that this provision is applicable in each case.
i. When courses are included in a regular semester's registration, but the courses do not begin until later in the semester, the 75% and 25% refund will be based on the particular course's beginning and ending dates. This provision does not apply to courses during the fall or spring semesters which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the semester.
j. The refund percentage is applied to the difference between the per hour rate (or maximum) for the number of credit hours immediately before the drop or withdrawal and the number immediately afterward.

2. Out-of-State Tuition Refunds
   The refund provision for out-of-state tuition is the same as that for maintenance fees. A 75% refund is made for the same period and a 25% refund is made for the same period. When 100% of maintenance fees is refunded, then 100% of out-of-state tuition is also refunded. Calculation procedures are the same as those specified for maintenance fees.

The president of the College has the authority to determine, on an individual basis, the applicability of the above refund procedures in instances of unusual circumstances.

Financial Assistance

General Information

The student financial assistance program at Columbia State Community College is designed to aid students who find it difficult or impossible to attend college without financial assistance. Columbia State offers a comprehensive program of financial assistance in the form of scholarships, grants, loans, and part-time work. Major emphasis is placed upon financial need and academic achievement.

To determine financial need, the College utilizes the results of the Free Application for Federal Student Aid (FAFSA) which takes into consideration certain factors related to the family status. Although the College endeavors to assist all qualified students as resources permit, this assistance should be viewed only as supplementary to the efforts of the student and student's family.

Financial aid applications and forms are available in the Financial Aid office on the Columbia campus or in the administrative office at any of the College's campus locations. **Financial assistance for fall will be awarded beginning with a priority deadline of April 15.** After this date, financial assistance will be awarded on a first-come, first-serve basis as long as funds are available. Renewal of financial assistance is not automatic; students must file a FAFSA form each year and demonstrate satisfactory academic progress. First-time applicants must satisfy all admission requirements before assistance will be awarded.

Regulations and funding for institutional-, state-, and federally-supported programs are subject to change. Columbia State reserves the right to administer the programs accordingly.

Financial Aid Attendance Policy

As recipients of Title IV aid (Federal Pell Grants, Federal Stafford Loans, Federal Parent Loans, Federal Supplemental Educational Opportunity Grants, State Grants, or Federal Work-Study), **students are required to attend class.**

The Financial Aid office monitors class attendance. Students not attending class may no longer be eligible to receive Federal Assistance. **They may also be billed for any funds they have received.**

Students who find it necessary to stop attending class must complete the official withdrawal process (see "Dropping a Class," p. 18; "Withdrawal," p. 19).

Financial Assistance Resources

SCHOLARSHIPS

Tennessee Hope Scholarships - These scholarships are provided through the Tennessee Education Lottery Scholarship Program. To determine eligibility, the student *must* apply for the scholarship using the results of the Free Application for Federal Student Aid (FAFSA). Priority deadline is May 1 for fall enrollments. For all eligibility requirements and information about the Hope Scholarship, please contact the Financial Aid office.

Academic Service Scholarships - Authorized by the Tennessee Board of Regents, these scholarships pay the tuition for full-time students per academic semester. Residents of Tennessee who are recent graduates of a Tennessee high school may apply. Applications must be submitted to the Financial Aid office. The scholarships are not applicable to the summer term.

Academic service scholarships are awarded on the basis of scholastic achievement. Students with a minimum high school grade point average of 2.9 or the equivalent, and an ACT composite score of 19 are eligible to apply. Recipients of academic service scholarships are required to work 75 hours each semester on campus. In general, students are given work assignments related to their academic interest.

Academic service scholarships are not automatically renewed. Recipients must maintain a minimum grade point average (GPA) of 3.0 each semester. Failure to maintain the required GPA or a satisfactory standard of conduct, or failure to fulfill the required work obligation will result in the automatic forfeiture of the scholarship.

Honor Scholarships - These scholarships are provided through the Columbia State Foundation. Applicants must have a composite score of 23 or above on the ACT. Recipients must maintain a 3.25 GPA to continue receiving the scholarship, which is awarded each fall and spring semester.

Student Diversity Scholarship Program - This scholarship program has been established to assist minority students who plan to further their education. Scholarships will be awarded to cover tuition and mandatory fees for a limited number of part-time and full-time students based on the availability of funds. Financial need, academic standing, educational goals and community involvement will be factors in determining the recipients.

Foundation Scholarships - These private scholarships, available through the Columbia State Foundation, are made possible through the generosity of individuals, businesses and organizations.

Persons interested in establishing a scholarship or supporting the College's educational endeavors are encouraged to contact the director of development at (931) 540-2512.

Private Scholarships - Recipients for these scholarships are determined by the organization. Examples are churches, places of employment and some civic organizations. Contact should be made directly with those organizations for information.

GRANTS

Federal Pell Grants - These funds are made available to assist students who have a financial need and who have not received a baccalaureate degree. Eligibility is determined by the Department of Education by evaluating the information provided on the FAFSA. The grants are awarded based on financial need.

Federal Supplemental Educational Opportunity Grant - Funds may be given to undergraduates with exceptional financial need. Eligibility is determined by the Financial Aid office based on financial need and available funds. Applications received by April 15 will be given priority.

Athletic Grants - These grants are available to students who qualify to participate in intercollegiate athletics. These grants vary in amounts and eligibility is determined by the Athletic Department.

Tennessee Student Assistance Awards - These grants are made available to Tennessee residents who are attending a Tennessee college/university, Pell Grant eligible, and U.S. citizens. These grants are based on financial need but funds are limited. The priority deadline for fall semester is May 1.

LOANS

Federal Stafford (Subsidized) Loan - A long-term loan for which a student must demonstrate financial need as determined from the filing of a FAFSA. The interest rate for new borrowers is variable. The interest is paid by the government while the student is enrolled at least halftime (6 hours) in college. Repayment of principle and interest for the student begins 6 months after the student ceases to be at least halftime (6 hours). Monthly payments will vary depending on the total amount the student borrows.

The yearly maximum that a student may borrow from the Stafford Loan program is $2,625 for freshmen and $3,500 for sophomores. Eligibility is based on financial need and this loan requires a separate application.

Federal Stafford (Unsubsidized) Loan - This program is available to all students regardless of income. The interest rate and annual amounts a student may borrow are the same as with the Federal Stafford (subsidized) Loan. The difference between the Subsidized and Unsubsidized Stafford Loan is that for the Unsubsidized Stafford Loan only the principle may be deferred while the student is in college. Students pay interest charges while enrolled in college or have the interest capitalized. This loan requires a separate application.

Federal Parent Loan for Undergraduate Students - These long-term loans are available to parents of dependent students regardless of income level if the parents have no adverse credit history. The interest rate is variable. The annual loan limits are based on the cost of attendance minus other financial assistance. The loan checks will be made co-payable to the school and parents, and repayment begins sixty (60) days after the disbursement by the lender. The loan requires a separate application.

WORK PROGRAMS

Federal College Work-Study - This program provides part-time employment for students. Students usually work 10 to 15 hours per week at the prevailing federal minimum wage and are paid monthly. Eligibility is based on financial need.

Institutional Work - These funds are available for a limited number of students who do not qualify for college work-study. Work assignments may be assigned to students based on academic and/or job skills. Funds for this program are provided through the regular College budget. The number of hours students are allowed to work depends upon their eligibility, class schedule and available funds.

Applicants for certain federally- and state-supported assistance may be required to furnish personal and/or family tax returns, Social Security, Veterans Administration, or other data for verification purposes. Such records should be collected and maintained prior to submitting an application.

OTHER ASSISTANCE PROGRAMS

Other financial assistance for students may be available through programs with:

1. Workforce Investment Act (WIA)
2. Veteran's Benefits
3. Social Security Benefits
4. Vocational Rehabilitation

Contact the Financial Aid office for information regarding these programs.

Satisfactory Progress Standards for Federal Financial Assistance

1. **Semester Progress** (Grade Point Average): A minimum academic average of 2.0 is required at the end of each semester. Satisfactory Grades include A, B, C, D, or Pass. Unsatisfactory Grades include PR, I, F, W, WD, Audit, Dropped, Non-Credit, or No-Pass.

2. **Semester Progress** (Hours Passed): The minimum number of hours each recipient must pass during the academic semester is stated below:

Student's F/A Classification	Minimum Earned Semester Hours Funded	Hours Per Semester
Full-time	12 or more	11
Three-Quarter Time	9-11	8
Half-Time	6-8	5
Less than Half-Time	1-5	1-5 (all)

3. **Cumulative Progress** (Time Limit):
   a. **Degree Program** - Financial assistance is available until a student graduates with a degree or for a maximum of 96 attempted semester hours.
   b. **Certificate Program** - Financial assistance is available until a student completes the eligible program or for 150% of the required program hours.

Hours attempted for developmental studies courses are not considered in these time limits.

If a student is required to take developmental studies coursework, he/she can receive federal assistance for up to 30 hours of

coursework. Eligibility beyond 30 hours attempted will be based on college-level courses only.

Satisfactory progress also includes the following:

1. Students are allowed one semester of financial assistance probation to reestablish satisfactory progress.
2. After one semester of probation, students who have not reestablished satisfactory progress will be removed from all college- or state-controlled and/or Title IV assistance.
3. Students may be reinstated on financial aid (for which they are otherwise qualified) after they complete six credit hours on their own finances and maintain satisfactory progress.
4. Eligible students receiving unsatisfactory grades in all courses may be removed from all college-controlled and/or Title IV forms of assistance in the subsequent semester of enrollment without probation. Students receiving all "F's or PR's" will be removed from ***all*** Title IV assistance.
5. Students may appeal in writing their removal from financial assistance to the Scholarship and Financial Aid Committee. Any appeal must be made by the last day of registration as published in the course schedule. The decision of the committee will be final.
6. Transfer students will be governed by the same rules as other students in regard to satisfactory completion of courses. Transferable hours attained at previous institutions will be counted in regard to the maximum allowable time frame for graduation.

Return of Title IV Funds

Title IV financial aid recipients who partially withdraw from classes through the official withdrawal process on or after the first day of class may be eligible for a tuition refund based on the Columbia State refund policy. Title IV recipients are allowed to receive such refunds except in cases when they totally withdraw (officially or unofficially) from classes. If a financial aid recipient totally withdraws and there are institutional funds to be returned, the funds will be returned to the proper program in accordance with the policy. This policy is applicable only to Title IV recipients.

If a Title IV recipient totally withdraws (officially or unofficially) from classes on or before the 60% point of the semester based on the calendar days within the semester, a calculation will be performed based on this policy. This calculation will include a determination of the last date of attendance, registration fees, the total amount of Title IV assistance you received, the percentage and amount of Title IV assistance earned, and the percentage and amount of Title IV assistance unearned.

A copy of the total policy and procedure is available in the Financial Aid office.

Return of Title IV Funds by the School must be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Plus Loans
4. Federal Pell Grants
5. Federal SEOGs
6. Other Student Financial Aid programs (Title IV)

Return of Title IV Funds by the Student must be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Plus Loans
4. Federal Pell Grants (50%)
5. Federal SEOGs (50%)
6. Other Title IV Programs (50% for Grants)

Consumer Information

Consumer information may be obtained in the Financial Aid office. Available information includes crime and safety data, graduation or completion rates and transfer-out rates for general student population and student athletes, participation and financing data of men's and women's sports, drug abuse policy, and privacy rights of students.

Veterans Certification

Columbia State cooperates with the Veterans Administration in providing educational opportunities for veterans and eligible persons desiring to attend Columbia State under appropriate federal legislation. To verify eligibility for educational training, contact the Veterans Administration. You may call toll-free 1-888-442-4551.

The Admissions and Recruitment office will assist eligible individuals in the completion of necessary forms, program planning, and in making appropriate certifications to the Veterans Administration. Columbia State does not participate in advance payment of tuition for veterans.

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

Academic Information

Student Classifications

Undergraduate Degree Students

All undergraduate students who have been admitted as credit students and are pursuing a degree or certificate are classified as undergraduate degree students. These students are further classified at the freshman or sophomore level based on their level of progress or placement within a program of study.

1. Freshman: A student with less than 30 semester hours earned toward a degree.
2. Sophomore: A student with 30 or more semester hours earned toward a degree.

Non-Degree Students

Students earning credit but who are not presently pursuing a degree or certificate are classified as non-degree students. The classifications for these students are listed under Non-Degree Students on page 5.

Non-credit Students

Students enrolled in non-credit courses through the Center for Economic and Community Development are classified as non-credit students.

Student Records

Permanent Student Records

The permanent record of a Columbia State Community College credit student shall consist of: student name, social security number or student identification number, courses enrolled each term, cumulative quality point average (qpa), term qpa, hours attempted, hours earned, grades, quality points earned, degrees and certificates earned, academic program(s), honors, academic status, and transfer credit. The permanent record will be maintained on-line and will be available on campus in the Records and Registration office and viewed at various Columbia State locations through the Student Information System by authorized personnel. On-line processes are backed up nightly.

The permanent record of a Columbia State Community College non-credit, continuing education (CEU) student shall consist of: student name, student social security number or student identification number, courses enrolled in each term by course title, number and continuing education units.

Social Security Number Use

Columbia State requires assignment of an individual student number for internal identification of each student's record. The College began using the social security number as the student identification number prior to January 1, 1975; therefore, the federal law allows continued use of this number. However, if a student desires that the social security number not be used, notification to the College must be made at the time of application for admission, and another student identification number will be assigned. For prompt and accurate retrieval of records, students and alumni must give their student identification number. Student identification numbers, whether a social security number or an assigned number, are used administratively within the College and are not given to third parties without the express consent of the student.

Acquiring Credit

Unit of Credit

The College offers instruction and awards credit on the semester hour basis, with the scholastic academic year consisting of two semesters, fall and spring. Semester hour credit is also awarded for classes offered during summer semesters. One semester hour of credit is based upon 750 minutes of class instruction per semester.

Prior to fall 1988, the College awarded credit on a quarter hour basis. In fall 1988, the quarter hours earned were converted to semester hours. One semester hour of credit is equivalent to one and one-half quarter hours.

Transfer Credit

Credit *may* be granted for courses completed at other institutions of higher education. Decisions concerning transfer work are based on (1) equivalence of course content and level of instruction to that provided by Columbia State and (2) appropriateness and applicability of credit to the student's program at Columbia State.

After application is made to Columbia State, transcripts are evaluated and transfer credit is assigned. The student will be informed in writing of the outcome of the transcript evaluation.

Only grades of "C" or higher will be accepted for transfer credit. Credit is not awarded for grades of “D”, “S”, or “P”.

Grades of transfer courses are ***not*** entered on the student's Columbia State permanent academic record. Transfer credit *is not included in the calculation of the student's grade point average at Columbia State.*

External credit received for advanced placement from a transfer institution for CLEP, CEEB, ACT, etc., may also be accepted and awarded for advanced placement at Columbia State upon receipt of official documentation (score reports, etc.) directly from the testing agency.

The acceptance of credit for courses taken in religious subjects will be limited to courses taught through a historical or literary approach. Courses dealing with specific areas of church work which may vary from one church to another will not be accepted for credit. In some instances the student may be required to provide course descriptions for the purpose of transfer evaluations.

External Credit

A maximum of 42 semester hours credit earned through any combination of external credit may apply toward a degree. Possible sources of external credit include (1) credit by examination, (2) military service/armed services schools, (3) high school Tech Prep

programs, (4) Tennessee Technology Centers and/or other non-collegiate institutions, and (5) prior learning.

To receive external credit, the following conditions must be met:

a. Applicants must not have attempted nor received college credit in similar titled courses for which credit is awarded.
b. Credit is awarded only in areas offered within the current curriculum of the College and related to the student's educational program.
c. Credit is awarded only for those learning experiences in which it can be documented that all the outcomes for specific courses in an approved degree program have been met.

Semester hours of credit toward graduation are awarded on the basis of these conditions, but grades or quality points are not awarded. These credits will not affect the academic grade point average.

Transfer of external credit to other institutions is at the discretion of the receiving institution.

1. External Credit by Examination

Students may earn college credit by examination for acceptable scores on College-Level Examination Program (CLEP) Subject Examinations, the College Entrance Examination Board (CEEB) Advanced Placement Examination, the Enhanced American College Testing Program (ACT), the Certified Professional Secretary's (CPS) Examination or comprehensive subject examinations. Official documentation must be received directly from the testing agency.

Requests for credit by examination are submitted to the director of records and registration after the student has made application for admission and registered for courses. The test results, except for the comprehensive examinations, are evaluated by the director of records and registration and, if credit is earned, recorded on the student's record. Comprehensive subject examinations are evaluated at the departmental level and with approval of the division chair are forwarded, with recommendations, to the Records and Registration office. However, these exams will not be administered until a student has earned 12 hours (excluding developmental studies courses) of resident credit at the College.

CLEP: Applications and information on the CLEP are available by writing the College Level Examination Program, Box 6600, Princeton, New Jersey 08541-6600, by calling (609) 771-7865, or by accessing *www.collegeboard.com*. Credit is awarded for acceptable scores received on subject examinations only.

CEEB (College Board): Columbia State participates in the Advanced Placement Program of CEEB and awards appropriate credit in selected courses to qualified freshmen students who present an official record of a grade of 3 or above on the examination. The Advanced Placement Program of CEEB is coordinated by the high schools.

ACT: Entering freshmen students whose standard score on the Enhanced ACT English test is 32 or above may receive credit for Composition I and II (ENGL 1010 and 1020).

Entering freshmen students whose standard score on the Enhanced ACT Mathematics test is 31 or above may receive credit for Precalculus Algebra (MATH 1710).

Certified Professional Secretary's (CPS) Examination: Persons having successfully passed sections of the Certified Professional Secretary's examination are eligible to receive 18 semester hours of credit at Columbia State as follows:

PART I

BUS 121	Principles of Accounting I	3
BUS 251	Business Law	3
ECO 201	Prin. of Macroeconomics	3

PART II

CIS 109	Computer Applications I	3
OFA 103	Keyboarding	1
OFA 105	Document Formatting	2
OFA 131	Administrative Office Procedures	3

Award of credit for successful completion of the CPS examination is subject to change whenever (1) the content of the examination is changed so that it does not correspond to the content of the courses designated above or (2) content of the Columbia State courses designated above is revised to the degree that it does not correspond to the examination content.

Comprehensive Subject Examinations: Credit by institutional examination may be available for courses which the division chairs have determined can be passed by proficiency examination. Students who wish to take these exams must seek approval from the appropriate division chair prior to taking the exam. If an examination is available for the course, the student must see the instructor to discuss the course syllabus and text and decide whether to attempt the examination, and, if appropriate, schedule an appointment to take the examination.

Credit will be awarded provided:

1. performance on the test is at least a "C".
2. the student has earned 12 semester hours of resident credit at Columbia State (excluding developmental studies courses).

Prior to taking the examination, the student must complete an *Application for Permission to Take Credit by Examination* request (available in the division offices) and pay the Business Services office the fee established for "credit by examination." Upon offering the examination, the instructor must photocopy the receipt for payment of the fees and attach it to the the *Credit by Examination Grade Report*. Upon evaluation of the examination, the instructor must submit the *Credit by Examination Grade Report* and the photocopy of the receipt to the appropriate division chair. Upon approval by the division chair, the *Credit by Examination Grade Report* and the photocopy of the receipt are submitted to the Records and Registration office.

Credit awarded prior to the last day of final exams will be posted in that semester. Credit awarded after the last day of final exams will be posted in the following semester.

2. External Credit for Military Service/Schools

Up to two hours of physical education credit will be awarded for active military service provided that the DD-214 form is submitted to the Records and Registration office. The DD-214 must verify that a minimum of six months of active duty was served before one semester hour of physical education credit is awarded.

Credit may be awarded for attendance at military schools and job classifications based upon recommendations from the Office of Educational Credit of the American Council on Education.

Military service credit is awarded provided that proper documentation supporting service-related educational experiences is presented to the director of records and registration before the end of the second term of enrollment and information is submitted to the Admissions and Recruitment office.

3. External Credit for Tech Prep Programs
A student who has participated in a high school Tech Prep program may be awarded credit for certain technical courses by taking a comprehensive subject examination. The minimum score for an examination will be determined by the faculty member giving the exam. Grades for the courses will be based on examination results and credit will be granted upon successful completion of 12 semester hours of resident credit at Columbia State (excluding developmental studies courses).

Students wishing to participate in this program must:

1. Meet specific performance requirements as outlined in the articulation application for a given degree or certificate program.
2. Submit a completed articulation application to the Tech Prep coordinator at Columbia State.
3. Schedule a time to take the comprehensive subject examination for each course for which credit is requested.
4. Pass the comprehensive subject examination for each course for which credit is requested.
5. Enroll at Columbia State within two (2) years of the date of graduation from high school and successfully complete 12 semester hours of resident credit (excluding developmental studies courses).

For more information about the Tech Prep program, consult a high school guidance counselor or the Tech Prep coordinator at Columbia State.

4. External Credit through Tennessee Technology Centers
Students who have completed a Tennessee Technology Center (TTC) program may be awarded credit for certain technical courses. This credit may count toward a degree but will carry no quality points and will not count in the calculation of the grade point average. Transfer of articulated credit from Columbia State to other institutions is at the discretion of the receiving institution.

- *TTC diploma:* Students earning a TTC diploma within the last three (3) years and/or course credit may be eligible for up to 27 hours of block credit toward the General Technology A.A.S. degree program. The number of credit hours awarded will vary with the General Technology degree sequence and the TTC program completed. Students should contact the Business and Technology division chair for more information.

- *TTC courses:* Students completing courses at a TTC within the last (3) three years may be eligible to substitute some of those courses for Columbia State courses. These credits are applicable toward any Columbia State degree or certificate. A list of the courses and any other requirements may be obtained from the Business and Technology division chair.

Credit will not be awarded by Columbia State until students have successfully completed twelve (12) hours of college-level work at Columbia State and all required developmental studies courses.

5. External Credit for Prior Learning
A currently enrolled student at Columbia State may request credit through documented work experience or life experience in the field in which a degree or certificate is being pursued. The credit may be granted for specific course credit in current Columbia State courses or as elective credit in a discipline taught at Columbia State. Credit will be granted only for documented prior learning experiences that demonstrate achievement of the student learning outcomes for the course(s) for which credit is sought. Credit will not be given for RODP courses. Credit for prior learning will not be given for credit that duplicates credit already awarded or for courses for which a CLEP exam is available (p. 16). If courses for which prior learning credit has been granted are taken at the College at a later date, the credit for prior learning will be revoked.

The total amount of credit awarded cannot exceed 25% of the requirements for the degree or certificate. The credit will be identified as experiential credit on the transcript and may not be accepted for transfer by other institutions. Determination of transferability will be made by the receiving institution.

Students seeking prior learning credit should first contact the appropriate division chair to obtain a *Request for Prior Learning Credit* form. The completed request form will be reviewed by a faculty member in the discipline for which credit is sought and the division chair. If they agree that the prior learning experiences justify granting credit, the student will be asked to provide documentation of the experiences. After verifying the documentation, the faculty member will complete a *Granting of Credit for Prior Learning* form and forward it for approval by the division chair and vice president for academic services. Upon approval, the vice president will submit the form to the director of records and registration for posting of the credit into the student's academic record. The credit will be posted after the student has paid the applicable fees (see "Credit for Prior Learning Fee," page 10) and has successfully completed twelve (12) semester credit hours at the College and will not apply toward meeting residency requirements for graduation.

Transcript of Credits
Students who attend Columbia State may request a copy of their permanent academic record (transcript). There is no charge for transcripts. All transcript requests must be made in writing by mail or facsimile. Telephone and electronic mail requests are not accepted. Students may also call the transcript information line at (931) 540-2550 for instructions on obtaining transcripts. No transcripts will be released for or to a student who has any financial obligations with the College or who has not completed all admissions requirements.

The Records and Registration office does not issue or reproduce transcripts from other institutions of higher or secondary education. Requests for transcripts or work taken at other colleges,

universities, or high schools must be directed to the institution concerned.

Registration for Courses

Full-time Student Semester Hour Load

To be classified as a full-time student, students must register for at least twelve (12) semester hours credit. Sixteen to eighteen (16-18) credit hours is the regular or normal load per semester. Nineteen (19) hours is the maximum load. Any student desiring to register for more than 19 credit hours must have:

1. completed all developmental studies course requirements, and
2. have earned a minimum cumulative grade point average (GPA) of 3.0.

An overload may be requested by completing the *Registration and Overload Request* form (found in the course schedule) and obtaining an advisor's signature and the approval of one of the following: an academic division chairperson, center/site director, director of academic advising or the assistant vice president for faculty and programs. Appeals to the denial of permission to take an overload should be made to the vice president for academic services.

Registration Procedures

Students whose applications were submitted by the priority processing application deadline for any given semester will receive, prior to registration, notification of registration procedures. The deadline is published in each semester course schedule. Students applying after the deadline may register under provisional terms issued by the director of records and registration. Students will be assigned an advisor who will assist in course selection. Students must observe registration procedures and are expected to complete registration on the dates announced in the course schedule. Students who register after the official registration period must pay a late registration fee. Registration following the period established as the last date to register and last day to add a class (adjustment period) is permitted only in exceptional cases and requires the approval of the instructor. Students are not officially enrolled until all the requirements of registration are completed and all fees are paid.

Measles, Mumps and Rubella (MMR) Vaccination Requirement

Effective July 1, 1998, proof of immunization with two doses of Measles, Mumps, and Rubella (MMR) vaccines administered on or after the first birthday is ***required*** by state law for attendance at Columbia State Community College. All entering students, born after 1956, must furnish documented proof of having immunity or having been immunized with two doses of MMR vaccine, unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reasons.

By state law (Tennessee Code Annotated 49-6-5001), immunizations are not required if they "conflict with the parents' or guardians' (or individuals over 18) religious tenets and practices, affirmed under penalties of perjury." A *Certificate of Immunization* form, completed and signed by a licensed doctor of medicine or osteopathy, or an official copy of a State Health Department or military immunization form, ***must*** be returned to the Admissions and Recruitment office. Students who do not provide the properly completed certificate prior to registration for their second semester at Columbia State **will not be allowed to register until an acceptable form is on file.**

Change of Registration Procedures

Students are advised to carefully read the following regulations and procedures which apply to either drop, add or withdrawal. Registration for courses implies that the student has entered into a contract to complete each course's requirements. Should conditions make it necessary for the student to leave any class or leave the College completely, the student is required to officially change his or her registration status. Failure to do so will result in a failing grade, "F," on the student's permanent record.

The "Dropping a Class" and "Adding a Class" procedures are used when a student wishes to change one or more class(es). If the student wishes to drop all classes, the "withdrawal" procedure is used. A student who only informs an instructor that he or she can no longer attend class without also completing the required procedure has not officially dropped or withdrawn.

Cancellation of Scheduled Classes

Columbia State reserves the right to cancel any scheduled class. When this occurs, it is the student's responsibility to drop the class using Web for Students or by contacting the Advising Center, the Evening Services office, or one of the College's campus locations.

Dropping a Class

Dropping a class is permitted through the "last day to drop a class or withdraw" (see "Academic Calendar," p. 1). Procedures for dropping classes during each semester are printed in the official schedule of classes.

Students may drop most classes by using Web for Students. However, to drop under the following circumstances students must come in person to the Records and Registration office, the Advising Center, the Evening Services office, or one of the College's campus locations:

1. to drop any developmental studies course (after the published deadline to add a class).
2. to drop any health science course.
3. to drop a course after the last official date to drop.
4. to drop any course which the student is auditing.
5. to drop when the student's account has a hold flag or encumbrance.

Students who need to drop any developmental studies or health science course or who need to drop any course after the last official date to drop are required to complete a form and must follow these procedures:

1. Obtain the *Change of Registration* form and enter required information. This form is available in the Advising Center, the Evening Services office, at all College campus locations, and on the College's Web page.
2. Acquire applicable signatures:
   a. instructor or division chair of developmental studies courses (this approval is not required during the first week of classes).
   b. instructor or division chair of health science courses.
   c. instructor if dropping after the last official date to drop.

3. Present form to the Records and Registration office.

Adding a Class
Adding a class is permitted through the "Adjustment Period for Registered Students," see "Academic Calendar," p. 1. Procedures for adding classes during each semester are printed in the official schedule of classes.

Students may add most classes by using Web for Students. However, to add a course under the following circumstances students must come in person to the Records and Registration office, the Advising Center, the Evening Services office, or one of the College's campus locations:

1. to add a course when the student's account has a hold flag or encumbrance.
2. to add a course which the student wants to audit.
3. to add any health science course.

Students who need to add health science courses must see a faculty member in the Division of Health Sciences.

Change To or From Audit
Qualified credit students who register for audit may change to credit prior to the end of the adjustment period. This may be done on a *Change of Registration* form by marking "Change from Audit to Credit." Students cannot change from audit to credit after the adjustment period.

Any time prior to the deadline for dropping or withdrawing, students may change from credit to audit in lieu of dropping a course. This may be done on a *Change of Registration* form by marking "Change from Credit to Audit."

Withdrawal
Students who stop attending all classes without officially dropping all courses have not withdrawn from the College and will receive a failing grade of "F" in each class. Withdrawal through the "last day to drop a class or withdraw" is permitted when the student has met all obligations to the College.

Most students may drop all classes (withdraw) by using Web for Students. However, to withdraw under the following circumstances students are required to complete a form and must come in person to the Records and Registration office, the Advising Center, the Evening Services office, or one of the College's campus locations:

1. to withdraw when enrolled in any developmental studies courses (after the published deadline to add a class)
2. to withdraw when enrolled in any health science courses
3. to withdraw after the last official date to drop
4. to withdraw when enrolled in an audit course
5. to withdraw when the student's account has a hold flag or encumbrance

Students who need to drop all courses (withdraw) including developmental studies or health science courses or who need to withdraw after the last official date to drop are required to complete a form and must follow these procedures:

1. Obtain the *Change of Registration* form and enter required information.
2. Acquire applicable signatures:
   a. instructor or division chair of developmental studies courses (this approval is not required during the first week of classes).
   b. instructor or division chair of health science courses.
   c. instructor if dropping after the last official date to drop.
3. Financial Aid.
4. Business Services.
5. Present form to the Records and Registration office.

Students who are unable to process their withdrawal in person may submit to the Records and Registration office a signed letter requesting withdrawal. In the event a student is incapacitated, their designee should provide proper documentation for withdrawal of the student.

Grades for Withdrawals and Drops
Following the last day of the registration adjustment period, and not later than two-thirds into the semester (see "Academic Calendar," p. 1), a student may officially drop a course(s) or withdraw from the College and receive a "W". A "W" means that no hours were completed and the grade point average will not be affected. Students who drop a course or who withdraw from the College after two-thirds of the semester is complete will receive a "W" in the course(s) they are passing. Students will receive a failing grade, "F", in the course(s) they are not passing unless it can be clearly demonstrated that an unusual circumstance or hardship exists. (See "Guidelines for Permitting Late Withdrawal" below.)

Guidelines for Permitting Late Withdrawal
Circumstances which directly hinder a student's pursuit of a course and which are judged to be out of the student's control may be a justifiable reason for permission for late withdrawal from the College.

Students who leave the College under mitigating circumstances without officially withdrawing may later appeal to the instructor for a late withdrawal. This will be permitted only if students can show that withdrawal was under conditions where they could not have been expected to officially withdraw and the student's records are free of any encumbrances.

Following are some general categories of mitigating circumstances (this list is not all inclusive):

1. Serious illness of the student.
2. Serious illness or death in the student's immediate family.
3. Immediate family or financial obligations which require a change in terms, hours or place of employment which prevents completion of a course.
4. Late withdrawal from a course due to unsatisfactory achievement may be considered a mitigating circumstance if (a) the student can demonstrate good faith effort in the course up to the point of withdrawal; (b) the student can submit evidence that tutoring was sought and a counselor, advisor, or the instructor of the course was consulted regarding an attempt to remedy the unsatisfactory work; (c) the student attempted to drop or withdraw prior to the deadline but was encouraged to continue or was denied approval for withdrawal; or (d) it is

determined that the course will not be repeated by the student without successful remedial study to prepare for completion of the course.

Classroom Behavior

The faculty member teaching the class has the primary responsibility for control over classroom behavior in that class.

Faculty are expected to maintain academic integrity and an environment conducive to learning within the classroom. In doing so, they are expected to adhere to College definitions for academic dishonesty and academic misconduct and with the procedures to be followed in the event a student is accused of either (see "Student Conduct and Discipline," p. 82).

Class Attendance Policy

Records of attendance are maintained by the instructors beginning with the first class period. Unless prevented by circumstances beyond their control, students are required to attend all classes for which they are registered on a regular basis. Regardless of the cause or nature of an absence, students are responsible for all class work covered or assigned during the absence. Policy for evaluating attendance as a part of the course grade and the procedure for making up class work missed during an absence is developed by each instructor. Whenever possible, students should make arrangements in advance for scheduled examinations or class work that will be missed during an anticipated absence.

Institutional Absence

Students may be granted administrative or "institutional" absence when the student represents the College at a public event which is 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 administrative absence, the College disclaims any liability which may occur from the loss of instruction.

Grades

Grading System

At the end of each semester the quality of students' work is evaluated by the instructor. Grades are indicated by letters and based on a four quality point system.

Interpretation and quality points for each letter grade are:

Grade	Interpretation	Quality Points Per Semester Hour Credit
A	Excellent	4
B	Good	3
C	Average	2
D	Inferior but passing	1
F	Failure	0
I	Incomplete	0
P	Pass (awarded only to COP classes and nursing clinicals)	0
PR	Progress (not a grade). Awarded only in developmental studies courses.	0
W	Withdrew (not a grade). Used when withdrawal is on or prior to last day to drop or withdraw. Withdrawal permitted after the official drop period may reflect a W only if the student is passing at time of withdrawal.	0
X	Not a grade. Used only when grades are turned in too late to meet processing deadline. (Later changed to reflect a grade.)	0
AU	Not a grade. (Assigned to official audit.)	0

The grade point average (GPA) is determined by dividing the total number of quality points acquired by the total number of quality hours attempted. Repeated courses are excluded from this calculation (see "Course Repeats," p. 21). Credit hours in courses from which a student officially withdraws in good standing (see "Change of Registration Procedures," p. 18) are not considered quality hours attempted.

Incomplete

An incomplete grade is given when a student fails, due to extenuating circumstances, to complete all of the requirements for a course. It is interpreted as an "F" until the "I" is replaced with a passing grade.

An incomplete must be removed during the following semester, excluding the summer term. If the incomplete is not removed, the "I" will continue to be computed as an "F". Students must request and complete the assignments required to change the "I" to a grade. Should this not occur in the following semester, the instructor is no longer obligated to accept the work. The instructor may, at his or her discretion, accept the work later and forward a grade change to the division chair for approval, but there is no obligation under policy to do so.

Retention Standards

To remain in academic good standing, students must meet the following retention standards. Students not meeting the standards will be placed on academic probation.

1. attain a 2.0 grade point average (GPA) for the current semester (see "Grading System," above for instructions on calculating GPA), ***or***

2. meet minimum cumulative GPA as shown below:

0 - 14.0 quality hours attempted	No minimum
14.1 - 26.0 quality hours attempted	1.0

26.1 - 40.0 quality hours attempted	1.4
40.1 - 48.0 quality hours attempted	1.7
48.1 - 56.0 quality hours attempted	1.9
56.1 and above	2.0

To remain in good standing, certificate students must meet the following retention standards:

1. attain a 2.0 GPA for the current semester, ***or***
2. maintain a minimum GPA as shown below:

   after attempting 50% of the certificate, GPA must be at least 1.5

   after attempting over 50% of the certificate, GPA must be at least 2.0

Failure to meet one of the above retention standards for the semester following academic probation will result in academic dismissal from the College.

Transfer students must be eligible to reenter the school from which they are transferring. Any transfer student on active academic dismissal at another college must follow the same appeals process as current Columbia State students. Failure to meet retention standards after enrolling at Columbia State will result in automatic dismissal.

Dismissal from the College
Students placed on academic dismissal are suspended for one term (summer may not be counted as the suspension term) and are eligible to reenroll on probation as follows by completing an *Application for Admission/Readmission*:

1. suspension at the end of fall semester: eligible to reenroll the next summer semester
2. suspension at the end of spring semester: eligible to reenroll the next spring semester
3. suspension at the end of summer semester: eligible to reenroll the next spring semester

Students placed on academic dismissal for the ***second or subsequent times*** will be suspended for a period of one year (three terms including summer). Students who have served the designated terms of dismissal will be readmitted to the College on probation with no need to appeal.

Early Readmission for Those on Academic Dismissal
Students placed on academic dismissal may seek ***early*** readmission by appealing to the Admissions and Retention Committee. The committee may (1) sustain the dismissal, (2) reduce the terms of suspension, or (3) readmit the student with one or more of the following stipulations:

1. require the student to repeat courses in which he or she has earned a failing or below average grade,
2. limit the course load to twelve hours or less, and/or
3. require regular counseling sessions with a counselor or advisor

Readmission within three terms after a second or subsequent academic dismissal will be granted only under extraordinary circumstances.

All students admitted to the College after an academic dismissal are considered to be on probation. Failure to meet any retention standard during the next semester will result in further dismissal.

Appeal Procedure for Students on Dismissal
Students wishing to appeal for ***early*** readmission after any dismissal must submit a written appeal to the Admissions and Retention Committee. The appeal form must be submitted within 24 hours of the committee's final meeting.

At the discretion of the committee, a personal interview may be required before a decision is rendered. The student also may request an interview with the committee if he or she so desires.

All written appeals should explain any extenuating circumstances or unusual hardships that the student wishes the committee to consider in its deliberations. Any documentation that the student can provide will be helpful. The student should also outline the actions he or she will take to meet retention standards in the future. The committee's decision is final.

If the academic calendar is such that a student registers before the official dismissal lists are communicated to all concerned, the student's current registration will be canceled and all paid fees refunded.

Course Repeats

Students are permitted to repeat courses in which their final grades are "C" or lower. Upon repeating a course the original credit earned and any quality points acquired are excluded from the cumulative totals on the next grade report. In the event that a student repeats a course two or more times, all grades received in the second and subsequent repeats will be included in the grade point average.

Time in Course	Grades Included in Computation
1st	Original grade earned
2nd	Only the grade earned the 2nd time
3rd and subsequent	Grades earned in the 3rd and all subsequent times are calculated in the quality point average.

The student's record will continue to reflect all grades earned even if a course has been repeated and excluded from grade/hour totals.

Official Audit of a Course

Students may register in a course for the purpose of audit. Permission to audit is given on the basis of space available and requires approval of the director of records and registration. Audit students may or may not be required to do all the work assigned; however, they do not take the final examination. Students auditing a course do not receive credit for the course, and a grade is not

assigned. Grade reports will carry the symbol "AU" reflecting no credit attempted and no quality points earned. Fees for audit students will be assessed on the same basis as fees for credit students.

Academic Fresh Start

Any person who has not been enrolled in a college or university for a period of four years may, upon reenrolling at Columbia State or transferring to Columbia State, petition to have grades on all prior Columbia State coursework disregarded in calculating his or her cumulative grade point average. Students choosing this option should be aware that all previous courses, both passed and failed, will be forfeited for degree or certificate purposes. However, previously satisfied developmental studies courses will not be forfeited.

If the request is granted, the earlier course work will not count toward meeting requirements for graduation but would appear on the student's transcript. The student must maintain a 2.00 grade point average and complete 15 semester hours of degree credit coursework before the student's permanent record will be modified to indicate a "fresh start" was granted. A student will only be approved for the academic fresh start one time. For information on applying for a fresh start, contact the Advising Center or the Records and Registration office.

A student who plans to transfer to another college or university should contact that institution to determine the impact of academic fresh start prior to implementing the program at Columbia State.

Availability of Grades

Students may review their grades for a particular semester by accessing Web for Students on the Columbia State home page at *www.columbiastate.edu*.

Honors

President's List - 15 credit hours (excluding developmental studies and cooperative education classes) with 3.90 - 4.00 semester average.

Dean's List - 12 credit hours or more (excluding developmental studies and cooperative education classes) with 3.50 or higher semester average *(not to include those on President's List)*.

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

3.90 - 4.00	Summa Cum Laude
3.70 - 3.89	Magna Cum Laude
3.50 - 3.69	Cum Laude

Students who graduate Summa Cum Laude are awarded gold cords to wear at Commencement.

Honors (President's List, Dean's List and Graduation) are based on degree credit courses only; however, the combined average that might include a developmental studies course must be equal or higher.

Policy on the Awarding of Degrees

Columbia State awards three degrees: the Associate of Arts (A.A.), the Associate of Science (A.S.), and the Associate of Applied Science (A.A.S.).

Students may not graduate before completing all developmental studies course requirements as determined by their placement scores, and students seeking A.A. or A.S. transfer degrees must complete all high school unit deficiencies based on Tennessee Board of Regents' admissions requirements.

The College will not award the A.A. or A.S. degree to persons who have already earned a baccalaureate degree. Students holding advanced degrees may be awarded the A.A.S. degree provided they meet the stated requirements. Eighteen (18) hours toward those requirements must be earned through instruction by Columbia State.

Multiple Degrees and Certificates

Students may earn an A.S. or A.A. degree (designed for transfer) and an A.A.S. degree (not designed for transfer) by completing the curriculum prescribed plus 16 semester hours over and above the total number of hours required for the first degree.

Students who have been awarded an A.A.S. degree who complete a different major which includes 16 semester hours over and above those required for the first A.A.S. degree will have reflected on their Columbia State transcript only that a second major was completed. Additional A.A.S. degrees/diplomas will *not* be awarded.

Students can not be awarded both the A.S. and A.A. degree since the major is the same.

Students who have been awarded a certificate who complete a different certificate major will have reflected on their Columbia State transcript only that a second major was completed. Additional certificates will *not* be awarded.

Graduation

The certification of graduates and posting of degrees and certificates is the responsibility of the Records and Registration office.

Students are encouraged to monitor their progress towards graduation by consulting with an advisor and by accessing the On Course degree audit available on the College's Web page under Web for Students.

Students are allowed to graduate by the requirements of the catalog under which they entered or any subsequent catalog, provided the catalog containing the program being followed is not more than six years old based on the date of completion of graduation requirements. Students may not elect a catalog from years that they were not enrolled at least one term.

All students who plan to graduate with a degree must take a general education examination as well as any other examination required by the College or the Tennessee Board of Regents. Students who fail to do so may have their diplomas withheld.

Columbia State holds one graduation ceremony in May of each

year. Students who plan to complete the requirements for graduation must file the *Intent to Graduate* form prior to the published deadline (See "Academic Calender," p. 1). A $25 processing fee is required at the time the Intent is filed.

Students who are enrolled spring semester in the courses they need for graduation will be permitted to participate in the graduation ceremony, but will not be awarded the degree until after grades are received and degree requirements have been confirmed as completed. Students who have registered for summer and who are scheduled to be enrolled in the final courses needed for graduation may also participate in the graduation ceremony. Even though these students participate in the ceremony, the degree will not be awarded until all courses are satisfactorily completed.

Faculty Award

The faculty award is given at the Student Awards Convocation to recognize the graduating student who, in the opinion of the faculty, has contributed most to the advancement and betterment of Columbia State. The Jo L. Hutton Prize and an appropriately inscribed plaque are awarded to the student.

Academic Programs and Services

Academic programs and credit course offerings at Columbia State are provided through five academic divisions within the area of Instruction. The Extended Campuses and Programs office coordinates the delivery of these offerings to the College's extended campuses and temporary teaching sites. Non-credit offerings are provided through the Center for Economic and Community Development. The University Center coordinates with universities offering degree programs on the Columbia campus and provides services in the evening.

Division of Business and Technology

For those students interested in the business area or in technology and industry-related fields, this division offers numerous options. In the business area, students may follow a university parallel track or seek a degree in business technology with options in accounting or office administration. They may also enroll in certificate programs in business management or customer service.

In the technology and industry-related fields, students may select degree programs in computer information systems, computer science, electronics technology, and general technology or a certificate in electronics technology.

Division of Health Sciences

Students seeking to work in the health careers may choose from several programs which prepare them for entry-level positions in these fields. These include emergency medical technology, nursing, radiologic technology, respiratory care, and veterinary technology.

Division of Humanities

The humanities disciplines serve the entire College by providing opportunities for artistic and intellectual development in classroom and co-curricular activities. Each discipline seeks to increase students' sensitivity to and understanding of language, literature, music, art, drama and philosophy. The required and elective courses offered are designed to teach students to think critically, to appreciate the record of cultural achievement of humankind, to write and speak effectively and creatively about human experience, and to examine and refine the individual's view of life. Transfer students may select an emphasis in art, commercial entertainment, communication studies, English, mass communications, music, or performance studies.

Division of Science and Mathematics

Courses in mathematics and science are offered in support of a variety of transfer and applied sciences programs. These courses are aimed at helping students develop the mathematical and scientific skills necessary for job entry or to continue study in a technologic or pure-scientific field. University-parallel emphases are offered in agriculture, biology, chemistry, mathematics, and physics for students planning to transfer to a four-year institution. Moreover, pre-professional emphases are offered in dental hygiene, dentistry, engineering, medicine, medical technology, pharmacy, and physical therapy. A career-entry program is available in horticultural technology.

Division of Social Sciences and Education

Social science courses attempt to acquaint students with the various aspects of human beings in their relations to culture, environment, behavioral patterns, heritage and political institutions. Social science courses also serve as supplemental areas of study in many of the health science programs. University-parallel emphases are offered in early childhood education, elementary education, geography, health and physical education, history, political science, pre-law, psychology, and sociology. A career-entry program is available in criminal justice.

Developmental Studies Program

The developmental studies program, designed to serve the needs of students who are underprepared to enter the regular college curriculum, assists students in achieving a level of academic competence that will enable them to work successfully in college-level courses. Faculty and staff provide assistance to students to help them succeed.

Courses in both basic and/or developmental studies are offered in four areas: writing skills, reading skills, mathematical skills, and learning strategies.

Center for Economic and Community Development

Columbia State plays an important role in the region's economic growth, community development and quality of life. The Center for Economic and Community Development (ECD) seeks to strengthen this role through business and industry services, economic development partnerships, cultural programs, and personal enrichment activities.

Business, industry, and government have unique education and training needs. ECD works closely with organizations throughout the Columbia State service area to identify these needs and develop appropriate services. Services include noncredit professional development and specialized contract training.

Economic development partnerships help communities maximize strengths and overcome weaknesses. ECD seeks opportunities for Columbia State to participate in partnerships with economic development agencies, education and training providers, and other organizations throughout the region. These efforts help communities gain access to vital education and training services.

ECD houses Columbia State's noncredit personal enrichment activities. These include a variety of courses for children, senior citizens and others seeking personal growth and lifelong learning. ECD also works with the Columbia State Foundation in presenting an annual performance series consisting of musical and theatrical performances.

Columbia State awards continuing education units to persons successfully completing many of its noncredit courses.

University Center

For those students who desire a degree beyond an Associate degree, Columbia State jointly offers 2+2 agreements with Middle

Tennessee State University, Tennessee State University and Trevecca Nazarene University.

2 + 2 Agreement in Elementary Education (K-6) with Middle Tennessee State University (MTSU) - Students who have completed an Associate of Science in General Transfer with an emphasis in Pre-Elementary Education 2+2 (PED2) can complete a B.S. degree on the Columbia State campus. This degree is designed to meet the professional needs of students planning to teach kindergarten through sixth grade.

2 + 2 Agreement in Nursing with Tennessee State University (TSU) and Middle Tennessee State University (MTSU) - Students who have completed the RN program can complete a RN-BSN degree on the Columbia State campus by taking a sequence of Columbia State courses that fulfill general education requirements followed by TSU or MTSU courses delivered online and on the Columbia State campus.

2 + 2 Agreement in Management and Human Relations (MHR) with Trevecca Nazarene University - This program is designed for working adults who have earned at least 62 semester college hours and have been admitted to the MHR program. Students can complete a B.A. degree in about 13 months, meeting one night a week on the Columbia campus.

Students are encouraged to contact the University Center at (931) 540-2619 or at *www.columbiastate.edu/degrees/partnerships* for information concerning specific degree requirements. The University Center is located in room 128 of the Warf Building on the Columbia campus.

Regents On-line Degree Program - Columbia State, along with other Tennessee Board of Regents system institutions, participates in three online degree programs through the Regents Online Degree Program (RODP). For more information on these three degrees access either the Columbia State Web site at *www.columbiastate.edu* or the Tennessee Board of Regents Web site at *www.tn.regentsdegrees.org.*

Extended Campuses and Programs

The Extended Campuses and Programs office at Columbia State is responsible for coordinating course offerings and services at the College's extended campuses and temporary instructional sites. The office also works with employers, students, and faculty in providing cooperative education opportunities and K-12 educational outreach programs.

Cooperative Education

Cooperative education (co-op) gives students the opportunity to integrate classroom study with related work experience in industry, business, or government. Columbia State Community College believes students may develop needed skills by engaging in challenging and interesting situations in the work place. This applied learning provides opportunities for students to demonstrate their abilities in real-world work environments. The program is flexible and is tailored to meet the needs of each individual student.

Cooperative education is similar to an independent study course. During periods of co-op employment, students are enrolled in a co-op course, pay a registration fee, submit periodic reports, and comply with department requirements. In order to qualify for entry and continue participation in the program, students must meet criteria outlined in the most current program brochure, and must not have engaged in conduct that resulted in college disciplinary sanctions or academic penalties.

Although there is no guarantee of co-op placement, permanent work or any compensation, every effort is made to place students to their best educational and financial advantage. If remuneration is involved, the rate of pay is determined by agreement of the employer and the student. The employer pays wages directly to the student.

The co-op employer provides a supervisor and the College assigns a faculty sponsor for each student. Periodic reports from supervisors and communications by faculty assure that each student obtains maximum benefit from the program. Participation in cooperative education involves no obligation on the part of either the student or the employer with regard to permanent employment after graduation.

Distance Education

Distance education is a method for extending educational opportunities beyond the boundaries of the traditional campus. Columbia State offers a number of courses each semester through non-traditional delivery formats including hybrid courses, interactive video, Internet courses, and video courses. These courses have the same course requirements, transferability, and general content as courses with the same designation which are taught through traditional classroom lecture.

Distance education courses are included in each semester's course schedule. For more information, access *www.columbiastate.edu* and click on “Distance Education.”

Hybrid Courses

“Hybrid” is the name used to describe a course that combines in-the-classroom instruction with computer-based, online learning. In a hybrid course, half of the course is presented online and, as a result, the amount of on-campus classroom time is reduced by one-half.

Interactive Video

Traditional courses are delivered via interactive compressed video which provides transmission of live two-way audio, video, and data to various locations equipped with electronic classrooms. Interactive video classes are listed in the appropriate subject section in the course schedule.

Internet Courses

Internet courses are offered online. Students may use campus computer facilities or participate using a personal computer. Students should check the course schedule or the Distance Education Web site for computer system and program requirements and complete the “Am I A Good Candidate for Online Learning” assessment prior to registering for Internet courses.

Video Courses

Video courses are taught through videotaped instruction. These courses offer an alternative for students who require a flexible class schedule, are self-motivated, and can work independently. Students

in video courses do the course work with a minimal number of visits to a campus. The tapes, obtained from the Library at the beginning of the semester, combined with textbooks, study guide, assignments and communications with the instructor guide students through the courses. Students interested in video courses should consult an academic advisor to determine which courses best meet their needs.

Planning a Course of Study

Academic Advising

The ultimate responsibility for selecting an educational program rests with the student. Once students have completed admission requirements, orientation and testing, they are encouraged to schedule an appointment with an academic advisor. Advisors are available in the Advising Center (in room 239 in the Warf Building) on the Columbia campus. The Advising Center can be reached by calling (931) 540-2575, by visiting any center/site or evening office, or by e-mail at *advisingctr@columbiastate.edu.* All full-time faculty are available to students for consultation and maintain regular office hours for this purpose. Students will be assigned advisors early in their educational programs. Students may print "On-Course" degree audit printouts by accessing Web for Students, or they may request copies from the Advising Center or any campus location/evening office at any time. These printouts will indicate the courses remaining toward particular degrees or certificates.

Students are responsible for:

- knowing the graduation eligibility requirements for their major as stated in the catalog,
- obtaining an equivalency table and/or the requirements for graduation at the senior institution to which students plan to transfer,
- making an appointment with an advisor and keeping it,
- knowing important dates such as schedule change deadlines or the last date for drop/withdrawal/change to audit, and
- consulting with instructors and with an advisor for referral to College resources for help when experiencing academic difficulty.

Placement in Courses

It is the responsibility of the advisor and the student to review the student's admissions and testing data and academic record to assure that all course and program prerequisites are met. Students should refer to the "Policy and Procedures for Mandatory Placement of Students," on p. 7 for guidelines regarding developmental studies courses. The College may deny registration in a course where the developmental studies prerequisite or any other prerequisite has not been met.

Planning a Program of Study

The selection of a degree or certificate program is basic to planning a program of study since the general education and program-specific requirements vary considerably from program to program. Degree programs which may be selected include the associate of science, associate of arts, and the associate of applied science. Other shorter programs of study may lead to a certificate. Information on specific programs can be accessed through the College Web site.

Career-Entry programs are designed primarily for immediate employment and require the selection of a program-specific major which leads to the Associate of Applied Science (A.A.S) degree.

These programs are not designed for transfer to a senior institution but some programs and courses may be transferable at the discretion of the receiving institution.

Academic and technical certificate programs consist of fewer than 33 semester hours and are used for skills upgrade or to prepare for licensure examinations. These courses may result in an academic or technical certificate which is noted on the student's transcript. The courses in these certificates can be applied towards an Associate of Applied Science degree.

Career advancement certificate programs are short, highly focused credit or non-credit course sequences designed to provide training in specific skills areas and provide documentation for employment or professional development credit. These certificates should not, however, be confused with academic and technical certificates offered by Columbia State. Because the certificates of advancement are not part of the College's official academic inventory, no notation of the certificate will appear on the student's transcript. The transcript will show all of the courses taken. Credit courses can be applied toward academic or technical certificates and degrees.

Pre-professional programs are transfer programs which lead to an Associate of Science or Associate of Arts degree and provide students with the first two years of preparation for entrance into a professional school such as medicine at a university. Since the course requirements for admission to these professional schools vary considerably, it is essential that students be familiar with the entrance requirements to the school to which they intend to apply and that they work closely with their pre-professional program advisor at Columbia State when designing their program of study. Generally, it is wise to select an emphasis in a field with similar requirements, for example biology or chemistry, and develop a program of study for that field that includes the professional school entrance requirements.

General transfer degree programs are designed to transfer into a baccalaureate program at a four-year college or university. Students in this program declare a major in general transfer. Since general education and major requirements vary from one transfer institution to another, it is essential that transfer students decide on a transfer institution as soon as possible and refer to the major requirements in that institution's catalog when planning a program of study. The student should then select an area of emphasis at Columbia State which corresponds to the transfer major selected. The requirements for the emphases may be modified upon request to meet the requirements in that major at a specific transfer college or university. Degree checklists for the various emphases are available on-line at *www.columbiastate.edu/advising/checksheets.htm.*

Students transferring to a Tennessee Board of Regents (TBR) institution must meet the general education requirements listed below under the "Tennessee Board of Regents' General Education Core Requirements for All Tennessee Board of Regents Institutions." TBR institutions are all state community colleges, Austin Peay State University, East Tennessee State University,

Middle Tennessee State University, Tennessee State University, Tennessee Technological University, and the University of Memphis.

Tennessee Board of Regents' General Education Core Requirements for All Tennessee Board of Regents Institutions

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

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

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

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

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

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

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

Conditions for Transfer of General Education Courses

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

Courses designated to fulfill general education requirements by Columbia State Community College are published on page 29 of this catalog. A complete listing of the courses fulfilling general education requirements for Tennessee Board of Regents institutions is available on their Web site at *www.tbr.state.tn.us* under Transfer and Articulation Information.

Associate of Arts & Associate of Science Degree Requirements

Columbia State Community College General Degree Requirements

All associate degrees awarded by Columbia State Community College shall require 60 semester credit hours with an overall grade point average of 2.00. At least 18 of these must be earned in residence at Columbia State. Credit hours earned in developmental studies courses are for institutional credit and not applicable to credit hours required for the degree.

Degree Requirements[1] for the Associate of Science (A.S.)

Communications:

English Composition: ENGL 1010, ENGL 1020	6 credit hours
Speech: SPT 241 or SPT 280	3 credit hours

Humanities/Fine Arts:

Literature	3 credit hours
Courses selected from fine arts/humanities	6 credit hours

History: 6 credit hours

Selected in accordance with requirements of the college or university to which the student plans to transfer.[2]

Social/Behavioral Sciences: 6 credit hours

Natural Sciences: 8 credit hours

Mathematics: 3 credit hours

Additional Courses: 19 credit hours

Courses must be appropriate to the program in which the student plans to major upon transfer as listed under the program of study (see degree checklists at *www.columbiastate.edu/advising/checksheets.htm*). Substitutions or waivers require approval.

Total: **60 credit hours**

Courses Satisfying General Education Core Requirements

When core requirements are listed as electives in a program of study, the courses must be selected from the following:

Humanities/Fine Arts Elective - Choose from ART 1030, ART 2010, ART 2020, ENGL 2010, ENGL 2020, HUM 1130, HUM 2210, MUS 1030, PHIL 1030, PHIL 2030, PHIL 2033, or THEA 1030.

Mathematics Elective - Choose from MATH 1130, MATH 1530, MATH 1710, MATH 1720, MATH 1830, or MATH 1910.

Natural Sciences Elective - Choose from BIOL 1030, BIOL 1110, BIOL 1120, BIOL 2010, BIOL 2020, CHEM 1110, CHEM 1120, PHYS 2010, PHYS 2020, PHYS 2110, PHYS 2120, or PSCI 1030. BIOL 1030 must be paired with a course from CHEM, PHYS, or PSCI to fulfill the science general education requirement.

Social/Behavioral Sciences Elective - Choose from ECO 201, ECO 202, GEOG 1010, GEOG 1020, GEOG 1210, GEOG 1220, PHED 2120, POL 111, POL 113, POL 201, PSY 101, PSY 102, PSY 206, SOC 201, SOC 203, SOC 210, or SOC 212.

Degree Requirements for the Associate of Arts (A.A.)

General degree requirements for the Associate of Arts degree are the same as those listed above for the Associate of Science with one exception. The Associate of Arts requires proficiency in a foreign language equivalent to completion of one year of college-level work. This requirement may be met by completion of two intermediate courses in a foreign language as part of the 19 credit hours of "Additional Courses" or through credit by exam (see page 16).

[1] See "Tennessee Board of Regents' General Education Core Requirements for All Tennessee Board of Regents Institutions", p. 27.

[2] Students transferring to a TBR university should take American History; students transferring to other universities should take the sequence required at the university to which they are transferring.

University Parallel Program (General Transfer Major)

The general transfer major at Columbia State allows students to take courses required in the first two years of most majors at senior institutions. Emphases in the general transfer major at Columbia State include but are not limited to those listed below.

A student intending to pursue a major not listed below may request that an emphasis corresponding to his/her major be developed.

Business and Technology Division Emphases

Business
Computer Information Systems
Computer Science
Economics

Humanities Division Emphases

Art
Commercial Entertainment
Communication Studies
English
Mass Communications
Music
Performance Studies

Science and Mathematics Division Emphases

Agriculture
Biology
Chemistry
Mathematics
Physics
Pre-Dental Hygiene
Pre-Dentistry
Pre-Engineering
Pre-Medical Technology
Pre-Medicine
Pre-Pharmacy
Pre-Physical Therapy

Social Sciences, Education and Developmental Studies Division Emphases

Education, Early Childhood
Education, Elementary
Education, Secondary*
Geography
Health & Physical Education
History
Political Science
Pre-Law
Psychology
Sociology

*Students planning to pursue a degree in secondary education should major in general transfer with an emphasis in the subject that they plan to teach. Electives could include EDU 201 and EDU 221.

General Transfer, No Emphasis

General transfer program for undecided students

Programs of Study for Selected Emphases Within the General Transfer Major

Degree checksheets for programs of study for the emphases listed above are available on-line at *www.columbiastate.edu/advising/checksheets.htm.* The degree checklists specify graduation requirements for each emphasis. Students should consult the catalog of the institution to which they plan to transfer. If the program of study differs from the Columbia State requirements, students may request course substitutions.

Associate of Applied Science Degree and Certificate Requirements

Columbia State Community College General Degree Requirements

All associate degrees awarded by Columbia State Community College shall require a minimum of 60 semester credit hours with an overall grade point average of 2.00. At least 18 of these must be earned in residence at Columbia State. Credit hours earned in developmental studies courses are for institutional credit only and not applicable to credit hours required for the degree.

Degree Requirements for the Associate of Applied Science (A.A.S.)

English Composition: ENGL 1010	3 credit hours
*Humanities/Fine Arts:	3 credit hours
*Social/Behavioral Sciences:	3 credit hours
*Natural Sciences/Mathematics:	3 credit hours
*One additional course from the categories of Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences, or Natural Sciences/Mathematics:	3-4 credit hours
Total:	15 or 16 credit hours

*Specific courses satisfying these requirements must be the same courses that satisfy the general education requirement for the Associate (A.A./A.S.) and Baccalaureate degrees (see "Degree Requirements for the Associate of Science (A.S.)," page 28.)

Total semester hours for the Associate of Applied Science degree vary from 60-74 hours with a GPA of at least 2.00 in program courses. Specific degree requirements for majors leading to the Associate of Applied Science degree are listed under each major.

Minimum Degree Requirements for Academic and Technical Certificates

Specific requirements for academic and technical certificates vary. See specific requirements under each certificate. Students seeking a certificate must earn a minimum of 50% of the credits required for that certificate in residence at Columbia State with an overall grade point average of 2.00.

Associate of Applied Science Degree (Career-Entry Programs)

The Associate of Applied Science degree is designed for the student who wishes to move directly into the job market after graduation.

Business and Technology Division

Business Technology
- Option: Accounting
- Option: Office Administration

Computer Information Systems
Electronics Technology
General Technology

Health Sciences Division

Nursing
Radiologic Technology
Respiratory Care
Veterinary Technology

Science and Mathematics Division

Horticultural Technology

Social Sciences, Education and Developmental Studies Division

Criminal Justice Technology
- Option I: Law Enforcement
- Option II: Corrections

Early Childhood Education

Academic/Technical Certificate Programs

These certificates are designed to allow students to gain entry-level proficiency in specific skills.

Business and Technology Division

Business Management
Customer Service
Electronics Technology

Health Sciences Division

EMT-Paramedic

Humanities Division

Commercial Performance
Musical Instrument Digital Interface (MIDI) (Inactive, see Ms. Cathy Hudnall)

Social Sciences, Education and Developmental Studies Division

Criminal Justice Technology-Corrections
Criminal Justice Technology-Law Enforcement
Early Childhood Education

Career Advancement Certificates

These short training programs provide documentation for employment or professional development. Contact the Business and Technology Division or the Center for Economic and Community Development for additional information.

Legal Transcription
Medical Transcription
Office Information Processing

Other certificates may be available upon request.

Selected Majors

The following programs of study are listed alphabetically and reflect the requirements for majors within the Associate of Applied Science degree and certificates.

Business Technology

Major in Business Technology (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program. Students may choose an option in Accounting Technology or Office Administration.)

Accounting Technology Option

This option is designed to prepare students for employment or advancement in the business community. It is specifically designed for the student who plans to enter the workforce after graduation. Students who plan to pursue a baccalaureate degree in accounting should follow the emphasis in the university parallel general transfer (A.A., A.S.) business program.

Required Courses

Freshman Year

Fall

ENGL 1010	English Composition I	3
MATH 1710	Precalculus Algebra	3
BUS 121	Principles of Accounting I	3
BUS 101	Introduction to Business	3
	Humanities/Fine Arts Elective*	3
		15

Spring

BUS 111	Business Communication, or	
ENGL 1020	English Composition II	3
BUS 205	Business Statistics	3
BUS 122	Principles of Accounting II	3
CIS 109	Computer Applications I	3
	Elective	3
		15

Sophomore Year

Fall

BUS 231	Federal Income Tax	3
ECO 201	Principles of Macroeconomics	3
SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
CIS 209	Computer Applications II	3
BIT 123	Accounting Concepts II	3
		15

Spring

BIT 223	Accounting Concepts II	3
ECO 202	Principles of Microeconomics, or	
BUS 271	Personal Finance	3
BUS 235	Cost Accounting	3
BUS 251	Business Law	3
BUS 242	Principles of Supervision	3
		15

Total Credit Hours: 60

*Elective options are listed on page 28.

Office Administration Option*

This program provides students with skills required for a variety of office careers. It is designed specifically for the student who plans to enter the workforce after graduation.

Employment opportunities include positions in business, legal, medical, education, and government offices.

Required Courses

Freshman Year

Fall

ENGL 1010	English Composition I	3
BIT 115	Foundations of Business Information Tech.	3
BIT, BUS, CIS, COP or OFA Elective		3
OFA 103	Keyboarding**	1
OFA 105	Document Formatting	2
MATH	MATH Elective***	3
		15

Spring

BIT 120	Career Success	3
OFA 132	Records Management	3
CIS 109	Computer Applications I	3
BUS 111	Business Communication	3
OFA 131	Administrative Office Procedures	3
		15

Sophomore Year

Fall

BIT 123	Accounting Concepts	3
CIS 263	Web Page Development and Design	3
CIS 209	Computer Applications II	3
OFA 202	Word Processing Applications	3
	Humanities/Fine Arts Elective***	3
		15

Spring

BUS 262	Office Management	3
SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
ECO 201	Principles of Macroeconomics, or	
ECO 202	Principles of Microeconomics	3
BIT 299	Project Integration Capstone	3
BIT, BUS, CIS, COP, or OFA Elective		3
		15

Total Credit Hours: 60

*Credit towards this program may be awarded for successful completion of the Certified Professional Secretary's (CPS) Examination (see "External Credit by Examination," p. 16).

**Students with one-half unit of high school keyboarding must choose an elective.

***Elective options are listed on page 28.

Business Management (Technical Certificate)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

This program is especially designed for students who want to enter or advance in managerial positions with the knowledge and concepts gained from a formal study of current management principles and practices. Courses from this program may be applied to the Associate of Applied Science degree.

Required Courses

BUS 111	Business Communication	3
BUS 121	Principles of Accounting I	3
BUS 240	Legal Issues in the Workplace, or	
BUS 251	Business Law	3
BUS 241	Customer Relations	3
BUS 242	Principles of Supervision	3
BUS 243	Entrepreneurship	3
BUS	BUS Electives	6
BIT, BUS, CIS, or MKT Elective		3
CIS 109	Computer Applications I	3

Total Credit Hours: 30

Commercial Entertainment Program Admissions Requirements (A.A., A.S. and Certificates listed below)

Program applicants are selected twice a year for fall and spring semesters. Students interested in applying to the Commercial Entertainment Program should follow the procedures listed below:

1. All applicants must meet the general requirements for admission to the College and apply for admission as stated in the College catalog.
2. Complete a *Request for Admission to Commercial Entertainment Program* form before the beginning of the semester in which the student plans to enroll in the program.
   a. Forms are available in the Commercial Entertainment office at the Williamson County Center of Columbia State Community College. Prospective students may call (615) 790-5655 to request that the form be received through the mail.
   b. Health Requirements
      1. Students must be physically able to participate in dance, drama, and singing.
      2. In order to participate in stagecraft class, evidence of immunity for Tetanus within the past five years must be presented at the orientation after admission is confirmed.
3. Commercial Entertainment students must exhibit proficiency in at least one of three areas: dance, drama, or singing. Upon receipt of the *Request for Admission* form, the program director will contact the student to set an appointment for an audition. Audition appointments will not be scheduled until a completed *Request for Admission* form is received. Due to limited enrollment, early applicants will receive first audition appointment options.
   a. Appointments for in-person auditions may be scheduled any time before the official registration day for the beginning of the semester. This audition may be videotaped by the program director to be used to confer with faculty in the Commercial Entertainment program.
   b. An applicant may elect to submit a videotaped audition. The deadline for videotaped auditions is August 1 for fall semester and December 1 for spring semester. Videotapes must be in standard VHS format.
4. The audition should showcase the applicant's skill in at least one of the following areas: dance, drama, and/or singing. The following table shows the requirements of the audition for each skill area.

Requirements for Audition

Skill Area	Timeframe	Performance
Dance	1-1.5 minutes	Choreographed routine exhibiting proficiency in jazz, tap, or ballet. • Dance attire required for the dance audition. • Musical accompaniment on cassette tape or CD required.
Drama	1 minute each	Two contrasting monologues. • Do not bring props to the audition.
Voice	1-2 minutes	Pop, country, jazz, or musical theatre selection. • Musical accompaniment on cassette tape or CD required.

5. The number of applicants admitted is determined by space available. Criteria for admissions are an acceptable level of proficiency in one or more of the three skill areas as determined by the program director. The program director will notify all students in writing concerning the disposition of their application within thirty days of their audition.
6. All students that are admitted into the program are required to attend an orientation from 10:00 a.m. until approximately 4:00 p.m. on the first day of classes for the semester. The orientation is held in the dance studio at the Williamson County Center. All Commercial Entertainment classes scheduled in conflict with this required orientation will not meet on this day.

   A placement audition will be required during the orientation session for the voice and dance students. The purpose of this audition is to determine placement in groups within courses based on skill level. Vocal students should have a thirty second prepared selection with musical accompaniment on cassette tape or CD for this placement audition. Dancers are required to bring dance attire to the orientation for the placement audition.

Commercial Music-MIDI (Technical Certificate)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

Musical Instrument Digital Interface (MIDI) is designed to provide the basic skills to allow the student to seek employment in the music business and to compose, arrange, perform, and print music using the computer. Courses in the Commercial Music-MIDI certificate program may be applied toward the Commercial Entertainment A.A. and A.S. degrees.

Required Courses

CEN 207	Entertainment Business	3
CIS 109	Computer Applications I	3
MUS 1810	Fundamentals of Music I	3
MUS 1850	Musical Keyboarding I*	1
MUS 2300	Basic Arranging I	3
MUS 2330	Introduction to MIDI	3
MUS 1820	Fundamentals of Music II	3
MUS 1860	Musical Keyboarding II*	1
MUS 2310	Basic Arranging II	3
MUS 2350	MIDI Projects	3
MUS 2370	History and Analysis of Commercial Music	3
	Elective	3

Total Credit Hours: 32

*If proficiency is established by audition, the student may substitute an elective.

Commercial Performance (Technical Certificate)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

This program is especially designed for students who want to enter the entertainment field as a performer (singer/dancer) and provides a balanced approach to the skills needed to seek employment in this field. Placement in dance classes will be through audition. Courses in the Commercial Performance certificate program may be applied toward the Commercial Entertainment associate degree program.

Required Core Courses

CEN 102	Dance Performance and Production Lab	1
	Dance Electives*	4
CEN 200	Audition Techniques I	2
CEN 205	Stagecraft	3
MUS 1810	Fundamentals of Music I	3
MUS 1820	Fundamentals of Music II	3
MUS 1510	Class Voice I	1
MUS 1520	Class Voice II	1
MUS 1800	Choral Lab (repeated for total of 2 credits)	2
MUS 2200	History of Musical Theatre	3
CEN 125	Principles and Techniques of Dance Perf.	1
CEN 216	Professional Audition	1
CEN	Directed Sequence Electives**	5-7

Total Credit Hours: 30-32

*Dance Electives -- CEN 101, 107, 109, 111

**CEN Directed Sequence Electives

Dance Directed Sequence

CEN 203	Choreography	1
CEN 204	Choreography II	1
CEN 209	Dance Pedagogy	3

Voice Directed Sequence (three of the following)

CEN 207	Entertainment Business	3
MUS 1850	Musical Keyboarding I	1
MUS 1860	Musical Keyboarding II	1
MUS 2330	Intro. to MIDI	3

Computer Information Systems

Major in Computer Information Systems (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

This curriculum is designed to prepare students for employment in information systems related positions.

Required Courses

Freshman Year

Fall

ENGL 1010	English Composition I	3
BIT 115	Foundations of Business Information Tech.	3
BIT, BUS, CIS, COP or OFA Elective		3
CIS 109	Computer Applications I	3
MATH	MATH Elective*	3
		15

Spring

BIT 120	Career Success	3
CIS 170	Programming I	3
CIS 175	Computer Networking I	3
BUS 111	Business Communication	3
CIS 150	PC Systems Support	3
		15

Sophomore Year

Fall

BIT 123	Accounting Concepts	3
CIS 275	Computer Networking II	3
CIS 270	Programming II	3
CIS 263	Web Page Development and Design	3
	Humanities/Fine Arts Elective*	3
		15

Spring

CIS 285	Computer Networking III	3
SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
ECO 201	Principles of Macroeconomics, or	
ECO 202	Principles of Microeconomics	3
BIT 299	Project Integration Capstone	3
CIS 180	Database Development	3
		15

Total Credit Hours: 60

*Elective options are listed on page 28.

Criminal Justice Technology
Major in Criminal Justice (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program. Students may choose an option in Law Enforcement or Corrections.)

Required Courses

General Education

ENGL 1010	English Composition I	3
	Humanities/Fine Arts Elective*	3
	Social/Behavioral Sciences Elective*	3
	Natural Sciences Elective* (must include lab), or	
MATH	Math Elective*	3-4
	Elective	3
Total General Education:		**15-16**

Major Core

CJT 101	Introduction to Criminal Justice	3
CJT 102	Criminal Law I	3
CJT 103	Criminal Law II	3
CJT 105	Introduction to Criminology	3
Total Major Core:		**12**

Option I: Law Enforcement

CJT 110	Investigation Procedures	3
CJT 120	Supervision and Mgmt. in Criminal Justice	3
CJT 204	Juvenile Justice	3
CJT 210	Corrections Counseling	3
CJT 220	Special Problems/Law Enforcement	3
CJT	CJT Electives	9
	Electives	9
Total Option I:		**33**

Option II: Corrections

CJT 120	Supervision and Mgmt. in Criminal Justice	3
CJT 201	Constitutional Rights of Prisoners	3
CJT 204	Juvenile Justice	3
CJT 205	Introduction to Corrections	3
CJT 210	Corrections Counseling	3
CJT 230	Special Problems/Corrections	3
CJT	CJT Electives	6
	Electives	9
Total Option II:		**33**

Total Credit Hours: 60

*Elective options are listed on page 28.

Criminal Justice Technology-Corrections (Technical Certificate)

(Designed for the student who does not intend to transfer into a baccalaureate degree program.)

Required Courses

Fall

CJT 205	Introduction to Corrections	3
CJT 101	Introduction to Criminal Justice	3
CJT 102	Criminal Law I	3
PSY 101	General Psychology I	3
ENGL 1070	Technical Writing	3
		15

Spring

CJT 202	Security Administration	3
CJT 201	Constitutional Rights of Prisoners	3
CJT 210	Corrections Counseling	3
CJT 104	Defensive Tactics	3
SOC 201	Introduction to Sociology	3
		15

Total Credit Hours: 30

Criminal Justice Technology-Law Enforcement (Technical Certificate)

(Designed for the student who does not intend to transfer into a baccalaureate degree program.)

Required Courses

Fall

CJT 101	Introduction to Criminal Justice	3
CJT 102	Criminal Law I	3
CJT 120	Supervision and Mgmt. in Criminal Justice	3
ENGL 1070	Technical Writing	3
PSY 101	General Psychology I	3
		15

Spring

CJT 103	Criminal Law II	3
CJT 204	Juvenile Justice	3
CJT 110	Investigation Procedures	3
CJT 104	Defensive Tactics	3
SOC 201	Introduction to Sociology	3
		15

Total Credit Hours: 30

Customer Service (Technical Certificate)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

This one-year program, one of the first of its kind in Tennessee, is especially designed for students who want to enter customer service occupations and will provide students with knowledge and competencies used by customer service representatives. Courses in the Customer Service certificate program may be applied toward the General Technology A.A.S. degree.

Required Courses

MKT 101	Principles of Marketing	3
CIS 109	Computer Applications I	3
OFA 103	Keyboarding	1
BUS 241	Customer Relations	3
BUS 265	Current Topics in Business Management: Seven Habits	3
BUS 111	Business Communication	3
BIT 120	Career Success	3
COP 203	Cooperative Education	3
PSY or SOC Elective		3

Total Credit Hours: 25

Early Childhood Education

Major in Early Childhood Education (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

Required Courses

General Education

ENGL 1010	English Composition I	3
	Humanities/Fine Arts Elective*	3
	Social/Behavioral Sciences Elective*	3
	Natural Sciences Elective* (must include lab), or	
MATH	MATH Elective*	3-4
SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
Total General Education:		**15-16**

ECED Required

ECED 1010	Introduction to Early Childhood Education	2
ECED 2010	Safe, Healthy Learning Environments	3
ECED 2015	Early Childhood Curriculum	3
ECED 2020	Infant, Toddler, Child Development	3
ECED 2040	Family Dynamics and Community Involvement	3
ECED 2060	Development of Exceptional Children	3
ECED 2070	Developmental Assessment	3
ECED 2080	Language and Literacy in Early Childhood	3
ECED 2085	Math and Science in Early Childhood	3
ECED 2130	Clinical Practicum I	2
ECED 2140	Clinical Practicum II	2
ECED 2150	Clinical Practicum III	2
ECED	ECED Electives**	6
EDU 225	Educational Technology for Teachers	3
	Elective	3-4
Total ECED Required:		**44-45**

Total Credit Hours: 60

*Elective options are listed on page 28.

**ECED Elective Options

Individual institutions will make decisions on which electives to offer from the following:

ECED 2030	Infant and Toddler Care	3
ECED 2050	Psychomotor Development	3
ECED 2090	Creative Development	3
ECED 2100	The Mentoring Teacher	3
ECED 2110	Advanced Learning Environments	3
ECED 2120	Administration of Child Care Centers	3

Early Childhood Education (Technical Certificate)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

The Early Childhood Development certificate program is designed to prepare individuals to work with children birth through third grade and their families in a variety of childcare settings. The program provides early childhood development instruction based upon the criteria developed by the National Association for the Education of Young Children (N.A.E.Y.C.). Graduates from the program should be prepared to individually successfully complete the National Child Development Associate (C.D.A.) credentialing process. The classes are part of the process meeting competency goals for the national certificate, but are designed for any Early Childhood college student. The certificate from Columbia State Community College is not the C.D.A. certificate.

All courses in the Early Childhood Development certificate program articulate into the Associate of Applied Science (A.A.S.) degree program in Early Childhood Education.

Required Courses

ECED 2010	Safe, Healthy Learning Environments	3
ECED 2015	Early Childhood Curriculum	3
ECED 2040	Family Dynamics and Community Involvement	3
ECED 2130	Clinical Practicum I	2
ECED 2140	Clinical Practicum II	2

Total Credit Hours: 13

Electronics Technology

Major in Electronics Technology (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

This program is designed to meet the needs in industry for personnel capable of entry and advancement in the highly diversified electronics field. Emphasis is placed on the concepts, knowledge, and skills required for the installation, operation, maintenance, and modification of electronic, electro-mechanical, and computer-controlled systems.

Required Courses

Freshman Year

Fall

EET 120	DC Circuit Analysis	4
EET 180	Digital Logic Fundamentals	3
MATH 1130	College Algebra, or	
MATH 1710	Precalculus Algebra	3
ENGL 1010	English Composition I	3
ERG 101	Engineering Graphics	3
		16

Spring

EET 130	AC Circuit Analysis	4
EET 231	Microprocessors	3
MATH 1720	College Trigonometry	3
CIS 170	Programming I	3
	Social/Behavioral Sciences Elective*	3
		16

Sophomore Year

Fall

EET 121	Electronics I	4
EET 214	Principles of Programmable Controllers	3
PHYS 2010	Elements of Physics I	4
	Humanities/Fine Arts Elective*	3
		14

Spring

EET 122	Electronics II	4
EET 251	Industrial Electronics	3
	Technical Elective**	3
PHYS 2020	Elements of Physics II	4
		14

Total Credit Hours: 60

*Elective options are listed on page 28.

**Technical Elective Options: EET 252 or CIS 175.

Electronics Technology Certificate (Technical Certificate)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

This program is designed for individuals who are currently employed and desire to upgrade their job skills. Courses from this program may be applied to the Associate of Applied Science degree.

Required Courses

EET 120	DC Circuit Analysis	4
EET 121	Electronics I	4
EET 122	Electronics II	4
EET 130	AC Circuit Analysis	4
EET 180	Digital Logic Fundamentals	3
EET 231	Microprocessors	3
	Technical Elective*	3
MATH 1130	College Algebra, or	
MATH 1710	Precalculus Algebra	3
MATH 1720	College Trigonometry	3

Total Credit Hours: 31

*Technical Elective Options: EET 251, EET 252, EET 214 or EET 241.

Emergency Medical Technology

Emergency Medical Technician (Basic EMT/EMT-IV)

EMT-Basic classes are completed in one semester. Class size is limited and is filled on a first to qualify basis. The following requirements must be met in order to enroll in EMT basic classes.

1. Complete application for admission to the College by submitting the following to the Admissions and Recruitment office.
   a. completed application for admission
   b. official college transcripts
   c. high school transcripts or GED
2. Satisfy all placement exam requirements by completing all required 0700-level courses.
3. Must be at least 18 years of age.
4. Once enrolled, students are required to submit documentation of a completed *Physical Examination* form (including TB skin test or chest x-ray), proof of immunizations to the program director prior to participating in clinical rotations, and proof of personal health insurance coverage. If the documentation is not completed prior to the first clinical day, students will not be permitted in the clinical setting.

Criminal background checks may be a requirement at some affiliated clinical training sites. Based on the results of the criminal background check, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of a specific course and your program. More information is available from your program director.

Applicants who have been convicted of a crime other than a minor traffic violation may be ineligible for licensure. For more information, contact the program director of emergency medical technology. Any felony convictions must be reported to the program director of emergency medical technology.

EMT-Paramedic (Technical Certificate)

National and State Accreditation through Commission on Accreditation of Allied Health Education Programs & Tennessee Department of Health Division of Emergency Medical Services

An EMT-Paramedic is a health care professional trained in the advanced skills needed for rendering care to the critically ill or injured patient in the pre-hospital, industry or emergency room settings.

The EMT-Paramedic curriculum is designed to enhance the basic and interpersonal skills obtained through the EMT-Basic license. The program provides the scientific knowledge and advanced technical skills needed to recognize, assess and manage medical and/or trauma emergencies in the adult and pediatric patient as well as obstetrical emergencies under the direction of a physician. Graduates of the program are eligible to take the examinations for the National Registry Certification and Tennessee EMT-Paramedic licensure.

The program is 14 months in length. All applicants must be licensed in Tennessee as a Basic Emergency Medical Technician-IV (EMT-IV) or eligible for state license prior to acceptance into the program. If eligible for licensure, the EMT-IV license *must* be obtained prior to starting the program.

Criminal background checks may be a requirement at some affiliated clinical training sites. Based on the results of the criminal background check, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of a specific course and your program. More information is available from your program director.

Applicants who have been convicted of a crime other than a minor traffic violation may be ineligible for licensure. For more information, contact the program director of emergency medical technology. Any felony convictions must be reported to the program director of emergency medical technology.

Admission Requirements

1. Due to enrollment limitations, and the Tennessee Emergency Medical Services (EMS) regulations 1200-12-1-.13 governing admission requirements, applications are screened using established selection criteria as outlined below.
2. In compliance with the State of Tennessee EMS Regulation 1200-12-1-.13 and the Americans with Disabilities Act, all applicants and admitted students must, with reasonable accommodation, be able to:
   a. lift a minimum of 125 lbs.
   b. visually assess patients in the work environment to include detecting auditory and color changes, as well as unusual

odors.

c. communicate both verbally and in writing using the English language.
d. make appropriate judgments in emergency situations.
e. demonstrate emotional stability.
f. demonstrate psychological health in day-to-day interactions with patients, their family members and other personnel.

3. Applicant must test above the basic reading, writing, and math portions of the placement exam, or be exempt from the exam based upon ACT or SAT scores. Successful completion of college-level English and math may be used to satisfy these requirements. *(Note: Pending approval of the Tennessee Board of Regents.)*
4. Once admitted, students are required to submit documentation of the following entry requirements by August 1. If the documentation is not completed prior to the first day of fall classes, students will not be allowed in the clinical setting.
   a. Completed *Physical Examination* form (the form will be provided by the program director).
   b. Evidence of a current Basic Cardiac Life Support (BCLS) certification (must include two-person CPR) for the health care professional.
   c. Evidence of personal health insurance coverage.

Admission Process

1. Applicants must meet the general requirements for admission to the College and apply for admission as stated in the College catalog.
2. Complete the placement exam, or submit ACT/SAT scores.
3. Complete all required basic (0700) level remedial/developmental courses or be exempt from these courses before submission of application. *(Note: Pending approval of the Tennessee Board of Regents.)*
4. All applicants must submit a completed application to the program director between January 1 and March 1.
5. Applicants must submit two letters of recommendation. One letter should be from the current employer. The second letter should be a character reference. Two letters of character reference may be used if currently unemployed.
6. Prior to admission, all applicants will take a Basic EMT examination.
7. Applicants must complete a psychological profile or personality index. A fee will be assessed for this testing. Arrangements for this test must be made through the program director.
8. Applicants must demonstrate the ability to lift a stretcher of the appropriate weight limit into an ambulance and obtain an accurate set of vital signs on a simulated patient.
9. Applicants will be interviewed by the EMT-Paramedic Program's selection committee.
10. Admission decisions will be made by May 1. Admitted students will begin the program in the summer semester.

Selection Criteria

Applicants must obtain an overall average of 2.5 out of 5 points in the following areas of the application process: EMT Basic entrance examination, oral interview to be eligible for admission into the EMT Paramedic Program, and psychological profile or personality index.

1. EMT Basic entrance examination will be evaluated as follows:

96 - 100	=	5 points
92 - 95	=	4 points
88 - 91	=	3 points
84 - 87	=	2 points
80 - 83	=	1 point
Below 80	=	0 points

2. Oral Interviews: Each member of the selection committee will evaluate the applicant in the areas of interpersonal skills, knowledge, professional characteristics and experience. Each member will score the applicant overall using a scale of 1-5 points. The scores from each member will then be averaged to obtain an interview score.
3. Psychological Profile or Personality Index: Each applicant will be scored on a scale of 1-5 points based on the criteria set by the program and assessed by the examiner.

Retention Requirements

After admission to the program, to remain eligible for continuation, a student must earn a grade of "C" or better in all EMT 200 level courses.

Graduation Requirements

A technical certificate of achievement from Columbia State will be awarded to each student who completes the course requirements of the EMT-Paramedic Program with a minimum of a 2.0 cumulative grade point average.

Readmission Requirements

Readmission to the EMT-Paramedic Program after dismissal is not guaranteed, regardless of the reason for dismissal. A student who wishes to apply for readmission must do so in writing to the program director by May 1. Readmission decisions will be made on an individual basis. An interview with the program director is required before readmission. Students may request an interview with the readmission committee if readmission is denied. Regardless of the reason for dismissal, it is the sole responsibility of the student to request readmission in writing to the program director. Students wishing an interview with the readmission committee must submit the request in writing. Students dismissed for a second time will be required to repeat the entire application process.

Required Courses

Summer

EMT 201	Introduction to Paramedic Theories I	3
EMT 202	Introduction to Fundamental Paramedic Prac.	1
		4

Fall

EMT 210	Paramedic Theories I	4
EMT 211	Fundamentals of Paramedic Practice I	1
EMT 212	Pre-hospital Emergency Pharmacology	2
EMT 213	Advanced Cardiac Care	1
EMT 214	Clinical Practice I	3
		11

Spring

EMT 215	Paramedic Theories II	4
EMT 216	Fundamentals of Paramedic Practice II	1
EMT 217	Pediatric and OB Emergencies	2
EMT 218	Advanced Trauma Life Support	1
EMT 219	Clinical Practice II	3
		11

Summer

EMT 220	Field Internship	4
EMT 221	Fundamentals of Paramedic Practice III	2
		6

Total Credit Hours: 32

General Technology

Major in General Technology (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

The General Technology degree provides an opportunity for students to select a combination of courses from programs that will allow them to meet specific career-related objectives. Goals of the program are to provide a strong foundation in general education, including effective communication, problem-solving, and social interaction skills and an appreciation of the importance of personal motivation and responsibility. Designed as a cross-disciplinary program, the General Technology degree allows students to combine business, marketing, computer information systems, industrial technology, electronics technology, engineering graphics and office administration courses to meet their individualized needs.

If a student has successfully completed a recognized Department of Labor apprenticeship program, block credit for up to 15 hours may be awarded. See the Business and Technology division chair for more information. Credit will not be awarded by Columbia State until a student has successfully completed 12 hours of college level work at Columbia State and all required developmental studies courses.

If a student has completed courses or a diploma from a Tennessee Technology Center within the last three years, some of this work may be used toward the degree. See page 18 for more details.

Required Courses (13-15 cr. hrs.)

ENGL 1010	English Composition I	3
CIS	CIS Elective	1-3
BUS 242	Principles of Supervision	3
SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
	Humanities/Fine Arts Elective*	3

Industrial
Directed Sequence Courses (45-47 cr. hrs.)

MATH 1130	College Algebra, or	
MATH 1710	Precalculus Algebra	3
MATH 1720	College Trigonometry	3
BIT 120	Career Success	3
ERG 101	Engineering Graphics, or	
INT 141	Blueprint Reading	3
BIT, CHEM, PHYS, CIS, COP, EET, or ERG, INT Electives		17-19
BIT, BUS, CIS, COP, EET, ECO, ERG, INT, MKT, OFA Electives		9
PSCI, PHYS, or CHEM Elective		4
	Social/Behavioral Sciences Elective*	3

Business
Directed Sequence Courses (45-47 cr. hrs.)

BIT 120	Career Success	3
BUS 101	Introduction to Business	3
BUS 111	Business Communication, or	
ENGL 1020	English Composition II	3
BUS 121	Principles of Accounting I	3
BUS 122	Principles of Accounting II	3
BIT, BUS, CIS, COP, ECO, MKT, OFA Electives		12-14
BIT, BUS, CIS, COP, EET, ECO, ERG, INT, MKT, OFA Electives		6
BUS 241	Customer Relations, or	
MKT 101	Principles of Marketing	3
BUS 251	Business Law, or	
BUS 240	Legal Issues in the Workplace	3
	Social/Behavioral Sciences Elective*	3
MATH	MATH Elective*	3

EMT-Paramedic
Directed Sequence Courses (47 cr. hrs.)

BIOL 2010	Human Anatomy and Physiology I	4
BIOL 2020	Human Anatomy and Physiology II	4
MATH	MATH Elective*	3
PSY 206	Developmental Psychology: Lifespan	3
	Elective	1
EMT Certificate Courses** (students holding a current Tennessee Paramedic license may receive up to 32 hours credit)		32

*Elective options are listed on page 28.

**See page 37 for courses.

Horticultural Technology

Major in Horticultural Technology (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program. Students may choose a concentration in Landscape Management or in Turfgrass Management.)

The Horticultural Technology program is designed to provide the knowledge and technical skills that are necessary to prepare students for careers within the landscape and turfgrass industry. Landscape Management will prepare students for management level positions with landscape maintenance and installation companies, and for positions as horticultural supervisors. Turfgrass Management will prepare students for management positions in the lawn care industry, golf courses, parks and recreational complexes.

Required Courses

Freshman Year
Fall

ENGL 1010	English Composition I	3
SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
BIOL 1110	General Biology I	4
AGT 224	Introduction to Ornamental Horticulture	3
		13

Spring

AGT 121	Introduction to Plant Science	3
AGT 141	Introduction to Agricultural Engineering	3
AGT 246	Introduction to Turfgrass Management	3
	Social/Behavioral Sciences Elective*	3
	Elective	1
		13

Summer

AGT 202	Horticultural Technology Practicum I**	4

Sophomore Year
Fall

AGT 231	Introduction to Soil Science	4
AGT 226	Horticultural Pest Management	3
ENGL 1070	Technical Writing	3
	Humanities/Fine Arts Elective*	3
AGT 204	Horticultural Technology Practicum II**	2

		15

Spring

AGT 101	Introduction to Agricultural Business	3
BUS 242	Principles of Supervision	3
AGT 228	Irrigation Design	1
AGT 227	Grounds Equipment Management	2
SPAN 1010	Beginning Spanish I	3
AGT 247	Master Gardener, or	
AGT 248	Athletic Field Management	3
		15

Total Credit Hours: 60

*Elective options are listed on page 28.

**Site of employment must be approved by the program director.

Nursing

Major in Nursing (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

Nursing is the application of knowledge and skills designed to assist people, sick or well, to cope with their health needs. The associate degree nurse is a generalist who gives direct nursing care to people with common health problems in a variety of health care settings. The associate degree nurse works within the framework of the health care system and is expected to adhere to professional codes of conduct and ethics.

The practice of the associate degree nurse encompasses the interrelated roles of provider of care, coordinator/manager of care and member within the discipline of nursing. The associate degree graduate of this program will demonstrate basic competencies necessary to assume the role of a beginning practitioner of nursing, as outlined by the National League for Nursing. The graduate will be eligible to write the National Council Licensure Examination-RN (NCLEX) for licensure as a Registered Nurse. This educational program can serve as a base for future formal study.

The faculty of the department of nursing is committed to the following program outcomes.

1. To prepare an associate degree graduate to practice within the three roles of the associate degree nurse as identified by the National League for Nursing.
2. To provide a curriculum which qualifies the student to receive the Associate of Applied Science degree and be eligible to write the NCLEX for registered nurses with 85% success.

The nursing curriculum is a combination of general and nursing education courses designed to provide students with scientific knowledge and technical and interpersonal skills needed to function effectively as a professional nurse. In order to facilitate the achievement of the program outcomes, the following educational outcomes have been identified. The Associate of Applied Science degree in Nursing is designed to provide a graduate who will:

1. Utilize critical thinking in the application of the nursing process.
2. Promote patient adaptation to interferences with basic needs by utilizing the nursing process in caring for patients of all ages.
3. Demonstrate communication skills in relating to patients, families, and members of the health team.
4. Accurately calculate medication dosages.
5. Plan and revise nursing care using the nursing process.
6. Implement and facilitate nursing care with safety and skill.
7. Demonstrate acceptance of professional responsibility.
8. Function as a contributing member of the health care team.

All nursing clinical experiences/laboratories are under the supervision of the nursing faculty who select, guide, and evaluate the learning experiences of the students. Clinical facilities at health care agencies throughout the service and surrounding areas are utilized. Students are responsible for providing their own transportation to and from clinical agencies.

The Nursing Program has full approval from the Tennessee Board of Nursing. The program is accredited by the National League for Nursing Accrediting Commission (NLNAC).

National League for Nursing Accrediting Commission
61 Broadway, 33rd Floor
New York, NY 10006
1-800-669-9656, Ext. 153

Qualified applicants' names will be placed on the admission wait list according to the date the application is received in the Health Sciences/Nursing office. Applicants on the wait list will be admitted in the order of the date of receiving the application until the class is full. Nursing applicants are admitted twice a year (during Fall and Spring terms) into the Nursing Program.

Applicants not admitted will be considered for succeeding classes. To remain eligible for admission, applicants must maintain a grade point average of 2.500 or better. To be admitted, applicants must have successfully completed Anatomy and Physiology I (BIOL 2010). Applicants will be notified by mail of their wait list standing twice per year.

Criminal background checks may be a requirement at some affiliated clinical training sites. Based on the results of the criminal background check, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of a specific course and your program. More information is available from your program director.

Applicants who have been convicted of a crime other than a minor traffic violation may be ineligible for licensure. For more information, contact the program director of nursing. Any felony convictions must be reported to the program director of nursing.

Admissions Requirements

These requirements apply to all nursing applicants, including licensed practical nurses applying for the Career Mobility Ladder, Options A and B.

1. Meet all College general requirements for admission as a

degree-seeking student as stated in the catalog.

2. Complete all required remedial (0700) and developmental (0800) level courses prior to submitting an admission application to the Nursing Program.
3. ACT or SAT exam results are required of all applicants, regardless of educational experience or age. Exceptions to the ACT requirement may be made by the Nursing Program director when the applicant has an earned degree in a related field/major. Applicants should have a composite score of 19 or higher. A composite score below 19 will be accepted if all required remedial and developmental courses are completed.
4. Earned a cumulative grade point average of 2.5 or above on a 4.0 scale for academic subjects. High school grade point average is used for students who graduated from high school during the year previous to admission in the Nursing Program.
5. Students without previous college experience must have completed:
   a. two years of high school mathematics; and
   b. two years of high school science.
6. If the applicant has been enrolled in another Nursing Program, the nursing courses will be evaluated for transfer credit on an individual basis.
   a. Earned a grade of "C" or better for all transferred nursing courses.
   b. Transfers accepted on a space available basis.
7. If three or more years have elapsed since enrollment in a nursing program, the nursing courses must be repeated.
8. If five or more years have elapsed since previous college enrollment, the following requirements apply:
   a. Anatomy and Physiology courses must be repeated.
   b. All current application/enrollment requirements apply.
9. In compliance with the Americans with Disabilities Act, all applicants and admitted students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program outlined below in the Core Performance Standards of Admission and Progression developed by the Southern Council on Collegiate Education for Nursing and adopted by all Nursing Programs in the Tennessee Board of Regents system (TBR Policy 2:03:00:00 II B 6).
   a. Communication abilities sufficient for interaction with others in verbal, nonverbal and written form.
   b. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
   c. Critical thinking ability sufficient for appropriate clinical judgment and utilization of the nursing process.
   d. Physical abilities sufficient to move from room to room and maneuver in small spaces.
   e. Strength to perform patient care and assist with patient mobility.
   f. Gross and fine motor abilities sufficient to provide safe and effective nursing care.
   g. Auditory ability sufficient to monitor and assess health needs.
   h. Visual ability sufficient for observation and assessment necessary to provide safe and effective nursing care.
   i. Tactile ability sufficient for physical assessment and intervention.
   j. Ability to be responsive within appropriate time periods.
10. Once admitted, students are required to submit documentation of the following entry requirements prior to the first day of nursing classes. If the documentation is not completed prior to the first day of classes, students will not be permitted to start the Nursing Program.
    a. Health Requirements: All nursing students must submit evidence of good health by returning a completed *Physical Examination* form. Forms are given to the students once admitted into the Nursing Program. All students must have a:
       1. Documented negative TB Skin Test and/or Chest X-Ray yearly. TB Skin Tests must be within three months of the start of the Program.
       2. Evidence of Immunity for:
          a. Rubella (positive titer).
          b. Varicella zoster (chicken pox) (positive titer).
          c. Rubeola titer (positive titer).
          d. Tetanus/diphtheria booster within the past ten years.
    b. Basic Cardiac Life Support (BCLS) Requirements: All students must submit evidence of a current BCLS certification (must include two-person CPR) for the health care professional. BCLS certification classes are offered by Columbia State Community College or the American Heart Association.
    c. Malpractice Insurance: Malpractice insurance is required for all clinical nursing courses. A group policy is available. The fee is assessed annually as a part of registration.
    d. Health Insurance: Students are responsible for all costs incurred related to health problems, including injuries occurring during clinical experiences. Some clinical agencies require that students provide verification of health insurance. Students must show documentation that they are covered by health insurance OR sign a waiver that states they accept responsibility for health care costs should injury occur.

Admissions Procedure

1. Submit the following to the Admissions and Recruitment office:
   a. Completed *Application for Admission* to the College
   b. official college transcripts
   c. high school transcripts or GED results
   d. ACT or SAT exam results
2. Submit a completed Nursing Program application to the Health Sciences/Nursing office (William R. Walter Bldg., 112). Forms are available in the Health Sciences/Nursing office or on the Nursing Program Web page (*www.columbiastate.edu/nursing*). Applications are accepted between the first Monday of February to the first Monday of April, and between the first Monday of August to the first Monday of October.
3. If an applicant does not meet the admission criteria, he/she will be notified in writing. When the eligibility requirement is met, the applicant will have to resubmit his/her application.
4. Applicants who meet the admission requirements will be notified in writing of their wait list number. Applicants are required to respond to the Nursing Program in writing of their desire to accept their position on the wait list by the deadline date listed in their letter.
5. Applicants will be removed from the wait list if their responses are not received in the Health Sciences/Nursing office by the deadline date.

6. Wait list update letters will be mailed to applicants on the wait list twice per year. All applicants are required to respond in writing by the deadline date listed in the update letter of their intention to remain on the wait list. If letters are not received in the Health Sciences/Nursing office by the deadline date, applicants will be removed from the wait list.
7. If applicant has been enrolled in another Nursing Program, the following requirements also apply.
   a. Submit a Nursing Program transfer request application in lieu of a Nursing Program application.
   b. Submit official transcripts with appropriate course descriptions to the Nursing Program director.
   c. Submit NLN achievement or other nursing achievement test scores (if taken) to the Nursing Program director.
   d. Request a letter of recommendation from the dean/director of the previous Nursing Program, to be mailed to the Nursing Program director.

Continuation Requirements

After admission to the program a student must meet the following conditions to remain eligible for continuation.

1. Maintain a passing grade of "C" or better in all nursing courses.
2. Maintain satisfactory performance in all clinical laboratory assignments.
3. Earn a grade of "C" or better in each required science course.
4. Maintain a minimum GPA of 2.00 for each semester.
5. Maintain professional conduct in the classroom and clinical laboratory.
6. Maintain BCLS certification.
7. Submit annual TB skin test results to Health Sciences/Nursing office.

Note: If a theory or clinical course must be repeated, students will be required to register for both theory and clinical courses irregardless of the grades previously earned.

Students who fail to meet these continuation requirements stated above will be dismissed from the Nursing Program. Students dropped from the program may be qualified to continue taking courses at Columbia State, but will not be permitted to register in nursing courses without readmission to the program.

Readmission Requirements

Only one readmission into the Nursing Program is permitted. Readmission to the program is not guaranteed, regardless of the reason for dismissal. Students are readmitted on a space available basis for each nursing course. Students who seek readmission within a three year period may be readmitted into the course they were enrolled at the point of exit. If three years or more have elapsed since enrollment in nursing courses, all nursing courses must be repeated. An *Exit Interview* form must be on file to be eligible for readmission.

1. To be eligible for readmission, the student's overall college-level grade point average should be at least a 2.0 or higher. Students on academic probation are not eligible for readmission.
2. An exit interview should have been completed during the term the student withdrew or failed a course. Students who fail a course or withdraw after completing the semester must complete the exit interview no later than 6 weeks following the end of the semester in which they were enrolled.

Readmission Procedure

1. Complete a readmission application and return the form to the Health Sciences/Nursing office.
2. Provide written documentation to the Nursing Program director stating the reason(s) for withdrawal or failure and indicate the actions the student has followed to ensure success in the program if readmitted. This documentation must be submitted before a student will be considered for readmission.
3. The Nursing Department Admissions Committee or Nursing Program director may elect to interview students seeking readmission. Applicants will be notified by mail when and where the interviews will be held.
4. If eligible, students will be placed on a waiting list for an available seat in a specific nursing course.
5. The Nursing Program director will notify students seeking readmission of their status.

Required Courses

Prerequisite:

BIOL 2010	Human Anatomy & Physiology I	4

Freshman Year

First Semester

BIOL 2020	Human Anatomy & Physiology II	4
PSY 101	General Psychology I	3
NUR 1115	Nursing I	5
NUR 1118	Nursing I Clinical and Skills Lab	2
NUR 121	Math Applications for Nursing	1
		15

Second Semester

BIOL 2230	Microbiology	4
PSY 206	Developmental Psychology: Lifespan	3
NUR 1125	Nursing II	5
NUR 1128	Nursing II Clinical	2
NUR 122	Pharmacology	2
		16

Sophomore Year

Third Semester

ENGL 1010	English Composition I	3
	Humanities/Fine Arts Elective*	3
NUR 2115	Nursing III	6
NUR 2118	Nursing III Clinical	3
NUR 2187	Management of Care I, or	
NUR 2197	Management of Care II	2
		17

Fourth Semester

SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
NUR 2125	Nursing IV	6
NUR 2128	Nursing IV Clinical	3
NUR 2187	Management of Care I, or	
NUR 2197	Management of Care II	2
		14

Total Credit Hours: 66

*Elective options are listed on page 28.

LPN Career Mobility Ladder (Option A)

Major in Nursing (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

The Career Mobility Ladder Option A is an articulation plan for the licensed practical nurse (LPN). Qualified LPNs can complete the Associate of Applied Science degree in nursing requirements in three semesters of full-time nursing study. LPNs are admitted on a space available basis.

Admission Requirements

In addition to the admission requirements discussed previously, licensed practical nurses seeking admission through the Career Mobility Tract Option A must meet the following admission requirements.

1. Meet all College general requirements for admission as a degree-seeking student as stated in the catalog.
2. Successfully pass the challenge examination for nursing (Foundations of Nursing) within three (3) years prior to the semester seeking entry.
3. Worked as an LPN in a nursing setting.
4. Complete prerequisite course requirements prior to the semester requesting entry.
5. Earned a cumulative grade point average of 2.5 or above on a 4.0 scale for academic subjects.

Admission Process

1. Submit the following to the Admissions and Recruitment office:
   a. official college transcripts
   b. high school transcripts or GED
   c. ACT or SAT exam results (Applicants should have a composite score of 19 or higher. A composite score below 19 will be accepted if all required remedial and developmental courses are completed.)
2. Submit a completed *Nursing Program LPN Mobility* application to the Health Sciences/Nursing office (William R. Walter Bldg., 112). Forms are available in the Health Sciences/Nursing office or on the Nursing Program Web page *(www.columbiastate.edu/nursing).*
3. Submit documentation of work as an LPN in a nursing setting.
4. Complete an interview with the Nursing Program director or designee.
5. Complete prerequisite courses with grades of "C" or better.
6. Once admitted, students are required to submit the same documentation for health and CPR requirements, malpractice insurance, and health insurance as other nursing students by the first day of nursing classes. If the documentation is not completed prior to the first day of classes, students will not be permitted to start the Nursing Program.
7. Students must meet the continuation requirements as stated on page 41.

Required Courses

Prerequisites:

BIOL 2010	Human Anatomy & Physiology I	4
BIOL 2020	Human Anatomy & Physiology II	4
PSY 101	General Psychology I	3
		11

Block Credit:

Credit for NUR 1115, NUR 1118 and NUR 121 will be awarded upon successfully passing the Foundations Challenge Exam		**8**

Second Semester

BIOL 2230	Microbiology	4
PSY 206	Developmental Psychology: Lifespan	3
NUR 1125	Nursing II	5
NUR 1128	Nursing II Clinical	2
NUR 122	Pharmacology	2
		16

Third Semester

ENGL 1010	English Composition I	3
	Humanities/Fine Arts Elective*	3
NUR 2115	Nursing III	6
NUR 2118	Nursing III Clinical	3
NUR 2187	Management of Care I, or	
NUR 2197	Management of Care II	2
		17

Fourth Semester

SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
NUR 2125	Nursing IV	6
NUR 2128	Nursing IV Clinical	3
NUR 2187	Management of Care I, or	
NUR 2197	Management of Care II	2
		14

Total Credit Hours: 66

*Elective options are listed on page 28.

LPN Career Mobility Ladder (Option B)

Major in Nursing (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

The career mobility ladder option B is an articulation plan for the licensed practical nurse (LPN). Qualified LPNs can complete the Associate of Applied Science degree in nursing requirements in two semesters of full-time nursing study. LPNs are admitted on a space available basis.

Admission Requirements

In addition to the admission requirements mentioned earlier, licensed practical nurses seeking admission through the Career Mobility Tract Option B must meet the following admission requirements.

1. Meet all College general requirements for admission as a degree-seeking student as stated in the catalog.
2. Successfully pass the challenge examinations for nursing (Foundations of Nursing and Nursing Care During Childbearing) within three (3) years prior to the semester seeking entry.
3. Worked as an LPN in a nursing setting.
4. Complete prerequisite course requirements prior to the semester requesting entry.
5. Earned a cumulative grade point average of 2.5 or above on a 4.0 scale for academic subjects.

Admission Process

1. Submit the following to the Admissions and Recruitment office:
   a. official college transcripts
   b. high school transcripts or GED
   c. ACT or SAT exam results (Applicants should have a composite score of 19 or higher. A composite score below 19 will be accepted if all required remedial and developmental courses are completed.)
2. Submit a completed Nursing Program LPN Mobility application to the Health Science/Nursing office (William R. Walter Bldg., 112). Forms are available in the Health Science/Nursing office or on the Nursing Program Web page *(www.columbiastate.edu/nursing).*
3. Submit documentation of work as an LPN in a nursing setting.
4. Complete an interview with the Nursing Program director or designee.
5. Complete prerequisite requirements prior to beginning the ADN Role Transition and Pharmacology courses with grades of "C" or better.
6. Once admitted, students are required to submit the same documentation for the health and CPR requirements, malpractice insurance and health insurance as other nursing students by the first day of nursing classes. If the documentation is not completed prior to the first day of classes, students will not be permitted to start the Nursing Program.
7. Students must meet the continuation requirements as stated on page 41.

Required Courses

Prerequisites:

BIOL 2010	Human Anatomy & Physiology I	4
BIOL 2020	Human Anatomy & Physiology II	4
BIOL 2230	Microbiology	4
PSY 101	General Psychology I	3
PSY 206	Developmental Psychology: Lifespan	3
		18

Block Credit:

Credit for NUR 1115, NUR 1118, NUR 1125, NUR 1128 and NUR 121 will be awarded upon successfully passing the Foundations Challenge Exam		**12**

Transition Semester

NUR 101	ADN Role Transition	3
NUR 122	Pharmacology	2
		5

Third Semester

ENGL 1010	English Composition I	3
	Humanities/Fine Arts Elective*	3
NUR 2115	Nursing III	6
NUR 2118	Nursing III Clinical	3
NUR 2187	Management of Care I, or	
NUR 2197	Management of Care II	2
		17

Fourth Semester

SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
NUR 2125	Nursing IV	6
NUR 2128	Nursing IV Clinical	3
NUR 2187	Management of Care I, or	
NUR 2197	Management of Care II	2
		14

Total Credit Hours: 66

*Elective options are listed on page 28.

Radiologic Technology

Major in Radiologic Technology (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

Radiologic technology is an art and a science combining advanced imaging technology and human compassion.

A radiographer is a health care professional who is educated, trained, certified, and/or licensed to use x-rays and other forms of radiation to make images of patients' internal structures. The radiographer is the first assistant to the radiologist and is responsible for the safe and proper operation of equipment. The radiographer frequently works independently, exercising care and judgment while producing the best possible images for interpretation by the radiologist. As a professional, the radiographer is required to observe the ethical and professional standards expected of all persons involved in caring for patients in health care settings. In addition, these team members adhere to the American Registry of Radiologic Technologists (A.R.R.T.) *Standards of Ethics* and the American Society of Radiologic Technologists (A.S.R.T.) *Radiography Practice Standards*.

The Radiologic Technology Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Walker Dr., Suite 900, Chicago, IL 60606-2901, (312) 704-5300.

The total program is 22 months in length and requires clinical competency as outlined in the curriculum. Clinical competency is obtained through completion of practicum objectives in approved clinical education settings throughout middle Tennessee. Transportation to and from clinical education settings is the sole responsibility of each individual student.

Program enrollment is limited by clinical education setting capacities and admission is not guaranteed. Formal interviews with the Radiologic Technology Advisory Committee are held in the spring each year. New classes begin the second session of the summer term. Applicants should contact the program faculty in the fall to allow sufficient time for completion of all required forms prior to February 1 of each year. Only applicants who have completed all preliminary requirements will be considered for interviews with the committee. More information regarding the program is now available online at *www.columbiastate.edu/radtech*.

Applicants must be able to physically manipulate and operate equipment, manipulate patients, and visually assess patients, test results, and the working environment. He or she must be able to clearly communicate, both verbally and in writing, make appropriate judgment decisions in emergency or other situations, and demonstrate emotional stability and psychological health in day-to-day interaction with patients, their family members, and personnel.

Upon satisfactory completion of the program, students are awarded the Associate of Applied Science degree and are eligible to apply for certification by the American Registry of Radiologic Technologists (A.R.R.T.).

Accreditation guidelines concerning program requirements, standards, general information, etc., are contained in the *Standards for an Accredited Educational Program in Radiologic Sciences* published by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and available in faculty offices. The *Standards* and additional program information are available in the *Radiologic Technology Applicant Handbook* located online at *www.columbiastate.edu/radtech*.

Mission Statement

We endeavor to provide educational experiences leading to success, professionalism, and opportunity in the radiologic sciences.

Fulfillment of the program's mission is assessed by the degree to which the program achieves the following goals:

- Ensure that each graduate has attained a level of didactic and clinical competence that provides successful entry into the profession;
- Promote and maintain high academic and professional standards; and
- Provide a foundation for advanced study in the radiologic sciences.

Admission Requirements

Candidates for admission must have a high school diploma or GED and must be admitted to the College before being considered for admission to the program. (See "Programs with Special Admission Requirements," p. 7.)

Students admitted to the program must have completed all developmental studies course work as required by ACT scores, the placement test, or have obtained a permanent waiver from the test based on ACT scores.

As early as possible, the applicant should contact a program faculty member to schedule an appointment for a preliminary interview/orientation session. The session gives the applicant an opportunity to ask questions and be advised regarding application deadlines, program admission requirements, and academic preparation for the program. The applicant will also receive all necessary application materials/forms.

The Radiologic Technology Program begins a new class in the second session of the summer term of each year. The following items must be completed by February 1 for the applicant to be eligible for consideration for an admissions interview with the Radiologic Technology Advisory Committee in the spring. Applicants completing the interview requirements after February 1, but before the beginning of the second summer session, may be considered at a later interview session if the maximum student capacity for the program has not been reached.

Application Checklist

1. Preliminary interview/orientation session by appointment with program faculty members. Applicants should sign-up online at *www.columbiastate.edu/radtech*.
2. College application submitted to the Admissions and Recruitment office.
3. Program application requirements.
4. Letters of recommendation submitted to program.
5. ACT or SAT scores on file in Columbia State's Admissions and Recruitment office (regardless of age of student or placement status).
6. Completion of any remedial and/or developmental studies courses recommended through ACT or SAT scores, the placement test, or permanent waiver from the placement test.
7. Official high school transcript on file in Columbia State's Admissions and Recruitment office.
8. Official transcript(s) of any previous college work at another institution on file in Columbia State's Admissions and Recruitment office.
9. Completion of observation assignment. (Date, time, and location will be assigned by program faculty.)
10. Review of the Radiologic Technology Applicant Handbook available online at *www.columbiastate.edu/radtech*. The handbook contains the Radiologic Technology Student Policy Manual, a copy of the Standards adopted by the JRCERT, the Radiography Practice Standards, the ARRT's Standards of Ethics, and an estimated cost sheet.

In order for the applicant to qualify for a formal interview, applicants must possess a minimum cumulative GPA of 2.5 or a minimum ACT composite score of 19.

Following the formal interviews, applicants will be notified of admission status by the Admissions and Recruitment office.

Completion of the items listed above denotes consideration for an interview but in no way implies or guarantees admission to the program.

Continuation Requirements

In order to continue in the Radiologic Technology Program, students must meet the following academic requirements:

1. Earn a "C" or higher in each radiologic technology course and each required math and science course.
2. Maintain a minimum GPA of 2.0 each term of enrollment in the program.
3. Maintain professional conduct as outlined in the Radiologic Technology Student Policy Manual.
4. Enroll in all required general education courses during (or before) the semester listed in the curriculum outline.

Students who do not meet the continuation requirements will be dismissed from the Radiologic Technology Program. Students who have been dismissed from the program may be qualified to continue courses in the College, but will not be permitted to register in radiology courses without readmission to the program.

Readmission to the Program

Readmission to the Radiologic Technology Program after dismissal is not guaranteed, regardless of the reason for dismissal. A student who wishes to apply for readmission must do so, in writing, by the date established by the program director. The advisory committee for the Radiologic Technology Program will make a readmission decision after reviewing all student records and interviewing the student. Regardless of the reason for dismissal, it is the sole responsibility of the student to request readmission in writing to the program director. Students dismissed from the program a second time will not be readmitted.

Due to the rapid change of technology in the field of radiology, an elapsed time period of three years or more shall necessitate repeating all radiology courses.

Program enrollment is limited by clinical education settings capacity and readmission will be considered only if there are positions available within the class.

Required Courses

Freshman Year

Summer

RAD 101	Introduction to Radiography	2
RAD 112	Image Production I	2
	Social/Behavioral Sciences Elective*	3
		7

Fall

RAD 113	Image Production II	2
RAD 121	Radiographic Positioning I	3
MATH 1710	Precalculus Algebra	3
ENGL 1010	English Composition I	3
BIOL 2010	Human Anatomy and Physiology I	4
CIS 109	Computer Applications I	3
		18

Spring

RAD 106	Radiation Physics	2
RAD 122	Radiographic Positioning II	2
RAD 123	Contrast Media Procedures	2
RAD 190	Radiologic Practicum I	3
BIOL 2020	Human Anatomy and Physiology II	4
	Humanities/Fine Arts Elective*	3
		16

Sophomore Year

Summer

RAD 291	Radiologic Practicum II	6

Fall

RAD 241	Radiographic Special Procedures	2
RAD 292	Adv. Radiation Physics and Radiobiology	2
RAD 294	Radiologic Practicum III	8
SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
		15

Spring

RAD 251	Survey of Medical and Surgical Diseases	2
RAD 281	Radiation Protection and Radiologic Seminar	2
RAD 295	Radiologic Practicum IV	8
		12

Total Credit Hours: 74

*Elective options are listed on page 28.

Respiratory Care

Major in Respiratory Care (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

The five-semester Respiratory Care Program offered at Columbia State is designed to prepare students to function as registered respiratory therapists. Registered respiratory therapists assist physicians in the diagnosis, evaluation, monitoring, treatment and rehabilitation of patients with disorders affecting the cardio-respiratory system. Registered respiratory therapists also educate patients, families and communities on topics relating to the cardio-respiratory system.

In addition to lecture and lab courses, the program provides clinical experiences at several middle Tennessee healthcare facilities. These experiences include working with newborns, children, adults and geriatric patients. Clinical experiences are obtained in such areas as general care, intensive care, emergency room and pulmonary diagnostics. Transportation to and from clinical sites is the responsibility of the student.

The graduate is eligible to take the national credentialing examinations to become a registered respiratory therapist (RRT). Those desiring to work in Tennessee upon graduation are required to obtain a temporary State Respiratory Care License to practice.

Criminal background checks may be a requirement at some affiliated clinical training sites. Based on the results of the criminal background check, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of a specific course and your program. More information is available from your program director.

Applicants who have been convicted of a crime other than a minor traffic violation may be ineligible for licensure as a registered respiratory therapist. For more information, contact the respiratory care program director for details.

The program is accredited by the Committee on Accreditation for Respiratory Care (CoARC):

Committee on Accreditation for Respiratory Care
1248 Harwood Rd.
Bedford, TX 76021-4244
817-283-2835
www.coarc.com

Program outcomes include:

1. Graduates will pass the credentialing examinations at or above the national rate.
2. Graduates will receive satisfactory performance evaluations from their employers within the first year after graduation.

A new class is admitted each fall. Applications are accepted from January 1 to May 1. Applicants will be notified by the fourth week in May concerning acceptance into the fall class. Applications received after May 1, but before the beginning of the fall semester, may be considered on a space available basis. Class size is limited by laboratory and clinical space. Therefore, entrance into the program is competitive. Those not selected may reapply for subsequent classes.

Admission Requirements

All applicants must complete the following requirements by the application deadline to be considered for entrance into the program.

1. Meet all College general requirements for admission as a degree-seeking student as stated in the catalog.
2. Complete all entrance examinations such as the ACT/SAT or placement exam as required by the College prior to the application deadline.
3. Complete all developmental courses as determined by the ACT/SAT or placement exam or obtain a permanent waiver from the exam or course prior to the application deadline.
4. Earned a cumulative grade point average of 2.0 or above on a

4.0 scale for academic subjects. Developmental studies courses are not included as part of the GPA.

5. The Respiratory Care Program complies with all Americans with Disabilities Act requirements. All students will be provided reasonable accommodations regarding physical and mental limitations. In keeping with the accreditation standards outlined by CoARC, all students must possess the physical and emotional abilities required of a respiratory therapist. These abilities include, but are not limited to, the following:
   a. Physical strength necessary to carry common objects, push or move common equipment, move and reposition patients in bed, perform CPR, etc.
   b. Manual dexterity required to assemble common equipment, perform skills such as intubation, arterial puncture, etc.
   c. Auditory ability to hear alarms, listen to breath sounds, measure blood pressure, etc. Visual acuity necessary to differentiate colored alarms, read information from various types of electronic monitors, record data onto electronic and print media, etc.
   d. Possess a command of the English language necessary to effectively communicate verbally and in writing with patients, families and other healthcare workers. An English proficiency test may be required of those who use English as a second language.
   e. Perform the duties of a respiratory therapist under the stress of medical emergencies, death and dying, natural disasters, etc.

Admission Procedures

1. Complete application for admission to the College by submitting the following to the Admissions and Recruitment office.
   a. official college transcripts
   b. high school transcripts or GED
   c. ACT/SAT or placement exam results as required by the College.
2. Submit program application to the Respiratory Care Program director.
3. Attend an informal interview, by appointment, with program faculty once all other application requirements have been completed.

Continuation Requirements

In order to remain in the program, students must meet the following requirements:

1. Earn a "C" or higher in each respiratory care course.
2. Satisfactorily complete each clinical skill evaluation.
3. Complete the required math and science courses no later than the semester listed on the program of study.
4. Earn a "C" or better in each math and science course.
5. Maintain a cumulative 2.0 GPA or better, excluding developmental studies courses.
6. Maintain professional conduct as outlined in the program's student handbook.
7. Prior to the start of clinical rotations each student must provide documentation regarding a physical exam, current immunization and possession of malpractice insurance. Malpractice insurance is required and is included in the tuition each fall semester. Additionally, some clinical affiliates require students to provide proof of health insurance. See the program's student handbook for details.
   a. Health Requirements: All students must submit evidence of good health by returning a completed *Physical Examination* form. Forms are given to the students once admitted into the Respiratory Care program.
   b. All students must have:
      1. Documented initial negative TB skin test and chest x-ray. TB skin tests must be repeated every 6 months as outlined on the form.
      2. Evidence of Immunity for:
         a. Rubella (positive titer).
         b. Varicella zoster (chicken pox) (positive titer).
         c. Rubeola titer (positive titer).
         d. Tetanus/diphtheria booster within the past ten years.
         e. Mumps (positive titer).

      The complete list of requirements is given on the *Physical Examination* form.
   c. CPR Requirements: All students must submit evidence of a current Basic Cardiac Life Support (BCLS) certification (must include two-person CPR) for the health care professional. Columbia State Community College, the American Heart Association, or the Red Cross offers BCLS certification classes.
   d. Malpractice Insurance: Malpractice insurance is required for all clinical courses. A group policy is available. The fee is assessed as a part of registration.
   e. Health Insurance: Students are responsible for all costs incurred related to health problems, including injuries occurring during clinical experiences. Some clinical agencies require that students provide verification of health insurance.
8. Meet/comply with the requirements of clinical affiliates regarding students.

Students who do not meet the continuation requirements will be dismissed from the program. Those dismissed may still be eligible to continue as students of the College. Depending on the circumstances of the dismissal, those dismissed from the program may apply for readmission into the program at a later date. A student who is dismissed from the program three (3) times will not be readmitted. Refer to the program's student handbook for details.

Readmission into the Program

Readmission into the program will be based on available space and the circumstances for withdrawal or dismissal. Readmission is not guaranteed. Students seeking readmission must apply in writing to the program director at least 60 days prior to the beginning of the semester they desire to enroll.

Students must have completed, with a "C" or better, all required math and science courses no later than the semester as listed on the program of study and possess a GPA of 2.0 or higher, excluding developmental studies courses. Due to the rapid technological changes in respiratory care, those having sat out three or more years must repeat all Respiratory Care courses, and both Anatomy & Physiology courses. Refer to the program's student handbook for further readmission details.

Advanced Standing (transfer into the program & CRT-to-RRT)

Students wanting to transfer into the program must follow the admission requirements outlined above. Additionally, the program director or the director of clinical education from the previous

program must provide one of the letters of recommendation. Transfer into the program will be based on space availability and the circumstances of the transfer. Admission into the program based on transfer is not guaranteed. Students must make application to the program at least 60 days prior to the beginning of the semester they desire to enroll.

Students will be tested over previous Respiratory Care course material and clinical skills. A minimum of 75% must be obtained in all areas in order to be accepted. Placement will be based, in part, on didactic and skill evaluations.

Students must have completed, with a "C" or better, all required math and science courses as outlined in this catalog. Those having a three or more year gap in their respiratory care education must repeat all Respiratory Care courses and Anatomy & Physiology I & II. Refer to the program's student handbook for further details.

Transfer students will take at least the last two semesters of Respiratory Care courses at Columbia State.

Required Courses

Freshman Year

Fall

BIOL 2010	Human Anatomy and Physiology I	4
ENGL 1010	English Composition I	3
MATH 1710	Precalculus Algebra	3
PSY 102	General Psychology II	3
RCT 101	Fundamentals of Respiratory Care I	4
		17

Spring

BIOL 2020	Human Anatomy and Physiology II	4
BIOL 2230	Microbiology	4
RCT 102	Fundamentals of Respiratory Care II	4
RCT 120	Respiratory Pharmacology	3
RCT 191	Clinical Practice I	1
		16

Summer

RCT 130	Intensive Care Monitoring	4
RCT 150	Arterial Blood Gases	4
RCT 192	Clinical Practice II	2
		10

Sophomore Year

Fall

RCT 221	Mechanical Ventilation	4
RCT 242	Respiratory Pathophysiology	4
RCT 293	Clinical Practice III	3
	Elective	1
	Humanities/Fine Arts Elective*	3
		15

Spring

RCT 212	Pulmonary Functions/Seminar	4
RCT 252	Neonatal/Pediatric Respiratory Care	4
RCT 294	Clinical Practice IV	3
SPT 200	Interpersonal Communication, or	
SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
		14

Total Credit Hours: 72

*Elective options are listed on page 28.

Veterinary Technology

Major in Veterinary Technology (A.A.S.)

(Designed for the student who does not intend to transfer into a baccalaureate degree program)

Veterinary technicians are important members of the veterinary health care team, work in veterinary medicine throughout the nation, and are extremely important in the effort to provide quality animal health care to ensure the humane treatment of all animals.

The first job for about 85% of graduate veterinary technicians is in private practice, with companion animal practice leading the list. However, the demand for veterinary technicians in other fields is rapidly growing. Opportunities exist in the following areas: teaching, pharmaceutical sales, the military, humane societies, livestock health manager on farms or ranches, biomedical research, diagnostic laboratories, zoo/wildlife medicine, veterinary supplies sales and industry.

The Veterinary Technology Program at Columbia State provides intensive study of the skills and knowledge needed to work competently as a veterinary technician including anatomy, physiology, microbiology, clinical techniques, pharmacology, anesthesiology, surgical and medical nursing, radiology, and clinical pathology training.

Program enrollment is limited due to facility constraints and admission is not guaranteed. New classes begin only in the fall semester. Applicants should contact program faculty early in the year to allow adequate time for completion of all required forms. Applications received after May 15 will be considered on a space available basis.

Clinical skills in veterinary technology are obtained through completion of practicum objectives at affiliated veterinary facilities throughout middle Tennessee. Six hundred hours of supervised clinical experience are required and students must provide their own transportation to and from these facilities. Clinical sites will be assigned to the student by program faculty to provide exposure to a variety of animal species. Assignment locations will not be based solely on proximity to the student's place of residence.

Clinical background checks may be a requirement at some affiliated clinical training sites. Based on the results of the criminal background check, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of a specific course and your program. More information is available from your program director.

Upon successful completion of the program students are awarded the Associate of Applied Science degree and are eligible for licensure by the State Board of Veterinary Medical Examiners as a Licensed Veterinary Medical Technician.

Admission Requirements

Candidates for admission must have a high school diploma or GED and must be admitted to the College before being considered for admission to the program.

As early as possible, the student should contact a member of the program faculty to schedule an appointment for a preliminary interview. The interview gives the applicant an opportunity to learn about admission and program requirements.

The following items must be on file in the Admissions and Recruitment office:

1. Columbia State application.
2. Official transcripts from:
   a. High school (A partial transcript is acceptable for high school seniors prior to graduation.)
   b. All colleges attended.
3. Completion of testing and test results sent to Columbia State.
   a. American College Testing (ACT) or SAT, if under age 21.
   b. Placement test scores, if required.

The following are requirements of the Veterinary Technology Program:

1. Complete all Veterinary Technology Program application forms.
2. Complete a formal personal interview with the program director of Veterinary Technology and/or the selection committee.
3. Complete an eight-hour observation of the activities and duties of a licensed veterinary technician.
4. Report, in writing, any felony convictions.
5. Thoroughly review the Veterinary Technology Program Student Policy Manual, available on the Columbia State Web site and in the Library, prior to being admitted into the Veterinary Technology Program. This action must be documented by signing a verification form provided by the Veterinary Technology Program.
6. Complete all developmental course work as required by the placement test prior to enrolling in Veterinary Technology courses.

Completion of these requirements certifies eligibility, but in no way implies or guarantees admission to the program.

The deadline for applying for the Veterinary Technology Program is May 15. Applicants completing the requirements after May 15, but before the beginning of the fall semester, may be considered at a later admission session if the enrollment limit for the program has not been reached.

Following the class selection, all applicants will be officially notified by the Veterinary Technology Program director of their admission status.

Continuation Requirements

In order to continue in the Veterinary Technology Program, students must meet the following academic requirements:

1. Earn a "C" or higher in each Veterinary Technology course.
2. Earn a "C" or higher in clinical practice, which is considered satisfactory performance in clinical assignment.
3. Maintain a GPA of 2.0 or higher.
4. Maintain professional conduct as outlined in the Veterinary Technology statement of policy.

Students who do not meet the continuation requirements will be dismissed from the Veterinary Technology Program. Students who have been dismissed from the program may be qualified to continue courses in the College, but will not be permitted to register in a Veterinary Technology course without readmission to the program.

Readmission to the Program

Readmission to the Veterinary Technology Program after dismissal is not guaranteed, regardless of the reason for dismissal. A student who wishes to apply for readmission must do so, in writing, at least 60 days prior to the beginning of the semester in which the student would like to reenroll. After reviewing all student records, the Veterinary Technology faculty will determine whether the student will be readmitted to the program. Students dismissed from the program a second time will not be readmitted.

Due to the rapid change of technology in the field of veterinary medicine, an elapsed time period of five years or more shall necessitate repeating all Veterinary Technology courses.

Program enrollment is limited by accreditation, and readmission will be considered only if there are positions available within the class.

Required Courses

Freshman Year

Fall

AGT 111	Introduction to the Animal Sciences	3
BIOL 1110	General Biology I	4
ENGL1010	English Composition I	3
VET 112	Veterinary Technology Orientation I	4
		14

Spring

BIOL 2230	Microbiology	4
ENGL 1020	English Composition II	3
SPT 241	Speech Communication, or	
SPT 280	Argumentation and Debate	3
VET 113	Veterinary Technology Orientation II	4
		14

Summer

VET 201	Veterinary Lab Procedures I	5
VET 102	Animal Anatomy	4
VET 191	Clinical Practicum I	2
		11

Sophomore Year

Fall

AGT 214	Livestock Management	3
VET 251	Pharmacology	3
VET 202	Veterinary Lab Procedures II	5
VET 192	Clinical Practicum II	5
		16

Spring

VET 203	Veterinary Lab Procedures III	5
VET 193	Clinical Practicum III	5
	Humanities/Fine Arts Elective*	3
	Social/Behavioral Sciences Elective*	3
		16

Total Credit Hours: 71

*Elective options are listed on page 28.

Course Descriptions

Agriculture

AGT 101 Introduction to Agricultural Business (3)
Scope, importance, and relationship of agribusiness to the general economics as well as practical applications of agribusiness, and an introduction to the theories of agricultural economics. 2 hrs. lecture, 2 hrs. lab.

AGT 111 Introduction to the Animal Sciences (3)
A basic study of the anatomy and physiology of farm animals. The fundamentals of feeding, genetics, marketing, animal health, and meat production will be discussed, as well as the scope of the animal industry in today's society. 2 hrs. lecture, 2 hrs. lab.

AGT 121 Introduction to Plant Science (3)
A study of the anatomy and physiology of cultivated plants used in agriculture. The factors affecting plant growth such as insects, weeds, diseases, and fertility will also be included. 2 hrs. lecture, 2 hrs. lab.

AGT 141 Introduction to Agricultural Engineering (3)
A general study of the field of agricultural engineering. Areas of study include farm buildings and related structures, fundamentals of electricity, farm power and machinery, and the principles of soil and water conservation. 2 hrs. lecture, 2 hrs. lab.

AGT 202 Horticulture Technology Practicum I (4)
Students will work at a business concerned with horticulture for the semester and will be expected to perform the duties involved with the day to day activities of that business. Students will complete a minimum of 240 hours at their assigned location.

AGT 204 Horticulture Technology Practicum II (2)
Students will work at a business concerned with horticulture for the semester and will be expected to perform the duties involved with the day to day activities of that business. Students will complete a minimum of 120 hours at their assigned location.

AGT 214 Livestock Management (3)
The management practices involved in the production of swine, beef cattle, and sheep. Topics include crossbreeding, breeding, feeding, dehorning, castration, vaccinating, diseases, internal and external parasite control, marketing and the facilities needed. Students are assigned animals to care for and manage throughout the semester. 2 hrs. lecture, 2 hrs. lab.

AGT 224 Introduction to Ornamental Horticulture (3)
Introduction to landform, landscape materials, ornamental plants, turfgrass, and planting design. Awareness and sensitivity to the landscape; basic graphic skills and design theory with an emphasis on residential landscape planning and implementation. 2 hrs. lecture, 2 hrs. lab.

AGT 226 Horticultural Pest Management (3)
Identification of horticultural pests as well as an introduction to pesticides, manufacture regulations, marketing and use of pesticides, structure, mode of action, toxicity, degradation, safety, and environmental impact of commonly used pesticides. Biological, chemical and non-chemical approaches and their effectiveness in controlling pests. (This course is not designed for transfer.) 3 hrs. lecture/lab.

AGT 227 Grounds Equipment Management (2)
Introduction to the types and functions of various equipment used in commercial and residential grounds maintenance. Management practices including maintenance and proper usage. (This course is not designed for transfer.) 3 hrs. lecture/lab.

AGT 228 Irrigation Design (1)
An introduction to irrigation design and maintenance for commercial and residential grounds. (This course is not designed for transfer.) 3 hrs. lecture/lab.

AGT 231 Introduction to Soil Science (4)
A study of the properties of soil--its origin, classification, and physical and chemical composition. Lab exercises deal with soil minerals, soil structure, and soil moisture; the effects of liming and fertilizing and their influence on plant growth. 2 hrs. lecture, 2 hrs. lab.

AGT 246 Introduction to Turfgrass Management (3)
An introductory course in the study of turfgrass management as it relates to residential, commercial, recreational, golf course, and athletic field turfgrass. The course includes species identification, maintenance practices, and establishment procedures. 2 hrs. lecture, 2 hrs. lab.

AGT 247 Athletic Field and Golf Course Management (3)
An in-depth study of the best management practices for athletic fields and golf courses, including maintenance practices, design, and construction. (This course is not designed for transfer.) 3 hrs. lecture, 2 hrs. lab.

AGT 248 Master Gardener (3)
The Master Gardener Program is a nationally recognized course that covers all areas of basic horticulture in great detail, including fertility, planning, pest control, and variety selection. This course will be taught in conjunction with the University of Tennessee Extension Service. (This course is not designed for transfer.) 4 hrs. lecture/lab.

Art

ART 1030 Introduction to the Visual Arts (3)
A course designed to enable students to analyze and criticize their environment through the visual arts. A lecture course, illustrated with slides and videos.

ART 1110 Basic Design I (3)
A structured studio course that investigates the two-dimensional design elements of form, line, shape, value, and texture. Studio problems and class critiques are used to encourage professional and self-directed concepts. 2 hrs. lecture, 4 hrs. studio.

ART 1120 Basic Design II (3)
An emphasis on color theory, space, and three-dimensional problems. 2 hrs. lecture, 4 hrs. studio.

ART 2010 Art History Survey I (3)
A survey of architecture, painting and sculpture from prehistoric times to the Renaissance.

ART 2020 Art History Survey II (3)
A survey of art events leading up to and including the art of the present.

ART 2110 Drawing I (3)
An introduction to the materials and techniques of drawing. 2 hrs. lecture, 4 hrs. studio.

ART 2120 Drawing II (3)
Emphasis on drawing as a means of artistic expression. (Prerequisite: ART 2110.) 2 hrs. lecture, 4 hrs. studio.

ART 2220 Art Activities and Appreciation (3)
A studio course designed to provide the student with exposure to basic art materials, processes and concepts related to the visual arts. This course is designed to meet the needs of students majoring in elementary education.

ART 2510 Painting I (3)
An introduction to the techniques, materials and tools used in oil and acrylic polymer painting. (Prerequisites: ART 1110, 1120, 2110, and 2120.) 2 hrs. lecture, 4 hrs. studio.

ART 2520 Painting II (3)
An emphasis on individual experimentation in oil and acrylic polymer painting. (Prerequisite: ART 2510.) 2 hrs. lecture, 4 hrs. studio.

ART 2610 Photography I (3)
Basic techniques and processes of black and white still photography. Emphasis on artistic composition, exposure, lenses, lighting, films, and indoor and outdoor subject matter. Studio time is available for students.

ART 2620 Photography II (3)
An emphasis on individual camera techniques, accessories, and specific problems. Individual projects and assignments will be critiqued. Studio time is available for students. (Prerequisite: ART 2610.)

ART 2710 Printmaking I (3)
An introduction to the printmaking processes; concentrating on wood cuts, linoleum cuts, monoprints, and collographs. 2 hrs. lecture, 4 hrs. studio.

ART 2720 Printmaking II - Intaglio (3)
An emphasis on metal engraving, dry point, etching, and individual experimentation. (Prerequisite: ART 2710.) 2 hrs. lecture, 4 hrs. studio.

Biology

BIOL 1030 Introduction to Biology (4)
A survey course in biology. This course provides an introduction to the biological sciences, including the scientific method, structure and function of cells, metabolism, genetics, diversity of life, and ecology. Primarily designed for students whose program of study requires one semester of biological science combined with a semester of chemistry or physics. Credit may not be earned in both BIOL 1030 and 1110. 3 hrs. lecture, 2 hrs. lab.

BIOL 1110 General Biology I (4)
An introductory course devoted to the study of the methods of science, molecular biology, and the dynamics of the living cell. A beginning study of the structure and function of living organisms is also included. 3 hrs. lecture, 2 hrs. lab.

BIOL 1120 General Biology II (4)
A continuation of the study of the structure and function of living organisms. Genetics and ecology are also included. 3 hrs. lecture, 2 hrs. lab.

BIOL 2010 Human Anatomy and Physiology I (4)
Fundamentals of cellular biology are introduced to the student in preparation for later emphasis on the human integument, skeletal, muscular, digestive, and respiratory systems. 3 hrs. lecture, 2 hrs. lab.

BIOL 2020 Human Anatomy and Physiology II (4)
A study of the structure and function of the human excretory, reproductive, endocrine, circulatory, and nervous systems with final emphasis on the interrelationships of the various systems. (Prerequisite: Successful completion of Human Anatomy and Physiology I.) 3 hrs. lecture, 2 hrs. lab.

BIOL 2230 Microbiology (4)
An introductory study of the morphology, physiology, pathogenicity, and control of bacteria. Also included are vertebrate immunology with particular emphasis on the components of the immune system and antigen-antibody interactions. The laboratory emphasizes the isolation and culture of bacteria using quantitative and diagnostic techniques. (Prerequisite: Completion of one of the following: BIOL 1110, 1120, 2010 or 2020.) 3 hrs. lecture, 2 hrs. lab.

BIOL 2610 Genetics (4)
An introduction to the basic principles of heredity, including Mendelian and molecular genetics. (Prerequisite: BIOL 1120 or permission of the instructor.) 3 hrs. lecture, 2 hrs. lab.

Business

BUS 101 Introduction to Business (3)
An introductory course which surveys the field of business. Aspects of management, finance, production, marketing, ownership, insurance, and the stock market are examined as they relate to business internally and as an economic unit in society.

BUS 111 Business Communication (3)
A study of the theories and processes involved in written and oral business communications is presented. The public/human relations approach will be taught for the organization, preparation, and critique of business letters, reports, oral presentations, press releases, and other related business communications.

BUS 121 Principles of Accounting I (3)
This course includes a study of basic accounting principles, accrual accounting, the accounting cycle, equipment accounting, financial statements for sole proprietors, and an introduction to corporations.

BUS 122 Principles of Accounting II (3)
An expansion of BUS 121 with an emphasis on corporations. Topics include corporate accounting, bonds, statement of cash flows, managerial and cost accounting, financial statement analysis, and capital investment analysis. (Prerequisite: BUS 121.)

BUS 181 Business Calculations (3)
A study of mathematical computations as applied to the business environment. The touch method use of the electronic calculator will be taught in performing problem solving techniques involving discount, simple and compound interest, payroll, insurance, and prorations.

BUS 205 Business Statistics (3)
Identification, interpretation, and use of statistical data. Topics include measures of central tendency, variation, probability theory, point and interval estimation, and hypothesis testing. (Prerequisite: MATH 1710.)

BUS 231 Federal Income Tax (3)
Addressed to a determination of taxable income for individuals, federal income tax returns, and research methods.

BUS 235 Cost Accounting (3)
Accounting data for managerial planning and control decisions; cost calculations, cost allocations, and behavior in manufacturing; systems and budgets. (Prerequisite: BUS 122.)

BUS 240 Legal Issues in the Workplace (3)
A study of current legal issues of importance to employers and employees. Course includes current law and interpretations in such areas as the Americans with Disabilities Act (ADA), harassment, and discrimination.

BUS 241 Customer Relations (3)
A study of methods to maintain and improve customer relations. Course includes identification of the customer, customer needs analysis, writing a service agreement, and using feedback to ensure quality.

BUS 242 Principles of Supervision (3)
This course provides for the development of supervisory ability and judgment through a presentation of the principles and techniques of effective supervision. Topics include communication, motivation, training, and counseling.

BUS 243 Entrepreneurship (3)
This course offers an overview of small business management, including aspects of starting the business as well as managing the ongoing venture. Emphasis is also placed on the ethical, social, and technological issues that affect today's small businesses.

BUS 251 Business Law (3)
A study of the legal rights and potential liabilities of business persons. Course includes an introduction to the development and nature of the legal system, the basic law of contracts, the Uniform Commercial Code, sales and consumer and debtor protection, real and personal property, and agency and employment law.

BUS 262 Office Management (3)
A study of the basic principles of managing an office, including office organization and functions; office automation; office layout and equipment; selection, training, and supervision of personnel; planning, organizing, and controlling office services; cost reduction; forms control; and work simplification.

BUS 263 Current Topics in Business Management (1)
This course deals with a specific topic of special interest in business management. Course content and credit will be determined by academic departments and announced in the printed course schedule. This course may be repeated for credit only if a different topic is covered. (This course is not designed for transfer.)

BUS 264 Current Topics in Business Management (2)
This course deals with a specific topic of special interest in business management. Course content and credits will be determined by academic departments and announced in the printed course schedule. This course may be repeated for credit only if a different topic is covered. (This course is not designed for transfer.)

BUS 265 Current Topics in Business Management (3)
This course deals with a specific topic of special interest in business management. Course content and credits will be determined by academic departments and announced in the printed course schedule. This course may be repeated for credit only if a different topic is covered. (This course is not designed for transfer.)

BUS 271 Personal Finance (3)
An introductory course to help students define and reach personal financial goals. Topics include planning, budgeting, taxes, credit, housing, insurance, and investing.

Business Information Technology

BIT 115 Foundations of Business Information Technology (3)
This course is an introduction to Business Information Technology. Students should learn the impact of computers on society, basic computer terminology and concepts, the basic operations of a computer, and how to solve problems using simple program design techniques in a basic computer language. Major topics include hardware, software, operating systems, networking, code development, career choices, and teamwork. Keyboarding skills are strongly recommended.

BIT 120 Career Success (3)
This course is a study of concepts, traits, and skills needed to be successful in the workplace. Positive self-image, professional image, business etiquette, interpersonal skills, and career plans will be addressed. Interview, resume, and job search skills will also be covered.

BIT 123 Accounting Concepts (3)
This course consists of a study of basic accounting principles, accrual accounting, the accounting cycle, financial statements for sole proprietors, and an introduction to corporations. The course includes computer-supported accounting techniques such as accounts receivable, accounts payable, payroll, and inventory management. (Prerequisite: CIS 109 .)

BIT 223 Accounting Concepts II (3)
This course is a study of a variety of accounting topics of practical use including: maintaining the accounting records and preparing financial statements for a small business, Tennessee taxes, use of Quickbooks accounting program, designing an accounting system, present value techniques, internal control procedures. (This course is not designed for transfer.) (Prerequisite: BIT 123.)

BIT 291 Current Topics in Business Information Tech. (3)
This course is a study of current developments in the field of Business Information Technology and special topics not covered in other courses. This course may be repeated one time for credit with permission of the instructor and only if a different topic is covered. (Prerequisite: Sophomore standing or permission of the instructor.)

BIT 299 Project Integration Capstone (3)
Students will research and develop a major project that integrates the concepts and knowledge from prior courses. Students will pursue further selected study on topics in order to complete a personal portfolio, make presentations to the faculty, and demonstrate their overall understanding of program competencies. Students will participate on team projects and present current developments in their area of study. (Prerequisite: [CIS 263, CIS 275, and CIS 270] or [CIS 209, OFA 202, and OFA 250].)

Chemistry

CHEM 1110 General Chemistry I (4)
The study of matter, nomenclature of inorganic compounds, stoichiometric calculations, structure of atoms, bonding, the gaseous state, solutions, thermochemistry, and chemical kinetics. (Prerequisite: MATH 1130 or MATH 1710 or higher number than MATH 1710.) 3 hrs. lecture, 3 hrs. lab.

CHEM 1120 General Chemistry II (4)
The study of chemical equilibrium including ionic equilibria, acids, bases and salts, solubility product principle, redox reactions, electrochemistry, nuclear chemistry, introduction to organic chemistry. Qualitative analysis is presented in laboratory. (Prerequisite: CHEM 1110.) 3 hrs. lecture, 3 hrs. lab.

CHEM 2010 Organic Chemistry I (4)
The study of properties of aliphatic and alicyclic hydrocarbons, stereochemistry alkylhalides, alkenes, alkynes, alcohols, ethers, and benzene. (Prerequisite: CHEM 1120.) 3 hrs. lecture, 3 hrs. lab.

CHEM 2020 Organic Chemistry II (4)
The study of spectroscopy, aldehydes and ketones, carboxylic acids and their derivatives, condensation reactions, amines, phenols, fats, carbohydrates, amino acids, and proteins. (Prerequisite: CHEM 2010.) 3 hrs. lecture, 3 hrs. lab.

Commercial Entertainment

Students must be admitted into the Commercial Entertainment Program before they can register for CEN courses.

CEN 101 Dance Combination (1)
Basic techniques of classical ballet, tap and jazz. Emphasis placed on fundamentals, alignment, integration, terminology, vocabulary, combinations, and style. Course may be repeated for a maximum of four credits.

CEN 102 Dance Performance and Production Lab (1)
A structured laboratory course giving credit to students for their experiences in the production areas and performance of dance as an art form. The course is fourfold in content, including auditions, rehearsals, performances, and all facets of production. All students in the course are provided the opportunity to be involved in a dance production in the capacities of auditions, performance and/or production each semester. Forty-five laboratory hours per semester. Course may be repeated for a maximum of four credits.

CEN 107 Ballet Technique (1)
Basic techniques of classical ballet. Emphasis placed on fundamentals of alignment, integration, terminology, and simple ballet movement vocabulary. Course may be repeated for a maximum of four credits.

CEN 109 Tap Technique (1)
Basic technique of tap dance designed for the performing student. Fundamentals of body placement, terminology, tap combinations, elements of performance quality, and tap dance composition. Course may be repeated for a maximum of four credits.

CEN 111 Jazz Technique (1)
Introduction to jazz dance through a study of its vocabulary, style, and technique. Course may be repeated for a maximum of four credits.

CEN 125 Principles and Techniques of Dance Performance (1)
Study of principles and techniques of dance performance through practical application of performing skills. In-depth work in body awareness, development of mental discipline, and understanding the psychological aspects involved in nonverbal communication. Experience in working with a choreographer and performing in both laboratory and concert settings. One hour weekly lecture and movement plus a minimum of sixty clock hours in a movement laboratory. Course may be repeated for a maximum of four credits.

CEN 200 Audition Techniques (2)
A course designed to prepare students for competitive auditions. Topics include selection of songs and dances which will best showcase the student's individual talents, resume development, publicity photos, strategies, and job opportunities. Students will participate in auditions and will prepare a video audition tape suitable for submission to prospective employers. (Prerequisite: permission of the instructor.)

CEN 203 Choreography I (1)
Rendering of movement improvisation, compositional elements, music, and production to achieve the total choreographic offering. Lectures and discussions on the creative process leading to the student's selection of thematic material for choreographic exploration and development.

CEN 204 Choreography II (1)
A continuation of CEN 203 with emphasis on form, content, music costumes and props. The student will develop an original group dance and execute plans for costumes, lighting, and makeup. (Prerequisite: CEN 203)

CEN 205 Stagecraft (3)
Design, selection and sources for costuming. Scenery construction and rigging plus backstage techniques. Stage lighting techniques.

CEN 207 Entertainment Business (3)
A survey of the entertainment industry, including agents, personal managers, touring, contracts, professional organizations, unions, performing rights organizations, and venues.

CEN 209 Dance Pedagogy (3)
Principles and methods of the teaching of dance and the management of a dance studio. Teaching methods for diverse ages and skill levels are covered. Management topics include site selection, employee selection and supervision, performance rights organization and customer service.

CEN 216 Professional Audition (1)
Independent preparation and presentation of a professional audition to include solo vocal, dance and monologue presentations. Student will be responsible for all aspects of the audition. This course serves as a capstone experience for the Commercial Entertainment Program and should be taken in the final semester.

CEN 217 Dance Studio Practicum (3)
Examination of and experience in a functioning dance school, including teaching, choreographing, auditioning, and counseling students. (Prerequisite: permission of the instructor.)

Computer Information Systems

CIS 103 Computer Literacy (1)
This course is designed to meet the College's criteria for computer literacy. Topics covered in the course include introductions to the Windows operating system, the Internet, microcomputer applications, and general topics in computer technology and the social issues of using technology. (This course cannot be used for credit toward a CIS degree.) 1 hour lecture/lab.

CIS 109 Computer Applications I (3)
This course provides hands-on experience using commercial software packages for business applications. Topics include microcomputer system components, operating systems, word processing, spreadsheets, and presentation software. Keyboarding skills are highly recommended.

CIS 116 Introduction to the Internet (1)
This course is designed to introduce the student to the use of the Internet. Major topics include electronic mail, file transfer protocol, and accessing and searching remote systems via Telnet, Gopher, and World Wide Web. Students will utilize both text-based and graphics-based systems. Students will be given access to Internet for the duration of the class. One hour lecture plus one to two hours lab work outside of class time. (Prerequisite: CIS 109 or permission of the instructor.)

CIS 131 Commercial Software Applications (1)
This course deals with special commercial software packages. The software packages will be determined by academic departments and announced in the printed schedule. Credit hours will be determined by the software difficulty.

CIS 132 Commercial Software Applications (2)
This course deals with special commercial software packages. The software packages will be determined by academic departments and announced in the printed schedule. Credit hours will be determined by the software difficulty.

CIS 150 PC Systems Support (3)
This course is designed to enable the student to make repairs to microcomputer hardware systems. Various microcomputer topics to be covered include memory management, interface card installation, interrupts, I/O and memory addressing, microcomputer systems utilities, hard drive management and setup, and other hardware concepts. Students will use various graphical operating systems and their associated components. (Prerequisite: DSPM 0800 or 17 Math ACT, and OFA 103.)

CIS 170 Programming I (3)
This course provides an introduction to computer programming in a contemporary high-level language. Both concepts and applications of actual programming in an event-driven, Graphical User Interface environment will be addressed. Emphasis is placed on problem analysis, use of structured programming techniques, data types, variable declaration, functions, and data files. (Prerequisites: DSPM 0850 or 19 Math ACT, BIT 115 and OFA 103.)

CIS 175 Computer Networking I (3)
This course introduces the student to networking essentials. The course introduces major networking protocols and topologies, and communications software and hardware. Major topics include OSI model, local and wide area networks, network technology and design basics, networking architecture, IP addressing, subnetting, and backup and fault-tolerant procedures. Additionally, students will complete several hands-on lab projects and be given the opportunity to troubleshoot and solve various network problems. (Prerequisites: DSPM 0850 or 19 Math ACT, OFA 103, and BIT 115.)

CIS 180 Database Development (3)
This is an introductory course to database development. Students will create tables, queries, forms, reports, and write macros. Forms controls, calculated and linked fields, OLE fields and SQL commands are also covered. (Prerequisite: BIT 115.)

CIS 209 Computer Applications II (3)
This course uses commercial software to develop skills in spreadsheets, database, and Personal Information Management software. (Prerequisites: DSPM 0800 or Satisfactory Placement Scores in Math and CIS 109.)

CIS 263 Web Page Development and Design (3)
This course will cover the fundamental concepts of Web page design and creation, Web graphics, and how the Internet and World Wide Web works. Students will design and develop Web pages using Web page editing/publishing software and create, edit, and optimize images for Web pages using image editing software. The use of simple Java applets will be covered and basic Web page scripts will be created using a common scripting language. Students will also develop basic Web page database applications. (Prerequisite: CIS 109.)

CIS 270 Programming II (3)
This course provides advanced development of concepts and skills introduced in CIS 170. Attention will be directed to object oriented programming techniques, enhanced programming logic skills, design of effective interfaces for a GUI application in an event-driven environment and use of advanced data file concepts. (Prerequisite: CIS 170.)

CIS 275 Computer Networking II (3)
This course provides students with further understanding of the physical devices and software needed to construct, configure, and administer a network. Major topics include servers, network connectivity devices, cabling, interface cards, operating systems, protocols, server configuration, and the OSI model. Other topics include administration of user accounts, disk resources, backup procedures, performance monitoring, sub-netting and routing, and network traffic analysis. Students will complete hands-on-lab projects, construct a working client/server network, and install and configure appropriate operating system software. (Prerequisite: CIS 175.)

CIS 285 Computer Networking III (3)
This is the Networking capstone course which will address various topics relating to more sophisticated networks and additional network operating system software. This course will include major networking projects to be completed during the course. The course will address high level topics such as routers, router configuration and gateways, advanced TCP/IP topics, Internet Information server (Web server) configuration, and troubleshooting and optimization of multi-operating system networks. (Prerequisites: CIS 275.)

Cooperative Education

COP 201-206 Cooperative Education (1-6)
This course is a practical work experience in an industry or business related to the student's major field of study. Close liaison is maintained between employer and co-op staff to ensure maximum benefit to the student. This course should allow students to explore the field in which they feel their vocational interests lie and determine whether it is suitable for them. This course may be used as a general elective upon advisor's approval. Students will be required to work a minimum of 60 hours for each credit hour earned. Students may repeat co-op courses to a maximum total of six credit hours. **GRADING OF CO-OP COURSES IS ON A PASS/NO PASS BASIS.** (Prerequisite: permission of the instructor required.)

COP 201 Cooperative Education (60 hours minimum) (1)

COP 202 Cooperative Education (120 hours minimum) (2)

COP 203 Cooperative Education (180 hours minimum) (3)

COP 204 Cooperative Education (240 hours minimum) (4)

COP 205 Cooperative Education (300 hours minimum) (5)

COP 206 Cooperative Education (360 hours minimum) (6)

Criminal Justice Technology

CJT 101 Introduction to Criminal Justice (3)
This study is an introductory course designed to familiarize students with the criminal justice system. Emphasis is placed on understanding the nature, functions, and limits of law. Special attention will be given to the criminal justice process, from arrest to final disposition. The course will prepare students for succeeding courses in the criminal justice program.

CJT 102 Criminal Law (3)
This course will include essential elements of crimes and defenses to criminal liabilities, responsibility and capacity to commit crimes, and criminal jurisdiction. The Tennessee Criminal Code will be utilized.

CJT 103 Criminal Law II (3)
This course is a study of constitutional doctrine as a series of controls on the administration of criminal justice. The opinions of the United States Supreme Court will be utilized as a basis of study. Emphasis will be placed on the Bill of Rights and on amendments having a relationship to criminal justice.

CJT 104 Defensive Tactics (3)
Methods of defense against aggressive attack will be covered. Emphasis is placed on developing skill in the use of weapons and body maneuvers.

CJT 105 Introduction to Criminology (3)
A study of the factors involved in crime and criminal behavior. Social, cultural, and economic variables will be used as the basis of study.

CJT 110 Investigation Procedures (3)
Investigation Procedures is a study of the fundamentals of criminal investigation. Learners will examine the methods and techniques law enforcement officers utilize in the detection and investigation of crime.

CJT 120 Supervision and Management in Criminal Justice (3)
A study of the organizational structure and management procedures of criminal justice agencies. Special emphasis will be placed on personnel procedures, supervision, training, and relationships with associated organizations.

CJT 201 Constitutional Rights of Prisoners (3)
This course focuses on the legal rights of prisoners. Some of the topics include civil rights, criminal liabilities, and disciplinary proceedings.

CJT 202 Security Administration (3)
Security within the prison environment is closely examined. Included are topics on the role of the security manager and the application of management techniques to the operation of the security division.

CJT 203 Environmental Law (3)
A study of federal and state environmental laws, including civil and criminal remedies. The trend away from federal enforcement to state enforcement will be studied with guest speakers from state agencies. This course will be useful not only to law enforcement, but to the general public interested in the environment.

CJT 204 Juvenile Justice (3)
A study of youth crimes. This course will familiarize students with the historical development of juvenile justice, Tennessee juvenile code, and prevention programs. (This course is not designed for transfer.)

CJT 205 Introduction to Corrections (3)
A survey of the historical development of corrections in the United States with a look at the intervening and underlying methods of corrections, and generally both institutional and community-based correctional programs. An in-depth study of probation and parole is also included.

CJT 210 Corrections Counseling (3)
Principles and methods of counseling for inmates will be covered. Special emphasis will be placed on behavior change techniques. (Prerequisite: CJT 205.)

CJT 220 Special Problems/Law Enforcement (3)
Course is designed to permit the student to study and/or experience a particular problem in the field of law enforcement. (Prerequisite: permission of the instructor.)

CJT 230 Special Problems/Corrections (3)
Course is designed to permit the student to study and/or experience a particular problem in the field of corrections. (Prerequisite: permission of the instructor.)

Developmental Studies

DSPM 0700 Basic Mathematics (Institutional Credit) (3)
Topics for instruction include operations involving fractions, decimals, and integers; and problems involving percent, ratio and proportion, graphs, basic geometry, systems of measurement, and basic statistics. Algebra is

introduced through evaluation of expressions and solutions of equations. Methods for solving real-world applications are integrated throughout the course content. Upon earning a grade of "C" or better, the student advances to Elementary Algebra, DSPM 0800.

DSPM 0800 Elementary Algebra (Institutional Credit) (3)
Topics for instruction include integers, algebraic operations, linear equations, inequalities, functions, graphing techniques, and systems of equations. Methods for solving real-world applications are integrated throughout the course content. Upon earning a grade of "C" or better, the student advances to Intermediate Algebra, DSPM 0850. (Prerequisite: DSPM 0700 or entry assessment.)

DSPM 0850 Intermediate Algebra (Institutional Credit) (3)
Topics for instruction include rules for exponents, polynomials, rational expressions, rational equations, quadratic equations and functions, conics, and radicals. Methods for solving real-world applications are integrated throughout the course content. Upon earning a grade of "C" or better, the student becomes eligible to enter first year college-level mathematics courses. (Prerequisite: DSPM 0800 or entry assessment.)

DSPR 0700 Basic Reading (Institutional Credit) (3)
A computer-assisted course which concentrates on basic comprehension and vocabulary skills. Topics offered include words in context, structural analysis, main idea, and supporting details. Upon earning a grade of "C" or better, the student advances to Developmental Reading (DSPR 0800). The class meets three hours per week.

DSPR 0800 Developmental Reading (Institutional Credit) (3)
A computer-assisted course which focuses on comprehension and vocabulary skills needed for general college reading and reading expository text. Majors topics include vocabulary development, main idea and details, critical reading, flexible rate and strategies for organizing textbook information. (Prerequisite: DSPR 0700 or entry assessment.) 3 hrs. lecture, with additional individual and group conferences.

DSPS 0800 Learning Strategies (Institutional Credit) (3)
This course focuses on assisting students to adjust to the challenges of college life by adopting methods which promote academic success. Through didactic and experiential learning, students will give attention to self-concept enhancement, goal setting and time management, concentrating and remembering, creative and critical thinking, note-taking, test-taking, communication, and career planning. The course meets three hours per week with additional consultations.

DSPW 0700 Basic Writing (Institutional Credit) (3)
Addresses clear, concise writing skills. Topics included in the course are basic grammar, spelling, and sentence patterns. Heavy emphasis is placed on correcting students' persistent writing errors. Upon earning a grade of "C" or better, the student advances to Developmental Writing, DSPW 0800.

DSPW 0725 Basic Reading/Basic Writing (Institutional Credit) (4)
A combined course that pairs basic levels of reading and writing, Basic Reading/Basic Writing is a computer-assisted course that focuses on basic comprehension and vocabulary skills, as well as the development of clear, concise writing skills. Reading topics include words in context, organizational patterns, main idea, and supporting details; writing topics include grammar, spelling, and sentence patterns. Upon earning a grade of "C" or better, the student advances to Developmental Reading (DSPR 0800) and Developmental Writing (DSPW 0800). Students spend 3 hours in active classroom instruction and one additional hour per week on computer-generated lab assignments.

DSPW 0800 Developmental Writing (Institutional Credit) (3)
Focuses on writing competencies necessary for successfully completing Composition I. Topics include conceiving ideas, organizing, proofreading, revising, rewriting, and determining the most effective writing style for different readers and purposes. Microsoft Word is utilized for some word processing. Upon earning a grade of "C" or better, the student advances to college-level English courses. (Prerequisite: DSPW 0700 or entry assessment.)

Early Childhood Education

ECED 1010 Introduction to Early Childhood Education (2)
An Introduction to the early childhood profession including an emphasis on professionalism and developmentally appropriate practice. Includes an overview of history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to nine. Field experiences required.

ECED 2010 Safe, Healthy Learning Environments (3)
A study of the basic principles and practices of safety, health and nutrition as they relate to the early childhood setting, home, and community for children ages birth to nine. Also included is a study of principles of creating appropriate learning environments for young children. Field experiences required.

ECED 2015 Early Childhood Curriculum (3)
A study of developmentally appropriate practices and the teacher's role in supporting development of young children ages birth to nine. An emphasis on curriculum planning including goals, environment, roles of teachers and parents, materials, and settings. Field experiences required. (Prerequisites: ECED 1010 and 2010.)

ECED 2020 Infant, Toddler, Child Development (3)
The study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of the child, birth to nine. Laboratory observation and interaction. (Prerequisites: ECED 1010, 2010 and completion of all DSP requirements for reading, writing, and learning strategies.)

ECED 2030 Infant and Toddler Care (3)
A course on the care and education of infants and toddlers, birth to age three in group settings (i.e. child care centers, family child care homes, Early Head Start). Includes rationales and strategies for supporting the whole child including cognitive, language, social-emotional, and physical development in a safe, responsive environment. Emphasis is on relationship-based care and education with special attention to the unique environmental aspects of programs for the child under three.

ECED 2040 Family Dynamics and Community Involvement (3)
The role of the family and community in the physical, cognitive, social, and emotional growth of the child in a diverse society. Includes benefits of and strategies for developing positive, reciprocal relationships with families in an early childhood setting ages birth to age nine. Field experiences required. (Prerequisite: ECED 2015.)

ECED 2050 Psychomotor Development (3)
This course discusses the major theories of psychomotor development and the application to the development of the young child ages birth to nine. Particular emphasis is placed on the positive development of motor skills. Field experiences required. (Prerequisite: ECED 2020.)

ECED 2060 Development of Exceptional Children (3)
Explores practices that early childhood professionals can apply to develop a more inclusive and accessible environment for all children ages birth to nine. Provides students with skills to include children of all abilities through appropriate arrangement of the environment. Includes strategies for developing strong relationships with families and other community agencies. Field experiences required. (Prerequisites: ECED 2020 and 2040.)

ECED 2070 Developmental Assessment (3)
This course will cover assessment for children from birth to nine years of age. Both formal and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments will also be addressed. Field experiences required. (Prerequisite: ECED 2020.)

ECED 2080 Language and Literacy in Early Childhood (3)
The research-based principles for providing young children ages birth to nine a strong foundation in language and literacy within a developmentally. appropriate approach. Field experiences required. (Prerequisites: ECED 2015 and 2020.)

ECED 2085 Math and Science in Early Childhood (3)
A course on the standards, principles, and practices in teaching mathematics and science to young children ages birth to nine. An emphasis will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experiences required. (Prerequisites: ECED 2015 and 2020.)

ECED 2090 Creative Development (3)
This course provides strategies for promoting creative development of the child ages birth to nine. Students will gain an understanding of the concept of creativity: what it is, why it is important, and how the development of creativity in young children can be encouraged. Emphasis is on the development of creativity in relation to art, music, language, movement, and dramatic arts. Field experiences required.

ECED 2100 The Mentoring Teacher (3)
A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff. (Prerequisite: Department Approval.)

ECED 2110 Advanced Learning Environments (3)
This course focuses on the skill, knowledge, and materials development that are necessary in the provision of a developmentally appropriate environment for young children ages birth to nine. Field experiences required.

ECED 2120 Administration of Child Care Centers (3)
A study of organization and administration practices applicable to the child care center. Topics of special consideration will include leadership, enrollment and public relations, staff management, financial management, facilities, regulations, parent relations, and program development. Field experiences required.

ECED 2130 Clinical Practicum I (2)
Supervised practicum with a minimum of 15 clock hours in seminar and 45 clock hours in early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy, and promotes optimum learning for young children ages birth to nine. (Prerequisite: ECED 2010.)

ECED 2140 Clinical Practicum II (2)
Supervised clinical experience with a minimum of 15 clock hours in seminar and 45 clock hours in an approved Clinical Site (NAEYC, NAFCC or NSACA accredited agency or department approved site). Course includes emphasis on using reflective practice to examine components of quality, set goals, and design a plan for professional growth for the early childhood educator of children ages birth to nine. (Prerequisites: ECED 1010, 2010, 2015, 2040 and 2130.)

ECED 2150 Clinical Practicum III (2)
Supervised practicum experience with a minimum of 15 clock hours in seminar and 45 clock hours of approved early childhood practical experiences. This course focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth to nine. (This course serves as a capstone experience and should be taken in the final semester.)

Economics

ECO 201 Principles of Macroeconomics (3)
Provides basic understanding of modern economic society; fundamental economic concepts; measurement, determination and growth of national income; determination of employment and price level; principles of money and banking; monetary and fiscal policies; economics of less developed countries; comparative economic systems.

ECO 202 Principles of Microeconomics (3)
Provides basic understanding of modern economic society; fundamental microeconomics concepts; consumer and firm behavior; market structure and allocation of resources; pricing of productive resources; antitrust economics, labor economics; public economics and international economics.

Education

EDU 201 Introduction to Education (3)
A survey of the field which includes the history and major philosophies of education, issues in schooling, and career options in education. Students are required to complete a 12-hour field study in an approved classroom.

EDU 221 Educational Psychology (3)
A study and application of the principles of growth and development, learning theory, and assessment techniques in the classroom setting. Students are required to complete a six-hour field study in an approved classroom.

EDU 225 Educational Technology for Teachers (3)
This course is designed for students pursuing a career in education, 21st century classroom training, teachers who are novice users of the current technology found in most 21st century classrooms, and current teachers who want to improve their knowledge of how to use technology in the classroom. Additional lab work required.

Electronics Technology

EET 120 DC Circuit Analysis (4)
This course addresses the essential topics needed for a fundamental understanding of Direct Current (DC) circuits. Topics include voltage, current, resistance, and power; Ohm's law and Kirchhoff's laws; series, parallel and series parallel circuits; network transforms, multisource circuits, and network theorems; and capacitance, inductance, and DC transients. (Corequisite: MATH 1710.) 3 hrs. lecture, 3 hrs. lab.

EET 121 Electronics I (4)
This is the first course in a two-course sequence aimed at the study of electronic devices and circuits. Topics include semiconductor theory, the diode, diode circuits, bipolar junction transistors (BJTs), field-effect transistors (FETs), bias circuits, small-signal amplifiers, and amplifier frequency response. (Prerequisites: EET 120 and 130.) 3 hrs. lecture, 3 hrs. lab.

EET 122 Electronics II (4)
This is the second course in a two-course sequence aimed at the study of electronic devices and circuits. Topics include operational amplifiers and applications, oscillators, linear integrated circuits, power amplifiers, power supplies, and voltage regulation. (Prerequisites: EET 120, 121 and 130.) 3 hrs. lecture, 3 hrs. lab.

EET 130 AC Circuit Analysis (4)
This course addresses the essential topics needed for a fundamental understanding of alternating current (AC) circuits. Topics include AC fundamentals; complex algebra; phasors; series, parallel, and series-parallel AC circuits; filters; resonant circuits; transformers; and polyphase systems. (Prerequisite: EET 120.) (Corequisite: MATH 1720.) 3 hrs. lecture, 3 hrs. lab.

EET 150 National Electrical Code (3)
An introduction to the National Electrical Code. Topics include general wiring; outlets, lighting, appliances, and heating; services and feeders; grounding and bonding; and overcurrent protection. Designed for individuals with little or no knowledge of the code.

EET 180 Digital Logic Fundamentals (3)
An introduction to digital logic as related to digital computers and other digital electronic systems. Topics include number systems, Boolean algebra, logic gates, Karnaugh maps, combinational logic, sequential logic, counters, registers, and integrated circuit logic devices. (Prerequisite: 1 year of high school algebra, or satisfactory ACT or placement test scores, or DSPM 0800.) 2 hrs. lecture, 2 hrs. lab.

EET 214 Principles of Programmable Controllers (3)
A study of Programmable Logic Controllers (PLCs) and their use in programmable industrial process control. Topics include ladder logic

diagrams, PLC programming, installation, wiring, and interfacing. (Prerequisites: EET 120, 130 and 231.) 2 hrs. lecture, 2 hrs. lab.

EET 231 Microprocessors (3)
This course is developed around the microprocessor and the peripheral chips necessary for microcomputer operation. Waveforms are studied as well as timing diagrams. Emphasis will be given to machine language and assembly language. Applications to industrial equipment are also addressed. (Prerequisite: EET 180.) 2 hrs. lecture, 2 hrs. lab.

EET 241 Introduction to Telecommunications Technology (3)
This course addresses the essential topics needed for a fundamental understanding of analog and digital communications. Topics include amplitude, frequency, and phase modulation; analog-to-digital and digital-to-analog conversion; pulse code and delta modulation; frequency and phase shift keying; space, frequency, and time division multiplexing; and fiber optic systems. (Prerequisite: EET 180.) (Corequisite: EET 121.) 2 hrs. lecture, 2 hrs. lab.

EET 242 Telecommunications Systems Analysis (3)
A study of telecommunications systems in common use today. Topics include TV/video and facsimile; the telephone system; the RS-232 interface standard and modems; networks; satellite communications; and cellular telephone systems. (Prerequisite: EET 241.) 2 hrs. lecture, 2 hrs. lab.

EET 251 Industrial Electronics (3)
A study of electronic circuits and systems applicable to the control of industrial machinery and processes. Topics include operational amplifier and linear integrated circuits for industrial application, motors and generators, transducers, control devices, power control circuits, process control, and industrial telemetry and data communication. (Prerequisites: EET 130 and MATH 1710.) (Corequisite: EET 122.) 2 hrs. lecture, 2 hrs. lab.

EET 252 Introduction to Robotics (3)
This course introduces the fundamentals of robotics, including the history, classification, functional components, manipulator configurations, operational characteristics, programming, and applications of industrial robots. An industrial robot is programmed using the industry standard Manufacturing Control Language (MCL) to perform a variety of tasks in the laboratory. Both a teach pendant and a personal computer are used to program the robot. (Prerequisite: EET 231.) 2 hrs. lecture, 2 hrs. lab.

EET 291 Adv. Topics in Electronics Engineering Technology (3)
A study of advanced topics and current developments in electronics engineering technology. (Prerequisite: Sophomore standing or permission of the instructor.)

Emergency Medical Technology

Students must be admitted into the Emergency Medical Technology (EMT) Program before they can register for EMT courses.

EMT 101 Basic EMT (Institutional Credit) (8)
This is the entry-level course to Emergency Medical Service (EMS) profession. This course provides instruction in the administration of basic life support to the adult, child and infant as set forth by the American Heart Association guidelines. Other areas of instruction include EMT roles and responsibilities, patient assessment, airway management, and medical, trauma, childbirth, pediatric and geriatric emergencies. Students must concurrently enroll in EMT 102 and 105. Upon successful completion of EMT 101, 102 and 105 the student will be eligible to take the State of Tennessee EMT Basic Licensure Examination. (Prerequisite: Regular high school diploma or minimum score of 45 on the GED, eighteen (18) years of age, and satisfactory ACT scores or completion of DSPM 0700, DSPR 0700, and DSPW 0700.) (Corequisites: EMT 102 and 105.) 8 hrs. lecture per week.

EMT 102 Fund. for Basic EMT (Institutional Credit) (2)
The course must be taken and successfully completed in the same semester as EMT 101 for the student to take the State of Tennessee EMT Basic Licensure examination. This course provides instruction in practical skills necessary to provide airway management in adults and children. The course also provides the skills needed to treat the sick or injured adult, child or geriatric patient. Upon successful completion of this course the student will have satisfied one of the eligibility criteria for taking the EMT Basic Licensure examination given by the State of Tennessee Department of Health, Division of Emergency Medical Services. (Corequisites: EMT 101, 105 and 108.) 4 hrs. lab per week.

EMT 105 Basic EMT Clinical Practice (Institutional Credit) (2)
Supervised clinical application of skills developed in EMT 101, 102 and 108. Emphasis on roles and responsibilities of the EMT, patient assessment, basic airway management, initiation of intravenous therapy, communication skills, and treatments used to treat medical emergencies. (Corequisites: EMT 101, 102 and 108.) Minimum of 90 hours per semester.

EMT 108 Basic EMT Intravenous Therapy (IV) (Institutional Credit) (3)
This course provides individuals who seek EMT licensure the knowledge, skills, and competencies consistent with the state of Tennessee EMS regulations. This course content consists of fluid and electrolyte, acid-base balance, dosage calculations, and the principles, types of, and initiation of intravenous therapy. Additional topics include but are not limited to EMS systems, medical legal considerations, patient assessment, and telecommunications. (Corequisites: EMT 101, 102 and 105.) 3 hrs. lecture.

EMT 116 Basic EMT-IV Clinical Practice (Institutional Credit) (1)
Supervised clinical application of knowledge and skills developed in EMT 118. Emphasis is on initiation of intravenous therapy, patient assessment, basic airway management, communication, and treatments used to treat trauma emergencies. (Prerequisite: Currently holds Tennessee licensure as an EMT-Basic.) (Corequisite: EMT 108.) Minimum of 48 clinical hours a semester.

EMT 118 Basic EMT Intravenous (IV) Therapy (Institutional Credit) (3)
This course provides EMT Basics who seek EMT IV licensure the knowledge, skills, and competencies consistent with the state of Tennessee EMS regulations. This course emphasizes the acquisition of principles, techniques and skills related to intravenous therapy including fluid and electrolytes and acid-base balance. Other topics include but not limited to review of EMT roles and responsibilities, EMS systems, medical legal considerations, patient assessment, telecommunications, and assessment and treatment of the trauma patient. (Prerequisite: Current Tennessee EMT-Basic License.) (Corequisite: EMT 116.) 2 hrs. lecture, 2 hrs. lab.

Students must be admitted into the Paramedic Program before they can register for any 200 level courses.

EMT 201 Introduction to Paramedic Theories I (3)
This course is an introduction to anatomy and physiology, math applications and medical terminology. The emphasis in this course is on normal anatomy and physiology needed for understanding pathophysiology of human systems, math applications associated with pre-hospital pharmacology and medical terminology for accurate documentation in the pre-hospital setting. 3 hrs. lecture.

EMT 202 Introduction to Fundamental Paramedic Practice (1)
This course is designed to introduce the EMT Basic to the skills of IV initiation, medication administration, and endotracheal intubation. This course also requires the student to verify competence in all basic EMT skills. 3 hrs. lab.

EMT 210 Paramedic Theories I (4)
This course focuses on the normal pathophysiology of the human systems and how these systems are related. The course emphasizes the pathophysiologic changes that occur during common medical emergencies. It also includes treatment modalities based on the pathophysiologic changes. (Prerequisite: EMT 202.) (Corequisites: EMT 211, 212, 213 and 214.) 4 hrs. lecture.

EMT 211 Fundamentals of Paramedic Practice I (1)
Study of skills necessary to perform advanced pre-hospital care and practical applications of those advanced skills required to perform safely in the clinical settings. Emphasis on skills needed to treat medical emergencies taught in Paramedic Theories I and Advanced Cardiac Care. (Prerequisite: EMT 202.) (Corequisites: EMT 210, 212, 213 and 214.) 3 hrs. lab per week.

EMT 212 Pre-hospital Emergency Pharmacology (2)
A study of the fundamentals of drug therapy, drug administration, legalities, dosage calculations, and detailed discussion of specific drug actions, indications, contraindications, dosages, routes, and other essential information. The course also discusses specific drug selections for specific medical emergencies. (Prerequisite: EMT 202.) (Corequisites: EMT 210, 211, 213 and 214.) 2 hrs. lecture.

EMT 213 Advanced Cardiac Care (1)
A study of the management of common cardiac emergencies in accordance with American Heart Association (AHA) guidelines and the recognition of stable and unstable dysrhythmias, their hemodynamic effects and the advanced treatment of patients suffering catastrophic cardiac insufficiencies and arrest. (Prerequisite: EMT 202.) (Corequisites: EMT 210, 211, 212 and 214.) 3 hrs. lab per week.

EMT 214 Clinical Practice I (3)
Supervised clinical application of skills developed in EMT 211. Emphasis is on patient assessment and treatment modalities of common medical emergencies. (Prerequisite: EMT 202.) (Corequisites: EMT 210, 211, 212 and 213.) 150 clinical hrs. per semester.

EMT 215 Paramedic Theories II (4)
This course focuses on the normal pathophysiology of the human systems and how these systems are related during common trauma, behavioral and geriatric emergencies. It also discusses treatment modalities based on these changes. This course also places an emphasis on EMS management. (Prerequisite: EMT 210.) (Corequisites: EMT 216, 217, 218 and 219.) 4 hrs. lecture.

EMT 216 Fundamentals of Paramedic Practice II (1)
Study of skills necessary to perform advanced pre-hospital care and practical applications of those advanced skills required to perform safely in the clinical settings. Emphasis on skills needed to treat trauma, geriatric, pediatric, behavioral and obstetrical emergencies taught in Paramedic Theories II, Pediatric and OB Emergencies, and Advanced Trauma Life support courses. (Prerequisite: EMT 210.) (Corequisites: EMT 215, 217, 218 and 219.) 3 hrs. lab per week.

EMT 217 Pediatric and OB Emergencies (2)
This course focuses on the pediatric medical and trauma emergencies with emphasis on growth and development of the child as it relates to approach and treatment. The course also discusses normal and complicated pregnancies with an emphasis on childbirth and emergencies associated with childbirth in the pre-hospital setting. (Prerequisite: EMT 210.) (Corequisites: EMT 215, 216, 218 and 219.) 2 hrs. lecture.

EMT 218 Advanced Trauma Life Support (1)
This course focuses on the recognition of potential problems related to mechanism and kinetic of injury. This course also includes the management of common traumatic emergencies in accordance with Prehospital Trauma Life Support guidelines. (Prerequisite: EMT 210.) (Corequisites: EMT 215, 216, 217 and 219.) 3 hrs. lab per week.

EMT 219 Clinical Practice II (3)
Supervised clinical application of skills developed in EMT 216. Emphasis is on patient assessment and treatment modalities of common trauma, geriatric, pediatric, behavioral, and obstetrical emergencies. (Prerequisite: EMT 214.) (Corequisites: EMT 215, 216, 217 and 218.) 150 clinical hrs. per semester.

EMT 220 Field Internship (4)
Final one-on-one supervised application of paramedic skills developed in the paramedic courses, with an emphasis on leadership and interpersonal skills. This internship is completed with an Advanced Life Support service. (Prerequisite: EMT 219.) (Corequisite: EMT 221.) 250 practicum/precepted hrs. per semester.

EMT 221 Fundamentals of Paramedic Practice III (2)
Study of the complete assessment and management techniques of medical and trauma emergencies. Emphasis is on National Registry skills, leadership, interpersonal skills, and critical thinking in the prehospital emergency

environment. (Prerequisite: EMT 216.) (Corequisite: EMT 220.) 1 hr. lecture, 3 hrs. lab per week.

Engineering Graphics

ERG 101 Engineering Graphics (3)
This course introduces the student to graphics communication. Visualization, projection techniques, standards, and conventions will be learned through freehand sketches and the use of a computer. 2 hrs. lecture, 2 hrs. lab.

ERG 103 Fundamentals of CAD (2)
This course is designed to introduce the student to computerized drafting. Emphasis is placed on the use of menus, fundamental drawing concepts, and editing. This course may not be taken for credit if a student has completed ERG 101 using the equivalent software. (Prerequisite: drafting experience.) 1 hr. lecture, 2 hrs. lab.

ERG 127 Geometric Dimensioning and Tolerancing (2)
A study of principles and applications of the latest techniques in geometric dimensioning and tolerancing using the national standards ANSI Y14.5M. Concepts of shape and size description of machine parts with several types of fits and tolerances using geometric symbols will be studied. Students will gain an appreciation of national standards in relationship to the production of a quality product.

ERG 151 Computer Assisted Design/Drafting (3)
This course strengthens the student's ability to use the computer to produce technical drawings. Major topics include polylines, dimensioning, blocks, and plotting. Other topics may be covered as need arises or software changes demand. (Prerequisite: ERG 101 or ERG 103 or permission of the instructor.) 3 hrs. lecture/lab.

English

ENGL 1010 Composition I (3)
Development of essays by various rhetorical patterns; reading and discussion of selected essays; introduction to basic research and documentation. (Prerequisite: satisfactory ACT or placement test scores.)

ENGL 1020 Composition II (3)
Writing and evaluating argumentative essays; developing awareness of rhetorical techniques used in persuasive writing; applying argumentative techniques in a research paper. (Prerequisite: ENGL 1010.)

ENGL 1070 Technical Writing (3)
The principles of effective technical communication are applied to a broad variety of assignments from brief memos and summaries to detailed formal reports and proposals. (Prerequisite: satisfactory ACT or placement test scores.)

ENGL 2010 Introduction to Literature I (3)
Selected readings in world fiction, including the short story and the novel; critical analyses of representative works. (Prerequisite: ENGL 1020.)

ENGL 2020 Introduction to Literature II (3)
Selected readings of poems and plays; attention to major themes and development of general theatre; critical analyses of representative works. (Prerequisite: ENGL 1020.)

ENGL 2910 Creative Writing (3)
Theory and practice of the creation of fiction, drama, and poetry by the analysis of models and student manuscripts. (Prerequisite: satisfactory ACT or placement test scores.)

French

FREN 1010 Beginning French I (3)
Essentials of French elementary grammar, pronunciation, conversation, and simple readings. Laboratory required.

FREN 1020 Beginning French II (3)
Continuation of Beginning French I. (Prerequisite: FREN 1010 or permission of the instructor.) Laboratory required.

FREN 2010 Intermediate French I (3)
Reading intermediate French texts, grammar review, and oral practice. (Prerequisite: FREN 1020 or permission of the instructor.) Laboratory required.

FREN 2020 Intermediate French II (3)
A continuation of intermediate French I, with emphasis on French readings and oral practice. (Prerequisite: FREN 2010 or permission of the instructor.) Laboratory required.

Geography

GEOG 1010 Physical Geography I (3)
An introduction to the natural features of the earth and their relationship to man. The course concentrates on the solar system, map reading and weather, climate analysis, and the forces shaping the earth's surface, including erosion, volcanism, and diastrophism.

GEOG 1020 Physical Geography II (3)
A detailed analysis of the worldwide crises of overpopulation and the resulting demands on food and environment. A study of earth resources is included. Air, water, waste, and noise pollution are also examined.

GEOG 1210 World Regional Geography I (3)
A survey of the economic, cultural, and physical traits characteristic of developing nations. This course focuses on the geographic problems of Third World nations in Latin America, Africa, and Asia.

GEOG 1220 World Regional Geography II (3)
A survey of the economic, cultural, and physical traits characteristic of industrialized nations. This course focuses on the geographic aspects of North America, Europe, Japan, Australia, and the former Soviet Union republics.

Health

HED 221 Personal Health (2)
A study of personal health problems including communicable diseases, nutrition, degenerative diseases, and fitness.

HED 231 Safety and First Aid (3)
Focuses on the development of a safety attitude and understanding of individual responsibility in personal and community programs for accident prevention and control. Students are expected to acquire knowledge and skills for the emergency care of individuals. Successful completion entitles student to American Red Cross certification.

HED 241 Principles of Nutrition (3)
Focuses on the nutritive value and function of food in the body, including personal and family nutritive requirements.

History

HIST 1110 Survey of World Civilization I (3)
Foundations of the modern world from the first civilizations through the seventeenth century. Topics include western and non-western classical civilizations, the Middle Ages, and the age of absolutism.

HIST 1120 Survey of World Civilization II (3)
Major world events from the age of revolution to the present. Topics include the French Revolution, the "ism's" of the nineteenth century, the world wars of the twentieth century, and the world today.

HIST 2010 Survey of American History I (3)
The colonial period, winning independence, constitutional development, physical expansion, growing sectionalism, Civil War and reconstruction.

HIST 2020 Survey of American History II (3)
Industrialization, populism and progressivism, imperialism, World War I, the depression and the New Deal, World War II, the post-war period and contemporary issues.

HIST 2030 Tennessee History (3)
A survey of Tennessee history and its people from the 18th century with an emphasis on political, economic, and social developments in a regional and national context.

Humanities

HUM 1110 Humanities Seminar I (1)
Focuses upon the analysis and discussion of selected literary works. Special events such as field trips, live drama performances, films, and lectures are scheduled. (Prerequisite: satisfactory ACT or placement test scores.)

HUM 1120 Humanities Seminar II (1)
Continuation of Humanities Seminar I. (Prerequisite: satisfactory ACT or placement test scores.)

HUM 1130 Arts and Culture: An Introd. to Humanities (3)
A survey course on Arts and Culture from ancient civilizations to the present with emphasis on the interaction of architecture, art, culture, literature, and daily life. (Prerequisite: 19 English ACT or satisfactory placement test scores.)

HUM 2210 Introduction to Film Studies (3)
The study of world cinema focusing on terminology, analyses and understanding of cinema techniques, world cinema genres, historical periods, and the basics of narrative cinema. Writing and speaking assignments.

Industrial Technology

INT 122 Fundamentals of Work Teams (3)
A study of the concepts and procedures used in developing efficient work teams. Topics covered include team organization and selection, setting and achieving team goals, and creative problem solving. The benefits of the team concept in increasing individual and group productivity will also be addressed.

INT 124 Hydraulic and Pneumatic Systems (3)
Introduces the theory of fluid power and basic circuits using cylinders, valves, accumulators, filters, pumps, motors, etc. as they are used in the current industrial applications. Hands-on experience will be given using cut-aways, standard components, and test stands. 2 hrs. lecture, 2 hrs. lab.

INT 126 Numerical Control Concepts (3)
An introduction to the use of numerical control machines for manufacturing processes. Computer controlled devices will also be included.

INT 127 Vibration Analysis and Predictive Maintenance (3)
An introduction to the basic theory, tools, and application of vibration analysis, oil analysis, thermography, and ultrasonic analysis. The use of equipment and hands-on experiences are included. 2 hrs. lecture, 2 hrs. lab.

INT 128 Advanced Hydraulics/Pneumatics (3)
An advanced course in the theory and design of practical hydraulics and pneumatics circuits. Hands-on experience using test stands and commercial components is included. (Prerequisite: INT 124.) 2 hrs. lecture, 2 hrs. lab.

INT 134 Machinery Handbook (2)
Introduces the student to the reference handbook used in manufacturing processes. Topics covered include locating specific items in the manual, different types of manufacturing processes, industry standards for manufacturing, and the metric system.

INT 135 Tool and Die Design (3)
Covers theory in the design of metal cutting tools. The course is designed to give students the basic knowledge of the principles, tools, and commercial standards of single point, fixture, and design.

INT 136 Tool and Die Technology (3)
A study of the technology of the different manufacturing processes, including drills, lathes, and milling machines. (Prerequisite: INT 135.)

INT 137 Mechanical Power Transmission (3)
A study of the different mechanical means by which power is transmitted from one location to another. Topics discussed will include gears, motors, chain and belt drives, and applications.

INT 141 Blueprint Reading (3)
Interpretations of various prints found in a manufacturing environment. This includes projection theory, dimensioning, shape description and representation of fabrication methods.

INT 152 Process Control (1)
This course introduces the concepts and techniques of process control used in the manufacturing environment. Production processes will be analyzed based on the interpretation of control charts for variables and attributes. Charts, such as X bar, R, and fraction defective charts, will be studied. Control charts will be used to identify the causes of variation in a production process.

INT 210 Engineering Economy (3)
Economic evaluation of alternatives, industrial and personal. Interest, time value of investments, depreciation and income taxes, break-even cost analysis and replacement analysis. (Prerequisite: MATH 1710.)

INT 212 Plant Layout and Materials Handling (3)
Materials handling classification and procedures, selection of equipment, receiving and shipping areas, plant layout problems, and techniques, such as line balancing and plant location factors.

INT 213 Operations Management (3)
Operations Management is a study of the management of systems or processes that create goods and/or provide services. Topics to be covered include quality management, forecasting, facility location, capacity and layout, human resources, project management, inventory systems, and any other current and relevant topics. The topics will be taught using both quantitative and qualitative methods. (Prerequisite: DSPM 0800 or satisfactory ACT score and 1 year of high school algebra or satisfactory placement test scores.)

INT 226 Numerical Control Concepts II (3)
This course introduces the student to advanced levels of CNC programming used in manufacturing processes. Topics included are G-Code programming, computer aided manufacturing (CAM), conversational machining programming languages and familiarity with CNC machining utilizing both the CAM and conversational programming languages and how they apply relative to G-Code programming. (Prerequisite: ERG 101 and INT 126.) 3 hrs. lecture/lab.

INT 231 Time and Motion Study (3)
Design of work methods, including analysis and improvement. Determination of time standards by stopwatch technique, work sampling technique and standard data technique.

INT 251 Statistical Quality Control (3)
Statistical quality analysis of processes utilizing control chart techniques, process capability, and other "tools of quality." (Prerequisite: MATH 1710.)

Marketing

MKT 101 Principles of Marketing (3)
A study of the basic marketing system which includes a survey of the functions, processes, and institutions involved in the marketing of consumer goods and services. The marketing management process, including the selection of target markets and the development of the marketing mix.

MKT 103 Salesmanship (3)
A study of the art of personal selling. Emphasis is placed upon the preparation for selling and upon the planning and performance involved in the sales process.

MKT 111 Advertising Principles (3)

A study of the concepts and practices of advertising and the role of advertising in the marketing mix. Emphasis is placed on two viewpoints: that of the consumer and that of the manufacturing company.

MKT 204 Principles of Retail Management (3)
A study of the retail management decision areas, known as the retail mix: physical facilities, pricing, merchandise, promotion, and service. Methods used by a retail manager in organizing, controlling, and leading the organization toward its objectives are also covered.

Mass Communications

MAS 101 Introduction to Mass Communications (3)
General orientation to the field of mass communications. Survey of basic journalism, broadcasting, public relations, advertising, photography, film and recording. (Prerequisite: satisfactory ACT or placement test scores.)

MAS 102 Introduction to Journalism (3)
Covers the functions of the news media and develops skills in writing news copy. Special emphasis on producing material for various areas of communication. (Prerequisite: satisfactory ACT or placement test scores.)

MAS 103 Media Writing (3)
Theory and practices of writing for print and electronic media according to the techniques, styles, and formats of various media. (Prerequisite: MAS 101 or permission of the instructor.)

MAS 104 Introduction to Broadcasting (3)
General orientation to the field of broadcasting, including the structure, function, social and historical aspects of broadcasting. (Prerequisites: MAS 101 and 103.)

Mathematics

MATH 0900 Elementary Geometry (Institutional Credit) (3)
A study of deductive and inductive reasoning, properties of two and three dimensional figures, and congruence, similarity, and symmetry of geometric figures. This course meets the 1989 high school admissions requirement in geometry.

MATH 1130 College Algebra (3)
A college algebra course containing topics of a review of selected concepts of Intermediate Algebra; solving linear and quadratic equations; properties and graphs of functions; exponential and logarithmic functions and equations; and solving systems of equations. Applications of algebraic concepts will be emphasized throughout the course and various technologies will be integrated into the course. (Prerequisite: 19 Math ACT or other satisfactory placement test scores, or DSPM 0850 with a "C" or better.)

MATH 1410 College Math (3)
A study of the concepts and methods of arithmetic, set theory, number theory, numeration systems, and logic. This course is primarily designed for elementary education majors. (Prerequisite: 19 Math ACT or other satisfactory placement test scores, or DSPM 0850.)

MATH 1420 Concepts of Geometry (3)
This course will cover topics in measurement, congruence, similarity, translations, graphing, curves in a plane, angles, three dimensional geometry, networks, constructions, translations and rotation, and coordinate geometry. (Prerequisite: MATH 1410 and either credit in high school geometry or MATH 0900.)

MATH 1530 Elementary Statistics (3)
An introduction to elementary statistical methods. Topics covered include mean, standard deviation, standard scores, probability of events, binomial and normal distribution, linear correlations, sampling, hypothesis testing, goodness of fit, analysis of variance. (Prerequisite: 19 Math ACT or other satisfactory placement test scores, or DSPM 0850.)

MATH 1710 Precalculus Algebra (3)
A precalculus course containing a review of selected algebraic topics; properties and graphs of polynomial, rational, and other algebraic functions; properties, functions, and graphs of logarithmic and exponential functions; solving systems of equations and matrices and determinants; conic sections; and mathematical induction, sequences, and series. (Prerequisite: 19 Math ACT or other satisfactory placement test scores, or DSPM 0850.)

MATH 1720 College Trigonometry (3)
A study of trigonometric functions with applications. Topics covered include trigonometric graphs, identities, inverse functions, vectors, complex numbers, exponential and logarithmic functions, right and oblique triangle with applications. (Prerequisite: MATH 1710 or MATH 1130 or four years of high school math which includes precalculus and 19 Math ACT.)

MATH 1830 Applied Calculus (3)
A survey of differential and integral calculus with applications. Topics include limits, the derivative, differentiation techniques, exponential and logarithmic functions, integration, applications of differentiation and integration. For students not planning to major in engineering or mathematics. (Prerequisite: MATH 1710 or MATH 1130 or four years of high school math which includes precalculus and 19 Math ACT.)

MATH 1910 Calculus and Analytic Geometry I (4)
Limits, derivatives of algebraic, trigonometric, logarithmic, and exponential functions, applications of derivatives, antiderivatives and indefinite integrals. (Prerequisite: MATH 1710 and MATH 1720 or four years of high school mathematics including precalculus and 19 Math ACT.)

MATH 1920 Calculus and Analytic Geometry II (4)
Definite integral, applications of the definite integral, techniques of integration, indeterminate forms, infinite sequences and series, and parametric equations and polar coordinates. (Prerequisite: MATH 1910.)

MATH 2110 Calculus and Analytic Geometry III (4)
Three dimensional analytic geometry and vectors, partial derivatives, multiple integrals, vector calculus. (Prerequisite: MATH 1920.)

MATH 2120 Differential Equations (3)
Methods of solving linear differential equations, applications, series solutions, systems of linear differential equations, graphical and numerical methods, and Laplace transforms. (Prerequisite: MATH 2110.)

Music

MUS 1030 Music Appreciation (3)
An introduction to music with emphasis on developing listening skills. A broad spectrum of musical styles is covered including contemporary trends and a synopsis of Western music history.

MUS 1110 Beginning Theory I (3)
A study of basic materials in music theory, such as notation, rhythms, intervals, scales, triads, and key signatures. Students also receive training in aural skills.

MUS 1120 Beginning Theory II (3)
A study of harmony and melody including chord symbols and types; basic harmonic progressions; four-voice texture; non-chord tones; harmonic progressions and inversions. Continued instruction in aural skills. (Prerequisite: MUS 1110.)

MUS 1130 Performance Ensemble (2)
Performance Ensemble is designed to allow students the opportunity to advance their musical skills by performing classical, popular, and jazz music at various college functions. Course may be repeated for a maximum of 8 credit hours. (Audition required prior to registration.)

MUS 1410 College Chorus (1)
A vocal ensemble that rehearses and performs choral literature representative of various historical periods and styles. Open to all students. Course may be repeated for a maximum of 4 credits. Meets 3 hours per week.

MUS 1510 Class Voice I (1)
Small group instruction in basic vocal techniques of commercial music. These techniques include posture, breath control, tone quality and diction. Some music-reading skills expected. Course may be repeated for a maximum of two credits. (Prerequisite: Admission into Commercial Entertainment Program.) 1 hr. lecture/lab.

MUS 1520 Class Voice II (1)
Continuation of vocal techniques in Class Voice I, with additional study of vocal flexibility, uniform tone quality, repertoire, and extending the vocal range. Course may be repeated for a maximum of two credits. (Prerequisite: MUS 1510.) 1 hr. lecture/lab.

MUS 1610 Class Piano I (2)
Instruction in the rudiments of piano playing including such skills as note-reading, basic chord progressions, coordination exercises, pentascales and diatonic scales, and simple keyboard repertoire. Recommended for students with no prior training. Daily practice required. 3 hrs. lecture/lab.

MUS 1620 Class Piano II (2)
Keyboard skills include harmonization of melodies; transposition; sight-reading; basic chord progression; scales and arpeggios in both major and minor keys; and more advanced keyboard repertoire. 3 hrs. lecture/lab.

MUS 1710 Class Guitar I (2)
Group instruction for those who have had no previous guitar experience. The course will provide an introduction to the technique and classical guitar literature. Daily practice is required. 1 hr. lecture/2 hrs. lab.

MUS 1720 Class Guitar II (2)
Continued attention given to classical literature and an introduction to playing scales and chords. Daily practice is required. 1 hr. lecture/ 2 hrs. lab.

MUS 1800 Choral Lab (1)
Ensemble performance of commercial selections. Practice in sight reading will be given. Actual performance presentations will be included in the course. Class meets 3 hours per week. Course may be repeated for a maximum of 4 credits.

MUS 1810 Fundamentals of Music I (3)
Provides the student with basic knowledge of notation, scales, keys, rhythm and intervals. Practice in sight singing, dictation and part-writing will be given.

MUS 1820 Fundamentals of Music II (3)
A continuation of Fundamentals of Music I. Triads and their inversion, voice leading, part writing and musical analysis will be studied along with further practice in sight singing and dictation. (Prerequisite: MUS 1810.)

MUS 1850 Musical Keyboarding I (1)
Acquaints beginning piano students with the keyboard. Includes such skills as note reading, basic chords for harmonization of melodies, improvisation and basic exercises for development of coordination and technique.

MUS 1860 Musical Keyboarding II (1)
A continuation of MUS 1850 with exercises for development of coordination and technique, transposition, repertory and sight reading.

MUS 1910 Individual Piano I (1)
Keyboard instruction for non-music majors after students have successfully completed the Class Piano sequence. One half-hour lesson per week. Daily practice required. Course may be repeated for a maximum of 2 credits.

MUS 1920 Individual Piano II (1)
Continuation of MUS 1910. For non-music majors. Course may be repeated for a maximum of 2 credits.

MUS 1930 Individual Voice I (1)
For non-music majors. Vocal instruction which usually follows the Class Voice sequence. One half-hour lesson per week. Daily practice required and jury examination given each semester. Course may be repeated for a maximum of 2 credits.

MUS 1940 Individual Voice II (1)
Continuation of MUS 1930. For non-music majors. Course may be repeated for a maximum of 2 credits.

MUS 1950 Individual Guitar I (1)
Private instruction in guitar beginning at the student's level of proficiency. Course may be repeated for a maximum of 2 credits.

MUS 1960 Individual Guitar II (1)
Continuation of MUS 1950. Course may be repeated for a maximum of 2 credits. (Prerequisite: MUS 1950 or permission of the instructor.)

MUS 2110 Advanced Theory I (3)
A study of harmony and melody in chromatic styles; Neapolitan and augmented sixth chords; modulation; harmonic and species counterpoint; ninth chords; structural analysis; eleventh and thirteenth chords. (Prerequisite: MUS 1120.)

MUS 2120 Advanced Theory II (3)
A study of the final expansion of the major-minor tonality system; added tones; quartal harmony; synthetic scales; polytonality; pandiatonicism; form and style analysis; serial composition; avant-garde styles; electronic music. (Prerequisite: MUS 2110.)

MUS 2140 Advanced Private Instruction (2)
For students who wish to continue studying an instrument on which they have received prior instruction. Course may be repeated for a maximum of 4 credits. (Prerequisite: permission of the division chair of humanities.)

MUS 2200 History of Musical Theatre (3)
A study of the history of style and techniques of dance for musical, comedy, opera, television, and stage plus choreography for these forms.

MUS 2210 Survey of Music Literature (3)
A comprehensive course exploring significant composers and their compositions. The course begins with works from the 14th century and extends through the 20th century. An extensive amount of listening will be required.

MUS 2300 Basic Arranging I (3)
Experience arranging for commercial media including vocal groups, stage bands, combos, rock groups, studio groups, etc. (Prerequisite: permission of the instructor.)

MUS 2310 Basic Arranging II (3)
A continuation of MUS 2300 with emphasis on larger and more diverse ensembles. (Prerequisite: MUS 2300.)

MUS 2330 Intro. to MIDI (Musical Instrument Digital Interface) (3)
Principles of electronic digital sound synthesis, programming the digital synthesizer, use of computer music program, electronic composition and contemporary trends in digital music. (Prerequisite: permission of the instructor.)

MUS 2350 MIDI Projects (3)
Special assignments and problems utilizing the application of computers, synthesizers, and digital audio recording in the realization of compositions, vocal demos, and arrangements. Students complete musical projects. (Prerequisite: MUS 2330.)

MUS 2370 History and Analysis of Commercial Music (3)
A study of the history and analysis of commercial music of the twentieth century. Particular attention given to stylistic changes during this period.

MUS 2910 Individual Piano III (2)
For music majors and minors. Keyboard instruction includes repertoire to develop technical and artistic skills. Daily practice required. Jury examinations given each semester. Course may be repeated for a maximum of four credits.

MUS 2920 Individual Piano IV (2)
Continuation of MUS 2910. For music majors and minors. Course may be repeated for a maximum of 4 credits.

MUS 2930 Individual Voice III (2)
For music majors and minors. Vocal instruction includes repertoire to develop technical and artistic skills. Jury examinations given each semester. Daily practice required. Course may be repeated for a maximum of 4 credits.

MUS 2940 Individual Voice IV (2)
Continuation of MUS 2930. For music majors and minors. Course may be repeated for a maximum of 4 credits.

MUS 2950 Individual Guitar III (2)
Private instruction in guitar for the intermediate level student. Course may be repeated for a maximum of 4 credits. (Prerequisite: MUS 1960 or permission of the instructor.)

MUS 2960 Individual Guitar IV (2)
Private instruction in guitar for the intermediate level student. Course may be repeated for a maximum of 4 credits. (Prerequisite: MUS 2950 or permission of the instructor.)

Nursing

Students must be accepted into the Nursing Program before they can register for basic nursing courses (NUR 101-212).

NUR 101 ADN Role Transition (3)
This course is designed to serve as an essential component to the nursing program for the student enrolled in the LPN-ADN option B. Included in this course are the concepts of professional roles, basic needs of man, stress adaptation, nursing process, communication, growth and development, management, sociocultural influences, pharmacology, legal and ethical influences, and current trends in nursing practice.

NUR 1115 Nursing I (5)
This course, the first of a series of four courses, introduces students to knowledge, processes and skills needed to plan and give nursing care to patients. The concepts on which the nursing curriculum is developed are introduced and will be integrated throughout successive courses. These include stress-adaptations, basic needs, nursing process, growth and development, communication, history and trends, pharmacology, management, and legal and ethical issues. Course content focuses on basic human needs for elimination, circulation, oxygen, temperature control, comfort, sleep, stimulation, activity-exercise, salt-water balance, and biological safety. Alterations in basic needs are included. Successful completion of NUR 1115, NUR 1118, and NUR 121 are necessary in order to move to the next semester. (Prerequisites: Admission to the Nursing Program [see College Catalog]; BIOL 2010.) (Corequisites: NUR 1118, NUR 121, BIOL 2020 and PSY 101.)

NUR 1118 Nursing I Clinical and Skills Lab (2)
This course, the first of a series of four clinical courses, introduces students to knowledge, processes and skills needed to plan and give nursing care to patients. All nursing skills except IV therapy are introduced. Campus laboratory experiences are designed to assist the student to develop assessment, cognitive and psychomotor skills related to basic needs and alterations in basic needs. Clinical experiences are designed to assist the students in applying the nursing process to the healthcare of adults in meeting altered basic needs in long term and acute care facilities. (Prerequisite: Successful completion of BIOL 2010.) (Corequisites: NUR 1115, NUR 121, BIOL 2020 and PSY 101.)

NUR 1125 Nursing II (5)
This course continues to focus on patients' basic needs with emphasis on nursing interventions to establish and maintain a biologically and chemically safe environment. Nutrition, fluid and electrolytes, psychological concepts, stress, stress management and common responses of patients experiencing acute and chronic illness are included. In addition, content will focus on basic needs of the childbearing patient and family, with the main focus on nursing interventions utilized during the antepartal, intrapartal, post-partal and neonatal period. Common complications of all phases of the childbearing cycle are included. Coexisting conditions that influence pregnancy are introduced and considered in depth in succeeding courses. Developmental stages, pharmacology, history and trends, community resources and legal/ethical issues, communication and sociocultural factors are integrated throughout the course. Clinical laboratory provides experiences in applying the nursing process to meeting selected basic needs of patients in the general hospital setting and to childbearing families. Successful completion of NUR 1125, NUR 1128 and NUR 122 are necessary in order to move to the next semester. (Prerequisites: Completion of NUR 1115, NUR 1118, NUR 121, BIOL 2010, BIOL 2020 and PSY 101.) (Corequisites: NUR 1128, NUR 122, PSY 206 and BIOL 2230.)

NUR 1128 Nursing II Clinical (2)
This is the second clinical course that continues to focus on basic needs with emphasis on nursing interventions to establish and maintain a biologically and chemically safe environment. All IV therapy nursing skills are covered. Clinicals provide experiences in applying the nursing process to meeting selected basic needs of patients in the general hospital setting and to childbearing families. The main focus of the childbearing clinical experiences will be on nursing interventions utilized during the normal antepartal, intrapartal, post-partal and neonatal period. Common complications of all phases of the childbearing cycle are included. (Prerequisites: Successful completion of NUR 1115, NUR 1118, BIOL 2020 and PSY 101.) (Corequisites: NUR 1125, NUR 122, BIOL 2230 and PSY 206.)

NUR 121 Math Applications for Nursing (1)
This course focuses on the arithmetic of dosages and solutions used by the practicing nurse. Topics include the metric, apothecary, and household systems, dosages in units and milliequivalents, dry powdered drugs and calculations of IV flow rates. (Corequisites: NUR 1115 and NUR 1118 or permission of the Nursing Program director.)

NUR 122 Pharmacology (2)
The course introduces the major classifications of drugs. The study of each classification will include general characteristics, mechanism(s) of action, expected results, side effects, and nursing implications. Application of the nursing process will be included throughout this course. Representative drugs for each category will be identified. (Prerequisite: NUR 121 or permission of the Nursing Program director.)

NUR 2115 Nursing III (6)
This course introduces the student to nursing care for patients of all ages with stressors affecting: alterations in mental health and behavior, autoimmune disorders, neoplasms, endocrine, hepatic, biliary, gastrointestinal, urinary/renal, hematopoietic and gynecological functioning. All units contain physical, cultural and psychological stressors which are considered as co-contributers to the development of various disease processes. Developmental stages, pharmacology, nutrition, communication, history, trends, community and legal/ethical are integrated throughout the course. Specific stressors interfering with regulation, nutrition, homeostasis, elimination and adaptive coping patterns are examined in terms of the nursing process. Specific patient problems and their influence on other basic needs, as described by Maslow, are identified. (Prerequisites: Completion of NUR 1125, NUR 1128, NUR 122, all science classes and PSY 206.) (Corequisite: NUR 2118.)

NUR 2118 Nursing III Clinical (3)
This clinical course introduces the students to nursing care for patients of all ages with stressors affecting: alterations in mental health and behavior, autoimmune disorders, neoplasms, endocrine, hepatic, biliary, gastrointestinal, urinary/renal, hematopoietic and gynecological functioning. Specific alterations in health interfering with regulation, nutrition, homeostasis, elimination and adaptive coping patterns are examined in terms of the nursing process. Clinical experiences provide opportunities for the application of the nursing process to the care of the child and adult populations in medical centers, mental health facilities and other clinical agencies. The student is guided in the application of management principles in organization and providing nursing care for greater numbers of patients and/or patients with higher acuity needs. In addition, various outpatient clinical facilities are utilized to augment clinical laboratory experiences. (Prerequisites: Successful completion of NUR 1125, NUR 1128, BIOL 2230 and PSY 206.) (Corequisites: NUR 2115 and NUR 2187 or NUR 2197.)

NUR 2125 Nursing IV (6)
This course is the final course in the program of study. It provides learning experiences in caring for patients of all ages with stressors of respiratory, cardiovascular, musculoskeletal, neurosensory and special sensory function. Concepts and principles of management, as well as various methods of delivery of nursing care, are included. The nursing process is the framework for theory and clinical practice. Specific alterations in health and their influence on basic needs, as described by Maslow, are identified. Attention is given to psychological, social, cultural and physical contributions to the development of these alterations in health. Since alterations in health of each of these systems may result in life crisis and require changes in lifestyle patterns, attention is given to crisis intervention, coping with chronic illness, body image changes, and altered family patterns in illness. Developmental stages, maternal-child concepts, pharmacology, nutrition, communication, history trends, legal/ethical aspects and community resources are integrated. (Prerequisites: Completion of NUR 2115 and NUR 2118.) (Corequisite: NUR 2128.)

NUR 2128 Nursing IV Clinical (3)
This is the final clinical course in the program of study. It provides learning experiences in caring for patients of all ages with stressors of respiratory, cardiovascular, musculoskeletal, neurosensory, special sensory function, and psychiatric-mental health. Concepts and principles of management, as well as various methods of delivery of nursing care, are included. The nursing process is the framework for clinical practice. Developmental stages, maternal-child concepts, pharmacology, nutrition, communication, history trends, legal/ethical aspects and community resources are integrated. Clinical experiences are provided to assist students in applying the nursing process and Maslow's hierarchy of needs in the care of individuals and groups of patients in general hospitals, mental health facilities and other clinical agencies. Application of management principles to groups of patients is implemented during the semester. (Prerequisites: Successful completion of NUR 2115 and NUR 2118.) (Corequisites: NUR 2125 and NUR 2187 or NUR 2197.)

NUR 2187 Management of Care Issues I (2)
This capstone course focuses on the integration of all theory and clinical objectives, including the transition from student nurse to graduate nurse. The major emphasis will be on surgical and psychiatric clinical scenarios. (Prerequisite: NUR 1128.) (Corequisite: NUR 2118 or NUR 2128.)

NUR 2197 Management of Care Issues II (2)
This capstone course focuses on the integration of all theory and clinical objectives, including the transition from student nurse to graduate nurse. The major emphasis will be on medical and pediatric clinical scenarios. (Prerequisite: NUR 1128.) (Corequisite: NUR 2118 or NUR 2128.)

NUR 294 Coordinated Cooperative Student Externship (6)
An elective clinical practicum of planned and supervised clinical experiences will be given in association with an R.N. mentor. Seminar and independent research study will be utilized to meet course requirements for work-study experience. Students will spend approximately 300 hours in a clinical affiliate on day, evening, or weekend shifts. Enrollment is limited to qualified students (see Nursing Program director). (Prerequisite: A minimum of a "C" average in NUR 111, 112, 121 and 122. Students are required to file an application and will be interviewed and selected for admission.)

Office Administration

OFA 103 Keyboarding (1)
This course introduces the student to touch keyboarding with an emphasis on developing correct techniques, building speed and accuracy. (Course may be waived if 1/2 unit of high school keyboarding credit has been earned.)

OFA 105 Document Formatting (2)
In this course, students will apply proper techniques of touch keyboarding. Language arts skills will be integrated with the study of styles and arrangements of business documents. Speed and accuracy will also be emphasized. (Prerequisite: OFA 103.)

OFA 131 Administrative Office Procedures (3)
This course, with emphasis on duties and skills for the electronic office, includes a study of human relations, personal development, ethics, decision-making skills, travel and meeting arrangements, time management, mail processing, and telephone techniques.

OFA 132 Records Management (3)
This course is a study of the proper management, storage, retrieval, and disposal of records. Application of filing classification skills using the Association of Records Managers and Administrators' filing rules is covered. Procedures for electronic storage and retrieval are also introduced.

OFA 202 Word Processing Applications (3)
Advanced features of word processing software are applied in creating various business documents. Functions such as adding borders, inserting clip art, outlining, exploring the Internet, using line draw, formatting with macros and styles, sorting records, and creating forms are used. Desktop publishing software and concepts are also introduced to create business publications. (Prerequisites: CIS 109, OFA 103 and OFA 105.)

OFA 205 Introduction to Desktop Publishing (1)
Designed to develop basic skills in the writing, assembling, designing, and printing of publications through the use of computers. The content focuses on the principles, equipment, and skills used in the publishing process.

OFA 206 Advanced Desktop Publishing (2)
A continuation and enhancement of the basic skills covered in OFA 205. These basic skills will be utilized in more advanced layout and creative design projects. (Prerequisite: OFA 205.)

OFA 240 Medical Terminology (3)
A study of the language of the allied health sciences and medicine with emphasis on body systems, prefixes, suffixes, root terms, pronunciation and spelling.

OFA 242 Medical Transcription (3)
Medical documents are transcribed from dictated material with emphasis on productivity and accuracy. (Prerequisites: OFA 240, OFA 105 and CIS 109.)

OFA 245 Legal Terminology (3)
An introduction to legal terminology through the study of definitions and application of terms within the context of relevant, up-to-date subject matter.

OFA 246 Legal Transcription (3)
Students will transcribe legal documents from voice dictation using computer and transcribers. (Prerequisites: OFA 105, OFA 245 and CIS 109.)

OFA 250 Trends in Office Technology (3)
This course will emphasize technological changes in the workplace including computerized equipment, software, communications, and Internet use. (Prerequisite: CIS 109.)

OFA 281 Medical Office Assistant (3)
A study of the career of a medical office assistant including medical ethics, communications, billing and collections, and insurance in the medical office. (Prerequisite: OFA 103 or permission of the instructor.)

Philosophy

PHIL 1030 Introduction to Philosophy (3)
An introduction to the basic problems of philosophy and a consideration of representative types of philosophical thought concerning people, nature, knowledge, and values. (Prerequisite: satisfactory ACT, placement test scores or permission of the instructor.)

PHIL 1033 Introduction to Logic and Critical Thinking (3)
This course presents a basic introduction to the various forms of reasoning used to make and to analyze the validity and soundness of arguments. This

course focuses both on informal and formal logical processes.

PHIL 2030 Introduction to Ethics (3)
This course is designed to introduce the student to various ethical theories and to show how they apply in both personal and social situations. Emphasis will also be placed on different types of professional problems involving ethical concerns.

PHIL 2033 Major World Religions (3)
This course presents a survey of the five major world religions today--including, their historical development, their basic tenets, their rituals and practices and their cultural influences.

Physical Education

PHED 1010 Golf (1)
Acquaints the beginning player with correct swing, selection and use of various clubs, and basic skills with practice application on the golf course.

PHED 1020 Bowling (1)
Acquaints the beginner with basic skills, techniques, and score keeping. Some exposure to knowledge of conversion of splits.

PHED 1110 Tennis I (1)
Emphasis on basic strokes, movement, rules, terminology and play techniques for the beginner.

PHED 1120 Tennis II (1)
Improvement and refinement of strokes and serve. Strategy, tactics, and game procedures for competition. (Prerequisite: PHED 1110 or permission of the instructor.)

PHED 1210 Physical Conditioning (1)
Instruction and practice in maintaining personal physical fitness through exercise and aerobic activity.

PHED 1310 Racquetball (1)
Instruction and actual practice in the fundamentals of play, essential rules, basic etiquette, and safety for play.

PHED 1410 Swimming I (1)
For the non-swimmer. Emphasis on the five basic surface strokes (front crawl, elementary backstroke, sidestroke, back crawl, and breast stroke). Personal safety, self-rescue, breath control and body position are introduced.

PHED 1420 Swimming II (1)
Additional emphasis on the five basic surface strokes and on increasing versatility, endurance and style in the water. Advanced strokes (overarm sidestroke, trudgen crawl, inverted breaststroke, and butterfly) will be introduced. (Prerequisite: PHED 1410 or proficiency test.)

PHED 1510 Softball (1)
Provides an overview of fundamental skills (catching, hitting and throwing), rules and safety of the game.

PHED 1610 Volleyball (1)
Emphasis on fundamental skills and techniques used in volleyball. Limited tournament play.

PHED 1710 Badminton (1)
Emphasis on fundamental skills, basic strategies, rules, and etiquette for play. Exposure to playing tournaments.

PHED 1810 Soccer (1)
Introduces basic fundamentals and techniques for play. Little or no experience is necessary.

PHED 1910 Touch Football (1)
Development of skills in basic fundamentals and techniques through team play.

PHED 2010 Weight Training (1)
Various training programs are presented. Emphasis on warm-ups, stretching, individual exercises, running, and use of weight machines. Encourages continuation and self-discipline of exercise.

PHED 2120 Essential Lifetime Wellness (3)
Students will discover their fitness levels and will learn how to maintain fitness levels. Students will be evaluated for strength, flexibility, aerobic fitness, body fat and lung capacity. An exercise and nutrition program will be developed to meet the needs of the individual. Participants in the course will also learn how to reduce personal health risk factors, improve nutrition, control stress, and learn about cultural differences and its impact on health and wellness. Students will also become proficient in C.P.R. and A.E.D. Essentials.

PHED 2430 Water Safety Instructor (2)
Offers the skilled swimmer the opportunity to perform skills and demonstrate proficiency in teaching different levels of swimming. Successful completion entitles the student to American Red Cross certification.

PHED 2440 Lifeguard Training (3)
Emphasis on handling emergencies, water search and rescue operations. Health and sanitation of pool maintenance. Uses of different types of rescue equipment. Successful completion entitles the student to American Red Cross certification.

PHED 2450 Lifeguard Training Instructor (3)
Improves lifesaving skills in emergency situations. Upon completion, students are qualified to teach lifeguard training. Successful completion entitles student to American Red Cross certification.

PHED 2510 Folk and Square Dance (1)
Introduces a variety of Eastern and Western style square and folk dances from various countries.

PHED 2520 Contemporary Dance (1)
Introduces dances which are currently popular in this country.

PHED 2610 Archery (1)
Basic skills (stance, drawing, aiming, releasing) with strategy of shooting. Correct and safe handling of tackle are emphasized.

PHED 2710 Basketball (1)
Fundamental skills, rules, and strategies of play.

Physical Science

PSCI 1030 Physical Science (4)
An introductory course on selected topics in chemistry and physics. (Prerequisite: 2 years of high school algebra and satisfactory placement test scores, or DSPM 0850.) 3 hrs. lecture, 2 hrs. lab.

Physics

PHYS 2010 Elements of Physics I (4)
The study of the fundamental laws of mechanics, fluids, sound, and heat. (Prerequisite: MATH 1710 or permission of the instructor.) 3 hrs. lecture, 3 hrs. lab.

PHYS 2020 Elements of Physics II (4)
The study of the fundamental laws of electricity and magnetism, optics, and modern physics. (Prerequisite: PHYS 2010.) 3 hrs. lecture, 3 hrs. lab.

PHYS 2110 Physics I (4)
The study of mechanics and heat. (Prerequisite: MATH 1830 and Corequisite: MATH 1910, or Prerequisite: MATH 1910.) 3 hrs. lecture, 3 hrs. lab. (NOTE: Credit cannot be given for both Physics I and Elements of Physics I or II.)

PHYS 2120 Physics II (4)
The study of electricity and magnetism, waves, optics and modern physics. (Prerequisite: PHYS 2110; Prerequisite or Corequisite: MATH 1920.) 3 hrs. lecture, 3 hrs. lab.

PHYS 2550 Engineering Statics (3)
A study of vector algebra, resultants, centroids, equilibrium, moments of inertia, and virtual work. (Corequisite or Prerequisite: MATH 1910.)

PHYS 2560 Engineering Dynamics (3)
A study of kinematics, kinetics, Newton's laws, work-energy principle, impulse-momentum principle, vibrations. (Corequisite or Prerequisite: MATH 1920.)

Political Science

POL 111 Essentials of American Government and Politics (3)
A study of democratic theory, the Constitution, federalism, free speech, interest groups, political parties, voting behavior, the presidency, Congress and the Supreme Court.

POL 113 State and Local Government (3)
A study of state and local government in Tennessee with a general survey of state and local government in the United States.

POL 201 Introduction to Politics and Government (3)
An examination of the nature of political activity, the concept of the nation-state, comparative political systems (democratic and authoritarian), world politics and the discipline of political science.

POL 202 Introduction to Comparative Government (3)
An introductory class that covers the important governments in Europe, Israel and Japan. The class will study the constitutional systems including, judicial, executive and legislative branches. In addition, the class will study the power systems, diplomacy, security systems and international law as it relates to each country.

Psychology

PSY 101 General Psychology I (3)
An introduction to the basics of psychology including research methods, the biology of behavior, learning, sensation, and perception.

PSY 102 General Psychology II (3)
A continuation of PSY 101 including abnormal behavior, therapy, and social psychology.

PSY 205 Psychology of Adjustment (3)
The study of personal and social adjustment as it relates to coping with the demands of everyday life. Topics for lecture include self-awareness, healthy management of stress and emotions, interpersonal relationships, the grieving process, and communication techniques. Methods to cultivate personal growth and effective adjustment will be presented.

PSY 206 Developmental Psychology: Lifespan (3)
Psychological and physiological growth and development of the human organism beginning with conception and continuing through aging and death.

Radiologic Technology

Students must be admitted into the Radiologic Technology Program before they can register for RAD courses.

RAD 101 Introduction to Radiography (2)
Provides students with an introduction to radiologic technology. Acquaints students with ethical principles involved in relationships with patients, radiologists, attending physicians, and members of the hospital staff. Medical terminology will be covered as it applies to the specialty of radiology. Emphasizes nursing procedures and techniques used in the radiology department.

RAD 106 Radiation Physics (2)
An in-depth study of the concepts of radiation physics. Emphasis will be placed on the X-ray machine, circuitry, the X-ray tube and photon production, X-ray interaction with matter, X-ray emission, beam restriction, grids, radiographic film, and image quality.

RAD 112 Image Production I (2)
Provides students with the basic principles of formulating radiographic techniques, image production, and exposure. Darkroom procedures include chemistry, processing, and quality control.

RAD 113 Image Production II (2)
Provides details of the principles of radiographic exposure techniques. It is a continuation of RAD 112, Image Production I, and includes analyzing the image, comparing exposure systems, special imaging systems, and the imaging modalities. (Prerequisite: RAD 112.)

RAD 121 Radiographic Positioning I (3)
Instruction in the anatomy and positioning of the structures and organs of the body, supplemented with practical application in the energized lab and clinical education setting. Precise and detailed information on the various positions will be provided. 3 hrs. lecture, 1 hr. lab and 7.5 hrs. clinical per week.

RAD 122 Radiographic Positioning II (2)
Instruction in the anatomy and positioning of the additional structures of the human body. Classroom instruction is supplemented by practical application in the radiographic lab. 2 hrs. lecture and 1 hr. lab per week.

RAD 123 Contrast Media Procedures (2)
Anatomy and positioning of the upper and lower gastrointestinal tract, biliary system, and urinary system. Dealing with contrast media reactions will also be covered.

RAD 190 Radiologic Practicum I (3)
Provides practical clinical experience in diagnostic radiology. Students will be given the opportunity to achieve competency in specific procedures by performing the assigned procedures under direct supervision. Students will be assigned approximately 15 hours per week in a clinical education setting on day and evening shifts.

RAD 241 Radiographic Special Procedures (2)
Acquaints students with more advanced imaging procedures using contrast media, including biliary, urinary, reproductive, circulatory, and central nervous systems. Also included are studies using computed tomography, magnetic resonance imaging, and computed radiography. Quality assurance is also covered.

RAD 251 Survey of Medical and Surgical Diseases (2)
Designed to familiarize students with pathology, injuries, and diseases of the human body commonly encountered in a variety of imaging modalities. Research and team skills are enhanced through group projects. Includes review of the radiologic technologist's role in modification of routines in imaging and treatment of the patient with pathologic conditions.

RAD 281 Radiation Protection and Radiologic Seminar (2)
An in-depth study of radiation protection and the biological effects of radiation exposure. A re-emphasis of radiation safety for the patient and personnel. Also included is registry preparation through comprehensive reviews.

RAD 291 Radiologic Practicum II (6)
Provides additional experience in a clinical education setting. Under indirect supervision, students will continue to perform and document exams in which competency has already been achieved. Demonstration of competency will be required in additional procedures performed under direct supervision. Students will be assigned approximately 37.5 hours per week in a clinical education setting on day and evening shifts.

RAD 292 Advanced Radiation Physics and Radiobiology (2)
An in-depth study of radiation concepts and radiobiology. An overview of special X-ray equipment and mammography will be included. The effects of radiation on the human body will be explored including personnel and patient exposure and the minimization of both.

RAD 294 Radiologic Practicum III (8)
Provides additional opportunities for practical experience in a clinical education setting. Students continue to perform competencies obtained through Practicums I and II under indirect supervision, focusing on proficiency.

Students will be given the opportunity to achieve competency in more difficult procedures performed routinely in medical imaging, under direct supervision. Clinical assignments total approximately 30 hours per week on day and evening shifts and may include modality rotations.

RAD 295 Radiologic Practicum IV (8)
Provides students with practical experience in diagnostic radiology and special modalities within medical imaging. Students will continue to perform all previously achieved competencies under indirect supervision, and will complete remaining required competencies under direct supervision. Successful completion of this course, as well as RAD 251 and 281, will ensure that the student has been given the opportunity to meet or exceed entry-level technologist requirements. Clinical assignments total approximately 30 hours per week on day and evening shifts and will include modality rotations.

Respiratory Care

Students must be admitted into the Respiratory Care Program before they can register for RCT courses.

RCT 101 Fundamentals of Respiratory Care I (4)
Fundamentals of Respiratory Care I provides an introduction to respiratory care as a profession, credentialing and licensure. Basic respiratory care procedures, medical terminology, communication, ethics, legal aspects of patient care, patient's rights, vital signs, body mechanics, isolation, disinfection, and sterilization will be presented. The course will also review the production, storage, and safety of medical gases and piping systems. Gas laws and gas physics will be discussed as they relate to respiratory care. Oxygen, helium-oxygen, and carbon dioxide-oxygen therapies will be presented as well as humidity and aerosolized medication therapies and basic patient assessment. 3 hrs. lecture, 3 hrs. lab per week.

RCT 102 Fundamentals of Respiratory Care II (4)
Fundamentals of Respiratory Care II presents basic respiratory care modalities such as hyperinflation and bronchial hygiene therapies, bedside assessment, and the equipment needed to perform the procedures. Additionally, hyperbaric therapy, sputum collection, diagnostic sleep testing, and the effects of aging and altitude on patient care will be reviewed. (Prerequisites: A "C" or better must have been achieved in RCT 101, BIOL 2010 and MATH 1710.) 3 hrs. lecture, 3 hrs. lab per week.

RCT 120 Respiratory Care Pharmacology (3)
The Respiratory Care Pharmacology course involves the study of different classes of drugs that affect the cardio-respiratory system. Pharmacodynamics, routes of administration, and drug calculations are included. Indications, mode of action, adverse reactions, and assessment of effectiveness will be reviewed for each drug class. Drugs used for ACLS and PALS will also be covered. (Prerequisites: RCT 101, BIOL 2010, and MATH 1710.)

RCT 130 Intensive Care Monitoring (4)
The Intensive Care Monitoring course involves the study of basic dysrhythmias and their effects on the body and includes advanced cardiac life support (ACLS). (Prerequisites: BIOL 2010, 2020 and 2230; MATH 1710; RCT 102, 120 and 191.) 3 hrs. lecture, 3 hrs. lab per week.

RCT 150 Arterial Blood Gases (4)
The Arterial Blood Gas course provides an in-depth study of the basic physiology of oxygen and carbon dioxide transport. Blood sampling and analysis techniques will be developed. Interpretation of arterial blood gas values and their application to patient care will be presented. (Prerequisites: RCT 102, 191 and 120.) 3 hrs. lecture, 3 hrs. lab.

RCT 191 Clinical Practice I (1)
Clinical Practice I provides an introduction to respiratory care in the acute care hospital. Competence is to be obtained in medical gas therapy, incentive spirometry, humidity and aerosol therapy, and aerosolized drug therapy. (Prerequisite: RCT 101.) 8 hrs. supervised clinical experience per week.

RCT 192 Clinical Practice II (2)
Clinical Practice II is an application of topics discussed in previous and current respiratory care courses in the healthcare setting. Competence is to be obtained in arterial blood sampling, IPPB and CPPD. Clinical experience will be obtained in blood gas analysis and machine maintenance and QC and sleep testing. (Prerequisite: RCT 102, 120 and 191.) 24 hrs. supervised clinical experience per week.

RCT 212 Pulmonary Functions/Seminar (4)
The Pulmonary Functions/Seminar course studies the application, performance, and interpretation of complete pulmonary function studies and exercise testing. Other topics presented include bronchoscopy, pulmonary rehabilitation, and smoking cessation. The student's respiratory care knowledge will be assessed and preparation for national credentialing exams will be provided. (Prerequisites: RCT 221, 242 and 293.) 3 hrs. lecture, 3 hrs. lab.

RCT 221 Mechanical Ventilation (4)
Mechanical ventilation course discusses the techniques of mechanical ventilation including initiation, management and weaning, airway care, hemodynamics, chest tube systems, ventilator graphic analysis, and extubation. Nutritional needs of the patient on mechanical ventilation and metabolic assessment will be reviewed. In addition, pediatric advanced life support (PALS) provider training will be provided. (Prerequisites: RCT 130, 150 and 192.) 3 hrs. lecture, 3 hrs. lab.

RCT 242 Respiratory Pathophysiology (4)
Respiratory Pathophysiology studies the etiology, pathophysiology, presentation and treatment of common pulmonary diseases. Disease presentation and treatment will in part be presented, practiced and assessed by using various computer training programs. (Prerequisites: RCT 130, 150 and 192.) 3 hrs. lecture, 3 hrs. lab.

RCT 252 Neonatal/Pediatric Respiratory Care (4)
Neonatal/Pediatric Respiratory Care studies the etiology, pathophysiology, presentation and treatment of common neonatal and pediatric pulmonary diseases. Fetal lung development and the birth process will be reviewed giving special emphasis to pulmonary changes, complications, and newborn assessment. Disease presentation and treatment will in part be presented, practiced and assessed by various computer training programs. Neonatal mechanical ventilation techniques will also be reviewed. (Prerequisites: RCT 221, 242 and 293.) 3 hrs. lecture, 3 hrs. lab.

RCT 293 Clinical Practice III (3)
Clinical Practice III is an application of topics discussed in previous and current respiratory care courses in the healthcare setting. Competence is to be obtained in the initiation, maintenance, weaning, and extubation of patients being mechanically ventilated. (Prerequisites: RCT 130, 150 and 192.) 24 hrs. supervised clinical experience per week.

RCT 294 Clinical Practice IV (3)
Clinical Practice IV is an application of topics discussed in previous and current respiratory care courses in the healthcare setting. Clinical experience will be gained in neonatal and pediatric mechanical ventilation techniques, pulmonary function testing, home care, intubation, bronchoscopy, and metabolic assessment. (Prerequisites: RCT 221, 242 and 293.) 24 hrs. supervised clinical experience per week.

Sociology

SOC 201 Introduction to Sociology (3)
Sociology is the systematic study of human society. This introductory course will provide an assessment of how social forces, institutions, and inequality influence human interaction. Topics of study include: culture, crime, economy, government, media, family, religion, education, health care, race, ethnicity, poverty, and gender.

SOC 203 Social Problems (3)
This sociology course examines quality of life issues and contributing factors of social problems with a focus on deviance and inequality. Topics of study include sexual deviance, crime, substance abuse, violence, poverty, gender inequality, racial and ethnic inequality; problems in social institutions such as government and the economy; and global social problems such as war and overpopulation. (Students with a sociology emphasis should take SOC 201 prior to or with SOC 203.)

SOC 210 Cultural Anthropology (3)
Cultural Anthropology is the study of human cultural and biological adaptation and diversity. This course involves a global look at human cultures and across time and space and will introduce students to history, methods, and theories of anthropology. Primary attention will be given to the concept of culture as an analytical tool.

SOC 212 Marriage and Family (3)
This course examines the family as a social institution with an emphasis on both men's and women's changing roles in the American family. Topics will include: family background, mate selection, sexuality, family finances, effective relationship communication, parenthood, marital conflict, and issues concerning stepfamilies.

Spanish

SPAN 1010 Beginning Spanish I (3)
Essentials of Spanish elementary grammar, pronunciation, conversation, and simple readings. Laboratory required.

SPAN 1020 Beginning Spanish II (3)
Continuation of Beginning Spanish I. (Prerequisite: SPAN 1010 or permission of the instructor.) Laboratory required.

SPAN 2010 Intermediate Spanish I (3)
Reading intermediate Spanish texts, grammar review, and oral practice. (Prerequisite: SPAN 1020 or permission of the instructor.) Laboratory required.

SPAN 2020 Intermediate Spanish II (3)
A continuation of Intermediate Spanish I with emphasis on Spanish readings and oral practice. (Prerequisite: SPAN 2010 or permission of the instructor.) Laboratory required.

Speech

SPT 200 Interpersonal Communication (3)
The study and practice of dynamic interactions amongst individuals and groups. Foci include transactions at work, tasks, and committees to achieve meaningful results: activities, outcomes, recommendations and decisions.

SPT 241 Speech Communication (3)
A course in interpersonal/intrapersonal aspects of communication focusing on public speaking (persuasive, informative, media, and small group) presentations. Also covers communication history, critical thinking, multicultural and mass media communication styles. (Prerequisite: satisfactory ACT, placement test scores, or permission of the instructor.)

SPT 280 Argumentation and Debate (3)
This course introduces students to logical and rhetorical analyses of speech, writing, and thinking. The greatest emphasis will be in understanding the nature of logical proof, although ethical proof must be considered as well.

Theatre

THEA 1020 Acting (3)
An introduction to basic acting techniques fundamental to performance in theatre and media. Emphasizes improvisation, scene study, script analysis, character study (introducing English, Stanislavskian and Brechtian technique) and the history of acting/performance art. Students engage in laboratory exercises as well as public performance. (Prerequisite: satisfactory ACT or placement test scores.)

THEA 1030 Introduction to Theatre and Performance (3)
An introduction to the theatre arts including acting, directing, playwriting with a brief overview of technical theatre, theatrical history, allied media (film/television), and performance. Students study plays from theatre history, write reviews of actual productions, and experience lab work in theatre.

THEA 1430 Acting II (3)
A study of the classic primary texts, performance art works, and methodologies of performance to evaluate performance works. Study and skill building in acting, performance methods, new art formats, video and stage

Employee Directory

Faculty

ALLRED-WINNETT, CAROLYN (1966)
Associate Professor of Mathematics
B.S., Middle Tennessee State University - Mathematics (1964)
M.A., George Peabody College - Mathematics (1966)
Ed.S., George Peabody College - Mathematics (1973)

ANDREWS, WILLIAM XAVIER (1984)
Professor of History
B.A., St. Louis University - Political Science (1970)
M.A., St. Louis University - European History (1971)
D.A., Middle Tennessee State University - History (1991)

AUSTIN, MARVIN (1976)
Division Chair, Humanities and Professor of English
B.S., Austin Peay State University - English, Mathematics (1967)
M.A., Austin Peay State University - English (1969)
Ph.D., University of Tennessee - English (1975)

BAKER, MARY LOUISE (1993)
Associate Professor of Developmental Mathematics
A.S., Motlow State Community College - Mathematics (1988)
B.S., Middle Tennessee State University - Mathematics (1990)
M.S.T., Middle Tennessee State University - Mathematics (1993)

BASOA-McMILLAN, ANA (1998)
Assistant Professor of English/Spanish
B.A., University of Santiago, Spain - English (1986)
M.A.T., Middle Tennessee State University - Spanish (1994)
A.B.D., University of Santiago, Spain - English

BAYLESS, H. MONTGOMERY (1966)
Associate Professor of Biology
B.S., University of Tennessee, Martin - Biology (1960)
M.A., George Peabody College - Biology (1964)

BEHRENS, FREDERICK (1966)
Professor of Art
B.A., Southern Illinois University - Art (1963)
M.F.A., Southern Illinois University - Art (1965)

BENNS, LACEY (2001)
Instructor of Speech
A.A., Rendlake College - Liberal Arts (1996)
B.S., Southern Illinois University - Speech Communications (1998)
M.S., Southern Illinois University - Speech Communications (2000)

BLUM, BARBARA (2003)
Instructor of Nursing
B.S.N., University of Michigan - Nursing (1990)

BORREN, TAMMY (1995)
Associate Professor of Developmental Mathematics
B.S., Belmont College - Mathematics (1991)
M.S.T., Middle Tennessee State University - Mathematics (1994)

BRUNTON, LINDA L. (1981)
Professor of Psychology
B.S., Eastern Kentucky University - Psychology (1979)
M.A., Eastern Kentucky University - Psychology (1981)
Ed.D., Tennessee State University - Psychology (1992)

CAMPBELL, JANE P. (1990)
Professor of English and Mass Communications
B.A., University of Tennessee - English (1970)
M.A., Middle Tennessee State University - English (1982)
D.A., Middle Tennessee State University - English (1998)

CARTER-LOWE, MANDY (2000)
Assistant Professor of Biology
B.S., Murray State University - Biology and Chemistry (1996)
M.S., Middle Tennessee State University - Biology (1999)

CASHION, KIMBERLY (2004)
Instructor of Nursing
B.S.N., Union University - Nursing (1998)

COBB, HERBERT (2003)
Instructor of Art
B.F.A., University of Tennessee, Knoxville - Studio Art (1991)
M.F.A., University of Memphis - Art (1995)

COLEMAN, BRENDA M. (1982)
Program Director and Associate Professor of Radiologic Technology
A.A.S., Columbia State Community College - Radiologic Technology 1977)
R.T.(R), American Registry of Radiologic Technologists (1978)
B.S., University of Tennessee Center for Health Sciences - Radiologic Technology (1979)
M.S., Midwestern State University - Radiologic Sciences (1998)

CONNER, LOUIS M. (1988)
Instructor of Physical Education and Men's Basketball Coach
A.S., Columbia State Community College - Health and Physical Education (1971)
B.S., University of North Alabama - Health and Physical Education (1974)
M.S.S., United States Sports Academy - Sports Management (1999)

COOPER, CHERYL (2003)
Instructor of Nursing
B.S.N., Murray State University - Nursing (1989)
M.S.N., Vanderbilt University - Nursing (1994)

CORNACCHIONE, FRANK (2003)
Assistant Professor of Criminal Justice
M.A., Northeast Louisiana University - Criminal Justice (1978)
B.I.S., New Mexico State University - Individual Studies (1977)

DARRELL, MICHAEL (2004)
Instructor of Mathematics
B.S, Middle Tennessee State University - Mathematics (1992)
M.S., Middle Tennessee State University - Mathematics (2003)

DENTON, CLYDE M. (1978)
Assistant Professor of Developmental Studies
B.A., Bethel College - English (1965)
M.Ed., Middle Tennessee State University - Guidance and Counseling (1972)

DOWLIN, SPENCE (2004)
Instructor of Biology
B.S, University of Arizona - Nuclear Engineering (1985)
M.S., Middle Tennessee State University - Biology (2002)

FACE, LESLIE (2003)
Program Director and Instructor of Emergency Medical Technology
A.A.S., Volunteer State Community College - Emergency Medical Technician/Paramedic (1994)
B.A., Trevecca Nazarene University - Management and Human Relations (1999)
M.Ed., Trevecca Nazarene University - Instructional Effectiveness (2001)

FAWCETT, DAVID (1997)
Assistant Professor of Physics and Mathematics
B.S., University of Louisville - Physics (1988)
M.S., University of Louisville - Physics (1994)
M.S., Middle Tennessee State University - Mathematics (2003)

FLAGG, AUBREY W. (1971)
Associate Professor of Geography
B.S., Austin Peay State University - Geography, History (1968)
M.S., University of Tennessee - Geography (1971)

FLEMING, KAE B. (1988)
Clinical Coordinator and Associate Professor of Radiologic Technology
A.A.S., Columbia State Community College - Radiologic Technology (1986)
R.T. (R), American Registry of Radiologic Technologists (1986)
B.S., College of St. Francis - Health Arts (1991)
M.B.A., Middle Tennessee State University - Business Administration (1998)

FREEMAN, CONNIE (2002)
Instructor of Nursing
B.S.N., University of Alabama, Huntsville - Nursing (2000)
M.S.N., University of Alabama, Huntsville - Nursing (2002)

GANTER, EMILIE (1993)
Associate Professor of English
B.A., Cornell University - History (1979)
M.A., Syracuse University - Creative Writing (1989)

GARDNER, HOYT (2000)
Assistant Professor of History and Political Science
B.A., Kentucky Wesleyan College - Political Science (1969)
M.A.T., University of Louisville - Social Studies (1992)
M.A., University of Louisville - Political Science (1993)
M.A., University of Louisville - History (1996)

GAY, VICTORIA (1993)
Assistant Professor of Developmental Reading and Director of Developmental Studies
B.A., Middle Tennessee State University - Foreign Language (1982)
M.A., Middle Tennessee State University - English (1995)

GIDCOMB, BARRY D. (1985)
Associate Professor of History
A.S., Columbia State Community College - History (1978)
B.S., Middle Tennessee State University - History (1981)
M.A., Middle Tennessee State University - History (1985)
D.A., Illinois State University - History (2000)

GODBEY, MARY CATHERINE (1994)
Assistant Professor of Developmental Mathematics
B.A., Kent State University - Mathematics (1970)
M.S., Middle Tennessee State University - Mathematics (2002)

GOODPASTURE, DAVID (1983)
Associate Professor of Computer Information Systems
A.S., Jackson State Community College - Data Processing (1983)
B.A., Wichita State University - Journalism (1972)
M.S., University of Tennessee - HRD Technical Training (1997)

HARDIN, JEFF (1994)
Associate Professor of English
B.S., Austin Peay State University - English (1990)
M.F.A., University of Alabama, Tuscaloosa - Creative Writing (1993)

HARDISON, RICHARD (1999)
Assistant Professor of Developmental Mathematics
B.S., Tennessee Technological University - Civil Engineering (1989)
M.A., Tennessee Technological University - Curriculum and Instruction (1994)

HART, MARILYN (1998)
Assistant Professor of Nursing
A.D.N., University of Tennessee - Nursing (1970)
B.A., George Peabody College - Sociology (1974)
M.S.N., Vanderbilt University - Nursing (1980)
Ed.S., Middle Tennessee State University - Education (1985)

HARVEY, JOHN MICHAEL (1990)
Assistant Professor of Accounting
A.S., Motlow State Community College - General Business (1980)
B.S., Tennessee Technological University - Accounting (1981)
M.B.A., Middle Tennessee State University - Business Administration (1986)
C.P.A. (Inactive)., State of Tennessee - (1987)

HENKEL, JANICE M. (2004)
Assistant Professor of Nursing
B.S, University of North Alabama - Nursing (1986)

HOLMES, SUSANNA (1990)
Associate Professor of English
B.A., Western Kentucky University - English (1974)
M.A., Western Kentucky University - English (1976)

HOPPER, NANCY JOHNSON (1993)
Assistant Professor of Radiologic Technology
A.A.S., Columbia State Community College - Radiologic Technology (1989)
R.T. (R), American Registry of Radiologic Technologists (1989)
B.S., Saint Joseph's College of Maine - Radiologic Science (2000)

HORNER, LINDA (2003)
Division Chair, Science and Mathematics and Associate Professor of Mathematics
B.A., Rhodes College -- Mathematics (1964)
M.S., Middle Tennessee State University -- Mathematics (1974)
Ed.S., Florica Atlantic University -- Educational Leadership (1996)
Ed.D., Florida Atlantic University -- Educational Leadership (1996)

HUDNALL, CATHY (1996)
Program Director and Assistant Professor of Commercial Entertainment
B.A., Dominican College of SanRafael - Music (1989)
M.A., Middle Tennessee State University - Music (1998)

HULSEY, RITA JOAN (2001)
Assistant Professor of English and Education
B.S.Ed., University of North Alabama - Physical Education (1993)
B.S., University of North Alabama - English (1994)
M.A., University of North Alabama - English (1998)

HUMPHRYS, GENE (2003)
Instructor of Sociology
B.S.., Middle Tennessee State University - Sociology (1973)
M.A., Middle Tennessee State University - Sociology (1979)
M.S., Trevecca Nazarene University - Marriage and Family Therapy (1999)

JOHNSON, ANGELA (1999)
Assistant Professor of Nursing
B.S.N., Georgia Southwestern State University - Nursing (1994)
M.S., Mercer University - Healthcare Policy and Administration (1997)

JOHNSON, CECELIA H. (1988)
Division Chair, Social Sciences, Education and Developmental Studies and Associate Professor of Developmental Studies
B.S., Austin Peay State University - English (1971)
M.Ed., Middle Tennessee State University - Guidance and Counseling (1979)
Ed.S., Middle Tennessee State University - Curriculum and Instruction (1996)

JOHNSON, DANIEL (2004)
Instructor of Speech
B.F.A., University of Southern Mississippi - Theatre (1976)
M.A., Southwestern Baptist Theological Seminary - Communication (1985)

JOHNSON, R. DAVID (2000)
Program Director and Assistant Professor of Respiratory Care
A.S., Aquinas Junior College - Respiratory Care (1978)
B.S., Tennessee State University - Respiratory Care (1984)

KATZ, LOUISE (1992)
Professor of Psychology
B.S., University of the State of New York - Liberal Arts (1990)
M.S., Tennessee State University - Guidance and Counseling (1991)
Ph.D., Tennessee State University - Psychology (1999)
Licensed Psychologist/HSP (Tennessee) (2000)

KENDALL-FITE, KAREN (1996)
Assistant Professor of Biology
Medical Technology (ASCP), Vanderbilt University Medical Center School of Allied Health (1978)
B.S., Middle Tennessee State University - Biology (1975)
M.S., Middle Tennessee State University - Biology (1993)

KENNEDY, MARY SUSAN (1981)
Professor of Marketing
B.A., Vanderbilt University - French (1978)
M.B.A., Southern Methodist University - Business Administration (1979)
Ph.D., University of Memphis - Business Administration (1994)

KUNKLE, ANITA (2004)
Instructor of Nursing
B.S.N., Troy State University - Nursing (1988)

LAMPLEY, DEARL (1998)
Assistant Professor of Agriculture
B.S., University of Tennessee, Knoxville - Agriculture (1979)
M.S., University of Tennessee, Knoxville - Agriculture (1981)

LEE, LESLIE (2004)
Instructor of Nursing
B.S., Lane College - Biology (1987)
B.S.N., Union University - Nursing (1996)
M.S.N., Union University - Nursing (2001)

LEE, MARK (1993)
Assistant Professor of Music
B.M., Florida State University - Music (1983)
M.M., Memphis State University - Music (1986)

LENIG, STUART (1992)
Associate Professor of Speech and Drama
B.A., Northern Arizona University - Humanities (1975)
M.A., Arizona State University - English (1977)
M.A., Occidental College - Theatre Arts and Rhetoric (1983)
M.F.A., University of Virginia - Drama (1989)

LONG, BRYAN H. (1982)
Professor of Physics
B.S., Middle Tennessee State University - Mathematics (1973)
M.S., Middle Tennessee State University - Mathematics (1976)
M.A., Fisk University - Physics (1992)
D.A., Middle Tennessee State University - Chemistry (1999)

LUCIANO, ROBERT (2004)
Instructor of Music
B.M., Boston Conservatory of Music - Organ (1979)
M.S.M., Boston University - Sacred Music (1980)

LUMPKINS, JULIE (1999)
Assistant Professor of English
B.A., University of Tennessee, Martin - English (1995)
M.A., Murray State University - English (1997)
D.A., Middle Tennessee State University - English (2001)

MAJOR, ROGER (1999)
Clinical Director and Instructor of Respiratory Care
B.A., Oakwood College - Biology (1979)
Certificate in Respiratory, University of South Alabama (1984)

MANNS, SHELLEY (2002)
Instructor of English
B.A., Tennessee State University - English (1998)
M.A., Tennessee State University - English (2000)

MARTIN, C. RICHARD (1977)
Assistant Professor of Physical Education and Aquatics
A.S., Columbia State Community College - Physical Education (1972)
B.S., University of Tennessee, Knoxville - Physical Education (1975)
M.S., Middle Tennessee State University - P.E., Recreation and Safety (1988)

MATLOCK, PHILLIP C. (1984)
Associate Professor of Education and Developmental Studies
A.S., Columbia State Community College - General Transfer (1969)
B.S., Belmont College - Elementary Education (1972)
M.Ed., Middle Tennessee State University - Reading (1978)

McCORD-ACKLIN, CHERYL (1989)
Assistant Professor of Psychology
B.A., Spellman College - Psychology (1979)
M.A., Fisk-Meharry University - Psychology (1982)

McCOY, MEREDETH (1993)
Instructor of Developmental Mathematics
B.S., Oakwood College - Mathematics (1991)

MEREDITH, ANETTIA L. (1986)
Associate Professor of Nursing
B.S.N., University of Alabama, Huntsville - Nursing (1982)
M.S.N., University of Alabama, Huntsville - Nursing (1989)
F.N.P., University of Alabama, Huntsville (1995)

MILLER, CHARLES W., JR. (1982)
Assistant Professor of Accounting
B.S., West Liberty State College - Accounting (1970)
M.B.A., Nova University - Business Management (1978)
C.P.A., State of Florida - (1978)

MITCHELL, ANDREA (2004)
Instructor of History
B.A., Tennessee State University - History (1997)
M.Ed., Tennessee State University - Curriculum and Instruction (2003)

MITCHELL, BEVERLY (1990)
Associate Professor of English
B.A., Hendrix College - Languages (1976)
M.F.A., University of Arkansas - Literary Translation (1982)

MURPHY, EDWARD C. (1967)
Associate Professor of Biology
B.A., David Lipscomb College - Biology (1963)
M.A., George Peabody College - Biology (1966)
Ed.S., George Peabody College - Biology (1970)

NADDY, B.I. (1967)
Professor of Chemistry
B.S., American University of Beirut - Agricultural Sciences (1957)
M.S., Kansas State University - Soil Chemistry (1960)
Ph.D., Kansas State University - Soil Chemistry (1963)

PAINTER, JAMES C. (1970)
Assistant Professor of Physical Education and Men's Baseball Coach
B.S., Middle Tennessee State University - Health & Physical Education (1962)
M.A., Middle Tennessee State University - Guidance and Counseling (1963)

PARKER, DOLORES (2000)
Associate Professor of Nursing
B.S.N., University of Tennessee Memphis - Nursing (1982)
M.S.N., University of Tennessee Memphis - Nursing (1986)
F.N.P., University of Tennessee Memphis - Nursing (1995)

PAYNE, ANGELA (2004)
Assistant Professor of Office Administration
A.A.S., Phillips Community College - Data Processing (1988)
B.S., Arkansas State University - Computer Information Systems (1990)
M.S., Arkansas State University - Business Administration (1992)

PERLEY, SANDRA W. (1993)
Associate Professor of Nursing
A.A.S., Columbia State Community College - Medical Laboratory Technology (1980)
M.S.N., Vanderbilt University - Nursing (1991)
C.S., American Nursing Credentialing Center - Medical Surgical Nursing (1997)

PETERSEN, ANN (1982)
Associate Professor of Mathematics
B.A., University of Mississippi - Mathematics (1964)
M.A., University of Mississippi - Mathematics (1968)

PEWITT, LAURIE (2004)
Instructor of Computer Information Systems
B.S., Middle Tennessee State University - Information Systems (2000)
M.S., Middle Tennessee State University - Accounting Information Systems (2002)

PICKLE, MARGARET A., (1987)
Assistant Professor of Office Administration
B.S., Lee College - Secondary Education (1974)
M.B.E., Middle Tennessee State University - Business Education (1986)
C.P.S., International Association of Administrative Professionals (1992)

ROBERTSON, DIANE H. (1987)
Associate Professor of Reading
A.S., Columbia State Community College - English (1983)
B.S., Middle Tennessee State University - English (1984)
M.Ed., Peabody College of Vanderbilt University - Reading (1985)

RUSSELL, SUSAN M. (1992)
Associate Professor of Nursing
B.S.N., Indiana University - Nursing (1979)
M.S.N., University of Illinois - Psychiatric Nursing (1982)

SANDERS, JUDY (2004)
Instructor of Nursing
A.S., Columbia State Community College - Liberal Arts (1975)
A.S., Columbia State Community College - Nursing (1981)
B.S., Middle Tennessee State University - Psychology (1991)
B.S.N., Middle Tennessee State University - Nursing (1994)
M.S.N., University of Alabama - Nursing (1998)

SCHLATTER, EVELYN (2004)
Assistant Professor of History and Anthropology
B.A., University of Colorado - Anthropology (1988)
M.A., University of Denver - Anthropology (1991)
Ph.D., University of New Mexico - U.S. History (2000)

SEAGER, SUSAN (2004)
Associate Professor of Nursing
Diploma, East Tennessee Baptist Hospital - Nursing (1965)
B.S., Belmont College - Psychology and Sociology (1972)
M.S.N., Vanderbilt University - Nursing (1974)
Ed.D., Vanderbilt University-Peabody College - Higher Education Administration (1990)

SENEFELD, JAMES L. (1985)
Professor of English
B.S., Ball State University - English, History (1968)
M.A., Ball State University - English (1971)
Ph.D., Ball State University - English (1977)

SERKOWNEK, SANDRA B. (1988)
Division Chair, Business and Technology and Associate Professor of Industrial Technology
A.S., Columbia State Community College - Pre-Engineering (1983)
B.S., Tennessee Technological University - Mechanical Engineering (1985)
M.S., University of Tennessee - Industrial Engineering (1994)

SISKA, KAREN A. (1978)
Associate Professor of Education
B.A., David Lipscomb College - Speech (1972)
M.Ed., Middle Tennessee State University - Guidance and Counseling (1973)
Ph.D., Peabody College of Vanderbilt University - Higher Education Administration (1984)
N.C.C., National Board for Certified Counselors (1983)

SMITH, HOLLY (2004)
Instructor of Business
B.A., Central Washington University - Family and Consumer Studies (1997)
M.B.A., Lipscomb University - General Business (2003)

SMITH, JAMES (1998)
Assistant Professor of Developmental Mathematics
B.S., Troy State University - Mathematics (1994)
M.S., University of South Alabama - Mathematics (1996)

SMITH, JUDY B. (1988)
Associate Professor of Nursing
B.S., University of North Carolina - Nursing (1977)
M.S.N., University of Alabama, Huntsville - Adult Acute Care, Nursing Education (1988)

STENSON, LATASHA (1998)
Assistant Professor of English
B.S., Tennessee State University - Arts and Sciences (1993)
M.S., Tennessee State University - English (1996)

STROPES, STEPHEN L. (1983)
Professor of Biology
B.S., San Diego State University - Biology (1969)
M.S., San Diego State University - Biology (1971)
Ph.D., University of Arizona - Zoology (1975)

TALELE, CHAITRAM J. (1967)
Professor of Economics
B.A., University of Poona, India - Economics (1960)
M.A., University of Poona, India - Economics (1962)
M.S., University of Wisconsin - Economics (1968)
Ph.D., University of Tennessee - Economics (1981)

WANAMAKER, BOYCE (1977)
Program Director and Professor of Veterinary Technology
B.S., University of Tennessee - Animal Husbandry (1970)
M.S., University of Tennessee - Animal Husbandry (1971)
D.V.M., Auburn University - Veterinary Medicine (1975)

WARNER, CANDACE (2003)
Instructor of Sociology
B.A., Mississippi University for Women - Music Commercial (1999)
M.S., Valdosta State University - Sociology (2001)

WARREN, MARIAN (2000)
Program Director and Assistant Professor of Early Childhood Development
B.S., Drake University - Education (1970)
M.S., Pacific University - Education (1972)
E.C.H. Certification, Western Illinois University (1994)

WHITLEY, JANICE E. (1986)
Associate Professor of Biology
B.S., Middle Tennessee State University - Biology (1969)
M.A., George Peabody College - Biology (1972)

WILLIAMS, TREYTON (2000)
Assistant Professor of Computer Information Systems
B.S., Lambuth College - Computer Information Systems (1992)
M.S., Middle Tennessee State University - Computer Information Systems (1997)

WILLIFORD, SUSAN W. (1984)
Associate Professor of Mathematics
B.S., University of Tennessee, Martin - Mathematics Education (1974)
M.A.T., Murray State University - Mathematics (1980)

WILSON, EDDIE (1996)
Assistant Professor of Computer Information Systems
B.S., Christian Brothers University - Mathematics (1967)
M.S., University of Memphis - Computer Science (1975)

WOOD, GREG (1992)
Associate Professor of English
B.A., Tennessee Temple University - English (1980)
M.A., Middle Tennessee State University - English (1985)

YOUNG, JAMES (1992)
Assistant Professor of Nursing
B.S., Canisius College - Biology (1959)
M.S., Fordham University - Biology (1962)
Ph.D., University of Rochester - Anatomy (1968)

Faculty Emeritus

MOORE, LEWIS E., JR. (1966 - 2000)
Professor of Political Science and History
B.A., Vanderbilt University - Political Science, History (1954)
M.A., Vanderbilt University - Political Science, History (1959)
D.A., University of Mississippi - Political Science, History (1974)

Presidents Emeriti

Harold S. Pryor, February 1968-September 1984

L. Paul Sands, October 1984-November 1996

Professional Staff

BASS, NANCY (1993)
Director, Advising Center

BAYLESS, CAROLYN (1974)
Librarian I, Library

BECK, RON (2004)
Director, Economic and Workforce Development

BOWEN, SHARON JOYCE (1981)
Director, Records and Registration

BRADLEY, JOAN (1988)
Computer Support Specialist, Information Technology

BREEDEN, KATHY (2000)
Director, Library

BULLOCK, CHIQUITA (1989)
Academic Advisor, Advising Center

COMBS, DIANA LEE (1992)
Counselor, Student Development

COOK, JR., WILLIAM (1998)
Accountant I, Business Services

CURTIS, BARBARA ELAINE (1975)
Business Manager, Business Services

DODDRIDGE, JOHN W. (1991)
Director, Student Development

DUNCAN, PHILLIP (2002)
Web Content Manager, Marketing and Public Relations

EANES, DELORES J. (1995)
Director, Human Resources

EGOLF, JACKLYN (2003)
Librarian I, Library

EWEN, LOIS (1999)
Division Chair, Health Sciences and Director of Nursing

GARDNER, ELLEN (2002)
Laboratory Technician, Nursing

GERGES, MARILIA (1992)
Director, University Center

GROOMS, JERRI (1984)
Coordinator, Purchasing

HALL, LAUREN F. (1986)
Assistant Business Manager, Business Services

HARLAN, PATRICIA W. (1982)
Coordinator, Testing Services

HAWKINS, O. REBECCA (1996)
President

HOLT, RUTH ANN (1993)
Director, Lawrence County Center

HORNER, KENNETH R. (1977)
Vice President, Financial and Administrative Services

JENNINGS, PAUL H. (1998)
Vice President, Planning and Development

KELSEY, ELAINE (2003)
Director, Development and Alumni Relations

KIRBY, MARY H. (1978)
Technician, Veterinary Technology

KOUADIO, DIBY (2001)
Director, Institutional Research and Analysis

LEHNHART, KADI (2000)
Director, Marketing and Public Relations

LENIG, JONI (1987)
Assistant Vice President for Faculty and Programs

LOCKRIDGE, NICOLE (2004)
Enrollment Specialist/Women's Basketball Coach

LUTTRELL, KAY G. (1987)
Computer Support Specialist, Information Technology

MARTIN, CHRISTA F. (1979)
Assistant to the President for Minority Affairs

MASSEY, KATHY (1999)
Technician, Veterinary Technology

McCORMICK, SONJA (1993)
Assistant Director, Records and Registration

McDONALD, CATHRYN A. (1997)
Vice President, Academic Services

McDOW, ELIZABETH (1987)
Director, Lewisburg Site

McEWEN II, WILLIAM (1989)
Training Specialist, Center for Economic and Workforce Development

MEADE, ELLEN B. (1986)
Network Systems Analyst, Information Technology

MILLIGAN, STEPHEN (1997)
Director, Clifton Site

NEALE, JAMES P. (1997)
Director, Facility Services

OGDEN, WILLIAM DAVID (1990)
Director, Admissions and Financial Aid

OPALEWSKI, DAN A. (1999)
Vice President, Student Services and Enrollment Management

OWENS, LINDA (1987)
ADA Project Coordinator, Counseling and Testing

PETTY-WARD, PAULA (1992)
Director, Counseling and Disability Services

PHELPS, DINA (2000)
Director, Student Life

RAMSEY, NANCY (2000)
Interim Director, Grants Management

ROSSON, PAUL (2003)
Director, Tennessee Criminal Justice Language Academy

SCRUGGS, JOEY (1994)
Assistant Director, Admissions and Recruitment

SHULER, MIKE (1995)
Dean, Williamson County Center and Extended Campuses and Programs

SICIENSKY, EMILY (2004)
Associate Vice President, Information Technology

STONE, BARBARA LOIS (2003)
Assistant to the Dean of the Williamson County Center and Extended Campuses and Programs

WALKER, JOANIE (2004)
Assistant Director, Financial Aid

WALKER, RALPH (1992)
Director, Williamson County Center

WALTERS, BILLY (1992)
Director, Academic Support Services and Distance Education

WILLIAMS, SARA (2000)
Coordinator, Non-Credit Services

WILSON, AUDREY SUSAN (1993)
Coordinator, Financial Aid

WINTERS, GLENNA (2000)
Instructional Technology Specialist, Academic Support Services

WINTERS, TOM (2000)
Network Administrator, Information Technology

Support Staff

ALEXANDER, WILLIAM (2000)
Security Guard I, Facility Services

ANDERSON, MARGARET W. (1995)
Secretary II, Library

ARMSTRONG, DEBORAH (1987)
Secretary II, Records and Registration

BAGGETT, DEBORAH (2001)
Custodian, Facility Services

BELEW, LINDA MATTHEWS (1987)
Coordinator, Evening Services

BERRY, RORY (2004)
Library Assistant III, Library

BOBO, EUGENIA (1995)
Secretary II, University Center

BOLINGER, KENNETH (2001)
Theater and Media Technician, Instructional Support Services

BOOKER, CHARLES A. (1992)
Custodial Lead Worker, Williamson County Center

BOSHERS, LINDA (1988)
Admissions Clerk, Admissions and Recruitment

BOWMAN, PATRICIA (1974)
Secretary II, Health Sciences Division

BREWER, DORIS J. (1991)
Personnel Records Supervisor, Business Services

BROWN, ANGELA (2004)
Secretary III, Development and Alumni Relations

BROWN, WILLIAM LARRY (1998)
Custodial Lead Worker, Clifton Site

BULLOCK, WARNELLA (1994)
Purchasing Clerk

CARR, MICHELENE M. (1991)
Account Clerk II, Business Services

CATHEY, LAURA A. (1988)
Secretary III, Economic and Community Development

COTHRON, SUSAN (1973)
Account Clerk II, Accounts Payable

CRISWELL, MARYNELLE (1980)
Secretary II, Social Sciences, Education and Developmental Studies Division

DERRYBERRY, LIVIA (1980)
Secretary II, Academic Support Services and Distance Education

DIAZ, HECTOR (2002)
Security Guard I, Facility Services

DUNN, MELISSA (2003)
Information System Records Clerk, Information Technology

EASON, GINA (2004)
Learning Center Specialist, Clifton Site

ESTES, DEBBORAH (2004)
Custodian, Facility Services

FLEMING, BRENT (2004)
Computer Lab Technician, Information Technology

FRALIX, SARA K. (1968)
Executive Assistant to the President

GALLOWAY, RON (1996)
Computer Lab Technician, Information Technology

GOODE, MICHAEL (1996)
Coordinator, Teaching and Learning Center

GREEN, JOANNE (1995)
Learning Center Specialist, Lawrence County Center

GUM, KATHRYN (2000)
Secretary II, Counseling and Testing

GWIN, KELLIE (2000)
Secretary II, Financial Assistance

HARDY, NANCY (1999)
Secretary II, Humanities Division and Developmental Studies

HARPER, SHIRLEY (1999)
Secretary II, Williamson County Center

HASKIN, JOE (2001)
Maintenance Mechanic, Facility Services

HAYES, LILLIAN (1989)
Custodial Lead Worker, Lawrence County Center

HEIDLEBAUGH, DEBRA (2002)
Secretary II, Health Sciences Division

HICKMAN, PAT L. (1998)
Security Guard I, Facility Services

HUMPHREY, JAMES (1998)
Maintenance Utility Worker, Facility Services

JAMES, PAMELA (1999)
Library Assistant II, Library

JOHNSON, GINA (2001)
Instructional Aide, Teaching and Learning Center

JONES, R. DIANE (1993)
Administrative Secretary, Student Services

JORDAN, TOMMY (2001)
Custodial Lead Worker, Lewisburg Site

KEETON, PATRICIA (2001)
Custodian, Facility Services

KELLMAN, PENELOPE (2003)
Secretary II, Human Resources and Switchboard Operator

LOCHRIDGE, DEBBIE (1999)
Stock Clerk II, Facility Services

MacKAY, MARIA (1993)
Library Assistant III, Williamson County Center

MAXWELL, LAUREN (2003)
Account Clerk I, Business Services

McCLAIN, FREDA (1993)
Secretary II, Science and Mathematics Division

McGREW, M. HELEN (1994)
Maintenance Mechanic, Facility Services

McLUEN, MARY (2003)
Learning Center Specialist, Williamson County Center

MENCER, DELORESE (1991)
Learning Center Specialist, Lewisburg Site

MITCHELL, WALTER (1993)
Personnel Records Supervisor, Human Resources

MOORE, RODNEY (2004)
Custodian, Facility Services

MOORE, WANDA K. (1980)
Lead Worker, Records and Registration

NEAL, YOLANDA C. (1997)
Instructional Aide, Teaching and Learning Center

NOLAN, JAMES W. (2001)
Security Guard Supervisor, Facility Services

NOLAN, JOHN (1995)
Custodial Lead Worker, Facility Services

PILKINTON, RODGER (2003)
Maintenance Mechanic, Facility Services

POLK, RICKY (1989)
Custodian, Facility Services

RAY, REGINA (2000)
Account Clerk I, Business Services

RUNNELS, CINDY (1997)
Admissions Clerk, Admissions and Recruitment

SANTANA, WILLIAM (1987)
Grounds Foreman, Facility Services

SCOTT, RUBY R. (1997)
Secretary II, Tech Prep Program and Secretary I, Humanities Division

SEALY-MOSLEY, BONNIE SUE (1981)
Custodian, Facility Services

SHOUSE, JIMMY P. (1973)
Maintenance Lead Worker, Facility Services

SKINNER, DOUGLAS (1988)
Custodian, Facility Services

SLAUGHTER, WILLIAM (1999)
Security Guard I, Facility Services

SPARKMAN, FRANK (1991)
Grounds Worker I, Facility Services

SPENCER, BARBARA (1993)
Secretary II, Center for Economic and Community Development

STINNETT, KELLY (1992)
Secretary III, Assistant Vice President's Office

SZOSTAK, JR., JOSEPH (1998)
Grounds Worker I, Facility Services

TATE, GAIL (1979)
Secretary II, Athletic Department

THURSTON, SANDRA (1998)
Secretary III, Planning and Development

TOMLIN, LLOYD (1999)
Computer Lab Technician, Information Technology

TRYBALSKI, ROBERT (2003)
Media Technician, Instructional Support Services

VENTURI-COLE, CRYSTAL (1997)
Secretary III, Marketing and Public Relations and Financial and Administrative Services

WATTS, BILLIE H. (1975)
Secretary II, Business and Technology Division

WEBB, MELANIE (1991)
Financial Aid Assistant, Financial Assistance

WESTMORELAND, MAX (2002)
Mail Courier, Facility Services

WORKMAN, NIETA (2000)
Custodian, Facility Services

YATES, BETTY (1988)
Administrative Secretary, Academic Services

Columbia State Foundation

On June 22, 1965, the State board of Education approved Columbia as the site of Tennessee's first community college. At last, a college education would be more accessible for the residents of South Central Tennessee.

To help meet the scholarship and financial needs of its students, the Columbia State Foundation was organized in March of 1971 as a non-profit corporation. Its purposes, as specified in the charter are "to receive, hold, care for, invest, use, and distribute income for the promotion of educational activities at Columbia State." Since its beginning, the Foundation has provided over $8 million dollars in additional funds for scholarships and special needs at Columbia State.

Mission

The Columbia State Foundation encourages alumni, friends, economic partners and others to invest their time and resources toward the improvement of education at Columbia State and to making higher education accessible to students in the College's service area.

2004-2005 Executive Committee

John Stephens . . . . . .Chair
Marc Lively . . . . . .Vice Chair
Kenneth R. Horner, ex-officio . . . . .Treasurer
Elaine Kelsey, ex-officio . . . . . .Secretary
Rebecca Hawkins, ex-officio

Darlene Baxter
Harvey Church
Jonathan Edwards
Ken Moore
Tim Pettus
Mary Ann Roberts
Doug Venable
Jim Webb
Bill Williamson

Foundation Board

Brent Allred
Dennis Barber
John Beasley
Victor Beck
Kenneth Cherry
Bruce Cotton
Eslick Daniel
Bobby Daniels
Ronnie Erwin
Kae Fleming
Jennifer Graham
Stella Hargrove
Paul Jennings
Jay Johnson
Doug Jones
Blake Lay
Bill Marbet
Gayle Mathis
Darrin McKamey
Geralyn McQuary
Stephen Milligan
Wade Peery
Richard Perry
Robert Phillips
Willard Pope
Diane Rich
Jennifer Richardson
John Tomlinson
Con Vrailas
Bill Walter
Barry White
Fred White
Betty Yates
James York

Advisory Committees and Clinical Instructors

Advisory Committees

Business Technology

Connie Cooper, Edwards Oil Company
Elizabeth P. Crutcher, Cytec Industries
Patsy Goodwin, Tennessee Farmers Insurance Co.
Linda Hicks, First Farmers and Merchants National Bank
Sonja Hill, Merchant Management, Inc.
James B. Hughes, Hughes and Johnson, CPA's
Connie Lentz, Maury Regional Hospital
Kathy W. Mott, Dura Automotive Systems
Ruth Paily, Williamson County Schools

Computer Information Systems

Kevin Barrett, Vanderbilt University Medical Center
Ron Carter, EDS/Saturn
Jeff Franks, Net-Tech, Inc.
Jim Mayercik, Maury Regional Hospital
Terry Pope, Local Government Data Processing Corp.
Larry Thomas, Doctoral Candidate, Vanderbilt University

Electronics Technology

Derek Church, Columbia Power and Water Systems
Bill Davis, Giles County Vocational Director
Ronald Johnston, Central High School
Ron Klarer, General Motors' Spring Hill Manufacturing Plant
John Kooman, Teledyne Electronics Technologies
John Merritt, Agilent Technologies
Linda Rainge, General Motors' Spring Hill Manufacturing Plant
Joe Williams, Bell South Telecommunications
Mickey Wilson, Local Government Data Proc. Corp.

Emergency Medical Technology - Paramedic

Jimmy Adams, Director, Marshall County Emergency Medical Services
Terry Cloud, Director, Hickman County Ambulance Service
Larry Glass, Director, Lawrence Co. Ambulance Service
Steve Manley, Director, Dickson County Ambulance Service
Mike Nunley, Director, Rutherford County Emergency Medical Services
Bill Petty, EMS Consultant, South Central Regional Health Office
Bill Sewell, EMS Consultant, Mid-Cumberland Regional Health Office
D'Lynn West, RN, Middle Tennessee Medical Center
Gretta Woodall, RN, Southern Hills Medical Center, Department of Emergency

Nursing

Ginny Austin, Assistant Administrator, Maury Regional Hospital
Sharon Braly, Director of Nursing, NHC-Franklin
Kay Casteel, Director of Nursing, Wayne Medical Center
Debbie Cogswell, Director of Nursing Education, Baptist Hospital
Jamie Davis, Assistant Administrator, Nursing, Maury Regional Hospital
Shirley Derryberry, Director of Nursing, NHC-Lewisburg
Debbie Harding, Regional Nursing Director, Tennessee Department of Health-South Central Region
Candace Johnson, Chief Nursing Officer, Crockett Hospital
Debbie Murdic, Vice President for Nursing, Williamson Medical Center
Helen Smith, Inservice Coordinator, Crockett Hospital
Nanette Todd, Director of Nursing, Marshall Medical Center
Debra Wollaber, Dean, College of Health Sciences and School of Nursing, Belmont University

Radiologic Technology

Amy Allen, R.T.(R), Maury Regional Hospital, Columbia
Pat O. Coleman, B.S., R.T.(R), Maury Regional Hospital, Columbia
John Henderson, R.T.(R), Horizon Medical Center, Dickson
Kelly King, R.T.(R), Marshall Medical Center, Lewisburg
Harold Newton, B.S.N., Ethridge
Carrie Belew Perry, R.T.(R), Crockett Hospital, Lawrenceburg
Sarah Pierce, B.S., R.T.(R) RDMS, RVT, Williamson Medical Center, Franklin
Gary T. Podgorski, M.D., Maury Regional Hospital, Columbia
Patricia Rhodes, R.T.(R)(CT)(M), VA Tennessee Valley Healthcare System, Nashville
Joey Riddle, R.T.(R), Maury Regional Hospital, Columbia, Committee Chair
Karla Roman, R.T.(R), The Bone and Joint Clinic, Franklin
William Sutter, M.D., Maury Regional Hospital, Columbia
Gwen Wright, R.T.(R), Middle Tennessee Bone and Joint Clinic, Columbia
Radiologic Technology Sophomore Class Rep., Columbia State
Radiologic Technology Freshman Class Rep., Columbia State

Respiratory Care

Don Adair, R.R.T., Vanderbilt Univ. Medical Center
Anna Ambrose, R.R.T., Vanderbilt University Medical Center
Lynn Burns, R.R.T., Crockett Hospital
J. Brevard Haynes, M.D.
Phyllis McElroy, R.R.T., St. Thomas Hospital
Ann Morphis, R.R.T., Maury Regional Hospital
Respiratory Care Freshman Class Representative, Columbia State Community College
Respiratory Care Sophomore Class Representative, Columbia State Community College

Tech Prep

Nancy Aldridge, Marshall County Schools
Jackie Baggett, Williamson County Schools, Committee Chair
Mattie Bledsoe, Tennessee Technology Center-Pulaski
Pat Couch, Lewis County Board of Education
Beverly Hall, Wayne County Schools
Susan Chapman, Maury County Schools
Bill Davis, Giles County Schools
Shay Doerflinger, Lawrence County Schools
O. Rebecca Hawkins, Columbia State Community College

Eddie Hickman, Maury County Schools
Dani Johnson, Lawrence County Schools
Kelli Kea-Carroll, Tennessee Technology Center-Hohenwald
Alice Landrum, Lewis County Schools
Jan McKeel, South Central Tennessee Workforce Board
Jack Ochs, Maury County Schools
Molly Shepard (ex officio), Columbia State Community College
Mike Shuler, Columbia State Community College
John Townsend, State Office of Tech Prep
Sharon Sue Tucker, State Department of Education

Veterinary Technology

Carolyn Adams, LVMT, Eastside Animal Hospital
Deanna Bayless, LVMT
John Frizzell, D.V.M., Hill's Pet Nutrition, Inc.
Dr. Warren Gill, Univ. of Tennessee Extension Service
Dr. Fred Hopkins, College of Veterinary Medicine
Allen Mickey Knowles, D.V.M.
Steve Ladd, D.V.M., Hillsboro Animal Hospital
Herbert McCollum, D.V.M., Priest Lake Veterinary Clinic
Judy Newbill, LVMT, Doane Pet Care, Inc.
Dr. Dennis Onks, Middle Tennessee Experiment Station
Joan Richerson, D.V.M., Vanderbilt University
Ray Wakefield, D.V.M., Companion Animal Hospital

Clinical Instructors

Radiologic Technology

Amy Allen, R.T.(R), Maury Regional Hospital
Jaimie Anderson, R.T.(R), Maury Regional Hospital
Loretta Baird, R.T.(R), VA Tennessee Valley Healthcare System
Angela Bivins, R.T.(R), Crockett Hospital
Amy Branch, R.T.(R), Horizon Medical Center
Kathy Brashears, R.T.(R), Maury Regional Hospital
Marissa Brewer, R.T.(R), Maury Regional Hospital Ambulatory Care Center
Larry Buchanan, R.T.(R)(CT), Horizon Medical Center
Tina Davis, R.T.(R), Maury Regional Hospital
Bill Dowdy, R.T.(R), Maury Regional Hospital
Denny Edney, R.T.(R), Horizon Medical Center
Tabatha Emerson, R.T.(R), Maury Regional Hospital
Robert Fisher, R.T.(R), VA Tennessee Valley Healthcare System
Candy Giles, R.T.(R), Maury Regional Hospital
Trint Hagan, R.T.(R), Crockett Hospital
John Henderson, R.T.(R), Columbia Horizon Medical Center
Amanda Hendrix, R.T.(R), Hillside Hospital
Tina Holt, R.T.(R)(T), Crockett Hospital
Rachel Hurt, R.T.(R), Maury Regional Hospital Ambulatory Care Center
Misty Jackson, R.T.(R), Maury Regional Hospital
Kelly King, R.T.(R), Marshall Medical Center
Angie G. Levi, R.T.(R)(MR), Marshall Medical Center
Gail F. Owens, R.T.(R), The Bone and Joint Clinic
Carrie Belew Perry, R.T.(R), Crockett Hospital
Tonya Prater, R.T.(R), Crockett Hospital
Patricia Rhodes, R.T.(R)(CT)(M), VA Tennessee Valley Healthcare System
Karla Roman, R.T.(R), The Bone and Joint Clinic
Rhonda Shaw, R.T.(R), VA Tennessee Valley Healthcare System
Carlotta Solomon, R.T.(R), Hillside Hospital
Shannon Walker, R.T.(R), Bedford County Medical Center
Kristy Watkins, R.T.(R)(M), Bedford County Medical Center
Gwen Wright, R.T.(R), Middle Tennessee Bone and Joint Clinic

Respiratory Care

Tracy Alexander, R.R.T., Vanderbilt University Hospital
Marenda Anderson, C.R.T., Crockett Hospital
Tim Augistine, R.R.T., St. Thomas Hospital
Belinda Beard, R.R.T., Maury Regional Hospital
Mike Bergman, C.R.T., Maury Regional Hospital
Angie Boshers, R.R.T., Maury Regional Hospital
David Brengartner, R.R.T., St. Thomas Hospital
Vicki Cummins, C.R.T., Vanderbilt University Hospital
Sharon Dobbins, C.R.T., Maury Regional Hospital
Amy Gieske, R.R.T., Crockett Hospital
Karen Hooper, C.R.T., Crockett Hospital
Hugh Johnson, C.R.T., Maury Regional Hospital
Vickie Krick, R.R.T., St. Thomas Hospital
Charlene Lambert, R.R.T., St. Thomas Hospital
Mike Lewis, R.R.T., Vanderbilt University Hospital
Alice Mason, R.R.T., Vanderbilt University Hospital
Hud Moore, R.R.T., Crockett Hospital
Anne Morphis, R.R.T., Maury Regional Hospital
Tim Murphy, R.R.T., St. Thomas Hospital
Roger Parrish, R.R.T., Vanderbilt University Hospital
Herbert Putnam, R.R.T., Maury Regional Hospital
Becky Reaver, C.R.T., Vanderbilt University Hospital
Hugh Stallings, R.R.T., St. Thomas Hospital
Dana Townsend, R.R.T., Crockett Hospital
Elizabeth Vantrese, R.R.T., Maury Regional Hospital
David Waggner, R.R.T., Vanderbilt University Hospital
Melissa Wescott, C.R.T., St. Thomas Hospital
Shonnie Wright, C.R.T., Vanderbilt University Hospital

Veterinary Technology

Carolyn Adams, LVMT, Eastside Animal Hospital
Dr. Russell Anderson, Fairview Animal Clinic
Dr. Angela Aymett, Giles County Animal Hospital
Holly Baker, LVMT, Mobley Veterinary Clinic
Laura Barnes, LVMT, Priest Lake Veterinary Clinic
Lynn Barnett, LVMT, Shoal Creek Animal Hospital
Dr. Michelle Barrett, Spring Hill Veterinary Clinic
Paige Beard, LVMT, Meredith-Warner Animal Clinic
Jacenta Brandon, LVMT, Animal Heath Center of Franklin
Jamie Brown, LVMT, Green Animal Hospital
Amy Campbell, LVT, Hillsboro Animal Hospital
Dr. Bob Campbell, Hillsboro Animal Hospital
Christy Cartwright, LVT, Maury County Veterinary Hospital
Paula Casteel, LVMT, Giles County Animal Hospital
Dr. Walter Clark, Grassmere Animal Hospital
Wendy Coleman, LVMT, Maury County Veterinary Hospital
Dr. Johnny Collier, Eastside Veterinary Hospital
Latisha Cooper, LVMT, Crossroads Pet Professionals
Amanda Crouch, LVMT, Belle Meade Animal Hospital
Ivy Dodson, LVMT, Fairview Animal Clinic
Dr. David Edwards, Belle Meade Animal Hospital
Tressa Flores, LVMT, Greene Animal Hospital
Lisa Franklin, LVMT, Crossroads Pet Professionals
Dr. Mark Girone, Pet Med

Dr. W. O. Greene, Greene Animal Hospital
Dr. Greg Hanley, Vanderbilt University
Dr. Mike Harry, Waterfall Farms
Susan Hass, LVMT, Grassmere Animal Hospital
Dr. Donald Headrick, Williamson Co. Animal Hospital
Kristie Henry, LVMT, Williamson Co. Animal Hospital
Dr. Beverly Hollis, Crossroads Pet Professionals
David Johnson, Middle Tennessee Agriculture Experiment Station
Gina Johnson, LVMT, Crossroads Pet Professionals
Amie Jones, LVMT, Animal Health Center of Franklin
Janet King, LVMT, Lewisburg Animal Clinic
Madonna Korfhage, LVMT, Pet Med
Dr. Steve Ladd, Hillsboro Animal Hospital
Ken Lamar, Middle Tennessee Agriculture Experiment Station
Dr. Louis Laratta, Veterinary Ophthalmology Services
Dr. Frankie Locklar, Maury County Veterinary Hosp.
Dr. Herbert McCollum, Priest Lake Veterinary Clinic
Dr. Robert McCullough, Equine Associates
Dr. Johnny McGee, Shoal Creek Animal Hospital
Dr. Montgomery McInturff, Equine Associates
Dena Miller, LVMT, Maury County Veterinary Hospital
Vicky Carden Moore, Walden's Puddle Wildlife Rehabilitation Center
Hugh Moorehead, Lewisburg
Dr. R.D. Myers, Maury County Veterinary Hospital
Amy Nunally, LVMT, Vanderbilt University
Angie Overstreet, LVMT, Shoal Creek Animal Hospital
Dr. Kent Pardon, Eastside Veterinary Hospital
Dr. Jim Phillips, Southside Animal Hospital
Lauren Pugh, LVMT, Companion Animal Hospital
Dr. Karin Rader, Crossroads Pet Professionals
Dr. Donald Ragland, Ragland and Riley Veterinary Hospital
Dr. Thomas Riley, Ragland and Riley Veterinary Hospital
Kelley Rogers, LVMT, Belle Meade Animal Hospital
Susanne Saunders, LVMT, Nolensville Veterinary Clinic
Betinna Bowers Schwan, Walden's Puddle Wildlife Rehabilitation Center
Marla Shell, LVMT, Ragland and Riley Veterinary Hospital
Autumn Trainor, LVMT, Crossroads Pet Professionals
Martha Troutman, LVMT, Mobley Veterinary Clinic
Sherri Valoris, LVMT, Priest Lake Veterinary Clinic
Dr. Ray Wakefield, Companion Animal Hospital
Dr. Victor Wakefield, Lewisburg Animal Clinic
Joanna Walker, LVMT, Southside Animal Hospital
Dr. Howard Warner, Meredith-Warner Animal Clinic
Dr. Benny Woody, Animal Health Center of Franklin
Kara Woody, LVMT, Spring Hill Veterinary Clinic
Dr. Mark Wooten, Nolensville Veterinary Clinic

Student Handbook

2005-2006

Office of Student Services and Enrollment Management
(931) 540-2570

Table of Contents

Student Services - Introduction and Directory of Available Services 81

Student Rights and Responsibilities
- Rights and Responsibilities 82
- Student Right-to-Know and Campus Security Act 82
- ADA - Services for Students with Disabilities 82
- Student Conduct and Discipline 82
- Student Participation on College Committees 87

Student Life
- Athletics 88
- Bulletin Boards/Sign Posting 88
- Child Care Services 88
- Emergency Messages 88
- Food Services/Vending 88
- Honors and Awards 88
- Housing 88
- Identification Cards 88
- Lost and Found 89
- Safety and Security 89
- Student Activities and Organizations 89
- Student Government Association 90
- Student Insurance 90
- Student Parking 90
- Student Publications 90
- Web Site 90

Counseling, Career and Academic Support Services
- Admissions and Recruitment 91
- Advising Center 91
- Barnes and Noble College Bookstore 91
- Career Services 91
- Counseling Services 91
- Evening Services 91
- Extended Campuses 92
- Financial Aid 92
- Finney Memorial Library 92
- Orientation 92
- Records and Registration 93
- Student Center 93
- Student Information and Cyber Center 93
- Teaching and Learning Center 93
- Testing Services 93

General College Policies and Guidelines
- Emergency Procedures 94
- Facility Usage 94
- Inclement Weather Policy 94
- Smoking/Tobacco Use Policy 94
- Solicitation 94
- Student Grievance Procedures 94
- Grade Appeal Process 95
- Visitors and Minors on Campus 95
- Tuition and Fees 95
- General Policies
  - Acquired Immune Deficiency Syndrome 95
  - Computer Resources & Facilities 95
  - TECnet Acceptable Use Policy 96
  - Drug Free Schools Policy 97
  - Equity in Athletics 98
  - Firearms/Weapons on Campus 99
  - Harassment 99
  - Information Security Plan 99
  - Privacy Act 99
  - Sex Crimes Prevention Act 100
  - Student Consumer Rights Information 100

Directional Maps 101

Student Services

The Student Services program at Columbia State is an integral part of the College program with the development of the student as the central theme. Emphasis is placed on the needs and concerns of the individual and his/her progress toward personal, educational, and occupational goals. Services provided include entry services, support services and student transition services. Entry services assist students in obtaining access to the College. Support services include personal, educational, and developmental services while students are enrolled at Columbia State. Transition services assist students in moving from Columbia State to senior colleges and universities or to employment. College activities are provided to assist students in developing culturally, socially, and educationally.

Directory of Available Services

Academic Advising
Course Overloads . . . . . .Office of Advising, *Warf Building 239*

Academic Issues
Graduation . . . . . .Office of Academic Services, *Pryor Administration Building 109*

Application for Admission
Vehicle Registration
Identification Cards
Catalog . . . . . .Office of Admissions and Recruitment, *Jones Student Center 151*

Changing of Major
Registration
Web Registration
Drop/Add
Withdrawal from College
Transcripts . . . . . .Office of Records and Registration, *Jones Student Center 101*

Orientation
Organizations and Clubs
Student Government Association
Scheduling Activities
Intramurals . . . . . .Office of Student LIfe, *Jones Student Center 163*

Grants
Scholarships
Work Study
Loans
Veterans Affairs . . . . . .Office of Financial Aid, *Jones Student Center 101*

Paying Tuition
Paying Parking Fines
Financial Aid Check Disbursement . . . . . .Business Services, *Pryor Administration Building 114*

Personal Counseling
ADA Services . . . . . .Office of Counseling and Disability Services, *Jones Student Center 159*

Career Counseling . . . . . .Office of Career Services, *Jones Student Center 122*

ACT
GED
Placement Testing . . . . . .Office of Testing Services, *Jones Student Center 130*

Textbooks and Supplies . . . . . .Barnes and Noble College Bookstore, *Jones Student Center 165*

Campus Security
Parking Citations . . . . . .Security Department, *Facility Services Building*

Student Rights and Responsibilities

Rights and Responsibilities

As a student at Columbia State, you possess basic freedoms, privileges and rights guaranteed to all persons by the law. You are also subject to the same rules of accountability and the same limitations imposed by law on all persons.

There are a number of established policies and regulations and student-right-to-know information, developed by the College, as well as the Tennessee Board of Regents, that exist for the welfare of both students and the College. This information is detailed in this Columbia State Community College Catalog and Student Handbook.

Although the College provides this information to the student, it is the student's responsibility to become familiar with the policies and regulations outlined in this publication. Students needing clarification on any of these policies or regulations should contact the vice president for student services and enrollment management at (931) 540-2570.

Student Right-to-Know and Campus Security Act

The Student Right-to-Know and Campus Security Act of 1990, as amended in 1991, requires colleges and universities to disclose certain information to current and prospective students.

Student Right-to-Know

Institutions are required to make the persistence, completion or graduation rates of certificate and degree-seeking, full-time students available.

Crime Statistics

Pursuant to the provisions of Tennessee Public Chapter No. 317, an act known and cited as the "College and University Security Information Act," the following information is available on our Web site (*www.columbiastate.edu*) or will be provided to you upon request from the Office of Student Services and Enrollment Management (Jones Student Center 151):

- Annual crime statistics and crime rates for crimes occurring on the Columbia State campuses as reported to and compiled by the Tennessee Bureau of Investigation for each of the most recent three (3) years.
- Copies of the Board of Regents policies and procedures on campus security.

This information is not designed to serve as an agreement of contractual arrangement for providing security services to the members of the campus community, nor to guarantee an individual's personal safety when utilizing campus facilities or grounds.

ADA - Services for Students with Disabilities

Counseling and Disability Services provides support services especially designed to meet the needs of students with disabilities, and provides reasonable accommodations enabling qualified disabled students to participate fully in campus life. To qualify for services, students must provide the department with official documentation of the disability and discuss their specific needs for each class. A determination is then made to ensure equal educational opportunity within the academic and/or technical requirements of the program, based on an individual's specific disability.

Columbia State provides disability support services in a variety of ways. Examples of these services include, but are not limited to, providing supportive counseling, coordinating community resources, providing information for faculty regarding disabilities, serving as an advocate for students, securing special adaptive equipment and aids, providing individuals to assist with taking notes, tutoring, and other special testing and classroom accommodations. These services are offered to assist disabled students in realizing their goals. Students needing accommodations are urged to contact Counseling and Disability Services several weeks before a semester begins to allow time for special services to be arranged. More information about our services is available by contacting Counseling and Disability Services at (931) 540-2572.

Student Conduct & Discipline

Institution Policy Statement

College students are citizens of the state, local, and national governments, and of the academic community, and are 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 nonstudents. In recognition of a special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the president for the College to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization, the College has developed the following regulations which are intended to govern student conduct on the campus. 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 institution may enforce its 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 state, local, or national laws.

Disciplinary Offenses

1. Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.

2. Individual or organizational misconduct which is subject to disciplinary sanction shall include, but not be limited to, the following examples:

   a. Conduct Dangerous to Others - Any conduct which constitutes a serious danger to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse.

   b. Hazing - Hazing means any intentional or reckless act in Tennessee, on or off the property of any higher education institution, by a 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 such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into, or affiliation with, any organization.

   c. Disorderly Conduct - Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.

   d. Obstruction or Interference with Institutional Activities or Facilities - Any intentional interference with or obstruction of any institutional activity, program, event or facilities, including the following:

      (1) Any unauthorized occupancy of institution or institutionally-controlled facilities or blockage of access to or from such facilities.
      (2) Interference with the right of any institutional member or other authorized person to gain access to any institution or institutionally-controlled activity, program, event or facilities.
      (3) Any obstruction or delay of a campus security officer, fireman, or any institutional official in the performance of his/her duty.

   e. Misuse of or Damage to Property - Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials, weight room equipment, computers, athletic equipment and/or safety devices; and any such act against a member of the institutional community or a guest of the institution.

   f. Theft, Misappropriation or Unauthorized Sale - Any act of theft, misappropriation, or unauthorized possession of institutional property or any such act against a member of the institutional community or a guest of the institution.

   g. Misuse of Documents or Identification Cards - Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution.

   h. Firearms and Other Dangerous Weapons - Any possession of or use of firearms or dangerous weapons of any kind.

   i. Explosives, Fireworks, and Flammable Materials - The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks.

   j. Alcoholic Beverages - The use and/or possession of alcoholic beverages on College-owned or controlled property.

   k. Drugs - The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.

   l. Gambling - Gambling in any form.

   m. 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 institutional community acting in an official capacity.

   n. 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.

   o. Failure to Cooperate with Institutional Officials - Failure to comply with directions of institutional officials acting in the performance of their duties.

   p. 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.

   q. Attempts or 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.

   r. Violations of State or Federal Laws - Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

   s. Violation of Imposed Disciplinary Sanctions - Intentional or unintentional violation of a disciplinary sanction officially imposed by a College official or a constituted body including, but not limited to, sanctions contained herein.

t. Academic Dishonesty - A student may be guilty of academic dishonesty if:

(1) In connection with the taking of, or in contemplation of the taking of any examination, the student:
- Knowingly discovers or attempts to discover the contents of an examination before the contents are revealed by the instructor;
- Obtains, uses, attempts to obtain or use, supplies, or attempts to supply to any person, any unauthorized material or device;
- Attempts to use, supplies, or attempts to supply to any person material or device dishonestly;
- Willfully gives or receives any aid not authorized by the instructor; or

(2) Academic work is misrepresented as the product of a student's sole academic effort, for the purpose of affecting the student's grade, credit, or status in the College; or

(3) Sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments are used.

u. Harassment - Any form of harassment including, but not limited to, racial harassment, sexual harassment or stalking, is prohibited.

3. 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.

4. For the purpose of these regulations, a "student" shall mean any person who is registered for study at the College 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.

Disciplinary Procedures

Preliminary Conference

Misconduct involving the violation of College regulations shall be reported to the vice president for student services and enrollment management or appropriate designee. The vice president for student services and enrollment management or appropriate designee shall call the accused student to a preliminary conference where the student shall be informed of the charges against him/her and apprised of his/her basic rights as stated in these rules. The vice president for student services and enrollment management or appropriate designee shall investigate the validity of the alleged misconduct.

If the results of the initial investigation by the vice president for student services and enrollment management or appropriate designee indicate the case merits further action, the student shall be afforded an opportunity to contest the charge(s) through procedures initiated by and coordinated with the vice president for student services and enrollment management. The student shall be informed of the right to elect the procedure he/she wishes to pursue toward the disposition of a proposed action against him/her. The student shall indicate his/her selection in writing from the procedures listed below:

1. Tennessee Uniform Administrative Procedures Act

All cases which may result in: (i.) suspension or expulsion of a student from the institution for disciplinary reasons; (il.) 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 contested case procedures adopted by the Tennessee 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.

2. Disposition by the Vice President for Student Services and Enrollment Management

In discipline cases other than academic dishonesty, a student may request that the vice president for student services and enrollment management adjudicate the case. If such a decision is made, the following procedures apply:

a. The vice president for student services and enrollment management or appropriate designee shall inform the student, in person if possible, of the charges against him/her and proceed to gather information concerning the case including, but not limited to, interviews with all relevant parties (accused, accuser, and possible witnesses).

b. The vice president for student services and enrollment management or appropriate designee shall review the evidence, determine whether there appears to have been a violation of the College regulations and, if so, decide upon a proper disciplinary sanction within five (5) class days. The student will be informed, in writing, of the specific disciplinary offenses and sanctions at this time.

c. The accused student and the vice president for student services and enrollment management or appropriate designee shall meet and discuss the vice president's findings and recommended disciplinary sanction(s). The student shall be informed of his/her right to appeal the vice president's decision.

d. If the student disagrees with the vice president for student services and enrollment management's disposition of the case, he/she may request a hearing by the Student Discipline Committee. The request must be made in writing to the chairperson of the Student Discipline Committee within three (3) class days.

3. Hearing by the Student Discipline Committee

A student may choose to have the case heard by the Student Discipline Committee. If such a hearing is initiated, the following procedures shall apply:

a. The Student Discipline Committee is a College standing committee composed of student(s), faculty, and student

services representatives.

b. The accused student shall be informed in writing of the date, time, and place of the hearing, not less than five (5) working days prior to the day of the hearing.
c. All hearings shall be closed unless the student requests an open hearing in writing.
d. The vice president for student services and enrollment management or appropriate designee shall read the charges and present the results of the investigation.
e. The student shall be given an opportunity to respond to the evidence against him/her. He/she shall have an opportunity to present his/her position, make such admissions, denials, or explanations as he/she thinks appropriate and testify or present such other evidence as is available to him/her. The technical rules of evidence normally followed in civil and criminal trial shall not apply.
f. The student may be accompanied by an advisor whose participation shall be limited to advising the student and shall not include representing the student.
g. The student shall have the right to call witnesses on his/her behalf and the right to hear and question the witnesses against him/her.
h. Members of the committee shall have the right to ask questions.
i. All evidence upon which the decision is made shall be presented at the proceedings before the committee.
j. After all the presentations of evidence and testimony, the committee shall retire to discuss the case and render a decision.
k. The student shall be notified of the decision, in writing, within five (5) days of the hearing and shall be advised of his/her right to appeal the decision of the Student Discipline Committee to the president for the College.

Appeal Procedures

1. Appeal of Decision of a Hearing held Pursuant to Tennessee Uniform Administrative Procedures Act

A student's right to appeal a decision resulting from a hearing held pursuant to the Tennessee Uniform Administrative Procedures Act (TUAPA) shall be governed by the provisions of TUAPA.

2. Appeal of Decision of the Vice President for Student Services and Enrollment Management

A student who wishes to challenge the disciplinary sanction(s) imposed by the vice president must file an appeal, in writing, with the chairperson of the Student Discipline Committee within three (3) class days after sanction(s) are imposed.

a. The committee will consider the following in hearing the appeal:
   (1) was the hearing process followed;
   (2) was the evidence in the case substantial enough to justify a decision against the student;
   (3) has new and substantial evidence been discovered to justify a new hearing;
   (4) was the sanction imposed by the vice president for student services and enrollment management in keeping with the gravity of the offense.
b. The committee may affirm, or reverse in whole or in part, or remand the matter for a new hearing.

3. Appeal of Decision of Student Discipline Committee

A student may appeal a decision of the Student Discipline Committee to the president for the College. Such appeal must be filed within three (3) class days of receipt of the committee's decision.

In cases of alleged sexual assault, regardless of the method chosen by the student for disposition of the disciplinary matter, both the accused and the accuser shall be informed of the following:

- *Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and,*
- *Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault within five (5) days of the decision.*

Disciplinary Sanctions

Upon a determination that a student or organization has violated any of the rules or regulations or has committed any disciplinary offense set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institutional officials.

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.

Warning

The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

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 institutional community, but that any further violation may result in more serious penalties.

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.

Probation

Continued enrollment of a student on probation may be conditioned 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 on probationary status may result in the imposition of a more serious disciplinary sanction.

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.

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.

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 with regard to the charges against him/her, interim or 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 institutional community or its guests or will result in the destruction of property or substantial disruption of classroom or other campus activities. In any case of interim or summary 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.

Service to the College
A student may be required to donate a specified number of service hours to the College, by way of performing reasonable tasks for the appropriate College office or official. This service shall be commensurate to the offense the student is guilty of violating (i.e., service to maintenance staff for defacing College property).

Special Educational Program
A student may be required to participate in any special educational program relevant to the offense (i.e., alcohol education program for alcohol-related offense; conflict resolution program for violent misconduct; etc.), to attend special seminars or educational programs, or to prepare a project or report concerning a relevant topic.

The president for the College is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Student Academic & 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 "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 appeal the case through the appropriate institutional procedures.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light-emitting device which disrupts others (e.g., disturbing noises from beepers, cell phones, palm pilots, laptop computers, games, etc.).

Class attendance and punctuality requirements are contracted between the faculty and the students, through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course.

Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.

In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury, or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the Office of Student Services and Enrollment Management for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

Any student who is found guilty of an act of misconduct may be subjected to one or more of the following penalties:

- his/her grade in the course or courses or on the examination affected by the misconduct may be reduced to an extent, including a reduction to failure;
- he/she may be suspended from the College for a specific or an indefinite period, the suspension to begin at any time;
- he/she may be dismissed from the College immediately, at the end of any session ending in the future, or retroactively as of the end of any session during which the act of misconduct was committed.

In cases of academic misconduct, the student may appeal the action of the instructor to: the division chair and finally to the vice president for academic services. The vice president may appoint a committee to review and resolve the issue. These procedures should be followed within thirty (30) days of a specific incident(s) or issuance of a final grade. All appeals must be in writing.

Student Conduct & Health Science Programs

Students at Columbia State Community College who have chosen to prepare for a career in one of the health science programs have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs or controlled substances. In these career fields there are major problems relative to employability, licensure, and professional ethics for anyone involved in the possession or use of controlled substances.

In the event of such alleged misconduct by a student(s) in any of the health science programs, the following procedure may be used:

If a student(s) enrolled in a health science program is:

- arrested by duly authorized law enforcement officers and charged with unlawful possession or use of drugs or controlled substances, or the sale or distribution of any such drug or controlled substances; **or**
- if there is other substantive evidence that a student enrolled in a health science program is unlawfully in possession of or using any drug or controlled substance; then the program director shall inform the division chairperson in writing as soon as possible. Such written communication shall convey the specific nature of alleged involvement with drugs or controlled substances by the student, including any supportive facts or documentation: time, places, circumstances, witnesses or other persons who possess knowledge of the alleged student involvement.

The division chairperson shall evaluate the substance of such information presented and shall:

- arrange a conference with the student and the program director as soon as possible after having reviewed the report;
- the student shall be informed of the alleged charges and shall be provided an opportunity to respond to such charges;
- based upon the conference proceedings, the division chairperson shall recommend to the vice president for academic services an appropriate action. Sanctions which may be recommended are listed under *Disciplinary Sanctions* in these rules and may be limited in applicability to the program status of the student.

The vice president for academic services shall review the charges and proceedings and shall take such action as is deemed appropriate.

Any student charged with misconduct may be required to appear before the vice president for student services and enrollment management or the Student Discipline Committee. Such action may be in lieu of, or in addition to, action taken by the health science program.

All cases which may result in suspension or expulsion of a student from the College, or a health science program, for disciplinary reasons 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 Tennessee 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. The vice president for student services and enrollment management shall provide information to students relative to the uniform-contested case procedures.

In each case, every effort will be made to assure that appropriate due process procedures are followed.

Student Participation on Campus Committees

Students participate in the governance of Columbia State through service on college standing committees. The president of the Student Government Association recommends the appointment of students to all standing committees at the beginning of each academic year. Additionally, students have the opportunity to effect change at the state level through service on Tennessee Board of Regents subcommittees or as a regent on the full board. These appointments are made by the president for the College and are rotated among the colleges, universities, and technology centers in the system.

Student Life

Athletics

Columbia State Community College is a member of the National Junior College Athletic Association and the Tennessee Junior and Community College Athletic Association and maintains a strong program of intercollegiate sports. Team sports include men's basketball, women's basketball, baseball and women's softball.

All athletic offices are located in the Webster Athletic Center, on the Columbia campus.

Bulletin Boards/Sign Posting

Posters

Posters to be distributed on campus must be approved by the Office of Student Life (Jones Student Center 163), or by the campus director on any of the extended campuses. Posters must include the name of the sponsoring organization, time, date, and location of the event.

All notices should be on bulletin boards; not on doors, windows, or walls. It is the responsibility of the person or group to take down posters after the event has taken place.

Bulletin Boards

The use of campus bulletin boards is limited to affiliated individuals and groups and to official use by the institution.

Bulletin boards may be designated for use by specific individuals or groups, such as faculty, students, student organizations, etc. Persons authorized to use a bulletin board, the types of materials which may be posted on a board, the maximum size and duration of any notice, and any other special conditions on use should be approved prior to the use of the board.

Approval for bulletin board use is obtained in the Office of Student Life (Jones Student Center 163), or in the director's office at any of the extended campuses.

Child Care Services

Columbia State Community College does not provide child care services; however, in an effort to aid our students in locating child care assistance, the Office of Student Services and Enrollment Management has prepared a list of individual licensed providers. The list includes child care agencies near each of the Columbia State campus locations. This information may be obtained in the Student Information Center (Jones Student Center 151), or in the director's office on any of the extended campuses.

The prospective student should be aware that these listings are not college-supervised nor college-inspected facilities. Students should plan to investigate the child care agencies to determine which one most adequately meets his/her individual needs.

Emergency Messages

Students may not receive phone calls at the College. In the event of an emergency a student will be contacted in class to return a phone call. The caller will be asked the nature of the emergency in order to determine if the call warrants the student being removed from class. At the Columbia campus, all emergency messages should be directed to the Office of Student Services and Enrollment Management (931-540-2570). At the extended campuses, emergency messages should be forwarded to the office of the director, or to the administrative offices.

Food Services/Vending

A private contractor, whose purpose is to provide students with a quality food program, operates the cafeteria and the snack grille, on the Columbia campus. While classes are in session, the snack grille is open from 7:30 a.m. until 2:00 p.m., Monday-Thursday, and from 8:00 a.m. until 1:30 p.m. on Friday. The cafeteria is open from 10:30 a.m. until 1:30 p.m., Monday-Thursday only.

Vending machines are operated for the benefit of students, and are located in various facilities on all campuses. The cashiers at all campus locations are responsible for vending machine reimbursement.

Honors and Awards

Students who excel in academics and service are honored at annual award ceremonies during the spring semester.

Housing

Under Tennessee Board of Regents policy, Columbia State Community College assumes no responsibility for student housing. This institution is a commuter college and has no dormitories, fraternity, or sorority housing.

Even though the College is unable to assume responsibility for student housing, the College is vitally concerned with the welfare and well-being of all students, and desires they have accommodations commensurate with their needs. A housing referral list, which includes apartments in the Columbia area, is available in the Student Information Center (Jones Student Center 151).

The prospective student and parents should be aware that these listings are not college-supervised nor college-inspected accommodations. Students should plan to arrive in the community in advance of final registration dates to find suitable housing.

Identification Cards

All students taking credit courses must obtain a student identification card. Identification cards are available at no charge from the Student Information Center (Jones Student Center 151), or from the administrative office on any of the extended campuses. Misplaced cards can be replaced at a cost of $1. Identification cards should be retained for every semester of attendance; however, they must be revalidated each academic year. This card is required of students for identification, computer lab use, and checking out library materials. Additionally, it allows a student to attend all College activities open to the student body at no charge or at student rates.

Lost and Found

All lost articles should be reported to the Student Information Center (Jones Student Center 151), or to the administrative office at any of the extended campuses as soon as possible. A complete description of the lost item is required prior to being returned. All found articles will be dated and held for claim for three months. Any items not claimed within three months will be discarded.

Safety and Security

The Department of Safety and Security at Columbia State Community College is committed to preserving a safe and secure environment for students of the College. The Columbia campus has security personnel on duty 24 hours a day, seven days a week.

Students on all Columbia State campuses are expected to assume reasonable responsibility for personal safety. By using common sense, safety practices such as walking in groups, reporting suspicious activities, keeping money, books and other personal items protected, locking car doors when leaving, wearing safety belts, observing speed limits, and generally being alert to personal welfare will ensure personal safety.

Student Activities and Organizations

The College is dedicated to scheduling extracurricular activities and sponsoring student organizations which promote the development of the total individual.

Student Activities

Each academic year, the Office of Student Life sponsors a variety of programs, recitals, concerts, lectures, and dramatic performances for the enrichment of the College community.

Additionally, this office offers a wide-range of intramural activities. Intramurals allow for physical or nonphysical involvement with activities ranging from chess and ping-pong tournaments to flag football and volleyball.

It is the goal of Student Life to get students involved and to assist them in meeting their peers in a more casual setting. If you would like to be involved in student activities or to sponsor an activity, please contact the Office of Student Life (Jones Student Center 163), at least 48 hours prior to the date of the event, for approval forms and procedures. Additional approval time may be required for activities which involve: college funding, fund-raising, distribution of literature, demonstrations, or rallies.

Student Activity Fee

Students at Columbia State pay a required student activity fee which provides compensation for scheduled activities. Additionally, the fee allows for students to receive admission to athletic events at a discounted student rate (Columbia State student identification card required).

Student Organizations

Student organizations should promote social and academic development and must abide by policies set forth by the Office of Student Services and Enrollment Management. All student organizations must be open to all students of the institution who qualify for membership. No student(s) shall be denied access to or membership in any student activity or organization by reason of race, religion, creed, color, sex, age, handicap, veteran status, or national origin.

No organization will be registered whose purposes or goals imply race, religion, or national discrimination.

Student organizations not meeting the approved guidelines may have their applications revoked.

Any group of students who desires to become a registered student organization must submit a formal application to the Office of Student Life (Jones Student Center 163).

The following are formally registered organizations at Columbia State:

Columbia State Aggies

This is a group of students interested in the field of Agriculture as a career or hobby.

Computer Club

This is an organization of students, faculty, and staff at Columbia State that genuinely seeks to promote an awareness of and interest in computing and information systems.

Geste

This organization allows students who are interested in the many aspects of theatre to cultivate their artistic knowledge and appreciation in the fine arts.

Phi Theta Kappa

This is the official honor society for two-year colleges. Columbia State's chapter, Beta Kappa Theta, provides opportunities in leadership, service, fellowship, and scholarships.

Pulmonary Pit Crew

Members of this organization are enrolled in the Respiratory Care program. The organization provides information concerning respiratory care and breathing disorders to the campus community.

Sigma Kappa Delta

This organization is a national English honor society for students in two-year colleges. It recognizes and rewards outstanding achievement in English language and literature, while fostering English in all of its aspects, including creative and critical writing.

Student Chapter, North American Veterinary Technician Association (NAVTA)

The purpose of the student chapter of NAVTA is to promote personal involvement and professional development in the field of Veterinary Technology.

Student Chapter of the International Association of Administrative Professionals (IAAP)

This association is open to students who plan to become administrative professionals. The organization seeks to develop a better understanding of the responsibilities needed for the profession.

Student Nurses Association (SNA)
Members of this organization are enrolled in the nursing program.

Student Tennessee Education Association
The Student Tennessee Education Association is the student chapter of the National Education Association for teachers. Membership is open to education majors. When a student becomes a member of the Columbia State Chapter, he/she also becomes a member of the national and state associations.

Students for the Advancement of Science (SAS) Students in this organization envision a society interested in the many aspects of science. Students applying for membership must have or currently be enrolled in a minimum of 3 credit hours of science and have a minimum 2.5 GPA.

Student Government Association

Members of the Student Government Association (SGA) are the student-elected representatives for the overall student body. The SGA meets biweekly to discuss issues of importance to Columbia State students. The SGA is responsible for making recommendations concerning student policies and activities to the director of student life. Because the SGA meetings are open to the public, students are encouraged to voice their concerns and opinions.

The SGA consists of a president, vice president, secretary/treasurer and senators. The extended campus locations are represented by a governor. Any student at Columbia State is eligible to run for an office in the SGA. Students interested in participating in the SGA election process must contact the director of student life (Jones Student Center 163) for complete information on eligibility.

Student Insurance

Student health insurance is available through an independent company. Students interested in receiving information should contact the Student Information Center (Jones Student Center 151).

Student Parking

All vehicles driven by students on the Columbia campus must be registered with the Student Information Center (Jones Student Center 151), or with the administrative office at any of the extended campuses. All students are assessed a $5 campus access fee per semester. The fee includes a vehicle registration decal that is valid from September 1 through August 31 of the following year. Additional or replacement decals may be secured from the Student Information Center for $1.

Students who do not register their vehicles are subject to traffic fines:

No Decal	$ 25.00
No Parking Area	$ 15.00
Visitor Parking Area	$ 10.00
Faculty/Staff Parking	$ 10.00
Disabled Student Parking (State Law - No Exceptions)	$100.00

All fines are payable to the cashier(s) at all campus locations. All fines will be doubled if not paid before the semester ends. Student records will be encumbered until all fines are cleared.

All traffic-fine appeals should be directed to the vice president for student services and enrollment management (Jones Student Center 151) within five (5) working days.

A copy of campus traffic regulations is distributed during vehicle registration and is available in the Student Information Center (Jones Student Center 151). Students are expected to be familiar with these regulations.

Student Publications

All student publications at Columbia State Community College are approved and coordinated through the Office of Marketing and Public Relations (Pryor Administration Building 107) and the Office of Student Services and Enrollment Management (Jones Student Center 151).

Web Site

Information on Columbia State policies, student services, and class schedules may be obtained by visiting our Web site at *www.columbiastate.edu.*

Counseling, Career and Academic Support Services

Admissions and Recruitment

The Office of Admissions and Recruitment serves individuals who are interested in enrolling at Columbia State by providing general enrollment information, admissions counseling, and campus tours. Additionally, this office is responsible for processing admissions applications and distributing catalogs and schedules of classes. For complete details on admissions requirements, consult the current College catalog. The Office of Admissions and Recruitment is located in the Student Information Center (Jones Student Center 151). For more information on enrollment or campus tours, call (931) 540-2540.

Advising Center

Full-time advisors are available in the Academic Advising Center (Warf 239). Students are requested to schedule appointments for advising; however, walk-ins are accepted. Advising questions may be e-mailed to *advisingctr@columbiastate.edu.*

Incoming freshmen and reenrolling students may be advised in the Academic Advising Center as soon as their admissions file is complete. Returning students who have been assigned faculty advisors must make appointments with those advisors. Any questions regarding advisor assignments can be answered by calling or visiting the Academic Advising Center.

Students seeking advising on the Columbia campus during evening hours (after 4:15 p.m.), may contact the Office of Evening Services (Warf Building 109).

Students seeking advising at Columbia State's extended campuses should see the director, evening coordinator, or a faculty member at that location.

Barnes and Noble College Bookstore

The Barnes & Noble College Bookstore (Jones Student Center 165) is open at hours convenient to day and evening students. In addition to selling textbooks, manuals, and supplies for college courses, the bookstore offers Columbia State clothing, the buy-back of used books and manuals, as well as gift items.

Career Services

The Office of Career Services offers a wide variety of services and resources to assist Columbia State students with any issue related to career planning or job search. With the Career Resource Center, students have access to the latest technology and information tools.

In the Career Resource Center (Jones Student Center 122), students can access the Internet and utilize other printed media for career-planning and job-search needs. Career-planning tools are available which match students to various careers and majors. Over 150 current books are available on entrepreneurship, career planning and job search. Students have access to the Career Services Web site with links to over 200 Web sites which provide an easy reference to an infinite amount of career information.

Students are given individual assistance with these and other issues upon request:

- choosing/changing a major
- developing a career plan
- job-search planning
- resume writing
- interviewing
- networking
- utilizing the Internet for career planning and job search
- salary and employment projections

Students may work independently within the Career Resource Center.

For more information on career services, consult the Web site at www.columbiastate.edu/careerservices.

Counseling Services

A staff of professionally-trained counselors offers students assistance with educational planning, personal problems, and disability services in an environment of confidentiality.

Through educational counseling, the students are assisted in setting goals consistent with their interests and abilities. The interpretation of test results, the study of class records, and personality ratings aid the student in making appropriate decisions. Through short-term personal counseling, the students are assisted in working out solutions to their own problems, thereby affording them the opportunity for increased maturity and understanding.

Computer software, pamphlets, video and audio tapes on general study skills, personality development, and other topics are available in the Office of Counseling and Disability Services (Jones Student Center 159). Workshops are offered to facilitate personal and academic adjustment to college life. Topics addressed include, but are not limited to, time management, conflict resolution, interpersonal relationships, and substance abuse.

Evening Services

Evening services are provided at every Columbia State location. For hours and available services, refer to the current College catalog.

Extended Campuses

Unless otherwise stated, students attending Columbia State extended campuses should contact the director or office personnel at that respective campus for student service needs.

Financial Aid

The Financial Aid program is designed to aid students who would find it difficult or impossible to attend Columbia State without financial assistance. The College offers a comprehensive program of financial aid in the form of scholarships, part-time employment on campus, grants, loans, and Veteran's benefits. Columbia State places major emphasis upon financial need, academic achievement, character, and promise of future success.

Although Columbia State will assist all qualified students as resources permit, this aid should be viewed only as supplementary to the efforts of the family and student. Primary responsibility for financing an education lies with the student.

Information regarding who should apply for financial aid, the application process and types of financial aid can be obtained in the Office of Financial Aid (Jones Student Center 101), or in the administrative office at any of the Columbia State extended campuses. For complete details on applying for financial aid, consult the current College catalog.

A Veterans Affairs representative is available to assist eligible Veterans in the completion of necessary forms, program planning, and in making appropriate certifications to the Veterans Administration. For complete details about Veteran's benefits, please contact the current College catalog.

Finney Memorial Library

The John W. Finney Memorial Library provides access to the books, journals, newspapers, electronic resources, and other materials that support the curriculum and fulfill the information and research needs of the students, faculty, and staff of the College. The library provides access to a range of information resources appropriate to the curriculum and other aspects of the College's mission, offers appropriate reference and instructional services related to the library's materials and networks, and shares information resources reciprocally with other libraries and institutions in the area, state, region, and nation.

The 23,900 square-foot facility, opened in 1972, is named for the late John Wesley Finney, a Columbia resident and member of the State Board of Education, whose leadership was instrumental in establishing a community college for this area. The library provides seating for 200 students on two floors. In addition to a microform reading room and a special collections room, the first floor of the library has a reference collection, a current periodicals reading area, an audiovisual lab, and a computer lab for accessing electronic information. The second floor has a conference room, a library-instruction room, and stacks for the library's circulating book collection.

The library print collection has some 65,000 volumes, with strong holdings in history, literature, the social sciences, nursing, and allied health technology. Over 350 periodical titles are received, either in print or microform, including scholarly journals and general interest magazines, as well as local, state, and national newspapers.

To enhance access to journals, newspapers, books, and reference materials, the library subscribes to a number of computer databases including:

- Business and Company ASAP
- CINAHL Nursing Index
- Contemporary Authors
- Contemporary Literary Criticism—Select
- Encyclopedia Britannica
- ERIC
- Expanded Academic Index ASAP
- Facts on File Online
- General Reference Center Gold
- Health and Wellness Resource Center
- Informe!
- InfoTrac OneFile
- Lexis-Nexis Academic Universe
- Magill on Literature
- National Newspaper Index
- netLibrary
- SIRS Reference Database
- Tennessean Online
- Wilson Biographies Plus

The library offers individualized research assistance, as well as instructional classes and orientations. Through the interlibrary loan service, books and other materials may be obtained from other libraries. During fall and spring semesters, library hours are 7:45 a.m. to 8:00 p.m., Monday through Thursday; 7:45 a.m. to 4:15 p.m., on Friday. Check postings for Saturday hours, summer hours, and holiday closings.

In addition to the library on the Columbia campus, libraries are also maintained at Clifton, Lawrence County, Lewisburg, and Williamson County. These locations have basic reference collections, a browsing collection of journals and newspapers, and computer access to electronic databases. Hours at these locations may vary; check with extended campuses, individually, for hours of operation.

Orientation

All new students are encouraged to participate in the new student orientation program. Sessions are held throughout the year at each Columbia State location. This program provides students with information about registration, student services, student activities, and College policies. Additionally, for those students who are unable to attend an orientation, a virtual orientation, containing all of the same information, is available via the Columbia State Web site. For more information, contact the Office of Student Life

(Jones Student Center 163), or visit our Web site at *www.columbiastate.edu/studentsvcs/orientation.htm.*

Records and Registration

The Office of Records and Registration (Jones Student Center 101) is responsible for student information change forms, drop forms, change of registration forms, transcript requests and enrollment verifications, and graduation certification. Additionally, this office is responsible for evaluating high school and college transcripts.

Student Center

The Jones Student Center is open on class days and evenings for the enjoyment of students. The facilities include the cafeteria, bookstore, meeting rooms, TV lounge and game room, cyber center, and an ATM machine. Additionally, the Student Center houses the following offices: Student Services and Enrollment Management, Admissions and Recruitment, Career Services, Counseling and Disability Services, Financial Aid, Records and Registration, Student Government Association, Student Life, and Testing Services.

The Jones Student Center is open from 7:00 a.m. to 8:00 p.m., Monday through Thursday and 7:00 a.m. to 4:30 p.m. on Friday, during regularly scheduled semesters.

Arrangements for the use of meeting rooms in the Center are scheduled through the Office of Student Services and Enrollment Management (Jones Student Center 151).

Student Information and Cyber Center

The Student Information Center (Jones Student Center 151) provides educational support, information, and assistance to Columbia State students in an environment that encourages independence and personal responsibility. Additionally, the Center houses the Office of Admissions and Recruitment.

For the convenience of students, a Cyber Center (Jones Student Center 149) is located adjacent to the Student Information Center. The Cyber Center is available for students to check their campus email, research information via the Columbia State Web site, as well as view and process academic information through WEB for Students.

Teaching & Learning Center

The Teaching and Learning Center (TLC) at the Columbia campus is located in Warf 237, (931) 540-2766, and the TLC at the Williamson County Center is located in Yates 104, (615) 790-5670. The TLC is an academic tutoring and computer services facility. The TLC provides both professional and peer tutoring, free of charge, to all Columbia State students. Tutors help students to help themselves by stimulating active learning and by building competence in their own abilities. Individual appointments, drop-in tutoring, and study-group sessions are available.

Also available in the TLC are many on-line tutorials and instructional programs, word processing, Internet access, e-mail, and much more. For more information on the availability of tutors, software programs and hours of operation, visit the TLC Web site at *www.columbiastate.edu/tlc*, or go to Important Links on Columbia State's Web site.

Testing Services

The staff in the Office of Testing Services is responsible for the administration of the ACT, Compass, and various other group tests which assist the student in planning his/her program of study. Testing Services also provides proctoring services on the Columbia campus to support Distance Education, the Regents Online Degree Program, and ADA proctoring needs.

Additionally, Columbia State is an official testing center for the GED (General Educational Development) assessment. Persons who have not received a high school diploma and wish to apply for a certificate of equivalency may take the GED. Satisfactory scores on the test enable the individual to apply to his/her high school for an equivalency diploma.

Students have access to the Testing Services Web site for quick reference to Testing Services' calendars, forms, and guidelines. The Testing Services Web site can be found at *www.columbiastate.edu/testingservices*.

General College Policies and Guidelines

Emergency Procedures

Emergency procedures are posted in all facilities, at all Columbia State locations. During emergency situations, students are expected to stay calm, listen for instructions, and follow the designated procedures.

For a complete listing of policies related to this area, please contact the Office of Student Services and Enrollment Management (Jones Student Center 151).

Facility Usage

Columbia State Community College policy number 03-07 provides the guidelines for use of campus property and/or facilities by affiliated and nonaffiliated groups, organizations, and individuals. The policy adheres to Tennessee Board of Regents (TBR) policy number 3:02:02:00, relative to Use of Campus Property and Facilities. Both the Columbia State policy and the TBR policy are on file and available for review in the Office of Student Services and Enrollment Management (Jones Student Center 151).

Inclement Weather Policy

In the event that classes are dismissed, cancelled, or otherwise closed due to weather conditions, appropriate notification will be given to local television and radio stations. Additionally, this information will be posted on the campus weather line at (931) 540-2515. Postings for extended campuses will be made available as well. Students attending noncredit classes should contact the Center for Economic and Community Development at (931) 540-2660 for class cancellations.

In cases where Columbia State continues operations, students are encouraged to use their own discretion. If students are absent due to such conditions, they will be provided a reasonable opportunity to make up missed assignments.

Smoking/Tobacco Use Policy

The following policy has been established relative to smoking/tobacco use in College facilities and vehicles:

College Buildings

Smoking and the use of tobacco products are prohibited in all buildings on the Columbia campus.

College Grounds

Smoking is permitted outside of buildings in designated locations. Areas where smoking is permitted will be designated by appropriate signage and ash urns will be provided in these locations. Generally, smoking is not permitted within ten (10) feet of any building entrance.

All students are expected to observe and respect "No Smoking" areas.

College Vehicles

Smoking is prohibited in all College-owned vehicles.

Extended Campuses

Smoking at all extended campuses is regulated by the organization(s) controlling those individual facilities.

Enforcement Policy

Smoking regulations will be enforced under the provisions of TBR Policy 3:02:00:01. This policy requires adherence to College and TBR regulations designed to protect the rights of all students from any conduct which constitutes a danger to any person's health or well-being.

Violation of smoking regulations will be enforced through normal administrative student conduct policies.

Solicitation

No solicitation and/or sales related to or affecting students are permitted on the campus without securing prior approval from the vice president for student services and enrollment management or his/her designee.

Student Grievance Procedures

Definitions

Academic Grievances

An academic grievance is a difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he/she is being treated unfairly.

Non-Academic Grievances

A nonacademic grievance is a difference of opinion or dispute between a student and instructor, administrator, staff member, or another Columbia State Community College student pertaining to the interpretation and/or application of the policies and procedures of the College and the Tennessee Board of Regents. In addition to the interpretation and application of policies and procedures, nonacademic grievances shall include all grievances except those pertaining to instruction and classroom management. They may pertain to student governance issues, student activities, arbitrary and capricious management decisions, or other concerns that students might present for redress.

Procedures

Academic Grievances

The student should first discuss the matter with his/her instructor. If the matter is not resolved by this discussion, the student should bring the complaint, in writing, to the appropriate division chairperson. If the student is still not satisfied, the student may appeal in writing to the vice president for academic services. The vice president for academic services will investigate and notify the student in writing of the outcome of the appeal. The vice president may appoint a committee to review and resolve the issue. The vice president's decision may be appealed to the president. The president's decision will be final.

Non-Academic Matters

The student should first address his/her concern to the staff member directly. If the student is not satisfied, the matter should be brought in writing to the staff member's supervisor. If the student is still not satisfied, he/she should present the grievance in writing to the vice president for student services and enrollment management. If the grievance is not satisfactorily resolved, the vice president for student services and enrollment management may appoint a committee to resolve the matter. The committee's decision may be appealed to the president. The president's decision is final.

It is the policy of Columbia State Community College that substantive and procedural due process shall be applied in all matters pertaining to the rights of students. Substantive due process addresses the constitutional rights of the individual and procedural due process is an affirmation of this protection. Every effort will be exhausted to resolve student grievances in an amicable and due process manner.

Grade Appeal Process

If a student believes the assignment of a course grade was based on discrimination, arbitrary or capricious action, or any reason not related to academic performance, a procedure exists whereby a student may appeal the grade.

The appeal must be initiated within one (1) semester following the term during which the grade was received. The appeal process includes the following steps that must be initiated by the student:

1. Contact the instructor to ensure that no calculation or administrative error has occurred. If the student cannot schedule a meeting with the instructor, the student should contact the division chair who will schedule the meeting between the instructor and the student. (If the student is in an academic or health sciences' program, the respective program director should be contacted before contacting the division chair.) The only exceptions to this procedure are when the instructor is no longer employed by the College or is unavailable so that it is impossible to complete this step within thirty (30) calendar days.
2. If the student believes an appeal is warranted after consulting with the instructor, the student may appeal to the division chair. The division chair will attempt to resolve the grade conflict within fifteen (15) working days.
3. If the appeal cannot be satisfactorily addressed at this level, the student may appeal in writing to the vice president for academic services within five (5) calendar days. This appeal should clearly state the basis for the appeal, the evidence for the appeal, and any supporting data. The vice president will review the records and notify the student of the results of the review.

Visitors & Minors on Campus

Visitors

All nonstudent visitors to the College facilities must abide by the following regulations:

- Nonstudent visitors may not be in laboratories or other hazardous areas (as defined by the College or individual College personnel) at any time unless they are escorted by a member of the College staff for brief business visits.
- Nonstudent visitors may not be in any of the computer labs unless they are escorted by a member of the College staff for brief business visits.
- All nonstudents must have instructor approval prior to visiting classrooms.
- All nonstudents visiting the Columbia campus for two or more consecutive days should contact the Office of Student Services and Enrollment Management (Jones Student Center 151) for a visitor's vehicle decal.
- Nonstudents visiting any of the Columbia State extended campuses should notify the campus director, or the administrative personnel at that location.

Minors

Students and employees are not approved to leave minors unsupervised on Columbia State campuses. Minors are not allowed to accompany parents to class without the prior approval of the instructor.

In certain circumstances, minors 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 await their parents' arrival. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the minors and to monitor the enforcement where feasible.

In all circumstances related to minors on campus, it is the expectation of the institution that good judgment be exercised in preventing disruption of the learning environment.

Tuition and Fees

Columbia State is a state-funded, two-year college. Tuition and fees are governed by the Tennessee Board of Regents. Fees are set annually at the June meeting of the Board and are announced by July 1 of each academic year. For the most recent fees, see the current College catalog.

General Policies

Acquired Immune Deficiency Syndrome

As outlined in College Policy 01-02, students who have been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or a positive Human T-Lymphotrophic Virus (HLTV-III)/Human Immunodeficiency Virus (HIV) antibody test, will be permitted to participate in classes so long as they are physically able.

Computer Resources and Facilities

Computer facilities at Columbia State are available to all students, faculty, and staff upon written application. The applicant is the authorized user. Approved authorization may not be shared with others. Other users may receive computer access upon written application and approval by the director of computer services. It is the responsibility of computer services personnel to maintain a stable operational environment for all users and to provide security for all programs and files currently residing on available computer systems. Cooperation of all users in the form of ethical and

responsible behavior is required at all times so that all may share resources freely and equitably.

1. All computer software and/or documents, as well as equipment developed by students, faculty, staff or others, on College time, become the property of Columbia State. Computing documents may be examined or disclosed by this College if there is reason to suspect violation of College policies.
2. Purchase of all computer hardware or software by any department must be coordinated with the Information Management & Technology Committee.
3. The computer labs are open to all Columbia State faculty, students, staff, and others on a first-come first-serve basis during open periods. Students of time-scheduled classes have first priority on the equipment during their assigned lab periods.
4. All systems to be written by the computer services personnel must be planned and requested through the Information Management & Technology Committee before the fiscal year in which work is to begin. Work requiring minimal programming effort should be requested directly through the director of computer services via proper form with required signatures.
5. Access to the computer room is restricted to computer services personnel only. Maintenance employees, custodians and others are allowed access in the presence of computer services staff.
6. Tours of the computer room are conducted with advance notice and only under the supervision of the director of computer services or assigned computer services staff members.
7. Faculty, staff, students and other users shall not be assigned an account for personal use. Computer facilities may be used for College educational and administrative purposes only.

The following rules and regulations are to define all users' limitations. These rules are separate and apart from the code of conduct as approved by the Tennessee Board of Regents. Any violations shall be termed "computer misuse," and the offender shall be referred to the respective College office for disciplinary action.

1. A computer account may not be used by anyone other than the applicant(s) and for any purpose other than that stated on the application form. A user may not attempt to learn the password of any other user and may not attempt to alter or destroy the files belonging to others.
2. An individual may not access or copy the program(s) or data belonging to other individuals or to Columbia State without permission.
3. Equipment, programs, and data provided by Columbia State may not be taken to other sites without written permission from the director of computer services.
4. An individual may not tamper with or change any switch setting on any devices without approval from a computer services staff member.
5. A user may not monopolize any available resource to the extent of denying others fair use. Any nonproductive use of the computer, i.e., games, chat, etc., will be restricted by computer services staff.
6. Use of the Columbia State computer system for personal or business purposes without prior approval is prohibited.
7. An individual may not load software onto any computer without permission of the director of computer services. The request to load software must be accomplished by documentation indicating such duplication is permitted by software license.
8. Use of unlicensed software is prohibited. Software license should be verified by the director of computer services.
9. Computer resources must not be used for any unlawful purposes. It is NOT acceptable to transmit or receive threatening, obscene, or harassing materials.

The dispositions listed below (not an all-inclusive list) are examples drawn from the sanctioned policy of the Tennessee Board of Regents Code of Conduct:

- revoking of the individual's right to use the computer, either on a temporary or permanent basis;
- probation;
- suspension;
- expulsion;
- financial assessment for computer services; and,
- legal prosecution.

In the event that other College regulations are violated, additional penalties may be imposed. Unauthorized use of the computer by an individual other than a member of the College community may be adjudged a felony, and the individual may be liable to legal prosecution.

Tennessee Education Cooperative Network (TECnet) Acceptable Use Policy

The Tennessee Education Cooperative Network (TECnet) mission is stated as:

"It is the primary purpose of TECnet to provide data connectivity to nonprofit institutions/agencies in the Tennessee region which have as their primary purpose academic and research activities and to state and local governments."

The TECnet is for the use of persons legitimately associated with current institutional members and other institutions/agencies in the Tennessee region that choose to join the TECnet and agree to abide by the appropriate usage conventions and any terms and conditions of membership and affiliation of the TECnet, as they may be amended from time to time.

The TECnet will support the primary functions of the academic and research institutions, that is, instruction, research, public service, and the accompanying administrative support functions by facilitating the exchange of information consistent with the purposes of the cooperating institutions/agencies. Functions of state and local government members may likewise be facilitated by the use of the TECnet.

The TECnet is open to use, at the discretion of the individual educational institutions, by faculty, students, and staff affiliated with that institution/agency and by state and local government members. Users of the TECnet are expected to be responsible in their use and are subject to approval of their institution/agency.

Each institution/agency is responsible to see that the acceptable use policy is widely distributed, that TECnet users are aware of the

policy, and that these policies are followed. Each institution/agency is responsible for exercising any control they deem necessary to maintain usage within the confines of the acceptable use policy.

Information that is transmitted over the network is not routinely encrypted or made private between the sender and the addressee. Anyone who can intercept the transmission has access to the information as if it were addressed to the interceptor. To intercept any transmission is a criminal offense.

Guidelines for use of the network are as follows. Other acceptable and unacceptable usage can be derived from these examples.

1. Individual usage of the TECnet must be consistent with the goals/purposes of the TECnet.
2. The TECnet should not be used for any activity that does not support the mission and purposes of the individual institution/agency. If a particular usage is not in the best interest of the institution/agency or if it does not support the mission and purposes, then it must not be done.
3. The TECnet must not be used for commercial purposes.
4. Deliberate disruption of anyone's work or system is prohibited.
5. The TECnet must not be used for any unlawful purposes. It is ***not*** acceptable to use TECnet to transmit threatening, obscene, or harassing materials. Attempts to penetrate a remote site without proper authorization is strictly forbidden and also violates the Tennessee Code Annotated (T.C.A.) which states suitable punishment for violators.
6. If institutions/agencies are authorized to use gateways to other networks, all rules and conventions of the other networks must be followed. The institution/agency having access to other networks should obtain and abide by that other network's acceptable use policy.
7. Institutions/agencies are forbidden to use the TECnet to gain access to any other network which requires membership if the accessing institution/agency does not have proper membership, rights, and privileges in the other network.
8. Disruption of any activity on a remote node is forbidden. Users must not do anything concerning remote nodes that will cause the loss or corruption of data, the abnormal use of computing resources, or the introduction of computer viruses by any means.

Authority for the TECnet acceptable use policies lies with the senior computing officers of the participating institutions/agencies as advised by the TECnet Management Advisory Committee and the TECnet Technical Advisory Committee (TAC) and the TECnet Network Operations Center. Interpretation of questionable acceptable usage will be determined by the TECnet Management Advisory Committee, and recommendations will be made to the senior computing officers of the participating institutions/agencies. Until an issue is resolved, questionable use should be considered "not acceptable."

(Approved by TAC 12/15/94)

Drug Free Schools Policy

The following policy applies to all Columbia State Community College employees, including faculty and students, in compliance with the provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et. seq.) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, et.seq.).

Policy

It is the policy of Columbia State to strictly prohibit the unlawful use and/or possession of alcoholic beverages and/or any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance on College-owned, controlled, or leased property. The unlawful use, abuse, or distribution and/or possession of alcohol or elicit drugs are prohibited during any College-related activity including off-campus trips. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in this handbook and/or the *Columbia State Policies and Procedures Manual.*

Legal Sanctions

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to $4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either:

- distribution or possession at or near a school or college campus, **or**
- distribution to persons under 21 years of age.

Repeat offenders may be punished to a greater extent as provided by statute. **Further, a civil penalty of up to $10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law.** Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417 (21 U.S.C. 801, et.seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than $2,500, or both (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of 21, such offense being classified a Class A misdemeanor (T.C.A. 39-15-404).

The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days, or a fine of not more than $50, or both (T.C.A. 39-17-310).

Institutional/School Sanctions
Columbia State will impose the appropriate sanctions on any employee or student who fails to comply with the terms of this policy.

Employees
As a condition of employment, each employee, including student employees, must abide by the terms of this policy and must notify their department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to notify of conviction, may include one or more of the following:

- termination;
- suspension;
- mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- recommendation for professional counseling;
- referral for prosecution;
- letter of warning; and/or,
- probation.

Students - Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- expulsion;
- suspension;
- mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- referral for prosecution;
- probation;
- warning; and/or,
- reprimand.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol
A cursory description of the health risks associated with the use of beverage alcohol and illicit drugs are as follows:

Alcohol
Use or abuse of alcohol is the most neglected health problem in the United States today. Alcoholism is a complex, progressive disease in which the use of alcohol interferes with health, social and economic functioning. Untreated, alcoholism results in physical incapacity, permanent mental damage, and/or premature death.

Alcohol is involved in one-third of all suicides, half of all murders, half of all traffic deaths, and one-fourth of all other accidents, and is involved in over 50% of all arrests. Alcohol is the third leading cause of birth defects involving mental retardation. Use during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome. Drinking is implicated in cancer, heart disease, liver disease, gastrointestinal disease, and other illnesses. Alcoholism reduces life expectancy by twelve years. Beverage alcohol can damage all body organs, leading to liver, heart and digestive problems, circulatory system interference, personality disorders, reproductive problems, and central nervous system disorders such as poor vision, loss of coordination, memory loss, loss of sensation, mental/physical disturbances, and permanent brain damage. The physical and psychological changes that occur as a result of addiction to alcohol can pave the way for addiction to pharmacologically similar (mood-altering) drugs.

Illicit Drugs
Illicit drugs are natural and synthetic chemical substances used to affect body processes, like the mind and nervous system. The use of illicit drugs results in many of the health risks that are involved with alcohol use. However, specifically, the illicit use of drugs increases the risk of: mental deterioration, death from overdose, physical and mental dependence or addiction, hepatitis and skin infections from needle use, psychotic reactions, inducement to take stronger drugs, brain damage, danger of "flashback phenomenon," hallucinations, unconsciousness, deep depression, distortion of time and space, permanent damage to the lungs, brain, kidneys and liver, death from suffocation or choking, anemia, amnesia, AIDS, and other infections. If used excessively, the use of alcohol and drugs singly or in certain combinations may cause death.

Drug and Alcohol Counseling, Treatment, Rehabilitation Programs, and Employee Assistance Programs
The director of counseling and disability services will counsel students and/or employees who now have or have had a drug and/or alcohol problem. The procedures are:

- To encourage the individual with a problem to seek the assistance of a qualified drug/alcohol therapist or seek treatment from a drug treatment center or mental health center;
- To provide information to the individual regarding treatment resources in the surrounding area and how to secure their services. Description materials are provided when available detailing the facility, length of stay, cost, etc.;
- To assist the student and/or employee in making the initial contact with an outside agency or to provide ongoing emotional support.

Several public and private drug and alcohol rehabilitation centers are located in the Columbia State service area. They provide medical treatment if indicated and include individual, group, and family counseling.

Equity in Athletics
All coeducational institutions of higher education that participate in any federal student financial aid program (i.e., Federal Pell, Federal SEOG, and Federal SSIG Grants; Federal Work Study; and Federal Family Education, Federal Perkins, and William D. Ford Federal Direct Loans) and have intercollegiate athletic programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382, are required that certain equity in athletic information, based on the previous reporting year, be available for inspection by students, prospective students, and the public by November 1 of each year.

This information is available in the Office of Student Services and Enrollment Management (Jones Student Center 151) or the Office of Athletics (Webster Athletic Center 212).

Firearms/Weapons on Campus
In accordance with Tennessee State law, all firearms, including hunting weapons or weapons typically displayed in vehicle windows, shall be prohibited on school property; persons carrying or possessing a weapon of any kind shall be subject to felony charges. This provision does not apply to officers in the county, city, or state charged with the enforcement of the laws of the state when in the discharge of their official duties.

Harassment
Columbia State Community College will not condone sexual, racial or other forms of harassment of students, employees of the College, or applicants for employment.

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law.

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course, or activity;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance/educational experience, or creating an intimidating, hostile, or offensive work/educational environment.

Generally, racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin.

Generally, harassment on the basis of religion, handicap, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with an individual's academic efforts, employment, or participation in institutionally-sponsored activities. Such harassment also includes any activity which creates an intimidating, hostile, or demeaning environment.

In situations that require immediate action, because of safety or other concerns, the institution can take any disciplinary action which is appropriate, e.g., suspension with pay, pending the initiation of the investigation by the affirmative action officer. Individuals who feel they have been harassed are encouraged to contact the director of human resources (Pryor Administration Building 113). Students who feel that they have been harassed as a result of the actions of another student should contact the vice president for student services and enrollment management (Jones Student Center 151).

Information Security Plan
This plan is designed to set standards for developing, implementing, and maintaining reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of customer information. The purposes of this plan are:

- to ensure the security and confidentiality of customer information;
- to protect against anticipated threats to the security and/or integrity of customer information;
- to guard against unauthorized access to, or use of, customer information that could result in harm or inconvenience to any customer; and
- to comply with the Gramm-Leach-Bliley Act and the related rules put forth by the Federal Trade Commission.

Students with questions about this plan should contact the assistant director of enrollment services, financial aid (Jones Student Center 101).

Privacy Act
It is the policy of Columbia State Community College to comply with the Family Educational Rights and Privacy Act (FERPA) which is designed to protect the confidentiality of personally identifiable educational records of students. The student has the following rights: the right to inspect and review his/her educational records within forty-five (45) days of the day the College receives a request for access; the right to request an amendment of his/her educational records that the student believes are inaccurate or misleading; the right to consent to disclosures of personal identifiable information contained in his/her educational records except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Columbia State Community College to comply with the requirements of FERPA.

Under the provisions of FERPA, the College may disclose directory information to any person requesting it without the consent of the student. Directory information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational institution attended. Examples of such disclosures include, but are not limited to, play-production programs, honors recognition lists, graduation programs, and athletic activity sheets and programs.

Students may request that "Directory Information" be withheld from anyone except Columbia State school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College

has contracted (such as an attorney, auditor, or collection agent); a person serving on the Columbia State Foundation; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Students wishing to refuse disclosure must submit a request for Non-Release of Directory Information to the Office of Records and Registration (Jones Student Center 101), after registering for classes. This request will remain in effect until the student signs a form to cancel the request.

Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student, or volunteers at an institution of higher education in the State of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form, and deliver it to TBI headquarters in Nashville.

As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this State of committing a sexual offense, or who is or has been convicted in another state or another country, or who is or has been convicted in a federal or military court of committing an act which would have constituted a sexual offense if it had been committed in this State. A "sexual offense" means the commission of acts including, but not limited to, aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supercede the Family Educational Rights and Privacy Act (FERPA) and other federal and State laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution in the Campus Security office. Information is also available on the TBI's Web site listing of sex offenders located on the internet at http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp.

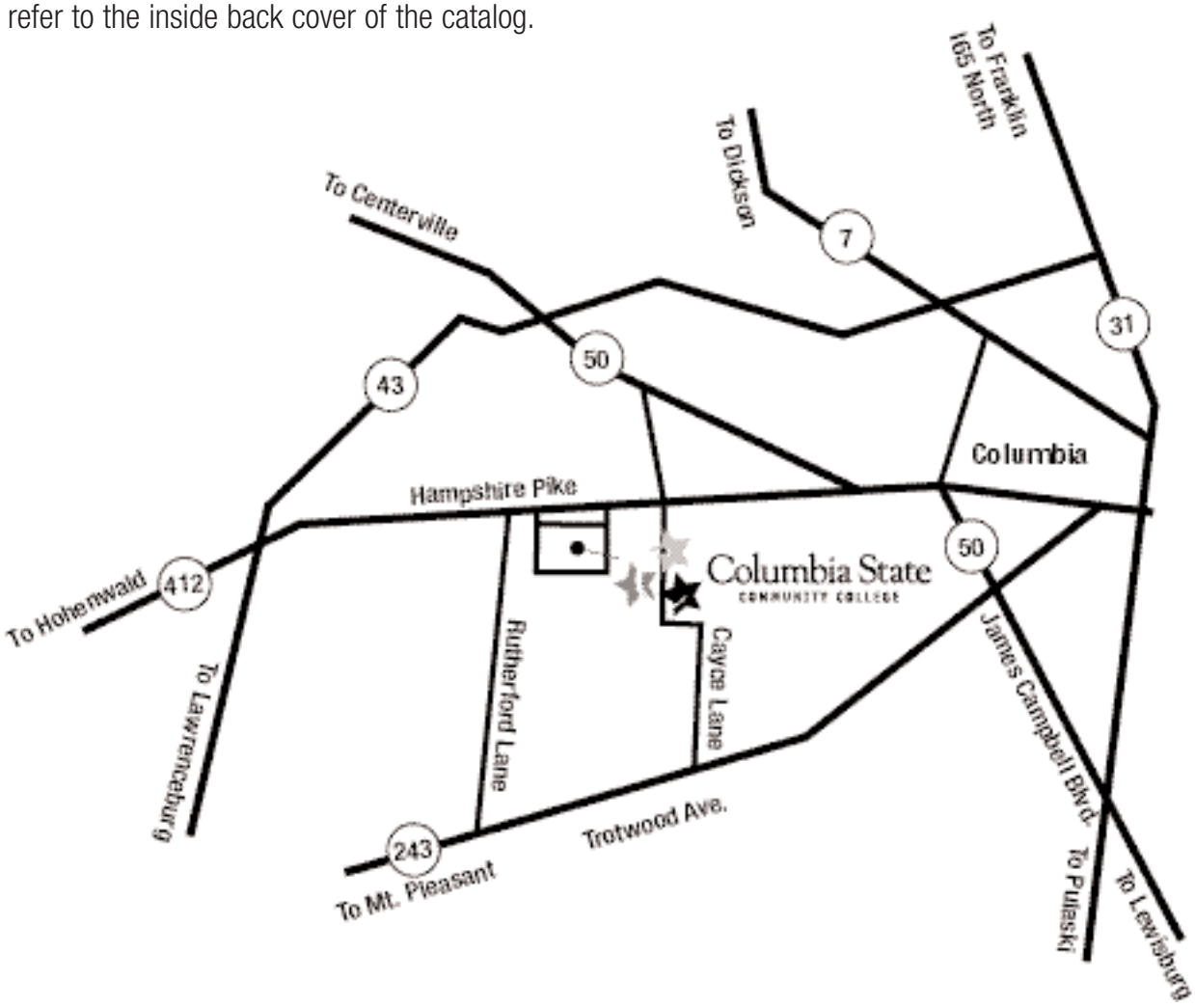
Student Consumer Rights Information

The financial aid applicant is responsible for obtaining, completing, and filing each year the proper financial aid application on a timely basis. The applicant has the right to seek and receive full information and counsel from the assistant director of enrollment services, financial aid (Jones Student Center 101), in regard to any financial aid matter. The applicant must, without exception, report any of the following changes to the Office of Financial Aid: withdrawal from the college, transfer to another college, name change, or address change of student or parent if applicable.

If student loans have been received, an exit interview must be arranged with the Office of Financial Aid when graduating or withdrawing from the college. Failure on the aid recipient's part to do exit counseling will result in a hold being placed on the student's record and refusal of future financial aid awards.

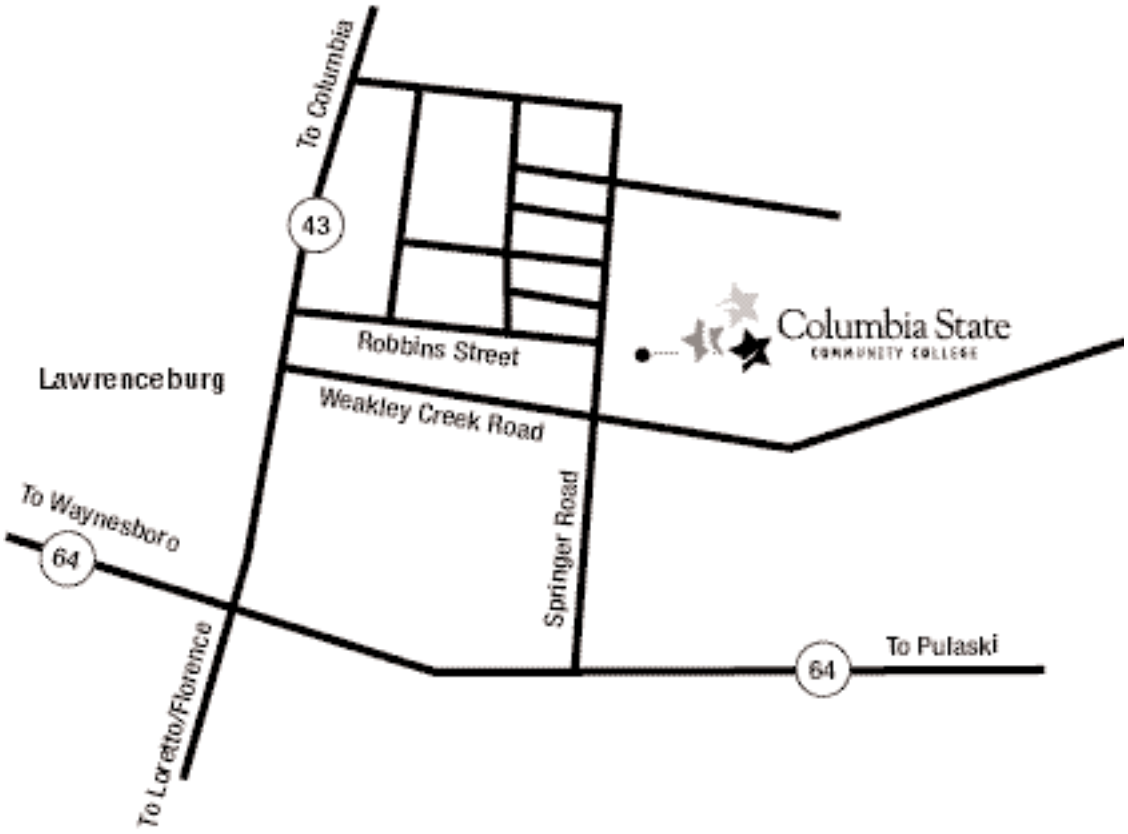
Columbia Campus

For a complete campus map,
refer to the inside back cover of the catalog.



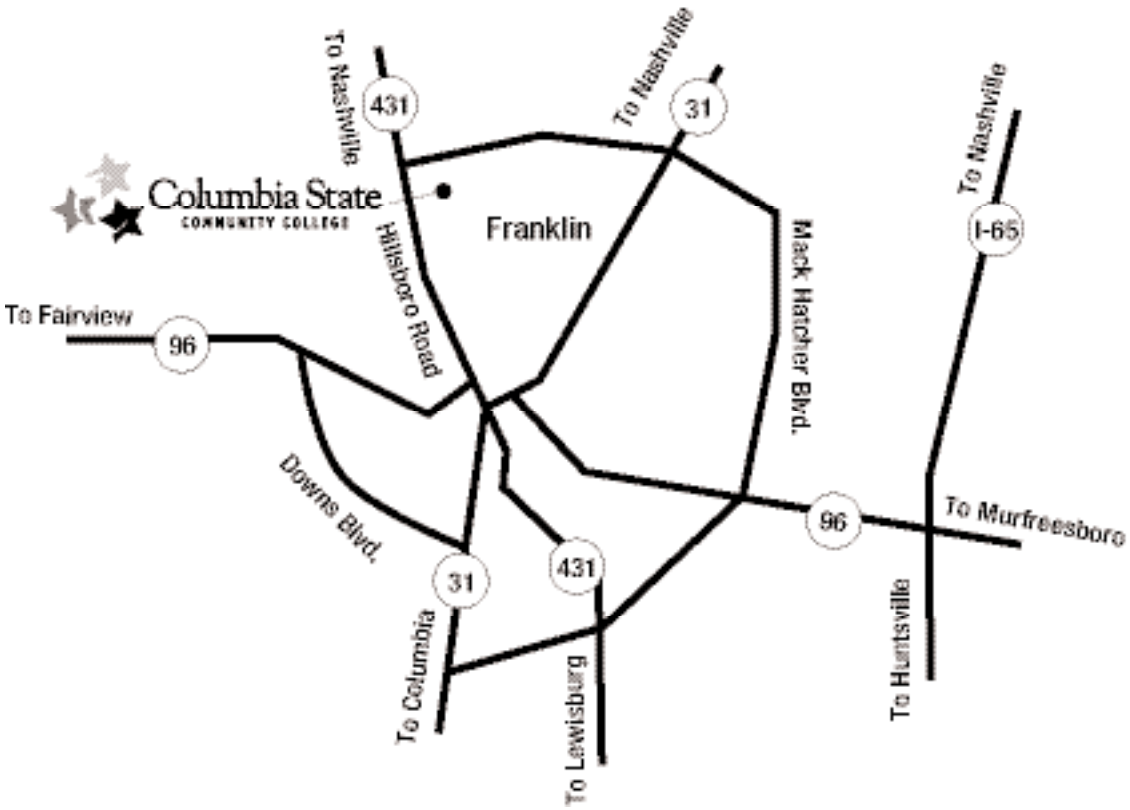
Columbia State Community College
Columbia Campus
P.O. Box 1315
1665 Hampshire Pike
Columbia, TN 38402-1315
931-540-2722

Lawrence County Center



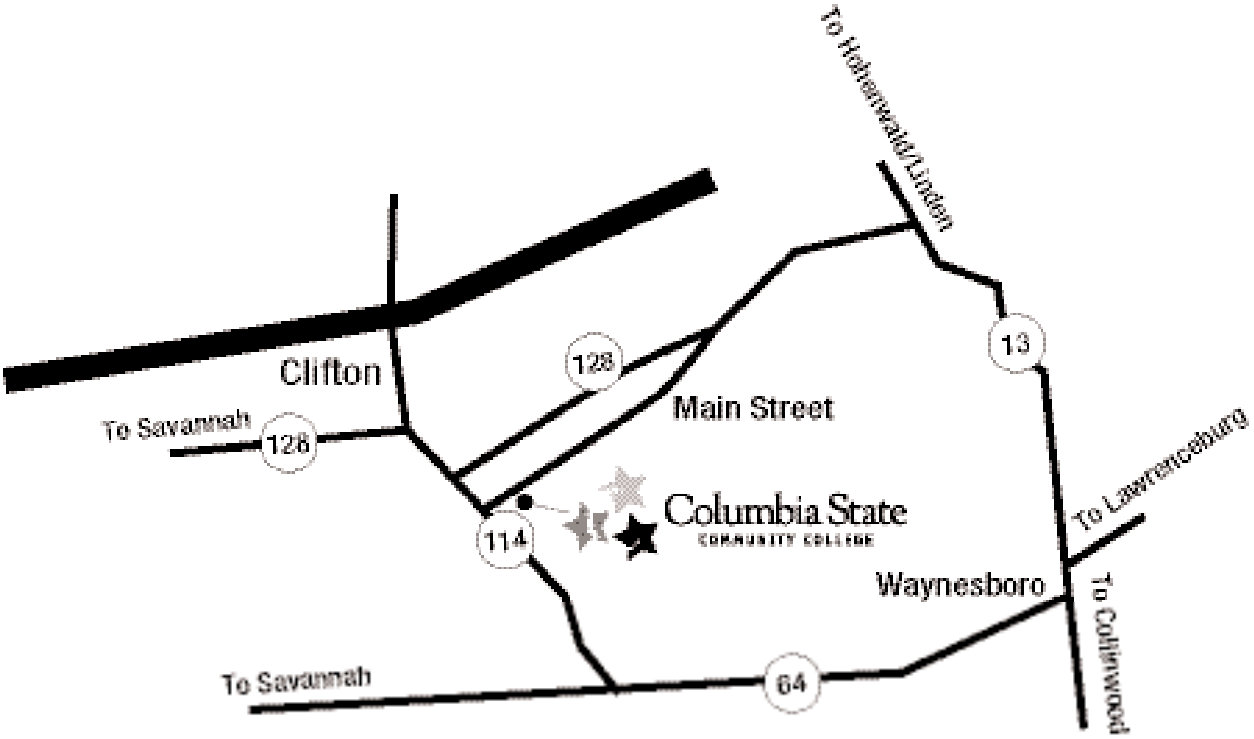
Columbia State Community College
Lawrence County Center
1620 Springer Road
Lawrenceburg, TN 38464
931-766-1600

Williamson County Center



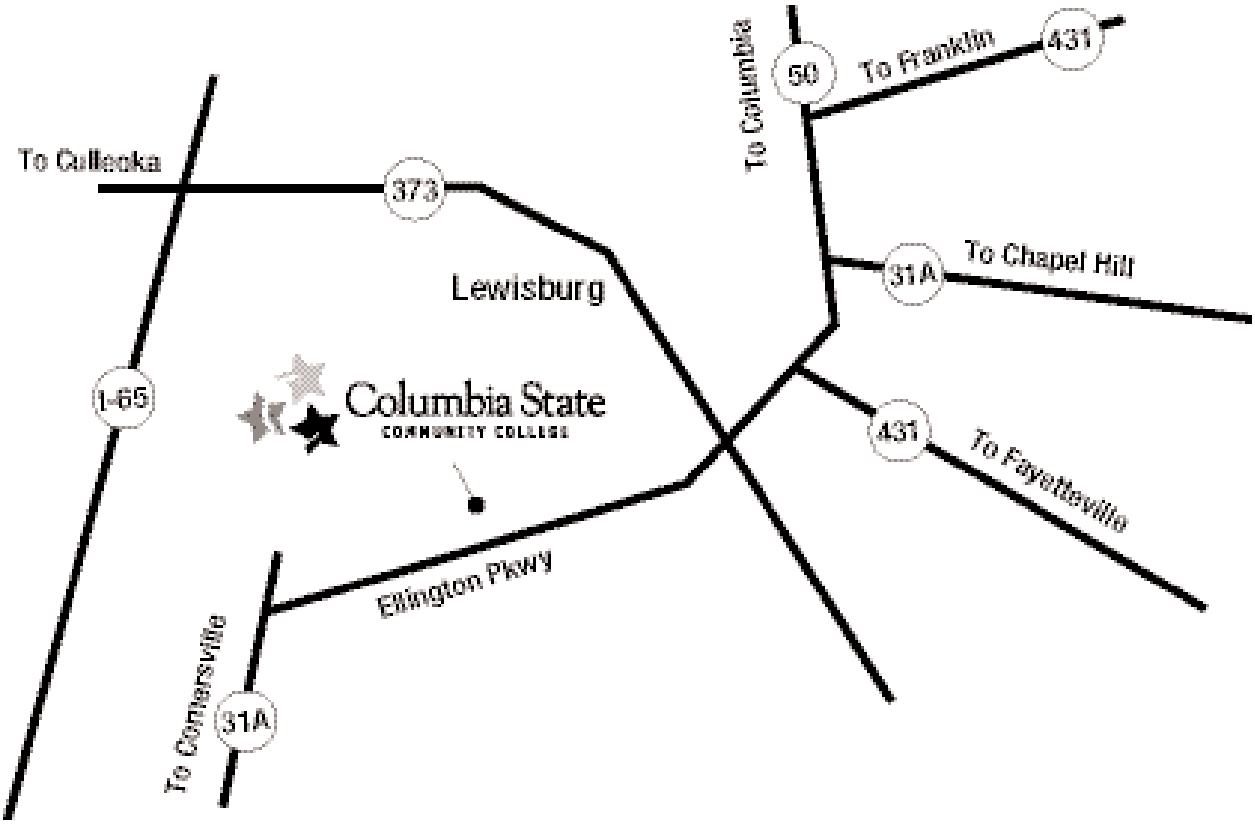
Columbia State Community College
Williamson County Center
104 Claude Yates Drive
Franklin, TN 37064
615-790-4400

Clifton Site



Columbia State Community College
Clifton Site
795 Main Street
Clifton, TN 38425
1-888-346-6581

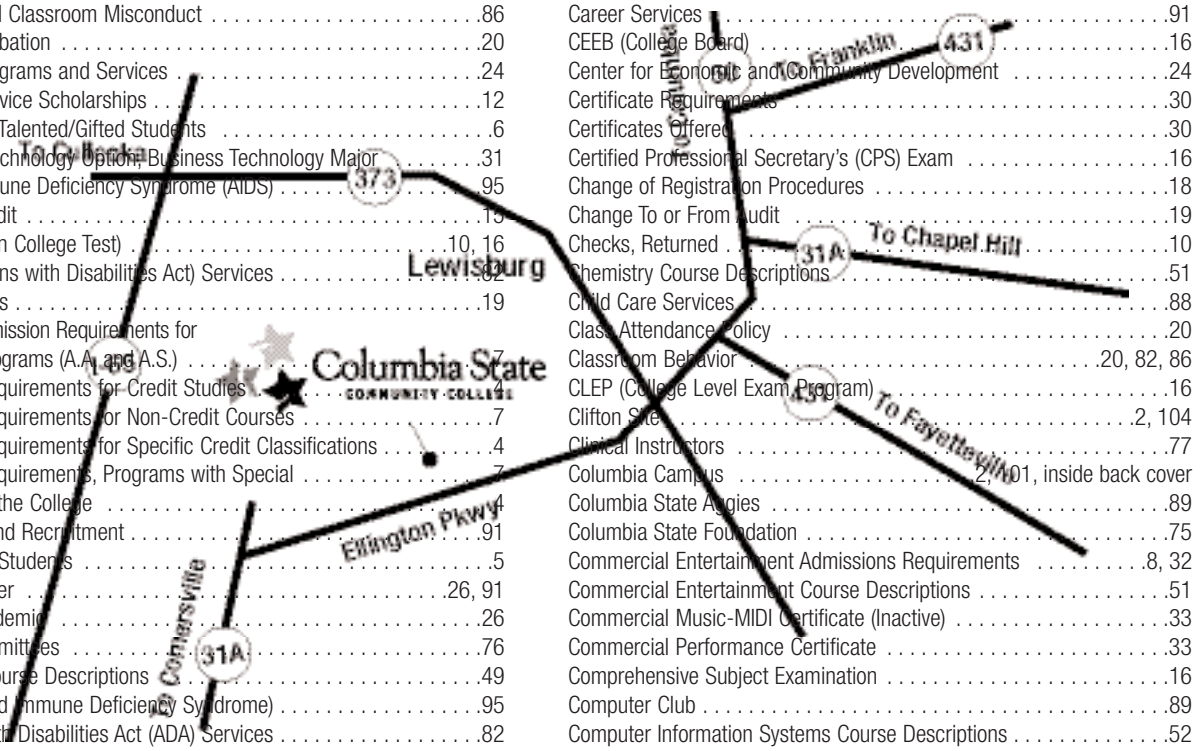
Lewisburg Site



Columbia State Community College
Lewisburg Site
980 South Ellington Parkway
Lewisburg, TN 37091
931-359-0351

Index

Absence, Institutional 20
Academic Advising 26
Academic Appeal Process 95
Academic Calendar 1
Academic Certificates 26, 30
Academic Dishonesty 84
Academic Dismissal 21
Academic Divisions 24
Academic Fresh Start 22
Academic Grievances, Definitions of and Procedures for 94
Academic Information 15
Academic and Classroom Misconduct 86
Academic Probation 20
Academic Programs and Services 24
Academic Service Scholarships 12
Academically Talented/Gifted Students 6
Accounting Technology Option, Business Technology Major 31
Acquired Immune Deficiency Syndrome (AIDS) 95
Acquiring Credit 15
ACT (American College Test) 10, 16
ADA (Americans with Disabilities Act) Services 82
Adding a Class 19
Additional Admission Requirements for
Transfer Programs (A.A. and A.S.) 7
Admission Requirements for Credit Studies 4
Admission Requirements for Non-Credit Courses 7
Admission Requirements for Specific Credit Classifications 4
Admission Requirements, Programs with Special 7
Admission to the College 4
Admissions and Recruitment 91
Adult Special Students 5
Advising Center 26, 91
Advising, Academic 26
Advisory Committees 76
Agriculture Course Descriptions 49
AIDS (Acquired Immune Deficiency Syndrome) 95
Americans with Disabilities Act (ADA) Services 82
Appeals, Student 21, 85, 94, 95
Application Fee 10
Applying to the College 4
Art Course Descriptions 49
Associate Degree Requirements 28
Associate of Applied Science Degree
(Career Entry Program) 26, 30
Associate of Applied Science Degree Requirements 30
Associate of Arts Degree Requirements 28
Associate of Science Degree Requirements 28
Athletic Grants 13
Athletics 88, 98
Attendance Policy 20
Auditing a Course 5, 9, 19, 21
Automobile Registration 10, 90
Basic EMT/EMT-IV Classes 36
Biology Course Descriptions 50
Books and Supplies 9
Bookstore 91
Bulletin Boards/Sign Posting 88
Business and Technology Division 24
Business and Technology Division Career-Entry Programs 30
Business and Technology Division Certificate Programs 30
Business and Technology Division Emphases 29
Business Course Descriptions 50
Business Information Technology Course Descriptions 51
Business Management Certificate 32
Business Technology Major 31
Calendar, Academic 1
Campus Access Fee 10
Campus Locations 2
Cancellation of Scheduled Classes 18
Career Advancement Certificates 26, 31
Career Entry Programs 26, 30
Career Services 91
CEEB (College Board) 16
Center for Economic and Community Development 24
Certificate Requirements 30
Certificates Offered 30
Certified Professional Secretary's (CPS) Exam 16
Change of Registration Procedures 18
Change To or From Audit 19
Checks, Returned 10
Chemistry Course Descriptions 51
Child Care Services 88
Class Attendance Policy 20
Classroom Behavior 20, 82, 86
CLEP (College Level Exam Program) 16
Clifton Site 2, 104
Clinical Instructors 77
Columbia Campus . . . . . 2, 101, inside back cover
Columbia State Aggies 89
Columbia State Foundation 75
Commercial Entertainment Admissions Requirements 8, 32
Commercial Entertainment Course Descriptions 51
Commercial Music-MIDI Certificate (Inactive) 33
Commercial Performance Certificate 33
Comprehensive Subject Examination 16
Computer Club 89
Computer Information Systems Course Descriptions 52
Computer Information Systems Major 33
Computer Resources and Facilities Usage Policy 95
Confidentiality of Student Records 99
Consumer Information 14
Consumer Rights Information 100
Cooperative Education 25
Cooperative Education Course Descriptions 53
Core Values 2
Corrections Option, Criminal Justice Technology Major 34
Counseling, Career and Academic Support Services 91
Counseling Services 91
Course Descriptions 49
Course Load 18
Course Repeats 21
Courses Satisfying General Education Core Requirements 27
Credit by Examination 10, 16
Credit for Prior Learning, External 10, 16
Credit for Prior Learning Fee 10
Credit Load 18
Credit, Unit of 15
Crime Statistics 82
Criminal Justice Technology-Corrections Certificate 34
Criminal Justice Technology Course Descriptions 53



Criminal Justice Technology-Law Enforcement Certificate 34
Criminal Justice Technology Major 34
Customer Service Certificate 34
Dean's List 22
Degree Requirements 28, 30
Degrees Offered 28, 30
Degrees, Policy on Awarding of 22
Developmental Studies Course Descriptions 53
Developmental Studies Program 24
Directional Maps 101
Directories . . . . . .inside front cover, 68
Disabled Students 82
Disciplinary, Appeal Procedures 85
Disciplinary Offenses 82
Disciplinary Procedures 84
Disciplinary Sanctions 85
Dismissal, Academic 21
Dismissal, Appeal of 21
Dismissal, Early Readmission 21
Distance Education 25
Dropping a Class 18
Drug and Alcohol Counseling, Treatment,
Rehabilitation Programs 98
Drug Free Schools Policy 97
Early Childhood Education Certificate 35
Early Childhood Education Course Descriptions 54
Early Childhood Education Major 35
Economic and Community Development, Center for 24
Economics Course Descriptions 55
Education Course Descriptions 55
Education, Secondary 29
Elective Options 28
Electronics Technology Certificate 36
Electronics Technology Course Descriptions 55
Electronics Technology Major 35
Elementary Education 2+2 Agreement 25
Emergency Medical Technology Course Descriptions 56
Emergency Medical Technology-Paramedic Admissions Policy 7, 36
Emergency Medical Technology-Paramedic Certificate 7, 36
Emergency Messages 88
Emergency Procedures 94
Employee Directory 68
EMT-Basic Classes 36
Engineering Graphics Course Descriptions 57
English Course Descriptions 57
Equity in Athletics 98
Evening Services 3, 91
Expenses 9
Extended Campuses and Programs 25
External Credit 15
External Credit by Examination 16
External Credit for Military Service/Schools 16
External Credit for Prior Learning 10, 17
External Credit for Tech Prep Programs 17
External Credit through Tennessee Technology Centers 17
Facility Usage 94
Faculty and Staff Directory 68
Faculty Award 23
Family Educational Rights and Privacy Act (FERPA) 99
Federal College Work-Study 13
Federal Parent Loan for Undergraduate Students 13
Federal Pell Grants 12
Federal Stafford (Subsidized) Loan 13
Federal Stafford (Unsubsidized) Loan 13
Federal Supplemental Educational Opportunity Grant 13
Fees 9, 95
FERPA (Family Educational Rights and Privacy Act) 99
Financial Aid Attendance Policy 12
Financial Assistance 12, 92
Financial Assistance Resources 12
Financial Assistance Satisfactory Progress Standards 13
Fine Arts Elective Options 28
Firearms/Weapons on Campus 99
First-Time Applicants 4
Food Services/Vending 88
Former Columbia State Students 4
Foundation Scholarships 12
French Course Descriptions 57
Freshman, Beginning 4
Full-time Student Semester Hour Load 18
GED Students 4
General Education Degree Requirements 28, 30
General Education Development (GED) Test Fee 10
General Education Exam (Exit Exam) 22
General Information 2, 9, 12
General Requirements for Admission to Credit Studies 4
General Requirements for Admission to Non-Credit Courses 7
General Technology Major 38
General Transfer Degree Programs 26
General Transfer Major 29
General Transfer (No Emphasis) 29
Geography Course Descriptions 58
Geste Club 89
Grade Appeal Process 95
Grades 20, 22
Grades for Withdrawals and Drops 19
Grading System 20
Graduation 22
Graduation Fee 10
Graduation Honors 22
Grants 12
Grievance Procedures 94
Guidelines for Permitting Late Withdrawal 19
Harassment 99
Health Course Descriptions 58
Health Risks Associated with the Use of Illicit
Drugs and the Abuse of Alcohol 98
Health Sciences Division 24
Health Sciences Division Career-Entry Programs 30
Health Sciences Division Certificate Programs 30
Health Sciences Programs Admission Requirements 7
High School Course Requirements (Deficiencies) 7
High School Graduates 4
High School Students 6
History Course Descriptions 58
History of the College 2
Honor Scholarships 12
Honors 22
Horticultural Technology Major 38
Housing 88
Humanities Course Descriptions 58
Humanities Division 24
Humanities Division Certificate Programs 30
Humanities Division Emphases 29
Humanities/Fine Arts Elective Options 28
Hybrid Courses 25
Inclement Weather Policy 94
Incomplete Grades 20

Individual Instruction, Music Fees 10
Industrial Technology Course Descriptions 58
Information Directory . . . . . .inside front cover
Information Security Plan 99
Institutional Absence 20
Institutional Fees and Refunds 9, 10, 95
Institutional Work 13
Insurance 90
Interactive Video Courses 25
International Students 6
Internet Courses 10, 25
Late Registration Fee 10
Late Withdrawal, Guidelines for Permitting 19
Law Enforcement Option, Criminal Justice Technology Major 34
Lawrence County Center 3, 102
Lewisburg Site 3, 105
Library 92
Limitations and Reservations 3
Loans 13
Lost and Found 89
Management and Human Relations (MHR) 2+2 Agreement 25
Mandatory Placement of Students 7, 26
Maps . . . . . .103, inside back cover
Marketing Course Descriptions 59
Mass Communication Course Descriptions 59
Mathematics Course Descriptions 59
Mathematics Elective Options 28
Measles, Mumps and Rubella (MMR) Vaccination Requirement 18
Military Service Credit 16
Minimum Degree Requirements for Academic and Technical Certificates 30
Mission Statement 2
Multiple Degrees and Certificates 22
Music Course Descriptions 60
Music Fees 10
Natural Sciences Elective Options 28
Non-Academic Appeal Process 95
Non-Academic Grievances, Definitions of and Procedures for 94
Non-Credit Courses 7, 9
Non-Credit Student 4, 9, 15, 25
Non-Degree Students 5, 15
Nondiscrimination Policy 3, 99
Non-High School Graduates 4
Non-Traditional Courses (Distance Education) 25
Nursing 2+2 Agreement 25
Nursing, Admissions Policy 7, 39
Nursing Challenge Exam Fee 10
Nursing Course Descriptions 61
Nursing Fee 10
Nursing LPN Career Mobility Ladder (Option A) 41
Nursing LPN Career Mobility Ladder (Option B) 42
Nursing Major 39
Office Administration Course Descriptions 62
Office Administration Option, Business Technology Major 31
On-line Courses (RODP) 10, 25
Orientation 92
Parking Fines 10, 90
Permanent Residents 7
Permanent Student Records 15
Phi Theta Kappa 89
Philosophy Course Descriptions 63
Physical Education Course Descriptions 63
Physical Science Course Descriptions 64
Physics Course Descriptions 64
Placement in Courses 26
Placement of Students 7
Planning a Course of Study 26
Planning a Program of Study 26
Policies and Guidelines, General College 95, 96
Policy and Procedures for Mandatory Placement 7, 26
Policy on Nondiscrimination 3, 99
Policy on the Awarding of Degrees 22
Political Science Course Descriptions 64
Pre-Professional Programs 26
Pre-Professional Skills Test Fee 10
President's List 22
Privacy Act 99
Private Scholarships 12
Probation, Academic 21
Programs of Study for Selected Emphases Within the General Transfer Major 29
Programs with Special Admission Requirements 7
Psychology Course Descriptions 64
Pulmonary Pit Crew 89
Radiologic Technology, Admissions Policy 7, 44
Radiologic Technology Course Descriptions 64
Radiologic Technology Major 43
Readmission, Academic Dismissal 21
Records and Registration 93
Records, Confidentiality of 99
Refunds 10
Regents Online Degree Program (RODP) 10, 25
Registration Fees 9, 95
Registration for Courses 18
Registration Procedures 18
Religious Studies Credit (Transfer Credit) 15
Repayment of Financial Assistance 14
Repeating Courses 21
Replacement of Lost ID Card 10, 88
Residency Classification 9
Respiratory Care, Admissions Policy 7, 45
Respiratory Care Course Descriptions 65
Respiratory Care Major 45
Retention Standards 20
Return of Title IV Funds 14
Returned Check Fee 10
Safety and Security 89
Satisfactory Progress for Financial Assistance 13
Scholarships 12
Science and Mathematics Division 24
Science and Mathematics Division Career-Entry Programs 30
Science and Mathematics Division Emphases 29
Secondary Education 29
Sex Crimes Prevention Act 100
Sigma Kappa Delta 89
Smoking/Tobacco Use Policy 94
Social/Behavioral Sciences Elective Options 28
Social Sciences, Education, and Developmental Studies Division 24
Social Sciences, Education, and Developmental Studies Division Career-Entry Programs 30
Social Sciences, Education, and Developmental Studies Division Certificate Programs 30
Social Sciences, Education, and Developmental Studies Division Emphases 29
Social Security Number Use 15
Sociology Course Descriptions 66
Solicitation 94
Spanish Course Descriptions 66
Speech Course Descriptions 66
Student Activities and Organizations 89

Student Activity Fee 10, 89
Student Appeals 21, 85, 95, 97
Student Center 93
Student Chapter, North American Veterinary Technology Association (NAVTA) 89
Student Chapter of the International Association of Administrative Professionals (IAAP) 89
Student Classifications 15
Student Conduct and Discipline 20, 82, 86
Student Conduct in Health Sciences Programs 87
Student Diversity Scholarship Program 12
Student Government Association (SGA) 90
Student Handbook 79
Student Health Insurance 90
Student Honors and Awards 22, 88
Student Identification Cards 10, 88
Student Life 88
Student Nurses Association (SNA) 90
Student Orientation 92
Student Parking 90
Student Participation on Campus Committees 87
Student Publications 90
Student Records 15, 99
Student Rights and Responsibilities 82
Student Right-to-Know and Campus Security Act 82
Student Services 81
Student, Special 5
Student Tennessee Education Association 90
Students for the Advancement of Science (SAS) 90
Summer Term Fees 9
Teaching and Learning Center 93
Tech Prep Programs, External Credit for 17
Technical Certificates 26, 30
Technology Access Fee 10
Tennessee Board of Regents and University of Tennessee Admission Standards 7
Tennessee Board of Regents' General Education Core Requirements for All Tennessee Board of Regents Institutions 27
Tennessee Education Cooperative Network (TECnet) Acceptable Use Policy 96
Tennessee Hope Scholarships 12
Tennessee Student Assistance Awards 13
Testing Services 93
Theatre Course Descriptions 66
Transcript of Credits 17
Transfer Credit 15
Transfer Programs 7, 29
Transfer Students 5
Transient Students 5
Tuition and Fees 9, 95
Undergraduate Degree Students 4, 15
Undergraduate Special Students 5
Unit of Credit 15
University Center 24
University Parallel Program (General Transfer Major) 29
Veterans Certification 14
Veterinary Technology, Admissions Policy 7, 47
Veterinary Technology Course Descriptions 67
Veterinary Technology Major 47
Video Courses 25
Vision 2
Visitors and Minors on Campus 95
Weapons on Campus 99
Weather-Related Closings 94
Web Site (*www.columbiastate.edu*) 90
Williamson County Center 3, 103
Withdrawal from College 19
Work Programs 13