2017-2018 Catalog & Student Handbook

COLUMBIA STATE COMMUNITY COLLEGE

ColumbiaState.edu

Campus Locations

Columbia Campus
1665 Hampshire Pike
Columbia, TN 38401
931.540.2722

Clifton Campus
795 Main Street
Clifton, TN 38425
931. 676.6966
Fax: 931.676.6941

Lawrence Campus
1620 Springer Road
Lawrenceburg, TN 38464
931.766.1600
Fax: 931.766.1602

Lewisburg Campus
980 South Ellington Parkway
Lewisburg, TN 37091
931.359.0351
Fax: 931.560.4118

Williamson Campus
1228 Liberty Pike
Franklin, TN 37067
615.790.4400
Fax: 615.790.4405

Columbia State Community College does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities sponsored by Columbia State Community College. The following person has been designated to handle inquiries regarding non-discrimination policies.

Director of Human Resources
Pryor 108
Columbia State Community College
1665 Hampshire Pike
Columbia, TN 38401
Telephone 931.540.2521

The Columbia State Community College policy 05:01:00 Equal Employment Opportunity, Affirmative Action, Discrimination and Nepotism can be found at: *http://www.columbiastate.edu/docs/default-source/policies-procedures/05-01-00-eeo-aa-discrimination-nepotism-(03-2015)-new-nondiscrim-notice.pdf?sfvrsn=0*

Information Directory

Columbia State Community College
1665 Hampshire Pike · Columbia, TN 38401
931.540.2722 · *www.columbiastate.edu*
Inclement Weather Line: 931.540.2515
TDD Relay Number (for the hearing impaired): 1-800-848-0298

Academic Affairs. . . . . Joni Lenig, Interim Vice President. 931.540.2520
Access and Diversity . . . . Christa Martin, Assistant to the President 931.540.2644
Access, Southern Campuses & Regional Services . . . Ruth Ann Holt, Dean 931.540.2606
Advancement and Foundation . . . . Bethany Lay, Vice President 931.540.2512
Alumni Relations . . . . Molly Cochran, Development Officer. 931.540.2554
Athletics . . . . Johnny Littrell, Director 931.540.2630
Bookstore . . . . Jean Zimmerman, Director 931.540.2593
Business Services . . . . Keith Isbell, Associate Vice President 931.540.2530
Career Services . . . . Freda Leslie Pillow, Career Pathway Specialist 931.540.2778
Clifton Campus. . . . . Sidonna Foust, Site Coordinator 931.676.6966
Counselor and Veterans Success Coach. . . . . Phillip Owens. 931.540.2572
Communications. . . . . Amy Spears-Boyd, Director. 931.540.2516
Disability Services . . . . Wynn Gooch, Coordinator. 931.540.2857
Economic and Workforce Development. . . . . LK Browning, Executive Director. 931.540.1121
Enrollment Services . . . . Jill Riley, Chief Officer and Director of Admissions 931.540.2573
Evening Services 931.540.2862
Facility Services and Safety. . . . . Tim Hallmark, Director. 931.540.2620
Faculty, Curriculum and Programs. . . . . Joni Lenig, Associate Vice President 931.540.2750
Financial Aid. . . . . John Cage, Director. 931.540.8267
Financial and Administrative Affairs . . . . Elaine Curtis, Vice President. 931.540.2530
Grants. . . . . Brett Seybert, Development Officer. 931.540.2514
Health Sciences Division . . . . Kae Fleming, Dean 931.540.2600
Human Resources / Affirmative Action. . . . . Christie Miller, Director 931.540.2521
Humanities and Social Sciences Division and
   Learning Support Program . . . . Victoria Gay, Dean. 931 540.2780
Information Technology . . . . Emily Siciensky, Associate Vice President 931 540.2704
Distance Education, Instructional Support and
   University Services . . . . Marilia Gerges, Director 931.540.2618
Instructional Technology Support Services . . . . Bob Trybalski, Coordinator 931.540.2869
Lawrence Campus . . . . Matt McLean, Site Coordinator 931.766.1600
Lewisburg Campus. . . . . Matt Lewis, Site Coordinator 931.359.0351
Library. . . . . Aaron Wimer, Director 931.540.2560
Planning, Effectiveness and Retention. . . . . Tammy Borren, Associate Vice President 931 540.2697
President's Office . . . . Janet F. Smith, President 931.540.2510
Records . . . . Sharon Joyce Bowen, Director 931.540.2581
Science, Technology and Mathematics Division . . . . . Dearl Lampley, Dean. 931.540.2710
Student Enrollment, Engagement and Services . . . . . Ruth Ann Holt, Interim Vice President. 931.540.2570
Teaching and Learning Center, Columbia . . . . Anne Reeves, Tutor Coordinator. 931.540.1302
Testing Services, Columbia Campus . . . . Patricia Harlan, Coordinator 931.540.2569
Testing Services, Williamson Campus . . . . Yolanda Ogilvie, Coordinator. 615.465.5719
Williamson Campus . . . . Shanna L. Jackson, Associate Vice President 615.790.5926
Williamson Campus, Tutoring and Student
   Support Services . . . . Gena Ryan, Coordinator 615.790.5670
Williamson Campus, Student and Facility Services. . . 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 the Academic Affairs Office,
in conjunction with Communications and Student Enrollment, Engagement and Services.

Columbia State is a two-year college, serving a nine-county area in southern Middle Tennessee with locations in Columbia,
Franklin, Lawrenceburg, Lewisburg and Clifton. As Tennessee's first community college, Columbia State is committed to
increasing access and enhancing diversity at all five campuses. Columbia State is a member of the Tennessee Board of
Regents, which includes 13 community colleges and 27 colleges of applied technology.

Accrediting Agencies

Columbia State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Arts degree, Associate of Fine Arts degree, Associate of Science degree, Associate of Applied Science degree, Associate of Science in Teaching degree, and Technical Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Columbia State Community College.

Student Rights Related to Accreditation include: (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Columbia State Community College and not to the Commission's office.

In addition, some of the college programs have specialized accreditation by the following agencies:

Accounting, Business Administration, Business, Economics, Information Systems Technology

Accreditation Council for Business Schools
and Programs (ACBSP)
11520 West 119th Street
Overland Park, Kansas 66213
913.339.9356
www.acbsp.org

Advanced Integrated Industrial Technology

The Association of Technology, Management, and Applied Engineering (ATMAE)
275 North York Street, Suite 401
Elmhurst, IL 60126-2752
630.433.4514
www.atmae.org

Emergency Medical Technology - Paramedic

Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)
8301 Lakeview Pkwy Suite 111-312
Rowlett, Texas 75088
817.283.9403
www.caahep.org

Medical Laboratory Technology

Tennessee Medical Laboratory Board
Metro Center Complex
665 Mainstream Drive, 2nd Floor
Nashville, TN 37243
615.532.3202

Pending Approval:
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Road, Suite 720
Rosemont, IL 60018-5119
773.714.8880

Nursing

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
404.975.5000
Fax: 404.975.5020
www.acenursing.org

Radiologic Technology

Joint Review Committee on Education
in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312.704.5300
www.jrcert.org

Respiratory Care

Commission on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road
Bedford, Texas 76021-4244
817.283.2835
www.coarc.com

Veterinary Technology

American Veterinary Medical Association
Committee on Veterinary Technician Education and Activities (CVTEA)
1931 N. Meacham Road, Suite 100
Schaumburg, Illinois 60173-4360
847.925-8070
Fax: 847.925.1329
www.avma.org

President's Welcome

Dear Students,

On behalf of the faculty and staff, let me be the first to welcome you to Columbia State Community College – Tennessee's first community college. We look forward to partnering with all new and returning students during the 2017-2018 academic year to assist you in your journey of shaping your future. We are pleased that you have chosen Columbia State as your college and want you to know that we are committed to your success.

Columbia State is a student-centered college that is dedicated to providing a learning environment that is challenging, yet supportive. The 2017-2018 Catalog has been prepared as a tool to provide you with the information to assist you in applying to the College, registering for classes, applying for financial aid, and mapping out your academic path – information that will guide you on your journey.

Education is a lifelong process and it is our goal that you succeed while you are here and that you are well-prepared for life and work beyond Columbia State. You will find the outstanding faculty and staff of C-State to be committed, dedicated, passionate, helpful, and available to assist you with any questions you may have. Admissions, Financial Aid, other college offices, and your assigned advisor are here to work with you and to provide you with a rich college experience.

While you are here at Columbia State, become involved – participate in and/or attend many of the extracurricular activities that will enhance your learning and personal growth. We offer the complete college experience through our campus life, activities such as plays, art exhibits, concerts, athletic events, competitions, curriculum/academic societies, and Student Government Association (SGA) and leadership opportunities. Through the college app, as well as the many video displays throughout the campus, you can keep up with happenings and events so that you do not miss out on any opportunities.

Become a member of the President's Leadership Society. By participating in PLS, your college and academic experiences will be enhanced through workshops, fieldtrips, teambuilding/leadership activities and much more. This is an organization that I am personally involved with, and one that I hope you will consider joining.

Don't leave before you graduate – the employer and/or the college you transfer to will take notice of the certificate/degree – it shows that you are committed and followed through on something you started. Columbia State hopes to become the foundation upon which you build your future.

I am more than honored to be your President and I welcome you to Columbia State. I hope to have an opportunity to talk with you and get to know you as we encounter each other on campus. And most of all, I look forward to the opportunity of congratulating you as you walk across the stage at graduation!!

I hope that you have a challenging and rewarding academic year!

Sincerely,

Janet F. Smith, Ph.D.
President

PS: Follow me on Twitter @PresCState, Instagram, or Facebook. Also, follow Columbia State on social media to be in the know!

Tennessee Board of Regents

Dr. Flora Tydings, Chancellor

Members

The Honorable Bill Haslam, Governor of the State of Tennessee and Chair, *ex officio*
The Honorable Jai Templeton, Commissioner of Agriculture, *ex officio*
Mike Krause, Executive Director, THEC, *ex officio, non-voting*
The Honorable Dr. Candice McQueen, Commissioner of Education, *ex officio*

Dr. MaryLou Apple . . . . .6th Congressional District
Mr. Gregory Duckett . . . . .9th Congressional District
Ms. Yolanda S. Greene . . . . .4th Congressional District
Mr. Alex Fitzner, *Faculty Regent* . . . . Pellissippi State Community College
Mr. Tom Griscom . . . . .3rd Congressional District
Mr. Joey Hatch. . . . . .7th Congressional District
Mrs. Fran F. Marcum . . . . .4th Congressional District
Ms. Barbara U. Prescott . . . . .8th Congressional District
Ms. Emily J. Reynolds, *Vice-Chair*. . . . . .At-Large, Middle Tennessee
Ms. Leigh A. Shockey. . . . . .At-Large West Tennessee
Mr. J. Parker Smith. . . . . .1st Congressional District
Mr. Joshua L. Spurling, *Student Regent* . . . . Roane State Community College
Mr. Robert P. Thomas. . . . . .5th Congressional District
Ms. Danni B. Varlan . . . . 2nd Congressional District
Thomas A. H. White . . . . .At-Large, East Tennessee

Tennessee Higher Education Commission

Mike Krause, Executive Director

2016-2017 Commission Members

Evan Cope, *Chair*. . . . . Murfreesboro (Middle Tennessee)
Dr. Nancy Dishner . . . . Johnson City (East Tennessee)
Pam Koban. . . . . .Nashville (Middle Tennessee)
Mintha Roach . . . . .Knoxville (East Tennessee)
Vernon Stafford, Jr.. . . . . Memphis (West Tennessee)
Frank L. Watson, Jr.. . . . . Memphis (West Tennessee)
A C Wharton, Jr., *Secretary* . . . . Memphis (West Tennessee)
Tre Hargett, *Secretary of State* . . . . Nashville
Justin P. Wilson, *State Comptroller* . . . . Nashville
David H. Lillard, Jr., *State Treasurer* . . . . Nashville
Dr. Sara Heyburn, *non-voting ex-officio* . . . . .Executive Director, State Board of Education
Siri Kadire, *voting ex-officio* Student Member, University of Tennessee Health Science Center
Jeremy Chisenhall, *non-voting ex-officio* . . . . . Student Member, Austin Peay State University

Table of Contents

Important Dates

These calendars are 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 2017

Academic Calendar

Part of Term in Class Schedule	Classes Begin	Classes End	Last Day to Apply for New Students	Last Day to Apply for Returning Students	Final Exams
Full Term	August 28	December 8	August 11	August 18	December 9-15
1st 10 weeks	August 28	November 7	August 11	August 18	Final exams in short terms are given on the last class.
1st 7 weeks	August 28	October 14	August 11	August 18	
2nd 10 weeks	October 2	December 15	September 15	September 22	
2nd 7 weeks	October 18	December 15	September 29	October 9	

Dates for all parts of term are posted online at *www.columbiastate.edu/refunds-drops-withdrawals.* All supporting documents for a new applicant must be submitted within three working days of new student application deadline. To be eligible for application deadline extension, returning students can have no new transfer college coursework since last attending Columbia State. Final grades for this semester will be available in myChargerNet on December 22.

Registration Calendar

Priority Registration for currently enrolled students is April 3-4. Registration for Fall 2017 opens April 5 for all admitted students. Register early to ensure class availability.

Fall 2017 Part of Term	Registration Begins	Last Day to Register	Last day to Add a Class during this Part of Term	Last day to Drop, Withdraw or Change to Audit
Full Term	April 5	August 22	September 1	November 8
1st 10 weeks	April 5	August 22	August 28	October 14
1st 7 weeks	April 5	August 22	August 28	September 28
2nd 10 weeks	April 5	September 26	October 2	November 20
2nd 7 weeks	April 5	October 12	October 18	November 25

Tuition and Fees Calendar

Fall 2017 Part of Term	Confirm and Pay By	Refunds		
		100%	75%	25%
Full Term	August 16	August 27	September 10	September 24
1st 10 weeks	August 16	August 27	September 5	September 14
1st 7 weeks	August 16	August 27	September 2	September 8
2nd 10 weeks	September 29	October 1	October 10	October 20
2nd 7 weeks	October 13	October 17	October 24	November 1

Financial Aid Calendar

Priority Financial Aid Processing and Verification for Fall 2017 semester is July 14, 2017 to allow for timely processing. If financial aid forms are not complete by this date, students should be prepared to pay their tuition and fees by the payment deadline to maintain their class schedules. Additionally, failure to submit documents by this date could result in loss of Tennessee Promise funds for applicable students.

Fall 2017 Part of Term	Documents and Verification Due	Awards Posted	Disbursements Available No Later Than
Full Term	July 14	September 11	September 28
1st 10 weeks	July 14	September 11	September 28
1st 7 weeks	July 14	September 11	September 28
2nd 10 weeks	July 14	October 16	November 2
2nd 7 weeks	July 14	November 1	November 20

Posting and disbursement dates are contingent on faculty confirming enrollment by verifying student participation in a class prior to census date. Students must attend/participate on the first day of class in order to receive disbursements according to this schedule. Satisfactory Academic Progress (SAP) evaluations usually occur the first business day after grades post. Students will receive email notifications of SAP violations, if applicable, to their Columbia State email between December 20-22, 2017. Immediate action may be required to file an appeal of SAP.

Class Holidays and College Closings

August 23	Convocation (All offices closed)
September 4	Labor Day Holiday (College closed)
October 16-17	Fall Break (Classes do not meet; offices open)
November 22	Thanksgiving Holiday (Classes do not meet; offices open)
November 23 - 26	Thanksgiving Holiday (College closed)
December 25 - January 1	Seasonal Holiday (College closed)

Graduation Calendar

December 2017 Graduation	
September 15	Submit Intent to Graduate **IF** you wish to participate in the December ceremony. Those not participating in the ceremony must still file an intent and are encouraged to file early to ensure awareness of requirements before your final semester.
December 16 at 10:00 a.m.	Graduation Ceremony

Spring Semester 2018

Academic Calendar

Part of Term in Class Schedule	Classes Begin	Classes End	Last Day to Apply for New Students	Last Day to Apply for Returning Students	Final Exams
Full Term	January 16	April 27	January 2	January 9	April 28 - May 4
1st 10 weeks	January 16	March 31	January 2	January 9	Final exams in short terms are given on the last class.
1st 7 weeks	January 16	March 3	January 2	January 9	
2nd 10 weeks	February 19	May 4	February 5	February 12	
2nd 7 weeks	March 12	May 4	February 26	March 5	

Dates for all parts of term are posted online at *www.columbiastate.edu/refunds-drops-withdrawals.* All supporting documents for a new applicant must be submitted within three working days of new student application deadline. To be eligible for application deadline extension, returning students can have no new transfer college coursework since last attending Columbia State. Final grades for this semester will be available in myChargerNet on May 11.

Registration Calendar

Priority Registration for currently enrolled students is November 6-7. Registration for Spring 2018 opens November 8 for all admitted students. Register early to ensure class availability.

Spring 2018 Part of Term	Registration Begins	Last Day to Register	Last day to Add a Class during this Part of Term	Last day to Drop, Withdraw or Change to Audit
Full Term	November 8	January 9	January 19	March 29
1st 10 weeks	November 8	January 9	January 16	March 6
1st 7 weeks	November 8	January 9	January 16	February 15
2nd 10 weeks	November 8	February 13	February 19	April 9
2nd 7 weeks	November 8	March 5	March 12	April 16

Tuition and Fees Calendar

Spring 2018 Part of Term	Confirm and Pay By	Refunds		
		100%	75%	25%
Full Term	January 4	January 15	January 29	February 11
1st 10 weeks	January 4	January 15	January 24	February 3
1st 7 weeks	January 4	January 15	January 21	January 27
2nd 10 weeks	February 16	February 18	February 27	March 9
2nd 7 weeks	March 9	March 11	March 18	March 25

Financial Aid Calendar

Priority Financial Aid Processing and Verification for Spring 2018 semester is December 1, 2017 to allow for timely processing. If financial aid forms are not complete by this date, students should be prepared to pay their tuition and fees by the payment deadline to maintain their class schedules.

Spring 2018 Part of Term	Documentation and Verification Due	Awards Posted	Disbursements Available No Later Than
Full Term	December 1	January 30	February 15
1st 10 weeks	December 1	January 30	February 15
1st 7 weeks	December 1	January 30	February 15
2nd 10 weeks	December 1	March 5	March 19
2nd 7 weeks	December 1	March 26	April 9

Posting and disbursement dates are contingent on faculty confirming enrollment by verifying student participation in a class prior to census date. Students must attend/participate on the first day of class in order to receive disbursements according to this schedule. Satisfactory Academic Progress (SAP) evaluations usually occur the first business day after grades post. Students will receive email notifications of SAP violations, if applicable, to their Columbia State email between May 16-18, 2018. Immediate action may be required to file an appeal of SAP.

Class Holidays and College Closings

December 25 - January 1	Seasonal Holiday (College closed)
January 10	Convocation (All offices closed)
January 15	Martin Luther King Holiday (College Closed)
March 5 - 11	Spring Break (Classes do not meet; offices open)

Graduation Calendar

May 2018 Graduation	
February 5	Submit Intent to Graduate **IF** you wish to participate in the May ceremony. Those not participating in the ceremony must still file an Intent and are encouraged to file early to ensure awareness of requirements before your final semester.
May 5	Graduation Ceremonies in the morning and another in the afternoon. Graduates will have an assigned time based upon the credential to be awarded.

Summer Semester 2018

Academic Calendar

Part of Term in Class Schedule	Classes Begin	Classes End	Last Day to Apply for New Students	Last Day to Apply for Returning Students	Final Exams
Term 1 (10 weeks)	June 4	August 10	May 18	May 25	Final exams are given on the last class day.
1st Term (5 weeks)	June 4	July 6	May 18	May 25	
2nd Term (5 weeks)	July 9	August 10	June 22	June 29	

Any terms offered within the Summer Semester will be within the dates of May 7 and August 10. Dates for all parts of term are posted online at www.columbiastate.edu/refunds-drops-withdrawals. All supporting documents for a new applicant must be submitted within three working days of new student application deadline. To be eligible for application deadline extension, returning students can have no new transfer college coursework since last attending Columbia State. Final grades for the Summer 2018 semester will be available in myChargerNet on August 17.

Registration Calendar

Priority Registration for currently enrolled students is April 2 - 3. Registration for Summer 2018 opens April 4 for all admitted students. Register early to ensure class availability.

Summer 2018 Part of Term	Registration Begins	Last Day to Register	Last Day to Add a Class during this Part of Term	Last Day to Drop, Withdraw or Change to Audit
Term 1 (10 weeks)	April 4	May 30	June 5	July 18
1st Term (5 weeks)	April 4	May 30	June 4	June 25
2nd Term (5 weeks)	April 4	July 5	July 9	July 30

Tuition and Fees Calendar

Summer 2018 Part of Term	Confirm and Pay By	Refunds		
		100%	75%	25%
Term 1 (10 weeks)	May 29	June 3	June 11	June 20
1st Term (5 weeks)	May 29	June 3	June 7	June 11
2nd Term (5 weeks)	July 2	July 8	July 12	July 16

Financial Aid Calendar

Priority Financial Aid Processing and Verification for Summer 2018 semester is May 1, 2018 to allow for timely processing. If financial aid forms are not complete by this date, students should be prepared to pay their tuition and fees by the payment deadline to maintain their class schedules.

Summer 2018 Part of Term	Documents and Verification Due	Awards Posted	Disbursements Available No Later Than
Term 1 (10 weeks)	May 1	June 18	July 5
1st Term (5 weeks)	May 1	June 18	July 5
2nd Term (5 weeks)	May 1	July 23	August 6

Posting and disbursement dates are contingent on faculty confirming enrollment by verifying student participation in a class prior to census date. Students must attend/participate on the first day of class in order to receive disbursements according to this schedule. Satisfactory Academic Progress (SAP) evaluations usually occur the first business day after grades post. Students will receive email notifications of SAP violations, if applicable, to their Columbia State email between August 22-24, 2018. Immediate action may be required to file an appeal of SAP.

Class Holidays and College Closings

May 28	Memorial Day Holiday (College closed)
July 4	Independence Day Holiday (College closed)

General Information

Vision
Columbia State Community College will be the "1st Choice" for those seeking post-secondary learning and hailed as outstanding by students, community partners, and national benchmarks.

Core Values
Columbia State Community College is committed to the core values of excellence, learning, success, integrity, access, leadership, responsibility, diversity, service, and community. These values guide and direct Columbia State as we pursue our vision.

Statement of Mission
Columbia State Community College nurtures success, and positively changes lives through teaching, learning, and service.

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 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 2011 Columbia State completed a redesign of the original Natatorium into a Wellness Center, and in 2014 the Jones Student Center was renovated.

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 Campus. In 2016, the campus moved to a new location. Three additional semi-permanent sites have since been established in leased facilities: the Lawrence Campus, opened in 1988; the Lewisburg Campus, opened in 1996; and the Clifton Campus, opened in 1997. In 2016, an entirely new Williamson Campus opened at 1228 Liberty Pike, replacing the Yates Building location.

The Northfield Workforce Training Center opened in 2011. Columbia State offers courses at this site currently. The Engineering Systems Technology program exist at this site and these program faculty maintain regular office hours at this location. For more information about the Engineering Systems Technology program call 931.540.2711.

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 and student programs and services, advancement, 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 or email *columbia@columbiastate.edu.*

Clifton Campus
The Clifton Campus, 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. The campus offers credit classes and degree programs, business and industry training, and other community services. For more information, call 931.676.6966; fax 931.676.6941; or email *clifton@columbiastate.edu.*

Lawrence Campus
The Lawrence Campus offers traditional and nontraditional educational opportunities for the citizens of Lawrence County and the surrounding areas. Courses are offered throughout daytime, afternoon, and evening hours as well as Saturdays. Evening services are available during the regular semester. Workforce development non-credit classes are also available throughout the year. The campus is located adjacent to the Lawrence County High School campus at 1620 Springer Road, Lawrenceburg, Tennessee. For more information, call 931.766.1600; fax 931.560.4122; or email *lawrenceburg@columbiastate.edu.*

Lewisburg Campus
The Lewisburg Campus, 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 931.560.4118; or email *lewisburg@columbiastate.edu.*

Williamson Campus
The Williamson Campus provides both traditional and nontraditional educational opportunities for the citizens of Williamson County and surrounding areas. Courses are offered throughout the day, afternoon, and evening hours as well as Saturdays. Additional non-credit programs, both general interest and employment related, are available throughout the year. The Campus is located at 1228 Liberty Pike, east of Carothers Parkway toward McKay's Mill, in Franklin, Tennessee. For more information, call 615.790.4400; fax 615.790.4405; or email *franklin@columbiastate.edu.*

Evening Services

The Evening Office, located in Room 109 of the Warf Building on the Columbia campus, provides support for evening students. This office is open 4:15 p.m. until 8:00 p.m. (Monday - Thursday). Questions about evening programs of study at the Columbia campus may be sent to *eveningservices@columbiastate.edu.* Evening services are also available at all of the College's campus locations.

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 Office
 • Course Offerings: Department or Division offering the courses
 • Degree Requirements: Records Office
 • Fees and tuition: Business Services Office

Columbia State provides the opportunity for students to increase their knowledge by providing instructional programs of instruction in the various disciplines using faculty who,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.

Misrepresentation of Academic Credentials

It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents orally or in writing that such person:

1. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education;

2. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or

3. Has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

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 sex. Columbia State shall ensure that equal opportunity and nondiscrimination exist on the basis of sex for students in all education programs and activities, including but not limited to, the following: (1) recruitment and admission; (2) academic, extracurricular, research, occupational training, health-related training, and other education programs; (3) rules on student life activities; (4) housing; (5) facilities; (6) access to course offerings; (7) counseling; (8) financial assistance; (9) employment assistance; (10) health and insurance benefits and services; (11) rules on marital or parental status; and (12) athletics.

Inquiries concerning this statement, its application to students, or any regulations subsequently developed should be directed to:

Director of Human Resources
Room 108
Pryor Administration Building
Columbia State Community College
1665 Hampshire Pike
Columbia, TN 38401
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. 19).

Individuals wishing to take non-credit courses do not need to apply for admission but may enroll directly through The Center for Workforce Development (see "General Requirements for Admission to Non-Credit Courses," p. 18).

Admission application services are available on the Columbia campus and at the administrative offices at all of the College's campus locations.

Selective Service
All U.S. citizens and non-citizens 18 through 25 years of age residing in the United States must register with Selective Service prior to registering for classes at the College. This does not apply to those exempt by federal law including females, non-immigrant aliens on student, visitor, tourist or diplomatic visas, and active duty military. Contact the Admissions Office for a detailed listing of Selective Service exemptions.

Medical or Health Information
Columbia State requires all applicants for admission to provide health information that establishes the applicant's compliance with Rules promulgated by the Tennessee Department of Health regarding requirement for immunization against certain diseases prior to attendance at a higher education institution, and compliance with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.

Effective June 1, 2011, proof of immunization with two doses of Measles, Mumps, and Rubella (MMR) and Varicella (chickenpox) vaccines administered on or after the first birthday is required for full-time students, defined as students taking 12 hours or more of academic credits. Certain students are exempt from this requirement. Contact the Admissions Office at 931.540.2790 or *www.columbiastate.edu/admissions* for a current list of exemptions.

By state law (TCA § 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 must be submitted to the Admissions Office. If you are a military veteran or classified as active duty military personnel providing documentation of your military status will exempt you from further proof of immunization. Students who do not provide the properly completed certificate prior to registration for their second semester will not be allowed to register until acceptable documentation is on file. Once the documentation is on file, the Records Office will not issue or reproduce immunization or medical records from these agencies. Requests for this information must be directed to the original issuing agency.

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 a waiver form provided by the College that includes detailed information about the disease. All entering first-time students must complete this form before they will be allowed to enroll in classes.

The Tennessee Eligibility Verification for Entitlement Act
The Tennessee Eligibility Verification for Entitlement Act (EVEA) [TCA§4-58-101 seq.] requires public institutions of higher education to verify that persons seeking a "state benefit" are either a "United States Citizen" or "lawfully present" in the United States.

The term "state benefit" includes in-state tuition, lottery scholarship, academic scholarship, common market, or any other form of tuition assistance or wavier funded with state- appropriated dollars. State benefit does not include tuition assistance funded privately, such as a scholarship from the institution's foundation or a privately endowed scholarship.

For more information on this act or documentation needed to verify "state benefit" eligibility, please contact the Admissions Office.

General Requirements for Admission to Credit Studies

The Admissions 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 application deadline (see "Important Dates," p. 8) 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 Office.

Returning 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 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 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.* Applicants are required to submit a one-time nonrefundable fee of $10 with their initial *Application for Admission.*
   b. an official transcript reflecting graduation from high school. The high school must forward the transcript directly to the Admissions 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 (TCA § 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 an acceptable High School Equivalency Diploma (GED® or HiSET®).
   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.* Applicants are required to submit a one-time nonrefundable fee of $10 with their initial application for admission.
   c. submit an official transcript of scores for the High School Equivalency Diploma (GED® with a composite score of a least 450 or HiSET® with a composite of at least 45 and no sub-test score below 8.)
   Certified copies must be forwarded directly to the Admissions 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 who have been previously enrolled in an institution of higher education other than Columbia State. Transfer students must be eligible to re-enter the school from which they are transferring. Students who are on current dismissal from a previous institution may be admitted as a transfer student on probation.

After application is made to Columbia State and all supporting documentation is received, transfer credit evaluations are conducted (see "Acquiring Credit," in the Academic Information section p. 35).

All transfer students must:
1. submit a completed *Application for Admission.* Applicants are required to submit a one-time nonrefundable fee of $10 with their initial *Application for Admission.*
2. submit official transcripts from all previously attended institutions of higher education. Certified copies must be forwarded directly to the Admissions 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 a High School Equivalency Diploma (GED® with a composite score of a least 450 or HiSET® with a composite of at least 45 and no sub-test score below 8) 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 five 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 sit in a credit course without earning credit. Students who wish to audit a course(s) must obtain approval of the dean of the academic division in which the course(s) is offered. 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.* Applicants are required to submit a one-time nonrefundable fee of $10 with their initial *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 procedures for a change of registration status.

Undergraduate Special Students are students who have graduated from high school or who have earned a High School Equivalency Diploma (GED[®] with a composite score of a least 450 or HiSET[®] with a composite of at least 45) but do not wish to be admitted as undergraduate degree students. Students are required to complete an *Application for Admission.* Applicants are required to submit a one-time nonrefundable fee of $10 with their initial *Application for Admission.*

Students who **have not attended** an institution of higher education must submit an official high school transcript or High School Equivalency Diploma (GED[®] or HiSET[®]). 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 prerequisites 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 have not earned a High School Equivalency Diploma (GED[®] with a composite score of a least 450 or HiSET[®] with a composite of at least 45 and no sub-test score below 8) 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 Chief Enrollment Services Officer (or designee) or Campus Coordinator where the student plans to attend.
2. submit a completed *Application for Admission.* Applicants are required to submit a one-time nonrefundable fee of $10 with their initial *Application for Admission.*

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 *Transient Student Approval Form* signed by the primary institution must be submitted to the Admissions Office to ensure that a transient student has the required background and is eligible to enroll in a course or courses. Transient applicants may also submit official college transcript(s) if desired. Applicants are required to submit a one-time nonrefundable fee of $10 with their initial *Application for Admission.*

*Limitations: This classification may be used for only one semester unless special permission is given by the Chief Enrollment Services Officer.

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. 218.)

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 location where Columbia State offers classes.

Upon graduation from high school, students must complete an application and be readmitted to the College. *Dual Enrollment students may not take Learning Support courses.*

Dual Enrollment Students - To be eligible for transfer college courses, students:
1. must be enrolled as a 11th, or 12th grade student in a Tennessee public or non-public secondary school, or in a home education program.
2. may enroll in a specific course based on the course's specific placement requirements as determined by the college.
3. must enroll in high school approved dual enrollment courses in the general education core, Tennessee Transfer Pathways leading to a degree, Career and Technical Program of study leading to an academic award, or middle college or equivalent program.
4. must secure parental permission and high school approval.
5. submit a *Dual Enrollment Application.* Applicants are required to submit a one-time nonrefundable fee of $10 with their initial *Application for Admission.*
6. submit an official high school transcript.

To continue in dual enrollment, students must maintain a 2.0 cumulative college GPA. For information, contact the Dual Enrollment Coordinator at 615.790.4409.

Academically Talented and Gifted 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 Education Program (IEP) as established by the multi-disciplinary team process."

Academically talented/gifted students must submit the following:
1. completed *Application for Admission.* Applicants are required to submit a one-time nonrefundable fee of $10 with their initial *Application for Admission.*
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

This school is authorized under Federal law to enroll non-immigrant students. Students must submit the following before admission and issuance of an I-20 form to apply for a F-1 student visa will be considered:

1. completed *Application for Admission.* Applicants are required to submit a one-time non-refundable fee of $10 with their initial *Application for Admission.*
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 paper based TOEFL, 173 on the computer based TOEFL or 61 on the internet based TOEFL. Additional institutional placement assessment may be required of all international students.
4. financial support to show financial capability of first year fees which consist of the current cost of attendance for an out-of-state, full-time, off campus housed student. Amounts typically increase each year. Expenses do not include tuition/fees for the optional summer term. Transportation to/from the College is not included. 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) and Varicella (chickenpox) vaccines.
7. complete 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 coverage through the TBR's Student/Scholar Health and Accident Insurance Plan if they do not otherwise have adequate coverage. Adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in 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 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 or non-degree students.

General Requirements for Admission to Non-Credit Courses

Individuals register for non-credit courses through the Center for Workforce Development. For more information, call 931.540.2659. 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. 16). The Economic and Workforce Development Division awards continuing education units to participants of qualifying non-credit courses.

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

Tennessee Board of Regents and University of Tennessee Admission Standards

Admission will be granted to freshmen applicants who hold a recognized high school diploma and/or meet any additional requirements as stated below. The diploma will reflect a distribution of college preparatory courses, such as those required in the core elements of the Tennessee High School Diploma. These courses include the following:

English	4 credits
Mathematics	
Algebra I and II	2 credits
Geometry or Higher	1 credit
Additional Math	1 credit
Natural Science	3 credits
United States History*	1 credit
Social Studies	3 credits

(Including United States History and Geography, World History and Geography, U.S. Government, and Civics and Economics)

Single Foreign Language	2 credits
Physical Education Wellness	1.5 credits
Fine Arts	1 credit
Personal Finance	.5 credit
Electives	3 credits

(Consisting of math and science, career and technical education, fine arts, humanities, advanced placement, or international baccalaureate).

*Required by TCA § 49-7-110. Students deficient in the completion of United States History are required to complete six semester hours of United States History or three semester hours of United State History and three semester hours of Tennessee History.

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 with ACT

English subscores of 18 or above and ACT math subscores of 19 or above (SAT: 460 verbal, 460 math) are eligible to pursue college-level credit courses. Students who do not have scores sufficient to place into college-level courses will be placed into Learning Support and corequisite college-level courses accordingly. For placement purposes, ACT or SAT scores must be dated within five years prior to the first day of the first semester of enrollment. Transfer students who have credit in college-level math have met math and reading placement requirements. Transfer students who have credit in college-level English have met English and reading placement requirements. Transfer students who have credit earned and posted in any approved general education college level course have met reading placement requirements. Students who do not have appropriate scores are required to take either the ACT, SAT or ACCUPLACER® or other approved placement test.

Students will be allowed only one opportunity to challenge scores 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 ACCUPLACER® (computer-generated and paper-version). 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 required Learning Support competencies.

Programs with Special Admission Requirements

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

- Anesthesia Technology
- Computed Tomography Certificate
- Emergency Medical Services
    Emergency Medical Technology (Basic)
    Advanced Emergency Medical Technology (AEMT)
    Paramedic
- Medical Laboratory Technology
- Nursing
- Radiologic Technology
- Respiratory Care
- 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 and published program materials.

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 16 of the Catalog.
2. Apply for admission to the specific program as outlined by the specific program admission procedures in the catalog and published program materials.

Health Science programs require completion of any required Learning Support course work prior to program application and admission. Review published program materials carefully regarding prerequisite courses.

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 must 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 Anesthesia Technology, Computed Tomography, Advanced Emergency Medical Technology, Emergency Medical Technology (Basic), Emergency Medical Technology-Paramedic, Medical Laboratory Technology, 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 the health science programs.

Criminal background checks and routine drug screens are required by several clinical training sites as condition of participation in clinical education. Based on the results of the criminal background check, a clinical affiliate may determine to not allow one's presence at their facility. This could result in a student's inability to successfully complete the requirements of a specific course and the program. Additionally, a criminal background may preclude licensure or employment. More information is available from the 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 four areas: dance, drama, singing or music. Students must be physically able to participate in all four areas. Admissions requirements are listed with the Commercial Entertainment Certificate Program.

Film Crew Technology
Film Crew Technology students must be able to visually assess colors and be able to determine the difference between Red, Black, Blue, Green and White. Admissions requirements are listed with the Film Crew Certificate Program.

Institutional Fees and Refunds

The following table provides cost details for the 2017-2018 academic year:

Application Fee	Cost
Applicants are required to submit a one-time non-refundable fee with their initial Application for Admission. An application fee is not assessed for non-credit courses.	$10
Maintenance Fees (Tuition)	**Cost**
In State Students See "Registration Fees - Tennessee Residents", p. 22 for more information.	$160 per semester hour up to 12 hours
	$32 per hour for all additional hours (13+)
Out-of-State Students See "Non-residents of Tennessee", p. 22 for more information.	$659 per semester hour up to 12 hours
	$132 per hour for all additional hours (13+)
Summer Term Fees	Fees and expenses for the summer term are assessed strictly on a per-semester-hour basis with no maximum.
Late Registration Fee	$25
A non-refundable late fee 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 that further recruiting is required in order to develop the class.	
TN eCampus Courses For more information, go to *www.tnecampus.org/tuition-and-fees*	**Cost**
In State Students	$160 per hour, no maximum
Out-of-State Students	$659 per hour, no maximum
Online Course Fee	$64 per hour, no maximum
General Access Fees	**Cost**
Campus Access Fee This non-refundable fee is included in the registration fees and covers the cost of one parking decal. Additional decals may be purchased at a cost of $1 per decal.	$10 per semester
International Education Fee This fee is charged to support international educational opportunities and experiences. These fees are refundable only in situations where maintenance fees are refunded at 100%.	$10 per semester
Student Activity Fee This non-refundable fee is charged to support student activities.	$3 per semester
Technology Access Fee This fee is included in the registration fees. This fee is non-refundable except in situations where maintenance fees are refunded at 100%.	$10 per semester hour or $112.50 maximum per semester

Specialized Course Fees	Cost
Electrical Engineering Technology (EETC) Academic Course Fee	$37 per credit hour
Engineering Systems Technology (ENST) Academic Course Fee	$37 per credit hour
Health Sciences Academic Course Fee Courses include: Anesthesia Technology, Emergency Medical Services, Medical Laboratory Technology, Nursing, Radiologic Technology, Respiratory Care, and Veterinary Technology.	$25 per credit hour
Columbia State Internet Course Fee (Web-Asynchronous)	$40 per credit hour
Individual Music Instruction Fee This fees is charged for all individual instruction courses in music. Music fee will be refunded on the same basis as maintenance fees.	$60 per credit hour
Other Fees (Non-refundable)	Cost
Credit by Exam fee Charged for each exam a student takes to obtain "Credit by Exam".	$25 per course
Credit for Prior Learning Fee Charged for any credit awarded for prior learning via Portfolio Review.	$15 per credit hour
Parking Fines - All parking fines are payable in the Business Services office and double if not paid before the semester ends. Student records be encumbered until all fines are cleared. Appeals should be submitted to the Vice President for Student Enrollment, Engagement, and Services in writing within five (5) days from the date of the citation.	
Books and Supplies Since the cost of books and supplies varies from one program to another and from semester to semester, only an average book cost can be included in the Catalog. The average cost of books and supplies is approximately $700 per semester. Books and supplies may be purchased from the Barnes & Noble College bookstore located on the Columbia and Williamson campuses.	
Replacement of Lost ID Card	$1
American College Testing (Residual)	$45
CLEP	$110 ($25 Administration Fee and $85 Vendor Fee)
ACCUPLACER® Challenge Fee	$25
High School Equivalency Exam: HiSET®	$75
Non-Tennessee Board of Regents Proctoring Services	$25
Nursing Challenge Exam	$220
Nursing Challenge Exam Optional Portion	$170
Pearson Vue®	Varies according to the test
Praxis Series: Core Academic Skills for Educators	Varies according to the test
Non-Credit Courses	Cost
Economic and Workforce 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.	

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. Registration 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, American Express or Discover Card. There is a $30 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.

To help meet educational expenses each semester, Columbia State offers the opportunity to enroll in an automatic payment plan through QuickPAY. It is not a loan; therefore, there is no debt and no interest or finance charges are assessed. A $25 per semester nonrefundable fee is required. Payments are automatically deducted on the 5th of each month (except for summer semester which is deducted on the 20th) from a designated checking or savings account, or the student may have the payment charged to a credit card. For more information go to *www.mycollegepaymentplan.com/cscc.*

Student identification (ID) cards are issued to all students at no charge. This ID card is required of students for identification, computer lab use, checking out library materials and some bookstore purchases. Additionally, it allows a student to attend all College activities open to the student body at no charge or at student rates.

Expenses

Registration Fees - Tennessee Residents
Maintenance fees (tuition and required fees) are assessed on a per-semester-hour basis. Maintenance fees are determined annually by the Tennessee Board of Regents.

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 Financial Aid Office to verify eligibility.

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 is required. These students must contact the Records Office to register and can register only after the due date of Tuition/Fee Payment (see "Important Dates", p. 8).

4. 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 believe they qualify under this definition should contact the College's coordinator of disability services.

Non-residents of Tennessee - Residency Classification
Residency decisions comply with the Tennessee Board of Regents Policy No. 3:05:01:00 entitled Regulations for Classifying Students in In-State and Out-of-State for the Purposes of Paying College or University Fees and Tuition and for Admission Purposes. 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. Contact admissions or enrollment services for a copy of the policy and residency application.

The Tennessee Eligibility Verification for Entitlement Act (EVEA) [TCA 4-58-101 seq.] requires public institutions of higher education to verify that persons seeking a "state benefit" are either a "United States Citizen" or "lawfully present" in the United States.

The term "state benefit" includes in-state tuition, lottery Scholarship, academic scholarship, common market, or any other form of tuition assistance or wavier funded with state- appropriated dollars. State benefit does not include tuition assistance funded privately, such as a scholarship from the institution's foundation or a privately endowed scholarship.

For more information on this act or documentation needed to verify "state benefit" eligibility, please contact the Admissions Office. The responsibility for residency classification rests with the Chief Enrollment Services Officer or designee and all requests must be sent to the admissions office. Residency classification may be appealed to the Vice President for Student Enrollment, Engagement and Services.

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.

e-Rate
1. The e-Rate is available to students who enroll at TBR institutions, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
2. The e-Rate is 150% of the institution's approved maintenance (tuition) fee rate.
3. To qualify for an e-Rate, students must
   a. meet all institution admission requirements, and
   b. be verified as an online out-of-state student enrolled exclusively in courses delivered by a procedure documented by the institution.
4. Out of state students enrolled in any type courses (on-ground, telecourse, distance education, etc.) other than online will not be eligible for the e-Rate specified in this guideline and will instead incur traditional non-resident fees and charges. Students who enroll in both online courses and other type courses and subsequently drop the other type courses will not then become eligible for the e-Rate.

Institutional Refunds
1. Maintenance Fee Refunds and Adjustments
   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 term at the same time require no refund or assessment of additional maintenance fees.
   c. The fee adjustment for withdrawals or drops during regular terms (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. There is no fee adjustment after the 25% period ends. Dropping or withdrawing from classes during either the 75% for the 25% fee adjustment period will result in a fee adjustment of assessed maintenance fees based on the total credit hours of the student's final enrollment as described in item j. below.
   d. For summer sessions and other short terms, the 75% fee adjustment period and the 25% fee adjustment 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 terms.
   e. All fee adjustment periods will be rounded to whole days and the date on which each fee adjustment period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the 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 term. Any indebtedness should be offset against the refund.
   g. A 100% refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.
   h. A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined through institutional error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. The director of records must certify in writing that this provision is applicable in each case.
   i. When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75% and 25% fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
   j. The fee adjustment is calculated as the difference between (1) the cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled) with total costs not to exceed full-time tuition. For students dropping courses resulting in a change from full-time status to part-time status, a fee adjustment in the tuition and fees will result only if the new calculated charges are less than the original charges. Not all drops/withdrawals will result in a fee adjustment.

2. Out-of-State Tuition Refunds and Fee Adjustments
   The fee adjustment provision for out-of-state tuition is the same as that for maintenance fees. A 75% fee adjustment period and the 25% fee adjustment period will follow the same dates as the fee adjustment periods for maintenance fees. When 100% of maintenance fees are refunded, 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

Columbia State offers grants, scholarships, loans and part-time work to students who qualify. In most cases, the Free Application for Federal Student Aid (FAFSA) is used to determine a student's eligibility for financial aid. Only a few scholarships do not require completion of the FAFSA. All federal financial aid assistance programs plus many state and institutional require completion of the FAFSA.

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 applications and forms are available on the web at *www.columbiastate.edu/financialaid*, in the Financial Aid Office, Jones Student Center, Columbia campus, or in the administrative office at other campus locations.

Programs that Columbia State offers include:
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study and Institutional Work-Study
- Federal Direct Loans
- Federal Direct Parent Loans (PLUS)
- State of Tennessee Grants and Scholarships, including Tennessee Student Assistance Award and HOPE
- Tennessee Promise Scholarships
- Various Academic and Performance Scholarships
- VA Educational Benefits
- Tennessee Adult Reconnect

Some of these programs are need-based. Financial need is calculated by a formula based on nationally determined standards. The following formula is a simplified explanation of financial need:

Educational Costs - Expected Family Contribution = Financial Need

Educational costs (Cost of Attendance) consist of tuition and fees; books and supplies; room and board; transportation, personal and other school related expenses. The expected family contribution is what the student/spouse or student/parents should be able to contribute toward educational costs. The costs in this formula are determined by each school, and the expected family contribution is determined by standard calculations based on information from the Free Application for Federal Student Aid (FAFSA). A student may require additional money to attend school, but not have financial need as defined by the federal government.

Need analysis is determined by the U.S. Department of Education by using information provided on the FAFSA. The FAFSA is used to determine student eligibility for federal, state, institutional, and private financial aid programs. Students who are receiving aid or wish to receive aid during the 2017-2018 award year (July 1, 2017 - June 30, 2018) FAFSA filing begins October 1, 2016; priority filing must occur by March 15, 2017 to be eligible for scholarship opportunities. Students must denote on the FAFSA application the award year for which they are filing.

NOTE: Students who already have a baccalaureate degree are not eligible to receive Federal Pell Grant.

Application Procedures

To apply for most financial aid programs, a student must:
1. Complete and submit the Free Application for Federal Student Aid (FAFSA) at *www.fafsa.ed.gov* using Columbia State's school code (003483) beginning October 1.
2. The FAFSA must be completed by March 15 to be considered for priority aid at Columbia State. Priority processing is July 1 to submit any new documents including verification to assure the Financial Aid Office has sufficient time to complete awarding.
3. An additional application is required for Federal Work Study and Federal Direct Loans and may be obtained from the Columbia State financial aid web site or in the Financial Aid office. These should be submitted by the priority processing date as listed each semester in the catalog.
4. An additional state application is required for Tennessee Promise. More information is available at *www.tnpromise.gov* about the November 1 deadline for this application.

Methods of Selection
Applications received by March 15 will receive first priority. If there are remaining funds after this date, funds will be awarded on a first-come, first-served basis by the date the file is completed until funds are exhausted.

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant to help undergraduate students with exceptional financial need. Students must be Pell eligible, financially needy; awards are prorated based on hours participating in each semester.

FSEOG and Federal Work Study funds remaining at the end of Spring semester will assist eligible students with Summer semester costs.

Federal Pell Grant funds are awarded as students are determined eligible.

Loan awards under the Federal Direct Student Loan Program occur following eligibility among the determination of eligibility upon student requesting loans.

All state programs are awarded as students are determined eligible.

Eligibility
To be eligible for federal student aid, a student must meet all of the following criteria:
- Have a high school diploma or a High School Equivalency Diploma (GED® or HiSET®).
- Have a valid Social Security number.
- Have financial need.
- Be a U.S. citizen or eligible non-citizen.
- Be enrolled or accepted for enrollment for the purpose of

obtaining a degree or certificate.
- Be registered with Selective Service, if required.
- Must certify that student will use federal financial aid only for educational purposes.
- Must not be in default on a federal student loan or must not owe money on a federal grant.
- Must not be incarcerated, except in specific exceptions as outlined in federal policy.
- Make satisfactory academic progress.

Federally Funded Financial Aid Programs

Federal Pell Grants - These funds provide financial assistance to eligible students who are pursuing an associate's degree or certificate. The Federal Pell Grant awards based on financial need and eligibility as determined by the U.S. Department of Education based on the information provided on the FAFSA. The financial aid award is initially based upon full-time enrollment. If a student's enrollment changes, the award will be prorated.

For less than full-time enrolled students, the Federal Pell Grant prorate as follows:

	Semester Credit Hours
Full-time	12 or more
Three-Quarter Time	9-11
Half-Time	6-8
Less than Half-Time	1-5

Please note: Financial aid is not available for short-term certificates (less than 16 credit hours).

Federal Supplemental Educational Opportunity Grant - Undergraduates with exceptional financial need may qualify for SEOG funds. The Financial Aid office determines eligibility based on financial need and available funds. Pell eligible students with a "0" family contribution whose FAFSA was received by March 15 receive first priority.

Federal Work Study - This program provides part-time employment for eligible students. To be eligible for a part-time job, a student must have a completed FAFSA on file, have financial need, and be making satisfactory academic progress. Students earn a hourly rate (determined each award year). Federal work-study payroll occurs monthly; time sheets are due from the supervisors to the Business Office in the Pryor Building by the 15th of each month. Funds are directly deposited into the student's bank account on the last working day of each month. Applications for employment are available on the Columbia State web site. All federal work-study students work in accordance with the schedule set by the supervisor. FWS work hours claimed must not be while students are scheduled to be in class or involved in an athletic event. Failure to fulfill the work schedule or perform satisfactory work will result in loss of employment.

Student Loans
Columbia State Community College participates in the William D. Ford Direct Student Loan Programs.

Federal Direct Student Loan (Subsidized) - Available to students who demonstrate financial need, eligible students may borrow a subsidized Direct Loan to cover some or all of their educational needs. For the subsidized loan, the U.S. Department of Education pays the interest, while the student is in school at least half-time, for the first six months after leaving school (referred to as a "grace period"), and during a period of deferment (a postponement of loan payment). The amount of the subsidized loan cannot exceed the student's financial need.

Federal Direct Student Loan (Unsubsidized) - Without requiring a student to demonstrate financial need, the U.S. Department of Education does <u>not</u> pay interest on unsubsidized loans. The financial aid department determines the amount of the unsubsidized loan based on the cost of attendance minus other financial assistance. For an unsubsidized loan the student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it is paid in full.

Depending on the student's financial need, a student may receive both the subsidized and unsubsidized loans for the same enrollment period, but the total amount of these loans may not exceed the annual loan limit.

Federal Direct Parent Loan for Undergraduate Students (PLUS) - These loans are available to parents of dependent students regardless of income level if the parents have no adverse credit history. The annual loan limits are based on the cost of attendance minus other financial assistance. The loan is co-payable to the school and parents, and repayment begins sixty (60) days after the disbursement.

Loan Disbursement
Federal Direct student loans occurs in two (2) equal payments sent directly to Columbia State. First-time Freshman Borrowers will have a 30 day delay for first disbursement after the first day classes. Federal regulations require the school to verify the student is enrolled at least half-time (6 hours), is participating in classes, and making satisfactory academic progress at the time of disbursement. Students receive notification when loan payments arrive.

NOTE: Columbia State Community College does not endorse any private student loans.

How to Apply
Columbia State Community College does not automatically package loans. In order to apply for a Federal Direct Loan a student must:
- Complete the FAFSA with C-State code 003483.
- Complete a *Columbia State Direct Loan Request form* available at *www.columbiastate.edu/financialaid.*
- First-time borrowers to Columbia State must, also, go to *www.studentloans.gov* and:
  1. Complete Direct Loan Entrance Counseling, a tool to ensure a student understands the obligation to repay the loan.
  2. Sign Master Promissory Note (MPN), agreeing to the terms of the loan.

- Returning students who have never borrowed a Federal Direct Loan must also go to *www.studentloans.gov* and:
  1. Complete Direct Loan Entrance Counseling.
  2. Sign Master Promissory Note (MPN).

To apply for a Direct PLUS Loan:
- Parent will need to complete a Columbia State Direct PLUS Request form available at *www.columbiastate.edu/financialaid.*
- Complete the Direct Plus Loan Process at *www.studentloans.gov.*

• Endorse Direct PLUS Loan.
 Priority processing for a fall loan is July 1 and for a spring loan is November 1.

Eligibility
In order to be eligible for a Federal Direct Loan (Subsidized and Unsubsidized), students must:
1. Be enrolled in at least six credit hours.
2. Be making Satisfactory Academic Progress.
3. Completed Direct Loan Entrance Counseling.
4. Have electronically signed Direct Loan Master Promissory Note.
5. Return Columbia State Direct Student Loan Request to the Financial Aid office.

In order to be eligible for a Federal Direct Parent Loan for Undergraduate Students (PLUS):
1. Student must have a completed FAFSA on file with Columbia State (code 003483).
2. Student must be enrolled in at least six credit hours.
3. Student must be making Satisfactory Academic Progress.
4. Parent must return Columbia State Direct PLUS Loan application to the Financial Aid office.
5. Parent must have completed the PLUS Request Process and endorsed the Direct PLUS Loan with the Department of Education.

Delivery of Loan Proceeds
Colleges are required to disburse all loan proceeds in at least two payments. Columbia State will verify that the student is still enrolled at least half-time (6 hours), attending class and making Satisfactory Academic Progress before releasing funds are released. Disbursement dates are posted on the Financial Aid web site.

If a student or parent wishes to cancel a loan and return the funds to the lender, the student or parent must send an e-mail to *financialaid@columbiastate.edu* or submit this information in writing to the Financial Aid office. Please note that NO loan funds are available for delivery prior to the first day of classes for any semester.

Veterans Information and Services
Columbia State is a DoD Voluntary Education Partnership Memorandum of Understanding (DOD MOU) college and cooperates with the Veterans Administration in providing educational opportunities for veterans and eligible persons desiring to attend Columbia State under appropriate federal legislation. Students receiving VA education are benefits meet the same standard of progress as all other students. Veterans should also note of the following additional responsibilities:
1. All veterans must to complete a *Columbia State Veteran's Request for Certification* each semester of attendance. Failure to do so will result in one's enrollment not being certified for payment. Certification forms are available on the Financial Aid web site.
2. Federal regulations require a student to be seeking a degree/ certificate in order to be eligible for veteran's benefits. Students may only take classes that apply to the degree/ certificate they are currently seeking at Columbia State. Any other classes taken will not be certified for payment. Please refer to the degree and certificate requirements listed in the catalog for information on eligible classes for one's program.
3. VA will not certify Learning Support classes that are delivered entirely by online methods. (Columbia State does not deliver on-line Learning Support classes.)
4. Veteran students certified for certificate programs must meet the following progress standards:
    a. Attain a 2.0 GPA for the current semester, or
    b. Maintain a minimum cumulative GPA as shown below:
        1. GPA must be at least 1.5 after attempting 50% of the certificate program.
        2. GPA must be at least 2.0 above 50% of the certificate program.
    Failure to meet these standards will result in being placed on probation for one term; the student will receive notification of the probation. Failure to meet these standards at the end of the probationary term will result in termination of GI Bill benefits until satisfactory progress is regained.
5. Veteran students must notify school certifying official if they add or drop a course, change degree program, change address, or withdraw from classes.
6. The VA will not pay for the repeat of satisfactorily completed courses.
7. If veteran students do not make satisfactory academic progress, they may be placed on probation or suspension from VA educational benefits.
8. The VA requires Columbia State to give prior credit for any previous education a veteran student may have earned. Official academic transcripts from each previously attended attended must be on file in the Columbia State Records office. Veteran's benefits can be certified for only two semesters without official academic transcripts being on file. Any subsequent semesters of attendance will not be certified for payment until the required academic transcripts have been received and evaluated by the Records office.
9. Veterans may complete a Student Veteran/Certain Veteran's Dependent Tuition & Fees Payment Deferment request to defer tuition and fees at Columbia State. These forms are available in the Financial Aid office or by contacting the VA certifying official. This form must be completed each school semester.

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

Veterans and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs educational 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 occur no later than 14 days prior to 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 with approved deferments must make timely payments on their outstanding tuition and fees balance once delivery of education benefits, 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. Questions regarding entitlement, eligibility, or payments from the Department of Veterans Affairs should be directed to 1.888.442.4551. Information regarding the Veterans Benefits

Administration or the GI Bill® is available at *www.benefits.va.gov/benefits.*

For more information on VA benefits, contact Financial Aid *financialaid@columbiastate.edu.* or call the Columbia State Financial Aid Office VA School Certifying Official at 615.591.4180.

Other Assistance Programs

Other financial assistance for qualifying students may be available through programs with:
 1. TN Labor and Workforce Development Area Centers
 2. TN Vocational Rehabilitation Regional Centers

Contact the Financial Aid office at *financialaid@columbiastate.edu* for information regarding these programs.

Satisfactory Academic Progress Reviews and Appeals (SAP)

Per federal regulations, a student's rate of progression while in college will determine whether a student remains eligible for federal assistance under the Title IV, HEA programs. These programs include Federal Pell Grant, Federal Work-Study, Federal Subsidized Direct Loan, Federal Unsubsidized Direct Loan, and Federal Supplemental Educational Opportunity Grant. Some state programs may also apply. Columbia State Community College has established a reasonable policy and procedures to review these standards at the end of each semester for all students whether receiving federal assistance or not for full or part-time undergraduates.

The Satisfactory Academic Progress (SAP) notification arrives via myChargerNet after grading deadlines each semester. Students may review their status in myChargerNet.

At Columbia State Community College progress is measured by the student's term, grade point average, credits earned in relation to credits attempted, and length of the current academic program. A student may violate one or more standards and have various appeal issues to address. The entire academic record is reviewed including:
 • semesters of enrollment when a student did not receive financial aid,
 • all developmental learning support courses, and
 • transfer credits accepted by the College.

Satisfactory Academic Progress Standards are as follows:

Note: Students may be deficient in one or more of the following standards.

1. Grade Point Average (GPA)

In order to maintain the minimum academic scholastic requirements, the student must maintain a minimum cumulative overall combined GPA based on the number of hours attempted (including transfer and remedial/developmental/learning support hours) on the following scale:

Associate Degree Programs

Overall Combined GPA Hrs.	Minimum Cumulative GPA
00.1 - 14.0	No Minimum
14.1 - 26.0	1.0
26.1 - 40.0	1.4
40.1 - 48.0	1.7
48.1 - 56.0	1.9
56.1 & above	2.0

Certificate Degree Programs

% Program Completion	Minimum Cumulative GPA
1 - 25%	1.0
25.1 - 50%	1.5
50.1% and above	2.0

The GPA includes grades of W, F, FA, & I. Students who do not earn any credits (zero hours) in any one semester will be considered to be in violation of Satisfactory Academic Progress Standards. Additionally, these students may be responsible for repayment of federal aid received for that term.

2. Measurable Progress of at least 67% - PACE

Students must earn at least, 67% or two-thirds of cumulative credits attempted (including transfer and developmental learning support courses). Grades of "W, I, F, or FA" will be considered as hours attempted, but NOT considered as hours earned. To determine if a student meets this percentage, divide the cumulative earned hours by the cumulative attempted hours = PACE. If PACE is 67% or greater, the student is meeting the PACE standard.

3. Measurable Progress Maximum Timeframe within 150% of program length - MAX

A reasonable length of time for completion of an educational program is defined as no longer than 150% of the length of the program. Transfer credits accepted by Columbia State count towards the 150% total including developmental learning support hours. A student who is over the MAX hours must file a SAPMAX financial Aid Appeal form with an attached degree audit. A maximum time frame is calculated as the credit hours for program completion multiplied by 150% to equal the maximum time frame for financial aid eligibility. Embedded certificates within an associate degree program are reviewed at the associate level.

Students who have already earned a degree and/or certificate will have the opportunity to file an appeal to receive financial aid for additional coursework (SAPMAX form). The Financial Aid Office may allow additional hours needed to complete an additional degree/certificate to the existing overall credit hours previously attempted for the first degree/certificate. It is important to note transfer degrees and/or certificates posted by Admissions or Records count in the evaluation of this standard.

At any point when it becomes mathematically impossible for a student to meet the Satisfactory Academic Progress standards, the student becomes ineligible for all federal financial aid programs.

Reviews and Appeals:

1. First Review

A student failing to meet GPA or PACE will be contacted via Columbia State email. First review determinations of not meeting GPA and/or PACE will result in a FINANCIAL AID WARNING for

ONE semester. The student may continue to receive federal funds for one payment period. No written appeal is required for a student on warning status for GPA or PACE.

All students over the 150% MAX hours must file a SAPMAX Financial Aid Appeal form with an attached degree audit even if the determination is in a first review.

2. Second Review
If a student fails to regain eligibility at the end of the warning semester, he/she be comes ineligible to receive financial aid until the student adheres to the SAP Standards. A student can appeal his/her financial aid ineligibility. Appealing to request Financial Aid Probation may be an option for a student who could reach good standing within one semester. The student may receive aid for one payment period while on probation unless assigned a SAP Improvement Plan.

Students may be assigned a SAP Improvement Plan (Academic Plan) to assist in reaching good standing with the standards. The SAP Improvement Plan may require the student to complete a specified percentage of credit hours during the current term, earn a specified GPA, and/or meet with an academic advisor. Students remain on the Improvement Plan until searching good standing with all SAP Standards. If a student fails to meet the SAP Improvement Plan terms, the student loses financial aid eligibility. The student may regain financial aid eligibility by improving to the levels of Satisfactory Academic Progress Standards. Students assigned a SAP Improvement Plan receive the details of any SAP Improvement Plan via their Columbia State email.

3. How to Appeal
An appeal is a process by which a student receiving financial aid who is not meeting SAP standards petitions the College for reconsideration of eligibility for federal aid. A student must appeal for Satisfactory Academic Progress (SAP) violations other than a warning. Any loss of eligibility as a result of this policy may be appealed in writing by the dates published on the Columbia State Financial Aid website. Deadlines are firm. The Satisfactory Academic Progress (SAP) Appeal form is available on the college's Financial Aid website. The appeal must include a signed, written statement explaining why the student failed to make satisfactory academic progress and what has changed in his/her situation that will allow satisfactory progress at the next evaluation. Appropriate supporting documentation (copy of grade report, death of an immediate family member, proof of personal illness, or other special circumstance) should be submitted. For Maximum Timeframe Limit appeals, only a SAPMAX Appeal for Financial Aid Additional Coursework form (also on the Financial Aid website) needs to be submitted. The student receives notification via Columbia State email of the result of the appeal. All decisions of by Appeals Committee are final.

4. Appeal Decisions
Approved – Appealing students receive notification via Columbia State email if their appeal is approved. If assigned a SAP Improvement Plan, the student must adhere to the plan. The student's SAP will be reviewed again at the end of the next semester.

Denied – If a student's appeal is denied, he/she will receive notification via Columbia State email; the student's financial aid eligibility will be suspended, and the student must use other financial payment resources for the next enrollment semester. When the student again meets the Satisfactory Academic Progress Standards, he/she may appeal for financial aid to be reinstated following Step 3.

5. Academic Standing for Records
The Records Office monitors Academic Standing at the end of each semester. Also, the Financial Aid Office monitors Satisfactory Academic Progress at the end of each semester. These are separate processes, and decisions of these appeals are independent of each other.

Financial Aid Class Participation Policy

As recipients of Title IV aid (Federal Pell Grants, Federal Direct Loans, Federal Direct Parent Loans, Federal Supplemental Educational Opportunity Grants, State Grants, or Federal Work-Study), students should participate in all class meetings.

As Columbia State Community College is a school that is not required to take attendance by Title IV, the Financial Aid office determines student participation in enrolled classes on the College defined census date. After this date, a grade of "FA" is used to alert the Financial Aid Department to unofficial withdrawals. Students may no longer be eligible to receive financial assistance as a results of unofficial withdrawals. Students may also be billed for any funds they have received and not earned. The Financial Aid office obtains notice of official withdrawals from the Records Office weekly.

Students who find it necessary to stop attending class must complete the official withdrawal process. (see Academic Information, Registration for Courses, "Dropping a Class" and "Withdrawal".)

Return of Title IV Funds Policy

Students who withdraw from all classes prior to completing 60% of an enrollment term will have their aid recalculated based on the percent of the term they completed and may owe money to repay the award. The Financial Aid office encourages students to read this policy carefully. If a student is thinking about withdrawing from all classes PRIOR to completing the semester, please CONTACT the Financial Aid office to determine how withdrawal will affect one's financial aid and possible repayment.

"Title IV Funds" refers to federal aid programs authorized under the Higher Education Act of 1965 (as amended) and includes: Federal Direct Subsidized and Unsubsidized Loans, Direct Parent Loans to Undergraduate Students (PLUS), Federal Pell Grants, and Federal Supplemental Education Opportunity Grant (FSEOG).

A student's withdrawal date is:
- The date the student began the institution's withdrawal process (as described in Columbia State's class schedule) or officially notified the institution of intent to withdraw, or
- The midpoint of the period for a student who stops attending all classes without notifying the institution, or
- The student's last date of participation in a documented course-related activity.

Students may withdraw from all classes using myChargerNet. Refunds on all institutional charges (tuition and fees) are

calculated by using the institutional refund policy published in the catalog. Refunds calculated by Columbia State as the result of students who drop a class(es) but who do not totally withdraw from the institution will be refunded to the student.

For a student who withdraws without providing notification to Columbia State's Records Office, the college will determine the withdrawal date no later than 30 days after the end of the earliest of the (1) payment period or period of enrollment, (2) academic year, or (3) educational program.

The percentage of Title IV aid unearned to be returned to the appropriate program shall be 100% minus the percent earned. No program can receive a refund if the student did not receive aid from that program. Unearned aid shall be returned first by Columbia State within a 45-day time frame from the student's account to the appropriate programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Parent Loans to Undergraduate Students (PLUS)
4. Federal Pell Grant
5. Federal SEOG

When the total amount of unearned aid is greater than the amount returned by Columbia State from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

1. Unsubsidized Direct Loan*
2. Subsidized Direct Loan*
3. Direct Parent Loans to Undergraduate Students (PLUS)*
4. Federal Pell Grant**
5. Federal SEOG**

*Loan amounts are returned by the student according to the terms of the promissory note.

**Amounts to be returned by the student to federal grant programs will be reduced by 50%. A student does not owe a repayment if the original grant overpayment is $50 or less.

The Financial Aid office will notify the student in writing of the amount of repayment for any funds returned to the U.S. Department of Education on their behalf within 30 days of determining the student's withdrawal. The student has 30 calendar days after Columbia State Business Services notification of an outstanding balance to make a repayment in full or to make satisfactory repayment arrangements.

If the student does not repay the entire amount or make satisfactory repayment arrangements within the time allotted, any repayment owed will be sent to the U.S. Department of Education for collection. The student then has the opportunity to repay or make satisfactory repayment arrangements with the U.S. Department of Education. **STUDENTS WHO HAVE NOT REPAID OR MADE ARRANGEMENTS TO REPAY WILL BE INELIGIBLE FOR TITLE IV AID AT <u>ANY</u> COLLEGE/UNIVERSITY.**

NOTE: Students are responsible for making federal grant repayments. *THEY MUST ALSO REPAY COLUMBIA STATE FOR ANY FUNDS RETURNED TO THE U.S. DEPARTMENT OF EDUCATION ON THEIR BEHALF.* Students may submit a written appeal for a refund to the college's Business Services office for

extenuating circumstances surrounding their withdrawal from college. For more information about the College's refund policy, please see *"Institutional Refunds"*.

Worksheets used to determine the amount of a refund or return of Title IV aid are available upon request in the Financial Aid office, as well as examples of how the policy is applied.

If Columbia State determines from the Return of Title IV Funds calculation the need for a post-withdrawal disbursement of Title IV loan funds, the Financial Aid Office will notify the student within 30 calendar days of the date of the institution's determination that the student has withdrawn. The written notification will be prior to making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student, and will include information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the individual would like to accept post-withdrawal disbursement of additional loan funds. It is strongly encouraged not to make such an authorization and increase the amount of Title IV loan debt unless the student has an outstanding balance to Columbia State.

State Funded Financial Aid Programs

The Tennessee Eligibility Verification for Entitlement Act (EVEA) [TCA 4-58-101 seq.] requires public institutions of higher education to verify that persons seeking a "state benefit" are either a "United States Citizen" or "lawfully present" in the United States.

The term "state benefit" includes in-state tuition, Tennessee Lottery Scholarships and Grants, Tennessee Promise Scholarship, academic scholarship, common market, or any other form of tuition assistance or waiver funded with state- appropriated dollars. State benefit does not include tuition assistance funded privately, such as a scholarship from the institution's foundation or a privately endowed scholarship.

For more information on this act or documentation needed to verify "state benefit" eligibility, please contact the Admissions office.

Tennessee Scholarships and Grants

Tennessee Scholarships and Grants originate through the Tennessee Student Assistance Corporation (TSAC) and include funds from the Tennessee Education Lottery Scholarship Program. The student must complete the Free Application for Federal Student Aid (FAFSA) by September 1st for the fall semester and February 1st for the spring and summer semesters, and must list Columbia State Community College as the student's first school choice on the FAFSA. The FAFSA results go to the Tennessee Student Assistance Corporation (TSAC) to determine eligibility. A student must be a Tennessee resident for one (1) year prior to enrollment; the dependent student's residence status is based on the parent(s) state of residence-the parent(s) must be a resident of the state for one year prior to enrollment. Tennessee Scholarships and Grants may not exceed more than the estimated Cost of Attendance (COA); if awarded aid is more than the COA, the Scholarships and/or Grants may be reduced. If a student is enrolled less than full-time in a semester, the Tennessee Scholarships and Grants are prorated based on the number of hours in which a student is enrolled. Student must be enrolled at least half-time (6 hours) in the semester to be eligible to receive

Tennessee Scholarship and Grant funds.

Following are some of the Tennessee Scholarships and Grants offered at Columbia State Community College; a complete listing of scholarships and grants available through the Tennessee Student Assistance Corporation (TSAC) resides on the website http://www.tn.gov/collegepays/mon_college/lottery_scholars.htm.

HOPE Scholarship –Enrollment Requirements Students must have graduated from a Tennessee eligible high school, have an overall weighted minimum 3.0 grade point average (GPA) or achieve a minimum of 21 ACT (980 SAT), exclusive of the essay. Students completing high school in a Tennessee home school program must have been enrolled at the Tennessee home school for at least one (1) year immediately preceding the completion of the Tennessee home school program and must achieve a minimum of 21 ACT (980 SAT), exclusive of the essay. Recipients of a High School Equivalency Diploma (GED® or HiSET®) must achieve a minimum of 21 ACT (980 SAT), exclusive of the essay, and meet additional eligibility requirements. ACT/SAT exams must be taken on a national or state test date and prior to the first day of college enrollment. Students must enroll at any postsecondary institution in a degree seeking program within 16 months of graduation from an eligible high school, home school or receipt of the High School Equivalency Diploma (GED® or HiSET®). Hope Scholarships may be awarded fall, spring, and summer semesters equally.

HOPE Scholarship for Non-Traditional Students – The student must be 25 years of age or older. Student's (and spouse's) adjusted gross income (AGI) must be $36,000 or less on IRS tax form. Student must enroll in an eligible postsecondary institution as an entering freshman or have not been enrolled for at least two (2) years after last attending any postsecondary institution and have not earned a baccalaureate degree. Student must be continuously enrolled at an eligible postsecondary institution in the fall and spring semesters once beginning or returning to college and maintain Satisfactory Academic Progress. Student must have a minimum cumulative 2.75 GPA after 12 attempted credit hours or required GPA at subsequent benchmark (see Hope Scholarship Renewal Criteria for benchmark hours and GPA requirements). *Attempted hours and college grades prior to re-enrollment at an eligible postsecondary institution after at least a two year break in enrollment are not considered in calculation of TELS hours and GPA. The attempted hours used to "earn" the Non-Traditional Hope Scholarship are not used in calculation of cumulative hours and GPA. Once awarded, the renewal criteria and termination criteria shall be the same as for the Hope Scholarship with the addition that the student's (and spouse's) AGI must be $36,000 or less. NOTE: *The five (5) years and total semester hour limitations shall be the sum of years or total attempted hours while receiving the Hope Scholarship and the Hope Scholarship for Non-Traditional students. Non-Traditional Hope Scholarship may be awarded fall, spring, and summer semesters equally.

Hope Scholarship – Renewal Criteria The student must have a minimum 2.75 cumulative GPA at the end of semester in which the student attempted 24 and 48 semester hours. The student must have a minimum 3.0 cumulative GPA at the end of the semester in which the student attempted 72 and 96 semester hours. However, if the student does not have a minimum 3.0

cumulative GPA at the end of the semester in which the student attempted 72 and 96 semester hours, then the student must have a minimum 2.75 cumulative GPA and have a semester GPA of at least 3.0 at the end of the semester in which the student attempted 72 and 96 semester hours and every semester following; the student must maintain full-time enrollment and the student's continued eligibility will be determined on a semester-by-semester basis. Note: all hours attempted after high school graduation are included in calculation of TELS hours and GPA. The student must be continuously enrolled at an eligible postsecondary institution in the fall and spring semesters and maintain Satisfactory Academic Progress. Student must maintain full-time enrollment status; the student may not drop (or stop attending) from full-time enrollment to part-time enrollment or withdraw from a semester. Student's renewal eligibility is reviewed at the end of each semester in which the student is enrolled. If a student ceases to be academically eligible for the Hope Scholarship, the student may regain the award one-time only. The award may be re-established once the student meets any of the above criteria and maintains continuous enrollment and satisfactory academic progress at an eligible postsecondary institution without the Hope Scholarship. If at any time the student drops from full-time enrollment to part-time enrollment or withdraws from a semester, the student will no longer meet the minimum requirements; however, the student may appeal the ineligible status in order to restore Hope Scholarship eligibility if the change in enrollment status was due to a documented extenuating circumstance beyond the student's control. The student may use a one-time only repeat provision should the student elect to replace the grade of a class with the higher grade received from the repeated class; if the student previously lost the award for the first time due to grades and if the student has repeated a course with a higher grade that will bring the TELS GPA at or above the minimum GPA required at the end of the semester in which a benchmark is reached, the use of the one-time repeat provision and one-time regain provision will serve to work together to re-establish the student's award.

Hope Scholarship – Termination Criteria Student has earned a baccalaureate degree or five (5) years have passed from the date of initial enrollment at any postsecondary institution or student has attempted 120 semester hours or has received the Hope Scholarship for eight (8) full-time equivalent semesters at any postsecondary institution; whichever occurs later.

Students should never drop a course without inquiring with the Financial Aid Office about how it may impact them lottery scholarship eligibility. Please contact Columbia State Financial Aid at *financialaid@ColumbiaState.edu* or call 931.540.8267.

General Assembly Merit Scholarship (GAMS) - A student must have graduated from a Tennessee eligible high school, have an overall weighted minimum 3.75 grade point average (GPA) AND a 29 ACT (1280 SAT), exclusive of the essay. ACT/SAT exams must be taken on a national or state test date and prior to the first day of college enrollment. Students completing high school in a Tennessee home school program, in addition to meeting the Hope Scholarship requirements, and during the course of a home school program, must be enrolled in at least four (4) college-level courses totaling at least twelve (12) semester hours and achieve a cumulative grade point average of 3.0. AND achieve a 29 ACT (1280 SAT), exclusive of the essay. ACT must be taken on a national test date; the SAT must be taken on a national or state

test date. ACT/SAT must be taken prior to the first day of college enrollment. GAMS is awarded in addition to the Hope Scholarship. A student may receive GAMS or the Aspire Award, but not both. GAMS may be awarded fall, spring, and summer semesters equally.

Aspire Award - A student must meet all Hope Scholarship requirements. Parents' or independent student's (and spouse's) adjusted gross income must be $36,000 or less on IRS tax form. The Aspire Award addition to the Hope Scholarship; Non-Traditional students are not eligible for the Aspire Award. A student may receive the Aspire Award or GAMS, but not both. The Aspire Award may be awarded fall, spring, and summer semesters equally.

HOPE Access Grant - Students must have graduated from a Tennessee eligible high school, have an overall weighted minimum 2.75 grade point average (GPA) and achieve a 18-20 ACT (860-970 SAT), exclusive of the essay. ACT/SAT exams must be taken on a national or state test date and prior to the first day of college enrollment. Student must enroll at any postsecondary institution within 16 months of graduation from an eligible high school. Parents' or independent student's (and spouse's) adjusted gross income must be $36,000 or less on IRS tax form. Hope Access Grant is non-renewable after 24 attempted hours; student may be eligible for Hope Scholarship by meeting Hope Scholarship renewal criteria. Hope Access Grant may be awarded fall, spring, and summer semesters equally.

HOPE Foster Child Tuition Grant - Students must meet the high school requirements of and be eligible for the HOPE Scholarship or HOPE Access Grant; students who were in the custody of the Department of Children's Services for at least one year after their 14th birthday and who present official certification from the Department of Children's Services that the student meets the eligibility requirements may qualify for the grant. The grant may continue for a period of no more than 4 years after the date of graduation from high school or equivalent and for a period of no more than six years after admittance to an eligible public postsecondary institution. Students must maintain satisfactory academic progress standards. Hope Foster Child Tuition Grant may be awarded fall, spring, and summer semesters equally.

Tennessee Student Assistance Awards (TSAA) - Eligibility requires a student must have a valid Expected Family Contribution (EFC) of 2100 or less as determined by the Department of Education based on FAFSA information. Student must maintain Satisfactory Academic Progress and not be in default on a loan or owe a refund on any grant previously received at any institution and have not received a baccalaureate degree. Prior year recipients will receive the award if they meet all eligibility requirements and complete the FAFSA on or before March 1; remaining funds will be awarded to the neediest applicants on a first come, first served basis. Students are strongly encouraged to submit a FAFSA as soon as possible after January 1 each year. A student may receive TSAA for a total of four (4) semesters, and TSAA may be awarded fall and spring semesters equally.

Helping Heroes Grant (HHG) – To be eligible, a student must be an honorably discharged veteran of the armed forces of the United States, or a former or current member of a reserve or Tennessee National Guard unit who was called into active military service of the United States. The student must be awarded the Iraq Campaign Medal, Afghanistan Campaign Medal, or Global War on Terrorism Expeditionary Medal on or after September 11, 2001. The student must have not earned a baccalaureate degree, not be in default on a federal Title IV educational loan or Tennessee educational loan, and not owe a refund on a federal Title IV student financial aid program or a Tennessee student financial aid program. The student must be in compliance with federal drug-free rules and laws for receiving financial assistance and not be incarcerated. Award of the HHG occurs after the completion of a semester, provided the student successfully completes the course with a non-failing grade as the final grade for the course. The student must complete the TSAC application for the Helping Heroes Grant for each academic year by September 1 for fall enrollment, February 1 for spring enrollment, or May 1 for summer enrollment; the grant is awarded on a first-come, first-served basis. The student must provide a copy of his/her DD 214 to TSAC with application. A student may receive HHG for a total of eight (8) "full" semesters or until the eighth anniversary of the veteran's honorable discharged from military service.

Tennessee Promise Scholarship - Tennessee Promise is a scholarship and mentoring program designed as a last dollar scholarship for tuition and mandatory fees not covered the Federal Pell Grant, Tennessee Education Lottery Scholarships including HOPE, Tennessee Student Assistance Awards, or state waivers/discounts. The tuition and mandatory fees shall not include fees charged for TN eCampus. A critical component of Tennessee Promise is the individual guidance each participant receives from a mentor who assists the student in navigating the college admissions process. Community service performed prior to each term of enrollment is a unique requirement.

Tennessee Promise Application Process - To participate in the Tennessee Promise program, students must complete the Tennessee Promise Scholarship award application for the initial year of enrollment no later than November 1 of their senior year of high school. The application is available utilizing the TSAC Student portal: *https://clipslink.guarantorsolutions.com/StudentSignon/.*

Students participating in the Tennessee Promise Scholarship program must file the Free Application for Federal Student Aid (FAFSA), or renewal FAFSA, by February 15 yearly for fall enrollment. A student who meets all academic and non-academic requirements of the Tennessee Promise Scholarship may transfer from one eligible postsecondary institution to another eligible institution and maintain the scholarship, provided the student is able to complete the diploma or associate degree in the amount of time remaining before reaching a terminating event. A TSAC Change of Institution form is available by contacting the Financial Aid Office or any campus front office and on the TSAC Student Portal.

Tennessee Promise Eligibility - Students must be a Tennessee resident; graduate from eligible high school, complete high school as a home school student or obtain a GED® or HiSET® diploma, provided that the GED® or HiSET® is obtained prior to the student reaching nineteen (19) years of age; attend full time in the fall term immediately following high school graduation at an eligible postsecondary institution which includes the Tennessee Community Colleges; maintain continuous enrollment as a full time student unless granted a medical or personal leave of

absence (More information about this is available from the Director of Financial Aid,); maintain a minimum cumulative grade point average of 2.0 as determined by the institution at the end of each academic year if enrolled in an associate degree program; comply with U.S. Selective Service System requirements for registration; be in compliance with federal drug-free rules and laws for receiving financial assistance; not be in default on a federal Title IV or Tennessee educational loan; not owe a refund on a federal Title IV or a Tennessee student financial aid program; and not be incarcerated. The scholarship is limited to five (5) semesters total.

Prior to initial fall enrollment, students must attend one mandatory meeting with the partnering organization related to financial aid, FAFSA completion, and the college application process. Students must attend a second mandatory meeting related to college orientation with the partnering organization. Participants must complete a minimum of eight (8) hours of community service prior to each semester while participating in the Tennessee Promise Scholarship program (More information is available from the Partnering Organization on the service requirement.)

Tennessee Dual Enrollment Grant - The Dual Enrollment Grant program provides opportunities for students to begin working toward a college degree, while still pursuing a high school diploma, and encourages post-secondary education and the acceleration of post-secondary attainment. To participate in the Tennessee Dual Enrollment Grant program, a student must meet the College's admissions criteria for Dual Enrollment and be enrolled for college courses leading toward a credential for which they also earn high school credit. A student must also be a Tennessee resident, (as defined by Chapter 0240-2-2, Classifying Students In-State and Out-of-State, and promulgated by the Tennessee Board of Regents,) for one year prior to from the date of required grant submission which is September 15 for the fall semester, February 1 for the spring semester, and May 1 for the summer semester. For continued participation, a student must maintain a 2.75 cumulative college grade point average that shall be certified by an Enrollment Services representative each semester. Once the courses and minimum cumulative grade point average are certified, the award shall processed. College courses taken under the restrictions of this grant do not count towards the Tennessee HOPE Scholarship college GPA and the attempted credit hours limitation. For more information, contact Enrollment Services.

Tennessee Adult Reconnect - Community College Reconnect Grant is a Tennessee Education Lottery Program that provides last-dollar scholarships for adults with prior postsecondary credit to return to college and complete an associate's degree. The Grant covers the cost of tuition and mandatory fees after all gift aid. Applicants must file a FAFSA or renewal FAFSA each year and have earned a minimum of 30 hours prior to enrollment as a Reconnect student applicable to the associate degree the student is pursuing. Students must enroll in a minimum of 9 credit hours in any semester. Awards are made on a first come, first served basis determined by Columbia State Community College as the FAFSA completed date and acceptance to the college. Recipients must maintain Satisfactory Academic Progress each semester with a recommended priority of 2.0 GPA. All courses taken must apply toward the chosen program of study and will be verified.

Institutional Funded Financial Aid Programs

Institutional Work - This program is designed to assist students who do not qualify for Federal Work Study (FWS). Eligibility and available funds determine the number of hours per week a student may work. To be eligible for this program, a student must be making satisfactory academic progress. Students earn an hourly rate (determined each year). Institutional work payroll occurs monthly. Timesheets are due from the supervisors to the Business Office by the 15th of each month. Funds are directly deposited into the student's bank account on the last working day of each month. Applications are available on the Columbia State financial aid web site. All institutional work students are expected to work in accordance with the schedule set by their supervisor excluding the student's class schedule. Failure to perform suitable work will result in loss of employment.

Scholarships - Columbia State Community College offers a variety of institutional, foundation and private scholarships through the generosity of the college community. Many scholarships assist deserving students in obtaining their educational goals. Generally, the criteria for awarding scholarships are based on academic ability or financial need.

To be considered for a Columbia State scholarship, a student must:
1. Have made application to Columbia State Community College.
2. Have a complete FAFSA on file for need-based scholarships.
3. Have scholarship application submitted to the Financial Aid Office by March 15.
4. Graduating high school seniors must have the academic portion of the scholarship application completed by a high school guidance counselor and the application submitted to the Financial Aid office by March 15.

The following scholarships recognize students who demonstrate academic achievement, exceptional talent, or financial need. These scholarships are awarded by the College Financial Aid Scholarship Committee in the spring of each award year. Completed applications are due to the Financial Aid Office by March 15.

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 by March 15. The scholarships are not applicable for the summer term.

Academic Service Scholarships are based on 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 must work 75 hours each semester on campus.

Academic Service Scholarships are not automatically renewed. Recipients must maintain a minimum grade point average (GPA) of 2.75 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.

Opportunity Scholarships - The concept of diversity is important to the overall educational process at Columbia State Community College. The purpose of the Opportunity Scholarship is to provide opportunity for disadvantaged students and enhance institutional diversity. Awards are based on financial need and available funds. Scholarships will be awarded to cover tuition and mandatory fees for a limited number of part-time and full-time students. The scholarship is renewable contingent upon funding and maintaining a 2.0 GPA each semester.

In order to qualify for the Opportunity Scholarship a student must meet **all** of the following qualifications: Be a citizen or legal resident of the U.S.; have a minimum high school GPA (Grade Point Average) of 2.0 or a minimum score of 450 on the GED (this does not apply to continuing students who were enrolled last semester); apply for admission to Columbia State Community College (this does not apply to continuing students who were enrolled last semester) and be a degree seeking student with the intent to enroll for both fall and spring semester; do not have a bachelor's degree; and file for federal student aid (complete the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA form. Applicants should meet one of the following additional criteria: be a member of an under-represented ethnic population; be a first generation college student (neither parent or legal guardian has a bachelor's degree); qualify for federal Pell Grant funds; and be a member of other Access and Diversity sub populations as defined and approved by the administration.

Foundation Scholarships - These private scholarships, available through the Columbia State Foundation, are made possible through the generosity of individuals, businesses and organizations. Scholarship application must be submitted to the Financial Aid office by March 15.

Persons interested in establishing a scholarship or supporting the College's educational endeavors should contact the Advancement Office at 931.540.2512.

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

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

AT&T Aspire Grant - Columbia State is excited to participate in the AT&T Aspire Grant - Adult Scholarships program for 2017-2018. Recipient will complete the 2017-2018 Scholarship Application form available on the website. Adults over the age of 25 may apply. Emphasis will be students enrolled in high-skill, technology advanced programs. Recipients are encouraged to strive for successful completion of their program. Funds are limited.

Additional Financial Aid Information

Reporting Aid Received From Sources Other Than Columbia State

Students receiving outside aid such as loans, grants, or scholarships from private organizations or governmental agencies must report the source and amount of outside financial assistance. Federal regulations require the Financial Aid office to adjust a student's award package as to not exceed the student's need. Students who knowingly withhold such information from the Financial Aid office are subject to termination of their financial aid and repayment to the federal government for any excess aid.

Verification

In an effort to curb abuse and fraud with the federal aid programs and to ensure correct awarding of funds, the federal government randomly selects students for a process called verification. If selected for verification, the Financial Aid office must request documents to substantiate information reported on the student's FAFSA. Items subject to verification include, but are not limited to, adjusted gross income, nontaxable income, interest income, asset amounts, number in household, and number in post-secondary institutions.

If selected, a student must provide certain documents such as Federal Income Tax Transcripts, W-2 or a verification worksheet may be requested. Students selected for verification must complete all required procedures by the end of the academic year or end of their enrollment period or by June 30, whichever comes first. No financial aid funds can be disbursed until all verification requirements are filed met and processed.

Selective Service

Selective Service Registration is required to receive Title IV federal aid funds. Any student who is required to register with Selective Service and fails to do so will be ineligible for student financial aid provided through programs established under Title IV of the Higher Education Act.

Special Circumstances

If a family's financial circumstances change due to death, disability, long-term unemployment, and/or excessive medical or dental expenses, the student may be eligible for an adjustment to his/her aid package. Applications are available by emailing *financialaid@columbiastate.edu.*

Awarding of Financial Aid

Student financial aid awards vary depending upon the student's eligibility, financial need, and available funds. The process of packaging the different kinds of financial aid is based on the total need analysis and aid determination cycle. The financial aid program is structured to ensure fair and equitable awards.

Payment of Awards and Refunds

Financial aid disbursements are credited to the student's account after the census date or 14th day of classes. Refund dates for each semester appear on the Financial Aid web site.

Institutional Fees and Refunds

See previous section, Institutional Fees and Refunds.

Financial Aid is not available for students who:
1. Are pursuing a short-term or institutional certificate (less than 16 credit hours).
2. Are non-degree seeking.
3. Are auditing classes.
4. Are undergraduate special students.
5. Are adult special students.
6. Are transient students (except in the case of some HOPE recipients).

Student Consumer Rights and Responsibilities

As a financial aid consumer, students have the right to:
- Be informed about financial aid application procedures, cost of attendance, aid available and renewal requirements. Additional consumer information is available from the Financial Aid office upon request.
- Receive confidential protection of one's financial aid records. The contents of one's financial aid file are protected by the Family Educational Rights and Privacy Act. Additional information is available in the Student Handbook.
- Seek and receive full information and counsel from the Director of Financial Aid regarding any financial aid matter.

As a financial aid consumer, students have the responsibility to:
- Complete applications correctly and on time.
- Read and understand all materials from the Financial Aid office and other financial aid agencies; keep copies of all forms and materials submitted.
- Know and comply with the rules governing one's aid programs.
- Comply with the provisions of any promissory note and all other agreements signed.
- Register for the number of credit hours required, participate in registered classes, and maintain satisfactory academic progress.
- Report any of the following changes: withdrawal from college, transfer to another college, name change, student address change or parents address change.
- Request personal assistance about financial aid questions or the information provided by financial aid personnel.

Consumer Information
In compliance with federal regulations pertaining to the Student Right-to-Know and Campus Security Act, all prospective and currently enrolled students have access to institutional information regarding campus safety and security, crime statistics, Family Educational Rights and Privacy Act provisions, financial aid programs and policies, retention and graduation data, and other topics. Information is available on the Columbia State web site at *www.columbiastate.edu/consumer-information,* in the Student Handbook, or from the vice president for student enrollment, engagement and services office.

How to Contact the Financial Aid Office
For questions or assistance in applying for financial aid, please contact: Enrollment Services Financial Aid, Jones Student Center Columbia campus, Room 103, phone 931.540.8267, by email *financialaid@columbiastate.edu* or by visit to the front office of any other Columbia State campus.

Academic Information

Student Classifications

Undergraduate Degree Students
All undergraduate students admitted as credit students pursuing a degree or certificate are classified as undergraduate degree students. These students are either freshmen or sophomores 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 appear under Non-Degree Students on p. 16.

Non-Credit Students
Students enrolled in non-credit courses through Economic and Workforce 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 grade point average (GPA), term GPA, hours attempted, hours earned, grades, quality points earned, degrees and certificates earned, academic program(s), honors, academic status, and transfer credit. The permanent record is maintained Online and is available on campus in the Records Office and viewed Online at various Columbia State locations by authorized personnel. Online 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 of continuing education units. The permanent record is available through the Center for Workforce Development.

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 and the federal law allows continued use of this number. However, the primary internal identification for student records is a randomly selected eight digit number beginning with the letter "A" and assigned to students, faculty, and staff to protect the individual's social security number. Students must disclose their social security number when applying for admission on the application form. The social security number is then converted to the random number for privacy. If at the time of application, a student wishes not to disclose the social security number, the institution will assign a unique social security number for the student's use. Please note that if the student expects to receive federal and/or state financial assistance, the student may be required to disclose the social security number. For prompt and accurate retrieval of records, students and alumni may be required to give their social security number. While in most cases, current students can complete their business with the College through myChargerNet by use of a user id and password, occasionally the social security number is required. Student identification numbers, whether a social security number or an assigned number, are for internal use within the College and 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 terms. 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.

Once students are admitted to Columbia State, transcripts are evaluated and transfer credit is assigned. Once students receive their acceptance letter, they can review information regarding the awarding of transfer credit by logging into their myChargerNet account and clicking on "View Transcript" to see their academic transcript.

For coursework completed but not already approved as equivalent, such as coursework at non-regionally accredited institutions, additional information will be required to evaluate the credit. The student must provide a copy of the course description or syllabus of the course to the Records Office. If approved the classes are posted as transfer credit on the student's record. The student will receive notice as to the outcome of the request.

Effective Summer 2015, equated transfer credit counts for all courses in which passing grades are achieved, including the grade of "D". For students enrolled prior to Summer 2015, only grades of "C" or higher can transfer.

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

External Credit (Columbia State Policy 02:10:00)

A maximum of 75% of total semester credit hours earned through any combination of external credit can apply toward a degree. A student must earn 25% of hours required for a credential in instruction delivered by Columbia State. Possible sources of external credit include (1) credit by examination, (2) military service/armed services schools, (3) specific high school courses, and (4) prior learning. None of these various sources of external credit will count toward the 25% minimum residency requirement.

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

- Applicant must be admitted to Columbia State Community College
- Students must consult with an advisor about the possibility and advisability of seeking external credit.
- Students must have declared an academic program.
- If a student is awarded external credit toward curriculum requirements for a particular program, a Change of Major necessitates reassessment of applicability of the credit.
- Applicants must not have received any grade, with the exception of a "W", in similarly titled courses for which credit is awarded.
- Credit is awarded only in areas offered in the current curriculum of the College and related to the student's educational program.
- Credit is awarded only for learning experiences that document mastery of all learning outcomes for specific courses in an approved degree program.

Semester hours of credit toward graduation are awarded on the basis of these conditions, but no grades or quality points are awarded. These credits do not affect the academic grade point average.

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

I. Credit by Examination

A.   Students may earn college credit by examination for acceptable scores on College-Level Examination Program (CLEP®) Examinations, the College Entrance Examination Board (CEEB) Advanced Placement Examination, the Enhanced American College Testing Program (ACT), the International Association of Administrative Professionals (IAAP) or comprehensive subject examinations. Official documentation must come directly from the testing agency. Credit appears on the student's record after admission to the College.

Students submit requests for all other external credit to the director of records after they have been admitted to the College and registered for courses. External credit is evaluated by the division dean 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 dean are forwarded, with recommendations, to the Records office. However, these exams cannot be taken until a student has earned 12 hours (excluding Learning Support courses) of resident credit at the College.

1. CLEP®: Applications and information on the CLEP® are available at any Columbia State location or by accessing *www.collegeboard.com*. Prior to 2001, credit is awarded for acceptable scores received on subject examinations only. CLEP® discontinued the classification of Subject exams and General exams with the transition to computer-based testing in 2001. Therefore, any acceptable test scores reported after 2001 will be reviewed for applicability to comparable Columbia State courses.

2. CEEB: (College Board): Columbia State participates in the Advanced Placement Program of CEEB and awards appropriate credit in selected courses to qualified 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.

3. ACT: 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).

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

4. (IAAP) International Association of Administrative Professionals Examination: Persons having successfully passed sections of the IAAP examination are eligible to receive 13 semester hours of credit at Columbia State as follows:

BUSN 1310	Business Communication	3
INFS 1010	Computer Applications	3
BUSN 1380	Supervisory Management	3
ADMN 1302	Keyboarding/Formatting I	1
OFA 132	Records Management	3

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

5. DANTES Subject Standardized (DSST): Students may earn college credit for acceptable scores on the DANTES Subject Standardized Test based on Columbia State or TBR policy, or students can earn credit based upon the credit recommendations and minimum scores evaluated by the American Council on Education. Students should submit an official DANTES transcript for review.

B. Columbia State Challenge Examination Credit: Institutional examinations may yield credit for courses as determined by division deans if a CLEP® examination is unavailable or as specified in a Dual Credit agreement with local high schools.

1. Students must see the instructor of the course to discuss the course syllabus and text and decide whether to attempt the examination, and, if appropriate, schedule an appointment to take the examination. Students who wish to take an exam must complete and obtain the instructor's signature on the Application for Permission to Take Credit by Examination.

2. Prior to taking the examination, the student must seek approval from the appropriate division dean and obtain the dean's signature on the Application for Permission to Take Credit by Examination.

3. The student must then take the form and payment to the

Business Services Office, Pryor Administration Building 114. The student must pay the $25 fee established for "credit by examination."

4. Upon offering the examination, the instructor must photocopy the receipt for payment of the fees and attach it to the Credit by Examination Grade Report

5. The instructor must submit the Credit by Examination Grade Report and the photocopy of the receipt to the appropriate division dean.

6. Upon approval by the division dean, the Credit by Examination Grade Report and the photocopy of the receipt are submitted to the Records Office.

7. Credit will be awarded provided the student's performance on the test is at least a "C" and the student has earned 12 semester hours of resident credit at Columbia State (excluding Learning Support courses). Semester hour credits apply toward graduation based these tests, but no grades or quality points are awarded, and the academic grade point average is not affected.

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

II. External Credit for Military Service/Schools

A. Proper documentation supporting service related educational experience must be provided to the director of records and to the Veteran's Affairs certifying official before the end of the second term of enrollment. Credit awarded to students who are veterans or military service members are based on documentation from the Joint Services Transcript (JST), DD-214 and /or transcripts from the Army/American Council on Education Registry Transcript System (AARTS), Community College of the Air Force (CCAF), and Coast Guard Institute (CGI). The Institution will use the American Council of Education (ACE) for awarding credit for military experience, educations, and/or training obtained during military experience. If military experience, education, and/or training are equivalent to a course that fulfills a general education or degree program requirement, the course credit will count towards graduation. Otherwise, appropriate course credit will be granted for elective credit. Credit that may not be captured through ACE recommendations may also be considered for Prior Learning Assessment by contacting the Retention Coordinator for Science, Technology and Mathematics to obtain a "Request for Prior Learning Credit Portfolio Consideration Form (see External Credit for Prior Learning).

B. Students must follow the parameters of the Satisfactory Academic Progress (SAP) standards for Federal Financial Assistance (see p. 27) in regard to military credit and excessive hours applied to their academic record, which may affect student eligibility for financial aid.

III. Dual Credit for Specific High School Courses

A. A student who has completed a career/technical secondary course of study or certain other high school courses which have been articulated with the College or through the State of Tennessee (Dual Credit), has received a regular high school diploma, has enrolled in a postsecondary institution within two years of graduation, and who demonstrates attainment of equivalent learning outcomes for specified career courses may receive credit for those courses through the Columbia State Community College articulation process. This postsecondary credit will be granted upon successful admission to Columbia State. Transfer of articulated career/technical credit from Columbia State to other institutions is at the discretion of the receiving institution.

B. Columbia State and each participating high school must have a process for establishing common learning outcomes for specified courses articulated. Competency lists and syllabi of the courses from the institutions involved must be maintained and documented.

C. Credit awarded must be for specific courses and must be awarded only on the basis of the petitioning student successfully passing a challenge examination or competency-based assessment procedure for which the proficiency standards are approved and accepted by the receiving college.

D. Students wishing to participate in the articulation program must:
  i.   Meet all regular admissions requirements of Columbia State as published in the Columbia State Community College Catalog.
  ii. Provide official transcript of courses completed at the high school.
  iii. Attend the Columbia State Community College testing day and complete a comprehensive subject assessment for each requested course or meet assessment requirements as stated.
  iv. Pass the assessment requirements for each course for which credit is requested.
  v.   Enroll at Columbia State within two years of the date of graduation from high school.
  vi. Contact the Science, Technology, and Mathematics Division at Columbia State to request the credit.

IV. External Credit for Prior Learning

A. A currently enrolled student at Columbia State may demonstrate college-level knowledge of a subject acquired outside a traditional college classroom (work, community service, licensure/certification/diploma/apprenticeship programs or other experiences) through the development of a portfolio. Credit awarded under this provision uses a recognized guide or procedure as detailed below.

Course Equivalency Credit: Prior learning which is assessed based on the documented achievement of course   specific learning outcomes will be transcripted as that course. Prior learning will be assessed based on a pass/fail evaluation and will be assigned a "TP." Because no grade is assigned other than "TP," no Quality Points will be awarded to count toward GPA.

B. The total amount of credit awarded cannot exceed 75% of the requirements for the degree or certificate. The credit will be identified as experiential credit on the transcript.

C. Students seeking prior learning credit should first contact the retention coordinator for the Science, Technology, and

Mathematics division to complete a Request for Prior Learning Credit Portfolio Consideration Form.

i.   The completed request form will be reviewed by a faculty member in the discipline for which credit is sought and the division dean.
ii. If the Dean and faculty member agree that the prior learning experiences may justify granting course credit, the student will be asked to provide a portfolio of relevant experiences. The website Learning Counts (*www.learningcounts.org*) provides more information on the options and costs of creating a portfolio.

D.   The submitted portfolio will be evaluated by one or more trained assessor(s). The assessor must provide reasoning for the number of credit hours awarded or a written explanation provided for evaluation of portfolio regardless of outcome.

E.   If the student is awarded credit then the faculty member will complete an Approval of Course Credit for Prior Learning form and forward the form for approval by the division dean and vice president of academic affairs.

F.   The credit will be posted after the student has paid the applicable fees, listed in the current college catalog, and has successfully completed twelve (12) semester credit hours at the College. Credit awarded for prior learning will not apply toward meeting residency requirements for graduation.

V. External Credit for Occupational and Workplace Training
Credit awarded for completion of workplace (corporate, volunteer, government, etc.) training may be awarded based on recommendations by nationally recognized college credit recommendation services or by the individual evaluation and determination of the College. A letter grad of "TP" will be assigned for credit granted. Because no grade is assigned other than "TP," no Quality Points will be awarded to count toward GPA.

Transcript of Credits
Students who attend Columbia State may request a copy of their permanent academic record (transcript). There is no charge for transcripts; however, the Records Office may set a limit on a reasonable number of copies that may be processed at any time and may also establish a nonrefundable charge for the cost of producing transcripts in excess of that number. All transcript requests must be made in writing by mail or fax or through the online transcript request. Telephone requests are not accepted and electronic mail (e-mail) requests are only accepted if the student scans and emails the signed request form. 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 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 originating 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 Learning Support course requirements, and
2. have earned a minimum cumulative grade point average (GPA) of 3.0.

To request an overload complete the *Registration and Overload Request* form (available on myChargerNet) and obtaining an advisor's signature and the approval of one of the following: an academic division dean, extended campus coordinator, associate vice president for Williamson Campus, associate vice president for faculty, curriculum and programs, or the regional services and southern campuses dean.

Registration Procedures
Students must observe registration procedures and complete registration on the dates posted (see "Important Dates," p. 8) in the catalog or on the Columbia State Web page. 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, curricular coordinator or the division dean. Students are not officially enrolled until all registration requirements are completed and all fees are paid.

For eligible students, online registration is available through myChargerNet, which is accessed from *www.columbiastate.edu.* Columbia State conducts Priority Registration (pre-selection of classes) for current students. Registration information is emailed to all current students to inform them of their day to priority register. Students have an assigned advisor who will assist in course selection. Registration for first-time and readmitted students occurs during the open registration period as listed (see "Important Dates," p. 8.) Student orientations are scheduled before the Fall and Spring semesters to assist new and transfer students in registering for classes. The Columbia State web site each semester also has information on applying for admission or readmission, testing requirements, paying fees, and dropping or adding classes.

Change of Registration Status
Students are advised to carefully read the following regulations and procedures applicable to 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 must 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 apply when a student wishes to change one or more class(es). If the student wishes to drop all classes, the "withdrawal" procedure applies. 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 check his/her schedule by accessing the student's myChargerNet account or the emailed canceled class listing.

Dropping a Class
Dropping a class can occur through the "last day to drop a class

or withdraw" for the regular/full semester. (See "Important Dates," p. 8.) Additional drop dates apply for other short term session courses and appear on the Columbia State web page at *www. columbiastate.edu/refunds-drops-withdrawals.*

Students may drop most classes by using myChargerNet. However, to drop under the following circumstances students must email *records@columbiastate.edu* from their student email account or come in person to the Records office or to one of the College's campus locations:
1. to drop a course after the last official date to drop (includes TN eCampus courses).
2. to drop any course which the student is auditing.
3. to drop when the student's account has a hold flag or encumbrance.

Students who need to drop any course after the last official date to drop must complete a form and follow these procedures:

1. Obtain the Late Drop/Withdrawal form and enter required information. This form is available at all College campus locations, and on the college's web page, *www.columbiastate.edu/records/forms.*
2. Acquire applicable signatures:
   a. instructor if dropping after the last official date to drop (includes TN eCampus courses) or an email from the instructor for TN eCampus courses.
   b. TN eCampus Contact if dropping after the last official date to drop.
   c. Division Dean
   d. Financial Aid
   e. Records

Adding a Class
Adding a class is permitted through the "Adjustment Period for Registered Students," for the regular/full semester. (See "Important Dates," p. 8.) Additional add dates apply for other short term session courses and appear on the Columbia State web page at *www.columbiastate.edu/refunds-drops-withdrawals.* Students may add most classes by using myChargerNet. However, to add a course under the following circumstances students must email *records@columbiastate.edu* from their student email account or come in person to the Records office or to 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.

Change To or From Audit
Qualified credit students who register for audit may change to credit prior to the end of the adjustment period. (See "Important Dates", p. 8). This may be done by emailing *records@columbiastate.edu* from the student's Columbia State email. The student must include their name and student number along with the course(s) that are to be changed 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 by emailing *records@columbiastate. edu* from their Columbia State email account with information that includes their name, student number, and the course(s) to be changed 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 in each class. Withdrawal through the "last day to drop a class or withdraw" is permitted when the student has met all financial obligations to the College.

Most students may drop all classes (withdraw) by using myChargerNet account. However, to withdraw under the following circumstances students must email *records@columbiastate.edu* from their student account or come in person to the Records office or to one of the College's campus locations:

1. to withdraw after the last official date to drop (includes TN eCampus courses).
2. to withdraw when enrolled in an audit course.
3. to withdraw when the student's account has a hold flag or encumbrance.

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

1. Obtain the *Late Drop/Withdrawal* form and enter required information.
2. Acquire applicable signatures:
   a. instructor if dropping after the last official date to drop (includes TN eCampus courses).
   b. TN eCampus contact if dropping after the last official date to drop.
   c. Division Dean
   d. Financial Aid
   e. Records

Students who are unable to process their withdrawal in person may submit to the Records office a signed letter requesting withdrawal. In the event a student is incapacitated, a 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 "Important Dates," p. 8,) a student may officially drop a course(s) or withdraw from the College and receive a "W" which means that no hours are completed and the grade point average not affected. Students who drop a course or who withdraw from the College after two-thirds of the semester is complete will receive with appropriate signatures 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.")

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 provide documentation showing that withdrawal was under conditions where they could not have been expected to officially withdraw and if the students have no encumbrances on their financial records.

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.

Classroom Behavior
The faculty member teaching the class has the primary responsibility for control over classroom behavior in that class. Faculty shall maintain academic integrity and an environment conducive to learning within the classroom. In doing so, they must adhere to College definitions for academic dishonesty and academic misconduct and to the procedures to be followed in the event a student is accused of either. (See *Online Student Handbook*.)

Class Participation Policy
Instructors determine and publish in the syllabus their class attendance policy. Beginning with the first class, faculty record attendance to verify enrollment and eligibility for financial aid. Unless prevented by circumstances beyond their control, students should regularly attend all classes for which they are registered . 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
FA	Unofficial Withdrawal	0
	Used to designate those students who	

Grade	Interpretation (cont.)	Quality Points Per Semester Hour Credit
	stopped attending and did not complete the course. Faculty must indicate the date the student last participated in course-related activities.	
I	Incomplete	0
P	Pass (awarded only to COP classes and nursing clinicals)	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. (At which are later changed to reflect the earned 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 grade point hours. Repeated courses are excluded from this calculation. (See "Course Repeats," p. 41.) Credit hours in courses from which a student officially withdraws in good standing. (See "Change of Registration Status," p. 38.) are not considered quality hours attempted.

Incomplete Grade
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 dean for approval, but there is no obligation under policy to do so.

Academic Standing

Transfer and Transient Students
All transfer/transient students must be eligible to reenter the college from which they are transferring. A student who is on active/current academic dismissal/suspension at another college will be admitted to Columbia State on probation.

Since Admission policy allows transfer students to be admitted with a "partial" transcript and transient students to be admitted with a "Transient Student Approval Form" (i.e. not all final grades are present or known), Students continuing beyond the initial academic term with Columbia State must provide the final transcript from the home institution. If the student was in fact dismissed, the student will be held to the following dismissal/retention standards.

At the end of the term with Columbia State, the student must have achieved a 2.0 semester GPA (cumulative GPA does not apply) otherwise, the student will be placed on retroactive academic dismissal from Columbia State for one year. Students may not appeal this dismissal from Columbia State.

Having successfully completed the term with a 2.0 semester GPA, the student will be placed in academic good standing with Columbia State. Should the student wish to continue with Columbia State, the student must comply with the retention standards listed below.

Retention Standards
Dual Enrollment students should see "High School Students" on p. 17 for retention policies related to the Dual Enrollment program.

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

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

2. meet minimum cumulative GPA as shown below:

0 - 14.0 grade point hours	No minimum
14.1 - 26.0 grade point hours	1.0
26.1 - 40.0 grade point hours	1.4
40.1 - 48.0 grade point hours	1.7
48.1 - 56.0 grade point hours	1.9
56.1 and above grade point hours	2.0

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

Academic Dismissal
Students placed on a first academic dismissal are suspended for one term (not including summer) and are eligible to reenroll on probation as follows by completing an *Application for Admission/Readmission*:
1. first dismissal at the end of fall semester: eligible to reenroll the next summer semester
2. first dismissal at the end of spring semester: eligible to reenroll the next spring semester
3. first dismissal at the end of summer semester: eligible to reenroll the next spring semester

Students placed on academic dismissal for the *second or more 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 Students on Academic Dismissal
All students (including transfer/transient students) who have been dismissed for successive (back to back) terms are not eligible for early readmission and may not appeal. They will remain on dismissal for a period of one year.

Current Columbia State students with first or non-subsequent dismissals who wish to return early have the following options:

1. Students who believe that their circumstances have improved, and they can now be academically successful may continue on probation and register for a maximum of 8 semester hours. They do not have to appeal, but they must notify the Records office in writing of their intention to continue.

2. Students who wish to take more than 8 semester hours must submit the *Academic Dismissal Appeal for Additional Hours*

form to the Admissions Policies and Appeals Committee. The committee may either sustain the 8 hour limit or allow registration for more hours with one or more of the following stipulations:
   a. require the repeat courses in which the student earned a failing grade.
   b. recommend academic or career counseling.

Students should explain on the appeal form any unusual hardships that they wish the committee to consider in its deliberations. Students must outline the actions they will take to ensure their academic success.

The appeal form must be submitted at least 24 hours prior to the committee's final meeting. Permission to take more than eight hours will be granted only under extraordinary circumstances. The committee's decision is final.

If the Registration 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. Students may be permitted to repeat a course in which a grade of "B" or higher was earned only with the approval of the vice president of academic affairs as an exception to this policy.

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 all grades received in the third and all subsequent times 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 grade 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. When transfer coursework involves course repeats, awarding of transfer credit will follow the above process. The most recent grade earned must be a passing grade for coursework to be considered for acceptance.

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/or discretion of the division dean and can not be processed through Self-Service but requires entry by Records Office personnel. However, Learning Support may not be taken for audit. 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. 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 or older and/or totally disabled persons. (See p. 20, Expenses).

Academic Fresh Start

Any person who has not been enrolled in a college or university for a period of four years may, upon enrolling or reenrolling at Columbia State or transferring to Columbia State, petition to have failing grades on all prior Columbia State coursework disregarded in calculating his or her cumulative grade point average. Courses with "D" grades can be excluded if the major specifies a grade of "C" is required for the course. Previously satisfied Learning Support courses will not be forfeited.

1. Retained grades will be calculated in the Fresh Start QPA/GPA.

2. Courses with "D" or "F" grades must be repeated at the institution when they are required in the student's current major. All remaining courses for the current degree objectives must be completed at the institution. No transient credit will be accepted after invoking Academic Fresh Start.

3. The application of retained credit toward degree requirements will be determined by the requirements currently in effect at the time the academic renewal status is conferred on the student. Specific program regulations must be met.

If the request is granted, the earlier coursework will not count toward meeting requirements for graduation but would appear on the student's transcript. A student will only be approved for the academic fresh start one time. For information on applying for a fresh start, contact a retention coordinator, division dean or extended campus coordinator.

A student who plans to transfer to a non TBR college or university should contact that institution to determine the impact of academic fresh start prior to implementing the program at Columbia State. Also, this policy is independent of financial aid regulations. Financial Aid requirements at the time of application will apply. Therefore, a Fresh Start applicant should check with his/her financial aid counselor for guidance.

Availability of Grades

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

Honors

President's List and Dean's List
At the end of the fall and spring semesters a list of honor students known as the President's List and the Dean's List are published to recognize scholarly achievements.

President's List - To qualify for the President's List students must earn 15 credit hours for the semester (excluding Learning Support) with a semester GPA of 3.90 - 4.00.

Dean's List - To qualify for the Dean's List students must earn 12 or more credit hours for the semester (excluding Learning Support) with a semester GPA of 3.50 or higher (not to include those on President's List).

Graduation Honors

Degree students graduating with the following grade point averages will receive the corresponding honor designations on their diplomas and Columbia State transcript:

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. Certificate students are not eligible for Summa, Magna, and Cum Laude honors.

Graduation honors are based on degree credit courses only; however, the overall combined GPA that might include a Learning Support course(s) must be equal to or higher than the overall GPA.

Policy on the Awarding of Degrees

Columbia State awards five degrees: the Associate of Arts (A.A.), the Associate of Science (A.S.), the Associate of Science in Teaching (A.S.T.), the Associate of Fine Art (A.F.A.) and the Associate of Applied Science (A.A.S.).

Students may not earn a degree or certificate before completing all Learning Support competencies as required by their program of study.

The College will not award the A.A. or A.S. degree to persons who already hold an A.A., A.S., A.S.T., A.F.A., baccalaureate, or higher degree. Students holding advanced degrees may be awarded the A.A.S. degree provided they meet the stated requirements. Students must earn 25% of total program credits in residence at Columbia State.

Multiple Degrees and Certificates

Students may earn an A.A., A.S., A.F.A. or A.S.T. 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 may be awarded the A.S.T. if they have been awarded an A.A. or A.S. degree previously; however, students previously awarded the A.S.T. degree are not eligible for the A.A. A.S. or A.F.A. 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 earn a second A.A.S. degree.

Students holding advanced degrees or a transfer associate's degree may be awarded the A.A.S. degree or technical certificate provided they meet the stated requirements.

Students may earn multiple technical certificates as long as 25% of the required hours were not required for previously earned certificates.

Graduation

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

Students are encouraged to monitor their progress towards graduation by consulting with an advisor and by accessing the online degree audit on the college's Web page under myCharterNet.

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. Students who have been separated from the College for at least six years but wish to complete their degree by transfer credit or by reenrolling must follow the current catalog.

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 will not graduate and their diplomas will be withheld. Students who have previously graduated from Columbia State Community College or who have earned a bachelor's degree or higher are exempted.

Columbia State hosts three commencement ceremonies annually to celebrate student success and program completion. One ceremony in December and two in the spring. The spring exercises in May are for students who complete degree requirements in May. Both ceremonies are held on the same day. The reason to hold two ceremonies is to accommodate all of the students, as well as their families and visitors. Students who finish in summer or fall participate in the December ceremony. Even though students participate in the ceremony, the degrees will not be awarded until all courses are satisfactorily completed and all graduation requirements are met.

Students who plan to complete the requirements for graduation must file the Intent to Graduate or Request for Technical Certificate form prior to the published deadline (See "Important Dates," p. 8).

Outstanding Student Award

The Outstanding Student award is presented at Student Honors Convocation to recognize the graduating student who, in the opinion of the faculty, has outstanding academic achievements, extracurricular activities, and service to Columbia State and the community. An appropriately inscribed plaque is awarded to the student.

Jo L. Hutton Prize

The Jo L. Hutton Prize was established in 1991 to honor Mr. Jo L. Hutton, the founder of Middle Tennessee Bank.

The Jo. L. Hutton Prize criteria include a student who has graduated from a Maury County High School, earned the highest grade point average while attending Columbia State Community College, and will be transferring into a baccalaureate degree program at a university.

Academic Programs and Services

Academic programs and credit course offerings at Columbia State are provided through three academic divisions within the area of Instruction. Associate Vice President of Williamson Campus coordinates offerings at the Williamson Campus and a Dean for Regional Services and Southern Campuses coordinates offerings at the Clifton, Lawrence and Lewisburg Campuses. Non-credit offerings are provided through the Economic and Workforce Development office. The University Center coordinates with universities offering degree programs on the Columbia campus.

Division of Health Sciences
Students seeking to work in the health care field may choose from several programs which prepare them for entry-level positions in these fields. These include anesthesia technology, emergency medical services, health sciences, medical informatics, medical laboratory technology, nursing, radiologic technology, respiratory care, and veterinary technology. A certificate is available in Computed Tomography.

Division of Humanities and Social Sciences
The humanities disciplines serve the entire College by providing opportunities for artistic and intellectual development in classroom and co-curricular activities. 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 (studio), English, foreign language, graphic design, humanities, mass communication, music, philosophy, public relations, speech communication and Theatre Arts.

Social Science courses acquaint students with the various aspects of human beings in their relations to culture, environment, behavioral patterns, heritage and political institutions. Tennessee Transfer Pathways are offered in anthropology, early childhood education, elementary education, exercise science, geography, history, international affairs, nutrition and food science, physical education, political science, psychology, social work, sociology, special education, and sports and leisure management.

Division of Science, Technology and Mathematics
For those students interested in the business area or in technology and industry-related fields, this division offers numerous options. Students may follow a Tennessee Transfer Pathway in accounting, agriculture, biology,   business administration, chemistry, computer science, economics, finance, information systems, management, marketing, mathematics, and physics. Moreover, pre-professional emphases are offered in dental hygiene, dentistry, engineering, medicine, optometry, pharmacy, physical therapy, and veterinary medicine. Students may seek an associate of applied science in business with concentrations in administrative professional technology, management, and medical office administration or follow the computer information technology degree with concentrations in programming, cyber defense, networking, and mobile technologies. Certificates are available in business, computer networking, and web design and mobile technologies. A career-entry program and a transfer program are available in criminal justice. Engineering Systems Technology offers an A.A.S. and certificate for students interested in careers in high tech manufacturing.

Courses in mathematics and science are offered in support of a variety of transfer and applied sciences programs. These courses help students develop the mathematical and scientific skills necessary for job entry or to continue study in a technologic or purely scientific field.

Learning Support Program
The Learning Support program is designed to assure students are college ready to enter the rigors of the collegiate curriculum. Faculty and staff provide assistance to students to help them succeed in meeting required competencies. Courses are offered in three skill areas: writing, reading and mathematics. These skills courses are listed in the course description section of the catalog and course schedule as 0000 level courses in Learning Support English, Mathematics, and Reading. For additional information on program placement requirements see *www.columbiastate.edu/learning-support.*

Economic and Workforce Development
Columbia State plays an important role in the region's economic growth, community development and quality of life. The Center of Workforce Development seeks to strengthen this role through business and industry services, economic development partnerships, and professional development opportunities.

Business, industry, and government have unique education and training needs. The Center for Workforce Development 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. The Center for Workforce Development 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.

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 partners with area universities to bring baccalaureate degree programs to the Columbia State campuses. **Partnerships include:**

Elementary Education (K-5) with Middle Tennessee State University (MTSU) - Students who have completed an Associate of Science in Teaching degree 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 fifth grade.

Agribusiness 2+2 with Middle Tennessee State University - All bachelor's degree Agribusiness courses will be held at Columbia State's Lewisburg campus or online. This partnership gives students the opportunity to obtain a bachelor's degree

closer to home when they may already have job and family obligations.

Interdisciplinary Studies with Tennessee Technology University -
Courses in this program will be held at Columbia State's Lawrence Campus.

Management and Human Relations (MHR), with Trevecca Nazarene University - This B.A. degree program offers community college graduates the chance to complete their B.A. on the Columbia State campus in Columbia. Classes meet just one night per week, between 6:00 p.m. and 10:00 p.m. Classes are taken one at a time in sequence, and each class meets for six weeks. The program is based on a cohort model and gives students the benefit of building support relationships with their fellow students through the 18 month program. For further information, call 931.548.6054; or for information on any other program and the requirements for admission, go to *www. tnustarthere.org* or 615.336.9693.

Graduate Degrees in Education - Periodically, Middle Tennessee State University offers graduate programs on the Columbia State campuses. Currently cohorts in session are: Specialist in Education, Ed.S. and Master of Education, M.Ed. are offered at the Lawrence campus.

For information on current partnerships and program-to-program articulations, contact the University Center by calling 931.540.2619 or by accessing *www. columbiastate.edu/admissions/transfer-information.* The University Center is located in Room 128 of the Warf Building on the Columbia campus.

Extended Campuses and Programs

Extended Campuses provide course offerings and services at four locations listed below with contact information:

Clifton Campus 931.676.6966
Lawrence Campus 931.766.1600
Lewisburg Campus 931.359.0351
Williamson Campus 615.790.4400

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, 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. Grading for co-op courses is on a pass/fail basis. Participation in cooperative education involves no obligation on the part of either the student or the employer with regard to permanent employment after graduation.

For more information on cooperative education, contact the appropriate Division Dean's Office.

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 desktop video conferencing, hybrid courses, two-way video and audio, online (web asynchronous), and web-enhanced 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 during the full semester and accelerated terms. Columbia State is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA).

Distance education courses are included in each semester's course schedule. For more information, access *www. columbiastate.edu/e-campus.*

Desktop Video Conferencing
Desktop Video Conferencing (DVC) courses allow students to participate in a course in real time without the need to be at a physical campus location. This method of instruction allows students to connect with the instructor virtually and provides the capability of two-way audio and video and chat for interaction with the instructor and other students. Students use their personal computer equipped with a camera and microphone to take desktop video conferencing courses. The students' computer must have access to high-speed internet service (no dial up). Campus computers may be used, but students will be limited to camera and chat functions only (microphones may not be used.) Visit *www.dvc.columbiastate.edu* for Guides and FAQ.

Hybrid Courses
"Hybrid" is the name used to describe a course that combines in-the-classroom instruction with online instruction. 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.

Online Course (Web-Asynchronous)
Students taking online courses have 24/7 access to the course syllabus, lectures, assignments, discussions, quizzes, file sharing and group collaboration. Regular participation and timely assignment completion is expected just as is required in traditional lecture courses. Students may use campus computer facilities or participate in the course using a personal computer. Prior to registering for online courses, students are advised to complete

the "Are you ready for Online courses Self-Evaluation" and check system requirements at *www.columbiastate.edu/e-campus/ OnlineCampus.*

Two-way Video and Audio
Two-way video and audio courses are delivered through the Interactive Television (ITV) system which integrates two or more classrooms at distant locations to create one virtual classroom. An instructor and students, located in one classroom, is joined with other classrooms through two-way video and audio (ITV) technology. This technology allows interaction between students and the instructor similar to the interaction if all students were located in the same classroom.

Web-Enhanced
Many of Columbia State's classes are Web-Enhanced. This means that instructors use a safe place on the web for course discussions, extra reading assignments, support materials, study guides, etc. In many cases, textbook publishers may provide "companion websites", which may include online study guides, resources, web links, and integration of original materials. These courses have no reduction in on-ground class meeting requirements.

TN eCampus
Columbia State, along with other Tennessee Board of Regents institutions, participates in the following online degree programs through TN eCampus. TN eCampus Student Support is available from 7:45 a.m. until 4:15 p.m. Monday - Friday in Room 128 of the Warf Building on the Columbia Campus or at *www.tnecampus@ columbiastate.edu.* The Online degrees offered by Columbia State include an Associate of Arts and Associate of Science in University Parallel.

A 41-hour lower common core of fully transferable general education courses among TBR community colleges and APSU, ETSU, MTSU, TSU, TTU and UofM exist, which means re-enrollment in the core courses is not required when transferred to another school. For more information on these degrees and courses access the TN ecampus website at *www.tnecampus.org.*

TN eCampus General Education Core

Course ID	Course Title	Credit Hours
Communication (9 hours)		
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
SPCH 1010	Fundamentals of Speech Communication	3
History (Choose two courses - 6 hours)		
HIST 1110	Survey of World History I	3
HIST 1120	Survey of World History II	3
HIST 2010	U.S. History I	3
HIST 2020	U.S. History II	3
HIST 2030	Tennessee History	3
Mathematics (Choose one - 3 hours)		
MATH 1010	Mathematics for Liberal Arts	3
MATH 1130	College Algebra	3
MATH 1420	Geometry for Elementary Education	3
MATH 1530	Probability and Statistics (non-calculus based)	3
MATH 1630	Finite Mathematics	3
MATH 1710	Precalculus I	3
MATH 1720	Precalculus II (Trigonometry)	3
MATH 1830	Intuitive Calculus	3
MATH 1910	Calculus I	4

Course ID	Course Title	Credit Hours
Humanities/Fine Arts (Choose 9 hours including 3 hours of Literature)		
ART 1030	Art Appreciation	3
ARTH 2010	Survey of Art History I	3
ARTH 2020	Survey of Art History II	3
ENGL 2010	Introduction to Literature I: Fiction	3
ENGL 2030	Experience of Literature	3
ENGL 2110	American Literature I	3
ENGL 2120	American Literature II	3
ENGL 2210	English Literature I	3
ENGL 2220	English Literature II	3
ENGL 2410	Western World Literature I	3
ENGL 2420	Western World Literature II	3
ENGL 2530	African American Literature	3
HUM 1010	Introduction to Humanities I	3
HUM 1020	Introduction to Humanities II	3
MUS 1030	Music Appreciation	3
PHIL 121	Elementary Ethics	3
PHIL 201	Introduction to World Religions	3
PHIL 1030	Introduction to Philosophy	3
THEA 1030	Introduction to Theater	3
Natural Sciences (Choose two courses - 8 hours)		
ASTR 1030	Astronomy and Lab	4
BIOL 1010	Biology I and Lab	4
BIOL 1020	Biology II and Lab	4
BIOL 2010	Human Anatomy and Physiology I	4
BIOL 2020	Human Anatomy and Physiology II	4
CHEM 1010	Introduction to Chemistry I and Lab	4
CHEM 1020	Introduction to Chemistry II and Lab	4
ESC 1110	Introduction to Environmental Studies I	4
ESC 1120	Introduction to Environmental Studies II	4
GEOL 1030	Geology and Lab	4
PHYS 1030	Concepts of Physics and Lab	4
PHYS 2010	General Physics I and Lab	4
PHYS 2020	General Physics II and Lab	4
PHYS 2110	Physics I and Lab	4
PHYS 2120	Physics II and Lab	4
PSCI 1010	Survey of Physical Science I	4
PSCI 1020	Survey of Physical Science II	4
Social & Beharioral Sciences (Choose two courses - 6 hours)		
COMM 1010	Survey of Mass Communication	3
ECON 2010	Economics I	3
ECON 2020	Economics II	3
GEOG 1030	Cultural Geography	3
GEOG 2010	World Regional Geography	3
POLS 1020	Introduction to Political Science	3
POLS 1030	American Government	3
POLS 1501	Introduction to International Relations	3
POLS 2010	State and Local Government	3
PSYC 1030	General Psychology	3
PSYC 2110	Psychology of Adjustment	3
PSCY 2120	Social Psychology	3
SOCI 1010	Introduction to Sociology	3
SOCI 1020	Social Problems and Social Change	3
SOCI 1120	Introduction to Cultural Anthropology	3
SOCI 2010	Marriage and Family	3
WMST 2010	Introduction to Women's Studies	3

Planning a Course of Study

Academic Advising
Although educational decisions are ultimately the student's responsibility, it is important that every student receive academic advising to ensure making the best possible choices. All Faculty advisors are available to students for consultation and maintain regular office hours for this purpose. Students will be assigned advisors by mid-term of their first semester of study. Students may

print a Degree Audit Evaluation by accessing their myChargerNet account.   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," p. 18, for guidelines regarding Learning Support courses. The College may deny registration in a course where the Learning Support prerequisite or any other prerequisite is unmet.

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 program choices include the Associate of Arts, Associate of Fine Arts, Associate of Science, Associate of Science in Teaching, and the Associate of Applied Science. Other shorter programs of study may lead to a certificate. Information on specific programs is available on 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 or the technical certificate.

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

Technical Certificate program requirements vary in the number of required semester hours and can include up to one full year of study in technical specialty courses. Certificates are used to upgrade skills or to prepare for licensure examinations. Students seeking a technical certificate must earn a minimum of 25% of the program credits in resident at Columbia State, and earn a GPA of at least 2.0 in courses required for the certificate. These courses may result in a technical certificate which is noted on the student's transcript. The courses in theses certificates can be applied towards as Associate of Applied Science degree.

Career Advancement programs provide documentation for employment or professional development credit. The courses may be credit or non-credit and are focused on training for specific skills.

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 toward 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 of the university 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 for Pre-Med, and develop a program of study for that field that includes the professional school entrance requirements.

Tennessee Transfer Pathway (TTP) Programs are designed to transfer into a baccalaureate program at any public university and many private colleges in Tennessee. For further information regarding the TTP, go to *www.tntransferpathway.org.*   It is essential that transfer students decide on a transfer institution as soon as possible and follow the major requirements when planning a program of study.   Degree program fliers for the various TTP's are available online at *www.columbiastate.edu/ academics/TTP-general-transfer.*

General Education Philosophy and Requirements

ENGAGE. LEARN. SUCCEED. CONTRIBUTE.

Columbia State strives to engage the entire college community in a learning centered environment in which students acquire the essential skills needed to be successful in and contribute to their communities.

The general education core required of students in all degree programs is central to achievement of this goal. Within this core students will learn by reading, writing, speaking, and solving quantitative problems within the disciplines explored as part of a broad general education and within those specific to the students' major field. As a necessary corollary to application of the essential skills in learning, students will be required to think critically about their subjects, identify relevant sources of information, and use technology effectively.

Learning occurs within the context of an expanded core of knowledge which provides a broader context for understanding, appreciating and living in the modern world. Students will acquire this knowledge by surveying one or more disciplines within each of the following general areas of study:

- Social/Behavioral Sciences
- Humanities/Fine Arts
- Natural Sciences/Mathematics

For each of the selected disciplines, students will understand the central concepts defining the selected disciplines; appreciate the historical, political, and/or cultural impact of the disciplines; and understand how the disciplines apply to their life and the world at large.

Tennessee Board of Regents General Education Requirements and Undergraduate Requirements

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee

(hereafter identified as the Tennessee Board of Regents System) will subscribe to common general education requirements at the lower-division. These requirements consist of forty-one (41) semester hours in the following subject categories and are required for completion of the Associate of Arts (A.A.), Associate of Fine Arts (A.F.A.), Associate of Science (A.S.), Associate of Science in Teaching (A.S.T.), and all baccalaureate degrees.

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

Courses designated to fulfill general education requirements by Columbia State Community College for the Associate of Arts and Associate of Science Degree Requirements are listed on p. 50.

A complete listing of the courses fulfilling general education requirements for Tennessee Board of Regents institutions is available at *www.tbr.edu*.

Students pursuing a Bachelor of Arts degree shall be required to demonstrate proficiency in a foreign language equivalent to completion of two years of college-level work. Students pursuing an Associate of Arts degree shall be required to demonstrate proficiency in foreign language equivalent to completion of one year of college-level work.

*Six (6) semester hours of English composition and three (3) hours in English oral presentational communication are required.

**Students who lack the required one unit (one year) of American History from high school as an admissions requirement must complete six (6) semester hours of U.S. History or three (3) semester hours of U.S. History and three (3) semester hours of Tennessee History to fulfill the history requirements in general education. Otherwise, students may choose from among the history courses approved at a particular institution to fulfill the six-semester hour requirement in history.

Undergraduate Degree Requirements and Provisions
All baccalaureate degrees offered by institutions in the Tennessee Board of Regents System shall require a maximum of 120 semester hours except in certain degree programs in which approval to exceed the maximum has been granted. The programs approved as exceptions to the maximum are identified in institutional catalogs.

All associate degrees shall require a maximum of 60 semester hours except in certain degree programs in which approval to exceed the maximum has been granted. The programs approved as exceptions to the maximum are identified in institutional catalogs.

Credit hours earned in Learning Support courses are institution

credit; they are not applicable to credit hours required for any certificate, associate, or baccalaureate degree.

College courses taken to address course deficiencies in high school preparation and to meet minimum university admission requirements effective Fall 1989 may be used concurrently to satisfy general education requirements specified above with the exception of foreign language. Relative to removing deficiencies in foreign language, the following provisions apply:

1. Students who pursue programs leading to the Associate of Science or Bachelor of Science degrees may apply foreign language courses taken to remove the deficiencies as electives, if appropriate, or otherwise as add-on hours.

2. Students who pursue programs leading to the Associate of Arts and Bachelor of Arts degrees may apply foreign language courses taken to remove deficiencies toward fulfillment of degree requirements.

Transfer Provisions of General Education Courses

As a result of the *2010 Tennessee Complete College Act*, public colleges and universities have an approved transfer track for many majors that assures transfer with full junior status provided community college graduates do not change their major before entering their university studies.

1. Students who complete the Associate of Arts, Associate of Science, Associate of Fine Arts or Associate of Science in Teaching degree and transfer to a university within the Tennessee Board of Regents System will have satisfied all lower-division general education requirements.

2. Students who complete blocks of subject categories will have satisfied the general education requirements for the categories of note. For example, if the eight (8) semester hours of natural sciences are completed, then this block of general education requirement is fulfilled upon transfer to an institution within the Tennessee Board of Regents System. When a subject category is incomplete, a course-by-course evaluation will be conducted, and the student will be subject to specific requirements of the receiving institution.

3. Effective Summer 2015, transfer credit will be given for all courses in which passing grades are achieved, including the grade of "D". For students enrolled prior to Summer 2015, only grades of "C" or higher are accepted.

   All grades of transfer courses are entered on the student's Columbia State permanent academic record. Grades of transfer courses do not count in the calculation of the student's grade point average at Columbia State.

4. In certain cases, specific courses must be taken 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. In cases where specific courses are required as part of general education for certain majors, the student is responsible for enrolling in the correct courses. Failure to fulfill specific major requirements in lower-division general education may result in the need to complete additional courses.

Associate of Arts and Associate of Science Degree Requirements

General Degree Requirements

All associate degrees awarded by Columbia State Community College shall require 60 semester credit hours with an overall Grade Point Average (GPA) of at least 2.0. The GPA includes all classes taken including those not required for the degree. Students must earn 25% of total program credits in residence at Columbia State. Students may not graduate before completing all Learning Support course requirements as determined by their program of study. Credit hours earned in Learning Support or other courses for institutional credit only are not applicable as credit hours required for the degree.

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

Communications:

English Composition:	6 credit hours

ENGL 1010 - Composition I (3 hours)
ENGL 1020 - Composition II (3 hours)

Speech:	3 credit hours

SPCH 1010 - Fundamentals of Speech Communication (3 hours)
or
SPCH 1030 - Argumentation and Debate (3 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

*See "Courses Satisfying General Education Core Requirements" in the next column or degree program fliers *beginning on page 52 of the catalog* for specific courses meeting this requirement.

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 (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:

Course ID	Course Name	Credit Hours
History Elective - Choose from the following:		
HIST 1110	Survey of World Civilization I	3
HIST 1120	Survey of World Civilization II	3
HIST 2010	Survey of United States History I	3
HIST 2020	Survey of United States History II	3
HIST 2030	Tennessee History	3

Course ID	Course Title	Credit Hours
Humanities/Fine Arts Elective - Choose from the following:		
ART 1030	Introduction to the Visual Arts	3
ARTH 2010	Survey of Art History I	3
ARTH 2020	Survey of Art History II	3
ENGL 2015	Introduction to Film Studies	3
ENGL 2130	Survey of American Literature	3
ENGL 2230	Survey of British Literature	3
ENGL 2310	Survey of World Literature I	3
ENGL 2320	Survey of World Literature II	3
ENGL 2330	Survey of World Literature	3
ENGL 2920	Survey of African American Literature	3
ENGL 2440	Introduction to Mythology	3
HUM 1130	Arts and Culture I	3
HUM 1131	Arts and Culture II	3
MUS 1030	Music Appreciation	3
PHIL 1030	Introduction to Philosophy	3
PHIL 2030	Introduction to Ethics	3
PHIL 2033	Major World Religions	3
THEA 1030	Intro to Theatre and Performance	3
Mathematics Elective - Choose from the following:		
MATH 1010	Math for Liberal Arts	3
MATH 1130	College Algebra	3
MATH 1530	Elementary Statistics	3
MATH 1630	Finite Math	3
MATH 1710	Precalculus Algebra	3
MATH 1720	College Trigonometry	3
MATH 1730	Pre-Calculus	3
MATH 1830	Applied Calculus	3
MATH 1910	Calculus and Analytic Geometry I	4
Natural Sciences Elective - Choose from the following:		
ASTR 1030	Astronomy	4
BIOL 1030	Introduction to Biology	4
(Note: BIOL 1030 cannot be paired with BIOL 1010, BIOL 1020, BIOL 1110, BIOL 1120, BIOL 2010, or BIOL 2020 to fulfill the science general education requirement.)		
BIOL 1110	General Biology I	4
BIOL 1120	General Biology II	4
BIOL 2010	Human Anatomy and Physiology I	4
BIOL 2020	Human Anatomy and Physiology II	4
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
GEOG 1010	Physical Geography: The Atmosphere	4
GEOG 1020	Physical Geography: Landforms	4
PHYS 2010	Elements of Physics I	4
PHYS 2020	Elements of Physics II	4
PHYS 2110	Physics I	4
PHYS 2120	Physics II	4
PSCI 1030	Physical Science	4
Social/Behavioral Sciences Elective - Choose from the following:		
ANTH 1200	Prehistoric Anthropology	3
ANTH 1300	Cultural Anthropology	3
COMM 1010	Introduction to Mass Communication	3
ECON 2010	Macroeconomics	3
ECON 2020	Microeconomics	3
GEOG 2010	World Regional Geography	3
PHED 2120	Essential Lifetime Wellness	3
POLS 1030	American Government	3
POLS 1501	Introduction to International Affairs	3
POLS 2010	State and Local Government	3
POL 201	Introduction to Politics and Government	3
PSYC 1030	General Psychology	3
PSYC 2130	Life Span Psychology	3
SOCI 1010	Introduction to Sociology	3
SOCI 1020	Social Problems	3
SOCI 2010	Marriage and Family	3

[1] See "Tennessee Board of Regents' General Education Requirements and Undergraduate Requirements," p. 47.
[2] Students transferring to a TBR university should take U.S. History; students transferring to other universities should take the sequence required at the university to which they are transferring. Students who lack the required one unit (one year) of American History from high school as an admissions requirements must complete six (6) semester hours of U.S. History or three (3) semester hours of U.S. History and three (3) semester hours of Tennessee History to fulfill the history requirement in general education.

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

General degree requirements for the Associate of Arts degree are the same as those listed for the Associate of Science. In addition, 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 six (6) hours of the same foreign language or through credit by exam.

Tennessee Transfer Pathway Major

In support of the Complete College Tennessee Act of 2010, the Tennessee transfer pathways promote the transfer function of community colleges by ensuring that students achieve their goals and maintain momentum toward completing the associate and baccalaureate degrees with a smooth transfer process.

A student who completes the associates degree in the following majors is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer these TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at *www.tntransferpathway.org.*

See program fliers for specific information and course requirements for each Tennessee Transfer Pathway beginning on Page 52 of the catalog.

- Accounting
- Agriculture - Agricultural Business
- Agriculture - Animal Science
- Agriculture - Plant and Soil Science
- Anthropology
- Art (Studio)
- Biology
- Business Administration
- Chemistry
- Civil Engineering
- Computer Science
- Criminal Justice
- Early Childhood Education (Pre K-3) (AST)
- Economics
- English
- Exercise Science
- Finance
- Foreign Language
- Geography
- History
- Imaging Sciences
- Information Systems
- International Affairs
- Kinesiology
- Management
- Marketing
- Mass Communication
- Mathematics
- Mechanical Engineering
- Music

- Nutrition and Food Science
- Philosophy
- Physical Education
- Physics
- Political Science
- Pre-Clinical Laboratory Science
- Pre-Dental Hygiene
- Pre-Health Professions (Pre-Dentistry, Medicine, Optometry, Pharmacy, and Veterinary Medicine)
- Pre-Occupational Therapy
- Pre-Physical Therapy
- Psychology
- Social Work
- Sociology
- Special Education
- Speech Communication
- Sport and Leisure Management
- Theatre Arts

Columbia State Community College - University Parallel Major

These degrees are for students who plan to transfer into university baccalaureate program that does not have a Tennessee Transfer Pathway. *See program fliers for specific information and course requirements for each University Parallel Major beginning on Page 142 of the catalog.*

- Commercial Entertainment
- Graphic Design
- Humanities
- Pre-Allied Health Sciences
- Public Relations
- Teaching: K-5 (AST degree)*
- University Parallel, No Emphasis

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

Associate of Applied Science Degree and Certificate Requirements

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 (GPA) of at least 2.0. The GPA includes all classes taken including those not required for the degree. Students must earn 25% of total program credits in residence at Columbia State. Students may not earn a degree or certificate before completing all Learning Support competencies as required by their program of study. Credit hours earned in Learning Support or other courses for institutional credit only are not applicable as credit hours required for the degree.

Associate of Applied Science Degree and Certificate Requirements

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

Total semester hours for the Associate of Applied Science degree vary from 60-74 hours with a GPA of at least 2.0 in program courses. Specific degree requirements for majors leading to the Associate of Applied Science degree are listed under each major.

General education course requirements for the A.A.S. are as follows:

English Composition:	**3 credit hours**
ENGL 1010 - Composition I Credits: (3)	
Humanities/Fine Arts*:	**3 credit hours**
Social/Behavioral Sciences*:	**3 credit hours**
Natural Sciences/Mathematics*:	**3-4 credit hours**
Additional Course*:	**3-4 credit hours**
Total:	**15-17 credit hours**

*See A.A.S. program fliers for specific courses meeting this requirement.

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. *See program fliers for specific information and course requirements for each Associate of Applied Science degree beginning on Page 157 of the catalog.*

- Anesthesia Technology *(Pending SACSOC Approval)*

- Business
    - Option I: Administrative Professional Technology
    - Option II: Management
    - Option III: Medical Office Administration

- Computer Information Technology
    - Option I: Cyber Defense
    - Option II: Mobile Technologies
    - Option III: Networking
    - Option IV: Programming

- Criminal Justice Technology

- Engineering Systems Technology

- General Technology

- Medical Informatics

- Medical Laboratory Technology

- Nursing

- Radiologic Technology

- Respiratory Care

- Veterinary Technology

Technical Certificate Programs

Specific degree requirements for technical certificates vary. See specific requirements under each certificate. Students seeking a certificate must earn a minimum of 25% of the credits required for that certificate in residence at Columbia State. Completers must earn a GPA of at least 2.0 in courses required for the certificate. This includes all classes taken even those not required for the certificate.

These certificates are designed to allow students to gain entry-level proficiency in specific skills. *See program fliers for specific information and course requirements for each Technical Certificate beginning on Page 191 of the catalog.*

- Business
- Commercial Entertainment
    - Option I: Songwriting
    - Option II: Performance
- Computed Tomography
- Computer Networking
- Engineering Systems Technology
- Emergency Medical Services
- Emergency Medical Technician (Basic)
- Advanced Emergency Medical Technician (AEMT)
- Paramedic
- Film Crew Technology
- Hospitality and Tourism Management
- Web Design and Mobile Technologies

ACCOUNTING
Associate of Science degree

Program and Career Description:

The Accounting emphasis is a two-year program for students planning to complete a bachelor's degree in Accounting or Marketing. Students pursuing careers in accounting, sales, retail management, marketing, or advertising should consider this degree. Below are a few examples of career and salary information.

Career	Median Salary with BS degree	Experienced Salary Median
Retail Sales	$37,200	$47,850
Accounting	$40,370	$50,340

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

ACBSP
ACCREDITED

COLUMBIA STATE COMMUNITY COLLEGE

ACCOUNTING
Major in Tennessee Transfer Pathway with Emphasis in Accounting (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530*

Social/Behavioral Sciences (Take 2 courses)
ECON 2010, 2020

Major Required Courses
ACCT 1010, 1020
COLS 101
MATH 1130* or 1630* or 1710* or 1730*
MATH 1830*
INFS 1010
Electives**

*Check TN Transfer Pathway website for required Math courses based on transfer university.

**Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ History Requirement		3
___ INFS 1010	Computer Applications	3
___ ECON 2010	Macroeconomics	3
___ MATH 1530*	Elementary Statistics	3
___ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication or	
SPCH 1030	Argumentation & Debate	3
___ ECON 2020	Microeconomics	3
___ History Requirement		3
___ MATH 1130 **or** MATH 1630 **or** MATH 1710 **or** MATH 1730*		3
		15

Second Year – Fall Semester

___ Natural Sciences Requirement		4
___ Humanities/Fine Arts		3
___ ACCT 1010	Principles of Accounting I	3
___ Electives**		3
		13

Second Year – Spring Semester

___ Literature Requirement		3
___ ACCT 1020	Principles of Accounting II	3
___ Natural Sciences Requirement		4
___ Humanities/Fine Arts		3
___ MATH 1830*	Applied Calculus	3
		16

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Arts Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Mike Harvey at
jharvey@columbiastate.edu or 931.540.2679
or
Science, Technology and Math Division office at
931.540.2710

AGRICULTURE- AGRICULTURAL BUSINESS
Associate of Science degree

Program and Career Description:

The Agricultural Business emphasis is a two-year program for students planning to complete a bachelor's degree in Agricultural Business or Agricultural Economics. Students pursuing careers in agricultural sales, management, and statistics should consider this degree. Below are a few examples of career and salary information.

Career	Beginning Salary with BS degree	Experienced Salary Median
Agricultural Sales	$41,260	$60,470
Agri Business Management	$38,600	$42,960
Agricultural Statistics	$43,610	$60,820

Career and salary information taken from www.bls.gov and jobs4tn.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

AGRICULTURE - AGRICULTURAL BUSINESS
Major in Tennessee Transfer Pathway with Emphasis in Agriculture - Agricultural Business (A.S.)

Program Requirements
Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses – one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
BIOL 1110
CHEM 1110

Mathematics Requirement
MATH 1530*

*Students planning to transfer to the University of Tennessee at Knoxville must complete MATH 2050, calculus-based probability and statistics.

Social/Behavioral Sciences (Take 2 courses)
ECON 2010, 2020

Major Required Courses
AGRI 1010, 1020, 1030**
Agriculture Elective Options: AGRI 1040 or AGRI 1050**
COLS 101
MATH 1830
Electives***

**Agriculture courses have very limited offerings and should be considered first in registration.

***Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ ECON 2010	Macroeconomics	3
____ Humanities/Fine Arts		3
____ MATH 1530	Elementary Statistics	3
____ AGRI 1020	Introduction to Animal Science**	4
____ COLS 101	Columbia State College Success	1
		17

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication or	
SPCH 1030	Argumentation and Debate	3
____ ECON 2020	Microeconomics	3
____ History Requirement		3
____ AGRI 1010	Introduction to Agricultural Business**	3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ History Requirement		3
____ BIOL 1110	General Biology I	4
____ Humanities/Fine Arts		3
____ Agriculture Elective**		3-4
		16-17

Second Year – Spring Semester

____ CHEM 1110	General Chemistry I	4
____ MATH 1830	Applied Calculus	3
____ AGRI 1030	Introduction to Plant Science**	3
____ Electives***		1-2
		11-12

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Paige Smith at
psmith39@columbiastate.edu or 931.540.2723
or
Science, Technology & Math Division office at
931.540.2710

AGRICULTURE-ANIMAL SCIENCE
Associate of Science degree

Program and Career Description:

The Agriculture - Animal Science emphasis is a two-year program for students planning to complete a bachelor's degree in Animal Science. Students pursuing careers in farm/ranch management, animal product sales, and animal health technician should consider this degree. Bachelor degree graduates could also be considered for wildlife officer positions. Below are a few examples of career and salary estimates.

Career	Beginning Salary with BS degree	Experienced Salary Median
Farm/Ranch Managers	$44,000	$51,980
Animal Product Sales	$41,260	$60,470
Animal Health Technician	$26,350	$30,810

Career and salary information taken from www.bls.gov and jobs4tn.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

AGRICULTURE - ANIMAL SCIENCE
Major in Tennessee Transfer Pathway with Emphasis in Agriculture - Animal Science (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
BIOL 1110, 1120

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences (Take 2 courses)
ECON 2010 or 2020 (required)
Additional course choices include:
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020 (Cannot be used more than once to satisfy program requirements)
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
AGRI 1020, 1030*
Agriculture Elective Options: AGRI 1010 or 1040 or 1050*
CHEM 1110, 1120
COLS 101

*Agriculture courses have very limited offerings and should be considered first in registration.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

___	ENGL 1010	Composition I	3
___	BIOL 1110	General Biology I	4
___	MATH 1530	Elementary Statistics	3
___	AGRI 1020	Introduction to Animal Science*	4
___	COLS 101	Columbia State College Success	1
			15

First Year – Spring Semester

___	ENGL 1020	Composition II	3
___	BIOL 1120	General Biology II	4
___	ECON 2010	Macroeconomics **or**	
	ECON 2020	Microeconomics	3
___	History Requirement		3
___	AGRI 1030	Introduction to Plant Science*	3
			16

Second Year – Fall Semester

___	Literature Requirement		3
___	History Requirement		3
___	CHEM 1110	General Chemistry I	4
___	Humanities/Fine Arts		3
___	Social/Behavioral Science		3
			16

Second Year – Spring Semester

___	CHEM 1120	General Chemistry II	4
___	Humanities/Fine Arts		3
___	SPCH 1010	Fundamentals of Speech Communication **or**	
	SPCH 1030	Argumentation and Debate	3
___	Agriculture Electives*		3-4
			13

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Paige Smith at
psmith39@columbiastate.edu or 931.540.2723
or
Science, Technology & Math Division office at
931.540.2710

AGRICULTURE-
PLANT AND SOIL SCIENCE
Associate of Science degree

Program and Career Description:

The Plant and Soil Science emphasis is a two-year program for students planning to complete a bachelor's degree in Plant and Soil Science, Turf Grass, Landscape Design, or Crop Science. Students pursuing careers in agronomy sales, golf course management, landscape design, agronomy consulting, and environmental science should consider this degree. Below are a few examples of career and salary information.

Career	Beginning Salary with BS degree	Experienced Salary Median
Agronomy Sales	$38,160	$59,490
Turf Grass Management	$43,870	$46,430
Environmental Science	$39,470	$56,190

Career and salary information taken from www.bls.gov and jobs4tn.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

AGRICULTURE - PLANT AND SOIL SCIENCE
Major in Tennessee Transfer Pathway with Emphasis in Agriculture - Plant and Soil Science (A.S.)

Program Requirements
Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
BIOL 1110, 1120

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences (Take 2 courses)
ECON 2010 or 2020 (required)
Additional course choices include:
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020 (Cannot be used more than once to satisfy program requirements)
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
AGRI 1020, 1030, 1050
CHEM 1110, 1120
COLS 101

*Agriculture courses have very limited offerings should be considered first in registration.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ BIOL 1110	General Biology I	4
____ MATH 1530	Elementary Statistics	3
____ AGRI 1020	Introduction to Animal Science*	4
____ COLS 101	Columbia State College Success	1
		15

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ BIOL 1120	General Biology II	4
____ ECON 2010	Macroeconomics **or**	
____ ECON 2020	Microeconomics	3
____ History Requirement		3
____ AGRI 1030	Introduction to Plant Science*	3
		16

Second Year – Fall Semester

____ Literature Requirement		3
____ CHEM 1110	General Chemistry I	4
____ Humanities/Fine Arts		3
____ AGRI 1050	Introduction to Soil Science*	4
		14

Second Year – Spring Semester

____ CHEM 1120	General Chemistry II	4
____ Social/Behavioral Science		3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
____ SPCH 1030	Argumentation and Debate	3
____ History Requirement		3
____ Humanities/Fine Arts		3
		16

TOTAL CREDIT HOURS 61

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Paige Smith at
psmith39@columbiastate.edu or 931.540.2723
or
Science, Technology & Math Division office at
931.540.2710

ANTHROPOLOGY
Associate of Art/Associate of Science degree

Program and Career Description:

The Anthropology emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in a variety of fields, including archeology, cultural resource management and museum curation, linguistics, social science research, and forensic science. For some anthropology careers, fieldwork is a necessary component, and a Master's degree may be required. A few examples of career and salary estimates are listed below.

Career	Entry Level	Median	Experienced
Archeologist	$35,440	$61,220	$74,860
Social Science Researcher	$37,920	$57,899	$70,830
Forensic Anthropologist	$34,000	$56,320	$85,000
Museum Curator	$43,000	$47,710	$51,520

Career and salary information taken from www.bls.gov and jobs4tn.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

ANTHROPOLOGY

Major in Tennessee Transfer Pathway with Emphasis in Anthropology (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)*
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
ANTH 1100, 1200, 1300
COLS 101
Electives**

*Students who plan to transfer to UT Knoxville will be required to complete an additional Mathematics course from the following: MATH 1010, 1530, 1630, 1830 or 1910.

**Note: An elective can be any college-level course.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Sample Academic Plan

Sample Schedule

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ Mathematics Requirement		3
____ History Requirement		3
____ ANTH 1100	Anthropology	3
____ Elective**		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ Social/Behavioral Sciences		3
____ History Requirement		3
____ Humanities/Fine Arts		3
____ Elective**		3
		15

Second Year – Fall Semester

____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ Social/Behavioral Sciences		3
____ Natural Science Requirement		4
____ ANTH 1200	Prehistoric Archaeology	3
____ ANTH 1300	Cultural Anthropology	3
		16

Second Year – Spring Semester

____ Humanities/Fine Arts		3
____ Literature Requirement		3
____ Natural Science Requirement		4
____ Elective**		3
		13

TOTAL CREDIT HOURS 60

**If pursuing the A.A. degree, 6 of the hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Deborah Miller Toothaker at
dmiller28@columbiastate.edu or 931.540.2768
or
Humanities and Social Sciences Division office at
931.540.2780

ART (STUDIO)
Associate of Art degree

Program and Career Description:

The Art (Studio) emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Individuals majoring in art have a variety of job careers such as artists, designers, and photographers. They may specialize in film, design for print such as magazines, craft artists, illustrators and cartoonists, sculptors, and even work in restoration projects. A few selected careers are listed below.

Career	Median Experience	High Level Experience
Craft Artists	$41,100	$48,300
Interior Designers	$51,440	$72,000
Photographer	$26,670	$50,000

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

ART (STUDIO)
Major in Tennessee Transfer Pathway with Emphasis in Art (Studio) (A.A.)

Program Requirements
Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920
Two courses in Art History: ARTH 2010 and 2020

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
ARTP 1010, 1020*, 1110, 1120
COLS 101
Studio Art Elective (Take one) ARTP 2010, 2020, 2610, 2620, 2630, 2710, 2720
Foreign Language (one-year sequence in a single foreign language such as SPAN 1010 and SPAN 1020)

*Students who plan to attend East Tennessee State University or the University of Tennessee, Knoxville will complete Drawing I and a three-hour elective course in Studio Art rather than Drawing II.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

ENGL 1010	Composition I	3
ARTH 2010	Survey of Art History I	3
SPAN 1010	Beginning Spanish I	3
ARTP 1010	Drawing I	3
ARTP 1110	Two Dimensional Design	3
COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

ENGL 1020	Composition II	3
	Mathematics Requirement	3
ARTH 2020	Survey of Art History II	3
ARTP 1020*	Drawing II	3
ARTP 1120	Three Dimensional Design	3
		15

Second Year – Fall Semester

	Literature Requirement	3
	History Requirement	3
	Natural Science Requirement	4
SPAN 1020	Beginning Spanish II	3
	Social/Behavioral Science	3
		16

Second Year – Spring Semester

SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
	Natural Science Requirement	4
	History Requirement	3
	Studio Art Elective	3
	Social/Behavioral Science	3
		16

TOTAL CREDIT HOURS 63

Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Herbert Cobb at
hcobb@columbiastate.edu or 931.540.2872
or
Humanities & Social Sciences Division office at
931.540.2780

BIOLOGY
Associate of Science degree

Program and Career Description:

The Biology emphasis is a two-year program for students planning to complete a bachelor's degree in biology or a related discipline such as microbiology, genetics, biotechnology, and ecology. Students pursuing careers in biological research, science education, and wildlife management should consider this degree.

Career	Beginning Salary with BS degree	Experienced Salary Median
Biological Scientist	$38,740	$66,560
Biological Technicians	$25,680	$33,740
Biological Science Teacher	$29,850	$52,480

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at *www.tntransferpathway.org*.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at *www.columbiastate.edu/admissions/transfer-information*.

COLUMBIA STATE COMMUNITY COLLEGE

BIOLOGY
Major in Tennessee Transfer Pathway with Emphasis in Biology (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a
literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
BIOL 1110, 1120

Mathematics Requirement
MATH 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
CHEM 1110, 1120, 2010, 2020**
MATH 1530 or MATH 1920*
COLS 101

*At UT-Knoxville, the math course must be MATH 1920.

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

If you have completed TN eCampus courses, run a degree
audit from the student tab in myChargerNet to determine
how these courses apply to this program.

Requirements for Graduation include:
• earning 25% of total program credits in residence at
  Columbia State.
• cumulative GPA must be 2.0.
• taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____	BIOL 1110	General Biology I	4
____	CHEM 1110	General Chemistry I	4
____	MATH 1910	Calculus & Analytic Geometry I	4
____	ENGL 1010	Composition I	3
____	COLS 101	Columbia State College Success	1
			16

First Year – Spring Semester

____	BIOL 1120	General Biology II	4
____	CHEM 1120	General Chemistry II	4
____	MATH 1920	Calculus & Analytic Geometry II **or**	
____	MATH 1530	Elementary Statistics	3-4
____	ENGL 1020	Composition II	3
			14-15

Second Year – Fall Semester

____	CHEM 2010	Organic Chemistry I**	4
____		Literature Requirement	3
____		History Requirement	3
____		Social/Behavioral Science	3
____		Humanities/Fine Arts	3
			16

Second Year – Spring Semester

____	CHEM 2020	Organic Chemistry II**	4
____	SPCH 1010	Fundamentals of Speech Communication **or**	
	SPCH 1030	Argumentation and Debate	3
____		History Requirement	3
____		Social/Behavioral Science	3
____		Humanities/Fine Arts	3
			16

TOTAL CREDIT HOURS 62-63

At some universities, foreign language may be required in certain
programs that lead to the Bachelor of Science Degree. Complete
information regarding foreign language requirements at each
university may be found on the transfer and articulation web sites
of the Tennessee Board of Regents and the University of Tennessee
System. Community college students are encouraged to be familiar
with foreign language requirements at the universities and, if
applicable, complete the requirements before transferring.

For more information contact:
Mandy Carter-Lowe at
mcarterlowe@columbiastate.edu or 931.540.2675
or
Science, Technology & Math Division office at
931.540.2710

BUSINESS ADMINISTRATION
Associate of Science degree

Program and Career Description:

The Business Administration emphasis is a two-year program for students planning to complete a bachelor's degree in Business Administration, Finance or Marketing. Management Students pursuing careers in business management, sales, retail management, marketing, or advertising should consider this degree. Below are a few examples of career and salary information.

Career	Median Salary with BS degree
Administrative Services Manager	$81,080
Sales Managers	$105,260
Advertising, Promotions, and Marketing Managers	$115,750

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

ACBSP ACCREDITED

COLUMBIA STATE COMMUNITY COLLEGE

BUSINESS ADMINISTRATION
Major in Tennessee Transfer Pathway with Emphasis in Business Administration (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530*

Social/Behavioral Sciences (Take 2 courses)
ECON 2010, 2020

Major Required Courses
ACCT 1010, 1020
COLS 101
MATH 1130* or 1630* or 1710* or 1730*
MATH 1830*
INFS 1010
Electives**

*Check TN Transfer Pathway website for required Math courses based on transfer university.

**Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____	ENGL 1010	Composition I	3
____	MATH 1530*	Elementary Statistics	3
____	INFS 1010	Computer Applications	3
____	ECON 2010	Macroeconomics	3
____	History Requirement		3
____	COLS 101	Columbia State College Success	1
			16

First Year – Spring Semester

____	ENGL 1020	Composition II	3
____	MATH 1130 or MATH 1630 or MATH 1710 or MATH 1730*		3
____	ECON 2020	Microeconomics	3
____	Humanities/Fine Arts		3
____	History Requirement		3
			15

Second Year – Fall Semester

____	Literature Requirement		3
____	SPCH 1010	Fundamentals of Speech Communication **or**	
	SPCH 1030	Argumentation and Debate	3
____	ACCT 1010	Principles of Accounting I	3
____	Natural Sciences Requirement		4
____	MATH 1830*	Applied Calculus	3
			16

Second Year – Spring Semester

____	ACCT 1020	Principles of Accounting II	3
____	Natural Sciences Requirement		4
____	Humanities/Fine Arts		3
____	Electives**		3
			13

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Arts Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Dearl Lampley at
dlampley@columbiastate.edu or 931.540.2678
or
Science, Technology and Math Division office at
931.540.2710

CHEMISTRY
Associate of Science degree

Program and Career Description:

The Chemistry emphasis is a two-year program for students planning to seek employment as a chemical technician or who plan to complete a bachelor's degree in such fields as Chemistry, Biochemistry, Chemical Engineering and Science Education, just to name a few. Students should consider this degree when pursuing careers in any of the fields described on the American Chemical Society (ACS) Website (http://www.acs.org/content/acs/en/careers.html) Also, a degree in chemistry is good preparation for students wishing to continue their post-baccalaureate education in graduate schools of chemistry, biochemistry, health related areas such as pharmacology and toxicology, as well as in professions schools of Medicine, Law, Pharmacy, Dentistry or Veterinary Science.

Career	Beginning Salary with BS degree	Experienced Salary Median
Chemical Technician	$31,210	$50,340
Chemical Engineer	$63,140	$104,180
High School Chemistry Teacher	$37,910	$53,540
Chemist	$41,240	$86,630

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

CHEMISTRY
Major in Tennessee Transfer Pathway with Emphasis in Chemistry (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
CHEM 1110, 1120

Mathematics Requirement
MATH 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
CHEM 2010, 2020
COLS 101
MATH 1920
PHYS 2110, 2120

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____	Humanities/Fine Arts	3
____ CHEM 1110	General Chemistry I	4
____ MATH 1910	Calculus & Analytic Geometry I	4
____ COLS 101	Columbia State College Success	1
		15

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ CHEM 1120	General Chemistry II	4
____ MATH 1920	Calculus & Analytic Geometry II	4
		14

Second Year – Fall Semester

____	Literature Requirement	3
____	Social/Behavioral Science	3
____ PHYS 2110	Physics I	4
____ CHEM 2010	Organic Chemistry I	4
____	History Requirement	3
		17

Second Year – Spring Semester

____ CHEM 2020	Organic Chemistry II	4
____	Social/Behavioral Science	3
____	History Requirement	3
____	Humanities/Fine Arts	3
____ PHYS 2120	Physics II	4
		17

TOTAL CREDIT HOURS 63

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
David White at
dwhite16@columbiastate.edu or 931.540.2715
or
Science, Technology & Math Division office
at 931.540.2710

CIVIL ENGINEERING
Associate of Science degree

Program and Career Description:

Most careers in engineering require a bachelor's degree or higher so the Associate of Science in Civil Engineering is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Our students work closely with science and math faculty and have ample access to science and computer labs. Below are a few examples of career and salary estimates for engineering. Please note that this pathway requires 66 credit hours and recommends one summer semester. Students will need to meet the requirements for MATH 1910 before their freshman fall semester.

Career	Beginning Salary with BS degree	Experienced Salary Median
Civil Engineers	$53,480	$81,260
Electrical Engineers*	$58,640	$86,210

*This pathway does not include all the required coursework for the Electrical Engineering A. S. Degree. Check with the transfer university and the University Center for transfer articulations with B.S. programs for advice on course selection.

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

CIVIL ENGINEERING
Major in Tennessee Transfer Pathway with Emphasis in Civil Engineering (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
PHYS 2110, 2120

Mathematics Requirement
MATH 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
CHEM 1110
COLS 101
ENGR 2110, 2120
MATH 1920, 2110, 2120
MATH 2010 or MATH 2050

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

For more information contact:
Dr. Ryan Badeau at
rbadeau@columbiastate.edu or 615.465.5752
or
Barbara Cowan at
bcowan2@columbiastate.edu or 931.540.2703
or
Science, Technology & Math Division Office
at 931.540.2710

2017-2018 Catalog

Sample Academic Plan

Students requiring MATH 1130 and MATH 1730 should take these courses prior to beginning the following pathway to ensure timely completion.

First Year – Fall Semester

ENGL 1010	Composition I	3
MATH 1910*	Calculus & Analytic Geometry I	4
History Requirement		3
PHYS 2110	Physics I	4
COLS 101	Columbia State College Success	1
		15

First Year – Spring Semester

ENGL 1020	Composition II	3
MATH 1920	Calculus & Analytic Geometry II	4
History Requirement		3
PHYS 2120	Physics II	4
		14

First Year – Summer Semester

Literature Requirement		3
SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
		6

Second Year – Fall Semester

MATH 2110	Calculus & Analytic Geometry III	4
ENGR 2110	Statics	3
CHEM 1110	General Chemistry I	4
Humanities/Fine Arts		3
Social/Behavioral Science		3
		17

Second Year – Spring Semester

MATH 2010	Linear Algebra **or**	
MATH 2050	Calculus-Based Probability and Statistics	3
MATH 2120	Differential Equations	3
ENGR 2120	Dynamics	3
Humanities/Fine Arts		3
Social/Behavioral Science		3
		15

TOTAL CREDIT HOURS 67

Critical Course – Higher achievement in identified courses is predictive of graduation success.

The Associate of Science Civil Engineering Major requires 67 college-level credits. This is a transfer program which was granted an exception to the 60-hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes in the program. Some courses have prerequisites and corequisites. See the Columbia State Catalog for more information.

COMPUTER SCIENCE
Associate of Science degree

Program and Career Description:

The Computer Science emphasis is a two-year program for students planning to complete a bachelor's degree in Computer Science. Students will develop strong problem-solving, communication and team skills and be able to design, implement and document computer software systems. Employment of computer technology occupations is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations. Below are a few examples of career and salary estimates.

Career	Salary Median
Database Administrators	$81,710
Computer Programmers	$79,530
Information Security Analysts	$90,120

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

COMPUTER SCIENCE
Major in Tennessee Transfer Pathway with Emphasis in Computer Science (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
Select one eight-hour sequence from the following:
BIOL 1110, 1120
CHEM 1110, 1120
PHYS 2010, 2020
*PHYS 2110, 2120

Mathematics Requirement
MATH 1910

Social/Behavioral Sciences
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
CISP 1010, 1020, 2410
COLS 101
MATH 1920, 2010

*Students planning to transfer to the University of Tennessee, Knoxville must complete PHYS 2110, 2120.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____	Humanities/Fine Arts Requirement	3
____ MATH 1910	Calculus and Analytic Geometry I	4
____ CISP 1010	Computer Science I	4
____ COLS 101	Columbia State College Success	1
		15

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ MATH 1920	Calculus and Analytic Geometry II	4
____ CISP 1020	Computer Science II	4
____	Humanities/Fine Arts Requirement	3
		17

Second Year – Fall Semester

____ CISP 2410	Assembly & Computer Organization	4
____ MATH 2010	Linear Algebra	3
____	Natural Science Requirement	4
____	Social/Behavioral Science Requirement	3
____	History Requirement	3
		17

Second Year – Spring Semester

____	Literature Requirement	3
____	Social/Behavioral Science Requirement	3
____	Natural Science Requirement	4
____	History Requirement	3
		13

TOTAL CREDIT HOURS 62

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

**For more information contact:
Deepa Janakiraman at
djanakiraman@columbiastate.edu or 615.790.5984
or
Science, Technology & Math Division office at
931.540.2710**

CRIMINAL JUSTICE
Associate of Art/Associate of Science degree

Program and Career Description:

The Criminal Justice emphasis is a two-year program for students planning to complete a bachelors degree in Criminal Justice. Students pursuing careers in security, law enforcement, and corrections should consider this degree. Below are a few examples of career and salary information.

Career	Beginning Salary with B.S. Degree	Experienced Salary Median
Municipal Police Officer	$41,910	$73,710
Corrections Officer	$25,920	$32,000
Security Officer	$24,810	$28,830

Career and salary information taken from www.bls.gov and jobs4tn.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

CRIMINAL JUSTICE
Major in Tennessee Transfer Pathway with Emphasis in Criminal Justice (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
PSYC 1030
SOCI 1010

Major Required Courses
COLS 101
CRMJ 1010, 1020, 2010, 2020
Electives*

Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
• earning 25% of total program credits in residence at Columbia State.
• cumulative GPA must be 2.0.
• taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ History Requirement		3
____ Mathematics Requirement		3
____ CRMJ 1010	Introduction to Criminal Justice	3
____ SOCI 1010	Introduction to Sociology	3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ CRMJ 1020	Introduction to Legal Process	3
____ PSYC 1030	General Psychology	3
____ History Requirement		3
____ Humanities/Fine Arts		3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ Humanities/Fine Arts		3
____ Natural Sciences Requirement		4
____ CRMJ 2010	Intro to Law Enforcement	3
		16

Second Year – Spring Semester

____ CRMJ 2020	Introduction to Corrections	3
____ Natural Sciences Requirement		4
____ Electives*		6
		13

TOTAL CREDIT HOURS 60

*If pursuing the A.A. degree, 6 of the 7 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Frank Miceli at
fmiceli@columbiastate.edu or
931.540.2758 or Text 606-627-2991
or
Science, Technology, and Math Division office at
931.540.2710

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action educational institution.
CoSCC-CJT-AA-AS-05-18-17

EARLY CHILDHOOD EDUCATION (PRE K-3)
Associate of Science in Teaching degree (A.S.T.)

Program and Career Description:

The Associate of Science in Teaching Degree in Early Childhood Education (Pre K-3) is an education specialty designed to prepare individuals to work with children from Pre-K through 3rd grade. Early Childhood Education is a two-year program designed for students planning to continue their studies toward a bachelor's degree at a four-year college or university.

• An associate's degree could lead to work as a teacher's assistant, Head Start teacher or work as a pre-school teacher in a day care setting.

• A bachelor's degree could lead to a teacher certification in Pre-K through 3rd grade where you would be able to teach in a public or private school.

Career	Beginning Average Salary	Median Average Salary
Teacher Elementary	$35,227	$47,100
Teacher Assistant	$15,340	$22,200
Teacher (Pre-School)	$17,706	$25,107

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

EARLY CHILDHOOD EDUCATION (PRE K-3) (A.S.T.)

Major in Tennessee Transfer Pathway with the option in Early Childhood Education (Pre K-3) (A.S.T.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses - HIST 2010 and 2020
are recommended)
HIST 1110, 1120, 2010, 2020, 2030

Literature Requirement (Take one course)
ENGL 2130, 2230, 2310, 2320, 2920

Humanities/Fine Arts (Take 2 courses)
Take either: ART 1030 or MUS 1030
and one from the following (do not duplicate courses):
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2330, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Natural Sciences Requirement
BIOL 1030
PSCI 1030

Mathematics Requirement (Take one course)*
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
GEOG 2010
POLS 1030

Major Required Courses
COLS 101
EDU 201, 221, 222
ECED 1010, 2320, 2340
MATH 1410

*Students transferring to APSU, ETSU, University of Memphis, UT Chattanooga and UT Knoxville should take MATH 1530.

Criminal background checks are required of all enrolled education students prior to participating in course required classroom field experiences at affiliate public and private schools. Based on the results of the criminal background check, an affiliate school may determine not to allow a student's presence at their school. This could result in the student's inability to successfully complete the requirements of a specific course and the AST program. More information is available from education lead faculty.

Each student enrolled in education courses must show proof of individual liability insurance prior to the onset of the required classroom field experience. More information is available from the education lead faculty.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ ECED 1010	Intro to Early Childhood Education	3
____ BIOL 1030	Introduction to Biology	4
____ History Requirement		3
____ Mathematics Requirement		3
____ COLS 101	Columbia State College Success	1
		17

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ EDU 201	Introduction to Education	3
____ MATH 1410	Number Concepts for Elementary Education	3
____ History Requirement		3
____ ART 1030	Introduction to the Visual Arts **or**	
MUS 1030	Music Appreciation	3
		15

Second Year – Fall Semester

____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ EDU 221	Educational Psychology	3
____ PSCI 1030	Physical Science	4
____ POLS 1030	American Government	3
____ ECED 2320	Infant, Toddler & Child Development	3
Take Praxis Core Tests*		
		16

Second Year – Spring Semester

____ Literature Requirement		3
____ ECED 2340	Family Dynamics & Community Involvement	3
____ Humanities/Fine Arts Requirement		3
____ GEOG 2010	World Regional Geography	3
____ EDU 222	Education of Exceptional Learners	3
		15

TOTAL CREDIT HOURS 63

Requirements for Graduation Include:

- earning 25% of total program credits in residence at Columbia State.
- earning a 2.75 cumulative GPA.
- pass all parts of the Praxis Core Academic Skills Tests for Educators (Reading 156, Writing 162, and Math 150 **or** have an ACT composite of 22 **or** SAT composite of 1020).
- having four Disposition of Suitability forms completed on you.
- taking the Columbia State Exit Exam.
* It is recommended that students complete ENGL 1010, MATH 1410, MATH 1420 (not required but highly recommended) , and EDU 221 before taking Praxis Core Tests.

For more information contact:
Kirstin Davenport at
kdavenport3@columbiastate.edu or 615.465.5762
or
Humanities & Social Sciences Division office at
931.540.2780

ECONOMICS
Associate of Science degree

Program and Career Description:

The Economic Studies is designed for transfer as an Economics Major, B.S., B.B.A. or B.S.B.A. degrees in Colleges or Schools of Business at any public university in Tennessee. Economics majors are successful in a wide variety of careers. Although various roles in businesses are most common, economics majors are successful in law, medicine, government, non-profits, and international relations, as well as in academic roles.

Career	Median Salary with BS degree	Experienced Salary Median
Financial Analyst	$62,510	$106,850
Staff Accountant	$50,340	$72,500
Marketing Analyst	$60,800	$85,310

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

ACBSP ACCREDITED

COLUMBIA STATE COMMUNITY COLLEGE

ECONOMICS
Major in Tennessee Transfer Pathway with Emphasis in Economics (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
GEOG 1010, 1020
CHEM 1110, 1120
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530*

Social/Behavioral Sciences
ECON 2010, 2020

Major Required Courses
ACCT 1010, 1020
COLS 101
MATH 1130* or 1630* or 1710* or 1730*
MATH 1830*
INFS 1010
Electives**

*Check TN Transfer Pathway website for required Math courses based on transfer university.

Students who plan to attend University of Memphis or East Tennessee State University should consult the catalog of their transfer university prior to registration.

**Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ ECON 2010	Macroeconomics	3
___ INFS 1010	Computer Applications	3
___ History Requirement		3
___ MATH 1530*	Elementary Statistics	3
___ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication **or**	
___ SPCH 1030	Argumentation and Debate	3
___ ECON 2020	Microeconomics	3
___ History Requirement		3
___ MATH 1130 **or** MATH 1630 **or** MATH 1710 **or** MATH 1730*		3
		15

Second Year – Fall Semester

___ Literature Requirement		3
___ Electives**		3
___ Natural Sciences Requirement		4
___ ACCT 1010	Principles of Accounting I	3
___ Humanities/Fine Arts		3
		16

Second Year – Spring Semester

___ Natural Sciences Requirement		4
___ MATH 1830*	Applied Calculus	3
___ ACCT 1020	Principles of Accounting II	3
___ Humanities/Fine Arts		3
		13

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Arts Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Mike Harvey at
jharvey@columbiastate.edu or 931.540.2679
or
Science, Technology & Math Division office at

931.540.2710

ENGLISH
Associate of Art degree

Program and Career Description:

The English emphasis is a two-year program for students planning to complete a bachelor's degree in English at a four-year school. Students pursuing careers in public relations, law, speech writing, customer service, or teaching in secondary schools should consider this degree. Individuals who later obtain a master's degree or higher in English should consider a career in human relations or higher education. A few examples of career and salary estimates are listed below.

Career	Median Salary in U.S. Annually
Legal Support Worker	$48,550
Authors, Writers, and Editors	$53,880
Education Secondary English	$55,050

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

ENGLISH
Major in Tennessee Transfer Pathway with Emphasis in English (A.A.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 2 courses)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
Take 3 from: ENGL 2130, 2310, 2320, 2230*
*Any of these literature courses will satisfy the third
Humanities/Fine Arts requirement.
COLS 101
Foreign Language (two-year sequence in a single foreign
language such as SPAN 1010, 1020, 2010, and 2020)

If you have completed TN eCampus courses, run a degree
audit from the student tab in myChargerNet to determine
how these courses apply to this program.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ Mathematics Requirement		3
____ Humanities/Fine Arts		3
____ History Requirement		3
____ Foreign Language		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ Social/Behavioral Science		3
____ History Requirement		3
____ Foreign Language		3
		15

Second Year – Fall Semester

____ ENGL 2130, **or** 2310, **or** 2320, **or** 2230*		3
____ Social/Behavioral Science		3
____ Natural Science Requirement		4
____ Humanities/Fine Arts		3
____ Foreign Language		3
		16

Second Year – Spring Semester

____ ENGL 2130, **or** 2310, **or** 2320, **or** 2230*		3
____ ENGL 2130, **or** 2310, **or** 2320, **or** 2230*		3
____ Natural Science Requirement		4
____ Foreign Language		3
		13

TOTAL CREDIT HOURS 60

Requirements for Graduation include:
• earning 25% of total program credits in residence at
  Columbia State.
• cumulative GPA must be 2.0.
• taking the Exit Exam.

For more information contact:
Susanna Holmes at
rholmes@columbiastate.edu or 931.540.2779
or
Humanities & Social Sciences Division office at
931.540.2780

EXERCISE SCIENCE
Associate of Science degree

Program and Career Description:

The Exercise Science emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in area of Athletics and Wellness, Teachers of Physical Education, Personal Trainers, Dietitians, and Athletic Trainers. A few examples of career and salary estimates are listed below.

Career	Beginning Salary with BS degree	Experienced Salary Median
Physical Education Teacher	$32,000 – $51,000	$41,000
Personal Trainer	$17,000 – $65,000	$31,000
Exercise Physiologist	$25,000 – $65,000	$45,000
Athletic Trainer	$25,000 – $70,000	$47,500
Dietitian	$33,000 – $76,000	$53,000

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

EXERCISE SCIENCE
Major in Tennessee Transfer Pathway with Emphasis in Exercise Science (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a
literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
BIOL 2010, 2020

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences
PHED 2120
PSYC 1030

Major Required Courses
COLS 101
HED 231, 241
PHED 2220, 2320
PHED Activity Courses (Take 2 courses)
Electives*

Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree
audit from the student tab in myChargerNet to determine
how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at
  Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ Mathematics Requirement		3
____ Humanities/Fine Arts		3
____ PHED 2120	Essential Lifetime Wellness	3
____ History Requirement		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ PHED 2220	Introduction to Exercise Science	3
____ History Requirement		3
____ HED 231	Safety & First Aid	3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ PSYC 1030	General Psychology	3
____ BIOL 2010	Human Anatomy & Physiology I	4
____ HED 241	Principles of Nutrition	3
____ PHED Activity		1
____ Elective*		1
		17

Second Year – Spring Semester

____ BIOL 2020	Human Anatomy & Physiology II	4
____ Humanities/Fine Arts		3
____ PHED 2320	Care and Prevention of Athletic Injuries	3
____ PHED Activity		1
____ Elective*		3
		14

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain
programs that lead to the Bachelor of Science Degree. Complete
information regarding foreign language requirements at each
university may be found on the transfer and articulation web sites
of the Tennessee Board of Regents and the University of Tennessee
System. Community college students are encouraged to be familiar
with foreign language requirements at the universities and, if
applicable, complete the requirements before transferring.

For more information contact:
Peri Krichbaum at
pkrichbaum@columbiastate.edu or 931.540.2584
or
Humanities & Social Sciences Division office at
931.540.2780

FINANCE
Associate of Science degree

Program and Career Description:

The Finance emphasis is a two-year program for students planning to complete a bachelor's degree in Business Administration, Finance, Management or Marketing. Students pursuing careers in business management, sales, retail management, marketing, finance or advertising should consider this degree. Below are a few examples of career and salary information.

Career	Median Salary with BS degree
Budget Analysts	$71,590
Loan Officers	$63,430
Insurance Underwriters	$65,040

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

FINANCE
Major in Tennessee Transfer Pathway with Emphasis in Finance (A. S.)

Program Requirements

Students may be required to take additional Learning Support or pre-requisite courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses – one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Mathematics Requirement
MATH 1530*

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Social/Behavioral Sciences (Take 2 courses)
ECON 2010, 2020

Major Required Courses
ACCT 1010, 1020
COLS 101
MATH 1130* or 1630* or 1710* or 1730*
MATH 1830*
INFS 1010
Electives**

*Check TN Transfer Pathway website for required Math courses based on transfer university.

**Electives should be transfer courses, chosen in consultation with your academic advisor and with recommendation from your transferring school.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ MATH 1530*	Elementary Statistics	3
____ ECON 2010	Macroeconomics	3
____ INFS 1010	Computer Applications	3
____ History Requirement		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ MATH 1130 or MATH 1630 or MATH 1710 or MATH 1730*		3
____ ECON 2020	Microeconomics	3
____ SPCH 1010	Fundamentals of Speech Communication or	
SPCH 1030	Argumentation and Debate	3
____ History Requirement		3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ Humanities/Fine Arts		3
____ Natural Sciences Requirement		4
____ ACCT 1010	Principles of Accounting I	3
____ MATH 1830*	Applied Calculus	3
		16

Second Year – Spring Semester

____ Humanities/Fine Arts		3
Electives**		3
____ Natural Sciences Requirement		4
____ ACCT 1020	Principles of Accounting II	3
		13
	TOTAL CREDIT HOURS	**60**

At some universities, foreign language may be required in certain program that lead to the Bachelor of Arts Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

For more information contact:
Dearl Lampley at
dlampley@columbiastate.edu or 931.540.2678
or
Science, Technology and Math Division office at
931.540.2710

FOREIGN LANGUAGE
Associate of Art degree

Program and Career Description:

The Foreign Language emphasis is a two-year program for students planning to complete a bachelor's degree at a four year school. Trained language interpreters and translators have job opportunities in a wide range of fields, including translating documents, conference interpreters, judiciary interpreters, and medical translators as well as teachers and professors in higher education. Most jobs are found in large urban areas like Washington D.C. Examples of jobs and salaries for some occupations are as follows.

Career	Median Experience	High Level Experience
Interpreters/Translators	$43,300	$52,000
Conference Interpreters	$50,000	$100,000 (specialty areas)
Federal Government Translators	$38,690	$79,865 (language specialist)

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

FOREIGN LANGUAGE
Major in Tennessee Transfer Pathway with Emphasis in Foreign Language (A.A.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
Foreign Language (Two-year Sequence in a single foreign language such as SPAN 1010, 1020, 2010, and 2020)
Electives*

Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ Social/Behavioral Science		3
____ Humanities/Fine Arts		3
____ Beginning Foreign Language I		3
____ Mathematics Requirement		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ Social/Behavioral Science		3
____ Beginning Foreign Language II		3
____ Humanities/Fine Arts		3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ History Requirement		3
____ Natural Science Requirement		4
____ Intermediate Foreign Language I		3
____ Elective*		3
		16

Second Year – Spring Semester

____ Natural Science Requirement		4
____ History Requirement		3
____ Intermediate Foreign Language II		3
____ Electives*		3
		13

TOTAL CREDIT HOURS 60

Please check websites of university departments of foreign language for additional information regarding advisement available to students majoring in foreign language.

**For more information contact:
Ana Basoa-McMillan at
abasoamcmillan@columbiastate.edu or 931.540.2876
or
Humanities & Social Sciences Division office at
931.540.2780**

GEOGRAPHY
Associate of Art/Associate of Science degree

Program and Career Description:

The Geography emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in many fields, including land use planning, computer mapping, social science research, and teaching. Geography majors with advanced higher education can teach at the college level. A few examples of career and salary estimates are listed below.

Career	Entry Level	Median	Experienced
Urban and Regional Planners	$37,248	$51,952	$64,187
Social Scientist	$39,554	$57,899	$71,622
Cartographer	$37,407	$47,775	$59,105
GIS Technologist	$38,440	$65,289	$80,218
Geography Teacher (secondary)	$38,343	$47,778	$54,701
Geography Teacher (postsecondary)	$30,174	$61,162	$73,396

Career and salary information taken from www.bls.gov and jobs4tn.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

GEOGRAPHY
Major in Tennessee Transfer Pathway with Emphasis in Geography (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
GEOG 1010, 1020

Mathematics Requirement
MATH 1130

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
GEOG 1030, 2010
MATH 1530
Electives*

Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

Sample Schedule

First Year – Fall Semester

ENGL 1010	Composition I	3
History Requirement		3
MATH 1530	Probability and Statistics	3
Social/Behavioral Sciences		3
GEOG 1030	Cultural Geography	3
COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

ENGL 1020	Composition II	3
SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
Humanities/Fine Arts		3
History Requirement		3
GEOG 2010	World Regional Geography	3
		15

Second Year – Fall Semester

Literature Requirement		3
MATH 1130	College Algebra	3
GEOG 1010	Physical Geography: The Atmosphere	4
Electives*		4
		14

Second Year – Spring Semester

Humanities/Fine Arts		3
GEOG 1020	Physical Geography: Landforms	4
Social/Behavioral Sciences		3
Electives*		5
		15

TOTAL CREDIT HOURS 60

*If pursuing the A.A. degree, 6 of the 10 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Deborah Miller Toothaker at
dmiller28@columbiastate.edu or 931.540.2768
or
Humanities and Social Sciences Division office at
931.540.2780

HISTORY
Associate of Art/Associate of Science degree

Program and Career Description:

The History emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in writing, film, historical restoration, secondary education, law, archival management, historic site and museum interpretation, and politics. History majors with advanced higher education degrees can teach at the college level. A few examples of career and salary estimates are listed below.

Career	Entry Level	Median Salary	Experienced Salary
Teacher (Secondary)	$37,910	$46,880	$50,950
Teacher (Post Secondary)	$28,840	$49,610	$59,680
Archivists	$28,560	$44,000	$53,110
Curators	$29,380	$36,540	$46,660

Career and salary information taken from www.bls.gov and jobs4tn.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

HISTORY
Major in Tennessee Transfer Pathway with Emphasis in History (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement
HIST 2010, 2020

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
HIST 1110, 1120, 2030
Electives*

Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ Social/Behavioral Science		3
____ Humanities/Fine Arts		3
____ HIST 2010	Survey of United States History I	3
____ Mathematics Requirement		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ Social/Behavioral Science		3
____ HIST 2020	Survey of United States History II	3
____ HIST 2030	Tennessee History	3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ HIST 1110	Survey of World Civilization I	3
____ Natural Science Requirement		4
____ Elective*		3
____ Elective*		3
		16

Second Year – Spring Semester

____ Natural Science Requirement		4
____ HIST 1120	Survey of World Civilization II	3
____ Humanities/Fine Arts		3
____ Elective*		3
		13

TOTAL CREDIT HOURS 60

If pursuing the A.A. degree, 6 of the 10 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Dr. Barry Gidcomb at
bgidcomb@columbiastate.edu or 931.540.2716
or
Humanities & Social Sciences Division office at
931.540.2780

IMAGING SCIENCES
Associate of Science degree

Program and Career Description:

This two-year academic pathway is designed for students who intend to complete an Associate's Degree and transfer directly to a 4-year institution to pursue a Bachelor's degree. Students who complete the A.S. degree at Columbia State combined with upper division coursework at a 4-year institution will be eligible to apply for credentialing examinations and/or licensure.

Radiographers produce medical images to assist physicians with diagnosis and treatment.

Career	Salaries upon completion of 4-year degree and Professional School
Radiographer	$40,000

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Students who desire a marketable credential and plan to enter the workforce directly from Columbia State should select the A.A.S. Radiologic Technology as opposed to the A.S. Imaging Sciences transfer pathway.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at *www.tntransferpathway.org*.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at *www.columbiastate.edu/admissions/transfer-information*.

COLUMBIA STATE COMMUNITY COLLEGE

IMAGING SCIENCES
Major in Tennessee Transfer Pathway with Emphasis in Imaging Sciences (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
BIOL 2010, 2020

Mathematics Requirement*
MATH 1730

Social/Behavioral Sciences
SOCI 1010 or SOCI 1020
PSYC 1030

Major Required Courses
CHEM 1110, 1120
COLS 101
PHYS 2010, 2020
Elective**

*Previous credit for MATH 1710 will fulfill the Mathematics degree requirement.

**Note: Any elective can be any college-level course.

Sample Academic Plan

First Year – Fall Semester

ENGL 1010	Composition I	3
PSYC 1030	General Psychology	3
History Requirement		3
BIOL 2010	Human Anatomy & Physiology I	4
MATH 1730	Pre-Calculus*	4
COLS 101	Columbia State College Success	1
		18

First Year – Spring Semester

ENGL 1020	Composition II	3
History Requirement		3
BIOL 2020	Human Anatomy & Physiology II	4
Humanities/Fine Arts		3
		13

Second Year – Fall Semester

CHEM 1110	General Chemistry I	4
PHYS 2010	Elements of Physics I	4
SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
SOCI 1010	Introduction to Sociology **or**	
SOCI 1020	Social Problems	3
		14

Second Year – Spring Semester

CHEM 1120	General Chemistry II	4
PHYS 2020	Elements of Physics II	4
Literature Requirement		3
Humanities/Fine Arts		3
Elective**		1
		15

TOTAL CREDIT HOURS 60

**Additional hours of coursework may be required prior to acceptance in to a professional school. Please check with the institution you wish to transfer to for any prerequisites.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
• earning 25% of total program credits in residence at Columbia State.
• cumulative GPA must be 2.0.
• taking the Exit Exam.

For more information contact:
Health Sciences Division Office, Walter 112
or
healthsciences@columbiastate.edu
or
931.540.2599 or 931.540.2600

INFORMATION SYSTEMS
Associate of Science degree

Program and Career Description:

The Information Systems emphasis is a two-year program for students planning to complete a bachelor's degree in Information Systems. Students pursuing careers in systems analysis, database administration, network administration, programming, and Web design should consider this degree. Below are a few examples of career and salary estimates.

Career	Salary Median
Database Administrator	$72,230
Web Developer	$52,920
Network and Computer Systems Administrator	$66,270

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

ACBSP
ACCREDITED

COLUMBIA STATE COMMUNITY COLLEGE

INFORMATION SYSTEMS
Major in Tennessee Transfer Pathway with Emphasis in Information Systems (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses – one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530**

Social/Behavioral Sciences
ECON 2010, 2020

Major Required Courses
ACCT 1010, 1020
COLS 101
INFS 1010*
MATH 1630, 1830
Electives***

*Students who plan to transfer to Austin Peay State University, East Tennessee State University, and the University of Tennessee at Chattanooga must complete CISP 1010 and 1020**** instead of INFS 1010 and electives. For these students, the total hours in the Major required courses will be 20 hours and total degree hours will be 61.

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

***Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
• earning 25% of total program credits in residence at Columbia State.
• cumulative GPA must be 2.0.
• taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Natural Sciences Requirement		4
___ INFS 1010	Computer Applications	3
___ ACCT 1010	Principles of Accounting I	3
___ MATH 1530	Elementary Statistics	3
___ COLS 101	Columbia State College Success	1
		17

First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ Natural Sciences Requirement		4
___ History Requirement		3
___ ACCT 1020	Principles of Accounting II	3
___ Elective ***	(MATH 1130 if required)	3
		16

Second Year – Fall Semester

___ Literature Requirement		3
___ MATH 1630	Finite Math	3
___ History Requirement		3
___ Humanities/Fine Arts		3
___ ECON 2010	Macroeconomics	3
		15

Second Year – Spring Semester

___ MATH 1830	Applied Calculus	3
___ Humanities/Fine Arts		3
___ SPCH 1010	Fundamentals of Speech Communication **or**	
___ SPCH 1030	Argumentation and Debate	3
___ ECON 2020	Microeconomics	3
		12

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Deepa Janakiraman at
djanakiraman@columbiastate.edu or 615.790.5984
or
Science, Technology & Math Division office at
931.540.2710

INTERNATIONAL AFFAIRS
Associate of Art degree

Program and Career Description:

The International Affairs emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in the areas of Politician, City Planner, Sociologist, Economist, Market Research Analyst, and Survey Researcher. A few examples of careers and salary estimates are listed below.

Career	Beginning Salary with BS degree	Experienced Salary Median
Political Scientist	$99,730	$120,510
Urban Planner	$68,220	$69,350
Economist	$99,180	$110,470

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at *www.tntransferpathway.org*.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at *www.columbiastate.edu/admissions/transfer-information*.

COLUMBIA STATE COMMUNITY COLLEGE

INTERNATIONAL AFFAIRS
Major in Tennessee Transfer Pathway with Emphasis in International Affairs (A. A.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences (Take 2 courses - one must be ECON 2010)
ANTH 1200, 1300
COMM 1010
ECON 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
(cannot be used to satisfy more than one program requirement)
Foreign Language (one-year sequence in a single foreign language such as SPAN 1010 and SPAN 1020)
World Perspective Electives Take 2 courses from the following:
ECON 2020, GEOG 2010, HIST 1120, PHIL 2033, POL 201*
COLS 101
Electives**

* Check the institution and program to which you intend to transfer to for guidance when selecting this elective.

**Note: An elective can be any college-level course. University majors in International Affairs may need to be at or above the 2000 level competency of a foreign language to earn the Bachelor of Arts degree.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	1
____ MATH 1530	Elementary Statistics	3
____ Humanities/Fine Arts		3
____ World Perspective Elective*		3
____ Foreign Language		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ ECON 2010	Macroeconomics	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
____ SPCH 1030	Argumentation and Debate	3
____ History Requirement		3
____ Foreign Language		3
		15

Second Year – Fall Semester

____ Literature Requirement	3
____ Social/Behavioral Sciences	3
____ Natural Science Requirement	4
____ Elective**	3
____ History Requirement	3
	16

Second Year – Spring Semester

____ World Perspective Elective*	3
____ Natural Science Requirement	4
____ Humanities/Fine Arts	3
____ Elective**	3
	13

TOTAL CREDIT HOURS 60

Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

Requirements for Graduation include:
• earning 25% of total program credits in residence at Columbia State.
• cumulative GPA must be 2.0.
• taking the Exit Exam.

For more information contact:
Dr. Stuart Lenig at
slenig@columbiastate.edu or 931.540.2877
or
Humanities & Social Sciences Division office at
931.540.2780

KINESIOLOGY
Associate of Science degree

Program and Career Description:

Kinesiology emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in areas of Rehabilitation, Exercise Science, Personal Training, Athletic Training, and Research. A few examples of career and salary estimates are listed below.

Career	Beginning Salary with BS degree	Experienced Salary Median
Kinesiologist	$38,000	$46,828
Recreational Therapist	$29,000	$58,800
Athletic Trainer	$36,200	$53,900

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

KINESIOLOGY
Major in Tennessee Transfer Pathway with Emphasis in Kinesiology (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
CHEM 1110, 1120

Mathematics Requirement (Take one course)
MATH 1830, 1910

Social/Behavioral Sciences
PHED 2120
PSYC 1030

Major Required Courses
COLS 101
HED 231, 241
PHED 2220, 2320
PHED Activity Courses (Take 2 courses)
PHYS 2110 or PHYS 2010

Note: Upon transfer to the University of Tennessee at Knoxville, students need to complete PHYS 222 and BCMB 230 (Human Physiology) in the first semester of enrollment.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

ENGL 1010	Composition I	3
MATH 1830	Applied Calculus **or**	
MATH 1910	Calculus and Analytic Geometry I	3
PHED 2220	Introduction to Exercise Science	3
CHEM 1110	General Chemistry I	4
COLS 101	Columbia State College Success	1
		14

First Year – Spring Semester

ENGL 1020	Composition II	3
CHEM 1120	General Chemistry II	4
	Humanities/Fine Arts	3
PHED 2120	Essentials Lifetime Wellness	3
PHYS 2010	General Physics **or**	
PHYS 2110	Physics I	4
		17

Second Year – Fall Semester

SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
	Humanities/Fine Arts	3
HED 241	Principles of Nutrition	3
PHED 2320	Care and Prevention of Athletic Injuries	3
	History Requirement	3
		15

Second Year – Spring Semester

HED 231	Safety & First Aid	3
	Literature Requirement	3
	PHED Activity	1
	PHED Activity	1
	History Requirement	3
PSYC 1030	General Psychology	3
		14

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Peri Krichbaum at
pkrichbaum@columbiastate.edu or 931.540.2584
or
Humanities & Social Sciences Division office at
931.540.2780

MANAGEMENT
Associate of Science degree

Program and Career Description:

The Management emphasis is a two-year program for students planning to complete a bachelor's degree in Business Administration, Finance, Management or Marketing. Students pursuing careers in business management, sales, retail management, marketing, finance or advertising should consider this degree. Below are a few examples of career and salary information.

Career	Median Salary with BS degree
Administrative Services Managers	$86,110
Sales Managers	$113,860
Purchasing Managers	$108,120

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

MANAGEMENT
Major in Tennessee Transfer Pathway with Emphasis in Management (A. S.)

Program Requirements

Students may be required to take additional Learning Support or pre-requisite courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses — one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530*

Social/Behavioral Sciences (Take 2 courses)
ECON 2010, 2020

Major Required Courses
ACCT 1010, 1020
COLS 101
MATH 1130* or 1630* or 1710* or 1730*
MATH 1830*
INFS 1010
Electives**

*Check TN Transfer Pathway website for required Math courses based on transfer university.

**Electives should be transfer courses, chosen in consultation with your academic advisor and with recommendation from your transferring school.

Requirements for Graduation Include:
• earning 25% of total program credits in residence at Columbia State.
• cumulative GPA must be 2.0.
• taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ MATH 1530*	Elementary Statistics	3
____ ECON 2010	Macroeconomics	3
____ INFS 1010	Computer Applications	3
____ History Requirement		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ MATH 1130 **or** MATH 1630 **or** MATH 1710 **or** MATH 1730*		3
____ ECON 2020	Microeconomics	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ History Requirement		3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ Humanities/Fine Arts		3
____ Natural Sciences Requirement		4
____ ACCT 1010	Principles of Accounting I	3
____ MATH 1830*	Applied Calculus	3
		16

Second Year – Spring Semester

____ Humanities/Fine Arts		3
____ Electives**		3
____ Natural Sciences Requirement		4
____ ACCT 1020	Principles of Accounting II	3
		13

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Arts Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Dearl Lampley at
dlampley@columbiastate.edu or 931.540.2678
or
Science, Technology and Math Division office at
931.540.2710

MARKETING
Associate of Science degree

Program and Career Description:

The Marketing emphasis is a two-year program for students planning to complete a bachelor's degree in Business Administration, Finance, Management or Marketing. Students pursuing careers in business management, sales, retail management, marketing, finance or advertising should consider this degree. Below are a few examples of career and salary information.

Career	Median Salary with BS degree
Advertising Sales Agents	$48,490
Public Relations Specialists	$56,770
Advertising, Promotions, and Marketing Managers	$124,850

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

MARKETING

Major in Tennessee Transfer Pathway with Emphasis in Marketing (A.S.)

Program Requirements

Students may be required to take additional Learning Support or pre-requisite courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses – one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530*

Social/Behavioral Sciences (Take 2 courses)
ECON 2010, 2020

Major Required Courses
ACCT 1010, 1020
COLS 101
MATH 1130* or 1630* or 1710* or 1730*
MATH 1830*
INFS 1010
Electives**

*Check TN Transfer Pathway website for required Math courses based on transfer university.

**Electives should be transfer courses, chosen in consultation with your academic advisor and with recommendation from your transferring school.

Requirements for Graduation Include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ MATH 1530*	Elementary Statistics	3
____ ECON 2010	Macroeconomics	3
____ INFS 1010	Computer Applications	3
____ History Requirement		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ MATH 1130 **or** MATH 1630 **or** MATH 1710 **or** MATH 1730*		3
____ ECON 2020	Microeconomics	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ History Requirement		3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ Humanities/Fine Arts		3
____ Natural Sciences Requirement		4
____ ACCT 1010	Principles of Accounting I	3
____ MATH 1830*	Applied Calculus	3
		16

Second Year – Spring Semester

____ Humanities/Fine Arts		3
Electives**		3
____ Natural Sciences Requirement		4
____ ACCT 1020	Principles of Accounting II	3
		13
	TOTAL CREDIT HOURS	**60**

At some universities, foreign language may be required in certain program that lead to the Bachelor of Arts Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Dearl Lampley at
dlampley@columbiastate.edu or 931.540.2678
or
Science, Technology and Math Division office at
931.540.2710

MASS COMMUNICATION
Associate of Art/Associate of Science degree

Program and Career Description:

The Mass Communication emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers as a writer, editor, news analyst, as well as a correspondent or desktop publisher. They are also employed in advertising, marketing, promotions, and public relations. Below are some selected occupations.

Career	Median Salary with BS degree	Experienced Salary Median
Writer/Editor	$57,180	$64,560
Reporter	$35,328	$44,030
Desktop Publisher	$30,000	$38,740

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

MASS COMMUNICATION
Major in Tennessee Transfer Pathway with Emphasis in Mass Communication (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
COMM 1010, 1020
Mass Communication Electives (Take 2 courses)
COMM 1030, 1220, 1240, 2450
Electives*

Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State,
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ Social/Behavioral Science		3
____ COMM 1010	Introduction to Mass Communication	3
____ History Requirement		3
____ Mathematics Requirement		3
____ COLS 101	Columbia State College Success	1
		15

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
____ SPCH 1030	Argumentation and Debate	3
____ COMM 1020	Media Writing	3
____ History Requirement		3
____ Humanities/Fine Arts		3
		15

Second Year – Fall Semester

____ Literature Requirement	3
____ Social/Behavioral Science	3
____ Natural Science Requirement	4
____ Mass Communication Elective	3
____ Elective*	3
	16

Second Year – Spring Semester

____ Natural Science Requirement	4
____ Humanities/Fine Arts	3
____ Mass Communication Elective	3
____ Electives*	3
	14
TOTAL CREDIT HOURS	**60**

*If pursuing the A.A. degree, 6 of the 7 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation websites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Anna Robins at
arobins1@columbiastate.edu or 615.465.5761
or
Humanities & Social Sciences Division office at
931.540.2780

MATHEMATICS
Associate of Science degree

Program and Career Description:

The Mathematics emphasis is a two-year program for students planning to complete a bachelor's degree in Mathematics. Students pursuing careers in actuarial science, operations research, statistics, teaching, and national security should consider this degree. Below are a few examples of career and salary estimates.

Career	Median Salary with BS degree	Experienced Salary Median
Actuary	$47,360	$69,250
Statistician	$38,560	$62,510
Mathematician	$35,560	$64,540

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at *www.tntransferpathway.org*.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at *www.columbiastate.edu/admissions/transfer-information*.

COLUMBIA STATE COMMUNITY COLLEGE

MATHEMATICS
Major in Tennessee Transfer Pathway with Emphasis in Mathematics (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses – one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1910

Social/Behavioral Sciences (Take 2 courses)*
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
POL 201
POLS 1020, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
CISP 1010**
COLS 101
MATH 1920, 2010, 2110, 2120

*Students who wish to pursue a concentration in actuarial science available at the University of Tennessee, Chattanooga; Middle Tennessee State University; or Tennessee State University should complete ECON 2010 and ECON 2020 to fulfill the requirement in social/behavioral sciences.

**CISP courses have very limited offerings and should be considered first in registration.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

Students requiring MATH 1130 and MATH 1730 should take these courses prior to beginning the following pathway to ensure timely completion.

First Year – Fall Semester

____ ENGL 1010 Composition I		4
____ Humanities/Fine Art		3
____ CISP 1010** Computer Science I		4
____ MATH 1910 Calculus and Analytic Geometry I		4
____ COLS 101 Columbia State College Success		1
		15

First Year – Spring Semester

____ ENGL 1020 Composition II		3
____ SPCH 1010 Fundamentals of Speech Communication or SPCH 1030 Argumentation & Debate		3
____ Natural Science Requirement		4
____ MATH 1920 Calculus and Analytic Geometry II		4
		14

Second Year – Fall Semester

____ Literature Requirement		3
____ MATH 2110 Calculus and Analytic Geometry III		4
____ Social/Behavioral Science		3
____ History Requirement		3
____ Natural Science Requirement		4
		17

Second Year – Spring Semester

____ Social/Behavioral Science		3
____ MATH 2120 Differential Equations		3
____ MATH 2010 Linear Algebra		3
____ History Requirement		3
____ Humanities/Fine Arts		3
		15

TOTAL CREDIT HOURS 61

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Arts Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
James Smith at
jsmith@columbiastate.edu or 931.766.1481
or
Science, Technology and Math Division office at
931.540.2710

MECHANICAL ENGINEERING
Associate of Science degree

Program and Career Description:

Most careers in engineering require a bachelor's degree or higher so the Associate of Science in Mechanical Engineering is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Our students work closely with science and math faculty and have ample access to science and computer labs. Below are a few examples of career and salary estimates for engineering. Please note that this pathway requires 66 credit hours and recommends one summer semester. Students will need to meet the requirements for MATH 1910 before their freshman fall semester.

Career	Beginning Salary with BS degree	Experienced Salary Median
Mechanical Engineers	$55,340	$76,430
Electrical Engineers*	$58,640	$86,210

*This pathway does not include all the required coursework for the Electrical Engineering A.S. Degree. Check with the transfer university and the University Center for transfer articulations with B.S. programs for advice on course selection.

Career and salary information taken from www.jobs4tn.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

MECHANICAL ENGINEERING
Major in Tennessee Transfer Pathway with Emphasis in Mechanical Engineering (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses – one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
PHYS 2110, 2120

Mathematics Requirement
MATH 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
CHEM 1110
COLS 101
ENGR 2110, 2120
MATH 1920, 2010, 2110, 2120

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

For more information contact:
Dr. Ryan Badeau at
rbadeau@columbiastate.edu or 615.465.5752
or
Barbara Cowan at
bcowan2@columbiastate.edu or 931.540.2703
or
Science, Technology & Math Division Office
at 931.540.2710

2017-2018 Catalog

Sample Academic Plan

Students requiring MATH 1130 and MATH 1730 should take these courses prior to beginning the following pathway to ensure timely completion.

First Year – Fall Semester

ENGL 1010	Composition I	3
MATH 1910*	Calculus & Analytic Geometry I	4
History Requirement		3
PHYS 2110	Physics I	4
COLS 101	Columbia State College Success	1
		15

First Year – Spring Semester

ENGL 1020	Composition II	3
MATH 1920	Calculus & Analytic Geometry II	4
History Requirement		3
PHYS 2120	Physics II	4
		14

First Year – Summer Semester

Literature Requirement		3
SPCH 1010	Fundamentals of Speech Communication **or**	3
SPCH 1030	Argumentation and Debate	3
		6

Second Year – Fall Semester

MATH 2110	Calculus & Analytic Geometry III	4
ENGR 2110	Statics	3
CHEM 1110	General Chemistry I	4
Humanities/Fine Arts		3
Social/Behavioral Science		3
		17

Second Year – Spring Semester

MATH 2010	Linear Algebra	3
MATH 2120	Differential Equations	3
ENGR 2120	Dynamics	3
Humanities/Fine Arts		3
Social/Behavioral Science		3
		15

TOTAL CREDIT HOURS 67

Critical Course – Higher achievement in identified courses is predictive of graduation success.

The Associate of Science Civil Mechanical Major requires 67 college-level credits. This is a transfer program which was granted an exception to the 60-hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes in the program. Some courses have prerequisites and corequisites. See the Columbia State Catalog for more information.

MUSIC
Associate of Fine Arts degree

Program and Career Description:

The Associate of Fine Arts Degree in music provides both a broad liberal arts education and the skills necessary to explore music through its history, composition, theory, and performance. Students pursuing the universal transfer path in music may choose from two areas of emphasis: (1) instrumental education and performance, and (2) choral/vocal education and performance. In conjunction with 35 semester hours of general education requirements, students enroll in 26 semester hours of music courses in the music area of emphasis to complete the Associate of Fine Arts Degree.

Career	Median Experience - Average wage
Music Educators (elementary-high school)	$53,090 - $55,050 per year
Musicians/Singers	Number of jobs varies-hourly rate $23.50
Music Directors/Composers	Hourly rate - $22.77

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

MUSIC
Major in Tennessee Transfer Pathway with Emphasis in Music (A.F.A.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts*
MUS 1030**

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
MUS 1110, 1111, 1120, 1121, 1610, 1620, 2110, 2111
MUS 1910, 1920, 1930, 1940, 1950, 1960 (Take 8 credit hours)***

Take 4 credits of only one of the following courses:
MUS 1130 - This course is required for Instrumental Education and
Performance students.
MUS 1410 - This course is required for Choral/Vocal Education and
Performance students.

*Students will complete the remaining six hours of the humanities
requirement, including one course in literature, at universities upon
transfer.

**Students who plan to transfer to the University of Memphis should
complete a course in literature rather than Music Appreciation.

***A student must sign up for their major instrument. Each course may be
repeated for a maximum of 4 credits.

Students must successfully complete placement requirements in music
theory, ear training, and piano at the university where transfer is planned.
Students must also successfully complete required university auditions as
appropriate.

If you have completed TN eCampus courses, run a degree audit
from the student tab in myChargerNet to determine how these
courses apply to this program.

Requirements for Graduation Include:
- earning 25% of total program credits in residence at
  Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

Students should take MUS 1810 Fundamentals of Music or may
attempt to test out of the course prior to beginning the following
pathway to ensure timely completion.

First Year – Fall Semester

ENGL 1010	Composition I	3
MUS 1030	Music Appreciation	3
Mathematics Requirement		3
MUS 1610	Class Piano I	1
MUS 1130	Instrumental Performance Ensemble **or**	
MUS 1410	College Chorus	1
MUS 1910 or MUS 1930 or MUS 1950***		2
COLS 101	Columbia State College Success	1
		14

First Year – Spring Semester

ENGL 1020	Composition II	3
SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
Natural Science Requirement		4
MUS 1110	Music Theory I	3
MUS 1111	Aural Skills I	1
MUS 1620	Class Piano II	1
MUS 1130	Instrumental Performance Ensemble **or**	
MUS 1410	College Chorus	1
MUS 1910 or MUS 1930 or MUS 1950***		2
		18

Second Year – Fall Semester

History Requirement		3
Social/Behavioral Science		3
Natural Science Requirement		4
MUS 1120	Music Theory II	3
MUS 1121	Aural Skills II	1
MUS 1130	Instrumental Performance Ensemble **or**	
MUS 1410	College Chorus	1
MUS 1920 or MUS 1940 or MUS 1960***		2
		17

Second Year – Spring Semester

History Requirement		3
MUS 2110	Music Theory III	3
MUS 2111	Aural Skills III	1
Social/Behavioral Science		3
MUS 1130	Instrumental Performance Ensemble **or**	
MUS 1410	College Chorus	1
MUS 1920 or MUS 1940 or MUS 1960***		2
		13

TOTAL CREDIT HOURS 62

For more information contact:
Dr. Mark Lee at
mlee@columbiastate.edu or 931.540.2874
or
Humanities & Social Sciences Division office at
931.540.2780

NUTRITION & FOOD SCIENCE
Associate of Science degree

Program and Career Description:

This degree allows students to complete requirements for the first two years of a traditional 4-year didactic program at traditional 4-year universities in Tennessee. Four year programs in dietetics do have small differences among the various Tennessee universities, so there may be some additional requirements when transferring to a particular Tennessee dietetic program. Students should check with their advisor for details. A few examples of careers and salary estimates are listed below.

Career	Beginning Salary with BS degree	Experienced Salary Median
Dietetics	$52,140	$54,710
Food Scientist	$45,640	$59,750
Food Science Technician	$28,300	$34,530
Agriculture Worker	$18,5000	$22,030

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

NUTRITION AND FOOD SCIENCE
Major in Tennessee Transfer Pathway with Emphasis in Nutrition and Food Science (A. S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses — one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement*
CHEM 1110, 1120

Mathematics Requirement**
MATH 1530

Social/Behavioral Sciences (Take 2 courses - one must be PSYC 1030)***
ANTH 1200, 1300
ECON 2010, 2020
SOCI 1010, 1020, 2010

Major Required Courses
BIOL 2010, 2020
COLS 101
HED 241
Electives****

*Students who intend to transfer to UT Martin should take CHEM 1010 & 1020; if CHEM 1110 & 1120 are taken, then CHEM 2010 Organic Chemistry I must also be taken.

**Students who plan to transfer to UT Knoxville should complete MATH 2050 Calculus-based Probability and Statistics.

***Refer to transfer institution's program and concentration for recommended Social/ Behavioral Science elective.

****An elective can be any college-level course. Refer to transfer institution's program and concentration for recommended additional science and/or mathematics electives to meet entry requirements.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

___	ENGL 1010	Composition I	3
___	PSYC 1030	General Psychology	3
___	CHEM 1110	General Chemistry I*	4
___		Humanities/Fine Arts	3
___	MATH 1530	Elementary Statistics**	3
___	COLS 101	Columbia State College Success	1
			17

First Year – Spring Semester

___	ENGL 1020	Composition II	3
___	HED 241	Principles of Nutrition	3
___	CHEM 1120	General Chemistry II*	4
___		Humanities/Fine Arts	3
___		Social/Behavioral Sciences***	3
			16

Second Year – Fall Semester

___	SPCH 1010	Fundamentals of Speech Communication **or**	
	SPCH 1030	Argumentation and Debate	3
___	BIOL 2010	Human Anatomy & Physiology I	4
___		History Requirement	3
___		Electives****	3
			13

Second Year – Spring Semester

___		Literature Requirement	3
___	BIOL 2020	Human Anatomy & Physiology II	4
___		History Requirement	3
___		Electives****	4
			14

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Peri Krichbaum at
pkrichbaum@columbiastate.edu or 931.540.2584
or
Humanities & Social Sciences Division office at
931.540.2780

PHILOSOPHY
Associate of Art / Associate of Science degree

Program and Career Description:

The Philosophy emphasis is a two-year program for students planning to complete a bachelor's degree in Philosophy at a four-year school. A Philosophy degree provides a foundation of critical thinking and analytic skills useful for various careers and leadership positions, especially in law and education. A few selected careers are listed below.

Career	Entry Level	Median Salary	Experienced Salary
Postsecondary Philosophy and Religion Teachers	$29,071	$49,422	$74,827
Legal Support Workers	$25,966	$44,834	$52,224
Editors	$27,818	$43,739	$62,373

Career and salary information taken from www.bls.gov and jobs4tn.gov.   Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

PHILOSOPHY
Major in Tennessee Transfer Pathway with Emphasis in Philosophy (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts* (Take 3 courses — one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033 (cannot be used to satisfy more than one program requirement)
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)**
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
Take 2 Philosophy courses: PHIL 1030, 1033, 2030, 2033, 2035
Electives***

*Students who plan to transfer to UT Chattanooga should not take a PHIL prefix course to fulfill a General Education requirement.

**Students who plan to transfer to ETSU should take MATH 1530 to fulfill the General Education math requirement.

***Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ Mathematics Requirement**		3
____ Humanities/Fine Arts		3
____ History Requirement		3
____ Philosophy Requirement* (PHIL 1030 recommended)		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ Social/Behavioral Science		3
____ History Requirement		3
____ Philosophy Requirement* (PHIL 2030 recommended)		3
____ Elective***		3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ Natural Science Requirement		4
____ Elective***		3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
____ SPCH 1030	Argumentation and Debate	3
____ Elective***		3
		16

Second Year – Spring Semester

____ Humanities/Fine Arts		3
____ Social/Behavioral Science		3
____ Natural Science Requirement		4
____ Elective***		3
		13

TOTAL CREDIT HOURS 60

***If pursuing the A.A. degree, 6 of the elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

Requirements for Graduation include:
• earning 25% of total program credits in residence at Columbia State.
• cumulative GPA must be 2.0.
• taking the Exit Exam.

For more information contact:
Dr. Erin Kealey at
ekealey@columbiastate.edu or 931.540.2760
or
Humanities & Social Sciences Division office at
931.540.2780

PHYSICAL EDUCATION
Associate of Science degree

Program and Career Description:

The Physical Education emphasis is a two-year program for student's planning to complete a bachelor's degree at a four-your school. P. E. is not just about push-ups and sit-ups anymore. The discipline has taken on a more all-inclusive approach that encompasses physical, mental, social growth and well-being. Learning how to take care of yourself and incorporating physical activity in your life is a benefit that will last a lifetime.

Career	Beginning Salary with BS degree	Median Salary	Experienced Salary
Physical Education Teacher K-12	$28,800	$56,060	$62,198

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

PHYSICAL EDUCATION
Major in Tennessee Transfer Pathway with Emphasis in Physical Education (A. S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)*
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses - one must be BIOL 2010)
ASTR 1030
BIOL 1110, 1120, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences
PHED 2120
PSYC 1030

Major Required Courses
COLS 101
EDU 201
HED 231
PHED 2220, 2415
Electives**

*Students who intend to transfer to UT-Martin should take one fine arts class and one humanities class.

**Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
• earning 25% of total program credits in residence at Columbia State,
• cumulative GPA must be 2.0.
• taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ PHED 2220	Introduction to Exercise Science	3
____ MATH 1530	Elementary Statistics	3
____ PHED 2120	Essential Lifetime Wellness	3
____ History Requirement		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ Humanities/Fine Arts*		3
____ History Requirement		3
____ PSYC 1030	General Psychology	3
		16

Second Year – Fall Semester

____ Literature Requirement		3
____ BIOL 2010	Human Anatomy & Physiology I	4
____ EDU 201	Introduction to Education	3
____ HED 231	Safety and First Aid	3
____ Elective**		3
		16

Second Year – Spring Semester

____ Humanities/Fine Arts*		3
____ Natural Sciences Requirement		4
____ PHED 2415	Individual and Team Sports	3
____ Elective**		3
		12

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Kirstin Davenport at
kdavenport3@columbiastate.edu or 615.465.5762
or
Humanities & Social Sciences Division office at
931.540.2780

PHYSICS
Associate of Science degree

Program and Career Description:

The Physics emphasis is a two-year program for students planning to complete a bachelor's degree in Physics. Students pursuing careers in physics instruction, basic research, industry, space and earth sciences, or seeking a graduate degree in physics should consider this degree (see *http://www.aip.org/careersvc/plfy/indigo.html* for more career information). Below are a few examples of career and salary estimates.

Career	Median Salary with BS degree	Experienced Salary Median
Physicist	$71,280	$100, 480
Physics Teacher, Postsecondary	$47,210	$68,880
Atmospheric & Space Scientists	$56,520	$84,860

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at *www.tntransferpathway.org*.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at *www.columbiastate.edu/admissions/transfer-information*.

COLUMBIA STATE COMMUNITY COLLEGE

PHYSICS
Major in Tennessee Transfer Pathway with Emphasis in Physics (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
PHYS 2110, 2120

Mathematics Requirement
MATH 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
CISP 1010*
COLS 101
MATH 1920, 2010, 2110, 2120

* CISP courses have very limited offerings and should be considered first in registration.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

Sample Academic Plan

Students requiring MATH 1130 and MATH 1730 should take these courses prior to beginning the following pathway to ensure timely completion.

First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ Humanities/Fine Arts		3
___ History Requirement		3
___ MATH 1910	Calculus and Analytic Geometry I	4
___ COLS 101	Columbia State College Success	1
		17

First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ History Requirement		3
___ MATH 1920	Calculus and Analytic Geometry II	4
		16

Second Year – Fall Semester

___ Literature Requirement		3
___ MATH 2110	Calculus and Analytic Geometry III	4
___ PHYS 2110	Physics I	4
___ CISP 1010*	Computer Science I	4
		15

Second Year – Spring Semester

___ PHYS 2120	Physics II	4
___ MATH 2010	Linear Algebra	3
___ Humanities/Fine Arts		3
___ MATH 2120	Differential Equations	3
		13

TOTAL CREDIT HOURS 61

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Arts Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
David Fawcett at
dfawcett@columbiastate.edu or 931.540.2665
or
Sciences, Technology and Math Division office at
931.540.2710

POLITICAL SCIENCE
Associate of Art/Associate of Science degree

Program and Career Description:

The Political Science emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Individuals majoring in political science have a variety of job careers such as lawyers, politicians, and police officers. A few selected careers are listed below.

Career	Median Experience - Average wage
Lawyer	$124,750
Police Officer	$52,810
Court Reporter	$51,960

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

POLITICAL SCIENCE
Major in Tennessee Transfer Pathway with Emphasis in Political Science (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses – one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not be paired with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences
ECON 2010 (required)
Take one course from the following:
ANTH 1200, 1300
COMM 1010
ECON 2020
GEOG 2010
PHED 2120
POL 201, POLS 1501, 2010 (Cannot be used more than once to satisfy program requirements)
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
POL or POLS Elective (POL 201 or POLS 1501 or POLS 2010)
POLS 1030
Electives*

Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

___	ENGL 1010	Composition I	3
___	ECON 2010	Macroeconomics	3
___	MATH 1530	Elementary Statistics	3
___	POL or POLS Elective		3
___	COLS 101	Columbia State College Success	1
___	Elective*		3
			16

First Year – Spring Semester

___	ENGL 1020	Composition II	3
___	SPCH 1010	Fundamentals of Speech Communication or	
	SPCH 1030	Argumentation & Debate	3
___	Social/Behavioral Science		3
___	POLS 1030	American Government	3
___	Electives*		3
			15

Second Year – Fall Semester

___	Literature Requirement	3
___	History Requirement	3
___	Natural Science Requirement	4
___	Humanities/Fine Arts	3
___	Elective*	3
		16

Second Year – Spring Semester

___	Natural Science Requirement	3
___	Humanities/Fine Arts	3
___	History Requirement	3
___	Elective*	3
		13

TOTAL CREDIT HOURS 60

*If pursuing the A.A. degree, 6 of the 13 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign before transferring. Complete information At some universities, foreign language may be required in certain programs that lead to the Bachelor of Arts Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Stuart Lenig at
slenig@columbiastate.edu or 931.540.2877
or
Humanities & Social Sciences Division office at
931.540.2780

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action educational institution.
CoSCC- POL-05-18-17

PRE-CLINICAL LAB SCIENCE
Associate of Science degree

Program and Career Description:

This two-year academic pathway is designed for students who intend to complete an Associate's Degree and transfer directly to a 4-year institution to pursue a Bachelor's degree. Students who complete the A.S. degree at Columbia State combined with upper division coursework at a 4-year institution will be eligible to apply for credentialing examinations and/or licensure.

Medical Technologists determine normal and abnormal components of body fluids by conducting chemical analyses of blood, urine, spinal fluids, and gastric juices. Medical Technologists also analyze blood cells by counting and identifying cells, using microscopic techniques and procedures.

Career	Salaries upon completion of 4-year degree and Professional School
Medical Technologist	$51,000

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Students who desire a marketable credential and plan to enter the workforce directly from Columbia State should select the A.A.S. Medical Laboratory Technology as opposed to the A.S. Pre-Clinical Lab Science transfer pathway.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at *www.tntransferpathway.org*.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at *www.columbiastate.edu/admissions/transfer-information*.

COLUMBIA STATE COMMUNITY COLLEGE

PRE-CLINICAL LAB SCIENCE
Major in Tennessee Transfer Pathway with Emphasis in Pre-Clinical Lab Science (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
BIOL 2010, 2020*

Mathematics Requirement**
MATH 1730

Social/Behavioral Sciences
SOCI 1010 or SOCI 1020
PSYC 1030

Major Required Courses
BIOL 2230
CHEM 1110, 1120, 2010, 2020
COLS 101

---

*The University of Tennessee Health Science Center (UTHSC) requires BIOL 1110, 1120 sequence; one can be substituted for Human Anatomy & Physiology II.

**Previous credit for MATH 1710 will fulfill the Mathematics degree requirement.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ PSYC 1030	General Psychology	3
____ CHEM 1110	General Chemistry I	4
____ BIOL 2010	Human Anatomy & Physiology I*	4
____ MATH 1730	Pre-Calculus**	4
____ COLS 101	Columbia State College Success	1
		19

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ Humanities/Fine Arts		3
____ CHEM 1120	General Chemistry II	4
____ BIOL 2020	Human Anatomy & Physiology II*	4
____ History Requirement		3
		17

Second Year – Fall Semester

____ CHEM 2010	Organic Chemistry I	4
____ SPCH 1010	Fundamentals of Speech Communication **or**	
____ SPCH 1030	Argumentation and Debate	3
____ Literature Requirement		3
____ SOCI 1010	Introduction to Sociology **or**	
____ SOCI 1020	Social Problems	3
		13

Second Year – Spring Semester

____ CHEM 2020	Organic Chemistry II	4
____ Humanities/Fine Arts		3
____ History Requirement		3
____ BIOL 2230	Microbiology	4
		14

TOTAL CREDIT HOURS 62

Additional hours of coursework may be required prior to acceptance in to a professional school. Please check with the institution you wish to transfer to for any prerequisites.

For more information contact:
Health Sciences Division Office, Walter 112
or
healthsciences@columbiastate.edu
or
931.540.2599 or 931.540.2600

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
• earning 25% of total program credits in residence at Columbia State.
• cumulative GPA must be 2.0.
• taking the Exit Exam.

2017-2018 Catalog

PRE-DENTAL HYGIENE
Associate of Science degree

Program and Career Description:

The Tennessee Transfer path in Dental Hygiene leads to a Bachelor's degree program at selected universities. Dental hygienists clean teeth, examine patients for signs of oral diseases such as gingivitis, and provide other preventive dental care. They also educate patients on ways to improve and maintain good oral health. All states require dental hygienists to be licensed; requirements vary by state.

Career	Median Salary (U.S.)	Median Salary (Tennessee)
Dental Hygienists	$72,330	$66,625

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

PRE-DENTAL HYGIENE
Major in Tennessee Transfer Pathway with Emphasis in Pre-Dental Hygiene (A. S.)

Program Requirements

Students may be required to take additional Learning Support or pre-requisite courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
BIOL 2010, 2020

Mathematics Requirement
MATH 1730

Social/Behavioral Sciences (Take two courses)
SOCI 1010 or SOCI 1020
PSYC 1030

Major Required Courses
BIOL 1110, 2230*
CHEM 1110, 1120
COLS 101
HED 241

*BIOL 2230 may satisfy upper level course requirement at four-year institution.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ PSYC 1030	General Psychology	3
____ Humanities/Fine Arts		3
____ BIOL 2010	Human Anatomy & Physiology I	4
____ MATH 1730	Pre-Calculus	4
____ COLS 101	Columbia State College Success	1
		18

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ BIOL 1110	General Biology I	4
____ SPCH 1010	Fundamentals of Speech Communication or	
____ SPCH 1030	Argumentation and Debate	3
____ BIOL 2020	Human Anatomy & Physiology II	4
		14

Second Year – Fall Semester

____ CHEM 1110	General Chemistry I	4
____ Literature Requirement		3
____ History Requirement		3
____ BIOL 2230*	Microbiology	4
		14

Second Year – Spring Semester

____ CHEM 1120	General Chemistry II	4
____ Humanities/Fine Arts		3
____ History Requirement		3
____ SOCI 1010	Introduction to Sociology **or**	
SOCI 1020	Social Problems	3
____ HED 241	Principles of Nutrition	3
		16

TOTAL CREDIT HOURS 62

Additional hours of coursework may be required prior to acceptance in to a professional school. Please check with the institution you wish to transfer to for any prerequisites.

Requirements for Graduation Include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

For more information contact:
Dearl Lampley at
dlampley@columbiastate.edu or 931.540.2678
or
**Science, Technology and Math Division office at
931.540.2710**

PRE-HEALTH PROFESSIONS
PRE-DENTISTRY, MEDICINE, OPTOMETRY, PHARMACY, VETERINARY MEDICINE
Associate of Science degree

Program and Career Description:

The Pre-Health Professions emphasis is a two-year program for students planning to enter professional schools of medicine, pharmacy, dentistry, veterinary medicine and optometry. Students pursuing careers in pharmacy may go directly from Columbia State Community College to pharmacy school if accepted. Pre-Medicine, Pre-Dentistry, Pre-Veterinary Medicine, and Pre-Optometry students will need additional course work at a university. Below are a few examples of career and salary estimates.

Career	Salaries upon completion of Profession School	Experienced Salary Median
Medical, General Practice	$82,270	$172,770
Dentists, General	$105,420	$170,690
Pharmacists	$91,860	$120,620
Veterinarians	$54,810	$74,580
Optometrist	$66.560	$107,110

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

PRE-HEALTH PROFESSIONS
Major in Tennessee Transfer Pathway with Emphasis in Pre-Health Professions (A.S.)

Program Requirements
Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
CHEM 1110, 1120

Mathematics Requirement (Take one course)
MATH 1830, 1910*

Social/Behavioral Sciences (Take two courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
Electives**
(Choose two of the following four sequences)***
BIOL 1110, 1120
CHEM 2010, 2020
PHYS 2010, 2020
PHYS 2110, 2120

* MATH 1910 is highly recommended

** Note: An elective can be any college-level course.

*** BIOL and CHEM sequence courses are highly recommended over PHYS sequence courses

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

___ BIOL 1110	General Biology I	4
___ CHEM 1110*	General Chemistry I	4
___ MATH Requirement		3-4
___ ENGL 1010	Composition I	3
___ COLS 101	Columbia State College Success	1
		15-16

First Year – Spring Semester

___ BIOL 1120	General Biology II	4
___ CHEM 1120	General Chemistry II	4
___ History Requirement		3
___ ENGL 1020	Composition II	3
		14

Second Year – Fall Semester

___ CHEM 2010*	Organic Chemistry I or	
PHYS 2010	Elements of Physics I***	4
___ Literature Requirement		3
___ Elective**		2
___ Social/Behavioral Science		3
___ Humanities/Fine Arts		3
		15

Second Year – Spring Semester

___ CHEM 2020	Organic Chemistry II or	
PHYS 2020	Elements of Physics II***	4
___ SPCH 1010	Fundamentals of Speech Communication or	
SPCH 1030	Argumentation and Debate	3
___ History Requirement		3
___ Social/Behavioral Science		3
___ Humanities/Fine Arts		3
		16

TOTAL CREDIT HOURS 60-61

Critical Course – Higher achievement in identified courses is predictive of graduation success.

Additional hours of coursework may be required prior to acceptance in to a professional school. Please check with the institution you wish to transfer to for any prerequisites.

For more information contact:
Mandy Carter-Lowe at
mcarterlowe@columbiastate.edu or 931.540.2675
or
Science, Technology & Math Division Office
at 931.540.2710

PRE-OCCUPATIONAL THERAPY
Associate of Science degree

Program and Career Description:

The Pre-Occupational Therapy emphasis is a two-year program for students planning to enter professional schools of occupational therapy. Students may need to take additional classes at a university prior to being accepted into a professional school. Below are a few examples of career and salary estimates.

Career	Salaries upon completion of Profession School	Experienced Salary Median
Occupational Therapist	$60,350	$75,530

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

PRE-OCCUPATIONAL THERAPY
Major in Tennessee Transfer Pathway with Emphasis in Pre-Occupational Therapy (A.S.)

Program Requirements
Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310 2320, 2920

Natural Sciences Requirement
BIOL 1110, 1120

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences
PSYC 1030
(Take one course)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 2130
SOCI 1010, 1020, 2010

Major Required Courses
BIOL 2010, 2020
CHEM 1110
COLS 101
MATH 1720*
PHYS 2010

*Math prerequisites will have to be met prior to taking this course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan
Students requiring MATH 1000 and 1710 should take these courses prior to beginning the following pathway to ensure timely completion.

First Year – Fall Semester

___ BIOL 1110	General Biology I	4
___ MATH 1530	Elementary Statistics	3
___ History Requirement		3
___ ENGL 1010	Composition I	3
___ COLS 101	Columbia State College Success	1
		14

First Year – Spring Semester

___ BIOL 1120	General Biology II	4
___ ENGL 1020	Composition II	3
___ History Requirement		3
___ Social/Behavioral Science		3
		13

Second Year – Fall Semester

___ BIOL 2010	Human Anatomy & Physiology I	4
___ Literature Requirement		3
___ CHEM 1110	General Chemistry I	4
___ PSYC 1030	General Psychology	3
___ Humanities/Fine Arts		3
		17

Second Year – Spring Semester

___ BIOL 2020	Human Anatomy & Physiology II	4
___ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
___ PHYS 2010	Elements of Physics I	4
___ MATH 1720	College Trigonometry	3
___ Humanities/Fine Arts		3
		17

TOTAL CREDIT HOURS 61**

**Additional hours of coursework may be required prior to acceptance in to a professional school. Please check with the institution you wish to transfer to for any prerequisites.

For more information contact:
Karen Kendall-Fite at
kendall-fite@columbiastate.edu or 931.540.2696
or
Science, Technology and Math Division office at
931.540.2710

PRE-PHYSICAL THERAPY
Associate of Science degree

Program and Career Description:

The Pre-Physical Therapy emphasis is a two-year program for students planning to enter professional schools of physical therapy. Students may need to take additional classes at a university prior to being accepted into a professional school. Below are a few examples of career and salary estimates.

Career	Salaries upon completion of Profession School	Experienced Salary Median
Physical Therapist	$60,350	$78,430

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

PRE-PHYSICAL THERAPY

Major in Tennessee Transfer Pathway with Emphasis in Pre-Physical Therapy (A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
BIOL 1110, 1120

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences
Must take: PSYC 1030
(Take one additional course)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
MATH 1720 or higher MATH*
(Choose two of the following three sequences, but the BIOL and CHEM sequence is highly recommended)
BIOL 2010, 2020
CHEM 1110, 1120
PHYS 2010, 2020

*Math prerequisites will have to be met prior to taking this course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

Students requiring MATH 1000 and 1710 should take these courses prior to beginning the following pathway to ensure timely completion.

First Year – Fall Semester

___ BIOL 1110	General Biology I	4
___ MATH 1530	Elementary Statistics	3
___ History Requirement		3
___ ENGL 1010	Composition I	3
___ COLS 101	Columbia State College Success	1
		14

First Year – Spring Semester

___ BIOL 1120	General Biology II	4
___ ENGL 1020	Composition II	3
___ History Requirement		3
___ Humanities/Fine Arts		3
		13

Second Year – Fall Semester

___ BIOL 2010	Human Anatomy & Physiology I	4
___ Literature Requirement		3
___ CHEM 1110	General Chemistry I	4
___ PSYC 1030	General Psychology	3
___ Social/Behavioral Science		3
		17

Second Year – Spring Semester

___ BIOL 2020	Human Anatomy & Physiology II	4
___ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
___ CHEM 1120	General Chemistry II	4
___ MATH 1720	College Trigonometry	3
___ Humanities/Fine Arts		3
		17

TOTAL CREDIT HOURS 61**

**Additional hours of coursework may be required prior to acceptance in to a professional school. Please check with the institution you wish to transfer to for any prerequisites.

For more information contact:
Karen Kendall-Fite at
kendall-fite@columbiastate.edu or 931.540.2696
or
Science, Technology and Math Division office at
931.540.2710

PSYCHOLOGY
Associate of Art / Associate of Science degree

Program and Career Description:

The Psychology emphasis is a two-year program for students planning to complete a bachelor's degree at a four year school. The qualities that make a good psychologist are also the qualities that make good business managers, health care workers, educators, or researchers. Psychology majors with advanced higher education degrees can teach at the college level. A few examples of career and salary estimates are listed below.

Career	Education	Median Salary
School Psychologist/Counselor	Master's Degree	$55,900
Clinical Psychologist	Doctoral or Professional Degree	$67,650
Post-Secondary Education in Psychology	Masters or Doctoral Degree	$68,020

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

PSYCHOLOGY

Major in Tennessee Transfer Pathway with Emphasis in Psychology (A.A., A.S.)

Program Requirements
Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
BIOL 1110, 1120

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences (Take 2 courses - one must be PSYC 1030)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
PSYC 1501, 2010
PSYC 2130 (can not be used more than once to satisfy program requirements)
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
Two of the following Psychology courses*
PSYC 2110 (offered Fall only)
PSYC 2120 (offered Spring only)
PSYC 2130
Electives**

*Students should consult the catalog and academic advisor of the institution to which they wish to transfer to determine which of these courses best meets baccalaureate requirements.

**Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ PSYC 1030	General Psychology	3
____ History Requirement		3
____ MATH 1530	Elementary Statistics	3
____ Electives**		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ Social/Behavioral Science		3
____ History Requirement		3
____ Humanities/Fine Arts		3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ Electives**		3
____ BIOL 1110	General Biology I	4
____ Humanities/Fine Arts		3
____ PSYC Elective*		3
		16

Second Year – Spring Semester

____ BIOL 1120	General Biology II	4
____ PSYC Elective*		3
____ Electives**		6
		13

TOTAL CREDIT HOURS 60

**Students pursuing the A.A. degree must complete 6 semester hours of the SAME foreign language.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State
- cumulative GPA must be 2.0.
- taking the Exit Exam.

For more information contact:
Dr. Linda Brunton at
lbrunton@columbiastate.edu or 931.540.2759
or
Humanities & Social Sciences Division office at
931.540.2780

SOCIAL WORK
Associate of Art / Associate of Science degree

Program and Career Description:

The Social Work emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Social work is a profession that provides moral, practical, and compassionate leadership in helping people cope and resolve their personal dilemmas. BSW graduates are prepared for immediate entry into direct human service professional positions. A few of the salary and career estimate earnings are listed below.

Career	Entry Level Salary	Experienced Salary
Mental Health and Substance Abuse Social Workers	$26,250	$41,790
Child and Family Social Worker	$27,030	$39,870
Medical and Public Health Social Worker	$28,440	$51,770

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

SOCIAL WORK

Major in Tennessee Transfer Pathway with Emphasis in Social Work (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses — one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement
BIOL 1010, 1020 or BIOL 1110, 1120

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences
PSYC 1030
SOCI 1010

Major Required Courses
COLS 101
ECON 2010 or 2020
POLS 1030
SOCI 1020 or SWRK Elective
SWRK 2010
Electives*

**Note: An elective can be any college-level course*

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ SOCI 1010	Introduction to Sociology	3
____ MATH 1530	Elementary Statistics	3
____ COLS 101	Columbia State College Success	1
____ Humanities/Fine Arts		3
____ History Requirement		3
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ PSYC 1030	General Psychology	3
____ SWRK 2010	Introduction to Social Work	3
____ History Requirement		3
		15

Second Year – Fall Semester

____ SOCI 1020	Social Problems or SWRK Elective	3
____ BIOL 1110	General Biology I	4
____ Humanities/Fine Arts		3
____ Electives*		6
		16

Second Year – Spring Semester

____ Literature Requirement		3
____ BIOL 1120	General Biology II	4
____ ECON 2010	Macroeconomics **or**	
ECON 2020	Microeconomics	3
____ POLS 1030	American Government	3
		13

TOTAL CREDIT HOURS 60

*If pursuing the A.A. degree, 6 of the 7 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring.

For more information contact
Candace Warner at
sociologydepartment@columbiastate.edu or
931.540.2775
or
Humanities & Social Sciences Division office at
931.540.2780

Detailed information is also available via
www.columbiastate.edu/sociology

SOCIOLOGY

Associate of Art / Associate of Science degree

Program and Career Description:

The Sociology emphasis is a two-year program for students planning to complete a bachelor's degree at a four- year school. Many employers are attracted to graduates with a sociology background especially for entry level positions in numerous areas of employment. Sociology majors with advanced higher education degrees can teach at the college level. A few examples of career and salary estimates are listed below.

Career	Entry Level Salary	Experienced Salary
Social Scientist Researchers	$37,920	$70,830
Social & Community Service Managers	$31,990	$62,660
Equal Employment Compliance Officers/ Human Resources	$30,640	$70,530
Marriage and Family Therapist	$22,550	38,020

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

SOCIOLOGY

Major in Tennessee Transfer Pathway with Emphasis in Sociology (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses – one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences (Take 2 courses)
(Cannot be used more than once to satisfy program requirements)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 2010

Major Required Courses
COLS 101
(Cannot be used more than once to satisfy program requirements)
SOCI 1010, 1020
*Sociology Elective (Choose one): ANTH 1300, SOCI 2010
Electives**

*Universities will determine whether the sociology elective course counts toward requirements of the Sociology major or as elective credit applied to the requirements of the baccalaureate degree.

**Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Program

First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ MATH 1530	Elementary Statistics	3
___ SOCI 1010	Introduction to Sociology	3
___ COLS 101	Columbia State College Success	1
___ Humanities/Fine Arts		3
___ History Requirement		3
		16

First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication **or**	
___ SPCH 1030	Argumentation and Debate	3
___ SOCI 1020	Social Problems	3
___ Social/Behavioral Sciences		3
___ History Requirement		3
		15

Second Year – Fall Semester

___ Literature Requirement		3
___ Social Behavioral Sciences		3
___ Natural Science Requirement		4
___ Electives**		4
		14

Second Year – Spring Semester

___ Natural Science Requirement		4
___ Sociology Elective*		3
___ Humanities/Fine Arts		3
___ Electives**		5
		15

TOTAL CREDIT HOURS 60

**If pursuing the A.A. degree, 6 of the 10 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation websites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

**For more information contact Candace Warner at
sociologydepartment@columbiastate.edu or
931.540.2775
or
Humanities & Social Sciences Division office at
931.540.2780**

**Detailed information is also available via
www.columbiastate.edu/sociology**

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action educational institution.
CoSCC-SOCI-05-19-17

SPECIAL EDUCATION
Associate of Science degree

Program and Career Description:

The Special Education emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in the areas of Special Education Teacher for preschool, elementary, middle, and high school, as well as vocational and adult education facilities.

Career	Beginning Average Salary	Median Average Salary (15 Years Experience)
Special Education Teachers	$39,562	$73,572

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

SPECIAL EDUCATION
Major in Tennessee Transfer Pathway with Emphasis in Special Education (A. S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)*
HIST 2010, 2020

Literature Requirement (Take one course)
ENGL 2130, 2230, 2310, 2320

Humanities/Fine Arts (Take 2 courses)
Take either: ART 1030 or MUS 1030
Take either: PHIL 1030 or PHIL 2030

Natural Sciences Requirement
BIOL 1110
Take 1 course from: ASTR 1030, GEOG 1010, GEOG 1020, or
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
GEOG 2010
POLS 1030

Major Required Courses
BIOL 1120** or CHEM 1110**
COLS 101
EDU 201, 222
EDU 221(Recommended) or PSYC 2130 (Accepted)
MATH 1410***, MATH 1420

*Replace with non-US history sequence if intending to transfer to
UT-Knoxville or UT-Chattanooga.

**Replace the additional lab science course with Intermediate
Foreign Language course if intending to transfer to UT-Knoxville.

***Replace MATH 1410 with Intermediate Language course if
intending to transfer to UT-Knoxville.

These courses are to prepare candidates for SE Interventionist K-8 and SPED
Comprehensive K-12 licensure programs. Students transferring to a UT or
TBR university may need to meet additional requirements to gain admittance
to that university's Special Education program. Check with university for
specific program requirements. Students transferring to UT-Knoxville need
to be formally admitted to the program during Semester 4.

Criminal background checks are required of all enrolled education students
prior to participating in course required classroom field experiences at
affiliate public and private schools. Based on the results of the criminal
background check, an affiliate school may determine not to allow a student's
presence at their school. This could result in the student's inability to
successfully complete the requirements of a specific course and the program.
More information is available from education lead faculty.

Each student enrolled in education courses must show proof of individual
liability insurance prior to the onset of the required classroom field
experience. More information is available from the education lead faculty.

Sample Academic Plan

First Year – Fall Semester

ENGL 1010	Composition I	3
EDU 201	Introduction to Education	3
MATH 1530 or higher		3
BIOL 1110	General Biology I	4
HIST 2010*	Survey of Unites States History I	3
COLS 101	Columbia State College Success	1
		17

First Year – Spring Semester

ENGL 1020	Composition II	3
BIOL 1120**	General Biology II **or**	
CHEM 1110	General Chemistry I	4
GEOG 2010	World Regional Geography	3
ART 1030	Introduction to Visual Arts **or**	
MUS 1030	Music Appreciation	3
HIST 2020*	Survey of United States History II	3
		16

Second Year – Fall Semester

Literature Requirement		3
MATH 1410***	Number Concepts for Elementary Education	3
PHIL 1030	Introduction to Philosophy **or**	
PHIL 2030	Introduction to Ethics	3
EDU 222	Education of Exceptional Learners	3
Natural Sciences Requirement		4
		16

Second Year – Spring Semester

POLS 1030	American Government	3
SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
MATH 1420	Geometry for Elementary Education	3
EDU 221	Educational Psychology	3
		12

TOTAL CREDIT HOURS 61

Requirements for Graduation include:
• earning 25% of total program credits in residence at
Columbia State.
• cumulative GPA must be 2.0.
• taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit
from the student tab in myChargerNet to determine how these
courses apply to this program.

For more information contact:
Kirstin Davenport at
kdavenport3@columbiastate.edu or 615.465.5762
or
Humanities & Social Sciences Division office at
931.540.2780

SPEECH COMMUNICATION
Associate of Art / Associate of Science degree

Program and Career Description:

The Speech Communication emphasis is a two-year program for students planning to complete a bachelor's degree in Communications, Speech, or Public Relations. Students pursuing careers in public relations, advertising, law, speech writing, liaison, customer service, or corporate communications should consider this degree. Below are a few examples of career and salary estimates.

Career	Beginning Salary with BS degree	Experienced Salary Median
Advertising Managers	$36,840	$85,660
Communications Teachers	$21,240	$52,820
Arbitrator/Mediator	$33,590	$73,370

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

SPEECH COMMUNICATION
Major in Tennessee Transfer Pathway with Emphasis in Speech Communication (A.A., A.S.)

Program Requirements
Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, ENGL 1020
SPCH 1010

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030,
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010 (Cannot be used more than once to satisfy program requirements)
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
SPCH 1020, 1030, 2020
SPCH or COMM Elective
Electives*

Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ Mathematics Requirement		3
____ Humanities/Fine Arts		3
____ History Requirement		3
____ SPCH or COMM Elective		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication	3
____ SPCH 1030	Argumentation and Debate	3
____ Social/Behavioral Science		3
____ History Requirement		3
		15

Second Year – Fall Semester

____ Literature Requirement		3
____ Social/Behavioral Science		3
____ Natural Science Requirement		4
____ SPCH 2020 Organizational Communication		3
____ Elective*		3
		14

Second Year – Spring Semester

____ Natural Science Requirement		4
____ Humanities/Fine Arts		3
____ SPCH 1020 Interpersonal Communication		3
____ Electives*		3
		15

TOTAL CREDIT HOURS 60

*Students pursuing the A.A. degree must complete 6 semester hours of the SAME foreign language.

For more information contact:
Lacey Benns-Owens at
lbenns@columbiastate.edu or 931.540.2875
or
Humanities & Social Sciences Division office at
931.540.2780

SPORT & LEISURE MANAGEMENT
Associate of Science degree

Program and Career Description:

Sport and Leisure Management provides a broad-based education in sports and leisure management. This program prepares students for a successful career in the sports and recreational industry, helping individuals, families, communities through recreation.

The following is a list of some of the career choices that may be obtained upon completion of this program.

Career	Beginning Salary with BS degree	Experienced Salary Median
Recreation Worker	$16, 200	$20,000
Fitness and Wellness Coordinator	$25,800	$47,900
Program Director	$27,800	$44,400

Career and salary information taken from www.bls.gov. Check out this web-site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

SPORT & LEISURE MANAGEMENT
Major in Tennessee Transfer Pathway with Emphasis in Sport & Leisure Management (A. S.)

Program Requirements
Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences
PHED 2120
PSYC 1030

Major Required Courses
ACCT 1010, 1020
COLS 101
ECON 2010, 2020
PHED 2220
Elective*

Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

ENGL 1010	Composition I	3
PHED 2220	Introduction to Exercise Science	3
MATH 1530	Elementary Statistics	3
PSYC 1030	General Psychology	3
	Natural Sciences Requirement	4
COLS 101	Columbia State College Success	1
		17

First Year – Spring Semester

ENGL 1020	Composition II	3
	Humanities/Fine Arts	3
ECON 2010	Macroeconomics	3
SPCH 1010	Fundamentals of Speech Communication or	
SPCH 1030	Argumentation and Debate	3
	Natural Sciences Requirement	4
		16

Second Year – Fall Semester

ACCT 1010	Principles of Accounting I	3
	History Requirement	3
PHED 2120	Essential Lifetime Wellness	3
ECON 2020	Microeconomics	3
	Elective*	3
		15

Second Year – Spring Semester

ACCT 1020	Principles of Accounting II	3
	History Requirement	3
	Literature Requirement	3
	Humanities/Fine Arts	3
		12

TOTAL CREDIT HOURS 60

At some universities, foreign language may be required in certain programs that lead to the Bachelor of Science Degree. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Peri Krichbaum at
pkrichbaum@columbiastate.edu or 931.540.2584
or
Humanities & Social Sciences Division office at
931.540.2780

THEATRE ARTS
Associate of Art / Associate of Science degree

Program and Career Description:

The Theatre Arts emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in writing screen plays, acting, television, choreography, and music. A few examples of career and salary estimates are listed below.

Career	Beginning Salary with BS degree	Experienced Salary Median
Actors	Amount varies based on number of jobs	$29.05 an hour
Choreographers	Amount varies based on number of jobs	$20.13 an hour
Musicians	Amount varies based on number of jobs	$28.28 an hour

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This program is a Tennessee Transfer Pathway (TTP) major. A student who completes the associates degree in this major is guaranteed that all required community college courses will be accepted in this major at the transfer institution. To see which four-year institutions offer this TTP major and guarantees a seamless transfer, visit the Tennessee Transfer Pathway website at www.tntransferpathway.org.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

THEATRE ARTS
Major in Tennessee Transfer Pathway with Emphasis in Theatre Arts (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts
THEA 1030
(Take 2 courses - one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
THEA 1020, 1400
THEA Electives (excluding theatre history)
**Electives

**Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____	Mathematics Requirement	3
____	Humanities/Fine Arts	3
____	History Requirement	3
____ THEA 1020	Acting	3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
____ SPCH 1030	Argumentation and Debate	3
____	Social/Behavioral Science	3
____	History Requirement	3
____ THEA 1030	Intro to Theatre and Performance	3
		15

Second Year – Fall Semester

____	Literature Requirement	3
____	Natural Science Requirement	4
____	Social/Behavioral Science	3
____ THEA 1400	Stagecraft	3
____	Elective**	3
		16

Second Year – Spring Semester

____	Natural Science Requirement	4
____	THEA Electives	7
____	Elective**	2
		13

TOTAL CREDIT HOURS 60

**If pursuing the A.A. degree, the 6 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring. The B.S. Degree with a major in Theatre Arts is available at Austin Peay State University, Middle Tennessee State University, and Tennessee State University.

For more information contact:
Dr. Stuart Lenig at
slenig@columbiastate.edu or 931.540.2877
or
Humanities & Social Sciences Division office at
931.540.2780

COMMERCIAL ENTERTAINMENT
Associate of Art / Associate of Science degree

Photo taken by Sarah B. Gilliam

Program and Career Description:

The Commercial Entertainment emphasis is a two-year program for students planning to complete a bachelor's degree in performance, song writing, dance or commercial music. Students pursuing careers in vocal performance, dance, song writing, commercial music production and audio recording should consider this degree. Below are a few examples of career and salary estimates.

Career	Beginning Salary	Experienced Salary Median
Singers/Dancers on Cruise Ships	$25,800	$34,750
Songwriters/Composers/ Music Directors	$36,310	$62,850
Dancers/Choreographers	$34,750	$44,540

Career Salary information taken from www.jobs4tn.gov and www.bls.gov. Check out these web sites for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This emphasis is not currently a part of the Tennessee Transfer Pathway which is part of the "The Complete College Act of 2010", and therefore; it may not be fully transferable. 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 requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

COMMERCIAL ENTERTAINMENT
Major in University Parallel with Emphasis in Commercial Entertainment (A.A., A.S.)

Admission Requirements

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 Campus of Columbia State Community College. Prospective students may call 615.790.4420 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. Prior to participating in stagecraft classes, it is recommended that students have a Tetanus booster if it has been more than five years since their last booster.
3. Commercial Entertainment students must exhibit proficiency in at least one of four areas: dance, drama, singing or music. 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 recorded by the program director to be used to confer with faculty in the Commercial Entertainment program.
   b. An applicant may elect to submit a prerecorded audition on CD/DVD. The deadline for submission of prerecorded auditions is August 1 for fall semester and December 1 for spring semester.

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 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 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.

COMMERCIAL ENTERTAINMENT
Major in University Parallel with Emphasis in Commercial Entertainment (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses — one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
SOCI 1010, 1020, 2010

Major Required Courses
CEN 207
COLS 101
MUS 1510, 1810, 1820, 1850, 2350

Electives (Choose 5 credit hours from the following):
CEN 135, 136, 200, 203
MUS 1520, 1800, 1860, 2360
THEA 1020, 1400

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Sample Academic Plan

Please see the Commercial Entertainment Program Director for advising and scheduling.

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____	Mathematics Requirement	3
____	History Requirement	3
____ MUS 1810	Fundamentals of Music I	3
____ MUS 1850	Musical Keyboarding I	1
____	Guided Electives	2
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____	Social/Behavioral Science	3
____	History Requirement	3
____ MUS 1820	Fundamentals of Music II	3
____	Guided Electives	1
		16

Second Year – Fall Semester

____	Literature Requirement	3
____	Natural Science Requirement	4
____	Humanities/Fine Arts	3
____ MUS 2350	Digital Audio Recording	3
____ MUS 1510	Class Voice I	1
____ CEN 207	Entertainment Business	3
		17

Second Year – Spring Semester

____	Natural Science Requirement	4
____	Humanities/Fine Arts	3
____	Social/Behavioral Science	3
____	Guided Electives	2
		12
	TOTAL CREDIT HOURS	**61**

Students pursuing the A.A. degree must complete 6 semester hours of the SAME foreign language.

For more information contact:
Cathy Hudnall at
chudnall@columbiastate.edu or 615.790.4420
or
Williamson Campus at 615.790.5926

GRAPHIC DESIGN
Associate of Art / Associate of Science degree

Program and Career Description:

The Graphic Design emphasis is a two-year program for students who are planning to complete a bachelor's degree at a four year school. Graphic Designers or graphic artists plan, analyze, and create visual solutions to communication problems. A few selected careers are listed below.

Career	Median Experience - Average wage
Graphic Designer	$40,520
Computer System Design	$47,860
Periodical/Book Publishers	$32,100

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This emphasis is not currently a part of the Tennessee Transfer Pathway which is part of the *"The Complete College Act of 2010"*, and therefore; it may not be fully transferable. 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 requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at *www.columbiastate.edu/admissions/transfer-information.*

COLUMBIA STATE COMMUNITY COLLEGE

GRAPHIC DESIGN
Major in University Parallel with Emphasis in Graphic Design (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts
ARTH 2010, 2020
Take one literature class from: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

ARTP electives (Take 2 courses)
ARTP 1020, 2010, 2610, 2620, 2710

Major Required Courses
ARTP 1010, 1110, 1120, 2630
COLS 101

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2016-2017 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ ARTP 2630	Intro to Digital Graphic Arts	3
____ ARTP 1110	Two Dimensional Design	3
____ ARTH 2010	Survey of Art History I	3
____ Mathematics Requirement		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ History Requirement		3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
____ ARTH 2020	Survey of Art History II	3
____ ARTP 1120	Three Dimensional Design	3
		15

Second Year – Fall Semester

____ Literature Requirement	3
____ History Requirement	3
____ Natural Science Requirement	4
____ ARTP 1010 Drawing I	3
____ Social/Behavioral Science Requirement	3
	16

Second Year – Spring Semester

____ Natural Science Requirement	4
____ Social/Behavioral Science	3
____ ARTP Electives	6
	13

TOTAL CREDIT HOURS 60

*If pursuing the A.A. degree, complete an additional 6 credit hours in a one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Herbert Cobb at
hcobb@columbiastate.edu or 931.540.2872
or
Humanities & Social Sciences Division office at
931.540.2780

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action educational institution.
CoSCC- GRAF DES-03-28-16

HUMANITIES
Associate of Art / Associate of Science degree

Program and Career Description:

The University Parallel, Humanities emphasis is a two-year program for students who plan to complete a bachelor's degree at a four-year school. Some entry level occupations are available. Some companies prefer to train their employees from the entry level toward advancement in the organization. A Humanities degree could lead to several humanities/social science-related occupations. A few selected careers are listed below.

Career	Median Experience - Average wage
College Instructor	Varies $41,600 - $83,960
Market Research Analysts	$61,070
Archivists	$45,020
Museum Assistant	$30,000
Arts Writer/Critic	$30,000
Meeting and Event Planner	$40,000

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This emphasis is not currently a part of the Tennessee Transfer Pathway which is part of the "The Complete College Act of 2010", and therefore; it may not be fully transferable. 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 requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

HUMANITIES
Major in University Parallel with Emphasis in Humanities (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses — one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2440
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
ENGL 2015
HUM 1130, 1131
Emphasis Electives (Take 2 courses)
ART, COMM, FREN, MUS, PHIL, SPAN, THEA*
Electives**

*Suggest ART 2630 for Digital Graphics career, COMM 1010, COMM 1020 or COMM 2450 for Mass Communications careers, and COMM 1400 for Media careers.

**Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____	Social/Behavioral Science	3
____	History Requirement	3
____	Mathematics Requirement	3
____ HUM 1130	Arts and Culture I	3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ENGL 1020	Composition II	3
____ SPCH 1010	Fundamentals of Speech Communication **or**	
____ SPCH 1030	Argumentation and Debate	3
____	Social/Behavioral Science	3
____	ART/COMM/FREN/MUS/PHIL/SPAN/THEA elective*	3
____ HUM 1131	Arts and Culture II	3
		15

Second Year – Fall Semester

____	Literature Requirement	3
____	History Requirement	3
____	Natural Science Requirement	4
____	Humanities/Fine Arts	3
____	Humanities/Fine Arts	3
		16

Second Year – Spring Semester

____	Natural Science Requirement	4
____ ENGL 2015	Introduction to Film Studies	3
____	ART/COMM/FREN/MUS/PHIL/SPAN/THEA elective*	3
____	Electives**	3
		13

TOTAL CREDIT HOURS 60

*If pursuing the A.A. degree, complete an additional 6 credit hours in a one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Dr. Stuart Lenig at
slenig@columbiastate.edu or 931.540.2877
or
Humanities & Social Sciences Division office at
931.540.2780

PRE-ALLIED HEALTH SCIENCES
Associate of Science degree

Program and Career Description:

This degree pathway may be used by students seeking admission to a competitive entry health sciences program (Nursing, Radiology, Respiratory Care, Medical Laboratory Technology, Veterinary Technology) and/or by students preparing to transfer to a 4-year institution and seek admission to a similar program at the bachelor degree level. The Associate of Science transfer degree with a concentration in Pre-Allied Health Sciences recognizes students' academic accomplishment and should simplify the transfer credit process at future institutions.

Program Requirements

(Sample Academic Plans assume no prior college credit. Students must meet with advisors to determine applicability of earned college credit.)

Communications Requirement
ENGL 1010, 1020
SPCH 1010

History Sequence (Take 2 sequential courses)
HIST 1110 and 1120 **or** HIST 2010 and 2020

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)*
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Mathematics Requirement
(Choose the applicable Mathematic Course for Pre-Allied Health degree pathway)
Medical Laboratory Technology: MATH 1530
Nursing: MATH 1530***
Radiologic Technology: MATH 1130, 1530 or 1630***
Respiratory Care: MATH 1530 or 1630***
Veterinary Care: MATH 1130, 1530 or 1630

Natural Sciences Requirement (Take 2 courses)
BIOL 2010, 2020***
Veterinary Care: BIOL 1110 or BIOL 1120 and BIOL 2230

Social/Behavioral Sciences (Take 2 courses)
PSYC 1030, 2130 (Consult Advisor, some degrees allow other Social Science courses.)

Major Required Courses
ADMN 1306
BIOL 2230***
COLS 101
HED 231, 241, 221
Electives**

*The list includes all institutionally approved Humanities/Fine Arts General Education courses. AS Pre-Allied Health Sciences degree requirements may be fulfilled by any approved course without formal substitution. Students without prior credit who are working toward application to a Health Sciences AAS program may wish to choose the Humanities/Fine Arts courses recommended for the desired program.

**Note: An elective can be any college-level course.

***For most health sciences programs admitted students MUST earn a grade of "C" or higher in these courses for continuation/AAS degree completion. A minimum grade of "D" may be acceptable for the University Parallel AS degree depending upon overall GPA.

COLUMBIA STATE COMMUNITY COLLEGE

PRE-ALLIED HEALTH SCIENCES

Major in University Parallel with Emphasis in Pre-Allied Health Sciences (A.S.)

The timeline below serves as a guide to assist students in completing several milestones toward successful degree completion. Follow the column for semester-by-semester recommendations depending upon first term of enrollment. Please consult with assigned Advisor and/or contact program officials for accurate information about program application processes and deadlines for Columbia State's limited enrollment, selective admission AAS programs (NUR, RAD, RCT, MedLab, VET.) The timeline is not intended to be all inclusive and additional details will be identified while working closely with program officials/Advisors.

Year 1				Year 2		
Fall Start	Spring Start	Action Items		Fall Start	Spring Start	Action Items
Semester 1				Semester 3		
September	February	Explore admission requirements/timeline for desired programs (s) at Columbia State via website and communication with program officials.		September	February	Explore requirements and timeline for potential program(s) at 4-year institutions.
October	March	Meet with assigned Advisor or program representative to create/revise individual academic plan. Fall Only: Complete FAFSA. Spring Only: Complete Columbia State Scholarship application.		October	March	Complete Degree Audit. Confirm remaining course requirements for degree completion. Submit Intent to Graduate.
November	April	Register for upcoming semester(s)		November	April	Register for upcoming semester(s)
Semester 2				Semester 4		
March	October	Meet with assigned Advisor or program representative to create/revise individual academic plan. Fall Only: Complete FAFSA. Spring Only: Complete Columbia State scholarship application.		January	September	Schedule/Complete Exit Exam.
April	November	Register for upcoming semester(s).		May	December	Graduation!

PRE-ALLIED HEALTH SCIENCES
Major in University Parallel with Emphasis in Pre-Allied Health Sciences (A.S.)

Sample Academic Plan
(With all Learning Support requirements)

1st Semester

____ ENGL 1010	English Composition I	3
____ ENGL 0802	Learning Support Writing	2
____ READ 0802	Learning Support Reading	2
____ MATH 1530	Elementary Statistics**	3
____ MATH 0530	Learning Support for MATH 1530	3
____ COLS 101	Columbia State College Success	1
		Term Total 14

2nd Semester

____	Humanities/Fine Arts - PHIL 2030*	3
____ SPCH 1010	Fundamentals of Speech Communication	3
____ PSYC 1030	General Psychology	3
____ BIOL 2010	Human Anatomy & Physiology I	4
		Term Total 13

3rd Semester

____ PSYC 2130	Developmental Psychology	3
____	History Sequence	3
____ BIOL 2020	Human Anatomy and Physiology II	4
____ HED 231	Safety and First Aid	3
		Term Total 13

4th Semester

____	Literature Requirement – ENGL 2130 or ENGL 2310	3
____	History Sequence	3
____ BIOL 2230	Microbiology	4
____ ENGL 1020	English Composition II	3
		Term Total 13

5th Semester

____	Humanities/Fine Arts	3
____ HED 241	Principles of Nutrition	3
____ ADMN 1306	Medical Terminology	3
____ HED 221	Personal Health	3
____	Elective (Any college level course)	2
		Term Total 14

TOTAL CREDIT HOURS 67

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be at least 2.0 or higher
- taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Sample Academic Plan
(Without Learning Support requirements)

1st Semester

____ COLS 101	Columbia State College Success	1
____ ENGL 1010	English Composition I	3
____	Humanities/Fine Arts - PHIL 2030*	3
____	Math Requirement**	3
____ PSYC 1030	General Psychology	3
____ BIOL 2010	Human Anatomy & Physiology I	4
		Term Total 17

2nd Semester

____ BIOL 2020	Human Anatomy & Physiology II	4
____ BIOL 2230	Microbiology	4
____ SPCH 1010	Fundamentals of Speech Communication	3
____ PSYC 2130	Developmental Psychology	3
		Term Total 14

3rd Semester

____ ENGL 1020	English Composition II	3
____	Literature Requirement - ENGL 2130 or ENGL 2310	3
____	History Sequence	3
____ ADMN 1306	Medical Terminology	3
____ HED 231	Safety and First Aid	3
		Term Total 15

4th Semester

____	History Sequence	3
____ HED 241	Principles of Nutrition	3
____ HED 221	Personal Health	3
____	Humanities/Fine Arts	3
____	Elective (Any college level course)	2
		Term Total 14

TOTAL CREDIT HOURS 60

*Humanities/Fine Arts and Literature degree requirements may be fulfilled by any institutionally approved Hum/FA/LIT Gen Ed course without formal substitution. Students without prior credit who are working toward application to a Health Sciences AAS program may wish to choose the Hum/FA courses recommended for the desired program.

**See Math requirements for various health sciences programs on first page of Pre-Allied Health Sciences AAS section.

For more information contact:
Health Sciences Division office
at
healthsciences@columbiastate.edu
or
931.540.2599 or 931.540.2600

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action educational institution.
CoSCC-AHS-AS-05-25-17

PUBLIC RELATIONS
Associate of Art / Associate of Science degree

Program and Career Description:

The Public Relations emphasis is a two-year program for students planning to complete a bachelor's degree at a four- year school. Public relations specialists serve as advocates for businesses, universities, hospitals, and other organizations. They build and maintain positive relations with the public. A few selected careers are listed below.

Career	Median Experience - Average wage
Management of Businesses	$55,530
Advertising and Public Relations	$55,290
Local Government	$51,340

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This emphasis is not currently a part of the Tennessee Transfer Pathway which is part of the "The Complete College Act of 2010", and therefore; it may not be fully transferable. 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 requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

PUBLIC RELATIONS
Major in University Parallel with Emphasis in Public Relations (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
COMM 1010, 1020, 2450
Electives**

**Note: An elective can be any college-level course

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

ENGL 1010	Composition I	3
	Social/Behavioral Science	3
	History Requirement	3
	Mathematics Requirement	3
COMM 1010	Introduction to Mass Communications	3
COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

ENGL 1020	Composition II	3
SPCH 1010	Fundamentals of Speech Communication or	
SPCH 1030	Argumentation and Debate	3
	Social/Behavioral Science	3
	Elective**	3
COMM 1020	Media Writing	3
		15

Second Year – Fall Semester

	Literature Requirement	3
	History Requirement	3
	Natural Science Requirement	4
	Humanities/Fine Arts	3
COMM 2450	Introduction to Public Relations	3
		16

Second Year – Spring Semester

	Natural Science Requirement	4
	Humanities/Fine Arts	3
	Electives**	6
		13

TOTAL CREDIT HOURS 60

**If pursuing the A.A. degree, 6 of the 10 electives must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Lacey Benns-Owens at
lbenns@columbiastate.edu or 931.540.2875
or
Humanities & Social Sciences Division office at
931.540.2780

TEACHING (K - 5) (A.S.T.)
Associate of Science in Teaching degree

Program and Career Description:

The Associate of Science in Teaching Degree is designed for those students planning to transfer to a four-year school in order to complete a elementary teacher certification (K-5). If you desire to teach high school, you should choose a major in which you desire to teach. For example, if you plan to teach high school history, you should pursue an associate degree with an emphasis in history prior to transferring to a four-year institution.

Career	Beginning Average Salary	Median Average Salary (15 Years Experience)
Elementary School Teacher	$34,122	$45,354

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

Students who want to be certified to teach kindergarten through fifth grade should satisfy the A.S.T. degree requirements, as it is the gateway to making a smooth transition to enrollment in this major at the transfer institutions with schools of education. Therefore, students who plan to take upper-level Middle Tennessee State University courses in Columbia should follow this program.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

TEACHING (K-5) (A.S.T.)

Major in Teaching (K-5) (A.S.T.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010

History Requirement (Take 2 courses)
HIST 2010, 2020, 2030

Literature Requirement (Take one course)
ENGL 2130, 2230, 2310, 2320, 2920

Humanities/Fine Arts (Take 2 courses)
Take either: ART 1030 or MUS 1030
and one from the following (do not duplicate courses):
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2920, 2330, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Natural Sciences Requirement
ASTR 1030
BIOL 1030
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
Must take: GEOG 2010
POLS 1030

Major Required Courses
COLS 101
EDU 201, 221, 222
MATH 1410, 1420

Criminal background checks are required of all enrolled education students prior to participating in course required classroom field experiences at affiliate public and private schools. Based on the results of the criminal background check, an affiliate school may determine not to allow a student's presence at their school. This could result in the student's inability to successfully complete the requirements of a specific course and the AST program. More information is available from education lead faculty.

Each student enrolled in education courses must show proof of individual liability insurance prior to the onset of the required classroom field experience. More information is available from the education lead faculty.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

___ EDU 201	Introduction to Education	3
___ ENGL 1010**	Composition I	3
___ Mathematics Requirement		3
___ BIOL 1030	Introduction to Biology	4
___ GEOG 2010**	World Regional Geography	3
___ COLS 101	Columbia State College Success	1
		17

First Year – Spring Semester

___ EDU 221**	Educational Psychology	3
___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication	3
___ MATH 1410**	Number Concepts for Elementary Education	3
___ POLS 1030**	American Government	3
		15

Second Year – Fall Semester

___ EDU 222	Education of Exceptional Learners	3
___ Literature Requirement		3
___ History Requirement		3
___ MATH 1420**	Geometry for Elementary Education	3
___ ASTR 1030	Astronomy	4
Take Praxis Core Tests*		
		16

Second Year – Spring Semester

___ ART 1030	Introduction to Visual Arts **or**	
MUS 1030	Music Appreciation	3
___ History Requirement		3
___ PSCI 1030	Physical Science	4
___ Humanities/Fine Arts		3
		13

TOTAL CREDIT HOURS 61

**Critical Course - Higher achievement in identified courses is predictive of graduation success.

Requirements for Graduation include:

- earning 25% of total program credits in residence at Columbia State.
- earning a 2.75 cumulative GPA.
- pass all parts of the Praxis Core Academic Skills Tests for Educators (Reading 156, Writing 162, and Math 150 **or** have an ACT composite of 22 **or** SAT composite of 1020).
- having four Disposition of Suitability forms completed on you.
- taking the Columbia State Exit Exam.
- * It is recommended that students complete ENGL 1010, MATH 1410 and 1420, and EDU 221 before taking Praxis Core Tests.

For more information contact:
Dr. Karen Siska at
ksiska@columbiastate.edu or 931.540.2770
or
Humanities & Social Sciences Division office at
931.540.2780

UNIVERSITY PARALLEL, NO EMPHASIS
Associate of Art / Associate of Science degree

Program and Career Description:

The University Parallel, no emphasis is a two-year program for students who have not decided on a major but are planning to complete a bachelor's degree at a four-year school. This program might also be used if the student's declared major is not available at Columbia State. Some entry-level occupations are available. Some companies prefer to train their employees from the entry-level toward advancement in the organization. A few selected careers are listed below.

Career	Median Experience - Average Wage
Farm Managers	Varies - up to $64,600
First Line Supervisors - Restaurants	$29,550
Store Retailers	$28,680

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This emphasis is not currently a part of the Tennessee Transfer Pathway which is part of the *"The Complete College Act of 2010"*, and therefore; it may not be fully transferable. 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 requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

UNIVERSITY PARALLEL, NO EMPHASIS

Major in University Parallel, No Emphasis (A.A., A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

History Requirement (Take 2 courses)
HIST 1110, 1120, 2010, 2020, 2030

Humanities/Fine Arts (Take 3 courses – one must be a literature course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences Requirement (Take 2 courses)
ASTR 1030
BIOL 1030 (must not take with another BIOL)
BIOL 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
Electives*

*Note: An elective can be any college-level course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Mathematics Requirement		3
___ Humanities/Fine Arts		3
___ History Requirement		3
___ Elective*		3
___ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication **or**	
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ Elective*		6
		15

Second Year – Fall Semester

___ Literature Requirement		3
___ History Requirement		3
___ Natural Science Requirement		4
___ Humanities/Fine Arts		3
___ Elective*		3
		16

Second Year – Spring Semester

___ Natural Science Requirement		4
___ Social/Behavioral Science		3
___ Electives*		6
		13

TOTAL CREDIT HOURS 60

*If pursuing the A.A. degree, 6 of the 19 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact:
Victoria Gay at
vgay@columbiastate.edu or 931.540.2859
or
Humanities & Social Sciences Division office at
931.540.2780

ANESTHESIA TECHNOLOGY
Associate of Applied Science degree

Program and Career Description:

Anesthesia technologists support anesthesiologists, anesthesiologist assistants, nurses and other members of anesthesia care teams. The technologists' main duty is maintaining anesthesia equipment. Typically anesthesia technologists clean, sterilize, test, calibrate and troubleshoot anesthesia equipment, in addition to keeping records of equipment inspections. More advanced duties might include transporting patients to surgery, explaining procedures to patients and operating equipment, such as electronic and pneumatic devices, which monitor patients who are under anesthesia.

How long is the program?

Columbia State's program is designed with a focus on general education/foundation courses Fall/Spring of the first academic year. A new cohort of students will start the intense sequence of core courses each summer for three semesters (12 months.)

What does the program provide?

A competency based classroom & clinical experience which provides students with the tools for licensure examination success, gainful in-field employment, and career satisfaction.

How is the job market?

Columbia State developed the Anesthesia Technology program for 2018 implementation in response to requests from area healthcare providers which experience difficulty hiring qualified technologists and filling vacant positions. The demand for formally trained Anesthesia Technologists is projected to grow in conjunction with availability of credentialed applicants in the region.

Program policies under development, contact program director for further information.

- Admission criteria finalized Fall 2017.
- Interested students MUST enroll in ANES 1001 Spring 2018.
- Applications accepted Spring 2018.
- Inaugural cohort begins Summer 2018.
- Projected 1st Graduating Class May 2019.

Transfer Options

The Anesthesia Technology associate of applied science degree is designed for career-entry. However, some universities may accept some or all of the course work for transfer. Transfer credit is awarded at the discretion of the receiving institution. Students are advised to inquire directly with advisors at the university level regarding expectations for transfer.

COLUMBIA STATE COMMUNITY COLLEGE

ANESTHESIA TECHNOLOGY
Major in Anesthesia Technology (A.A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010
SPCH 1010 or SPCH 1030

Humanities/Fine Arts (Take 1 course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2330, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Natural Science Requirement*
BIOL 2010, BIOL 2020

Mathematics Requirement (Take 1 course)*
MATH 1130, MATH 1530

Social/Behavioral Sciences
PSYC 1030

*Biology and math courses must have been completed no more than five years prior to start of the program.

Major Required Courses
ANES 1001, 11110, 1401, 1402, 2401, 2402, 2405, 2250, 2290, 2420, 2430, 2440
CHEM 1010* or CHEM 1110
COLS 101
INFS 1010

*TN eCampus Course

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ GPA of at least 2.0 in program courses.
+ cumulative GPA must be at least 2.0 or higher
+ taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Sample Academic Plan

Fall Semester 2017

___ ENGL 1010	English Composition I	3
___ BIOL 2010	Human Anatomy & Physiology I	4
___ MATH 1130	College Algebra or	
MATH 1530	Elementary Statistics	3
___ INFS 1010	Computer Applications	3
___ Humanities/Fine Arts Requirement		3
___ COLS 101	Columbia State College Success	1
		17

Spring Semester 2018

___ ANES 1001	Introduction to Anesthesia Technology	1
___ BIOL 2020	Human Anatomy & Physiology II	4
___ CHEM 1010*	Intro to Chemistry **or**	
CHEM 1110	General Chemistry I	3-4
___ PSYC 1030	General Psychology	3
___ SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
		14-15

Summer Semester 2018

___ ANES 1401	Basic Principles of Anesthesia Tech	4
___ ANES 1402	Basic Principles of Anesthesia Equipment	4
___ ANES 1110	Anesthesia Technology Clinical	1
		9

Fall Semester 2018

___ ANES 2401	Adv. Principles of Anesthesia Technology	4
___ ANES 2402	Advanced Anesthesia Equipment	4
___ ANES 2420	Anesthesia Technology Clinical II	4
___ ANES 2405	Anesthesia Pharmacology	4
		16

Spring Semester 2019

___ ANES 2250	Professional Issues for the Anes. Tech.	2
___ ANES 2430	Anesthesia Technology Clinical III	4
___ ANES 2440	Anesthesia Technology Clinical IV	4
___ ANES 2290	Anesthesia Technology Capstone	2
		12

TOTAL CREDIT HOURS 68 - 69

For more information contact:
Health Sciences Division Office, Walter 112
or
healthsciences@columbiastate.edu
or
931.540.2599 or 931.540.2600

BUSINESS
Associate of Applied Science degree

Program and Career Description:

This degree is designed to prepare students to enter or advance in the business community. Students will develop a solid foundation in business management, which can be applied in a variety of settings, including retail, hospitality, operations, banking, sales, office management, or starting their own business. Students who plan to pursue a baccalaureate degree in business should follow the Business Administration A.S. or A.A. program.

Career	Starting Salary	Experienced Median Salary
Retail Store Manager	$33,900	$46,700
Loan Officer/Counselor	$23,100	$35,100
Office Manager	$40,700	$56.700
Human Resources Assistant	$24,600	$31,700
Administrative Assistant	$25,900	$32,500

Career and Salary information is taken from www.salary.com and represents a statewide average based on eight cities. Salaries are not guaranteed.

Transfer Options

Courses in the Business A.A.S. Degree program transfer to other community colleges as part of the Tennessee Board of Regents unified community college effort.

In addition, there are options available to transfer the degree to Trevecca Nazarene University, Lipscomb University and Middle Tennessee State University. Articulation agreements are available at www.columbiastate.edu/admissions/transfer-information.

Schedule Information

The Business A.A.S. Degree is offered in a traditional format during the day in Columbia and also in an online/hybrid format for those who prefer to complete most of their course work at home.

ACBSP ACCREDITED

COLUMBIA STATE COMMUNITY COLLEGE

BUSINESS
Major in Business (A.A.S.)
Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010
SPCH 1010

Humanities/Fine Arts (Take one course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2310, 2320, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Sciences (Take one course)
ECON 2010 **or** ECON 2020

Major Field Core Requirements For all Concentrations
ACCT 1010
BUSN 1305
COLS 101
INFS 1010
Additional Major Field Core Requirements:
Adm. Professional Tech. & Medical Office Adm. - BUSN 1310, 2395
Management - BUSN 2370, 2380

Administrative Professional Technology Concentration Core Courses:
ADMN 1302, 1311
BUSN 1320, 1350, 1380, 2375
CITC 1303, 1307
Guided Electives: 6 credit hours from BUSN or ADMN*

Management Concentration Core Courses:
ACCT 1020
BUSN 1310, 1320, 1330, 1350, 1380, 2375, 2395
Guided Electives (Take 6 credit hours from the following courses-do not duplicate courses)
ADMN 1302
BUSN 1300, 1370, 2300, 2340
ECON 2010 or ECON 2020

Medical Office Administration Concentration Core Courses:
ADMN 1302, 1306, 1311, 2303, 2304, 2318
BUSN 1320, 2375
CITC 1303, 1307

Requirements for Graduation Include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be at least 2.0.
+ taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Administrative Professional Technology Concentration

Sample Academic Plan

First Year – Fall Semester

ENGL 1010	Composition I	3
INFS 1010	Computer Applications	3
BUSN 1305	Intro to Business	3
	Humanities/Fine Arts Elective	3
	Mathematics Requirement	3
COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

ADMN 1302	Keyboarding/Formatting I	3
ECON 2010	Macroeconomics **or**	
ECON 2020	Microeconomics	3
ACCT 1010*	Principles of Accounting I	3
BUSN 1310	Business Communications	3
CITC 1307	Intro to Spreadsheets	3
		15

Second Year – Fall Semester

BUSN 1380	Supervisory Management	3
ADMN 1311	Word Processing I	3
BUSN 2375	Career Success	3
BUSN 1320	Business Calculations	3
CITC 1303	Database Concepts	3
		15

Second Year – Spring Semester

BUSN 2395	Business Applications	3
BUSN 1350	Sales and Service	3
	Elective from BUSN or ADMN	3
	Elective from BUSN or ADMN	3
SPCH 1010	Fundamentals of Speech Communication	3
		15

Total Credit Hours 61

Higher achievement in identified courses is predictive of graduation success.

Online/Hybrid Program Schedule:
The majority of the courses are offered online in a 7-week or a 15-week format. The hybrid courses are in a 5-week, 7-week, or 15-week format. It is suggested that they be taken in the order listed above.

For more information contact:
Dearl Lampley at
dlampley@columbiastate.edu or 931.540.2678
or
Science, Technology & Math Division office at
931.540.2710

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

<table>
<tr><td valign="top">

Management Concentration

Sample Academic Plan

First Year – Fall Semester

____ BUSN 1305	Introduction to Business	3
____ INFS 1010	Computer Applications	3
____ BUSN 1380	Supervisory Management	3
____ BUSN 1310	Business Communication	3
____ ENGL 1010	Composition I	3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ BUSN 1350	Sales and Service	3
____ BUSN 2370	Legal Environment of Business	3
____ ACCT 1010*	Principles of Accounting I	3
____ ECON 2010	Macroeconomics **or**	
ECON 2020	Microeconomics	3
____ Mathematics Requirement		3
		15

Second Year – Fall Semester

____ BUSN 1320	Business Calculations	3
____ BUSN 2375	Career Success	4
____ SPCH 1010	Fundamentals of Speech Communication	3
____ ACCT 1020	Principles of Accounting II	3
____ Guided Elective		3
		15

Second Year – Spring Semester

____ BUSN 1330	Entrepreneurship	3
____ BUSN 2395	Business Applications	3
____ BUSN 2380	Principles of Marketing	3
____ Humanities/Fine Arts Requirement		3
____ Guided Elective		3
		15

Total Credit Hours 61

Higher achievement in identified courses is predictive of graduation success.

</td><td valign="top">

Medical Office Administration Concentration

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ Mathematics Requirement		3
____ INFS 1010	Computer Applications	3
____ BUSN 1305	Intro to Business	3
____ Humanities/Fine Arts Elective		3
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ ADMN 1302	Keyboarding/Formatting I	3
____ ACCT 1010*	Principles of Accounting I	3
____ ADMN 1306	Medical Terminology I	3
____ ECON 2010	Macroeconomics **or**	
ECON 2020	Microeconomics	3
____ CITC 1307	Intro to Spreadsheets	3
		15

Second Year – Fall Semester

____ ADMN 2303	CPT Coding	3
____ ADMN 1311	Word Processing	3
____ BUSN 2375	Career Success	3
____ BUSN 1320	Business Calculations	3
____ CITC 1303	Database Concepts	3
		15

Second Year – Spring Semester

____ BUSN 2395	Business Applications	3
____ BUSN 1310	Business Communications	3
____ ADMN 2304	Intro to Electronic Health Records	3
____ ADMN 2318	Medical Office Procedures	3
____ SPCH 1010	Fundamentals of Speech Communication	3
		15

Total Credit Hours 61

Higher achievement in identified courses is predictive of graduation success.

</td></tr>
</table>

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ cumulative GPA must be at least 2.0.
+ taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

For more information contact:
Dearl Lampley at
dlampley@columbiastate.edu or 931.540.2678
or
Science, Technology & Math Division office at
931.540.2710

COMPUTER INFORMATION TECHNOLOGY
Associate of Applied Science degree

Program and Career Description:

The Associate of Applied Science degree in Computer Information Technology prepares students for positions in the workplace through the use of various systems, applications, languages, and products. These subject-specific courses focus on those skill sets identified by employers as essential in today's workplace and, where appropriate, will prepare students for industry-recognized certification examinations. The concentrations are designed to ensure that students have the proper experience, training, and skills to begin work in the chosen field upon successful completion of the chosen program of study.

Career	Median Salary	Average Salary
User Support Specialist	$48,620	$52,430
Network Support Specialist	$62,250	$67,260
Information Security Analyst	$90,120	$93,250
Software Developer Applications	$98,260	$102,160

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This degree program is in compliance with the Common Course Curriculum Library for the A.A.S. in Computer Information Technology program as delivered by the Tennessee Board of Regents community colleges.

This degree program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

ACBSP
ACCREDITED

COLUMBIA STATE COMMUNITY COLLEGE

COMPUTER INFORMATION TECHNOLOGY
Major in Computer Information Technology (A.A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010
SPCH 1010 **or** SPCH 1030

Humanities/Fine Arts (Take one course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2330, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Mathematics Requirement
MATH 1530

Social/Behavioral Sciences (Take one course)
ECON 2010 **or** 2020

CITC Major Field Core Requirements
CITC 1300, 1301, 1303, 1323, 2390

Columbia State Major Field Core Requirements
BUSN 2375, 1310
CITC 1307, 2391
COLS 101
INFS 1010

Cyber Defense Concentration Core Courses:
CITC 1351, 2326, 2352
Guided Electives (Take 2 courses from the following):
CITC 1320, 2351, 2354, 2361, 2372

Mobile Technologies Concentration Core Courses:
CITC 1371, **or** 1372, **or** 1373
CITC 2371, 2372
Guided Electives (Take 2 courses from the following):
CISP 1010, CITC 1320, 1371, 1372, 1373, 2361

Networking Concentration Core Courses:
CITC 1320, 1324, 2320, 2326
Guided Elective (Take 1 course from the following):
CITC 2351, 2361, 2371, 2372

Programming Concentration Core Courses:
CISP 1010, 1020
CITC 2199, 2340
Guided Elective (Take 1 course from the following):
CITC 2361, 2410

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Cyber Defense Concentration

Sample Academic Plan*
First Year – Fall Semester

ENGL 1010	Composition I	3
MATH 1530	Elementary Statistics	3
INFS 1010	Computer Applications	3
CITC 1301	Intro to Programming and Logic	3
Humanities/Fine Arts - PHIL 2030		3
COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

BUSN 1310	Business Communication	3
CITC 1300	Beginning HTML and CSS	3
CITC 1303	Database Concepts	3
CITC 1307	Introduction to Spreadsheets	3
CITC 1323	CCNA I	3
		15

Second Year – Fall Semester

BUSN 2375	Career Success	3
ECON 2010 Macroeconomics **or**		
ECON 2020 Microeconomics		3
CITC 1351	Principles of Information Assurance	3
CITC 2326	Network Security	3
Guided Elective - CITC 1320		3
		15

Second Year – Spring Semester

CITC 2390	CITC Capstone	3
CITC 2391	Special Topics in CITC	3
CITC 2352	Digital Forensics	3
Guided Elective - CITC 2372		3
SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
		15

TOTAL CREDIT HOURS 61

*Sample Academic Plans assume no prior college credit and no Learning Support requirements. Students must meet with advisors to determine applicability of earned college credit.

Requirements for Graduation include:
· earning 25% of total program credits in residence at Columbia State.
· cumulative GPA must be at least 2.0.
· taking the Exit Exam.

For more information contact:
Deepa Janakiraman at
djanakiraman@columbiastate.edu or 615.790.5984
or
Science, Technology & Math Division office at
931.540.2710

Columbia State Community College, a Tennessee Board of Regents Institution, is an equal opportunity, affirmative action educational institution.
CoSCC-CIT AAS-05-25-17

COMPUTER INFORMATION TECHNOLOGY
Major in Computer Information Technology (A.A.S.)

Mobile Technologies Concentration

Sample Academic Plan*

First Year – Fall Semester

____	ENGL 1010	Composition I	3
____	MATH 1530	Elementary Statistics	3
____	INFS 1010	Computer Applications	3
____	CITC 1301	Intro to Programming and Logic	3
____	Humanities/Fine Arts - ART 1030		3
____	COLS 101	Columbia State College Success	1
			16

First Year – Spring Semester

____	BUSN 1310	Business Communication	3
____	CITC 1300	Beginning HTML and CSS	3
____	CITC 1303	Database Concepts	3
____	CITC 1307	Introduction to Spreadsheets	3
____	CITC 1323	CCNA I	3
			15

Second Year – Fall Semester

____	BUSN 2375	Career Success	3
____	ECON 2010 Macroeconomics **or**		
	ECON 2020 Microeconomics		3
____	CITC 2371	Mobile Networks & Communication	3
____	CITC 1373	iOS App Development	3
____	Guided Elective - CITC 1320		3
			15

Second Year – Spring Semester

____	CITC 2390	CITC Capstone	3
____	CITC 2391	Special Topics in CITC	3
____	CITC 2372	Mobile Security	3
____	Guided Elective - CITC 1372		3
____	SPCH 1010	Fundamentals of Speech Communication **or**	
	SPCH 1030	Argumentation and Debate	3
			15

TOTAL CREDIT HOURS 61

*Sample Academic Plans assume no prior college credit and no Learning Support requirements. Students must meet with advisors to determine applicability of earned college credit.

Networking Concentration

Sample Academic Plan*

First Year – Fall Semester

____	ENGL 1010	Composition I	3
____	MATH 1530	Elementary Statistics	3
____	INFS 1010	Computer Applications	3
____	CITC 1301	Intro to Programming and Logic	3
____	Humanities/Fine Arts - MUS 1030		3
____	COLS 101	Columbia State College Success	1
			16

First Year – Spring Semester

____	BUSN 1310	Business Communication	3
____	CITC 1300	Beginning HTML and CSS	3
____	CITC 1303	Database Concepts	3
____	CITC 1307	Introduction to Spreadsheets	3
____	CITC 1323	CCNA I	3
			15

Second Year – Fall Semester

____	BUSN 2375	Career Success	3
____	ECON 2010 Macroeconomics **or**		
	ECON 2020 Microeconomics		3
____	CITC 1324	CCNA II	3
____	CITC 1320	A+ Hardware and Software	3
____	CITC 2326	Network Security	3
			15

Second Year – Spring Semester

____	CITC 2390	CITC Capstone	3
____	CITC 2391	Special Topics in CITC	3
____	CITC 2320	Windows Server Administration	3
____	Guided Elective - CITC 2372		3
____	SPCH 1010	Fundamentals of Speech Communication **or**	
	SPCH 1030	Argumentation and Debate	3
			15

TOTAL CREDIT HOURS 61

*Sample Academic Plans assume no prior college credit and no Learning Support requirements. Students must meet with advisors to determine applicability of earned college credit.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

For more information contact:
Deepa Janakiraman at
djanakiraman@columbiastate.edu or 615.790.5984
or
Science, Technology & Math Division office at
931.540.2710

COMPUTER INFORMATION TECHNOLOGY

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

Programming Concentration

Sample Academic Plan

First Year – Fall Semester

ENGL 1010	Composition I	3
MATH 1530	Elementary Statistics	3
INFS 1010	Computer Applications	3
CITC 1301	Intro to Programming and Logic	3
	Humanities/Fine Arts - PHIL 2030	3
COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

BUSN 1310	Business Communication	3
CITC 1300	Beginning HTML and CSS	3
CITC 1303	Database Concepts	3
CITC 1307	Introduction to Spreadsheets	3
CITC 1323	CCNA I	3
		15

Second Year – Fall Semester

BUSN 2375	Career Success	3
	ECON 2010 Macroeconomics **or**	
	ECON 2020 Microeconomics	3
CISP 1010	Computer Science I	4
CITC 2340	Adv. Database Concepts & Programming	3
SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
		16

Second Year – Spring Semester

CITC 2390	CITC Capstone	3
CITC 2391	Special Topics in CITC	3
CISP 1020	Computer Science II	4
	Guided Elective - CITC 2361	3
CITC 2199	CO-OP /Internship I	1
		14

TOTAL CREDIT HOURS 61

*Sample Academic Plans assume no prior college credit and no Learning Support requirements. Students must meet with advisors to determine applicability of earned college credit.

Requirements for Graduation include:

- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

For more information contact:
Deepa Janakiraman at
djanakiraman@columbiastate.edu or 615.790.5984
or
Science, Technology & Math Division office at
931.540.2710

CRIMINAL JUSTICE
Associate of Applied Science degree

Program and Career Description:

The Associate of Applied Science in criminal justice is a two-year degree program. Students who successfully complete the AAS usually seek employment in law enforcement, corrections, probation/parole, court officers, investigation, and counseling-oriented professions. Below are a few examples of career salaries.

Career	Median Salary with BS degree	Experienced Salary Median
Municipal Police Officer	$41,910	$60,000
Correction Officer	$25,920	$32,000
Court Officers	$26,010	$30,700
Investigators	$39,670	$91,390
Probation/Parole	$37,590	$65,330
Counseling - Positions	$37,590	$65,330

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This degree program is in compliance with the Common Course Curriculum Library for the A.A.S. in Criminal Justice program as delivered by Tennessee Board of Regents community colleges.

This degree program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

CRIMINAL JUSTICE
Major in Criminal Justice (A.A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010
SPCH 1010 or SPCH 1030

Humanities/Fine Arts (Take one course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2330, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Natural Science/Mathematics Requirement
(Take one course)
ASTR 1030
BIOL 1030 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Social/Behavioral Sciences (Take one course)
POLS 1030
SOCI 1010

Major Required Courses
COLS 101
CRMJ 1010, 1020, 1340, 2010, 2020, 1325, 1330

Program Electives
Take 23-24 hours from the following:
ACCT 1010
BUSN 1305, 1310
CITC 2326
CRMJ 1311, 1301, 1322, 1355, 1360, 2301, 2311, 2312, 2322, 2340, 2381, 2390, 2391
INFS 1010
POL 201
POLS 1030
PSYC 1030, 2120, 2130
SOCI 1010, 1020, 2010

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in program courses.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

ENGL 1010	Composition I	3
Natural Science/Math Requirement		3-4
Humanities/Fine Art		3
CRMJ 1010	Intro to Criminal Justice	3
Program Elective		3
COLS 101	Columbia State College Success	1
		16-17

First Year – Spring Semester

SPCH 1010	Fundamentals of Speech Communication **or**	
SPCH 1030	Argumentation and Debate	3
CRMJ 1020	Intro to the Legal Process	3
CRMJ 2010	Intro to Law Enforcement	3
Program Elective		3
Program Elective		3
		15

Second Year – Fall Semester

CRMJ 2020	Intro to Corrections	3
CRMJ 1330	Criminal Evidence and Procedures	3
POLS 1030	American Government or	
SOCI 1010	Introduction to Sociology	3
Program Elective		3
Program Elective		3
		15

Second Year – Spring Semester

CRMJ 1325	Issues and Ethics in Criminal Justice	3
CRMJ 1340	Criminal Investigation	3
Program Elective		3
Program Elective		3
Program Elective		3
		15
	TOTAL CREDIT HOURS	**61**

For more information contact:
Frank Miceli at
fmiceli@columbiastate.edu or 931.540.2758 or
Text 606-627-2991
or
Science, Technology and Math Division office
at 931.540.2710

ENGINEERING SYSTEMS TECHNOLOGY
Associate of Applied Science degree

Program and Career Description:

The Associate of Applied Science in Engineering Systems Technology is a two-year degree program designed to prepare graduates for many different careers related to manufacturing with an emphasis on technology, critical thinking, and problem solving. Students will take courses in the basic fundamentals of engineering technology and move to very advanced applications including robotics. This degree is accrediated by The Association of Technology, Management, and Applied Engineering (ATMAE).

Career	Beginning Salary	Experienced Salary Median
Industrial Machinery	$32,750	$46,780
Maintenance Workers	$25,460	$40,110
Electrical/Electronic Engineering Technicians	$43,450	$62,360
Maintenance & Repair Workers	$23,910	$34,580

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This degree program is in compliance with the Common Course Curriculum Library for the A.A.S. in Engineering Systems Technology program as delivered by the Tennessee Board of Regents community colleges.

This degree program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

ENGINEERING SYSTEMS TECHNOLOGY
Major in Engineering Systems Technology (A.A.S.)

Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010

Humanities/Fine Arts (Take one course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2310, 2320, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Mathematics Requirement (Take one course)
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910

Natural Science Requirement
PSCI 1030

Social/Behavioral Sciences (Take one course)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Field Core
ENST 1311, 1350, 1370, 2391
INFS 1010

Required Electives from Common Course Library
COLS 101
EETC 1311, 2311, 2332, 2333, 2350, 2361
ENST 1360, 2361
SPCH 1010
ENST 2382 or ENST 2399

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in program courses.
- cumulative GPA must be 2.0.
- taking the Exit Exam.

Sample Academic Plan

First Year – Fall Semester

____ Mathematics Requirement		3
____ EETC 1311	Electrical Circuit I	3
____ ENST 1350	Industrial Safety	3
____ ENST 1370	Manufacturing Processes	3
____ COLS 101	Columbia State College Success	1
		13

First Year – Spring Semester

____ ENGL 1010	English Composition I	3
____ INFS 1010	Computer Applications	3
____ ENST 1360	Mechanical Power Transmission	3
____ ENST 2361	Fluid Power Systems	3
____ EETC 2333	Industrial Electric Control	3
		15

First Year – Summer Semester

____ Social/Behavioral Sciences Requirement - PHED 2120		3
____ Humanities/Fine Arts Requirement - MUS 1030		3
		6

Second Year – Fall Semester

____ PSCI 1030	Physical Science	4
____ EETC 2361	Instrumentation Technology	3
____ EETC 2332	PLC II	3
____ EETC 2350	Integrated Robotics	3
____ EETC 2311	Power Technology	3
		16

Second Year – Spring Semester

____ ENST 1311	Computer Aided Design I	3
____ ENST 2391	Internship	3
____ SPCH 1010	Fundamentals of Speech Communication	3
____ ENST 2382	Fundamentals of Mechatronics **or**	
____ ENST 2399	Special Topics - Multi Skilled	3
		12

TOTAL CREDIT HOURS 62

For more information contact:
Mehran Mostajir at mmostajir@columbiastate.edu
or 931.540.2711 or 931.398.8868
or
Science, Technology and Math Division office
at 931.540.2710

GENERAL TECHNOLOGY
Associate of Applied Science Degree

Program and Career Description:

The Associate of Applied Science (A.A.S.) in General Technology prepares students for positions in the workplace for which specified degree programs do not currently exist.

The flexible design of the degree allows students to focus on skillsets identified by employers as essential for a particular workplace. If the student has a unique combination of experiences or a career goal that has the potential of enhanced employment opportunities, this may also lead to a specialized curriculum. The program is designed to ensure that students have the proper depth of experience, training, and skills to begin work in the chosen field upon successful completion of a customized program of study.

Program Requirements

The curriculum developed within this framework must be clarified in an individualized plan, established with guidance from an assigned advisor. The establishment of an approved individual academic plan as early as possible is critical.

General Education	15 - 17 credit hours	
Major Field Core	18 credits hours minimum	(from core of any two existing degree or certificate programs)
Completion Pathway Courses	25 to 27 credit hours	(from the core or course libraries of the same two programs/certificates above.)
Total 61 Credit Hours		(including Columbia State College Success Course)

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA at least 2.0.
- GPA of at least 2.0 in major program courses.
- taking the Exit Exam.

Transfer Options

This degree program is in compliance with the Common Course Curriculum Library for the A.A.S. in General Technology as delivered by the Tennessee Board of Regents community colleges.

This degree program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

AAS General Technology Academic Plan

Individualized Plan for: _____   Student A #: _____

Plan developed by: _____   Date: _____

Division Dean signature: _____   Date: _____

Major Field Core (List Individual Courses)

18 Credit hours minimum from core of any two (minimum 6 credit hours from any one) existing degrees or technical certificate programs

Degree or Certificate Program 1:			
Degree or Certificate Program 2:			

Completion Pathway Courses (List Individual Courses)

25 - 27 Credit hours from the same two programs/certificates as above or Common Course libraries

COLS 101 (1 Credit Hour)			
GENT 291 (1 Credit Hour)			

General Education Core Requirements (List Individual Courses)

15 - 17 Credit hours (additional Learning Support courses may be required)

General Education Options:

Communications Requirement
ENGL 1010

Humanities/Fine Arts Requirement (Take 1 course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030
Literature Options: ENGL 2130, 2230, 2310, 2320, 2920

Natural Sciences/Mathematics Requirement (Take 1 course)
ASTR 1030
BIOL 1030, 1110, 1120, 2010, 2020
CHEM 1110, 1120
GEOG 1010, 1020
MATH 1010, 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910
PHYS 2010, 2020, 2110, 2120
PSCI 1030

Social/Behavioral Science Requirement (Take 1 course)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Additional General Education course (from options above
or SPCH 1010)

2017-2018 Catalog

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- cumulative GPA at least 2.0.
- GPA of at least 2.0 in major program courses.
- taking the Exit Exam.

For assistance with academic plans involving fields within the Science, Technology, or Math Division contact:
Dearl Lampley at dlampley@columbiastate.edu
or 931.540.2678
or
Science, Technology & Math Division office, Warf 111 (Columbia)
at 931.540.2710

For assistance with academic plans involving fields within the Health Sciences Division contact:
Health Sciences Division Office, Walter 112 (Columbia)
or
healthsciences@columbiastate.edu
or
931.540.2599 or 931.540.2600

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action educational institution.
CoSCC-GT-AAS-01-05-17

MEDICAL INFORMATICS
Associate of Applied Science degree

Program and Career Description:

The Associate of Applied Science in Medical Informatics prepares graduates for career entry in computer technician positions in healthcare settings. Students' develop technical and non-technical communication skills, tools/application use, legal aspects of medical office technologies, and the nuances of electronic medical record keeping, reimbursement, and billing practices. The Developer concentration emphasizes health information management in the information technology environment. The Technician concentration integrates healthcare and information technology.

How long is the program?

Medical Informatics (MEDI) program completion requires 4-5 semesters of full time study. Students with applicable prior college credit may be able to complete in less than two years. Students may work with an Advisor to develop a personalized academic plan for part-time study over an extended period. This program is an open enrollment opportunity and may be started during any semester. The prerequisite nature of courses may result in some courses being offered only during specific semesters.

What does the program provide?

The Medical Informatics A.A.S. degree provides the training needed to move rapidly into the healthcare workplace. Possible job titles for completers might include implementation support specialist, implementation manager, technical and software support staff member and trainer. Generally, positions fall into three job fields: Information Technology professional, health information management professional and clinical informatician.

How is the job market?

Graduates of the A.A.S. degree in Medical Informatics will be eligible for employment in various medical settings. Specific job-related supply and demand information is dependent upon the career path selected. Job related career and salary information for the chosen career field may be accessed via www.bls.gov. Health Science fields are projected to be among the top ten growing occupational areas for the foreseeable future based on both state and national employment projections.

Transfer Options

The Medical Informatics associate of applied science degree is designed for career-entry. However, some universities may accept some or all of the course work for transfer. Transfer credit is awarded at the discretion of the receiving institution. Students are advised to inquire directly with advisors at the university level regarding expectations for transfer.

www.columbiastate.edu/medinfo

COLUMBIA STATE COMMUNITY COLLEGE

MEDICAL INFORMATICS
Major in Medical Informatics (A.A.S.)

Program Requirements

Communications Requirement
ENGL 1010

Humanities/Fine Arts (Take 1 course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2330, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Natural Science Requirement (Take both courses)
BIOL 2010 **and** BIOL 2020

Social/Behavioral Sciences (Take 1 course)
PSYC 1030 **or** PSYC 2130

Major Required Courses
ADMN 1306, 2318
CITC 1300, 1303, 1333, 2340, 2390
COLS 101
HIT 115*, 125, 250
INFS 1010

Option 1: Medical Informatics Developer
CITC 1301, 1313, 2361

Option 2: Medical Informatics Technician
CITC 1320, 1323, 1324

*Course offered spring only.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Sample Academic Plan

First Year – Fall Semester

BIOL 2010	Human Anatomy & Physiology I	4
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
ADMN 1306	Medical Terminology I	3
	Humanities/Fine Arts Requirement	3
COLS 101	Columbia State College Success	1
		17

First Year – Spring Semester

BIOL 2020	Human Anatomy & Physiology II	4
HIT 115*	Introduction to Health Information Tech	4
CITC 1303	Database Concepts	3
CITC 1313	(Option 1) Net Programming **or**	
CITC 1320	(Option 2) A+ Hardware and Software	3
	Social/Behavioral Sciences Requirement	3
		17

Second Year - Fall Semester

CITC 1300	Beginning HTML and CSS	3
CITC 1333	Linux LPIC-1	3
CITC 2340	Adv. Database Concepts & Programming	3
CITC 1301	(Option 1) Intro to Programming & Logic **or**	
CITC 1323	(Option 2) CCNA I	3
HIT 250	Legal Aspects of Health Information	3
		15

Second Year - Spring Semester

ADMN 2318	Medical Office Procedures	3
CITC 2390	CITC Capstone	3
CITC 2361	(Option 1) Adv. Web Page Design & Dev. **or**	
CITC 1324	(Option 2) CCNA II	3
HIT 125	Computer Applications in HIT	3
		12

TOTAL CREDIT HOURS 61

For more information contact:

www.columbiastate.edu/medinfo
Health Sciences Division Office, Walter 112
or
healthsciences@columbiastate.edu
or
931.540.2599 or 931.540.2600

Requirements for Graduation include:
+ earning 25% of total program credits in residence at Columbia State.
+ GPA of at least 2.0 in program courses.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

MEDICAL LABORATORY TECHNOLOGY
Associate of Applied Science degree

Program and Career Description:

The Medical Laboratory Technician possesses the technical skills necessary to perform routine testing in the areas of hematology, serology, coagulation, clinical microbiology, clinical chemistry, blood banking, and urinalysis in clinical laboratories of hospitals, clinics, and physician offices under the supervision of a physician and/or medical technologist.

The medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory.

How long is the program?

Columbia State's program is designed with a focus on general education/foundation courses Fall/Spring of the first academic year. A new cohort of students will start the intense sequence of core courses each summer for three semesters (12 months.)

What does the program provide?

A competency based classroom & clinical experience which provides students with the tools for licensure examination success, gainful in-field employment, and career satisfaction including the following:

+ classroom and laboratory learning prior to clinical rotations
+ practical hands-on experience in a clinical laboratory setting
+ clinical competencies which meet/exceed industry expectations
+ excellent career mobility for graduates

How is the job market?

The demand for entry-level MLTs is strong across the region. There is a critical shortage, locally and nationally, which is expected to continue to increase over the next 10 years.

Transfer Options

The Medical Laboratory Technology associate of applied science degree is designed for career-entry. However, some universities may accept some or all of the course work for transfer. Transfer credit is awarded at the discretion of the receiving institution. Students are advised to inquire directly with advisors at the university level regarding expectations for transfer.

www.columbiastate.edu/medlab

COLUMBIA STATE COMMUNITY COLLEGE

MEDICAL LABORATORY TECHNOLOGY

Major in Medical Laboratory Technology (A.A.S.)

The Profession

The Medical Laboratory Technician (MLT) is employed in clinical laboratories of hospitals, clinics, physician's offices and other health care facilities performing a variety of laboratory procedures and diagnostic tests. Laboratory tests are performed on body fluids such as blood which is obtained by the technician through venipuncture.

The MLT works as a bench technician under the direct supervision of a physician and/or medical technologist in the areas of blood banking, clinical chemistry, hematology, microbiology, urinalysis, coagulation, and immunology. The MLT is an integral part of the health care team focus on providing optimum patient care. The technician monitors quality control, performs maintenance on equipment and instruments, applies basic scientific principles to laboratory techniques and procedures, recognizes factors that affect procedures and results taking corrective action when indicated, relates laboratory finding to common disease processes, and interacts with other health care personnel and patients.

Accreditation

The Columbia State MLT Program has applied for accreditation with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, and phone (773)714-8880. The associate degree earned, along with the NAACLS certification of the Columbia State MLT Program, enables the MLT student to qualify for testing with certifying bodies such as the American Society of Clinical Pathologists Board of Registry, thus giving the student the title of MLT (ASCP) and/or with the American Medical Technologist thus giving them an MLT (AMT).

Certificate to Operate

The Columbia State MLT Program is approved by the Tennessee Medical Laboratory Board in Nashville, Tennessee. The Board is located at: Metro Center Complex, 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243. (615) 532-3202.

Accreditation guidelines concerning program requirements, standards, additional program information, etc., are available in the Medical Laboratory Technology Applicant Handbook located Online at www.columbiastate.edu/medlab.

Criminal background checks (may include finger printing) and routine drug screens are required by most clinical affiliate sites as a condition of participation in clinical education. Based on the results of the criminal background check, a clinical affiliate may determine to not allow a student's presence at their facility. This could result in the student's inability to successfully complete the requirements of a specific course and the program. More information is available from the 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 MLT Program director.

Mission Statement

The Mission of the Columbia State Community College MLT Program is to produce knowledgeable, competent, compassionate, professional Medical Laboratory Technicians.

Fulfillment of the MLT Programs Mission will be based on the following goals and outcomes based on student achievement.

Goal 1: Students will demonstrate knowledge consistent with the pathology of the field.
    1.1 Students will recognize a pathology and the corresponding test results.
    1.2 Students will communicate tests results to diverse healthcare team members.
    1.3 Students will apply knowledge to laboratory skills required in a clinical setting.

Goal 2: Students will demonstrate competence in the field of Laboratory Medicine.
    2.1 Students will perform laboratory testing with precision and accuracy.
    2.2 Students will perform practice lab competency testing with precision and accuracy.
    2.3 Students will comply with safety and governmental regulations.
    2.4 Students will possess basic entry-level skills of a Medical Laboratory Technician.

Goal 3: Students will emulate the professional standards of the laboratory field.
    3.1 Students will abide by the ASCP Code of Professional Behavior.
    3.2 Students will adhere to medical facility guidelines.
    3.3 Students will adopt positive working attitudes aligned with facilities mission and goals.
    3.4 Students will respond appropriately to healthcare team members with respect.

Goal 4: Graduates will contribute to the needs of the Medical Laboratory field.
    4.1 Admitted students will successfully complete the MLT Program.
    4.2 Graduates will pass a nationally recognized laboratory exam resulting in certification.
    4.3 Graduates will acquire a position as a Medical Laboratory technician.
    4.4 Graduates will express satisfaction with the educational experience.
    4.5 Employers will express satisfaction with graduates as entry-level MLT's.

The MLT program mission and goals is consistent with the mission and goals of the college. Achievement of the goals is measured by the Outcomes Assessment plan completed annually.

Admission Requirements

1. Meet all college general requirements for admission as a degree-seeking student (as stated in the catalog) and be admitted to the college.

2. See "Programs with Special Admissions Requirements," in the college catalog.

3. Complete all required Learning Support courses by the end of the fall semester prior to the year in which admission is sought.

MEDICAL LABORATORY TECHNOLOGY
Major in Medical Laboratory Technology (A.A.S.)

4. Have earned a cumulative grade point average (GPA) of 2.5 or above on a 4.0 scale for academic subjects. The high school GPA is used for students who have earned less than 12 college credit hours. An applicant who has not earned 12 credit hours of college level credit that has no high school GPA must have an average standard score of at least 450 on the GED® or 45 on the HiSET®.

5. A general orientation will be held in the Introduction to Medical Laboratory course offered each January. This offers ample time to acquaint the student with the program and offers a chance for the student to have their questions answered. Another orientation session will be held in May for the class that is selected to the program.

6. All program application requirements must be completed before February 1. This includes the review of the MLT Applicant Handbook.

7. Before beginning the MLT program, all students are expected to have the following abilities upon which the program can build:

   1. Vision: Able to read and interpret charts, graphs, and labels: read and interpret instrument panels and printouts; discriminate colors, hue, shading or intensity and clarity; read microscopic material and record results.
   2. Speech and Hearing: Able to communicate effectively and sensitively in order to assess non-verbal communication; adequately and accurately transmit information; follow verbal or written communication; have clarity of speech especially if English is not one's first language.
   3. Motor Functions: Possess all skills necessary to carry out diagnostic procedures; manipulate tools, instruments and equipment, perform phlebotomy safely and accurately; travel to a clinical site for clinical experience.
   4. Behavioral Requirements: Possess the emotional health required for full utilization of applicant's intellectual abilities; be able to recognize emergency and take appropriate action.
   5. Physical Requirements: Able to complete fine repetitive hand movements; twist and bend; handle flammable and infectious materials; handle hazardous chemicals and electrical equipment; lift ten (10) pounds; maintain prolonged sitting or standing positions; maintain concentration with distracting noises and close proximity to fellow workers; tolerate unpleasant odors; work in buildings either above or below ground level; work in an environment without windows; perform keyboarding.
   6. Critical Thinking: Able to appropriately and accurately perform complex interpretative testing.
   7. Professionalism: Able to maintain a professional attitude and appearance as described in the MLT Student Manual.

8. In compliance with the American with Disabilities Act, students are encouraged to register with the office of Counseling/Disability Services for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting accommodation are (strongly) encouraged to contact the office of Counseling/Disability Services at the beginning of the semester. Students may contact the director of counseling at 931.540.2857.

9. College credit for BIOL 2010 (A&P I), BIOL 2020 (A&P II), BIOL 2230 (Microbiology), and MATH 1530 (Statistics) must be within 5 years of starting the program with a minimum grade of "C" or higher. A student enrolled in one or more of these courses concurrent with MLAB 1301 (Intro to Med Lab) during the Spring semester when the program application is submitted may be offered program admission contingent upon completion of course(s) with a grade of "C" or higher.

Completion of all items listed above denotes eligibility for consideration into the MLT Program but in no way implies or guarantees admission to the program.

Once admitted, students are required to submit documentation of the following entry requirements prior to the first day of clinical assignment. If the documentation is not completed prior to the first day of clinical assignment, students will not be permitted to go to clinical.

   a. Health Requirements: All MLT students must submit evidence of good health by returning a completed Physical Examination form. Forms are given to the student upon acceptance into the 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/pertussis booster within the past ten years.
         e. Hepatitis B
         f. Seasonal current influenza immunization

   b. CPR (Cardiopulmonary Resuscitation) Requirements: All admitted students must submit evidence of current BLS (Basic Life Support) Provider certification compliant with American Heart Association (AHA) standards. Inclusion of two-person CPR and AED (Automatic Electronic Defibulator) use is required. In order to meet clinical affiliate expectations, AHA HeartCode® (blended learning) nor HeartSaver® are accepted. BLS classes are available through numerous providers and are periodically offered by Columbia State through the Economic & Workforce Development (EWD) office. Certification must be maintained continuously for the duration of enrollment.

MEDICAL LABORATORY TECHNOLOGY
Major in Medical Laboratory Technology (A.A.S.)

c. Malpractice insurance is required for all medical laboratory clinical practicum courses. A group policy is available. The fee is assessed annually as a part of the registration fees.

d. Health insurance is required. Students must provide evidence of health insurance coverage before clinical assignments may begin.

e. Criminal background checks and routine drug screens are required at most affiliated clinical training sites as a condition of participation in clinical education. Based on the results of these tests, an affiliated clinical site may determine to not allow your presence at their facility. This could result in the inability to successfully complete the requirements of a specific course and the program. More information is available from the program director.

f. Students are required to provide results of a titer documenting levels of immunity to program or institutional officials.

Admissions Procedures

1. Submit the following to the Admissions office.
   a. Completed Application for Admission to the College.
   b. Official college transcripts from all colleges previously attended.
   c. High school transcripts or High School Equivalency Diploma - HSE (GED® or HiSET®).
   d. ACT or SAT exam results.

2. Register for the Introduction to Medical Laboratory course.

3. Submit completed MLT program application forms to the MLT Program Director by February 1.

4. If an applicant does not meet the admission criteria, he/she will be notified in writing. If the applicant wishes to complete his/her file and application to establish eligibility for consideration the following year, remaining requirements must be submitted and the program director must be notified of the intent in writing.

Continuation/Retention Requirements

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

1. Earn a "C" or higher in each MLAB course and each required math and science course.

2. Maintain a minimum GPA of 2.0 after admission and prior to enrollment as well as during each term of enrollment in the program.

3. Maintain professional conduct as outlined in the MLT Student Policy Manual.

4. Enroll in all required general education courses during (or before) the semester listed in the curriculum outline.

5. Submit annual TB skin test results to the Health Sciences Records Clerk's office in the William R. Walter Bldg. on the Columbia campus.

6. Maintain evidence of uninterrupted medical insurance coverage in designated program/institutional offices.

Academic Advising

Although educational decisions are ultimately the student's responsibility, it is important that every student receive academic advising to ensure the best possible choices are made. All Faculty advisors are available to students for consultation and maintain regular office hours for this purpose. Students will be assigned advisors by mid-term of their first semester of study.

Students may print a Degree Audit Evaluation by accessing their MyChargerNet account. These printouts will indicate the courses remaining toward particular degrees or certificates.

MEDICAL LABORATORY TECHNOLOGY
Major in Medical Laboratory Technology (A.A.S.)

Program Requirements
Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010
SPCH 1010

Humanities/Fine Arts (Take 1 course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2330, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Natural Science Requirement
BIOL 2010, BIOL 2020, BIOL 2230*

Mathematics Requirement
MATH 1530*

Social/Behavioral Sciences
PSYC 1030

*Biology and math courses must have been completed no more than five years prior to start of the program.

Major Required Courses
ADMN 1306
COLS 101
MLAB 1301, 1310, 1320, 2130, 2201, 2202, 2301, 2310, 2401, 2402, 2403, 2420

Requirements for Graduation include:
- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in program courses. (Earn a "C" or higher in each MLAB course and each required math and science course.)
- cumulative GPA must be at least 2.0 or higher
- taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Sample Academic Plan

First Year - Fall Semester

ENGL 1010	English Composition I	3
BIOL 2010	Human Anatomy & Physiology I	4
MATH 1530	Elementary Statistics	3
ADMN 1306	Medical Terminology	3
COLS 101	Columbia State College Success	1
		14

First Year - Spring Semester

BIOL 2020	Human Anatomy & Physiology II	4
Humanities/Fine Arts Requirement		3
BIOL 2230	Microbiology	4
MLAB 1301	Intro to Medical Laboratory	3
		14

First Year – Summer Semester

MLAB 2402	Hematology	4
MLAB 2403	Clinical Microbiology	4
MLAB 2202	Urinalysis/Body Fluids	2
MLAB 2201	Clinical Immunology	2
		12

Second Year - Fall Semester

MLAB 2301	Blood Bank	3
MLAB 1310	Practicum I	3
MLAB 1320	Practicum II	3
SPCH 1010	Fundamentals of Speech Communication	3
		12

Second Year - Spring Semester

MLAB 2310	Practicum III	3
MLAB 2420	Practicum IV	4
MLAB 2130	Seminar I	1
MLAB 2401	Clinical Chemistry	4
PSYC 1030	General Psychology	3
		15

TOTAL CREDIT HOURS 67

For more information contact:
Mike Baker, M.Ed. (ASCP) at
mbaker31@columbiastate.edu or 931.540.2706
or
Health Sciences Division office at
931.540.2599 or 931.540.2600

NURSING
Associate of Applied Science degree

Program and Career Description:

Registered Nurses assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. RNs administer nursing care to ill, injured, convalescent, or disabled patients and advise patients on health maintenance and disease prevention or management. Registered nursing is a profession that requires licensing by a state board of nursing. The RN is required to observe professional standards or practice and adhere to a code of ethics.

How long is the program?
Columbia State offers a traditional 4 semester pathway and a 3 semester track for qualifying LPNs.

What does the program provide?
- Affordable pathway to a career in nursing.
- Classroom instruction in vital areas prior to clinical rotations.
- Hands-on experiences at clinical sites within approximately 60 miles of Columbia State.
- Opportunities for introductory rotations in specialty areas (Obstetrics, Labor & Delivery, Newborn Nursery, Mental Health, Pediatrics).
- Skills competencies in campus labs including Human Patient Simulators.
- Numerous scholarship opportunities offered.

How is the job market?
Nursing is poised to change the face of health care as never before. Demand for quality Registered Nurses continues to escalate. Employment of RNs is projected to grow 19% from 2012 to 2022, faster than the average for all occupations according to the Bureau of Labor Statistics (www.bls.gov). Median income was $65,470 in May 2012. The middle 50% earned between $60,000 – $74,000.

Career	Beginning Salary	Experienced Salary Median
Registered Nurse (TN)	$43,670	$55,110
Registered Nurse (US)	$45,040	$65,470

Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

How do I apply to the Nursing Program?
All nursing program candidates must first complete all Columbia State admission requirements.

Students seeking admission to the traditional program must additionally:
- Complete and submit an application to the Nursing program (February & August annually)
- Attach copy of ACT/SAT composite score
- At minimum, grade of C or better in BIOL 2010 (Anatomy & Physiology I) within past 5 years
- Minimum cumulative GPA 2.5 (on 4.0 scale). Attach unofficial copies of transcripts of all previously attempted college credit to the nursing application.

LPN entering as Option A or B via the Career Mobility Track:
- Successfully pass the challenge examination for nursing (Foundations of Nursing for Option A; Foundations of Nursing and Childbearing for Option B)
- Minimum GPA 2.5 (on 4.0 scale) including pre-requisite general education courses.

Opportunities
Columbia State's nursing program prepares graduates for the National Council Licensure Examination-RN (NCLEX) administered by state boards of nursing. Graduates may pursue additional formal education (certifications, BSN or MSN degrees) at other institutions through traditional or online formats. Future employers may also offer on the job training in various specialty areas.

COLUMBIA STATE COMMUNITY COLLEGE

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 take 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 are committed to achieving the following goals:
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 take the NCLEX for registered nurses.

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 goals, the following program outcomes have been identified. The Associate of Applied Science degree in Nursing is designed to provide a graduate who will:
1. Communicate with others using appropriate verbal and non-verbal methods.
2. Plan and revise nursing care using the nursing process.
3. Implement/facilitate nursing care with safety and skill.
4. Demonstrate acceptance of professional responsibility.
5. 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/health care agencies throughout the service and surrounding areas are utilized. Students are responsible for providing their own transportation to and from clinical agencies.

Accreditation
The Nursing Program has full approval from the Tennessee Board of Nursing. The program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000
Fax: (404) 975-5020
www.acenursing.org

Once applications are screened, students will be notified of admission status. If an application is determined not to meet minimum admission criteria, the student will receive a "not eligible for admission" letter. Nursing applicants are admitted twice a year (during Fall and Spring terms) into the Nursing Program.

To remain eligible for admission, applicants must maintain a grade point average of 2.5 or better.

Criminal background checks (may include finger printing) and routine drug screens are required by most clinical affiliate sites as a condition of participation in clinical education. Based on the results of the criminal background check, a clinical affiliate may determine to not allow a student's presence at their facility. This could result in the student's inability to successfully complete the requirements of a specific course and the program. More information is available from the 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 Nursing Program director. Any felony convictions must be reported to the Nursing Program director.

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. Exemption from or satisfaction of Learning Support competencies in reading, writing, and math as determined by college placement standards prior to submitting an admission application to the Nursing Program.
3. Prior to submission of Nursing program applications.
   1. Traditional: Complete Anatomy and Physiology I (BIOL 2010)
   2. LPN A or B: Complete Anatomy and Physiology I & II (BIOL 2010 and BIOL 2020) & General Psychology (PSYC 1030)
4. ACT or SAT exam results are required of all applicants, regardless of educational experience or age. Applicants should have a minimum ACT composite score of 19 or a minimum SAT score of 900. Lower composite scores will be considered for admission if all required Learning Support courses are completed.
5. Earned a cumulative college-level grade point average of 2.5 or above on a 4.0 scale for all prior college level course work.
6. If a Nursing Program applicant has been enrolled in any other Nursing Program within three years of the date of application, the nursing courses will be evaluated for possible transfer credit on an individual basis.
   a. A grade of "C" or better is required for all transferred nursing courses.
   b. Transfer students are accepted on a space available basis.
7. In cases of transfer or re-admission, 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 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.

NURSING

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.

Additional Requirements for Applicants Offered Admission

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.

1. 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 the following:

   a. 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. Some clinical facilities require a two-step TB Skin Test.

   b. Evidence of the following:
      1. Immunity of the following through positive titer:
         a. Rubella.
         b. Hepatitis B
         c. Varicella Zoster (chicken pox).
         d. Rubeola
         e. Mumps
      2. Tetanus/diphtheria/pertussis booster within the past ten years.
      3. Seasonally current influenza vaccination.
      4. Other vaccinations which may be required for specific clinical affiliates.

2. CPR (Cardiopulmonary Resuscitation) Requirements: All admitted students must submit evidence of current BLS (Basic Life Support) Provider certification compliant with American Heart Association (AHA) standards. Inclusion of two-person CPR and AED (Automatic Electronic Defibulator) use is required. In order to meet clinical affiliate expectations, AHA HeartCode® (blended learning) nor HeartSaver® are accepted. BLS classes are available through numerous providers and are periodically offered by Columbia State through the Economic & Workforce Development (EWD) office. Certification must be maintained continuously for the duration of enrollment.

3. 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.

4. Health Insurance: Students are responsible for all costs incurred related to health problems, including injuries occurring during clinical experiences. Students must provide evidence of health insurance coverage to be eligible to participate in clinical activities.

5. Criminal Background Check (may include finger printing) and Routine Drug Screen results submitted per instructions provided. Clinical agencies may deny a student access to the facility based on the results of the background check or the drug screen. This could result in a student being unable to successfully complete the requirements of a course or the program.

Admissions Procedure

1. Submit the following to the Admissions office:
   a. Completed Application for Admission to the College
   b. official college transcripts
   c. high school transcripts or High School Equivalency Diploma - HSE (GED® or HiSET®).
   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 in February for Fall admission and August for Spring admission. Applications must be received in the Health Sciences/Nursing office on the Columbia campus before 4:00 p.m. on the last business day of the month (February or August) for the term that the student is seeking admission. Faxed applications are not accepted. Any applications received after the 4:00 p.m. deadline will be returned to the person submitting the application.

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 are admitted will be notified in writing. Applicants are required to respond to the Nursing Program in writing indicating intent to accept admission by the deadline date listed in their letter.

5. Applicants will be removed from consideration for admission if their responses are not received in the Health Sciences/Nursing office by the deadline date. Students are responsible for promptly notifying the Nursing Program office of any change in name, mailing address, phone number, etc., in order to facilitate contact during the application process.

6. 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. Request a letter of eligibility from the dean/director of the previous Nursing Program, to be mailed to the Nursing Program director.

7. Admissions decisions are currently made based upon final course grades in Anatomy & Physiology I, ACT/SAT composite scores, and cumulative GPA on all attempted college credits.

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 2.0 for each semester.
5. Maintain professional conduct in the classroom and clinical laboratory.
6. Maintain BLS certification.
7. Submit annual TB skin test results to the Health Sciences/Nursing office.

Note: The following courses are designed to be corequisites. Regardless of the grade previously earned, if either course must be repeated both courses must be repeated: NUR 1126 and NUR 1128, NUR 1127 and NUR 1128, NUR 2116 and NUR 2118, NUR 2117 and NUR 2118, NUR 2125 and NUR 2128.

Students who fail to meet the continuation requirements stated above are academically disqualified from program continuation. Students who exit the program for academic reasons may be qualified to continue taking non-nursing courses at Columbia State. Students are not permitted to register in nursing courses without readmission to the program.

NURSING

Readmission Requirements

A student who exits the program prior to beginning the second semester (Nursing II) is not eligible to seek readmission to the program. A formal appeal based on extenuating circumstances may be considered for readmission into the first semester.

Only one readmission into the 2nd, 3rd, or 4th semesters of 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.
3. All clinical access requirements, included but not limited to criminal background check, finger printing, and routine drug screening must be resubmitted prior to re-entry by any student who exits the program for any reason and is subsequently readmitted, regardless of the length of time a student is out of the program.

Readmission Procedure

1. Complete a Readmission Application and return the form to the Health Sciences/Nursing office (William R. Walter Bldg., 112).
2. Complete an exit interview with documentation to the Nursing Program director stating the reason(s) for withdrawal or failure and the actions the student will take 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. Students who are readmitted may be asked to validate clinical skills and/or knowledge obtained from previous nursing courses as outlined by the faculty.
6. Inquires regarding readmission status should be directed to the Nursing Program director.

LPN Career Mobility Ladder
(Option A or B)

Major in Nursing (A.A.S.)
(Designed for the student who does not intend to transfer into baccalaureate degree program.)

The Career Mobility Ladder Options A & B are articulation plans for the licensed practical nurse (LPN). Qualified LPNs can complete the Associate of Applied Science degree in nursing requirements in three semesters of study. LPNs are admitted on a space available basis.

Admission Requirements

In addition to the admission requirements for the Major in Nursing, licensed practical nurses seeking admission through the Career Mobility Tract Option A or 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 examination for nursing within three (3) years prior to the semester seeking entry.
   1. Option A: Foundations of Nursing
   2. Option B: Foundations of Nursing and Nursing Care During Childbearing.
3. Complete prerequisite course requirements prior to the semester requesting entry.
4. 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 office:
   a. official college transcripts
   b. high school transcripts or High School Equivalency Diploma - HSE (GED* or HISET*).
   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 Learning Support 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. Copy of their valid driver's license.
4. Copy of current LPN license.
5. Complete an interview with the Nursing Program director or designee, if requested.
6. Complete prerequisite courses successfully; "C" or better required for sciences.
7. The same Additional Requirements for Applicants Offered Admission apply to newly-admitted and LPN Bridge students regarding clinical access clearance. Documentation for health screening, vaccinations/immunity, CPR, malpractice insurance is required prior to the first day of nursing classes. If documentation is not completed prior to the first day of classes, the student will not be permitted to bridge into the Nursing program.

Continuation Requirements

The same continuation requirements apply to all students in Nursing. These are stated under "Continuation Requirements" listed under the Major in Nursing (A.A.S.)

NURSING
Program Requirements

Note: Students may elect to complete any or all non-NUR course work prior to Admission into the Program.

The courses below are applicable to degree requirements. Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010 or 1020
SPCH 1010 or SPCH 1030

Humanities/Fine Arts (Take 1 course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2310, 2320, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Natural Sciences Requirement (BIOL 2010 and 2020 must have been completed no more than five years prior to start of program)
BIOL 2010*, 2020**, 2230

Social/Behavioral Sciences
PSYC 1030**, 2130

*BIOL 2010 Human Anatomy & Physiology I must be completed prior to admission to the Nursing Program.

**BIOL 2020 and PSYC 1030 must be completed prior to admission to the Career Mobility Tract Option A and B.

Major Required Courses
COLS 101
NUR 1115, 1118, 1126, 1127, 1128, 121, 122, 2116, 2117, 2118, 2125, 2128, 2188, 2189, 2198, 2199 (Nursing courses must be repeated if three or more years have elapsed since completion)

Additional Pre-requisite for Career Mobility Tract Option A:
+ Foundations of Nursing LPN Challenge Exam

Additional Pre-requisite for Career Mobility Tract Option B:
+ Foundations of Nursing & Childbearing LPN Challenge Exams

Requirements for Graduation include:

+ earning 25% of total program credits in residence at Columbia State
+ GPA of at least 2.0 in program courses.
+ cumulative GPA must be 2.0.
+ taking the Exit Exam.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

For more information contact:
Barbara Blum at
bblum@columbiastate.edu or 931.540.2609
or
Health Sciences Division office
931.540.2600 or 931.540.2599

Detailed information is available via
www.columbiastate.edu/nursing

2017-2018 Catalog

Sample Academic Plan

BIOL 2010 Human Anatomy & Physiology I must be completed prior to admission to the Nursing Program.

Traditional

First Semester
NUR 1115*	Nursing Foundations Practice	5
NUR 121	Math Applications for Nursing	1
NUR 1118	Nursing I Clinical and Skills Lab	2
BIOL 2020*	Human Anatomy & Physiology II	4
PSYC 1030	General Psychology	3
COLS 101	Columbia State College Success	1
		16

Second Semester (LPNs Bridge into 2nd Semester)
NUR 1126*	Basic Medical - Surgical Nursing	3
NUR 1127*	Health of Women and Infants (Not required for Option B LPNs)	2
NUR 1128	Nursing II Clinical	2
NUR 122	Pharmacology	2
BIOL 2230*	Microbiology	4
PSYC 2130	Lifespan Psychology	3
		14-16

Third Semester
NUR 2116	Intermediate Med-Surg Nursing	4
NUR 2117	Psychiatric/Mental Health Nursing	2
NUR 2118	Nursing III Clinical	3
NUR 2188	Applying Surgical Concepts	1
NUR 2189	Applying Psychiatric Concepts	1
ENGL 1010*	Composition I or ENGL 1020 Composition II	3
	Humanities/Fine Arts Elective	3
		17

Fourth Semester
SPCH 1010	Fundamentals of Speech Communication or	
SPCH 1030	Argumentation and Debate	3
NUR 2125	Advanced Med-Surg Nursing	6
NUR 2128	Nursing IV Clinical	3
NUR 2198	Applying Pediatric Concepts	1
NUR 2199	Applying Medical Concepts	1
		14
	Total Credit Hours	**67**

*Critical Courses: Mastery of content and earned grades in these courses are linked to an increased likelihood of program completion.

Courses To Be completed prior to LPN or RN Bridge Admission:

Option A
	Foundations of Nursing LPN Challenge Exam	
BIOL 2010	Human Anatomy & Physiology I	4
BIOL 2020	Human Anatomy & Physiology II	4
PSYC 1030	General Psychology	3
COLS 101	Columbia State College Success	1
		12

Option B *(discontinued after Fall 2017 Challenge Exam administration)*
	Foundation of Nursing & Childbearing LPN Challenge Exam	
BIOL 2010	Human Anatomy & Physiology I	4
BIOL 2020	Human Anatomy & Physiology II	4
PSYC 1030	General Psychology	3
COLS 101	Columbia State College Success	1
		12

Nursing Program curriculum revision (TN Board of Regent's (TBR) statewide alignment initiative) scheduled for implementation Fall 2018. Changes involve, but are not necessarily limited to, general education requirements, core course sequencing, course titles/rubrics/numbers, and admission criteria.
- *August 2017 applicants for January 2018 program start will apply/enter under the existing curriculum/criteria.*
- *February 2018 applicants for August 2018 program start will apply/enter under the revised curriculum/criteria.*
Prospective students are directed to the program web site for the most current information and should consult program officials for guidance with individual academic plans based on projected enrollment dates.

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action institution.
CoSCC-NUR-05-22-17

RADIOLOGIC TECHNOLOGY
Associate of Applied Science degree

Program and Career Description:

Radiologic Technology is a health profession that involves producing diagnostic images of patient's internal structures for use by the radiologist or referring physician in diagnosing medical problems and disorders. 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.

How long is the program?

Columbia State offers a 22-month, full scope program in Radiologic Technology.

What does the program provide?

- Classroom instruction in crucial areas prior to clinical rotations.
- Hands-on training at clinical sites within approximately 60 miles of Columbia State.
- Clinical competencies that exceed American Registry of Radiologic Technologists requirements.
- Graduates experience excellent career mobility.
- Opportunities for introductory rotations in specialty modalities such as ultrasound, magnetic resonance imaging (MR), computed tomography (CT), radiation therapy, nuclear medicine, and cardiac catheterization.
- Encouragement toward life-long learning through involvement in local, state, and national conferences and organizations.

How is the job market?

Those qualified to perform more than one type of imaging procedure, for example MR, CT, and Mammography, will have the best employment opportunities. The American Society of Radiologic Technologists 2013 salary survey, based on survey responses, reports a national mean annual compensation of $53,680 and a mean in Tennessee of $46,750.

Career	Beginning Salary	Experienced Salary Median
Radiologic Technologists (TN)	$36,420	$54,020
Radiologic Technologists (US)	$38,110	$56,670

Salaries are not guaranteed and vary dramatically by area of the country, state, and community as well as setting (ie. hospital, clinic, or physician's office.)

www.columbiastate.edu/radiologic-technology

Opportunities

Columbia State's 22-month program prepares graduates for the national registry examination in radiography administered by the American Registry of Radiologic Technologists (ARRT). Graduates may pursue additional formal education (certificates, BS or MS degrees) at other institutions through traditional or online formats. Future employers may also offer on the job training in various specialty areas.

COLUMBIA STATE COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY

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

(Designed for the student who does not intend to transfer into a baccalaureate degree program. Many B.S. Radiologic Science programs do accept the A.A.S. degree along with certification by the ARRT as part of their academic entry requirements)

The total program is 22 months in length and requires clinical and didactic 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 settings capacity and interview or admission is not guaranteed. Formal interviews with the Radiologic Technology Advisory Committee are held in the spring each year. New classes begin the second summer term. Applicants should schedule a information/screening session in the summer or fall to allow sufficient time for completion of all required forms prior to February 1 of the following year. Applicants with the highest combined academic potential scores and screening scores who have completed all admission requirements will be considered for interviews with the advisory committee.

Following the formal interviews applicants will be notified of their admission status by the Radiologic Technology department. Those students accepted to the program will receive instructions on how to complete the Health Requirements prior to clinical orientation in the fall.

Criminal background checks and routine drug screening are requirements at most affiliated clinical training sites. Based on the results of the criminal background check or drug screen, an affiliated clinical site may determine to not allow a student's presence at their facility. This could result in the inability to successfully complete the requirements of a specific course and the program. More information is available from the program director.

Notice of Felony or Misdemeanor Convictions

The American Registry of Radiologic Technologists (ARRT) has stringent rules regarding misconduct and eligibility to take the national registry exam. The ARRT offers an Ethics Review Pre-Application as an early ethics review of violations that would otherwise need to be reported on the Application for Certification and Registration upon completion of an ARRT-recognized education program. The process is designed for those who are not yet enrolled in an ARRT-recognized education program or are enrolled in an ARRT-recognized educational program and are at least six months away from graduation. The Ethics Review Pre-Application may be used to report criminal proceedings including misdemeanor charges and convictions, felony charges and convictions, military court-martials, and/or disciplinary actions taken by a state or federal regulatory authority or certification board, and/or honor code violations. Program candidates may complete the pre-application review process with the ARRT prior to program enrollment to avoid delays and uncertainty regarding certification eligibility. The Ethics Review Pre-Application is downloadable from the Ethics section of ARRT's website at www.arrt.org or by phoning ARRT at (651) 687-0048, ext. 8580.

In the event that a student or graduate of the Radiologic Technology Program is concerned about ARRT eligibility, it is the sole responsibility of the student or graduate to certify eligibility with the ARRT.

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

Accreditation

The Radiologic Technology Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education
in Radiologic Technology
20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182
312.704.5300 • www.jrcert.org

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 and accessible via the JRCERT Web site at www.jrcert.org. The Standards and additional program information are available in the Radiologic Technology Applicant Handbook located Online at www.columbiastate.edu/radiologic-technology.

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 following goals and outcomes are achieved by students, graduates, and/or the program:

Goal 1: Students will demonstrate clinical competence in the performance of diagnostic radiographic procedures
- 1.1 Students will accurately position patients for radiographic examinations.
- 1.2 Students will select appropriate exposure factors for radiographic exams.
- 1.3 Students will apply the principles of radiation protection to the patient, self and others.

Goal 2: Students will demonstrate communication skills
- 2.1 Students will utilize acceptable verbal skills in the clinical setting.
- 2.2 Students will demonstrate oral and written communication skills.

Goal 3: Students will develop critical thinking and problem solving skills applicable to radiography
- 3.1 Students will modify routine imaging parameters based on patient condition and environmental conditions.
- 3.2 Students will evaluate images for diagnostic quality.

Goal 4: Students will exhibit professionalism
- 4.1 Students will exhibit desirable work ethic behaviors.

RADIOLOGIC TECHNOLOGY

4.2   Students will develop the habit of lifelong learning.

Goal 5:   Graduates will contribute to the needs of the medical imaging community

5.1   Students will complete the program within the scheduled time frame

5.2   Graduates will successfully complete the national certification examination.

5.3   Graduates will accept positions in radiography and related modalities.

5.4   Graduates will express satisfaction with their radiography education.

5.5   Employers will express satisfaction with graduates as entry-level radiographers.

The program mission and goals are consistent with the mission and goals of the college. Achievement of the goals are measured by the program's Outcomes Assessment completed annually.

Admission Requirements

1.   Meet all college general requirements for admission as a degree-seeking student as stated in the catalog and be admitted to the college.

2.   Review "Programs with Special Admissions Requirements," in the Columbia State Catalog.

3.   Exemption from or satisfaction of Learning Support competencies in reading, writing, and math as determined by college placement standards by the end of the fall semester prior to the year in which admission is sought.

4.   ACT or SAT exam results are required of all applicants. Applicants must have an ACT composite score of 19 or higher (equivalent to an SAT score of 990 on the 1600 scale and 1340 on the 2400 scale).

5.   Have earned a cumulative grade point average (GPA) of 2.5 or above on a 4.0 scale for prior college level coursework. The high school GPA is used for students who have earned less than 12 college credit hours. An applicant who has not earned 12 credit hours of college-level credit that has no high school GPA must have an average standard score of at least 450 on the GED® or 45 on the HiSET®.

6.   Schedule, attend and complete a information/screening session. Go to http://www.columbiastate.edu/academics/health-sciences/radiologic-technology and select "Information/Screening Session" Sign Up. Information/Screening sessions are conducted from early August through December. You should receive a ticket for the information/screening session. Print this ticket to bring with you to the information/screening session. Applicants will receive all paperwork and a full explanation of the program and profession. Attend a information/screening session at the earliest possible date to give yourself ample time to submit required materials by the February 1 deadline.

7.   Program application requirements listed above must be completed before February 1. This includes the two Letter of Recommendation forms provided at the information/screening session, completion of the clinical observation assignment and review of the Radiologic Technology Applicant Handbook available Online at http://www.columbiastate.edu/academics/health-sciences/radiologic-technology/handbook 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 Standard of Ethics, and an estimated cost sheet.

8.   Applicants must be able to physically manipulate and operate equipment, manipulate patients, and visually assess patients, test results, and the working environment. They 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.

9.   In compliance with the Americans with Disabilities Act, students are encouraged to register with the Office of Counseling/Disability Services for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting special accommodation are (strongly) encouraged to contact the counseling/disability services office at the beginning of the semester.

10.   College credit for Human Anatomy & Physiology I & II and approved math courses, must be current within the past five (5) years to count toward the Radiologic Technology degree or the course(s) must be repeated. Please check Radiologic Technology curriculum for approved math courses.

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

11.   Once admitted, students are required to submit documentation of the following clinical access requirements prior to the first day of clinical assignment. If the documentation is not completed on time, students will not be permitted to go to clinic and may be forced to withdraw from the program.

a.   Health Requirements: All radiologic technology students must submit evidence of good health by returning a completed Physical Examination form. Forms are given to the student upon acceptance into the 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/pertussis booster within the past ten years.

e.   Hepatitis B

f.   Seasonally current influenza immunization

b.   CPR (Cardiopulmonary Resuscitation) Requirements: All admitted students must submit evidence of current BLS (Basic Life Support) Provider certification compliant with American Heart Association (AHA) standards. Inclusion of two-person CPR and AED (Automatic Electronic Defibulator) use is required.   In order to meet clinical affiliate expectations, AHA HeartCode® (blended learning) nor HeartSaver® are accepted. BLS classes are available through numerous providers and are periodically offered by Columbia State through the Economic & Workforce Development (EWD) office. Certification must be maintained continuously for the duration of enrollment.

RADIOLOGIC TECHNOLOGY

c.   Malpractice insurance is required for all radiology clinical practicum courses. A group policy is available. The fee is assessed annually as a part of the registration fees.

d.   Health Insurance is required. Students must provide evidence of health insurance coverage before clinical assignments may begin.

●   Criminal background checks and routine drug screens are required at most affiliated clinical training sites as a condition of participation in clinical education. Based on the results of these tests, an affiliated clinical site may determine to not allow your presence at their facility. This could result in the inability to successfully complete the requirements of a specific course and the program. More information is available from the program director.

Admission Procedures

1.   Submit the following to the Admissions office.
 a.   Completed Application for Admission to the College.
 b.   Official college transcripts from all colleges previously attended.
 c.   High school transcripts or High School Equivalency Diploma – HSE (GED* or HiSET*).
 d.   ACT or SAT exam results.
2.   Schedule and attend an information/screening session listed at http://www.columbiastate.edu/academics/health-sciences/radiologic-technology
3.   Submit completed program application forms received at an information/screening session.
4.   If an applicant does not meet the admission criteria, he/she will be notified in writing. If the applicant wishes to apply in the future, the application process must be repeated and new application documents submitted.

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 after admission and prior to enrollment as well as during each term of enrollment in the program.
3.   Maintain professional conduct as outlined in the Radiologic Technology Student Policy Manual.
4.   Enroll in and successfully complete all required general education courses during (or before) the semester listed in the curriculum outline.
5.   Submit annual TB skin test results to the Health Sciences Records Clerk's office in the William R. Walter Bldg. on the Columbia campus.
6.   Maintain evidence of uninterrupted medical insurance coverage in designated program/institutional offices.

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 Requirements

Only one readmission into the Radiologic Technology Program is permitted. Readmission into 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, within 90 days of dismissal from the program. Regardless of the reason for dismissal, it is the sole responsibility of the student to request readmission in writing to 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.

Due to the rapid change of technology in the field of radiology:
1.   If three or more years has elapsed since enrollment in the program, the radiology courses must be repeated.
2.   If five or more years have elapsed since previous college enrollment or completion of the following courses, these requirements apply:
 a.   Anatomy and Physiology courses must be repeated.
 b.   Required college level math course (Elementary Statistics or Pre-Calculus Algebra) must be repeated.
 c.   All current application/enrollment requirements will apply and must be met.
3.   A Conference Record form completed upon the student's dismissal from the program must be on file to be eligible for readmission.

Readmission Procedures

1.   Submit a written readmission request to the program director within 90 days of dismissal from the program.
2.   Provide written documentation to the Radiologic Technology Program director stating the reason(s) for withdrawal or failure and indicate actions the student has followed to ensure success in the program if readmitted. This documentation must be submitted before a student's application for readmission will be considered.
3.   The Radiologic Technology Program director will notify the student by mail when and where the interview will be held.
4.   The Radiologic Technology Program director will notify the student by mail of his/her readmission status once the readmission process has been completed.

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

RADIOLOGIC TECHNOLOGY

Program Requirements

The courses below are applicable to degree requirements. Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010 or 1020 and
SPCH 1010 or SPCH 1030

Humanities/Fine Arts (Take 1 course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2310, 2320, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Natural Sciences Requirement (Take 2 courses)
BIOL 2010 and 2020*

Mathematics Requirement (Take 1 course)
MATH 1130, 1530, 1630, 1710, 1720, 1730, 1830, 1910*

*Biology and math courses must have been completed no more than five years prior to start of the program.

Social/Behavioral Sciences (Take 1 course)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
COLS 101
INFS 1010
RAD 101, 106, 112, 113, 121, 122, 123, 190, 241, 251, 281, 291, 292, 294, 295

Readmission/Transfer Students: See details in catalog. All RAD courses must be repeated if three or more years have elapsed since prior enrollment.

Requirements for Graduation Include:
- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in program courses.
- cumulative GPA must be at least 2.0 or higher
- taking the Exit Exam.

**Detailed information is available via
www.columbiastate.edu/radiologic-technology**

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Sample Academic Plan

First Year – Summer Semester

___ RAD 101	Introduction to Radiography	2
___ RAD 112	Image Production I	2
___	Social/Behavioral Sciences	3
___ COLS 101	Columbia State College Success	1
		8

First Year – Fall Semester

___ RAD 113	Image Production II	2
___ RAD 121	Radiographic Positioning I	3
___	Mathematics Requirement*	3
___ ENGL 1010*	Composition I or	
	ENGL 1020	Composition II	3
___ BIOL 2010*	Human Anatomy & Physiology I	4
___ INFS 1010	Computer Applications	3
		18

First Year – Spring Semester

___ 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 & Physiology II	4
___	Humanities/Fine Arts	3
		16

Second Year – Summer Semester

___ RAD 291	Radiologic Practicum II	6
		6

Second Year – Fall Semester

___ RAD 241	Radiographic Special Procedures	2
___ RAD 292	Adv. Radiation Physics & Radiobiology	2
___ RAD 294	Radiologic Practicum III	8
___ SPCH 1010	Fundamentals of Speech Communication or	
	SPCH 1030	Argumentation and Debate	3
		15

Second Year – Spring Semester

___ RAD 251	Survey of Medical & Surgical Diseases	2
___ RAD 281	Radiation Protection & Radiologic Seminar	2
___ RAD 295	Radiologic Practicum IV	8
		12
	TOTAL CREDIT HOURS	**75**

*Critical Courses: Mastery of content and earned grades in these courses are linked to an increased likelihood of program completion.

Statewide Alignment:

Columbia State is in the process of adopting/implementing curriculum changes in accordance with TN Board of Regent's (TBR) statewide alignment initiative. Changes may involve (but are not limited to) general education requirements, core course sequencing, course titles/ rubrics/numbers, and admission criteria. Prospective students should consult with program officials for guidance with individual academic plans based on projected enrollment dates.

**For more information contact:
radtech@columbiastate.edu
or
Health Sciences Division office
931.540.2600 or 931.540.2599**

RESPIRATORY CARE
Associate of Applied Science degree

Program and Career Description:

A Respiratory Therapist is a health care professional that assists physicians in 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. For more information, visit www.columbiastate.edu/respiratory-care.

How long is the program?

Columbia State offers a two-year program in Respiratory Care.

What does the program provide?

- Hands-on training at area Middle Tennessee health care facilities.
- Community service activities.
- Participation in the Respiratory Care Club.
- Involvement in professional meetings.
- Low student-to-teacher ratio.

How is the job market?

Demand for Respiratory therapists is anticipated to grow 12% from 2014 to 2024, faster than the average (7%) for all occupations according to the *Bureau of Labor Statistics (www.bls.gov). Median income was $58,670 ($28.21/hr) in May 2016.

Career	Annual Mean Wage
Respiratory Therapist (TN)	$23,270 - $52,900

*Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed and vary dramatically by area of the country, state, and community as well as setting (ie, hospital, clinic, or physician's office.)

www.columbiastate.edu/respiratory-care

Opportunities

Graduates are eligible to take the National Board for Respiratory Care (NBRC) credentialing exams to become Registered Respiratory Therapists (RRTs). Graduates are commonly employed at Middle Tennessee health care facilities including adult, pediatric and neonatal intensive care units. Future employers may also offer on the job training in various specialty areas. Graduates may pursue additional formal education (certifications or baccalaureate degrees) at other institutions through traditional or online formats.

COLUMBIA STATE COMMUNITY COLLEGE

RESPIRATORY CARE

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

The program provides clinical experiences at several middle Tennessee health care 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. Additionally, students attend respiratory care professional meetings and participate in community service activities. Transportation to and from the various venues 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 Respiratory Care License to practice.

Criminal background checks are a requirement at most 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 the program. More information is available from the 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.

Multiple clinical affiliates require satisfactory results from a drug screen prior to the start of clinical training. A positive drug screen will result in the student being excluded from clinical attendance. In this case the student will be counseled to withdraw or will ultimately earn a failing grade based on inability to complete the clinical requirements of the program. Students are also subject to random drug screening throughout the program.

Accreditation

The Respiratory Care Program at Columbia State Community College is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Commission on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road
Bedford, TX 76021-4244
817-283-2835
www.coarc.com

Program outcomes include:

The goal of the program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

In order to achieve the program goals the program has adopted the following outcomes:
1. Students will pass a multi-part comprehensive examination similar to the national credentialing examinations prior to graduation.
2. Graduates will pass the credentialing examinations at or above the national rate.
3. 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 first week in June 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 admission requirements.
2. Complete all entrance examinations such as the ACT/SAT or placement exam as required by the College prior to the application deadline.
3. Exemption from or satisfaction of Learning Support competencies in reading, writing, and math as determined by college placement standards.
4. Possess a cumulative grade point average of 2.0 or above on a 4.0 scale for academic subjects. Learning Support 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.
   d. Visual acuity necessary to differentiate colored alarms, read information from various types of electronic monitors, record data onto electronic and print media, etc.
   e. Verbal abilities to effectively communicate necessary information to others.
   f. Possess a command of the English language necessary to effectively communicate verbally and in writing with patients, families and other health care workers. An English proficiency test may be required of those who use English as a second language.
   g. Perform the duties of a respiratory therapist under the stress of medical emergencies, death and dying, natural disasters, etc.
6. College credit for Human Anatomy and Physiology I & II must be within the past five years to count toward the Respiratory Care degree or the courses must be repeated.

Admission Procedures

1. Submit the following to the Admissions office:
   a. Completed Application for Admission to the College.
   b. Official college transcripts.
   c. High school transcripts or High School Equivalency Diploma (GED® or HiSET®).
   d. ACT/SAT or placement exam results as required by the College.
2. Attending a program orientation session is strongly encouraged. Orientation gives an overview of the profession and the program selection criteria, important components of the program and continuation criteria. Orientation sessions are scheduled throughout the year. Contact the program director for dates and times.
3. Submit program application to the Respiratory Care Program director by the application deadline.
4. Attend an interview, by appointment, with program faculty once all other application requirements have been completed.

RESPIRATORY CARE

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 required math and science course.
5. Maintain a cumulative 2.0 GPA or better, excluding Learning Support 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, proof of health insurance, possession of malpractice insurance, criminal background check and drug screening. 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 annually.
      2. Evidence of immunity for:
         a. Rubella (German measles or 3 day measles), (positive titer).
         b. Varicella zoster (chicken pox) (positive titer).
         c. Rubeola titer (measles), (positive titer).
         d. Tetanus/diphtheria/pertussis booster within the past ten years.
         e. Mumps (positive titer).
      The complete list of requirements is given on the Physical Examination form.
   c. CPR (Cardiopulmonary Resuscitation) Requirements: All admitted students must submit evidence of current BLS (Basic Life Support) Provider certification compliant with American Heart Association (AHA) standards. Inclusion of two-person CPR and AED (Automatic Electronic Defibulator) use is required. In order to meet clinical affiliate expectations, AHA HeartCode® (blended learning) nor HeartSaver® are accepted. BLS classes are available through numerous providers and are periodically offered by Columbia State through the Economic & Workforce Development (EWD) office. Certification must be maintained continuously for the duration of enrollment.
   d. Malpractice Insurance: Malpractice insurance is required for all clinical courses. A group policy is provided with the fee assessed with tuition each fall.
   e. Health Insurance: Students are responsible for all costs incurred related to health problems, including injuries occurring during clinical experiences. Students are required to maintain health insurance while in the program and provide verification prior to the start of clinical training.
   f. Criminal background check: All students must have a criminal background check performed within 90 days prior to the start of clinical training. Depending on the finding of the background check a student may not be allowed to start or finish clinical training requiring the student to withdraw from the program.
   g. Drug screening: All students must have a drug screen performed within 90 days prior to the start of clinical training. Depending on the results of the drug screen a student may not be allowed to continue in the program.
8. Meet/comply with the requirements of clinical affiliates regarding students.
9. All math and science courses must be completed with a "C" or better no later than the semester listed in the program of study and possess a GPA of 2.0 or higher, excluding Learning Support courses.

Students who do not meet the continuation requirements described above will be unable to continue in the program and required to withdraw. Students who withdraw from the Respiratory Care program may still be eligible to continue as a student of the College. Depending on the circumstances, students may have the option to apply for readmission to the program at a later date. Refer to "Readmission" below. A maximum of two program admissions are allowed.

Readmission into the Program

Readmission into the program is not guaranteed. Readmission is based on available space and the circumstances of withdrawal or dismissal. Students seeking readmission must submit a formal, written request to the program director and an updated program application at least 60 days prior to the beginning of the semester for which they desire to enroll. Didactic knowledge and clinical skills may be retested in order to determine placement. Previously completed classes may need to be repeated. Other activities may need to be completed as a condition for readmission depending on the circumstances of withdrawal. Consult the program's student handbook and program director for further details.

All admission and continuation requirements apply to those seeking readmission. Due to the rapid technological changes in respiratory care, a gap of three or more years will necessitate repeating all respiratory care education courses. Additionally, Anatomy and Physiology I & II courses which are more than 5 years old must be repeated.

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

Transfer

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 a letter 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 may 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. Anatomy & Physiology I and II courses that are more than 5 years old must be repeated. Due to the rapid technological changes in respiratory care, those having a three or more year gap in their respiratory care education must repeat all Respiratory Care courses.

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

CRT-to-RRT

Those with the CRT credential wanting to continue their education and become registry eligible must follow the admission requirements outlined above. Admission into the program is not guaranteed. Students must make application to the program at least 60 days prior to the beginning of the fall semester. Specific requirements include:

1. Satisfy the "Admission Requirements" and "Continuation Requirements" of the program as listed above.
2. Provide documentation of current ACLS provider training that does not expire prior to the anticipated graduation date.

The CRT-to-RRT applicant must complete the last two semesters of Respiratory Care courses at Columbia State Community College. The applicant may request to test out of Clinical Practice III.

2017-2018 Catalog and Student Handbook   197

RESPIRATORY CARE

Program Requirements

The courses below are applicable to degree requirements. Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010 or 1020
SPCH 1010

Natural Sciences Requirement*
BIOL 2010, 2020, 2230

*BIOL 2010 and 2020 must have been completed no more than five years prior to start of program.

Mathematics Requirement (Take 1 course)
MATH 1530, 1630, 1710, 1720, 1730, 1830, 1910

Social/Behavioral Science (Take 1 course)
PSYC 1030 or 2130

Humanities/Fine Arts (Take 1 course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2330, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Major Required Courses
COLS 101
**RCT 101, 102, 120, 130, 150, 191, 192, 212, 221, 242, 252, 293, 294

**Respiratory Care courses must be repeated if three or more years have elapsed since completion.

Requirements for Graduation include:
- Earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in program courses.
- Cumulative GPA must be at least 2.0.
- Taking the Exit Exam.

Detailed information is available via
www.columbiastate.edu/respiratory-care

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____	RCT 101	Fundamentals of Respiratory Care I	4
____	BIOL 2010	Human Anatomy & Physiology I	4
____	ENGL 1010	Composition I or ENGL 1020 Composition II	3
____	COLS 101	Columbia State College Success	1
____		Mathematics Requirement	3
____		Social/Behavioral Science	3
			18

First Year – Spring Semester

____	RCT 102	Fundamentals of Respiratory Care II	4
____	RCT 120	Respiratory Care Pharmacology	2
____	RCT 191	Clinical Practice I	1
____	BIOL 2020	Human Anatomy & Physiology II	4
____	BIOL 2230	Microbiology	4
			15

First Year – Summer Semester

____	RCT 130	Intensive Care Monitoring	4
____	RCT 150	Arterial Blood Gases	4
____	RCT 192	Clinical Practice II	3
			11

Second Year – Fall Semester

____	RCT 221	Mechanical Ventilation	4
____	RCT 242	Respiratory Pathophysiology	3
____	RCT 293	Clinical Practice III	4
____		Humanities/Fine Arts	3
			14

Second Year – Spring Semester

____	RCT 212	Pulmonary Functions/Seminar	4
____	RCT 252	Neonatal/Pediatric Respiratory Care	4
____	RCT 294	Clinical Practice IV	4
____	SPCH 1010	Fundamentals of Speech Communication	3
			15

TOTAL CREDIT HOURS 73

Statewide Alignment:

Columbia State is in the process of adopting/implementing curriculum changes in accordance with TN Board of Regent's (TBR) statewide alignment initiative. Changes may involve (but are not limited to) general education requirements, core course sequencing, course titles/rubrics/numbers, and admission criteria. Prospective students should consult with program officials for guidance with individual academic plans based on projected enrollment dates.

For more information contact:
R. David Johnson at
david.johnson@columbiastate.edu or 931.540.2663
or
Health Sciences Division office at
healthsciences@columbiastate.edu
931.540.2600 or 931.540.2599

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action institution.
CoSCC-RCT-05-22-17

VETERINARY TECHNOLOGY
Associate of Applied Science degree

Program and Career Description:

The Veterinary Technology Program 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.

How long is the program?

Columbia State offers a two-year (21-month) full scope program in Veterinary Technology.

What does the program provide?

+ Classroom instruction, laboratory, and clinical experiences.
+ Competencies that exceed American Veterinary Medical Association requirements.

How is the job market?

The first job for about 90% 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 growing rapidly. The Bureau of Labor Statistics projects employment for veterinary technicians nationally to increase by 36% from 2008 - 2018 because of the relatively few veterinary technology graduates each year. The profession is expected to experience continued growth through a combination of increased demand by facilities for the skills of licensed technicians as well as opportunities created when current technicians advance, opt for additional formal education, or retire. Employment of veterinary technicians is typically stable during periods of economic decline or recession.

Career	Beginning Salary	Experienced Salary Median
Veterinary Technicians (TN)	$23,240	$31,470
Veterinary Technicians (US)	$27,970	$40,550

Career Salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

www.columbiastate.edu/veterinary-technology

Opportunities

Opportunities exist in the following areas:

+ Teaching
+ Pharmaceuticals
+ Biomedical Research
+ Military Services
+ Humane Societies
+ Diagnostic Laboratories
+ Zoo/Wildlife Medicine
+ Veterinary Supply Sales

COLUMBIA STATE COMMUNITY COLLEGE

VETERINARY TECHNOLOGY

Major in Veterinary Techology (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.

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. Review of applications will begin February 15 annually. Eligible candidates who have complete college and program applications will be invited to interview with the admissions committee. Applicants who submit materials after February 15 may be considered on a space available basis. All Learning Support requirements must be completed by the end of the Spring Semester prior to beginning Veterinary Technology classes in the Fall semester.

Clinical skills in veterinary technology are obtained through completion of practicum objectives at affiliated veterinary facilities throughout middle Tennessee. Over 500 hours of supervised clinical experience are required and students must provide their own transportation to and from facilities. Clinical sites will be assigned to the student by program faculty to provide exposure to a variety of animal species. Assignment locations are not based solely on proximity to the student's place of residence.

Clinical background checks are required by a few affiliated clinical training sites. Based on results of the criminal background check, an affiliated clinical site may determine to not allow your presence at their facility. The Veterinary Technology program does not require a criminal background check as part of admissions. After graduating from the program, the State Board of Veterinary Medical Examiners will require a background check upon application for licensure. 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 to apply for licensure by the State Board of Veterinary Medical Examiners as a Licensed Veterinary Medical Technician.

Accreditation Information
The Veterinary Technology Program at Columbia State is accredited by the American Veterinary Medical Association.

American Veterinary Medical Association
1931 N. Meacham Road, Suite 100
Schaumburg, IL 60173-4360
1-847-925-8070

Admission Requirements
Candidates for admission must have a high school diploma or High School Equivalency Diploma (GED* or HISET*) 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 for information on advising and the application process. The student may also wish to schedule a campus tour and arrange a meeting with program faculty. Tours can be scheduled by calling 931.540.2766. For the latest information on campus tours go to: www.columbiastate.edu/admissions/campus-tours.

The following items must be on file in the Admissions office:
1. Completed Application for Admission to the College.
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. ACT/SAT, if under age 21.
   b. Placement test scores, if required.

The following are requirements of the Veterinary Technology Program:
1. Students applying to the program must have a minimum GPA of 2.0 to be eligible.
2. Complete all Veterinary Technology Program application forms.
3. Complete a formal personal interview with the program director of Veterinary Technology and/or the selection committee. Applicants are evaluated during the interview process based on the following criteria: professional appearance, academic ability, previous experience, reasoning skills, personal interaction skills, and motivation.
4. Complete an eight-hour observation of the activities and duties of a licensed veterinary technician.
5. Report, in writing, any felony convictions.
6. 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.
7. Exemption from or satisfaction of Learning Support competencies in reading, writing, and math as determined by college placement standards by the end of the Spring semester prior to enrolling in Veterinary Technology classes for the Fall semester.

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

Review of applications will begin February 15 annually. Applicants who submit materials after February 15 may be considered on a space available basis. Class size is limited. All Learning Support requirements must be completed by the end of the Spring Semester prior to beginning Veterinary Technology classes in the Fall semester. If the class has not been filled to capacity by the end of the Summer Semester, students completing their Learning Support requirements at the end of the Summer semester may be considered on an individual basis.

VETERINARY TECHNOLOGY

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 AGRI 1020, AGRI 1025, and BIOL 2230 in order to continue in the program.
3. Earn a "C" or higher in clinical practice, which is considered satisfactory performance in clinical assignment.
4. Maintain a GPA of 2.0 or higher.
5. Enroll in and successfully complete all required general education courses during (or before) the semester listed in the curriculum outline.
6. Maintain professional conduct as outlined in the Veterinary Technology Program Student Policy Manual.

Students who do not meet the continuation requirements above are ineligible to progress in the Veterinary Technology Program. These students 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. 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 re enroll. 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 may 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, readmission will be considered only if there are positions available within the class.

VETERINARY TECHNOLOGY

Program Requirements

The courses below are applicable to degree requirements. Students may be required to take additional Learning Support courses.

Communications Requirement
ENGL 1010, 1020
SPCH 1010 or SPCH 1030

Humanities/Fine Arts (Take 1 course)
ART 1030
ARTH 2010, 2020
ENGL 2015, 2130, 2230, 2330, 2920, 2440
HUM 1130, 1131
MUS 1030
PHIL 1030, 2030, 2033
THEA 1030

Natural Sciences Requirement
BIOL 2230
BIOL 1110 or 1120 (Take 1 course)

Social/Behavioral Sciences (Take 1 course)
ANTH 1200, 1300
COMM 1010
ECON 2010, 2020
GEOG 2010
PHED 2120
POL 201
POLS 1030, 1501, 2010
PSYC 1030, 2130
SOCI 1010, 1020, 2010

Major Required Courses
AGRI 1020, 1025
COLS 101
VET 102, 112, 113, 191, 192, 193, 201, 202, 203, 251

Note: Learning Support math requirement(s) must be satisfied even if you do not intend to take a college-level math course.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:

+ earning 25% of total program credits in residence at Columbia State.
+ GPA of at least 2.0 in program courses, AGRI 1020, AGRI 1025, and BIOL 2230.
+ cumulative GPA must be at least 2.0.
+ taking the Exit Exam.

2017-2018 Catalog

Sample Academic Plan

First Year – Fall Semester

____ ENGL 1010	Composition I	3
____ AGRI 1020	Introduction to Animal Science	4
____ BIOL 1110	General Biology I **or**	
____ BIOL 1120	General Biology II	4
____ VET 112	Veterinary Technology Orientation I	4
____ COLS 101	Columbia State College Success	1
		16

First Year – Spring Semester

____ BIOL 2230	Microbiology	4
____ SPCH 1010	Fundamentals of Speech Communication **or**	
____ SPCH 1030	Argumentation and Debate	3
____ ENGL 1020	Composition II	3
____ VET 102	Animal Anatomy	4
		14

First Year – Summer Semester

____ VET 113	Veterinary Technology Orientation II	4
____ VET 191	Clinical Practicum I	2
____ VET 201	Veterinary Lab Procedures I	5
		11

Second Year – Fall Semester

____ VET 192	Clinical Practicum II	5
____ VET 202	Veterinary Lab Procedures II	5
____ VET 251	Pharmacology	3
____ AGRI 1025	Livestock Management	3
		16

Second Year – Spring Semester

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

TOTAL CREDIT HOURS 73

Any non-VET classes may be taken prior to program enrollment. Once enrolled in the Vet Tech program, students will not be permitted to postpone any non-VET, general education course(s). Should any course not be offered at Columbia State during the term indicated, program officials will assist students in re-ordering courses to complete all requirements.

For more information contact:
vettech@columbiastate.edu
or
Health Sciences Division office at
healthsciences@columbiastate.edu
931.540.2600 or 931.540.2599

BUSINESS
Technical Certificate

Program and Career Description:

This certificate is designed to prepare students to advance in the business community by providing them basic knowledge and skills in business management. Courses from this program may be applied to the Associate of Applied Science degree in Business or General Technology.

Career	Starting Salary	Experienced Salary Median
Retail Assistant Store Manager	$23,800	$32,100
Customer Service Representative	$22,000	$26,800
General Clerk	$20,200	$24,600

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Program Requirements

The Business Technical Certificate is offered in a traditional format during the day in Columbia and also in an online/hybrid format for those who prefer to complete most of their coursework at home. The online courses are in a 7-week or 15-week format, while the hybrid courses are in a 5-week, 7-week, or a 15-week format. The certificate can be completed in two semesters.

Students may be required to take additional Learning Support courses.

First Semester

____ BUSN 1305	Introduction to Business	3
____ INFS 1010	Computer Applications	3
____ BUSN 1380	Supervisory Management	3
____ BUSN 1310	Business Communications	3
		12

Second Semester

____ BUSN 1350	Sales and Service	3
____ BUSN 2370	Legal Environment of Business	3
____ BUSN 2380	Principles of Marketing	3
____ ACCT 1010	Principles of Accounting I	3
____ Elective*		3
		15

Total Credit Hours 27

*Note: An elective can be any college-level course. BUSN/CITC courses are strongly recommended.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our web site at http://www.columbiastate.edu/IR/Gainful%20Employment/Business/gedt.html

Requirements for Certificates include:
- Total certificate hours must be at least 27
- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in courses required for the certificate.
-
-

For more information contact:
Dearl Lampley at
dlampley@columbiastate.edu or 931.540.2678
or
Science, Technology & Math Division office at 931.540.2710

COLUMBIA STATE COMMUNITY COLLEGE

COMMERCIAL ENTERTAINMENT
Technical Certificate

Program and Career Description:

The Commercial Entertainment Technical Certificate is designed for students who want to enter the entertainment field immediately upon receiving the certificate as a performer (singer/dancer) or songwriter, and provides a balanced approach to the skills needed to seek employment in this field. Courses in the Commercial Entertainment certificate program may be applied toward the Commercial Entertainment associate degree program. Below are a few examples of career and salary estimates.

Photo taken by Sarah B. Gilliam

Career	Beginning Salary	Experienced Salary Median
Singers/Dancers on Cruise Ships	$25,800	$34,750
Songwriters/Composers/ Music Directors	$36,310	$62,850
Dancers/Choreographers	$34,750	$44,540

Career Salary information taken from www.jobs4tn.gov and www.bls.gov. Check out these web sites for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Transfer Options

This certificate program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details.

Articulation agreements exist between other private and non-TN public institutions. These agreements are available at www.columbiastate.edu/admissions/transfer-information.

COLUMBIA STATE COMMUNITY COLLEGE

Commercial Entertainment

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

Admission Requirements

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 Campus of Columbia State Community College. Prospective students may call (615)790-4420 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. Prior to participating in stagecraft classes, it is recommended that students have a Tetanus booster if it has been more than five years since their last booster.
3. Commercial Entertainment students must exhibit proficiency in at least one of four areas: dance, drama, singing or music. 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 recorded by the program director to be used to confer with faculty in the Commercial Entertainment program.
   b. An applicant may elect to submit a prerecorded audition on CD/DVD. The deadline for submission of prerecorded auditions is August 1 for fall semester and December 1 for spring semester.

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 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 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.

Commercial Entertainment

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

Program Requirements

Students may be required to take additional Learning Support courses.

Major Required Courses
CEN 207
MUS 1510, 1810, 1820, 1850, 2350

Songwriting Option
CEN 135, 136
MUS 1860, 2360

Performance Option
CEN 102, 200, 216
MUS 1520, 1800
THEA 1400
Take one from the following:
CEN 103, 104, 107, 109, 111, 203

Please see the Commercial Entertainment Program Director for Advising and scheduling of classes.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- Total certificate hours must be at least 24
- earning 25% of total program credits in residence at Columbia State
- GPA of at least 2.0 in courses required for the certificate.

Sample Academic Plan

First Year – Fall Semester

MUS 1810	Fundamentals of Music I	3
MUS 1510	Class Voice I	1
MUS 1850	Musical Keyboarding I	1

Songwriting Option

CEN 135	Commercial Songwriting I	3
MUS 2350	Digital Audio Recording	3
MUS 1860	Musical Keyboarding II	1

Performance Option

CEN 102	Dance Performance and Production Lab	1
MUS 1800	Choral Lab	1
CEN 200	Audition/Showcase Techniques	2
MUS 2350	Digital Audio Recording or	
THEA 1020	Acting	3
		12

First Year – Spring Semester

MUS 1820	Fundamentals of Music II	3
CEN 207	Entertainment Business	3

Songwriting Option

CEN 136	Commercial Songwriting II	3
MUS 2360	Digital Music Production	3

Performance Option

CEN 216	Professional Audition	1
MUS 1520	Class Voice II	1
THEA 1400	Stagecraft	3
CEN Elective		1
		12

TOTAL CREDIT HOURS 24

For more information contact:
Cathy Hudnall at
chudnall@columbiastate.edu or 615.790.4420
or
Williamson Campus at 615.790.5926

COMPUTED TOMOGRAPHY
Technical Certificate

Program and Career Description:

Computed Tomography (CT) Technologists are Radiologic Technologists with specialized training who use a rotating x-ray unit and sophisticated computers to obtain detailed, cross-sectional images of patient anatomy. The images can demonstrate tissue, bones, organs, and blood vessels. The CT technologist prepares images for use by physicians in diagnosing medical conditions. CT imaging can also be used with biopsies, treatment planning, or interventional procedures. The CT technologist is responsible for imaging, patient care, equipment operation, and safety for both patients and personnel.

Salary Information:
2013 National Base Annual Compensation (Mean): $63.545
2013 Tennessee Full Time Compensation (Mean): $54,901

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

How long is the certificate?

Students enrolled in the Computed Tomography (CT) Technical Certificate will be full-time, 16 semester credit hours, for one semester. The certificate includes online didactic courses and clinical requirements completed at a variety of clinical affiliates. Clinical assignments are made through agreements between Columbia State, the proposed affiliate, and the individual student.

What does the certificate provide?

- Online didactic instruction and clinical competency development.
- Supervised practical experience in approved clinical facilities.
- Clinical procedure volume and variety which meets/exceeds American Registry of Radiologic Technologists (ARRT) exam eligibility requirements.
- Life-long learning experiences applicable to ARRT continuing education requirements for primary discipline renewal.

www.columbiastate.edu/radiologic-technology

Opportunities

Columbia State's Computed Tomography certificate prepares the post-graduate registered technologist to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. The certificate is a specialty for ARRT registered radiographers, Nuclear Medicine Technology Certification Board (NMTCB) nuclear medicine technologists or radiation therapists. Academic and clinical studies prepare technologists to provide patient care and perform studies utilizing imaging equipment, professional communication and quality assurance in scheduled and emergency procedures. Completers may be eligible to sit for the ARRT post-primary certification exam in Computed Tomography. Examples of places CT Technologists may find employment include trauma centers, hospitals, clinics, urgent care centers, mobile imaging services, commercial sales or applications.

COLUMBIA STATE COMMUNITY COLLEGE

COMPUTED TOMOGRAPHY

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

Admission Process

+ Applicants must meet all college general requirements for admission as a degree-seeking student as stated in the catalog.

+ In addition to completing the application process for admission to Columbia State, students seeking admission to the Computed Tomography Certificate application by June 1. Applications will be accepted March 15 - June 1 annually. Applications received after June 1 may be considered on a space available basis.

+ Applicants must be graduates of an accredited Radiologic Technology, Nuclear Medicine, or Radiation Therapy program and eligible for or certified/registered by the ARRT or NMTCB. **Transcripts and copies of credentials/certification are required.**

+ Admission to the program is not guaranteed. Class size is limited. The class will be filled with candidates on a first qualified (all requirements completed), first admitted basis.

Students enrolling in the clinical course (RAD 230) must submit documentation of the following to the division's Health Records Clerk prior to the first day of the semester:

+ Evidence of good health by returning a completed Physical Examination form. Required forms will be provided to students upon the offer of a seat in the class.

+ Students must provide a current negative 2-step TB skin test and/or chest x-ray

+ Evidence of Immunizations/Immunity for:
    + Rubella (positive titer)
    + Rubeola (positive titer)
    + Varicella zoster (chicken pox) (documentation of two doses OR positive titer)
    + Completed Hepatitis B Vaccine series or titer
    + Tetanus/diphtheria booster within the past ten years

+ CPR (Cardiopulmonary Resuscitation) Requirements: All admitted students must submit evidence of current BLS (Basic Life Support) Provider certification compliant with American Heart Association (AHA) standards. Inclusion of two-person CPR and AED (Automatic Electronic Defibulator) use is required. In order to meet clinical affiliate expectations, AHA HeartCode® (blended learning) nor HeartSaver® are accepted. BLS classes are available through numerous providers and are periodically offered by Columbia State through the Economic & Workforce Development (EWD) office. Certification must be maintained continuously for the duration of enrollment.

+ Malpractice insurance is required for the clinical component. A group policy is available. The fee for the required group policy is assessed as part of tuition/fees.

+ Criminal Background check clearance by clinical site.

+ A negative 10-panel drug screen is required

2017-2018 Catalog

Advanced Standing

Radiologic Technologists credentialed by the ARRT who have independently performed whole-body computed tomography an equivalent of one year full-time within the past three years may qualify for advanced standing for the clinical education component. Competence in the performance of computed tomography of the head, neck, spine, chest, abdomen, pelvis and musculoskeletal system must be documented.

Required Courses

RAD 210	Computed Tomography Patient Management	4 hours
RAD 220	Computed Tomography Physics	4 hours
RAD 230	Computed Tomography Clinic	8 hours

Requirements for Graduation include:
+ Total certificate hours must be at least 16
+ earning 25% of total program credits in residence at Columbia State
+ GPA of at least 2.0 in courses required for the certificate.
+ Earn a minimum of "C" in required courses.

For more information contact:

radtech@columbiastate.edu
or
Health Sciences Division office
931.540.2600 or 931.540.2599

Detailed information is also available via
www.columbiastate.edu/radiologic-technology

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our web site at http://www.columbiastate. edu/docs/default-source/financial-aid-forms/gainful-employment/ct-51-0905-gedt.pdf?sfvrsn=2

COMPUTER NETWORKING
Technical Certificate

Program and Career Description:

The Computer Networking certificate is a one-year program designed to prepare graduates for entry level positions as Network and Computer Systems Administrator occupations.

Career	Beginning Salary	Experienced Salary Median
Computer Network Support Specialist	$37,000	$52,000
Network and Computer Systems Administrators	$38,000	$65,000

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

This technical certificate will be an embedded certificate within the Computer Information Technology A.A.S. degree.

Sample Academic Plan

First Semester

___ CITC 1320	A+ Hardware and Software	3
___ CITC 1323	CCNA I	3
___ CITC 1351	Principles of Information Assurance	3
		9

Second Semester

___ CITC 1324	CCNA II	3
___ CITC 2320	Windows Server Administration	3
___ CITC 2326	Network Security	3
		9
	Total Credit Hours	**18**

Requirements for Certificates include:
- Total certificate hours must be at least 18
- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in courses required for the certificate.

**For more information contact:
Deepa Janakiraman at
djanakiraman@columbiastate.edu or 615.790.5984
or
Science, Technology & Math Division office at
931.540.2710**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our web site at http://www.columbiastate.edu/docs/default-source/financial-aid-forms/gainful-employment/computer-networking—11-0901-gedt.pdf?sfvrsn=2

COLUMBIA STATE COMMUNITY COLLEGE

ENGINEERING SYSTEMS TECHNOLOGY
Technical Certificate

Program and Career Description:

The Technical Certificate in Engineering Systems Technology is a one-year program designed to prepare graduates for many different careers related to manufacturing with an emphasis on technology, critical thinking, and problem solving. Students will take courses in the basic fundamentals of industrial technology and move to more advanced applications including Programmable Logic Controls.

Career	Beginning Salary	Experienced Salary Median
Industrial Machinery	$32,750	$46,780
Maintenance Workers	$25,460	$40,110
Electrical/Electronic Engineering Technicians	$43,450	$62,360
Maintenance & Repair Workers	$23,910	$34,580

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

This technical certificate will be an embedded certificate within the Engineering Systems Technology A.A.S. degree. Upon successful completion of the certificate program, students will be afforded the opportunity to complete industry certification exams.

Sample Academic Plan

First Year – Fall Semester — Credit Hours

EETC 1311	Electrical Circuit I	3
ENST 2361	Fluid Power Systems	3
ENST 2199	Industrial Safety	1
	Total In First Year - Fall Semester	7

First Year – Spring Semester

EETC 2361	Instrumentation Technology	3
ENST 1360	Mechanical Power Transmission	3
EETC 2333	Industrial Electric Control	3
EETC 2332	PLC I	3
	Total in First Year - Spring Semester	12

TOTAL CREDIT HOURS   19

Requirements for Certificates include:

- Total certificate hours must be at least 19
- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in courses required for the certificate.

For more information contact:
Mehran Mostajir at
mmostajir@columbiastate.edu
or 931.540.2711 or 931.398.8868 or
Science, Technology and Math Division office at 931.540.2710

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our web site at http://www.columbiastate.edu/IR/Gainful%20Employment/AllT/gedt.html

COLUMBIA STATE COMMUNITY COLLEGE

EMERGENCY MEDICAL SERVICES (EMS) BASIC - ADVANCED - PARAMEDIC
Licensure Eligibility and Technical Certificate

Program and Career Description:

The Emergency Medical Technician-Basic (EMT) is an entry-level Emergency Medical Technician. The EMT renders life support to patients at the scene of injuries or illnesses and prepares these patients for transport to the hospital.

The Advanced Emergency Medical Technician (AEMT) renders basic and advanced life support to patients at the scene of their injury or illness and continues this treatment while transporting these patients to the hospital.

Paramedics (EMSP) are health care professionals trained in the advanced skills needed for rendering care to the critically ill or injured patient in the pre-hospital, industry or emergency room setting. Paramedics perform all of the procedures described above for EMTs and AEMTs plus give oral or intravenous medications, read EKGs (electrocardiograms), do endotracheal intubations, and use additional complex equipment.

How long is the program?

Emergency Medical Technician-Basic (EMT-B) Technical Certificate (one-semester, Fall, Spring or Summer)
Advanced Emergency Medical Technician (AEMT) Technical Certificate (one-semester, Fall or Spring)
Paramedic (EMSP) Technical Certificate (12-months/three semesters, Fall start annually)
The certificates must be completed sequentially, each is a pre-requisite to the next level.

What does the program provide?

- Challenging academic courses facilitated by EMS professionals,
- Extensive clinical rotations in numerous acute care facilities, ambulance services, and fire stations across middle Tennessee,
- Opportunities to attain knowledge and skills necessary for licensure and career success.
- Support and encouragement from both faculty and fellow cohort members.

How is the job market?

No accurate national data exists which separates salaries for various levels of EMS credentials. Reported base salaries do not include overtime and extra shifts commonly worked. The best information regarding salaries may be obtained by contacting EMS providers in the desired Emergency Medical Services area and inquiring about entry level salaries. Additional information about education requirements and preferred work styles may be obtained from www.bls.gov.

Opportunities

Upon successful completion of the EMT-Basic technical certificate, candidates are eligible to sit for the National Registry's written and practical examinations. Upon successful completion of examinations and other licensure requirements, the student will be eligible for the State of Tennessee EMT license or may advance into the AEMT certificate.

Upon successful completion of the AEMT technical certificate, and successful completion of examinations and other licensure requirements, the student will be eligible for the State of Tennessee AEMT license and may advance into the Paramedic technical certificate.

The Paramedic Technical Certificate is in compliance with the Common Course Curriculum for Emergency Medical Services: Paramedic (EMSP) as delivered by Tennessee Board of Regents community colleges. Upon successful completion of the Paramedic curriculum, candidates are eligible to sit for the examinations for National Registry Certification and Tennessee Paramedic licensure. Paramedic completers also have the option to complete additional course work and earn an Associate of Applied Science (AAS) in General Technology.

COLUMBIA STATE COMMUNITY COLLEGE

EMERGENCY MEDICAL SERVICES (EMS)
BASIC - ADVANCED - PARAMEDIC

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

Those who wish to advance in Emergency Medical Services careers should have a long term plan to complete all three phases in sequence: Emergency Medical Technician (EMT-B), Advanced Medical Technician (AEMT) and Paramedic.

Emergency Medical Technician Basic (EMT-B)

EMT-B 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-B classes.

1. Complete application for admission to the College by submitting the following to the Admissions office:
   a. completed Application for Admission
   b. official college transcripts
   c. high school transcripts or High School Equivalency Diploma-HSE (GED® or HiSET®).
   d. proof of immunization with two doses of Measles, Mumps, and Rubella (MMR) and Varicella Zoster (Chicken Pox) vaccines administered on or after the first birthday AND evidence of immunity via Titer.
2. Students must place at Competency 1 or higher or have completed requirements for Competency 0 with regard to competencies in reading, writing, and math as determined by ACT sub-scores, the institutional challenge exam/placement process, or acceptable equivalent.
3. Must be at least 18 years of age.

To successfully complete the courses/certificates, students must receive clearance from affiliates to participate in clinical education, develop skills, complete objectives and master required competencies.

1. Criminal background checks and drug screens are required by most clinical affiliates.
2. A clinical affiliate may choose to deny a student access to participate in clinical rotations at their facility based on the results of a student's background check or drug screen results.
3. If a student is denied access to any clinical affiliate site, the student will not be allowed to complete the clinical requirements of the program.
4. For more information about the background check and drug screening process, you may contact program faculty.

EMT-B students confirmed for the class are required to submit documentation of a completed *Physical Examination* form with all required health work. For a checklist of requirements and copies of forms to be submitted, visit ww.columbiastate.edu/emt-paramedic/incoming students. Evidence of personal health insurance is also required. Documentation of all requirements must be submitted before students will be allowed to schedule clinical rotations.

Applicable to EMT-B, AEMT and EMSP Technical Certificates:

Applicants who have been convicted of a crime other than a minor traffic violation may be ineligible for licensure by the State of Tennessee. For more information, contact the State of Tennessee Department of Health Division of EMS at: http://health.state.tn.us/ems.

Criminal background checks and routine drug screens are required by several affiliate clinical training sites as a condition of participation in clinical education. Based on the results of the criminal background check and drug screen, an affiliated clinical site may elect not to allow an individual student to participate in clinical at the facility. This could result in inability to successfully complete the requirements of a specific course and program. More information is available from program officials.

Advanced Emergency Medical Technician (AEMT)

Once you have earned your Tennessee EMT license or have recently (within 90 days) graduated from an accredited EMT program and passed the National Registry, you can further your education by enrolling in the Advanced EMT (AEMT) program. AEMT 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 AEMT classes.

1. Applicants must meet the general requirements for admission to the College and apply for admission as stated in the College catalog.
2. Students must place at Competency 1 or higher or have completed requirements for Competency 0 with regard to competencies in reading, writing, and math as determined by ACT sub-scores, the institutional challenge exam/placement process, or acceptable equivalent.
3. Must be at least 18 years of age.
4. Must be currently licensed as an Emergency Medical Technician in the State of Tennessee or have successfully completed an EMT education program within 120 days of beginning the AEMT program and have successfully completed a Tennessee EMS Board approved EMT competency written and practical examination.
5. EMTs who have shown competency in basic knowledge and skills through completion of Board approved written and practical examination and wish to progress to AEMT training without obtaining an EMT license shall submit evidence of good moral character (two letters of reference). Such evidence shall attest to the EMTs good moral character and be two recent (within the preceding 12 months) original letters from medical professionals attesting to the applicant's personal character. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.
6. Meet other Admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation. Office of Emergency Medical Services.

Once confirmed for AEMT courses, students are required to submit documentation of the following entry requirements. If the documentation is not completed prior to the first day of 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. CPR (Cardiopulmonary Resuscitation) Requirements: All admitted students must submit evidence of current BLS (Basic Life Support) Provider certification compliant with American Heart Association (AHA) standards. Inclusion of two-person CPR and AED (Automatic Electronic Defibulator) use is required. In order to meet clinical affiliate expectations, AHA HeartCode® (blended learning) nor HeartSaver® are accepted. BLS classes are available through numerous providers and are periodically offered by Columbia State through the Economic & Workforce Development (EWD) office. Certification must be maintained continuously for the duration of enrollment.
c. Evidence of personal health insurance coverage.
d. All necessary health records required by clinical affiliates (Check list provided/available online. See list of vaccinations immunity requirements under EMT-B).
e. Criminal background check and drug screen requirements for clinical affiliate access apply. A student denied clinical access is unable to complete course objectives.

EMERGENCY MEDICAL SERVICES (EMS)
BASIC - ADVANCED - PARAMEDIC

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

Paramedic (EMSP)

Once you've spent some time in the field as an AEMT, you may want to further your education to the third and most coveted tier in EMS, Paramedic.

The Columbia State Community College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP).

CAAHEP
1361 Park Street
Clearwater, FL 33756
727.210.2350

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.

Paramedic curriculum is designed to enhance the basic and interpersonal skills obtained through the Emergency Medical Technician – Basic (EMT) and Advanced Emergency Medical Technician (AEMT) licenses. 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 Paramedic licensure.

The program is 12 months in length. All applicants must be licensed in Tennessee as an AEMT or eligible for state license prior to acceptance into the program. If eligible for licensure, the AEMT license must be obtained prior to starting the program.

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. Applicants must have demonstrated basic reading, writing, and math competencies as defined in the Admission Process below.
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. CPR (Cardiopulmonary Resuscitation) Requirements: All admitted students must submit evidence of current BLS (Basic Life Support) Provider certification compliant with American Heart Association (AHA) standards. Inclusion of two-person CPR and AED (Automatic Electronic Defibulator) use is required. In order to meet clinical affiliate expectations, AHA HeartCode® (blended learning) nor HeartSaver® are accepted. BLS classes are available through numerous providers and are periodically offered by Columbia State through the Economic & Workforce Development (EWD) office. Certification must be maintained continuously for the duration of enrollment.
   c. Evidence of personal health insurance coverage.
   d. All necessary health records required by clinical affiliates. (Check list provided/available online. See list of vaccinations/immunity requirements under EMT-B.)
   e. Criminal background check and drug screen requirements for clinical affiliate access apply. A student denied clinical access is unable to complete course objectives.

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. Students must place at Competency 1 or higher or have completed requirements for Competency 0 with regard to competencies in reading, writing, and math as determined by ACT sub-scores, the institutional challenge exam/placement process, or acceptable equivalent.
3. All applicants must submit a completed application to the EMS department between January 1 and March 31.
4. A copy of current AEMT license.
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 an AEMT Entrance examination.
7. Applicants will be interviewed by the EMS Review Panel.
8. Admission decisions will be made by June 1. Admitted students will begin the program in the fall semester.

Selection Criteria
Applicants must obtain an overall average of 2.5 out of 5 points in the following areas of the application process. Advanced Emergency Medical Technician entrance examination, math test, and oral interview to be eligible for admission into the Paramedic Program.

1. AEMT 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.

Retention Requirements
After admission to the program, to remain eligible for continuation, a student must earn a grade of "C" or better in all EMSP 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 Paramedic Program with a minimum of a 2.0 cumulative grade point average.

Readmission Requirements
Readmission to the 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 at least 90 days prior to the desired readmission date. Readmission decisions will be made on an individual basis. An interview with the program director is required before readmission. Regardless of the reason for dismissal, it is the sole responsibility of the student to request readmission in writing to the program director. Students who have been unsuccessful in completing the program after two attempts, will not be eligible for readmission.

EMS professionals who have successfully completed the Paramedic Technical certificate are encouraged to see program officials regarding degree advancement options.

EMERGENCY MEDICAL SERVICES (EMS)
BASIC - ADVANCED - PARAMEDIC

Some students may be required to complete coursework prior to enrolling in EMS classes depending upon competency placement in reading, writing, and math.

Class Information for EMT and AEMT certificates:

+ Classes are offered on an intense 15 week schedule (10 weeks in summer semester)
+ Students are also required to complete 96 hours of clinical rotations during their enrollment
+ Students are admitted on a first qualified, first admitted basis
+ Students must contact program faculty directly to register for classes

Emergency Medical Technician - Basic (EMT) Technical Certificate

Required Courses

EMSB 1601	EMT Medical Emergencies and EMS Operations	6
EMSB 1602	EMT Trauma and Medical Emergencies	6
EMSB 1101	EMT Medical Skills Lab	1
EMSB 1102	EMT Trauma and Medical Skills Lab	1
EMSB 1111	EMT Clinical	1
EMSB 1112	EMT Field Internship	1
	Semester Credit Hour Total	16

Upon successful completion, the candidate is eligible to receive a Technical Certificate and challenge the National Registry exam to obtain National Certification as an EMT and Tennessee State licensure as an EMT or may advance into the AEMT Technical Certificate.

Advanced Emergency Medical Technician (AEMT) Technical Certificate

Prerequisite: Applicants must be currently licensed as an Emergency Medical Technician in the State of Tennessee or have successfully completed an EMT education program within 120 days of beginning the AEMT program and have successfully completed a Tennessee EMS Board approved EMT competency written and practical examination.

Required Courses

EMSA 1501	Advanced EMT Medical Emergencies	5
EMSA 1502	Advanced EMT Trauma and Medical Emergencies	5
EMSA 1201	Advanced EMT Medical Skills Lab	2
EMSA 1202	Advanced EMT Trauma and Medical Skills Lab	2
EMSA 1111	Advanced EMT Clinical	1
EMSA 1112	Advanced EMT Field Internship	1
	Semester Credit Hour Total	16

Upon successful completion of the AEMT technical certificate, candidates are eligible to sit for the National Registry's written and practical examinations. Upon successful completion of examinations and other licensure requirements, the student will be eligible for the State of Tennessee AEMT license.

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for the EMT and AEMT Technical Certificates include:

+ Total certificate hours must be at least 16
+ earning 25% of total program credits in residence at Columbia State.
+ GPA of at least 2.0 in courses required for the certificate.

Paramedic Technical Certificate

Some students may be required to take additional Learning Support courses prior to enrolling in EMS classes depending upon competency placement in reading, writing, and math.

Prerequisite: Applicants must be licensed in Tennessee as an AEMT or eligible for state Licensure prior to acceptance in the program.

Semester I

EMSP 1801	Fundamentals of Paramedic I	8
EMSP 1401	Paramedic Skills Lab I	4
EMSP 1311	Paramedic Clinical I	3
	Semester Credit Hour Total	15

Semester II

EMSP 2802	Fundamentals of Paramedic II	8
EMSP 2402	Paramedic Skills Lab II	4
EMSP 2412	Paramedic Clinical II	4
	Semester Credit Hour Total	16

Semester III

EMSP 2403	Paramedic Capstone	4
EMSP 2303	Paramedic Practicum	3
EMSP 2513	Paramedic Field Internship	5
	Semester Credit Hour Total	12
	Total credit hours	43

Requirements for the Paramedic Technical Certificate include:

+ Total certificate hours must be at least 43
+ earning 25% of total program credits in residence at Columbia State.
+ GPA of at least 2.0 in courses required for the certificate

For information regarding EMS certificates or degree options check our website:
www.columbiastate.edu/emt-paramedic

For more information on EMT and AEMT Technical Certificates contact:
Eric McCullough at
emccullough1@columbiastate.edu or
931.540.2792

For more information on the Paramedic Technical Certificate contact:
Dr. David Cauthen at
dcauthen1@columbiastate.edu or
931.540.2686

Health Sciences Division office at
healthsciences@columbiastate.edu
931.540.2600 or 931.540.2599

FILM CREW TECHNOLOGY
Technical Certificate

Photo taken by Trexton Phillips

Program and Career Description:

The Film Crew Technology Program (FCT) is especially designed for individuals who want to enter the motion-picture business as "below-the-line" crew (the technicians that perform the majority of work on a motion-picture production). The FCT Program was started in 2008 as part of the Film Incentive plan for the State of Tennessee. The curriculum is constantly influenced by the Director of the FCT Program and the FCT Board of Directors.

This certificate is designed for the student who does not intend to transfer into a baccalaureate degree program.

Career	Beginning Salary	Experienced Salary
Audio & Video Equipment Technician	$19.57 per hour	$22.46 per hour

Career Salary information taken from www.jobs4tn.gov and www.bls.gov. Check out these web sites for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

www.columbiastate.edu/academics/extended-services/film-crew-technology

The Film Crew Technology program trains students in motion-picture lighting, grip, art department, HD cinematography, Digital Information Technician, sound and post-production (editing). For students wanting to enter the motion-picture industry or transfer to a four-year film program this program is extremely advantageous. The FCT program utilizes the latest technology and techniques commonly used in the professional motion-picture industry and is the only program in the State of Tennessee with professional working Grip/Electric production vehicle.

The program begins every August and is currently limited to 16 students per year. Please see the Film Crew Program Director for Advising and scheduling of classes.

COLUMBIA STATE COMMUNITY COLLEGE

FILM CREW TECHNOLOGY

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

Admission Requirements

Due to enrollment limitations applications are screened using the criteria outlined below:

1. Applicants must meet the general requirements for admission to the College.

2. Complete a Request for Admission to Film Crew Technology Program form available at http://www.columbiastate.edu/academics/extended-services/film-crew-technology.

   Forms are also available upon request from the Program Director. Please email david.smith@columbiastate.edu or call 615.790.4410.

3. Student must place at the Competency 1 or higher for have completed Competency 1 in Learning Support Reading and Writing as determined by ACT sub-scores, the institutional challenge exam/placement process or acceptable equivalent.

4. Prior to admission in the program, students must be able to visually assess colors and be able to determine the difference between Red, Black, Green & White.

Admissions Process

1. Applicant must meet the general requirements for admission to the College.

2. Applicants must complete and submit the *Application to participate in the Film Crew Technology* form to the Program Director by May 1st.

3. Applicants are not required but are encourage to submit two letters of recommendations to the Program Director.

4. Students must place at the Competency 1 or higher or have completed reading and writing as determined by ACT sub-scores, the institutional challenge exam/placement process or acceptable equivalent.

5. Applicants who meet the stated admissions requirements will be invited to an on campus oral interview. Students who live outside of Tennessee may be granted an exception to interview using video conferencing technology.

6. Admission decisions will be made by June 30. Admitted students who complete registration requirements will begin the program in the fall semester.

7. If the class has not reached capacity by the end of the Summer semester, students completing the application requirements after May 1st may be considered for an interview on an individual basis.

Selection Criteria

1. Applicants will be interviewed by a FCT panel. The panel will consist of the Program Director, program alum and an industry employer or part time faculty.

2. Applicants must obtain a minimum of 3.0 out of 5 points from the oral interview to be eligible for admission into the Film Crew Technology Program.

3. Each member of the FCT panel will evaluate the applicant. The members will score the applicant using a scale of 1-5 points. The scores from each member will then be averaged to obtain an interview score.

4. Students will be ranked by score and application date. The top 28 ranked students will receive admission to the FCT program.

5. Once selected students will be given a deadline to complete the registration process for Fall semester. Admissions will be granted to the next person on the ranked list if a student does not register by the deadline.

Continuation Requirements

1. Maintain a passing grade of "C" or better in all FCT courses.

2. Maintain professional conduct in the classroom and on outside assignments as outlined in the student code of conduct handbook.

3. By the end of the Spring semester, students must be able to meet the following physical requirements that are standard to crew positions in the motion picture industry:
   i. Lift up to 80lbs.
   ii. Climb a ladder of at least 20 feet.
   iii. Be able to stand for minimum of 2 hours.

Sample Academic Plan

Fall Semester

____THEA 1400	Stagecraft	3
____FCT 1010	Set Equipment and Machinery	3
____FCT 1012	Intro Entertainment Tech	2
____FCT 1013	Motion Picture Safety and Etiquette	3
____FCT 1211	Fundamentals Electricity	2
____FCT 2010	Set Construction **or**	
____FCT 2040	Advanced Electric	3
		16

Spring Semester

____FCT 1020	Basic Grip	3
____FCT 1210	Fundamentals of Lighting Tech	3
____FCT 2020	Advanced Grip	3
____FCT 2025	Motion Picture Sound Recording	2
____FCT 2030	Film and Video Lighting	3
		14

Summer Semester

____FCT 2050	Film and Production Lab	3
		3

TOTAL CREDIT HOURS	**33**

If you have completed TN eCampus courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

Requirements for Graduation include:
- Total certificate hours must be at least 33
- earning 25% of total program credits in residence at Columbia State
- GPA of at least 2.0 in courses required for the certificate.
-

For more information contact:
David Smith at
david.smith@columbiastate.edu or 615.790.4410
or
Williamson Campus
at 615.790.5926

HOSPITALITY AND TOURISM MANAGEMENT
Technical Certificate

Program and Career Description:

This technical certificate is designed to prepare students to advance in one of the most dynamic and fastest growing fields. The program is intended to provide basic industry knowledge and business management skills with a focus on students gaining real-world experience.

Career	Starting Salary	Experienced Salary Median
Event Planners in Nashville, TN	$48,109	$55,666
Guest Services Manager in Nashville, TN	$25,742	$33,318
Hotel Manager Assistant	$44,200	$51,292

Career and salary information taken from www.salary.com. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

Program Requirements

The Hospitality and Tourism Management Technical Certificate is offered in a traditional format during the day at the Williamson Campus. Additional optional delivery methods may be available for specific courses. The certificate can be completed in two semesters.

Students may be required to take additional Learning Support courses.

First Year - Fall Semester

____ HMGT 1030*	Introduction to Hospitality Management	3
____ HMGT 1500	Regional Tourism	3
____ HMGT 1300	The Guest Experience	3
____ HMGT 1400	Sanitation and Food Safety	2
		11

First Year - Spring Semester

____ HMGT 1130	Supervision in the Hospitality Industry	3
____ HMGT 1170	Hospitality Sales and Marketing	3
____ HMGT 1800	Introduction to Event Management	3
____ HMGT 1931	Co-op Education/Internship	3
		12
	Total Credit Hours	**23**

*Additional optional delivery: TN eCampus - Introduction to Hospitality Industry (HTL 110)

Requirements for Certificates include:
- Total certificate hours must be at least 23
- earning 25% of total program credits in residence at Columbia State
- GPA of at least 2.0 in courses required for the certificate.

For more information contact:
Ken Daniel at
kdaniel19@columbiastate.edu
or 615.465.5765
or
Williamson Campus at 615.790.5926

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our web site at http://www.columbiastate.edu/docs/default-source/financial-aid-forms/gainful-employment/hospitality—52-0904-gedt.pdf?sfvrsn=2

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action institution

CoSCC- HMGT-CERT-05-25-17

WEB DESIGN AND MOBILE TECHNOLOGIES
Technical Certificate

Program and Career Description:

The Web Design and Mobile Technologies certificate is a one-year program designed to prepare graduates for entry level positions as Software Developers, Applications, and Web Developers.

Career	Beginning Salary	Experienced Salary Median
Software Developer	$55,000	$87,000
Web Developer	$35,000	$53,000

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

This technical certificate will be an embedded certificate within the Computer Information Technology A.A.S. degree.

Sample Academic Plan

First Semester

____ CITC 1300	Beginning HTML and CSS	3
____ CITC 2371	Mobile Networks and Communication	3
____ INFS or CITC Elective		3
		9

Second Semester

____ CITC 2361	Advanced Web Design and Development	3
____ CITC 2372	Mobile Security	3
____ CITC 1371	Windows Mobile App Development **or**	
____ CITC 1372	Android App Development **or**	
____ CITC 1373	iOS App Development	3
		9
	Total Credit Hours 18	

Requirements for Certificates include:
- Total certificate hours must be at least 18.
- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in courses required for the certificate.

For more information contact:
Deepa Janakiraman at
djanakiraman@columbiastate.edu or 615.790.5984
or
Science, Technology & Math Division office at
931.540.2710

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our web site at http://www.columbiastate.edu/docs/default-source/financial-aid-forms/gainful-employment/web-design---11-0103-gedt.pdf?sfvrsn=2

COLUMBIA STATE COMMUNITY COLLEGE

Course Descriptions

Explanation of Code following each course description:	
(C)	This course is part of the Common Course Curriculum Library as delivered by TBR community colleges. The course is not designed for transfer except to institutions offering similar level Associate of Applied Sciences (A.A.S.) or certificate programs.
(NT)	This course is not designed to transfer.
(T)	This course is part of the Tennessee Transfer Pathway for all public colleges.
(TE)	This course is a transfer course that may apply as an elective by a receiving institution.

Accounting

ACCT 1010 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. (T)

ACCT 1020 Principles of Accounting II (3)
An expansion of ACCT 1010 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: ACCT 1010.) (T)

Administrative Professional Technology

ADMN 1302 Keyboarding/Formatting I (3)
An introductory keyboarding course with an emphasis on the techniques of touch typing, speed building, and formatting of basic business documents. (C)

ADMN 1306 Medical Terminology I (3)
First of two semester courses exploring medical terminology through the study of anatomy and physiology, review of diseases, diagnostic procedures and related treatments with additional emphasis on specialities and diagnoses. (C)

ADMN 1311 Word Processing I (3)
An application-orientated course that includes designing and editing a variety of business documents, with emphasis on decision making and problem solving based on document design principles and mail standards. (C)

ADMN 2303 CPT Coding (3)
CPT coding provides an introduction to the Current Procedural Terminology (CPT) and HCPCS Level II coding systems. Topics include CPT coding format and conventions, applying coding guidelines to ensure accurate code assignment, complexities of assigning evaluation and management codes and the format and usage of coding and modifiers. (Prerequisite: AMDN 1306.) (C)

ADMN 2304 Introduction to Electronic Health Records (3)
Introduction to Electronic Health Records (EHR) presents the history of the EHR and the standards surrounding the EHR. The Course provides the student with in-depth and practical training on a widely used EHR software program. (C)

ADMN 2318 Medical Office Procedures (3)
A study of the career of a medical office assistant including medical ethics, communications, billing and collections, and insurance in the medical office. (C)

Agriculture

AGRI 1010 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. (T)

AGRI 1020 Introduction to Animal Science (4)
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. 3 hrs. lecture, 2 hrs. lab. (T)

AGRI 1025 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. (Prerequisite: AGRI 1020.) 2 hrs. lecture, 2 hrs. lab. (TE)

AGRI 1030 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. (T)

AGRI 1040 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 land measuring and surveying. 2 hrs. lecture, 2 hrs. lab. (TE)

AGRI 1050 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. 3 hrs. lecture, 2 hrs. lab. (T)

Anesthesia Technology

Students must be accepted into the Anesthesia Program before they can register for ANES courses.

ANES 1001 Introduction to Anesthesia Technology (1)
The course is a general introduction to the role of the Anesthesia Technologist, professional expectations, and practice standards. (Prerequisite: BIOL 2010) (Corequisite: BIOL 2020). (NT)

ANES 1401 Basic Principles of Anesthesia Technology (4)
The course is an introduction to anesthesiology's contribution to quality patient care and the relationship of the anesthesia technician to other healthcare professionals. The focus is on patient safety, universal precautions and employee safety in the healthcare environment. An introduction to the theory and concepts of a surgical environment is given including the fundamentals of a variety of anesthesia equipment and basic case set-up utilizing anesthesia supplies. (Prerequisite: BIOL 2020) (Corequisite: ANES 1402, ANES 1110.) 3 hrs. lecture and 2 hrs. lab. (NT)

ANES 1402 Basic Principles of Anesthesia Equipment (4)
This course offers an introduction to the theories and concepts in the adequate function of anesthesia equipment including maintaining equipment, repairing defects and trouble-shooting complications. The student will be introduced to basic equipment used for patients while undergoing anesthesia, including airway equipment and hemodynamic monitoring. Introduction to point-of-care testing (POCT) will also be covered. (Prerequisite: BIOL 2020) (Corequisite: ANES 1401 and ANES 1110.) 3 hrs. lecture and 2 hrs. lab. (NT)

ANES 1110 Anesthesia Technology Clinical 1 (1)
This course provides the student an experience in direct observation in the health care setting with a focus on anesthesia technology. Emphasis is placed on beginning professional skills development of an anesthesia technician. This course is graded on a pass/fail basis. (Prerequisite: BIOL 2020) (Corequisite: ANES 1401 and ANES 1402.) (NT)

ANES 2401 Advanced Principles of Anesthesia Technology (4)
This course covers the theory and concepts of the use and function of anesthesia supplies and equipment used for various surgical procedures to include studies in general, regional and conscious sedations as well as patient positioning. Additional topics are types of anesthesia emergencies, including difficult airways, malignant hyperthermia, hemorrhage and cardiac arrest. (Prerequisite: ANES 1401, ANES 1402 and ANES 1110) (Corequisite: ANES 2402, ANES 2420 and ANES 2405.) 3 hrs. lecture and 2 hrs. lab. (NT)

ANES 2402 Advanced Anesthesia Equipment (4)
This course provides instruction and lab application to the theories and concepts of advanced anesthesia equipment that are used in complex anesthesia/surgical situations. Topics include invasive monitoring and high-level equipment: thromboelastograph, cell saver, transducers and transesophageal echocardiogram to properly assist with care of a high-risk patient. (Prerequisite: ANES 1401, ANES 1402 and ANES 1110) (Corequisite: ANES 2401, ANES 2420 and ANES 2405.) 3 hrs. lecture and 2 hrs. lab. (TN)

ANES 2420 Anesthesia Technology Clinical 2 (4)
This clinical experience provides the student with the opportunity to observe and practice the principles of infection control in a surgical setting as well as gain experience with specific anesthesia equipment. The student will observe, obtain and practice specific technical skills. Hands-on experience will provide technical skills and further understanding of the theories taught within the classroom. (Prerequisite: ANES 1401, ANES 1402 and ANES 1110) (Corequisite: ANES 2401, ANES 2402, and ANES 2405.) 180 clinical hrs. per semester. (NT)

ANES 2405 Anesthesia Pharmacology (4)
This course covers the theory and concepts in the proper use and safe practice of delivery and storage of anesthesia medications. Drugs commonly used in the practice of anesthesia will be studied. Emphasis is placed on the proper identification of these drugs by trade and generic names, their basic pharmacological action, and how they are used in a clinical setting.

ANES 2250 Professional Issues for the Anesthesia Technician (2)
This course surveys the current trends in anesthesia technology. Emphasis is placed on professional issues such as continuing education, ethical behavior, team functioning and organization of health care institutions. (Prerequisite: ANES 2401, ANES 2402, ANES 2420 and ANES 2405) (Corequisite: ANES 2430 and ANES 2290.) (NT)

ANES 2430 Anesthesia Technology Clinical 3 (4)
This clinical course takes place in diverse health care settings. The clinical experiences will provide the student with the opportunity to observe and practice the entry level skills with specific anesthesia equipment. The student will observe, obtain and practice at an entry skill level. Hands-on experience will provide technical skills and further application of the theories taught within the classroom. These courses are graded on a pass/fail basis. (Offered in final semester during first 7-week term) (Prerequisite: ANES 2401, ANES 2402, ANES 2420 and ANES 2405) Corequisite: ANES 2250 and ANES 2290.) (NT)

ANES 2440 Anesthesia Technology Clinical 4 (4)
This clinical course takes place in diverse health care settings. The clinical experiences will provide the student with the opportunity to observe and practice the entry level skills with specific anesthesia equipment. The student will observe, obtain and practice at an entry skill level. Hands-on experience will provide technical skills and further application of the theories taught within the classroom. These courses are graded on a pass/fail basis. (Offered in final semester during second 7-week term) (Prerequisite: ANES 2430) (NT)

ANES 2290 Anesthesia Technology Capstone (2)
This course includes current topics in Anesthesia Technology, emerging trends, a review of curriculum content, and preparation for certification examination. (Perquisite: ANES 2401, ANES 2402, ANES 2420 and ANES 2405) (Corequisite: ANES 2250 and ANES 2430.) 2 hrs. lecture/lab. (NT)

Anthropology

ANTH 1100 Anthropology (3)
An examination of human evolution and variation focusing on primatological, paleontological, and genetic evidence. (TE)

ANTH 1200 Prehistoric Archaeology (3)
An examination of archaeological field techniques, laboratory methods, theories, and requisite federal and state laws. Survey of past civilizations and culture change, utilizing archaeological evidence, from the earliest dated human cultures to the emergence of complex civilizations. (T)

ANTH 1300 Cultural Anthropology (3)
Cultural Anthropology is the study of human culture across global societies. This course involves a comparative examination of human cultures across time and space and will introduce students to the history, methods, and theories of anthropology. Primary attention will be given to the topics of religion, marriage and kinship, economics, warfare, and globalization. (T)

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. (T)

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. (TE)

Art History

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

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

Art Performance

ARTP 1010 Drawing I (3)
An introduction to the materials and techniques of drawing. 2 hrs. lecture, 4 hrs. studio.(T)

ARTP 1020 Drawing II (3)
Emphasis on drawing as a means of artistic expression.(Prerequisite: ARTP 1010.) 2 hrs. lecture, 4 hrs. studio. (T)

ARTP 1110 Two Dimensional Design (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. (T)

ARTP 1120 Three Dimensional Design (3)
An emphasis on color theory, space, and three-dimensional problems. 2 hrs. lecture, 4 hrs. studio. (T)

ARTP 2010 Painting I (3)
An introduction to the techniques, materials and tools used in oil and acrylic polymer painting. (Prerequisite: ARTP 1010.) 2 hrs. lecture, 4 hrs. studio. (TE)

ARTP 2020 Painting II (3)
An emphasis on individual experimentation in oil and acrylic polymer painting. (Prerequisite: ARTP 2010.) 2 hrs. lecture, 4 hrs. studio. (TE)

ARTP 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. (TE)

ARTP 2620 Digital Photography (3)
An emphasis on digital camera techniques, accessories, and specific problems. Individual projects and assignments will be critiqued. Studio time is available for students. Access to a digital SLR camera is required for this course. (TE)

ARTP 2630 Introduction to Digital Graphic Arts   (3)
An introduction to computer graphics software and techniques. Students will learn fundamental skills in graphic design, digital imaging and illustration using industry standard graphics software. (TE)

ARTP 2632 Digital Graphics II   (3)
This course focuses on motion graphics or time-based art. Adobe Flash is the leading software for the creation of online-based, interactive media. In this course you learn the tools and concepts of this program and its many interactive possibilities, including drawing, image, text, animation, sound, and basic action-scripting integration. Also, you can explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making, output, optimization, and testing. (TE)

ARTP 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.(TE)

ARTP 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. (TE)

Astronomy

ASTR 1030 Astronomy   (4)
This is a survey course in Astronomy, covering the history of astronomy, the solar system and its formation, the Sun and stars, and galaxies. (Prerequisite: 2 years of high school algebra and satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Math.) 3 hrs. lecture, 3 hrs. lab. (TE)

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, genetics, diversity of life, and ecology. Primarily designed for non-science majors, whose program of study requires one semester of biological science combined with a semester of chemistry, physics, physical science or astronomy. BIOL 1030 cannot be paired with any other BIOL course to fulfill the natural science general education requirements. Students will receive only elective credit for BIOL 1030 if any other General Education BIOL class is completed. (Corequisite or Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading, Writing, and Math.) 3 hrs. lecture, 2 hrs. lab. (TE)

BIOL 1110 General Biology I   (4)
An introductory course emphasizing scientific methodology, principles of cellular biology (structure, function, metabolism, and cellular division), genetics and evolution. (Prerequisite: Satisfactory placement test scores. Corequisite: All required Learning Support Reading, Writing and Math.) 3 hrs. lecture, 2 hrs. lab.(T)

BIOL 1120 General Biology II   (4)
A continuation of the study of the structure and function of living organisms and includes the plant and animal kingdoms. Emphasis is placed on tissues, systems, and comparative physiology. Ecology is also included. (Prerequisite: BIOL 1110 and Satisfactory placement test scores. Corequisite: All required Learning Support Reading, Writing and Math.) 3 hrs. lecture, 2 hrs. lab. (T)

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, and nervous systems. Chemistry, tissues, and special senses are included. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading, Writing and Math .) 3 hrs. lecture, 2 hrs. lab. (T)

BIOL 2020 Human Anatomy and Physiology II   (4)
A study of the structure and function of the human excretory, reproductive, endocrine, circulatory, lymphatic, digestive, and respiratory systems with final emphasis on the interrelationships of the various systems. Metabolism, development, and immunity are also included. (Prerequisite: BIOL 2010 and satisfactory placement test scores or completion of all Competencies in Learning Support Reading, Writing and Math.) 3 hrs. lecture, 2 hrs. lab. (T)

See p. 218 for an explanation of C, NT, T,and TE codes.

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. (TE)

BIOL 2900 Introduction to Biology Research   (1)
This introductory course provides students hands-on biology research opportunities based upon the scientific method to develop proper techniques and prepare students for more rigorous research in the future. Students will help develop research models, collect data, review data analysis, and report findings on research. (Prerequisite: BIOL 1110 or 2010 or CHEM 1110.) 1 hr. lecture, 1 hr. lab (TE)

Business

BUSN 1300 Personal Finance   (3)
This course helps students to define and reach personal financial goals. Topics may include: planning, budgeting, taxes, credit, housing, insurance, investing and retirement planning. (C)

BUSN 1305 Introduction to Business   (3)
This course provides an introduction to the business environment. Topics may include business ownership and organization, management, marketing, business ethics, accounting, economics, finance, and business careers. (C)

BUSN 1310 Business Communications   (3)
This course is a study of the principles, practices, and mechanics of various types of effective written and oral communications. (C)

BUSN 1320 Business Calculations   (3)
This course is a study of the application of mathematics to solve problems related to routine business operations. Topics may include insurance, taxes, consumer credit, retail applications, investments, and introductory statistics. (C)

BUSN 1330 Entrepreneurship   (3)
This course explores the strategies necessary to start and operate a business. Topics may include development of a business plan and strategies in marketing, management, finance, accounting, customer service, and operations. (C)

BUSN 1350 Sales and Service   (3)
This course is an introduction to the fundamentals of customer service and selling. Topics may include developing and conveying a positive attitude, identifying buying motives and customer needs, developing and delivering a sales presentation, customer approaches, sales strategies, and cultivating repeat business through service. (C)

BUSN 1380 Supervisory Management   (3)
This course provides for the development of supervisory ability and judgement through a presentation of the principles and techniques of effective supervision. Topics may include functions of a supervisor, communication, motivation, training, and the changing workplace. (NT)

BUS 2165 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. (NT)

BUS 2265 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. (NT)

BUSN 2300 Business Ethics   (3)
This course introduces basic ethical theories and value systems and applies these perspectives to moral issues, problems, and situations which arise within the business environment. (C)

BUSN 2340 Human Resource Management (3)
This course is a study of principles of human resource management, which may include equal employment law and the recruitment, selection, and development of the human resources. (C)

BUS 2365 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. (NT)

BUSN 2370 Legal Environment of Business (3)
This is a study of the principles of the American legal system as they relate to the conduce of business in society. (C)

BUSN 2375 Career Development (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. (C)

BUSN 2380 Principles of Marketing (3)
This course is a study of basic marketing principles and practices, including the selection of target markets and the development of the marketing mix (produce, price, promotion, and place of distribution). (C)

BUSN 2395 Business Applications (3)
This capstone course requires students to apply critical thinking, problem-solving, and communication skills to a real or simulated business environment. (Prerequisite: Sophomore Standing and Permission of Instructor) (C)

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, and nuclear chemistry. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading, Writing and Math.) 3 hrs. lecture, 3 hrs. lab. (T)

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

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

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. (Course offered in Spring only). (Prerequisite: CHEM 2010.) 3 hrs. lecture, 3 hrs. lab. (T)

Commercial Entertainment

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

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. (NT)

CEN 103 Dance Combination (3)
Basic techniques of classical ballet, tap and jazz. Emphasis placed on fundamentals, alignment, integration, terminology, vocabulary, combinations, and style. Course content will include an overview of notable choreographers and the evolution of dance styles. (Course offered fall only) (NT)

CEN 104 Dance Combination II (3)
Beginning to intermediate techniques of jazz and ballet. Continued emphasis on jazz and ballet technique, including alignment, integration, terminology, vocabulary, combinations, and style. Course content will include a continuation of CEN 103 study of choreographers and the evolution of dance styles. (Course offered spring only) (Prerequisite: CEN 103) (NT)

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. (NT)

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. (NT)

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. (NT)

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. (NT)

CEN 135 Commercial Songwriting I (3)
The study and composition of song forms, lyrics, and musical styles, and their application to country, pop, and other trends in commercial music. (Prerequisite: Students expected to sing or play guitar or piano. This course is only open to CEN Department majors or permission of the instructor.) (NT)

CEN 136 Commercial Songwriting II (3)
A continuation of Songwriting I with emphasis on more focused writing of material, advanced songwriting techniques, in-depth song development, and exploration of musical styles and genres. Attention will be given to music publishing, songplugging, and exploring commercial avenues for song placement. (Prerequisite: CEN 135 or permission of the instructor.) (NT)

CEN 200 Audition/Showcase Techniques (2)
A course designed to prepare students for competitive auditions and singer-songwriter showcases. Topics include selection of songs and dances that will best showcase the student's individual talents, resume development, publicity photos, strategies, and job opportunities. Students will participate in auditions or showcases suitable for prospective employers and venues. (Prerequisite: permission of the instructor.) (TE)

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.(NT)

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) (NT)

CEN 207 Entertainment Business (3)
Survey of the business practices in the entertainment industry as they relate to employees. Topics include implications of different types of employment, making the deal and contracts, issues related to freelancing, self-marketing

and working with agents. The course also explores the role of professional organizations, unions, and performing rights organizations and their influence on standard practices in the entertainment industry. Upon completion, students will be able to demonstrate a working vocabulary and knowledge of basic employee practices in the industry as they relate to the various crafts and venues. (TE)

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. (NT)

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. (NT)

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.) (NT)

CEN 230 Digital Video Editing   (3)
The study and practical application of editing music videos using Final Cut Pro for the songwriter, vocalist, and instrumentalist. Students should expect to spend at least two additional hours per week on team-based assignments. (Corequisite: MUS 2350.) (NT)

College Success

COLS 101 Columbia State College Success   (1)
This is a one-credit hour course designed to assist new college students in transitioning to the Columbia State Campus environment.   Learning modules include Success Strategies, Campus Resources/Technology, Career Development, and Campus Involvement. The purpose of the course is to provide information that will maximize students' chances for success while minimizing the time required to achieve their educational goals. It is strongly recommended that students complete this course during their first semester at college. The course is required for all degree-seeking students who enroll at Columbia State fall 2016 or later.   Exemptions from this requirement may be granted to students who have completed a similar course, transfer 12 or more credit hours to Columbia State from another institution, or were enrolled at Columbia State prior to fall 2016. (T)

Communications

COMM 1010 Intro 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 placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (T)

COMM 1020 Media Writing   (3)
Theory and practices of writing for print and electronic media according to the techniques, styles, and formats of various media. (Prerequisites: Completion of all Competencies in Learning Support Writing and Reading, and COMM 1010 or permission of the instructor.) (T)

COMM 1030 Introduction to Electronic Media   (3)
This course examines the organization, structure, development, function, social aspects and history of new media. Developing and emerging new systems and methods of video and audio communication are studied including contemporary texts, articles, and breaking news regarding new technology, new regulation, new methods, and new uses of these emerging media formats. Emphasis will be placed on Internet, cable, satellite and other formats. (TE)

COMM 1240 Intro to Broadcasting   (3)
General orientation to the field of broadcasting, including the structure, function, social and historical aspects of broadcasting. (Course is offered Spring only.) (Prerequisites: COMM 1010 and COMM 1020.) (TE)

COMM 1400 Introduction to Screenwriting   (3)
The class will critically review scripts, write scripts and make short films based on student composed scripts. (TE)

COMM 2450 Intro to Public Relations   (3)
This course introduces the principles, theories and common practices in the field of public relations. The history and the roles public relations play in our society will be examined. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Writing and Reading.) (TE)

Computer Information Technology

CITC 1300 Beginning HTML & CSS   (3)
A beginning course in HTML that provides instruction in creating Web pages. Students learn to write HTML code. Topics include using HTML tags, CSS formatting, and appropriate scripting languages.(C)

CITC 1301 Introduction to Programming and Logic   (3)
This course is an introduction to the logic necessary for application programming. Topics include logic analysis, techniques of structured design, process flow, and object oriented concepts.   A programming language will be used to teach data types, variables, control structures, methods and arrays. (C)

CITC 1303 Database Concepts   (3)
An introduction to the concepts and syntax of relational database management systems. Topics include data modeling, database design concepts, tables and queries and other database objects using the tools provided in a relational DBMS. (C)

CITC 1307 Introduction to Spreadsheets   (3)
Computer Spreadsheets is a study of the basic capabilities of computerized spreadsheets, including concepts, printing, charts, and the use of formulas and functions. Spreadsheet automation and database concepts are introduced. (Prerequisite: INFS 1010.) (C)

CITC 1320 A+ Hardware and Software   (3)
Computer Hardware and Software covers installation,maintenance, repair, troubleshooting, and connectivity of computers and networks. Topics include the internal components of a computer, installing an operating system, troubleshooting using system tools and diagnostic software, connecting to a network, implementing security best practices on a workstation,and peripheral setup and troubleshooting. This course integrates virtual learning tools to supplement classroom learning and to provide an interactive "hands-on" experience. Upon successfully completing this course, the student will be academically prepared for the current CompTIA A+ certification exams in hardware and software. (C)

CITC 1321 A+ Hardware   (3)
An introduction to basics of computer hardware. Topics include identification and installation of internal components, disk configuration, ports,cables, peripherals and networking concepts and connections. (C)

CITC 1323 CCNA I   (3)
Introduction to Networks is the first of two courses leading to the Cisco Certified Entry Networking Technician (CCENT) designation and is the first of four courses leading to the Cisco Certified Network Associate (CCNA R&S) designation. This course introduces Networking Academy students to the networking field. Topics include Network terminology, Network protocols, Local-area networks (LANs), Wide-area networks (WANs), Open System Interconnection (OSI) model, Cabling, Routers,Internet Protocol (IP) addressing, and Network standards. (C)

CITC 1324 CCNA II   (3)
Routing and Switching Essentials is the second of two courses leading to the Cisco Certified Entry Networking Technician (CCENT) designation and is the second of four courses leading to the Cisco Certified Network Associate (CCNA R&S) designation. This course focuses on the following: basic routing and switching concepts, Virtual LANs (VLANs), Inter-VLAN routing,static routing and dynamic routing protocols, Single-Area OSPF, Access ControlLists (ACLs), Dynamic Host Configuration Protocol (DHCP) and Network Address Translation (NAT). (Prerequisite: CITC 1323) (C)

CITC 1351 Principles of Information Assurance   (3)
A beginning course in information assurance which examines the fundamentals of information assurance. The course will introduce topics

such as the need for security, risk management,security technology, cryptography, and physical security. Also covered are legal/ethical issues and security policies. (C)

CITC 1371 Windows Mobile App Development (3)
This course is an introductory class to Windows app programming. Students will create apps that will run on a Windows-based PC, tablet, or phone. The course will cover the design, programming, operation, and maintenance of Windows mobile apps using appropriate programming languages.

CITC 1372 Android App Development (3)
This course is designed to teach students to develop apps for any Android device. The class introduces students to Android app programming by covering the major Android topics such as Views, Activities, Intents, Broadcast Receivers, and Content Providers. It will also cover location-based services, sensors, and app deployment, among other Android topics.

CITC 1373 iOS App Development (3)
This course provides students with an introduction to Objective-C programming in order to create apps for Apple devices. Included are the study of key components of Xcode, concepts included in app programming, coding and graphics development for apps, and an overview of app design and implementation. As required. (C)

CITC 2190, 2290 or 2390 Capstone Course in Computer Information
This capstone course can be either a field experience such as an internship, or a project based course. (C)

CITC 2190	(1)
CITC 2290	(2)
CITC 2390	(3)

CITC 2199, 2299, 2399 or 2499 CO-OP/Internship I, II, III or IV in Computer Information Technology

This course can be either a field experience such as an internship, or a project-based course. (C)

CITC 2199 CO-OP/Internship I	(1)
CITC 2299 CO-OP/Internship II	(2)
CITC 2399 CO-OP/Internship III	(3)
CITC 2499 CO-OP/Internship IV	(4)

CITC 2320 Windows Server Administration (3)
Using the Microsoft Windows Server network operating systems, students will learn to install, configure, administer,maintain,and troubleshoot networked computer system servers. (C)

CITC 2326 Network Security (3)
This course is designed to give students a fundamental understanding of computer and network security. It will introduce students to a wide variety of concepts related to network security. This course will cover the objectives for the current CompTIA Security+ Certification. (C)

CITC 2340 Advanced Database Concepts & Programming (3)
A comprehensive study of SQL using an industry established relational database management system such as Microsoft SQL Server or Oracle RDBMS. Topics will include database design, creation and management, advanced queries, stored procedures and functions, triggers, security awareness, and performance tuning. (C)

CITC 2351 CCNA Security (3)
The Cisco Networking Academy CCNA Security course provides a next step for individuals who want to enhance their CCNA-levelskill set and help meet the growing demand for network security professionals. The curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting,and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. (Prerequisite: CITC 2220 or CCNA Certification.) (C)

CITC 2352 Digital Forensics (3)
This course is designed to give students a basic understanding of computer forensics and investigations. This course will introduce students to computing investigations by preparing them to acquire, examine and summarize digital evidence. (C)

CITC 2354 Advanced Digital Forensics (3)
This course will guide students through the process of conducting a high-tech digital forensics investigation. It will include acquiring and analyzing digital evidence and reporting its findings. Advanced techniques in password recovery, registry analysis and evidence filtering will be mastered for those who successfully complete this course.

CITC 2361 Advanced Web Design and Development (3)
Course Description: This course provides an introduction to client-side vs. server-side environments. Databases,scripting languages, and emerging technologies will be explored in relation to Web design. (C)

CITC 2371 Mobile Networks and Communication (3)
This course introduces students to mobile networks and wireless communications, including wireless technology and architecture, types of wireless networks, design approaches to wireless networks, and applications used in wireless infrastructures. The course will cover the technical background of data communications, wireless communication technology, wireless networking, and wireless LANs.

CITC 2372 Mobile Security (3)
This class is designed to introduce students to security in a wireless network environment. While focusing on IEEE 802.11x standards for wireless systems, the course will cover WLANs, mobile phones, Bluetooth, and infrared technologies. Topics will include encryption, authentication, and security risks for both organizations and private users of wireless technologies. (Prerequisite: CITC 2371) (C)

CITC 2391 Special Topics in Computer Information Technology (3)
Special topics relating to various aspects of computer information technology. The course may be repeated for credit with departmental permission. (C)

Computer Science Programming

CISP 1010 Computer Science I (4)
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. (Prerequisite: 19 Math ACT, or completion of all competencies in Learning Support Math.) (T)

CISP 1020 Computer Science II (4)
This course provides advanced development of concepts and skills introduced in CISP 1010. 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: CISP 1010.) (T)

CISP 2410 Assembly & Computer Organization (4)
This course is a study of computer organization and Assembly language. Topics include number systems, Boolean algebra,combinational and sequential circuits, processor functional units and control, pipelining,memory and caching, stored program computing,memory management,computer system organization, assembly language programming. (Prerequisite: CISP 1010) (C)

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.) (NT)

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

CRMJ 1010 Introduction to Criminal Justice   (3)
This course objective is for a student to examine policing, corrections, and the American court system, amongst other topics. The student gains an understanding of the complexity of the criminal justice processes, its lack of central coordination and, most significantly, how justice is administrated in American Society. (T)

CRMJ 1020 Introduction to the Legal Process   (3)
This course reviews basic laws governing the maintenance of a democratic society and how criminal and constitutional laws meet the challenge of American Society. (T)

CRMJ 1322 Police Administration and Organization   **(3)**
A study of the principles of personnel management functions and organization of the police agency. Topics include policy procedures, evaluation of the research, planning, and development processes, and operational duties and commands. (C)

CRMJ 1325 Issues and Ethics in Criminal Justice   **(3)**
This course is a review and in-depth examination of current issues, trends, and ethical considerations concerning the criminal justice process with emphasis on problems impacting local criminal justice agencies and personnel. (C)

CRMJ 1330 Criminal Evidence and Procedures   **(3)**
This course will be an introduction to the American Criminal Justice System with an emphasis on handling evidence and suspects, the US Constitution, individual rights, criminal court procedures, the Exclusionary Rule, probable cause, arrest procedures, search warrants, stop and frisks, admissions, interrogations, and confessions, and the legal requirements to be followed in processing criminal evidence and defendants. (C)

CRMJ 1340 Criminal Investigation   **(3)**
This course is an examination of the methods of interviews, interrogation, admissions, confessions, written statements, criminal case report writing, and evidence evaluation used in criminal investigations. (C)

CRMJ 1355 Understanding Terrorism   **(3)**
This course will introduce students to the study of terrorism, and will provide a basic knowledge of the history and politics of terrorism as well as explore contemporary terrorism events. The course will review major theories and organization in the field of domestic and international terrorism. (C)

CRMJ 1360 Introduction to Crime Scene Investigation   **(3)**
This course is designed to train and prepare participants to become skilled in the recognition, discovery, processing, preservation, collection, and transmission of physical evidence found at the scene of the crime. The course includes photography, sketching, fingerprinting, marking, chain of custody, collection methods, sources of physical evidence, and transmission to the laboratory. (C)

CRMJ 2010 Introduction to Law Enforcement   (3)
An overview of the American Police, including the philosophy and historical evolution behind the police force. Emphasis is on policing procedures; crime prevention and control; functions of law enforcement; problems and needs facing the police; and contemporary issues. (T)

CRMJ 2020 Introduction to Corrections   (3)
An overview of corrections, including the philosophy and historical evolution behind the development of corrections. Emphasis is on corrections procedures, current prison conditions and operations, problems and needs facing corrections, and related contemporary issues. (T)

CRMJ 2191 - 2391 Criminal Justice Practicum   **(1-3)**
This course requires students to apply critical thinking, problem-solving, and communication skills required in a real or simulated environment. It may be used by an institution for a field placement, a service learning project, a co-op experience, or a capstone course. (C)

See p. 218 for an explanation of C, NT, T,and TE codes.

CRMJ 2191 Criminal Justice Practicum   **(1)**
CRMJ 2291 Criminal Justice Practicum   **(2)**
CRMJ 2391 Criminal Justice Practicum   **(3)**

CRMJ 2301 Computer Forensics   **(3)**
Computer Forensics introduces the student to the background, history and terminology of computer crime. Students study the evolution of the internet crime, criminal behavior and computer crime effects on law enforcement, such as technological change and resource allocation. The student is given the terminology and procedures for conducting forensic analysis and processing computer evidence. (C)

CRMJ 2305 Introduction to Cyber Security for Criminal Justice   **(3)**
This is an introductory course designed to familiarize students with the concepts of cyber security. The course will prepare students for succeeding courses in cyber security and forensics. (NT)

CRMJ 2311 Juvenile Justice   **(3)**
This course is an overview of the extent, causes, nature, and control of juvenile delinquency from a sociological perspective. Various theories of delinquency causation, the role of social institutions, the major components of the juvenile justice system and traditional juvenile corrections will be presented. (C)

CRMJ 2312 Criminology   **(3)**
This course is a systematic study of crime, criminals and criminal justice system. It explores the fundamental elements of criminology through a study of the causation and criminal behavior theories and examines the relevant activities of the criminal justice system.(Prerequisite: CRMJ 1010). (C)

CRMJ 2340 Investigative Report Writing   **(3)**
This course focuses on preparing analytical investigative reports and explores techniques of organizing, structuring, and investigating the report to comply with proper guidelines. (Prerequisite: ENGL 1010). (C)

CRMJ 2381 Special Topics in Criminal Justice   **(3)**
This course provides an in-depth study of significant, relevant, and timely trends and issues in the field of Criminal Justice. (C)

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 eight. Field experiences required. (TE)

ECED 2310 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 eight. Also included is a study of principles of creating appropriate learning environments for young children. Field experiences required. (TE)

ECED 2315 Early Childhood Curriculum   (3)
A study of developmentally appropriate practices and the teacher's role in supporting development of young children ages birth to eight. An emphasis on curriculum planning including goals, environment, roles of teachers and parents, materials, and settings. Field experiences required. (TE)

ECED 2320 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 eight. Laboratory observation and interaction. (TE)

ECED 2340 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 eight. Field experiences required. (TE)

ECED 2335 Initial Practicum (3)
Initial Practicum is a supervised practicum which includes a minimum of 30 clock hours in instruction and 45 clock hours in a clinical site approved by the Department (accredited agency, 3-Star, or Department-approved site). These hours may be completed in the student's employment site with Department approval. The course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy and that promotes optimum learning for young children ages birth through eight. (TE)

ECED 2365 Final Practicum (3)
Final Practicum is a supervised clinical experience with a minimum of 15 clock hours in instruction and 90 clock hours in a Clinical Site approved by the Department (accredited agency, 3-Star, or Department-approval site). Up to 45 hours may be completed in the student's employment site with Department approval. Focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth through eight. (TE)

ECED 2390 Creative Development (3)
This course provides strategies for promoting creative development of the child ages birth to eight. 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. (TE)

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 eight. (NT)

Economics

ECON 2010 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. (T)

ECON 2020 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. (T)

Education

EDU 100 Creating College Success (3)
Creating College Success seeks to provide students with information, ideas, strategies, techniques, and experiences that encourage and support student success. Specific topics include orientation to college programs and services, life/time management, improving concentration and memory, teaching and learning styles, listening, reading and taking effective notes, test-taking and importance of academic advisement, critical thinking, stress management for academic success and communications skills. This course may not be taken for credit if a student has taken DSPS 0800 without the approval of the Dean of Humanities and Social Sciences. (TE)

EDU 201 Introduction to Education (3)
Introduction to Education is a general survey course in which students explore the historical, philosophical, sociological, and psychological foundations of education. Students will also use technology tools, including basic computer skills--Windows, Internet, word processing, and presentation skills--in ways that are integrated in contemporary learning environments. Students are required to complete a 10-hour field study in an approved classroom. All students are required to complete a criminal background check and purchase liability insurance **before** their observation component. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (TE)

EDU 221 Educational Psychology (3)
Educational Psychology is a study and application of the principles of growth and development, learning theory, and assessment techniques in the classroom setting. Pre-service teachers will use integrative technology, including computer word processing, databases, spreadsheets, and presentation tools, so that they will be acquainted with its use to improve student learning, as well as to help teachers become more productive. Students are required to complete a 10-hour field study in an approved classroom. All students are required to complete a criminal background check and purchase liability insurance **before** their observation component. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (TE)

EDU 222 Education of Exceptional Learners (3)
Education of Exceptional Learners is designed to increase the student's understanding of the psychology and education of the exceptional child. This course is not a methodology course, but it will provide an overview of the range of exceptional characteristics that exist and the effects of these on learning. The physical, mental, emotional, behavioral and social traits of children and adolescents will be discussed. Students will gain an understanding of pertinent federal and state legislation (Individuals with Disabilities in Education Act, Section 504 of the Rehabilitation Act) by which some children and adolescents are considered exceptional and identified as such. Other topics will include legal issues, giftedness, as well as diversity of culture and language. Pre-service teachers will also apply computers and related technologies to support instruction in appropriate grade levels and subject areas for exceptional learners. They will also complete an 10-hour field study in an approved inclusive or special education classroom. All students are required to complete a criminal background check and purchase liability insurance **before** their observation component. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (TE)

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. (TE)

Electrical Engineering Technology

EETC 1311 Electric Circuits (3)

An introductory course in DC and AC circuits. (Prerequisite: Permission of Instructor.) (C)

EETC 2311 Power Technology (3)
An introductory course in industrial power systems. (Prerequisite: Permission of Instructor.) (C)

EETC 2331 PLC I (3)
An introductory course in programmable logic controllers. (Prerequisite: Permission of Instructor.) (C)

EETC 2332 PLC II (3)
This course covers advanced topics in PLC programming. (Prerequisite: Permission of Instructor.) (C)

EETC 2333 Industrial Electronic Controls (3)
Advanced study of control circuits and electronic devices used in operating machines and processes in industry. (Prerequisite: Permission of Instructor.) (C)

EETC 2350 Robotics (3)
This course is a study of robotic technology integration into an automated manufacturing system. (Prerequisite: Permission of Instructor.) (C)

EETC 2361 Instrumentation Technology (3)
This course covers various components, circuits, instruments, and control techniques used by industry in automated process control systems. (Prerequisite: Permission of Instructor.) (C)

See p. 218 for an explanation of C, NT, T,and TE codes.

Emergency Medical Services

Students must be admitted in the Emergency Medical Services (EMS) Program before they can register for EMSB, EMSA, EMSP or EMT courses.

EMSB 1101 EMT Medical Skills Lab   (1)
EMT Medical Skills Lab is a laboratory based course utilizing scenarios to emphasize EMS operations, communications, documentation, medical/legal/ethical considerations, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, behavioral emergencies, assisting with medication administration, and successful assessment of patients with a variety of medical concerns. This course includes application of principles and processes discussed in EMT Medical Emergencies. (Prerequisite: Admission to the EMT Program) (Corequisite: EMSB 1601 and EMSB 1111.) (NT)

EMSB 1102 EMT Trauma and Medical Skills Lab   (1)
EMT Trauma and Medical Skills Lab is a laboratory based course utilizing scenarios to emphasize obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, trauma and shock. (Prerequisite or Corequisite: EMSB 1601, EMSB 1101, EMSB 1111, EMSB 2602, and EMSB 1112 depending on delivery schedule.) (NT)

EMSB 1111 EMT Clinical   (1)
EMT Clinical is the one of two clinical courses designed to allow the student to meet all psychomotor and affective outcomes for the clinical requirements of an EMT program and build upon the concepts and knowledge learned in EMT Medical Emergencies and EMS Operations. (Prerequisite: Admission to the EMT Program) (Corequisite: EMSB 1601 and EMSB 1111.) (NT)

EMSB 1112 EMT Field Internship   (1)
EMT Field Internship is the one of two clinical courses designed to allow the student to meet all psychomotor and affective outcomes for the clinical requirements of an EMT program and build upon the concepts and knowledge learned during prior and/or concurrent courses. (Prerequisite or Corequisite: EMSB 1601, EMSB 1101, EMSB 1111, EMSB 1602, and EMSB 1102 depending on delivery schedule.) (NT)

EMSB 1601 EMT Medical Emergencies and EMS Operations   (6)
EMT Medical Emergencies and EMS Operations is the one of two lecture courses designed to provide the student with the knowledge of an entry-level Emergency Medical Technician (EMT). This course includes the following topics: Emergency Medical Technician-National Educational Standards competencies, roles and responsibilities of the EMT, workforce safety, wellness, public health, communications, documentation, EMS operations, medical/legal/ethical considerations, fundamental anatomy and physiology, life span development, fundamental pathophysiology, patient assessment, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies. (Prerequisite: Admission to the EMT Program) (Corequisite: EMSB 1101 and EMSB 1111.) (NT)

EMSB 1602 EMT Trauma and Medical Emergencies   (6)
EMT Trauma and Medical Emergencies is the one of two lecture courses designed to provide the student with the knowledge of an entry-level Emergency Medical Technician (EMT). This course includes the following topics: obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, trauma and shock. Trauma and shock will include the following topics: bleeding, soft tissue injuries, head and spine injuries, face and neck injuries, chest injuries, abdominal and genitourinary injuries, and orthopedic injuries. (Prerequisite or Corequisite: EMSB 1601, EMSB 1101, EMSB 1111, EMSB 1102, and EMSB 1112 depending on delivery schedule.) (NT)

EMSA 1111 Advanced EMT Clinical   (1)
The Advanced EMT Clinical is one of two courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of an Advanced Emergency Medical Technician program and build upon the concepts and knowledge gained during prior and/or concurrent courses. (Corequisites: EMSA 1501 and EMSA 1201.) (NT)

EMSA 1112 Advanced EMT Field Internship   (1)
The Advanced EMT Field Internship is the one of two courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of an Advanced Emergency Medical Technician program and build upon the concepts and knowledge gained during prior and/or concurrent courses. (Prerequisite or Corequisite: EMSA 1111, EMSA 1502, and EMSA 1202 depending on delivery schedule. (NT)

EMSA 1201 Advanced EMT Medical Skills Lab   (2)
The Advanced EMT Medical Skills Lab is the one of two laboratory based courses intended to focus the student on developing skills related to theory presented in didactic classes taken as corequisites for this course. This laboratory experience will utilize scenarios to emphasize airway maintenance, medication administration, and successfully assessing patients with a variety of medical concerns. (Corequisites: EMSA 1501 and EMSA 1111.) (NT)

EMSA 1202 Advanced EMT Trauma and Medical Skills Lab   (2)
The Advanced EMT Trauma and Medical Skills Lab is one of two laboratory based courses intended to focus the student on developing skills related to theory presented in didactic classes taken as corequisites for this course. This laboratory experience will utilize scenarios to emphasize airway maintenance, medication administration, and successfully assessing patients with a variety of medical concerns. (Prerequisite or Corequisite: EMSA 1201, EMSA 1502, and EMSA 1112 depending on delivery schedule.) (NT)

EMSA 1501 Advanced EMT Medical Emergencies   (5)
The Advanced EMT Medical Emergencies is the one of two lecture courses which includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. This course includes the following topics: Advanced Emergency Medical Technician and Emergency Medical Technician-National Educational Standards competencies, roles and responsibilities of the AEMT, workforce safety, wellness, public health, communications, documentation, medical/legal/ethical considerations, anatomy and physiology, life span development, pathophysiology, patient assessment, critical thinking, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies. (Corequisites: EMSA 1201 and EMSA 1111.) (NT)

EMSA 1502 Advanced EMT Trauma and Medical Emergencies   (5)
The Advanced EMT Trauma and Medical Emergencies is one of two lecture courses which includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. This course includes the following topics: obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, EMS operations, trauma and shock. Trauma and shock will include the following topics: bleeding, soft tissue injuries, head and spine injuries, face and neck injuries, chest injuries, abdominal and genitourinary injuries and orthopedic injuries. (Prerequisite or Corequisite: EMSA 1501, EMSA 1202, and EMSA 1112 depending on delivery schedule.) (NT)

EMSP 1311 - Paramedic Clinical I   (3)
Paramedic Clinical I is the first of three clinical courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of a paramedic program and build upon the concepts and knowledge gained during the first semester. (Corequisites: EMSP 1801 and EMSP 1401). (C)

EMSP 1401 Paramedic Skills Lab I   (4)
Skills Lab I is a laboratory based course utilizing scenarios to emphasize airway management, medication administration and successful assessment of patients with a variety of medical concerns and an introduction to cardiology. This course includes application of principles and processes discussed in Fundamentals I. (Corequisites: EMSP 1801 and EMSP 1311). (C)

EMSP 1801 Fundamentals of Paramedic I   (8)
Fundamentals of Paramedic I is the first of two lecture courses to include the following topics: paramedic roles, responsibilities, workforce safety, wellness, public health, communications, documentation, EMS operations, medical/legal considerations, anatomy and physiology, life span development, general pathophysiology, general pharmacology, patient assessment, critical thinking, airway management, respiratory emergencies

and introduction to cardiology. (Prerequisite: Admissions to the Paramedic Program). (Corequisites: EMSP 1401 and EMSP 1311). (C)

EMSP 2303 Paramedic Practicum (3)
Paramedic Practicum is a combination of laboratory and scenarios based course intended to assist students on developing skills related to the theories presented in their previous courses. This course will allow for preparation for psychomotor licensure testing and preparation as a competent entry level Paramedic. (Prerequisites: EMSP 1401 and EMSP 2402) (Corequisites: EMSP 2403 and EMSP 2513). (C)

EMSP 2402 Paramedic Skills Lab II (4)
Paramedic Skills Lab II is a laboratory based course intended to utilize scenarios to emphasize respiratory/cardiac emergencies (on-going from EMSP 1401), pulmonology, neurology, endocrinology, gastroenterology, urology, and nephrology, hematology, gynecology, obstetrics, neonatology, pediatrics, trauma, continuing cardiology, and successful assessment of patients with a variety of medical conditions. This course includes application of principles and processes discussed in Fundamentals I. (Prerequisites: EMSP 1801, EMSP 1401, and EMSP 1311) (Corequisites: EMSP 2802 and EMSP 2412). (C)

EMSP 2403 Paramedic Capstone (4)
Paramedic Capstone serves as a mechanism to insure that the student meets academic requirements to test for National Registry and licensure. This course will include all necessary steps needed to complete the program including exit exams, preparation for National Registry practical and written exams, exit interviews, patient care review by the Medical Director, and any other administrative requirements that the program may deem necessary. (Prerequisites: EMSP 1801 and EMSP 2802) (Corequisites: EMSP 2303 and EMSP 2513). (C)

EMSP 2412 Paramedic Clinical II (4)
Paramedic Clinical II is the second of three clinical experiences designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of a paramedic program and to build upon the concepts and knowledge gained during prior and/or concurrent courses. (Prerequisites: EMSP 1801, EMSP 1401 and EMSP 1311) (Corequisites: EMSP 2802 and EMSP 2402). (C)

EMSP 2513 Paramedic Field Internship (5)
Paramedic Field Internship provides evidence that the student is capable of acting as a team leader in managing the emergency care and treatment of an injured or ill patient at the paramedic level. The student will demonstrate competency in this role. While all skill sets should have been achieved prior to initiating the internship, patient types and pathologies may be used from this experience to complete the minimum graduation academic requirements as set forth in CoAEMSP accreditation documents and the Tennessee Office of EMS. (Prerequisites: EMSP 1311 and EMSP 2412) (Corequisites: EMSP 2303 and EMSP 2403). (C)

EMSP 2802 Fundamentals of Paramedic II (8)
Fundamentals of Paramedic II is the second of two lecture courses to include the following topics: respiratory and cardiology (on-going from EMSP 1801), pulmonology, neurology, endocrinology, gastroenterology, urology and nephrology, hematology, gynecology, obstetrics, neonatology, pediatrics, geriatric emergencies, psychological emergencies and trauma/shock. (Prerequisites: EMSP 1801, EMSP 1401 and EMSP 1311) (Corequisites: EMSP 2402 and EMSP 2412). (C)

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 118.) Minimum of 48 clinical hours a semester. (NT)

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. (NT)

Engineering

ENGR 2110 Statics (3)
A study of vector algebra, resultants, centroids, equilibrium, moments of inertia, and virtual work. (Corequisite or Prerequisite: MATH 1910.) (T)

ENGR 2120 Dynamics (3)
A study of kinematics, kinetics, Newton's laws, work-energy principle, impulse-momentum principle, vibrations. (Corequisite or Prerequisite: MATH 1920.) (T)

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. (NT)

ERG 103 Solid Modeling with CAD (2)
This course is designed to introduce the student to computerized three-dimensional (3D) drafting or solid modeling. 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. (NT)

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. (NT)

ERG 151 Computer Assisted Design/Drafting (3)
This course is designed to introduce the student to computerized two-dimensional (2D) drafting. This course may not be taken for credit if a student has completed ERG 101 using the equivalent software. (Prerequisite: Drafting experience.) 3 hrs. lecture/lab. (NT)

Engineering Systems Technology

ENST 1311 Computer Aided Design I (3)
This course is designed to develop the fundamental visualization and graphic communication skills used within a technical environment through manual and computer means. (Prerequisite: Permission of Instructor.) (C)

ENST 1350 Industrial Safety (3)
This course focuses on industrial safety, including personal safety and equipment, hazard recognition and safeguards. (Prerequisite: Permission of Instructor.) (C)

ENST 1360 Mechanical Power Transmission (3)
This course covers the application and maintenance of gear trains, belt and chain drives, shaft coupling and clutches, and bearing drives in an industrial setting. (Prerequisite: Permission of Instructor.) (C)

ENST 1362 Industrial Print Reading (3)
This course covers the process of reading prints and technical drawings used in an industrial Setting. (Prerequisite: Permission of Instructor.) (C)

ENST 1370 Manufacturing Processes (3)
This course focuses on manufacturing processes and provides an overview of the production cycle from planning to shipping. (Prerequisite: Permission of Instructor.) (C)

ENST 2361 Fluid Power Systems (3)
This course covers the fundamentals of industrial hydraulic and pneumatics systems. (Prerequisite: Permission of Instructor.) (C)

ENST 2382 Fundamentals of Mechatronics (3)
Automation systems that include a focus on mechanics, electrical, fluid power systems, computer systems, and the integration of such to achieve

See p. 218 for an explanation of C, NT, T,and TE codes.

machine movement control, integration of robotics, and computer networking to develop a comprehensive and cohesive production sequence. (Prerequisite: Permission of Instructor.) (C)

ENST 2391 Internship (3)
A supervised work program designed to provide students with a variety of practical on-the-job experiences within the industrial field (compensated or uncompensated). This will allow students to apply their knowledge to real world situations and to build relationships with companies prior to graduation. (Prerequisite: Permission of Instructor.) (C)

ENST 2399 Special Topics (3)
This course provides a platform for students to independently study special topics not otherwise included in the base curriculum. (Prerequisite: Permission of Instructor.) (C)

For more courses pertaining to Engineering Systems Technology see Electrical Engineering Technology (EETC).

English

Dual Enrollment students are not eligible to take 0800 level courses.

ENGL 0802 Learning Support Writing (2)
This course allows students to complete writing competencies to exit Learning Support Writing. Students are required to attend a two (2) hour class that provides remediation to support projects and assignments in English 1010. Students will learn about the writing process: outlining, constructing arguments, conducting research, and documenting sources. The course emphasizes the process of revision as the main method of improving writing. Demonstration of mastery of Learning Support Writing Competencies 1 and 2 is required for successful completion. Upon successful completion of English 0802, the student receives two (2) institutional credits. Students enrolled in this course are also required to co-enroll in English 1010. (Prerequisite: ACT English below 18 or equivalent; Co-requisite: ENGL 1010.)

ENGL 1010 Composition I (3)
The ENGL 1010 course introduces students to writing and evaluating argumentative essays; developing awareness of rhetorical techniques used in persuasive writing; and applying argumentative elements and research in assigned papers. Students must take this course as a degree requirement. (Prerequisite: satisfactory ACT or satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing (Corequisite: READ 0800, READ 0802, ENGL 0800, ENGL 0802) (T)

ENGL 1020 Composition II (3)
The ENGL 1020 course instructs students in the development of writing skills beyond the levels of proficiency required in ENGL 1010, with emphasis on interpretation and evaluation of literature (short fiction, poetry, and drama) and more advanced research methods. (Prerequisite: ENGL 1010.) (T)

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 or completion of all Competencies in Learning Support Reading and Writing.) (TE)

ENGL 2015 Introduction to Film Studies (3)
The study of World Cinema focuses on terminology, analyses of film techniques, genres, historical periods, and narrative styles. Course work includes writing and speaking assignments. (T)

ENGL 2130 Survey of American Literature (3)
Survey of American Literature is a reading course that focuses on critical analysis of representative works from the Colonial era to the present. (Prerequisite: ENGL 1020.) (T)

ENGL 2230 Survey of British Literature (3)
This course is the study of representative works of British prose, poetry, and drama from the Anglo-Saxon period through the twentieth century. (Prerequisite: ENGL 1020.) (T)

ENGL 2310 Survey of World Literature I (3)
Survey of World Literature I is a reading course in world poetry, drama, and fiction from the ancient world through the Renaissance and focuses on

critical analysis of representative works. (Prerequisite: ENGL 1020.) (T)

ENGL 2320 Survey of World Literature II (3)
Survey of World Literature II is a reading course in world poetry, drama, and fiction from the   Enlightenment through the present day and focuses on critical analysis of representative works. (Prerequisite: ENGL 1020.) (T)

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 or completion of all Competencies in Learning Support Reading and Writing.) (TE)

ENGL 2920 Survey of African American Literature (3)
African American Literature studies oral and written stories of African American writers from the 18th century through the Harlem Renaissance to present times, including well-known authors like Zora Neale Hurston, Langston Hughes, Martin Luther King, Jr., and others. Students analyze major themes like alienation, identity, double-consciousness, racism, classism, rebellion, revolt and escape. They evaluate these works for their literary merit, becoming aware of the personal, social, artistic and literary values of African American authors; furthermore they discover connections among these stories, poems, and speeches and their own experience. (Prerequisite: ENGL 1010 or ACT English 32 or SAT Verbal 720 or completion of all Competencies in Learning Support Writing.) (T)

Academic English as a Second Language

ESL 1000 Academic English as a Second Language (2)
ESL 1000 is a co-requisite course for English as a second language (ESL) learners. Course curriculum includes but is not limited to ESL pre- and post-assessment, computer-assisted ESL instruction, supplemental content-area materials to build content-area vocabulary and reading comprehension, directed writing instruction, guided English conversation, and content-area test preparation (Corequisite: any of the following college-level course: Art 1030, BIOL 1030, ENGL 1010, GEOG 2010, HIST 1110, HIST 1120, HIST 2010, HIST 2020, MATH 1010, MATH 1530, MUS 1030, or permission of instructor. (NT)

Film Crew Technology

FCT 1010 Set Equipment and Machinery (3)
Introduction to equipment and machinery generally used on sets and in studios. The course emphasizes working familiarity of equipment and machinery and for each: explores safe usage and behavior, safety issues and common unsafe practices. Upon completion, students should be able to recognize generally used equipment and machinery on sight and specify their general usage and safety. (Prerequisite: FCT 1012.) 6 hrs. lab. (NT)

FCT 1012 Introduction to Entertainment Technology (2)
Overview of the entertainment production industry and discussion of current trends, technical terminology, working methods, and processes associated with a variety of venues. The course explores career opportunities in the stage and film industry with special emphasis on relationships between various job categories, and roles of "below the line" production crews. Upon completion, students should be able to demonstrate knowledge of working conditions in the industry and define and appropriately use industry specific terms. (Corequisite: FCT 1013.) (NT)

FCT 1013 Motion Picture Safety and Etiquette (3)
Survey of health and safety issues, practices, regulations and etiquette associated with working in the motion picture industry. The course emphasizes safe uses and behaviors for working on stages, sets and studios. The course also addresses use of hazardous materials, the identification and mitigation of hazards and unsafe practices as well as emphasizing situation-appropriate behavior, conflict resolution, working effectively in teams, and applicable regulations/laws regarding workplace behavior. Topics include inclement weather issues, ventilation, shop and location conditions, electrical system safety, fire safety equipment and procedures, current OSHA/EPA standards and other hazards associated with entertainment productions as well as proper behavior, dress, and etiquette in the workplace. Upon completion, students should be able to demonstrate working knowledge of safety issues, practices, and regulations applicable to entertainment venues. (Corequisite: FCT 1012). (NT)

FCT 1020 Basic Grip (3)
Study of grip terminology, behaviors, skills and equipment as related to motion-picture production. The course covers various grip/support packages used in different environments for studio and location. Students will learn to set up, operate and break down grip equipment and rigging, erect and dismantle scaffolding; load, unload, position, and strike scenery, settings, and scenic equipment; support and move cameras during shooting. Upon completion, students should be able to execute basic grip directions given by the key grip. (Prerequisite: FCT 1010.) (NT)

FCT 1210 Fundamentals of Lighting Technology (3)
Introduction to lighting techniques, practices and equipment. This course covers the basic principles of lighting theory and how variables in lighting can be used to control the production environment. Topics include basic physics of lighting, lighting combinations, lighting effect, forms of color correction, different lighting situations, and lighting safety. Upon completion, students should be able to demonstrate an understanding of technical lighting terms, principles of light, lighting crew protocol, and and lighting manipulation. (Prerequisite: FCT 2040). (NT)

FCT 1211 Fundamentals of Electricity (2)
Introduction to DC and AC circuits, electromagnetic devices, electronic components, and analog and digital circuits. Upon completion, the student will be able to demonstrate a working knowledge of electricity, wiring, distribution systems and safety relevant to the entertainment industry. (Corequisite: FCT 1012.) 1 hr. lecture, 2 hrs. lab. (NT)

FCT 2010 Set Construction Laboratory (3)
Advanced construction techniques with an emphasis on set construction, scheduling, problems and budgeting. Work on productions outside of class is required. Upon completion, the student should be able to assist in all fields related to the fabrication and decoration of sets and props. (Prerequisites: CEN 205 or permission of the instructor.) 6 hrs. lab. (NT)

FCT 2020 Advanced Grip (3)
Advanced coverage of grip/support packages used in studio work and on location. The course emphasizes strategies necessary to anticipate shooting needs and problem solving. Topics include advanced coverage of lighting and camera dollies, control and management of undesirable sound, and rigging with emphasis on safety issues. Upon completion, students should be able to execute grip directions given by the key grip, cinematographer and/or director of photography. (Corequisite: FCT 1020 or permission of the instructor.) 1 hr. lecture, 4 hrs. lab. (NT)

FCT 2025 Motion Picture Sound Recording (2)
Introduction to sound recording techniques, practices and equipment. This course covers the basic principles of audio theory and techniques used in recording sound on location and in studio environments but in production and post-production applications. Topics include basic physics of sound, digital recording devices, boom microphones and wireless sound devices. Upon completion, students should be able to demonstrate an understanding of technical audio terms, recording techniques and basic principles of capturing live audio. (Prerequisite: FCT 1010 and FCT 1012). 1 hr. lecture, 2 hrs lab. (NT)

FCT 2030 Film and Video Lighting (3)
Application of lighting principles to film and video formats. Emphasis is placed on terminology, color theory and correction, film lighting techniques, practices, and equipment. The course requires students to set up, move, operate, and break down lighting equipment. Students are required to work as a lighting technician on approved film sets. Upon completion, students should be able to demonstrate an understanding of camera terms and equipment, lighting crew protocol, applications of lighting theory to film, assist on studio/location shoots and be able to execute basic directions given by the gaffer. (Prerequisite: FCT 1211) (Corequisite: FCT 1210 or permission of the instructor.) 1 hr. lecture, 4 hrs. lab. (NT)

FCT 2040 Advanced Electric (3)
Study of electrical equipment and distribution techniques. The course covers terminology, equipment, power distribution, safety, execution of lighting diagrams, and other aspects of providing electrical capabilities on location and in the studio. The course also explores digital information common to motion-picture production. Upon completion, the student should be able to assist with electric and digital information needs on location or in a studio. (Prerequisite: FCT 1211.) 1 hr. lecture, 4 hrs. lab. (NT)

FCT 2050 Film Production Laboratory (3)
Practical experience in a variety of crew positions with student and/or professional film productions. This production-based capstone experience will require that the student assist in a crew role on 1-2 college or professional film productions for a minimum of 180 hours. Upon completion, students should be able to demonstrate professional skills needed to pursue careers as technical crew members in the film and video industry. (For graduating students completing the FCT Program.) (Prerequisite: Permission of the instructor.) Minimum of 180 hours a semester. (NT)

French

FREN 1010 Beginning French I (3)
Essentials of French elementary grammar, pronunciation, conversation, and simple readings. Laboratory required. (T)

FREN 1020 Beginning French II (3)
Continuation of Beginning French I. (Prerequisite: FREN 1010 or permission of the instructor.) Laboratory required. (T)

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. (T)

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. (T)

General Technology

GENT 291 General Technology Capstone (1)
This is the capstone course for general technology majors. Students will evaluate their personal strengths and weaknesses, in addition to their opinions and knowledge regarding different leadership and management styles in various workplace scenarios will also be discussed. Furthermore, each student will make a presentation about a topic of interest in their chosen career field and demonstrate their overall understanding of program competencies. (NT)

Geography

GEOG 1010 Physical Geography: The Atmosphere (4)
An introduction to the atmosphere, including Earth/Sun relationships and the processes that generate weather and determine climate. Areas of study will include phenomena and hazards related to weather, and a detailed analysis of climate and climate change, air pollution, and energy resources. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Math ACT 13 or higher or comparable placement test.) 3 hrs. lecture, 2 hrs. lab. (T)

GEOG 1020 Physical Geography: Landforms (4)
A general study of the forces shaping Earth's surface, including a study of geomorphology, including the origin, evolution, form, and global distribution of landforms. Focus will include a survey of hydrologic, organic, and mineral resources, as well as a detailed analysis of global population pressures and the resulting demands on food and other resources. Earth's surface pollution, such as water, solid waste, and hazardous waste materials will also be discussed. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Math ACT 13 or higher or comparable placement test.) 3 hrs. lecture, 2 hrs. lab. (T)

GEOG 1030 Introduction to Cultural Geography (3)
This course covers spatial variation in human activity. Topics include geographic extent of population characteristics, languages, religions, economics, and governments. Most emphasis will be placed on the present although some past cultural landscapes will be recalled. (T)

GEOG 2010 World Regional Geography (3)
A survey of the physical, cultural, socio-economic, and political traits characteristic of developing and developed nations. Developing nations examined include those of the Latin American, African, and Asian regions. Developed nations explored include Japan and Australia, those of the North

American and European regions, and the former Soviet Socialist Republics. (T)

German

GERM 1010 Elementary German I   (3)
Introduction to German language and culture with emphasis in elementary grammar, reading, writing, speaking, and aural comprehension. (TE)

GERM 1020 Elementary German II   (3)
A continuation of the German language. This course focuses on the development of basic communication skills in German. (Prerequisite: GERM 1010.) (TE)

GERM 2010 Intermediate German I   **(3)**
GERM 2010 is an introduction to the German Language and German-speaking cultures at the intermediate level. The course focuses on the development of intermediate communication skills in German. It is designed to develop the four language skills; listening, speaking, reading, and writing. At the end of the semester the student will be able to comprehend intermediate level conversations and stories, read and understand short texts, engage in brief conversations on everyday topics and write about life in the German-speaking countries. (Prerequisite: GERM 1010 and GERM 1020.) (TE)

Health

HED 221 Personal Health   (3)
A study of personal health problems including communicable diseases, nutrition, degenerative diseases, and fitness. This course will include knowledge of basic human vital signs. (Course is offered Fall only.) (TE)

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 the American Heart Association certification. (T)

HED 241 Principles of Nutrition   (3)
Focuses on the nutritive value and function of food in the body, including personal and family nutritive requirements. (T)

Health Information Technology

HIT 115 Introduction to Health Information Technology   (4)
This course is designed to introduce students to the principles of health information management. The development, content and management of the medical record will be explored as well as a basic overview of health care delivery systems. Emphasis is placed on hospital and medical staff organizations; patient record content; procedures in filling, numbering and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; and the transition to an electronic record. (NT)

HIT 125 Computer Applications in Health Information Technology   (3)
This course provides students with knowledge and understanding of the various computer applications and information systems that are encountered in health information departments; Topics for discussion include clinical vocabularies, data repositories (including the various registries), master patient indices, health information abstracting, transcription, the computerized patient record, voice recognition technology and scanning. The use of databases, data collection methods, and the importance of data quality will be discussed. (Course is offered Spring only.) (Prerequisite: HIT 115) (NT)

HIT 250 Legal Aspects of Health Information   (3)
This course is designed to assist students with an understanding of the legal principles that govern the health information field. Emphasis is placed on concepts and principles of the law, the health record as a legal document, confidentiality, informed consent, release of information and current trends in health legislation. (Prerequisite: HIT 115) (NT)

Health Sciences

HSC 291-293 Health Sciences Capstone - Leadership in Health Care   (1-3)
Courses are designed to focus on theory and application for the development of strategies and skills in preparing health sciences practitioners to pursue leadership roles. Courses allow students to engage in independent study of selected topics in a seminar or symposium format. Student will be involved in the selection, presentation, and discussion of relevant topics. Student attainment of competencies will be demonstrated using active learning methods including personal portfolios, presentations, and discussions. Expectations for depth and breadth of student mastery of concepts vary by course (291, 292, and 293). (Prerequisite: Sophomore standing in a Health Science degree program or holds a certificate/diploma in a health related discipline or instructor permission.) (NT)

HSC 291 Health Sciences Capstone - Leadership in Health Care   (1)
(15 hours minimum)

HSC 292 Health Sciences Capstone - Leadership in Health Care   (2)
(30 hours minimum)

HSC 293 Health Sciences Capstone - Leadership in Health Care   (3)
(45 hours minimum)

History

HIST 1110 Survey of World Civilization I   (3)
Foundations of the modern world from the first civilizations through the fifteenth century. Topics include western and non-western classical civilizations, the Middle Ages, and the discovery of the Americas. (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading.) (T)

HIST 1120 Survey of World Civilization II   (3)
Major world events from the acceleration of global contact beginning in the 16th century, the age of revolutions, the "ism's" of the nineteenth century, the world wars of the twentieth century, and the world today. (Course is offered Spring only.) (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading.) (T)

HIST 2010 Survey of United States History I   (3)
The colonial period, winning independence, constitutional development, physical expansion, growing sectionalism, Civil War and reconstruction. (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading.) (T)

HIST 2020 Survey of United States 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. (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading.) (T)

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. (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading.) (TE)

HIST 2991 Special Topics in History   (1)
Special Topics in History is an in-depth study of a selected history topic, including relevant political, social, cultural and/or economic development and issues. This course may be repeated for up to 2 credits. (Prerequisite: 3 credit hours of HIST courses and permission of instructor.) (TE)

Hospitality and Tourism Management

HMGT 1030 Introduction to Hospitality Management   (3)
This course provides an orientation to the hospitality industry. This includes an introduction to the structure of lodging food service, and tourism organizations, the role of lodging departments, the future of the industry and career opportunities. Course structure includes lecture, projects, discussion, and guest speakers to learn about opportunities, trends and organizations

in the hospitality field. This course has a writing emphasis and will require numerous small written assignments and a minimum of one project or a term paper for understanding and further study of the industry. (NT)

HMGT 1130 Supervision in the Hospitality Industry (3)
This course is designed to teach students accepted supervisory principles and practice solving problems they may face on the job. Students will learn how to be prepared to juggle expectations of management, guests, employees, and governmental agencies. Students will have the opportunity to take the AHLEI certificate exam for this course. (NT)

HMGT 1170 Hospitality Sales and Marketing (3)
This course is an introduction to the "four Ps" (price, product, promotion, and place) as they relate to specific market segments, providing them with a customer-focused perspective. Students will learn about the Internet's increasing role in sales and marketing. Students will have an opportunity to take the AHLEI certificate exam for this course. (NT)

HMGT 1300 The Guest Experience (3)
In this course students will learn the many aspects of exceptional customer service including; the benefits and barriers of great customer service, how to project a customer friendly image, how to measure customer satisfaction levels, and techniques for dealing with demanding customers. Students will develop a personal action plan to improve customer service skills. (NT)

HMGT 1500 Regional Tourism (3)
Students will research the history and development of regional tourist attractions and exhibit basic knowledge and understanding of the role of tourism in promoting/supporting regional economic development. (NT)

HMGT 1800 Introduction to Event Management (3)
This is an introductory class that will provide the student insight into the industry of special events and the role the meeting and event professional plays in it. Topics include vendors, contracts, fundraising, budgeting, ethics and more. (NT)

HMGT 1931 Co-op Education/Internship (3)
In this course students receive supervised part-time employment in lodging, travel planning, and/or food service while enrolled at the college. Students are required to perform skills needed in the industry and to keep records of their experiences.   Individual conferences with the intern director are arranged instead of class attendance. Students are required to work a minimum of 60 hours for each credit hour earned. (Prerequisite: Permission of Instructor.) (NT)

HMGT 1400 Sanitation and Food Safety (2)
This primer course is designed to educate all students to the sacred trust between food production facilities and the general public. It should prepare each student to successfully complete the National Restaurant Association's ServSafe or any similar certificate. (NT)

Humanities

HUM 1130 Arts and Culture I (3)
A survey course on art and culture from Ancient Civilizations up to the Renaissance with an emphasis on the interaction of architecture, art, culture, literature, and daily life. (T)

HUM 1131 Arts and Culture II (3)
A survey course on art and culture from the Renaissance to the contemporary era with an emphasis on the interaction of architecture, art, culture, literature, and daily life. (T)

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. (NT)

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. (NT)

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. (NT)

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. (NT)

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. (NT)

INT 134 Machinery Handbook (1)
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. (NT)

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. (NT)

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.) (NT)

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. (NT)

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. (NT)

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. (NT)

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.) (NT)

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. (NT)

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: Satisfactory ACT score and one (1) year of high school algebra or completion of all Competencies in Learning Support Math.) (NT)

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.(NT)

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. (NT)

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.) (NT)

Information Systems

INFS 1010 Computer Applications (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. (T)

Marketing

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. (NT)

Mathematics

Dual Enrollment students are not eligible to take 0800 level courses.
MATH 0010 Learning Support for MATH 1010 (3)
A co-requisite course for MATH 1010, Mathematics for the Liberal Arts, for students with Learning Support Mathematics requirements. This course is designed to support the content covered in MATH 1010 by addressing deficiencies in skills required for the topics in MATH 1010. (Co-requisite: MATH 1010.) This course is institutional credit only. (NT)

MATH 0130 Learning Support for MATH 1130 (3)
A co-requisite course for MATH 1130, College Algebra, for students with Learning Support mathematics requirements. This course is designed to support the content covered in MATH 1130 by addressing deficiencies in skills required for the topics in MATH 1130. (Co-requisite: MATH 1130.) If a degree/certificate program does not require any college-level MATH course, but does require completion of Learning Support Mathematics, then MATH 0130 may be taken as a stand-alone course. Students meeting these criteria must seek permission of Dean. This course is institutional credit only. (NT)

MATH 0530 Learning Support for MATH 1530 (3)
A co-requisite course for MATH 1530, Elementary Statistics, for students with Learning Support Mathematics requirements. This course is designed to support the content covered in MATH 1530 by addressing deficiencies in skills required for the topics in MATH 1530 (Co-requisite: MATH 1530.) This course is institutional credit only. (NT)

MATH 0800 Learning Support Mathematics I (3)
This course will allow students to develop and show mastery of the outcomes required for entry into college-level mathematics which include: real number sense and operations, operations with algebraic expressions, analyze graphs, solve equations, and modeling and critical thinking. Students must show competency in all five TBR approved mathematics outcomes before enrolling in college-level mathematics. The student must show competency in three out of five Learning Support Mathematics outcomes to earn a passing grade in this course. (This course is institutional credit only.) (Prerequisite: 13 to 18 Math ACT or comparable placement test score.) 3 hrs. lecture/lab. (NT)
MATH 0802 Learning Support Mathematics II (2)
This course is a continuation of MATH 0800 for students who have not demonstrated competency in all five Learning Support Mathematics outcomes. (This course is institutional credit only.) (Prerequisite: Successful

completion of at least three of the five outcomes from MATH 0800.) 2 hrs. lecture/lab. (NT)

MATH 0900 Elementary Geometry (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. (This course is institutional credit only.) (NT)

MATH 1000 Essentials of Algebra (3)
An algebra course containing a review of selected algebraic concepts; functions, polynomials, factoring, rational expressions and equations, rational exponents, radicals, quadratic equations; properties and graphs of functions; and exponential and logarithmic functions and equations. Methods of solving real-world applications are integrated throughout the course content. Essentials of Algebra is designed to provide students with skills which support their success in upper college-level curricula and enable them to achieve their educational goals. Upon earning a grade of "C" or better, the student becomes eligible to enter either MATH 1710 (Precalculus Algebra) or MATH 1630 (Finite Mathematics). (This course does not fulfill the General Education core requirements for graduation or transfer.) (Prerequisite: 19 to 21 Math ACT or satisfactory placement test scores or completion of all Competencies in Learning Support Math.) (TE)

MATH 1010 Mathematics for the Liberal Arts (3)
Mathematics as applied to real-life problems selected from such topics as logic, set theory, consumer mathematics, statistics, probability, counting methods of apportionment, and voting schemes. This course is designed to expand the student's appreciation of how mathematics applies to quantitative problems that originate in many fields, and the student will learn strategies for solving some of these problems. (A) Prerequisite: 19 Math ACT or satisfactory placement test scores or completion of at least 3 of 5 Competencies in Learning Support Mathematics **OR** (B) Co-requisite enrollment in Learning Support Mathematics (MATH 0010.) (T)

MATH 1130 College Algebra (3)
A college algebra course containing a study of expressions, equations, and functions of linear, quadratic, polynomial, rational, radical, exponential, and logarithmic types. Applications of algebraic concepts will be emphasized throughout the course. (Prerequisite: 19 Math ACT or satisfactory placement test scores or completion of at least 3 of 5 Competencies in Learning Support Mathematics **OR** (B) Co-requisite enrollment in Learning Support Mathematics (MATH 0130.) (T)

MATH 1410 Number Concepts for Elementary Education (3)
A study of the concepts and methods of arithmetic, set theory, number theory, numeration systems, and algebraic techniques and functions. This course is primarily designed for elementary education majors. (Prerequisite: 19 Math ACT or satisfactory placement test scores or completion of at least 3 of 5 Learning Support Mathematics competencies, including Competency 3.) (TE)

MATH 1420 Geometry for Elementary Education (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: 19 Math ACT or satisfactory placement test scores or completion of at least 3 of 5 Learning Support Mathematics competencies, including Competency 3.) (TE)

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. (A) Prerequisite 19 Math ACT or satisfactory placement test scores or completion of at least 3 of 5 Competencies in Learning Support Mathematics **OR** (B) Co-requisite enrollment in Learning Support Mathematics (MATH 0530). (T)

MATH 1630 Finite Mathematics (3)
An introduction to finite mathematics, including linear, polynomial, exponential, and logarithmic functions, linear systems of equations and inequalities, mathematics of finance (interest, annuities, amortization), linear programming, and matrix algebra with applications in these areas. (Prerequisite: 21 Math ACT or satisfactory placement test scores, **OR** MATH 1000 or MATH 1130.) (T)

MATH 1710 Precalculus Algebra (3)
A precalculus course including, but not limited to, selected algebraic topics pertaining to: properties and graphs of polynomial, rational, exponential, logarithmic, and other functions (including piecewise-defined functions); solving systems of equations (with applications); matrices in the context of solving systems of linear equations; sequences; and series. (Prerequisite: 22 Math ACT or satisfactory placement test scores or MATH 1000.) (T)

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. (Course is offered Spring only.) (Prerequisite: 22 Math ACT with four years of high school math which includes precalculus or MATH 1710 or special permission of the mathematics department.) (T)

MATH 1730 Pre-Calculus (4)
An integrated study of the algebra and trigonometry needed to successfully attempt calculus. Algebraic topics include: properties and graphs of polynomial, rational, exponential, logarithmic, and other functions (including piecewise-defined functions); solving systems of equations (with applications); and matrices in the context of solving systems of linear equations. Trigonometric topics include: trigonometric graphs; identities; inverse functions; polar coordinates; and right and oblique triangles with applications. (Prerequisites: 21 ACT Math or other satisfactory placement test score, **OR** MATH 1000 or MATH 1130.) (T)

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: 23 Math ACT or satisfactory placement test scores, **OR** MATH 1130 or MATH 1630 or MATH 1710 or MATH 1730.) (T)

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: (A) 23 Math ACT with four years of high school mathematics which includes precalculus or (B) MATH 1710 and MATH 1720 or (C) MATH 1730 or special permission of the mathematics department.) (T)

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. (Course is offered Spring only.) (Prerequisite: MATH 1910.) (T)

MATH 2010 Linear Algebra (3)
An introduction to topics in linear algebra including linear systems, matrices and matrix algebra, determinants, vectors and vector spaces, inner product spaces, eigenvalues and eigenvectors, and linear transformations. (This course does not fulfill the General Education core requirements for graduation or transfer.) (Course is offered Spring only.) (Prerequisite: MATH 1910.) (T)

MATH 2110 Calculus and Analytic Geometry III (4)
Three dimensional analytic geometry and vectors, partial derivatives, multiple integrals, vector calculus. (Course is offered Fall only.) (Prerequisite: MATH 1920.) (T)

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. (Course is offered Spring only.) (Prerequisite: MATH 2110.) (T)

Medical Lab Technology
Students must be accepted into the Medical Laboratory Technology Program before they can register for MLAB courses.

MLAB 1301 Intro to Medical Laboratory (3)
Orientation to the duties of the Medical Laboratory Technician; medical terminology; ethics; use of the microscope; laboratory safety and universal precautions; laboratory glassware; quality control; basic laboratory math; preparation of chemical solutions; specimen collection by phlebotomy and capillary puncture. (NT)

MLAB 1310 Practicum I (3)
This course is designed to give the student the opportunity to develop practical work related skills and integrate classroom knowledge and theories. This course will provide students with an intensive field experience in a medical lab real or simulated environment. Students must complete a total of 135 contact hours in field to receive 3 hours credit for this course. (Prerequisites: MLAB 1301 and Program Restriction-Enrollment limited to students admitted to the program.) (NT)

MLAB 1320 Practicum II (3)
This course is designed to give the student the opportunity to develop practical work related skills and integrate classroom knowledge and theories. This course will provide students with an intensive field experience in a medical lab real or simulated environment. Students must complete a total of 135 contact hours in field to receive 3 hours credit for this course. (Prerequisites: MLAB 1301 and Program Restriction-Enrollment limited to students admitted to the program.) (NT)

MLAB 2130 Seminar I (1)
(Prerequisites: MLAB 1301 and Program Restriction-Enrollment limited to students admitted to the program.)

MLAB 2201 Clinical Immunology (2)
Didactic instruction in immunology, human immunologic responses, and current methods of serology testing in the clinical immunology/serology section of an affiliated hospital laboratory. Additional practical experience with case studies and special procedures. (Prerequisites: MLAB 1301 and Program Restriction-Enrollment limited to students admitted to the program.) (NT)

MLAB 2202 Urinalysis/Body Fluids (2)
This course will present physical, chemical, and microscopic examination of urine specimens and related tests on other body fluids such as semen, gastric contents, duodenal contents, as well as pregnancy tests. A general review of the anatomy and physiology of the kidney is included. 1 hr. lecture, 2 hrs. lab per week. (Prerequisites: MLAB 1301 and Program Restriction-Enrollment limited to students admitted to the program.) (NT)

MLAB 2301 Blood Bank (3)
The theories of blood group antigens, antibodies, ABO grouping, RH typing, cross matching, antibody screening, and identification techniques are included as well as special procedures. Donor history and physical record keeping, and special emphasis on quality control are presented. (Prerequisites: MLAB 1301 and Program Restriction-Enrollment limited to students admitted to the program.) Hours: 30 lecture hrs. and 30 lab hrs per semester.
(NT)

MLAB 2310 Practicum III (3)
This course is designed to give the student the opportunity to develop practical work related skills and integrate classroom knowledge and theories. This course will provide students with an intensive field experience in a medical lab real or simulated environment. Students must complete a total of 135 contact hours in field to receive 3 hours credit for this course. (Prerequisites: MLAB 1301 and Program Restriction-Enrollment limited to students admitted to the program.) (NT)

MLAB 2401 Clinical Chemistry (4)
Basic instruction in manual and automated clinical chemistry techniques: tests for glucose, urea, creatinine, uric acid, proteins, bilirubin, enzymes, and electrolytes are included. Colorimetric and photometric techniques used in examining normal and abnormal clinical specimens are introduced along with special procedures such as RIA and electrophoresis. (Prerequisites: Program Restriction-Enrollment limited to students admitted to the Program.) Hours: 3 lecture hrs. and 2 hrs. lab per week. (NT)

MLAB 2402 Hematology (4)
The study of blood cells, disease, theory of coagulation, and diagnostic procedures relating to whole blood are considered. Instruction in blood collecting techniques, handling of clinical specimens, and basic patient care will be included. (Prerequisites: MLAB 1310 and Program Restriction-Enrollment limited to students admitted to the Program.) Hours: 30 lecture and 30 lab hours per semester. (NT)

MLAB 2403 Clinical Microbiology   (4)
This course examines the study of microorganisms of medical importance as it relates to man and disease. The course includes discussions of proper collection, handling and examination of specimens, staining and culture techniques, identification methods, drug sensitivity testing, and quality control procedures. Hours: 3 hrs. lecture and 2 hrs. lab per week. (Prerequisites: Program Restriction-Enrollment limited to students admitted to the program.) (NT)

MLAB 2420 Practicum IV   (4)
This course requires students to apply critical thinking, problem solving and communication skills required in real or simulated environments. The students may be involved in a combination of clinical field placements, co-op assignments, and/or capstone experiences. Students must complete a total of 180 contact hours to receive 4 hours credit for this course. (Prerequisites: MLAB 1310 and Program Restriction-Enrollment limited to students admitted to the Program.) (NT)

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. (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading and Writing.) (T)

MUS 1110 Music Theory I   (3)
A study of basic materials in music theory, such as notation, rhythms, intervals, scales, triads, and key signatures. (Course is offered Spring only). (Prerequisite: MUS 1810 with a grade of C or higher or satisfactory score on theory diagnostic exam taken prior to the beginning of the fall semester.) Corequisite: MUS 1111). (T)

MUS 1111 Aural Skills I   (1)
Singing diatonic melodies in both major and minor keys using scale degree numbers, rhythmic reading including division of the beat in simple and compound meters, melodic dictation of scale wise melodies and arpeggiation of tonic and dominant, interval recognition, harmonic dictation of I, II, IV and V chords, rhythmic dictation in simple and compound meters. (Corequisite: MUS 1110) (T)

MUS 1120 Music 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. (Course is offered Fall only.) (Prerequisite: MUS 1110; Corequisite: MUS 1121.) (T)

MUS 1121 Aural Skills II   (1)
Continued singing with scale degree numbers, diatonic melodies of more advance difficulty, including minor key melodies and adding alto and tenor clefs, melodic dictation including all diatonic intervals and disjunct melodies, harmonic dictation including all diatonic chords and recognition of non-chord tones, rhythmic dictation using more complex rhythmic division in simple and compound time. (Corequisite: MUS 1120) (T)

MUS 1130 Instrumental Performance Ensemble   (1)
Instrumental 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 4 credit hours. Four semesters of this course are required for music majors with an instrumental emphasis. (For all students: an audition is required prior to registration.) (T)

MUS 1410 College Chorus   (1)
College Chorus is a vocal ensemble that rehearses and performs choral literature representative of various historical periods and styles. Course is open to all Columbia State students and may be repeated for a maximum of 4 credits. (The course meets 3 hours per week.) Four semester hours are required for music majors with a vocal or choral emphasis. (For all students: an audition is NOT required but singing experienced is preferred.) (T)

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

See p. 218 for an explanation of C, NT, T,and TE codes.

maximum of two credits. (Prerequisite: Admission into the Commercial Entertainment Program.) 1 hr. lecture/lab. (TE)

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. (TE)

MUS 1610 Class Piano I   (1)
Instruction in the rudiments of piano including such skills as note reading, basic chord progressions, coordination exercises, penta scales and simple keyboard repertoire. Course is open to all students. This is a required course for music majors. 2 hrs. lecture/lab. (T)

MUS 1620 Class Piano II   (1)
Keyboard skills include harmonization of melodies, transposition, sight reading, basic chord progressions, scales and arpeggios in both major and minor keys and more advanced keyboard repertoire. Course is open to all students. This is a required course for music majors. (Prerequisite: MUS 1610). 2 hrs. lecture/lab. (T)

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. (TE)

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. (TE)

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.) (TE)

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. (TE)

MUS 1860 Musical Keyboarding II   (1)
A continuation of MUS 1850 with exercises for development of coordination and technique, transposition, repertory and sight reading. (TE)

MUS 1910 Individual Piano I   (2)
Private instruction in piano beginning at the student's level of proficiency. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (T)

MUS 1920 Individual Piano II   (2)
Intermediate private instruction in piano. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (Prerequisite: MUS 1910 or permission of the instructor.) (T)

MUS 1930 Individual Voice I   (2)
Private instruction in voice beginning at the student's level of proficiency. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (T)

MUS 1940 Individual Voice II   (2)
Intermediate private instruction in voice. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (Prerequisite: MUS 1930 or permission of the instructor.) (T)

MUS 1950 Individual Guitar I   (2)
Private instruction in guitar beginning at the student's level of proficiency. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (T)

MUS 1960 Individual Guitar II   (2)
Intermediate instruction in guitar. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (Prerequisite: MUS 1950 or permission of the instructor.) (T)

MUS 2110 Music Theory III (3)
A study of harmony and melody in chromatic styles; Neapolitan and augmented sixth chords; modulation; ninth chords; eleventh and thirteenth chords; concluding with 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. (Course is offered Spring only.) (Prerequisite: MUS 1120.) (Corequisite: MUS 2111) (T)

MUS 2111 Aural Skills III (1)
Singing chromatic melodies with secondary harmonies and modulation, melodic dictation including modulation to closely related keys, interval recognition, rhythmic reading including subdivision of the beat in simple and compound meters and syncopation, chord quality identification. (Corequisite: MUS 2110.) (T)

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 Humanities and Social Sciences Division dean.) (TE)

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. (Course is offered Spring only.) (TE)

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. (TE)

MUS 2330 Electronic Music I (3)
Principles of electronic digital sound synthesis, history of electronic music, programming the digital music, use of computer music program(s), electronic composition and contemporary trends in digital music. (Prerequisite: permission of the instructor.) TE)

MUS 2350 Digital Audio Recording (3)
This course is designed to further develop MIDI sequencing skills as well as introduce the concepts of digital audio recording. Development is encouraged in the qualities necessary to obtain professional work in the commercial music industry. Along with development, special attention is given to selecting material appropriate to the student's skill level. Students should expect to spend at least two additional hours per week on team-based lab assignments. (Course is offered Fall only.) (This course is only open to CEN Department majors or permission of instructor.) (NT)

MUS 2360 Digital Music Production (3)
The study and practical application of producing music compositions for the songwriter, vocalist, and instrumentalist. This course gives an overview of the pre-production, in-production, and post-production aspects of recording music and original material. Course topics include: demo budgeting for musicians, proper protocol for working with session musicians, digital audio mixing and mastering techniques, and conversion of audio files to multiple formats. Student should expect to spend at least two additional hours per week on team-based lab assignments. (Course is offered Spring only.) (NT)

Nursing
Students must be accepted into the Nursing Program before they can register for NUR courses.

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.) 1 hr. per week. (NT)

NUR 122 Pharmacology (2)
Pharmacology introduces 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: Completion of NUR 1115, NUR 1118, NUR 121 or permission of the Nursing Program director.) (Corequisites or Prerequisites: NUR 1126, NUR 1127 and NUR 1128.) 2 hrs. lecture per week; 30 hrs. total. (NT)

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 1115, NUR 1126, NUR 1127, NUR 121 and NUR 122.

NUR 1115 Nursing Foundations Practice (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 PSYC 1030.) 5 hrs. lecture per week. (NT)

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 basic 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: BIOL 2010.) (Corequisites: NUR 1115, NUR 121, BIOL 2020 and PSYC 1030.) 4 hrs. clinical, 2 hrs. campus lab. (NT)

NUR 1126 Basic Medical-Surgical Nursing (3)
This course continues to focus on patients' basic needs with emphasis on the nursing process to establish and maintain a safe environment. Students are introduced to basic concepts of medical-surgical nursing including: fluid and electrolytes, nutritional support, and nursing care of patients with neoplasms. The course covers alterations in health related to special sensory disorders and men's reproductive health. All units contain physical, cultural and psychological stressors which are considered as co-contributors to the development of various disease processes. Development 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 the influence on other basic needs, as described by Maslow, are identified. (Prerequisites: NUR 1115, NUR 1118, NUR 121, BIOL 2010, BIOL 2020, and PSYC 1030) (Corequisites: NUR 1128.) (Corequisite or Prerequisite: NUR 122, NUR 1127, BIOL 2230, and PSYC 2130.) 3 hrs. lecture per week. (NT)

NUR 1127 Health of Women and Infants (2)
This course continues to focus on patients' basic needs with emphasis on the nursing process to establish and maintain a safe environment. Students are introduced to the childbearing patient and family, and issues affecting women's and infant's health. All units contain physical and cultural factors that may contribute to the development and treatment of disease processes. Childbearing content will focus on basic needs of the childbearing patient and family, with the main focus on the nursing process throughout 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. Pharmacology, nutrition, community resources, legal/ethical issues, communication and cultural factors are integrated throughout the course. (Prerequisites: NUR 1115, NUR 1118, NUR 121, BIOL 2010, BIOL 2020, and PSYC 1030) (Corequisite: NUR 1128.) (Corequisite or Prerequisite: NUR 122, NUR 1126, BIOL 2230, and PSYC 2130.) 2 hrs. lecture per week (NT).

See p. 218 for an explanation of C, NT, T, and TE codes.

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. 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. The main focus of the childbearing clinical experiences will be on nursing interventions utilized during the normal anteparatal, intrapartal, post-partal and neonatal period. Common complications of all phases of the childbearing cycle are included. (Prerequisites: NUR 1115, NUR 1118, NUR 121, BIOL 2020 and PSYC 1030) (Corequisite or Prerequisites: NUR 1126, NUR 1127, NUR 122, BIOL 2230 and PSYC 2130.) 6 hrs. clinical per week. (NT)

NUR 2116 Intermediate Med-Surg Nursing (4)
This course introduces the student to nursing care for patients of all ages. The course covers alterations in health related to immune disorders; hematopoietic disorders; endocrine disorders; gastrointestinal disorders; hepatic, pancreatic, and biliary disorders; and renal/urinary disorders. All units contain physical, cultural and psychological stressors which are considered as co-contributors to the development of various disease processes. Development stages, pharmacology, nutrition, communication, history, trends, community and legal/ethical threads 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 the influence on other basic needs, as described by Maslow, are identified. (Prerequisites: NUR 1126, NUR 1127, NUR 1128, NUR 122, all science classes and PSYC 2130)(Corequisite: NUR 2118. (Corequisite or Prerequisite: NUR 2117, NUR 2188 and NUR 2189.) 4 hrs. lecture per week. (NT)

NUR 2117 Psychiatric/Mental Health Nursing (2)
This course introduces the students to psychiatric nursing care. Specific psychiatric disorders will be discussed in depth, as well as psychiatric disorders throughout the life span. General principles of psychiatric/mental health nursing will be presented. All units contain physical, cultural and psychological stressors which are considered as co-contributors to the development of various illnesses. Development stages, pharmacology, nutrition, communication, history, trends, community and legal/ethical are integrated throughout the course. (Prerequisites: NUR 1126, NUR 1127, NUR 1128, NUR 122, all science classes and PSYC 2130) (Corequisite: NUR 2118.) (Corequisites or Prerequisite: NUR 2116, NUR 2188, and NUR 2189.) 2 hrs. lecture per week. (NT)

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, endocrine, hepatic, biliary, gastrointestinal, urinary/renal, and hematopoietic functioning. Specific alterations in health interfering with regulation, nutrition, homeostatis, 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: NUR 1126, NUR 1127, NUR 1128, NUR 122, all science classes and PSYC 2130.) (Corequisites or Prerequisite: NUR 2116, NUR 2117, NUR 2188 and NUR 2189.) 9 hrs. clinical per week. (NT)

NUR 2125 Advanced Med-Surg Nursing (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, life-span concepts, pharmacology, nutrition,

See p. 218 for an explanation of C, NT, T,and TE codes.

communication, history trends, legal/ethical aspects and community resources are integrated. (Prerequisites: NUR 2116, NUR 2117, and NUR 2118) (Corequisite: NUR 2128.) (Corequisites or Prerequisite: NUR 2188, NUR 2189, NUR 2198, and NUR 2199.) 6 hrs. lecture per week. (NT)

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, 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 clinical practice. Developmental stages, life-span 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, and other clinical agencies. Application of management principles to groups of patients is implemented during the semester. (Prerequisites: NUR 2116, NUR 2117, NUR 2118, NUR 2188 and NUR 2189.) (Corequisite: NUR 2125.) (Corequisites or Prerequisite: NUR 2198 and NUR 2199.) 9 hrs. clinical per week. (NT)

NUR 2188 Applying Surgical Concepts (1)
This 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 clinical scenarios. Topics to be covered will include care of the perioperative patient, pain management in adults, dosage calculations, and the application of intravenous therapy principles. (Prerequisites: NUR 122, NUR 1126, NUR 1127 and NUR 1128.) (Corequisites: NUR 2116, NUR 2117, NUR 2118, and NUR 2189.) (NT)

NUR 2189 Applying Psychiatric Concepts (1)
This 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 psychiatric/mental health nursing clinical scenarios. Topics to be covered will include bipolar disorder, suicide, schizophrenia, Alzheimer's, nursing research, resume writing, communication, professionalism, licensure and continuing education. (Prerequisites: NUR 122, NUR 1126, NUR 1127 and NUR 1128.) (Corequisites: NUR 2116, NUR 2117, NUR 2118, and NUR 2188.) (NT)

NUR 2198 Applying Pediatric Concepts (1)
This 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 pediatric nursing clinical scenarios. Topics to be covered will include end of life, pain, IV calculations, dosage calculations, pediatric medication administration and immunizations. (Prerequisites: NUR 2116, NUR 2117, NUR 2118, NUR 2188, and NUR 2189.) (Corequisites: NUR 2125, NUR 2128 and NUR 2199.) (NT)

NUR 2199 Applying Medical Concepts (1)
This 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 nursing clinical scenarios. Topics to be covered will include end of life, time management/delegation and medical economics. (Prerequisites: NUR 2116, NUR 2117, NUR 2118, NUR 2188, and NUR 2189.) (Corequisites: NUR 2125, NUR 2128 and NUR 2198.) (NT)

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. (TE)

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. (TE)

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. (TE)

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. (TE)

PHIL 2035 Aesthetics (3)
An introductory course in the philosophy of art which surveys various theories from ancient times to contemporary applications, concentrating on several central debates in the history of aesthetics: the definitions of art and beauty, the question of taste and aesthetic judgement, the nature of sensation, the function of representation, and the status of public and popular arts. (TE)

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. (Course is offered Spring only.) (TE)

PHED 1110 Tennis I (1)
Emphasis on basic strokes, movement, rules, terminology and play techniques for the beginner. (Course is offered Fall only.) (TE)

PHED 1120 Tennis II (1)
Improvement and refinement of strokes and serve. Strategy, tactics, and game procedures for competition. (Course is offered Spring only.) (Prerequisite: PHED 1110 or permission of the instructor.) (TE)

PHED 1210 Physical Conditioning (1)
Instruction and practice in maintaining personal physical fitness through exercise and aerobic activity. (TE)

PHED 1212 Yoga (1)
Anyone who's interested in learning about yoga and how to perform yoga exercises is welcome to enroll in this class. This course will not require you to have previous experience in any particular area but you should have a high school reading level. No books will be required. The will meet in the Wellness Center. Learn the rules, fundamentals, skills and strategies of yoga. Learn how to correctly execute required skills and techniques as well as to use the equipment/facilities safely. Understand how kinesiology relates to a healthy individual lifestyle. (TE)

PHED 1214 Introduction to Martial Arts/Self Defense (1)
This is a physical activity for men and women. This course is designed to teach the study of coordinating mind and body in the practice of martial arts and self-defense "mentality" is also stressed. The class will meet in the Wellness Center. (TE)

PHED 1310 Racquetball (1)
Instruction and actual practice in the fundamentals of play, essential rules, basic etiquette, and safety for play. (TE)

PHED 1510 Softball (1)
Provides an overview of fundamental skills (catching, hitting and throwing), rules and safety of the game. (TE)

PHED 1610 Volleyball (1)
Emphasis on fundamental skills and techniques used in volleyball. Limited tournament play. (Course is offered Spring only.) (TE)

PHED 1710 Basketball (1)
Emphasis on fundamental skills, basic strategies, rules, and etiquette for play. Exposure to playing tournaments. (Course is offered Fall only.) (TE)

PHED 1810 Soccer (1)
Introduces basic fundamentals and techniques for play. Little or no experience is necessary. (TE)

PHED 1910 Touch Football (1)
Development of skills in basic fundamentals and techniques through team play. (TE)

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. (TE)

PHED 2020 Intro. to Physical Educ., Recreation and Sport Mgmt. (3)
A study of the scope of opportunities the sport and recreation industry presents; the historical, psychological, sociological, and philosophical foundations of sport; and management and organizational concepts and their application in sport and recreation enterprises. Ideal for students majoring in sports management, recreation, exercise, fitness management, physical education or athletic training. (Course is offered Spring only.) (NT)

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. (T)

PHED 2220 Introduction to Exercise Science (3)
This course is designed to help students appreciate the importance of physical activity, to introduce the discipline of kinesiology and help students understand its relationship to physical activity, and to expand student knowledge of physical activity professions. (Prerequisites: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Math.) (Corequisite or Prerequisite: Learning Support Writing.) (T)

PHED 2320 Care and Prevention of Athletic Injuries (3)
The student will develop a knowledge of prevention, treatment, and basic rehabilitation of common athletic injuries as commonly seen at the interscholastic level of competition. In addition, the student will be exposed to negligence and liability issues in respect to athletic injuries. (Prerequisites: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Math.) (Corequisite or Prerequisite: Learning Support Writing.) (T)

PHED 2415 Individual and Team Sports (3)
A course that enhances a student's opportunity to learn, develop, evaluate and present teaching techniques of individual and team sports. (TE)

PHED 2520 Contemporary Dance (1)
Introduces dances which are currently popular in this country. (TE)

PHED 2610 Archery (1)
Basic skills (stance, drawing, aiming, releasing) with strategy of shooting. Correct and safe handling of tackle are emphasized. (TE)

PHED 2710 Basketball (1)
Fundamental skills, rules, and strategies of play. (TE)

Physical Science

PSCI 1030 Physical Science (4)
An introductory course on selected topics in chemistry and physics. (Prerequisites: 2 years of high school algebra and satisfactory placement test scores, or completion of all Competencies in Learning Support Reading and Math.) 3 hrs. lecture, 2 hrs. lab. (TE)

Physics

PHYS 2010 Elements of Physics I (4)
The study of the fundamental laws of mechanics, fluids, sound and heat. (Corequisite or Prerequisite: MATH 1710, or higher level general education approved math class or permission of the instructor.)
3 hrs. lecture, 3 hrs. lab. (T)

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. (T)

PHYS 2110 Physics I (4)
The study of mechanics and heat. (NOTE: Credit cannot be given for both Physics I and Elements of Physics I or II.) (Corequisite or Prerequisite:

MATH 1910.) or (Corequisites: MATH 1720 and MATH 1910 with permission of the Dean of Science, Technology and Math.) 3 hrs. lecture, 3 hrs. lab. (T)

PHYS 2120 Physics II (4)
The study of electricity and magnetism, waves, optics and modern physics. (Prerequisite: PHYS 2110); (Corequisite or Prerequisite: MATH 1920.) 3 hrs. lecture, 3 hrs. lab. (T)

Political Science

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. (TE)

POLS 1030 American Government (3)
A study of democratic theory, the Constitution, federalism, free speech, interest groups, political parties, voting behavior, the presidency, Congress and the Supreme Court. (T)

POLS 1501 Introduction to International Affairs (3)
This course explores the ways in which international affairs have impacted world, economy, politics and vision of separate cultures, countries, and governments. (Prerequisite or Corequisite: ENGL 1010) (T)

POLS 2010 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. (Course is offered Spring only.) (TE)

Psychology

PSYC 1030 General Psychology (3)
One-semester survey course that provides an introduction to the scientific study of behavior and mental processes. Topics include history and research methods, biological aspects of psychology, variations of consciousness, cognitive processes, human development, and personality, motivation, social psychology, and psychological disorders and therapies. Credit may not be earned in both PSY 203 and PSY 101 or PSY 102. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (T)

PSYC 2110 Psychology of Adjustment (3)
The study of personal and social adjustment as it relates to coping with the demands of everyday life. Topics 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. (Course is offered Fall only.) (T)

PSYC 2120 Social Psychology (3)
An introduction to social psychology including interpersonal attraction, interaction between people, person perception, aggression, prosocial behavior, conformity, obedience, attitudes, prejudice, and group processes. (Course is offered Spring only.) (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (T)

PSYC 2130 Life Span Psychology (3)
Psychological and physiological growth and development of the human organism beginning with conception and continuing through aging and death. Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (T)

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. An introduction to cultural diversity is also included. Medical terminology will be covered as it applies to the specialty of radiology. Emphasizes nursing

See p. 218 for an explanation of C, NT, T,and TE codes.

procedures and techniques used in the radiology department. (NT)

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. (NT)

RAD 112 Image Production I (2)
This course is designed to provide students with the basic principles of formulating radiographic techniques, image production, and exposure. The student will develop practical exposure techniques and be able to recognize and evaluate qualitative factors in clinical radiographic images.   An introduction to digital radiography is included. (NT)

RAD 113 Image Production II (2)
This course provides details of the principles of radiographic exposure techniques. The course is a continuation of RAD 112, Image Production I, and includes analyzing the image, comparing exposure systems, special imaging systems, PACS, computed radiography digital radiography, and the imaging modalities. (Prerequisite: RAD 112.) (NT)

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 approximately 120 hours over the course of the semester in clinical orientation. (NT)

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. (NT)

RAD 123 Contrast Media Procedures (2)
Students must be admitted to the Radiology program before registering for this course. Anatomy and positioning of the upper and lower gastrointestinal tract, biliary system, urinary system.   Included in this course is an introduction to other modalities using contrast media as well as contrast media reactions. (NT)

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. (NT)

RAD 210 Computed Tomography Patient Management (4)
This is one of a three course set in whole body Computed Tomography (CT) imaging. The complete set provides formal specialized training in CT whole body imaging prior to independent performance. Topics included in this course are patient care and management, whole body cross-sectional anatomy, pathology, imaging procedures with protocols, and special procedures in CT. (Prerequisite: Graduate of CAHEA/JRCERT accredited Radiologic Technology Program or accredited Nuclear Medicine Program and certified or eligible for certification by the American Registry of Radiologic Technologists or CNMT.) (Corequisites: RAD 220, RAD 230) (NT)

RAD 220 Computed Tomography Physics (4)
This is one of a three course set in whole body Computed Tomography (CT) imaging. The complete set provides formal specialized training in CT whole body imaging prior to independent performance. Topics included in this course are history of computed tomography, fundamentals of computers, scanning methods, digital imaging, quality control, and radiation protection. (Prerequisite: Graduate of CAHEA/JRCERT accredited Radiologic Technology Program or accredited Nuclear Medicine Program and certified or eligible for certification by the American Registry of Radiologic Technologists or CNMT.) (Corequisites: RAD 210, RAD 230) (NT)

RAD 230 Computed Tomography Clinic (8)
This course is one of a three course set in whole body Computed Tomography (CT) imaging. The complete set provides formal specialized training in CT whole body imaging prior to independent performance. The clinical component is conducted at an approved clinical education center and requires supervised performance of computed tomography of the head,

neck, spine, chest, abdomen, pelvis and musculoskeletal system. Arrangements for clinical education are made by the students to obtain clinical experience with a Columbia State approved CT facility in their geographic area. (Prerequisite: Graduate of CAHEA/JRCERT, accredited Radiology Technology Program or accredited Nuclear Medicine Program and certified or eligible for certification by the American Registry of Radiologic Technologists or CNMT.) (Corequisites: RAD 210, RAD 220) (NT)

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.(NT)

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. (NT)

RAD 281 Radiologic Review Seminar (2)
This course provides students with an assessment of core knowledge mastery, identification of strengths and weaknesses, and remediation opportunities. Included will be a review of all areas covered in the American Society of Radiologic Technologists (ASRT) curriculum and the American Registry of Radioloic Technologists (ARRT) content outline. Practice tests assess understanding, clinical decision-making skills, and readiness for the certification exam. Students will also demonstrate entry level competencies for professional employment. (NT)

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. (NT)

RAD 292 Advanced Radiation Physics and Radiobiology (2)
An in-depth study of radiation concepts and radiobiology. The impact of technical factors on digital image capture practices is included. An overview of special x-ray equipment and mammography is provided. Continuous quality improvement expectations are described including quality assurance and quality control standards. The effects of radiation on the human body are explored. Radiation safety requirements are studied including minimization of exposure of patients, personnel, and the public. (NT)

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. (NT)

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. (NT)

Reading
Dual Enrollment students are not eligible to take 0800 level courses.

READ 0802 Learning Support Reading (2)
This Reading co-requisite is linked with ENGL1010 and focuses on students mastering Tennessee Board of Regents approved reading competencies that address essential topics such as: vocabulary development, main ideas, major and minor supporting details, inferential reading, critical/logical reading, and strategic reading. Students' reading assignments will be based on diagnostic reading assessments and ENGL1010 reading assignments. This course incorporates online exercises that supplement classroom instruction to support reading projects and assignments in ENGLISH 1010. Upon completion of READ 0802, the student receives two (2) institutional credits. (Prerequisite: ACT Reading below 19 or equivalent; Co-requisite: English 1010).

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, legal and ethical 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, hyperbaric, helium-oxygen, and carbon dioxide-oxygen therapies will be presented as well as humidity and aerosolized medication therapies, basic patient assessment, the effects of altitude on patient care and the effects of smoking. 3 hrs. lecture, 3 hrs. lab per week.(NT)

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, and the equipment needed to perform the procedures. Additionally, sputum collection and the effects of aging on patient care will be reviewed. Common laboratory values, thoracic imaging and airway devices will be reviewed. (Prerequisites: A "C" or better must have been achieved in RCT 101, BIOL 2010 and MATH 1530 or MATH 1710.) 3 hrs. lecture, 3 hrs. lab per week. (NT)

RCT 120 Respiratory Care Pharmacology (2)
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. (Prerequisites: RCT 101, BIOL 2010, and MATH 1530 or MATH 1710.) (NT)

RCT 130 Intensive Care Monitoring (4)
Intensive Care Monitoring involves the study of basic dysrhythmias and their effects on the body and includes hemodynamic assessment and advanced cardiac life support (ACLS) provider training will be provided. (Prerequisites: BIOL 2020 and 2230; RCT 102, 120 and 191.) 3 hrs. lecture, 3 hrs. lab per week. (NT)

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. (NT)

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. (NT)

RCT 192 Clinical Practice II (3)
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. (Prerequisites: RCT 102, 120 and 191.) 24 hrs. supervised clinical experience per week. (NT)

RCT 212 Pulmonary Functions/Seminar (4)
The Pulmonary Functions/Seminar course studies the application,

See p. 218 for an explanation of C, NT, T,and TE codes.

performance, and interpretation of complete pulmonary function studies and exercise testing. Other topics presented include metabolic assessment, bronchoscopy, and pulmonary rehabilitation. The student's overall respiratory care knowledge will be assessed using comprehensive exams. Preparation for national credentialing exams will also be provided. Successful completion of this course requires passing a comprehensive exam styled after the national written registry exam. (Prerequisites: RCT 221, 242 and 293.) 3 hrs. lecture, 3 hrs. lab. (NT)

RCT 221 Mechanical Ventilation (4)
Mechanical ventilation discusses the techniques of mechanical ventilation including initiation, management and weaning, airway care, chest tube systems, ventilator graphic analysis, extubation and end of life issues. (Prerequisites: RCT 130, 150 and 192.) 3 hrs. lecture, 3 hrs. lab. (NT)

RCT 242 Respiratory Pathophysiology (3)
The Respiratory Pathophysiology course studies the etiology, pathophysiology, presentation and treatment of common pulmonary diseases and sleep disorders. 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. (NT)

RCT 252 Neonatal/Pediatric Respiratory Care (4)
The Neonatal/Pediatric Respiratory Care course 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 be discussed. Pediatric advanced life support (PALS) provider training will be provided. (Prerequisites: RCT 221, 242 and 293.) 3 hrs. lecture, 3 hrs. lab. (NT)

RCT 293 Clinical Practice III (4)
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, extubation of patients being mechanically ventilated and suctioning. Sleep testing will also be presented. (Prerequisites: RCT 130, 150 and 192.) 24 hrs. supervised clinical experience per week. (NT)

RCT 294 Clinical Practice IV (4)
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, intubation and bronchoscopy. 24 hrs. supervised clinical experience per week. (Prerequisites: RCT 221, 242 and 293.) (NT)

Social Work

SWRK 2010 Introduction to Social Work (3)
This course provides an introduction to the social work profession. Because the field of social work draws on the academic disciplines of sociology and psychology, students will gain insight into the social and environmental factors that influence individual lives. Students will become acquainted with the challenges and rewards of social work. Social service agencies, as well as current social policies, will also be discussed. Other topics will include social work practice in family and children's services, healthcare, schools, criminal justice, substance abuse, and workplace settings. (T)

Sociology

SOCI 1010 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, race, ethnicity, poverty, and gender. (T)

SOCI 1020 Social Problems (3)
This sociology course examines quality of life issues and contributing factors to social problems with a focus on deviance and inequality. Topics of study include sexual deviance, crime and violence, substance abuse, poverty,

and inequality of gender, race, and ethnicity. Problems in government and the economy, along with global social problems, such as war, terrorism, and environmental issues will also be covered. (Prerequisite: Students are strongly encouraged to take SOCI 1010 prior to taking SOCI 1020.) (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Writing.) (T)

SOCI 2010 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, relationship abuse and violence, and issues concerning step families. (TE)

Spanish

SPAN 1010 Beginning Spanish I (3)
Essentials of Spanish elementary grammar, pronunciation, conversation, and simple readings. Laboratory required. (T)

SPAN 1020 Beginning Spanish II (3)
Continuation of Beginning Spanish I. (Prerequisite: SPAN 1010 or permission of the instructor.) Laboratory required. (T)

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. (T)

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. (T)

Speech

SPCH 1010 Fundamentals of 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: ENGL 1010 or 25 ACT English.) (T)

SPCH 1020 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.) (T)

SPCH 1030 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. (Prerequisite: ENGL 1010 or 25 ACT English.) (T)

SPCH 2020 Organizational Communication (3)
Basic principles of communication within organizations. Topics and activities may include organizational/communication theory, group problem solving, case studies, interviewing, and formal presentations. (Prerequisite: ENGL 1010.) (TE)

Stage Crew Technology

SCT 1010 Rigging and Fly Systems (3)
Advanced instruction in the principles and practices of the stage technician. The student will practice the installation of temporary and permanent stages, safe operation of ladders, lifts, scaffolds, stage equipment, hardware and tools for installation and operation of scenery and stage drapery. Topics include traps, wagons, settings for overhead rigging, hardware, knots, roping, counterweights and motorized flying systems for scenery and curtains, and winches, chain hoists and trusses. Upon completion, the student will be able to assist with installation and operation of stages and associated rigging and fly systems. (Prerequisites: CEN 205 and FCT 1014 or permission of the instructor.) (1 hr. lecture, 3 hrs. lab).(NT)

SCT 1030 Sound for Stage Productions (3)
Introduction to the use of sound in entertainment, sound theory, methods and equipment for stage and live events. Emphasis is placed on terminology, protocol, cabling, troubleshooting, mixing skills, and the use and maintenance of sound equipment. The course requires work outside of the classroom applying the principles learned in the practical application of theater sound for production. Upon completion, the student will be able to assist with sound production in theater and stage venues. (1 hr. lecture, 4 hrs. lab). (NT)

SCT 2010 Advanced Stagecraft Laboratory (3)
Advanced construction techniques with an emphasis on stage construction, scheduling, problems and budgeting. Work on productions outside of class is required. Upon completion, the student should be able to assist in all fields related to the fabrication and decoration of sets and props. (Prerequisites: CEN 205 and FCT 1014 or permission of the instructor.) (6 hrs. lab) (NT)

SCT 2020 Scenic Techniques Laboratory (3)
Advanced coverage of techniques, materials and tools used to paint scenery. The course explores color theory, various media, proper preparation of surfaces, and painting techniques and examines the ways these are used in various entertainment venues including theater and film. Assigned practical work in supervised production activities outside of class is required. Upon completion, students should be able to assist with painting of props and sets for a variety of entertainment venues. (Prerequisite: CEN 205 or permission of the instructor.) (6 hrs. lab) (NT)

SCT 2030 Stage Lighting (3)
Application of lighting principles to theater and event venues. Topics include hanging, alignment, focusing, maintenance, and operation of various types of stage lighting fixtures, robotic lighting and computerized control of lights. Students are required to work as a lighting technician at approved venues. Upon completion, students should be able to demonstrate an understanding of stage lighting theory and applications, and assist with theatrical and event productions. (Prerequisites: FCT 1210 and FCT 1211 or permission of the Instructor.) (1 hr. lecture, 4 hrs. lab). (NT)

SCT 2040 Stage Production Laboratory (4)
Practical experience in the machinations of backstage operations of a theater as a crew member for a minimum of 120 hours. The concentration of the course will vary depending on the skills of the student and the needs of the theater production. (Prerequisite: Permission of the instructor.) Minimum of 120 hours a semester. (NT)

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 tenique) and the history of acting/performance art. Students engage in laboratory exercises as well as public performance. (T)

THEA 1030 Intro 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. (T)

THEA 1040 Special Topics in Theatre (1)
This course will expose students to different topics in theatre history, practice, and emerging trends and ideas in the field. (T)

THEA 1400 Stagecraft (3)
Stagecraft provides students with an understanding of basic skills in stage technology including: set design, construction, lighting design, costume design and sound design. Students learn vocabulary, parts of the stage, basic design history, and practice through lab assignments in theatre technology designing, building, and operating theatre technology in production. (T)

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 media. Students will explore western and non-western approaches to performance through critical analysis and will develop a greater awareness of the expressive forms of humanistic performance. (TE)

THEA 2430 Musical Drama and Speech (3)
Principles and practices governing the actor's use of voice, body, and imagination for musical performances. Scene work. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading.) (TE)

Veterinary Technology

Students must be admitted into the Veterinary Technology Program before they can register for VET courses.

VET 102 Animal Anatomy (4)
This course provides an overview of the anatomy and physiology of selected domestic animal species using an organ-system approach. Clinical applications relative to organ systems are made when applicable. The cat is used as the primary dissection model. (Prerequisite: VET 113.) (Corequisites: VET 191 and 201.) 3 hrs. lecture, 3 hrs. lab. (NT)

VET 112 Veterinary Technology Orientation I (4)
The lecture component of this course introduces the student to veterinary hospital operation, professional standards and ethics. The lab component includes restraint, introduction to lab procedures, equipment identification, medical terminology, and administration of medications. (Corequisites or Prerequisites: AGRI 1020 and BIOL 1110 or BIOL 1120.) 3 hrs. lecture, 3 hrs. lab. (NT)

VET 113 Veterinary Technology Orientation II (4)
The lecture component of this course introduces the student to medical nursing concepts, laboratory procedures, and animal health care. The lab component is a continuation of VET 112 with more emphasis on nursing skills and laboratory procedures. (Prerequisite: VET 112.) (Corequisite or Prerequisite: BIOL 2230.) 3 hrs. lecture, 3 hrs. lab. (NT)

VET 191 Clinical Practicum I (2)
Practical experience in veterinary clinics and/or related facilities. Students complete an average of approximately 12 hours of clinical practicum per week. (Prerequisite: VET 113.) (Corequisites: VET 102 and 201.) (NT)

VET 192 Clinical Practicum II (5)
Practical experience in veterinary clinics and/or related facilities. (Prerequisites: VET 102, 191 and 201.) (Corequisites: VET 202 and 251.) 16 hrs. clinical practicum per week. (NT)

VET 193 Clinical Practicum III (5)
Practical experience in veterinary clinics and/or related facilities. (Prerequisites: VET 192, 202 and 251.) (Corequisite: VET 203.) 16 hrs. clinical practicum per week. (NT)

VET 201 Veterinary Lab Procedures I (5)
The lecture component of this course introduces the student to surgical nursing concepts, small and large animal medical nursing, aseptic technique, and surgical instrumentation. The lab component of this course readies the student to assist the veterinarian in performing surgery, by introducing anesthesia and operation of the anesthesia machine, nursing procedures during the surgical process, and an introduction to radiographic procedures. (Prerequisite: VET 113.) (Corequisites: VET 102 and 191.) 3 hrs. lecture, 6 hrs. lab. (NT)

VET 202 Veterinary Lab Procedures II (5)
A continuation of VET 201. An introduction to surgical nursing, anesthetic techniques, and radiography. Includes a study of the course, development, treatment, prevention, and control of infectious and non-infectious diseases (Prerequisites: VET 102, 191 and 201.) (Corequisites: VET 192 and 251.) 3 hrs. lecture, 6 hrs. lab. (NT)

VET 203 Veterinary Lab Procedures III (5)
A continuation of VET 202. Emphasis upon laboratory animal care, advanced radiographic techniques, exotic animal care, microbiology techniques, and clinical pathology. Skills introduced in previous courses will

be refined. Field trips will be used when appropriate. (Prerequisites: VET 192, 202 and 251.) (Corequisite: VET 193.) 3 hrs. lecture, 6 hrs. lab. (NT)

VET 251 Pharmacology (3)
Introduction to the major drug classifications. Use and control of, measurements and conversion factors, and methods of drug action and interaction used in small and large animal practice. (Prerequisites: VET 102, 191 and 201.) (Corequisites: VET 192 and 202.) (NT)

Women's Studies

WMST 2181 Women's Studies (1)
This course presents historical, anthropological, aesthetic, political, and cultural examinations of various topics and issues of gender and identity and the roles, contributions, and achievements of women in the history of world society. Topics change each semester. (NT)

See p. 218 for an explanation of C, NT, T,and TE codes.

Employee Directory

Faculty

BADEAU, RYAN (2017)
Assistant Professor of Physics
B.S., Rensselaer Polytechnic Institute - Physics and Philosophy (2009)
M.S., Cornell University - Physics (2012)
Ph.D., The Ohio State University - Physics (2017)

BAKER, MICHAEL (2016)
Program Director and Instructor of Medical Laboratory Technology
A.S., Kaskaskia College - Science (1980)
B.S., Southern Illinois University - Science (1983)
M.A., Tarleton State University - Education (1989)
Certified Medical Technologist, Tarleton State University (1995)

BASOA-McMILLAN, ANA (1998)
Associate 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 (1988)

BENNS-OWENS, LACEY (2001)
Professor of Communications
A.A., Rendlake College - Liberal Arts (1996)
B.S., Southern Illinois University - Speech Communications (1998)
M.S., Southern Illinois University - Speech Communications (2000)
Ed.D., Northeastern University - Professional Studies (2015)

BREW, HOLLY (2004)
Associate Professor of Business
B.A., Central Washington University - Family & Consumer Studies (1997)
M.B.A., Lipscomb University - Business Administration (2003)

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)

BUCHER, KAREN (2017)
Instructor of Nursing
B.S., University of Alabama - Nursing (1984)
M.S., University of Alabama - Nursing (1988)

CARTER-LOWE, MANDY (2000)
Associate Professor of Biology
B.S., Murray State University - Biology and Chemistry (1996)
M.S., Middle Tennessee State University - Biology (1999)

CAUTHEN, DAVID (2007)
Program Director and Associate Professor of Emergency Medical Technology
EMT-Paramedic Certificate, Manatee County Vocational Technical School (1983)
B.A., Trevecca Nazarene University - Theology (1997)
M.A., Trevecca Nazarene University - Theology (2001)
M.A., California Coast University - Psychology (2002)
Ph.D., California Coast University - Psychology (2007)

COBB, HERBERT (2003)
Associate Professor of Art
B.F.A., University of Tennessee, Knoxville - Studio Art (1991)
M.F.A., University of Memphis - Art (1995)

COOK, JOSEPH (2015)
Instructor of English
B.A., Alabama State University - English/Sociology (2011)
M.A., Auburn University - English & Rhetoric Composition (2015)

COOK, RITA JOAN (2001)
Associate 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)

COWEN, BARBARA (2017)
Instructor of Engineering and Physics
B.S., Oklahoma State University (1999)
M.S., Oklahoma State University (2001)

DANIEL, KENNETH R. (2016)
Program Director and Instructor of Hospitality and Tourism
B.B.A., Middle Tennessee State University - Business Finance (1983)

DARRELL, MICHAEL (2004)
Associate Professor of Mathematics
B.S., Middle Tennessee State University - Mathematics (1992)
M.S., Middle Tennessee State University - Mathematics (2003)

DAVENPORT, KIRSTIN (2016)
Program Director of Education and Instructor of Early Childhood Education
B.S. Northern Arizona University - Elementary Education (1996)
M.Ed., Northern Arizona University - Educational Leadership (1999)

DEVERS, DANIEL (2007)
Associate Professor of Computer Information Systems
B.S., East Tennessee State University - Biology (2004)
M.S., East Tennessee State University - Computer Science (2006)

DOWLEN, SPENCE (2004)
Associate Professor of Biology
B.S., University of Arizona - Nuclear Engineering (1985)
M.S., Middle Tennessee State University - Biology (2002)

DUCH, ANNA (2017)
Assistant Professor of History
B.A., Arcadia University - Theatre Arts/English (2008)
M.A., University of North Texas - History (2013)
Ph.D., University of York - History (2016)

DULANEY, WESTON (2014)
Director of International Education and Assistant Professor of Biology
B.S., King University - Biology and Chemistry (2005)
M.S., Vanderbilt University - Biological Sciences (2010)

DUNKIN, MARISSA (2006)
Clinical Coordinator and Assistant Professor of Radiologic Technology
A.A.S., Columbia State Community College - Radiologic Technology (1998)
B.S., Midwestern State University - Radiologic Sciences (2012)

EIVAZOVA, ELVIRA (2016)
Assistant Professor of Biology
M.S., Moscow State University - Physiology and Biochemistry (1984)
Ph.D., Academy of Medicine, Moscow - Biology (Immunology) (1992)

EVANS, JESSICA RENEE (2016)
Instructor of English
A..A., Motlow State Community College - Mass Communication (2009)
B.A., Middle Tennessee State University - English Literature (2011)
M.A., Middle Tennessee State University - English Literature (2013)
Ph.D., University of Kentucky - English (2017)

EVERHART, LISA (2009)
Associate Professor of Nursing
B.A., University of North Dakota - Advertising (1992)
M.S.N., Vanderbilt University - Nursing (1999)

FAWCETT, DAVID (1997)
Associate 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)

FISHER, ALAN (2012)
Associate Professor of Computer Information Systems
B.S., Pennsylvania State University - Electrical Engineering (1977)
M.S., Union College - Computer Science (1990)

FLAGEL, THOMAS (2008)
Associate Professor of History
B.A., Loras College - History (1989)
M.A., Kansas State University - European History (1992)
M.A., Creighton University - International Relations (1993)
Ph.D., Middle Tennessee State University - Public History (2016)

FLEMING, KAE B. (1988)
Dean, Health Sciences Division and 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 Adm (1998)
Ed.D., Lipscomb University - Learning Organizations and Strategic Changes (2012)

GAILANI, KRISTY (2009)
Assistant Professor of Nursing
B.S., University of Illinois - Psychology (1978)
B.S.N., University of Illinois - Nursing (1983)
M.S.N., Saint Louis University - Nursing (1994)

GANTER, EMILIE (1993)
Associate Professor of English
B.A., Cornell University - History (1979)
M.A., Syracuse University - Creative Writing (1989)

GASKILL, EMILY (2006)
Associate Professor of Music
B.S., University of Alabama - Occupational Therapy (1975)
B.M.E., Mississippi University for Women - Music Education (1980)
M.M.E., Belmont University - Music Education (1995)

GAY, VICTORIA (1993)
Dean, Humanities and Social Sciences Division, Director of Learning Support and Associate Professor of English
B.A., Middle Tennessee State University - Foreign Language (1982)
M.A., Middle Tennessee State University - English (1995)

GIDCOMB, BARRY D. (1985)
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)

GILES, LORI (2015)
Instructor of Mathematics
B. A., University of Evansville - Mathematics (1999)
M.S., University of Tennessee, Knoxville - Mathematics (2002)

GORDON, CLIFFORD (2014)
Assistant Professor of Art
A.A., Chattanooga State Community College - Studio Art (1999)
B.A., Tennessee State University - Studio Art (2001)
M.A., Memphis College - Studio Art (2004)

HALL, SHANE (2015)
Educational Services Coordinator, Williamson Campus and Instructor of English
A.A., Columbia State Community College (2008)
B.A., Vanderbilt University - English (2010)
M.F.A., Murray State University - Creative Writing (2012)

HALLQUIST, TOM (2007)
Associate Professor of Communications
B.A., Northern Michigan University - History and Sociology (1970)
M.A., Bethel College and Seminary - Communications (2002)

HARDIN, JEFF (1994)
Professor of English
B.S., Austin Peay State University - English (1990)
M.F.A., University of Alabama, Tuscaloosa - Creative Writing (1993)

HARDISON, RICHARD (1999)
Associate Professor of Mathematics
B.S., Tennessee Technological University - Civil Engineering (1989)
M.A., Tennessee Technological University - Curriculum and Instruction (1994)

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)

HOBBS, CURTIS DALE (2012)
Assistant Professor of Mathematics
B.S., Vanderbilt University - Chemical Engineering (2009)
M.S., Tennessee Technology University - Mathematics (2012)

HOBBY, MICHELLE ROSE (2013)
Assistant Professor of Radiology Technology
A.A.S., Columbia State Community College - Radiologic Technology (2008)
B.S., East Tennessee State University - Radiography (2012)

HOLLINGSWORTH, MICHAEL (2017)
Instructor of Emergency Medical Services
B.A., University of Tennessee at Martin - Philosophy (1996)
Columbia State Community College - EMT IV (2001)
Columbia State Community College - Paramedic (2003)

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)
Program Director and Associate Professor of Radiologic Tech

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)
M.S., Saint Joseph's College of Maine - Education (2013)

HUDNALL, CATHY (1996)
Program Director and Assistant Professor of Commercial Entertainment
B.A., Dominican College of San Rafael - Music (1989)
M.A., Middle Tennessee State University - Music (1998)

HUFF, AMY (2015)
Assistant Professor of Nursing
B.S.N., University of Alabama - Huntsville (2005)
M.S.N., University of Alabama - Huntsville (2006)

JACKSON, DEMARCUS I. (2006)
Associate Professor of Psychology
A.A., Hopkinsville Community College - General Studies (1998)
B.S., Austin Peay State University - Psychology/Philosophy (2001)
M.S., Capella University - Educational Psychology and Developmental Psychology (2003)

JANAKIRAMAN, DEEPA (2011)
Assistant Professor of Computer Information Systems
M.S., Middle Tennessee State University - Computer Science (2007)

JAUDON, JON ALLENE (2008)
Associate Professor of Nursing
B.S.N., University of Alabama, Birmingham - Nursing (1977)
M.S.N., Boston University - Nursing (1980)

JERNIGAN, KRISTIN (2015)
Assistant Professor of Biology
B.S., Clarion University of Pennsylvania - Molecular Biology/Biotechnology (2003)
Ph.D., Vanderbilt University - Cell and Developmental Biology (2009)

JOHNSON, DANIEL (2004)
Associate Professor of Communications
B.F.A., University of Southern Mississippi - Theatre (1976)
M.A., Southwestern Baptist Theological Seminary - Communication (1985)

JOHNSON, R. DAVID (2000)
Program Director and Associate Professor of Respiratory Care
A.S., Aquinas Junior College - Respiratory Care (1978)
B.S., Tennessee State University - Respiratory Care (1984)
M.Ed., Middle Tennessee State University - Education (2011)

KATZ, LOUISE (1992)
Professor of Psychology
B.S., University of the State of New York - Liberal Arts (1990)
M.S., Tennessee State University - Guidance & Counseling (1991)
Ph.D., Tennessee State University - Psychology (1999)
Licensed Psychologist / HSP (Tennessee) (2000)

KEALEY, ERIN (2015)
Assistant Professor of Philosophy
B.A., University of Virginia - Sociology (1997)
M.A., Georgetown University - Liberal Studies (2002)
M.A., Boston College - Philosophy (2004)
Ph.D., Purdue University - Philosophy and Literature (2010)

KELLEY, DANIEL (2015)
Associate Professor of English
B.S., University of North Alabama - English (1997)

M.A., Middle Tennessee State University - English (1999)

KENDALL-FITE, KAREN (1996)
Associate 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 Adm (1979)
Ph.D., University of Memphis - Business Administration (1994)

KITTELL, DEBORAH (2008)
Associate Professor of Learning Support Reading & College Success
A.G.S., Mott Community College - General Studies (1992)
B.A., University of Michigan - Business Administration (1995)
M.A., Tennessee Technological University - Curriculum and Instruction (2001)
Ph.D., Tennessee Technological University - Exceptional Learning (2007)

KRICHBAUM, PERI (2008)
Assistant Professor of Health and Physical Education and Wellness Center Coordinator
B.S., Montclair State University - Physical Education (1987)
M.S., Indiana State University - Physical Education and Athletic Training (1990)

LAMPLEY, DEARL (1998)
Dean, Science, Technology and Mathematics Division and Professor of Agriculture
B.S., University of Tennessee, Knoxville - Agriculture (1979)
M.S., University of Tennessee, Knoxville - Agriculture (1981)
Ed.D., East Tennessee State University - Educational Leadership and Policy Analysis (2015)

LEE, MARK (1993)
Professor of Music
B.M., Florida State University - Music (1983)
M.M., Memphis State University - Music (1986)
M.A., Vanderbilt University - Music (2000)
Ph.D., Vanderbilt University - German (2007)

LENIG, STUART (1992)
Professor of Communications 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)
M.S., Middle TN State University - Mass Communications (2005)
M.A., Austin Peay State University - Communications (2011)
Ph.D., Tulane University - English (2006)

MAJOR, ROGER (1999)
Clinical Director and Associate Professor of Respiratory Care
B.A., Oakwood College - Biology (1979)
Certificate in Respiratory, University of South Alabama (1984)

MALONE, ANGELA (2008)
Associate Professor of Biology
B.S., University of Tennessee, Martin - Biology (1998)
M.S., Middle Tennessee State University - Biology (2002)

MANNS, SHELLEY D. (2002)
Assistant Director of Learning Support and Associate Professor of English

B.A., Tennessee State University - English (1998)
M.A., Tennessee State University - English (2000)

MARTIN, LEAH (2017)
Assistant Professor or Chemistry
A.S., Jackson State Community College - Chemistry (1998)
B.S., Middle TN State University - Organic Chemistry (2000)
M.S., Middle TN State University - Organic Chemistry (2003)
Ph.D., Middle TN State University - Organic Chemistry Laboratories (2014)

MASHBURN, CAROLYN ANN (2010)
Assistant Professor of Nursing
A.A.S., Columbia State Community College - Nursing (1987)
B.S.N., Tennessee State University - Nursing (2001)
M.S.N., Austin Peay State University - Nursing Education (2012)

MASSEY-HOLT, VIRGINIA (2011)
Assistant Professor of Nursing
M.S.N. Vanderbilt University - Nursing (2009)
D.N.P., University of Tennessee, Chattanooga - Nursing (2015)

McCORD-ACKLIN, CHERYL (1989)
Assistant Professor of Psychology
B.A., Spellman College - Psychology (1979)
M.A., Fisk-Emery University - Psychology (1982)

McCOY, MEREDETH (1993)
Instructor of Mathematics
B.S., Oakwood College - Mathematics (1991)

McCULLOUGH, ERIC (2011)
Assistant Professor of Emergency Medical Technology
A.S., Columbia State Community College - EMS (2004)
A.A.S., Columbia State Community College - General Technology (2005)
B.A., Middle Tennessee State University - English (2008)
M.E., Lipscomb University - Instructional Technology (2014)

MEWBOURN, GREGORY (2011)
Assistant Professor of History
B.S., University of North Alabama - History/Political Science (1995)
M.A., University of North Alabama - Secondary Education (2002)
M.A., University of North Alabama - History (2011)

MICELI, FRANK (2012)
Program Director and Associate Professor of Criminal Justice Technology
M.S., City University of New York - Criminal Justice (1983)
M.S., Columbia University - International Affairs (1992)

MILLER TOOTHAKER, DEBORAH (2013)
Assistant Professor of Geography
B.A., University of Toledo - Anthropology (1994)
M.A., University of Toledo - Geography and Planning (1996)
Ph.D., Louisiana State University - Geography (2004)

MITCHELL, BEVERLY (1990)
Professor of English
B.A., Hendrix College - Languages (1976)
M.F.A., University of Arkansas - Literary Translation (1982)

MOSTAJIR, MEHRAN (2015)
Program Director and Instructor of Advanced Integrated Industrial Technology
B.S., State University of New York, Buffalo - Mechanical Engineering (1983)
M.A., State University of New York, Buffalo - Applied Mathematics (1986)

M.S., State University of New York, Buffalo - Mechanical Engineering (1988)
M.B.A., Gannon University School of Management - Business Administration (1991)

PAYNE, BONITA (2017)
Instructor of Health Information Technology
A.A.S., Nashville State Community College - Office Administration with Medical Concentration (2006)
B.S., Tennessee State University - Health Information Management (2009)
M.S., University of Tennessee at Memphis - Health Informatics and Information Management (2015)

PERLEY, SANDRA W. (1993)
Professor of Nursing
A.A.S., Columbia State Community College - Medical Laboratory Technology (1980)
M.S.N., Vanderbilt University - Acute/Critical Care Nursing (1991)
Ed.D., East Tennessee State University - Educational Leadership and Policy Analysis (2015)

PEWITT, LAURIE (2004)
Associate Professor of Business Information Technology
A.S., Columbia State Community College - General Transfer (1998)
B.S., Middle Tennessee State University - Information Systems (2000)
M.S., Middle Tennessee State University - Accounting & Information Systems (2002)

POLLACK, MICHAEL (2016)
Assistant Professor of Mathematics
B.S., Emory University - Mathematics (2006)
Ph.D., Tulane University - Mathematics (2011)

POYNTER, ANDREA (2017)
Assistant Professor of Nursing
B.S.N., Austin Peay State University - Nursing (2005)
M.S.N., Austin Peay State University - Nursing Education (2010)

RAMJEE, RADHIKA (2017)
Assistant Professor of Mathematics
B.S., Stella Maris College - Mathematics (1989)
M.S., PSG Technology - Applied Mathematics (1992)
M.S., Stevens Institute of Technology - Mathematics (1997)
Ph.D., Stevens Institute of Technology - Mathematics (2000)

RICHARDSON, BRANDON (2015)
Instructor of Mathematics
B.S., University of North Alabama (2010)
M.S., University of Alabama, Huntsville - Mathematics (2013)

ROBERSTON, SHERI (2015)
Instructor of Nursing
A.A.S., Chattanooga State Community College - Nursing (1992)
B.S.N., University of Tennessee at Chattanooga - Nursing (1999)
M.S.N., Liberty University - Nursing Education (2013)

ROBINS, ANNA (2017)
Instructor of Mass Communications
A.S., Vincennes University - Video Production (1996)
B.S., Butler University - Business (1988)
M.S. West Virginia University - Marketing Communications (2008)

RUSSELL, SUSAN M. (1992)
Professor of Nursing
A.A., University of South Florida - General Education (1973)
A.B., Indiana University - Psychology (1975)

B.S.N., Indiana University - Nursing (1979)
M.S.N., University of Illinois - Psychiatric Nursing (1982)
Ed.D.,Tennessee State University - Curriculum & Instruction (2008)
Adult Psychiatric-Mental Health Clinical Nurse Specialist
Certified Nurse Educator, National League for Nursing (2008)

SERKOWNEK, SANDRA B. (1988)
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)
Ph.D., Indiana State University - Technology Management (2012)

SEYBERT, BRITTANY (2011)
Assistant Professor of English
B.A., University of Virginia's College at Wise - History (2007)
M.A., East Tennessee State University - English (2010)

SISKA, KAREN A. (1978)
Professor of Education
B.A., David Lipscomb College - Speech (1972)
M.Ed., Middle Tennessee State University - Guidance and Counseling (1973)
N.C.C., National Board for Certified Counselors (1983)
Ph.D., Peabody College of Vanderbilt University - Higher Education Administration (1984)

SMITH, DAVID (2017)
Associate Professor of Film Crew Technology
B.A., Middle TN State University - Speech and Theatre (1998)
B.A., Middle TN State University - Mass Communication: Radio/TV/Film (1988)
M.F.A., University of Georgia - Theatre and Film Studies (1996)

SMITH, JAMES (1998)
Associate Professor of 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.N., University of North Carolina - Nursing (1977)
M.S.N., University of Alabama, Huntsville - Adult Acute Care, Nursing Education (1988)

SMITH, PAIGE (2017)
Instructor of Agriculture
B.S., Western Kentucky University - Agriculture (2011)
M.S., Western Kentucky University - Agriculture (2017)

STENSON, LATASHA (1998)
Assistant Professor of English
B.S., Tennessee State University - Arts and Sciences (1993)
M.A., Tennessee State University - English (1996)

STREET, GEORGETTA (2010)
Assistant Professor of Nursing
A.A.S., Columbia State Community College - Nursing (1985)
B.S.N., Excelsior College - Nursing (2003)
M.S.N., University of Alabama, Huntsville - Nursing (2006)

SUTHERLAND, CARA (2010)
Assistant Professor of Mathematics
B.S., Freed Hardeman University - Mathematics (2000)
M.S.T., Middle Tennessee State University - Mathematics (2008)

SWANSON-MOORE, SUSAN (2015)
Instructor of Nursing
B.S.N., University of Tennessee at Chattanooga - Nursing (1978)

M.S.N., Vanderbilt University - Nursing (1993)
THYM, ROBERT (2012)
Instructor of English
B.A., Vanderbilt University - English (1981)
M.A., Middlebury College - English (1986)

WARNER, CANDACE (2003)
Professor of Sociology
B.A., Mississippi University for Women - Music-Commercial (1999)
M.S., Valdosta State University - Sociology (2002)
Ph.D., Tennessee State University - Public Administration and Policy (2016)

WESTLEY, JUDITH (2012)
Assistant Professor of English
B.A., Mount Holyoke College - English (1983)
M.A., Columbia University - English (1984)
M.F.A., Warren Wilson College - Creative Writing (2008)

WHITE, DAVID (2010)
Associate Professor of Chemistry
B.S., University of North Alabama - Chemistry / Education (1983)
M.A., University of Alabama, Birmingham - Chemistry (1995)
Ed.S., University of Alabama, Birmingham - Chemistry (2002)

WHITTLE, GARY (2015)
Associate Professor of Information Systems Technology
B.A., Campbellsville University - Business Education (1998)
M.Ed., University of Louisville - Education (1994)

WILLIAMS, ABREOTTA (2015)
Assistant Professor of Biology
B.S., Alabama A & M University - Biology (2009)
M.S., Alabama A & M University - Biology (2010)
Ph.D., Alabama A & M University - Plant Molecular Biology (2014)

WITT, LOREN (2010)
Associate Professor of Biology
B.A., Goucher College - Biology - (1997)
M.S., University of the Incarnate Word - Biology (1999)

WOMER, BENJAMIN DAVID (2016)
Instructor of Economics
A.S., Columbia State Community College - General Studies (2011)
B.S., Middle Tennessee State University - Liberal Studies (2014)
M.S., Middle Tennessee State University - Financial Economics (2016)

WOODARD, JAMIE LEIGH(2016)
Program Director and Assistant Professor of Veterinary Technology
B.S., University of Tennessee, Martin - Pre-Veterinary Medicine with Business Administration (2005)
D.V.M., University of Tennessee, Knoxville - Veterinary Medicine (2010)

WRIGHT, ANDREW (2011)
Educational Services Coordinator, Williamson Campus and Assistant Professor of Mathematics
B.S., Appalachian State University - Pure Mathematics (2009)
M.S., Appalachian State University - Mathematics (2011)

YORK, WENDY (2008)
Associate Professor of Business Information Technology
A.S., Volunteer State Community College - Business Education (1990)
B.S., Middle Tennessee State University - Business Education (1992)
M.B.E., Middle Tennessee State University - Business Education (1999)

President Emeritus

O. Rebecca Hawkins, December 1996 - February 2008

Professional Staff

ALLISON, JONI (2016)
Coordinator, Adult Student Services
B.S., University of Tennessee at Knoxville (1985)
M.S., University of Tennessee at Knoxville (1999)

ANDERSON, IRIS (2009)
Coordinator, Human Resources
B.S., Lipscomb University - Management (1986)
M.B.A. Middle Tennessee State University - Business
Administration (1994)

ARNOLD, JON (2007)
Coordinator, Purchasing/Financial Analyst
A.A.S., Columbia State Community College - Business Technology
(2005)
C.P.S., International Association of Administrative Professionals
(2009)
B.B.A., University of Memphis - Accounting (2017)

BAILEY, PAUL MYRON (2016)
Engineering Systems Technology Lab Facilitator
B.S., Middle TN State University - Industrial Technology (2001)

BLUM, BARBARA (2003)
Program Director, Nursing
R.N., St. Joseph Mercy School - Nursing (1974)
B.S.N., University of Michigan - Nursing (1990)
M.S.N., University of Phoenix - Nursing (2005)

BOHN, MELISSA (2017)
Systems Administrator, Information Technology
A.A.S., Columbia State Community College (2015)

BOLLINGER, KENNETH (2001)
Coordinator, Theater and Event Services
A.S., Columbia State Community College - Business (1995)
B.S., Tennessee State University - Speech Communication and
Theatre (1997)

BORREN, TAMMY (1995)
Associate Vice President, Planning, Effectiveness and Retention
B.S., Belmont College - Mathematics (1991)
M.S.T., Middle Tennessee State University - Mathematics (1994)
M.S., Middle Tennessee State University - Accounting (2004)

BOWEN, SHARON JOYCE (1981)
Director, Records
A.S., Columbia State Community College - General Transfer
(1978)
B.B.A., Middle Tennessee State University - Office Management
(1981)
M.Ed., Trevecca Nazarene College - Administration and
Supervision (1990)

BRADLEY, JOAN (1988)
Computer Programmer Analyst, Information Technology
A.S., Columbia State Community College - Data Processing (1981)

BREWER, DORIS J. (1991)
Payroll Supervisor / Accountant I, Business Services
A.A.S., Columbia State Community College - Office Administration
(1991)

B.B.A., Middle Tennessee State University - Accounting (2005)
C.P.S., International Association of Administrative Professionals
(1993)

BREWER, ERIN (2013)
Executive Assistant, Business Services
B.A., University of North Alabama - Sociology (2003)

BROWNING, LK (2016)
Executive Director, Economic and Workforce Development
B.S., Middle Tennessee State University - Psychology (2002)
M.Ed., Vanderbilt University - Human, Organizational & Community
Development (2005)

BULLOCK, CHIQUITA (1989)
*College Completion Specialist, Planning, Effectiveness and
Retention*
A.A.S., Columbia State Community College - Accounting
Technology (1989)
B.A., Trevecca Nazarene University - Management and Human
Relations (1999)
M.A., Antioch University - Management (2005)

CAGE, JOHN (2017)
Director, Financial Aid
B.A., Tusculum College - English Literature (2008)
M.B.A., King University - Business Administration (2013)

CARROLL, RANDALL (2014)
Chief of Security, Facility Services
B.A., Memphis State University - Law Enforcement (1975)

CASTRO-HARRIS, YARITZA (2016)
Director, Student Support Services (TRIO)
B.S., University of Puerto Rico (1998)
M.S., University of Nevada - Counseling and Educational
Psychology (2002)

COCHRAN, MOLLY (2012)
Alumni/Community Relations and Events, Office of Advancement
B.S., Murray State University - Advertising (1997)
M.S., Murray State University - Mass Communication (1999)

COOPER, BENJAMIN (2016)
*College Completion Specialist, Planning, Effectiveness and
Retention*
B.A., Baylor University - History (1998)
M.A.Ed., University of North Alabama - History (2006)
M.A. University of North Alabama - History (2010)

CORN, MICHAEL R. (2009)
Baseball Coach, Student Services
B.S., Coker College - Physical Education (1998)

CROSS, EMILY (2015)
Accountant I - Foundation Accountant, Business Services
B.S., Martin Methodist College - Business Administration,
Accounting (2010)

CURTIS, BARBARA ELAINE (1975)
Vice President, Financial and Administrative Affairs
A.A., Martin College - Liberal Arts (1972)
B.B.A., Middle Tennessee State University - Accounting (1982)
M.B.A., Middle Tennessee State University - Business
Administration (1998)
C.P.A. (Inactive), State of Tennessee (1987)

DECHESKE, TINA MARIE (2016)
Data Integrity Analyst, Records
A.S., Northwest Vista College (2008)

B.S., Middle Georgia State University - Health Services Administration (2011)

DENTON, CATHERINE FAYE (2015)
Coordinator, President's Leadership/Student Government Association
B.A., Austin Peay State University - English (2012)
M.A.ED., Western Kentucky University - Student Affairs (Higher Education) - (2015)

DJUNAIDI, HARJANTO (2016)
Director, Institutional Research
M.S., Parahyangan Catholic University - Accounting (1983)
M.B.A., Parahyangan Catholic University - Business Administration (1981)
M.S., University of Arkansas - AgEconomics (1989)
Ph.D., Oklahoma State University - AgEconomics (1993)

DOSS, STEPHANIE (2013)
Technician, Veterinary Technology
A.A.S., Snead State Community College - Veterinary Technology (2003)

DOUGHERTY, AMBER RENEE (2016)
Staff Writer, Communications
B.A., Middle Tennessee State University - Public Relations (2016)

EARPS, LANDON (2015)
Librarian, Williamson Campus
B.S., Middle TN State University - Mass Communication (2007)
M.S., University of Alabama at Tuscaloosa - Library Information Studies (2013)

FLEMING, BRENT (2004)
Coordinator, Administrative Computing and DBA, Information Technology
A.S., Columbia State Community College - Computer Information Systems (1999)
B.S., Middle Tennessee State University - Professional Studies (2016)

FOUST, SIDONNA (2016)
Site Coordinator, Clifton Campus
B.B.A., Union University - Business Administration (1981)
M.Ed., Union University - Education (2005)

GAIRRETT, JOLENE (2012)
Coordinator, Enrollment Services Processes, Enrollment Services
A.S., Columbia State Community College - General Transfer (2008)
B.S., Middle Tennessee State University - Liberal Studies (2011)
M.B.A., Middle Tennessee State University - Business Administration (2015)

GERGES, MARILIA (1992)
Director, Instructional Support, Distance Learning, University Services
B.S., Campinas State University - Brazil - Agricultural Engineering (1980)
M.S., Michigan State University - Agricultural Engineering Technology (1984)
Ph.D., Michigan State University - Agriculture and Extension Education (1991)

GOOCH, A. WYNN (2013)
Disability Services Counselor, Student Engagement and Services
B.S., University of Tennessee, Martin - Business (2002)
M.S., Auburn University - Rehabilitation Counseling (2011)

GOODNIGHT, BRIDGET (2012)
Women's Basketball Coach
A.A.S., Northwest Mississippi Community College (1994)
B.S., Blue Mountain College - Biology and Chemistry (1996)
M.S., Delta State University - Health, Physical Education (2002)

HALL, DAVID (2011)
Director, Maintenance, Facility Services
A.S. Columbia State Community College - Pre-Engineering (1987)
B.S. Tennessee Technology University - Mechanical Engineering (1989)

HALLMARK, TIMOTHY (2014)
Director, Facilities Services and Safety
B.S., University of North Alabama - Industrial Hygiene/General Chemistry (2000)
M.S., University of Alabama at Birmingham - Environmental Health Science - Industrial Hygiene (2002)

HARLAN, PATRICIA W. (1982)
Coordinator, Testing Services
A.A.S., Columbia State Community College - Office Administration (1980)
B.B.A., Middle Tennessee State University - Office Management (1982)
M.A., Trevecca Nazarene University - Organizational Management (1998)

HENSON, CHRISTOPHER (2012)
Development Officer, Fund Development, Office of Advancement
B.S., Wingate University - Sports Medicine (1994)
M.S., University of North Carolina at Pembroke - Organizational Leadership (1997)

HOLMAN, DENISE (2014)
Coordinator, Veterans, Financial Aid
B.B.A., Middle Tennessee State University - Business Management (2004)
M.B.A., Middle Tennessee State University - Business Management (2012)

HOLT, BETHANEY (2014)
Enrollment Recruiter, Enrollment Services
B.S., University of Tennessee, Chattanooga - Exercise Science (2013)

HOLT, RUTH ANN (1994)
Interim Vice President, Student Enrollment, Engagement and Services
Dean of Access, Southern Campuses and Regional Services
B.A., University of North Alabama - English (1989)
M.A.Ed., University of North Alabama - English (1991)
Ed.S., Middle Tennessee State University - Administration and Supervision (2008)

HONN KIMBERLY (2013)
Business Manager, Business Services
B.S., Martin Methodist College - Accounting and Business (2006)
M.B.A., Tennessee Technology University - Accounting (2010)

HURTE, BRIDGETTE (2008)
Coordinator, Student Services, Williamson Campus
B.S., University of Southern Mississippi - Speech / Language Pathology (1995)
M.Ed., University of Southern Mississippi - Counseling (2001)

ISBELL, KEITH L. (2017)
Associate Vice President, Business Services
A.A.S., Owensboro Community College - Accounting (1996)
B.S., Murray State University - Accounting (1999)

JACKSON, SHANNA (2010)
Associate Vice President, Williamson Campus
B.S., Florida Agricultural and Mechanical University - Business Administration (1992)
M.B.A., Florida Agricultural and Mechanical University - Management (1993)
Ed.D., Tennessee State University - Administration and Supervision (2007)

JONES, CARL (2013)
Print & Digital Communications Coordinator, Communications
B.A., Auburn University - Visual Arts (1988)

JONES, ROBERT CHRISTIAN (2015)
Academic Coach, Student Support Services (TRIO)
B.S., University of North Alabama at Florence- History (2003)
M.A., University of North Alabama at Florence- History (2010)

KING, ADRIANE (2016)
Assistant Director, Financial Aid
B.A., University of Tennessee at Knoxville - Psychology (1996)

KROUSE, TRAVIS (2013)
Coordinator TN Grants and Scholarships, Financial Aid
B.A., Lipscomb University - Bible (2008)
M.S., University of Memphis - Instruction & Curriculum Leadership (2016)

LACHER, TERI (2011)
Clinical Laboratory Technician, Nursing
B.S., Middle Tennessee State University - Nursing (2005)

LAY, BETHANY (2010)
Vice President, Advancement
B.S., Freed Hardeman University - Education (1988)
M.A., Concordia University Chicago - Curriculum and Instruction (1994)
Ed.S., Tennessee State University - Administration and Supervision (2003)

LENIG, JONI (1987)
Interim Vice President, Academic Affairs
Associate Vice President, Faculty, Curriculum and Programs
A.S., Columbia State Community College - Mathematics (1984)
B.S., Middle TN State University - Mathematics (1985)
M.S., Middle TN State University - Computer Science (1987)

LEWIS, MATT (2007)
Site Coordinator, Lewisburg Campus
A.S., Columbia State Community College - Mass Communications (2001)
B.S., Middle TN State University - Professional Studies (2006)
M.Ed., Middle TN State University - Education (2011)

LINGFORD, RICHARD (2015)
Network and Systems Analyst, Information Technology
B.S., National University - Information Technology Management (2014)

LITTRELL, JOHNNY (2012)
Director, Athletics

LONG, DEBBIE (2006)
Analyst, Human Resources
B.S., University of Tennessee, Martin - Business Administration (1990)
M.B.A., University of Phoenix - Business Administration (2003)

LUTTRELL, KAY G. (1987)
Computer Programmer Analyst, Information Technology
A.A.S., Columbia State Community College - Data Processing (1980)

MARTIN, CHRISTA F. (1979)
Assistant to the President for Access and Diversity
A.A.S., Columbia State Community College - Data Processing (1975)
B.B.A., Middle Tennessee State University - Information Systems (1976)
M.S., Middle Tennessee State University - Information Systems (1988)
Ed.D., Nova Southeastern University - Higher Education Leadership (2012)

MASSEY, KATHY (1999)
Technician, Veterinary Technology
A.A.S., Columbia State Community College - Animal Hospital Technology (1981)

McCORMICK, SONJA (1993)
Assistant Director, Records
A.S., Columbia State Community College - Sociology (1985)
B.A., Austin Peay State University - Sociology (1987)
M.A., Western Kentucky University - Sociology (1989)

MCLEAN, MATTHEW BRADY (2016)
Site Coordinator, Lawrence Campus
B.S., Union University - Physical Education & Health (1992)
M.S.Ed., University of Tennessee, Martin (Educational Administration & Supervision (2005)

MILLER, CHRISTIE (2014)
Director of Human Resources
A.S., Columbia State Community College - Office Administration (1995)
B.S., Excelsior College - Human Resources Management (2002)

MORGAN, LAURA (2016)
Analyst, Financial Aid
B.S., Peabody College of Vanderbilt University - Psychology (1980)
M.S., University of Kansas - Clinical Psychology (1985)

NEAL, WINSTON (2015)
Men's Basketball Coach, Student Services
B.S., Georgia Institute of Technology - Management (2002)
M.S.A., Loyola Marymount University - Marketing (2004)

OGILVIE, YOLANDA (2011)
Coordinator, Testing Services, Williamson Campus
A.A.S., Columbia State Community College - Office Administration (1999)
B.A., Trevecca Nazarene University - Management (2005)

OWENS, PHILLIP (2015)
Counselor &Veteran Success Coach, Student Engagement & Services
B.A., UT Chattanooga - Elementary Education (1980)
M.A., UT Knoxville - Educational Counseling Psychology (1994)
Ph.D., University of Louisville - Counseling & Personnel Services (2000)

PERRY, HOPE (2014)
Academic Coordinator, Student Support Services (TRIO)
B.A., University of North Alabama - German (1993)

PILLOW, FREDA LESLIE (2010)
Career Pathway Specialist, Planning, Effectiveness and Retention

B.S., Tennessee State University - Communications (1994)

RAY, REGINA (2000)
Coordinator, Financial Aid
A.A.S., Columbia State Community College - Business Technology (2000)
B.S., Martin Methodist College - Accounting (2007)

REEVES, ANNE (2007)
Tutor Coordinator, Teaching and Learning Center
B.S., Middle Tennessee State University - Mass Communications (1987)
M.F.A., Murray State University - Creative Writing (2016)

RETHERFORD, LORI (2012)
Women's Softball Coach, Student Services
A.S., Columbia State Community College - Physical Education (2005)
B.S., Martin Methodist College - Physical Education (2007)

RICHARDS, ANITA KAYE (2007)
College Completion Specialist, Planning, Effectiveness and Retention
A.S., Columbia State Community College - General Transfer (1997)
B.S., Middle Tennessee State University - Interdisciplinary Studies (1999)

RILEY, JILL (2014)
Chief Enrollment Services Officer and Director of Admissions, Enrollment Services
B.A., Georgia Court University - Mathematics (1989)
M.A., Georgia Court University - Mathematics (1997)

ROBERTSON, ADAM (2013)
Student Services Coordinator, Lawrence Campus
B.S., University of North Alabama - Elementary Education (2007)
M.S., Mississippi State University - Counselor Education: Student Affairs Administration (2009)

RYAN, GENA (2010)
Coordinator, Tutoring and Student Success Services, Williamson Campus
B.S., Murray State University - Elementary Education (1983)
M.A., Austin Peay State University - Educational Administration / Supervision (1987)

SCOTT, ANNE (2005)
Librarian I, Library
B.A., University of Alabama, Huntsville - Communications (1986)
M.L.S., University of Alabama - Library Service (1988)

SEYBERT, BRETT (2015)
Grants and Prospect Research Development Officer, Office of Advancement
B.A., Milligan College - Communications (2007)
M.A., East Tennessee State University - English (2011)

SICIENSKY, EMILY (2004)
Associate Vice President, Information Technology
B.S., Middle Tennessee State University - Psychology (1973)
M.B.A., Western New England University - Business Administration (1985)
Ed.D., Lipscomb University - Learning Organizations and Strategic Changes (2014)

SKELTON, JORDAN (2016)
Operations Manager, Economic and Workforce Development
B.A., Harding University - Marketing (2004)
M.B.A., University of Arkansas at Little Rock - Business Administration (2011)

SMITH, CHERYL (2013)
Nursing Clinical Coordinator, Health Sciences
A.A.S., Columbia State Community College - Nursing (1985)
B.S.N., University of North Alabama - Nursing (1992)
M.S.N., University of Phoenix - Nursing (2004)

SMITH, ERICA (2015)
Internal Auditor
A.S., Enterprise State Community College (1989)
B.A., Austin Peay State University - Business Administration (1994)
M.A., Appalachian State University - Higher Education (2014)

SMITH, JANET F. (2008)
President
B.S., Austin Peay State University - Health and Physical Education (1969)
M.A., Austin Peay State University - Curriculum and Instruction (1971)
Ph.D., Peabody College of Vanderbilt University - Higher Education Administration (1983)

SPEARS-BOYD, AMY (2008)
Director, Communications
A.A., Columbia State Community College - English (1999)
B.S., Middle Tennessee State University - Mass Communication (2002)
M.Ed., Middle Tennessee State University - Education (2011)

ST. PIERRE, JOLINA (2012)
Social Media & Special Events Coordinator, Communications
A.S., Columbia State Community College - Mass Communications (2009)
B.S., Middle Tennessee State University - Mass Communications (2011)

SZTAPKA, MICHAEL (2007)
Enrollment Recruiter, Enrollment Services
A.A., Mesa Community College - General Studies (1997)
B.A., DePaul University - English (2000)
M.Ed., Middle Tennessee State University - Education (2011)

TRYBALSKI, ROBERT (2003)
Coordinator, Instructional Technology Support Services
B.A., Trevecca Nazarene University - Management and Human Relations (2002)
M.S., Middle TN State University - Mass Communication (2005)

WALKER, RALPH (1992)
Director, Student and Facility Services, Williamson Campus
B.S., Austin Peay State University - Geology (1982)
M.A.Ed., Austin Peay State University - Curriculum and Instruction (1990)

WARD, JANEEN (2017)
Counselor, Disability and Mental Health Services, Williamson Campus
B.A., University of New Orleans (2001)
M.Ed., University of Education - Counselor Education (2003)

WELLS, SHANDA (2017)
Completion Specialist, TN Promise Forward
B.A., Austin Peay State University (2017)

WILKINSON, MICHELE (2015)
Pryor Art Gallery Curator, Office of Advancement
B.S., Towson University - Art Education and Studio Art (1978)

WILLIAMS, RONDA (2014)
Enrollment Recruiter, Enrollment Services
B.A., University of Mount Union - Communications and Mass Media

(2002)
M.A., University of Akron - Organizational Communications (2004)

WIMER, AARON (2016)
Director, Library
A.A., Butler County Community College - General Studies (2002)
B.S., Clarion University of PA - Mass Communication (2004)
M.S., Clarion University of PA - Library Science (2005)

WINTERS, GLENNA (2000)
Professional and Instructional Development Specialist, Instructional Support
A.A.S., Columbia State Community College - General Technology (2007)
B.A., Ashford University - Professional and Instructional Development Specialist (2016)

WINTERS, TOM (2000)
Network Administrator, Information Technology
A.S., Nashville State Technical Institute - Computer Technology (1984)
YATES, BETTY (1988)
Executive Assistant to the President
A.A.S., Columbia State Community College - Office Administration (1990)
C.P.S., International Association of Administrative Professionals (1995)

Support Staff

ALEXANDER, WILLIAM (2000)
Security Guard I, Facility Services

ARMSTRONG, DEBORAH (1987)
Processing Clerk, Enrollment Services

BASSHAM, DEAN (2010)
Custodian, Facility Services

BELL, VIRGLE (2016)
Facilities Worker, Facility Services

BERRY, RORY (2004)
Library Assistant III, Library
A.S., Columbia State Community College - General Transfer (1989)
B.S., Athens State University - Liberal Studies (2001)

BOBO, EUGENIA (1995)
University Center and TN eCampus Student Support Specialist
A.A.S., Columbia State Community College - Accounting (1988)
A.S., Columbia State Community College - General Transfer (1980)
B.S., Middle Tennessee State University - Professional Studies (2006)
C.P.S., International Association of Administrative Professionals (1996)
M.Ed., Middle Tennessee State University - Education (2011)

BOSHERS, LINDA (1988)
Administrative Secretary, Academic Affairs
A.S., Columbia State Community College - Business (1986)
C.P.S., International Association of Administrative Professionals (1995)

BOYD, KIRSTIE BROOKE (2016)
Secretary II, Williamson Campus
A.S., Columbia State Community College - Accounting (2013)
B.S., Middle Tennessee State University - Information Technology (2015)

BRASHER, ROBERT ADAM (2012)
Custodial Lead Worker, Clifton Campus

CARNES, COLTON (2015)
Lead Desktop Support Technician, Information Technology

CHALLY, MARY BETH (2016)
Secretary III, Williamson Campus
B.S., Northern Illinois University - Personnel and Industrial Relations (1985)
M.S.T., Aurora University - Teaching (2008)

CONANT, SHARON (2014)
Coordinator, Help Desk Administrator, Information Technology
CPS, International Association of Administrative Professionals (2008)

COOPER, DAVID (2006)
Maintenance Mechanic, Facility Services
CRAWFORD, JACKIE (2006)
Processing Clerk, Enrollment Services
A.A.S., Columbia State Community College - Business Technology (2004)
A.S., Columbia State Community College - General Transfer (2006)

DAVIDSON, NANCY (2013)
Account Clerk II, Business Services
B.S., Georgia Southwestern State University - Business/Accounting (1980)

DAVIS, DIANE (2012)
Secretary/Clerk, Access and Diversity
A.S., Columbia State Community College - General Transfer (2010)
B.A., Trevecca Nazarene University - Management and Human Relations (2014)

DERRYBERRY, LIVIA (1980)
Records Clerk, Health Sciences Division
B.S.E.E., Austin Peay State University - Elementary Education (1974)
C.P.S., International Association of Administrative Professionals (2000)

DUNCAN, JENNIFER (2008)
Processing Clerk, Enrollment Services
A.A.S., Columbia State Community College - Office Administration (1997)
C.P.S., International Association of Administrative Professionals (2010)

EKIMOGLOY, NANETTE (2017)
Secretary II, Williamson Campus
B.A., Rutgers University - Psychology (1997)
M.A., University of Phoenix - Elementary Education (2008)

ESTES, DEBBORA (2004)
Custodian, Facility Services

FANN, MARGARET W. (1995)
Secretary II, Library
Certificate, Alexander City Junior College - Secretarial Science (1977)
C.P.S., International Association of Administrative Professionals (1996)

FIRPO, CLARK (2016)
Custodian, Facility Services

GOOCH, KIMBERLY (2014)
Accounts Payable Clerk, Accounts Payable

GROOMS, DANIEL (2017)
Mail Courier, Facility Services
A.A.S., Columbia State Community College - Information Systems Technology (2010)

GWIN, KELLIE (2000)
Processing Clerk, Enrollment Services
A.S., Columbia State Community College-General Transfer (2001)

HAGAN, ELIZABETH (2014)
Secretary III, Advancement

HARDY, NANCY (1999)
Secretary II, Humanities and Social Sciences Division
A.A.S., Kingsborough Community College - Secretarial Science (1990)

HARRIS, MARINA (2015)
Security Guard I, Facility Services

HINES, MELANIE LYNNE (2006)
Account Clerk III, Business Services
B.B.A. Athens State University - Business Administration (2004)

HOLT, BRENT (2013)
Utility/Grounds Worker, Facility Services

HUMPHREY, JAMES (1998)
Maintenance Utility Worker, Facility Services

JETT, JESSICA (2016)
Secretary II, Health Sciences Division
A.A.S., Columbia State Community College - Business/Administrative Professional Technology (2016)

KEETON, CRYSTAL (2005)
Learning Center Specialist, Lawrence Campus
A.S., Columbia State Community College - Business (2000)

KEETON, PATRICIA (2001)
Lead Custodian, Lawrence Campus

KELLMAN, PENELOPE (2003)
Secretary II, Humanities and Social Sciences Division and Science, Technology and Mathematics Division
C.P.S., International Association of Administrative Professionals (2006)
A.S., Columbia State Community College - General Transfer (2012)

KING, SARAH (2016)
Customer Service Clerk, Enrollment Services
A.S., Columbia State Community College - General Studies (2015)

LAYDEN, WENDY (2017)
Administrative Secretary, Student Enrollment, Engagement and Services
A.A.S., Indiana Wesleyan University - Business Management (2003)
B.S. Indiana Wesleyan University - Business Management (2003)

LOVE, KAYLA N. (2016)
Customer Service Clerk, Enrollment Services
A.S.,Columbia State Community College - General Studies (2007)
B.B.A., Austin Peay State University - Business Management (2009)

MAXWELL, LAUREN (2003)
Account Clerk II/Lead Cashier, Business Services

MAY, REBECCA (2016)
Secretary, Student Support Services (TRIO)

MCGREW, M. HELEN (1994)
Maintenance Mechanic, Facility Services

MOORE, WANDA K. (1980)
Records Specialist, Records
A.A.S., Columbia State Community College - Office Administration (1990)

NEAL, YOLANDA C. (1997)
Testing Assistant, Testing Services
A.S., Columbia State Community College - Early Childhood Education (1999)
B.S., Indiana Institute of Technology - Business Administration (2001)

NOLAN, JOHN (1995)
Custodial Lead Worker, Facility Services

PETERS, MICHAEL (2016)
Maintenance Mechanic, Facility Services

POBST, SUSAN (2014)
Campus Receptionist/Operator, Communications
B.A., Covenant College - Elementary Education (1986)

POE, RENEE (2008)
Library Assistant II, Library

POLK, RICKY (1989)
Custodian, Facility Services

RAY, DANNIE (2009)
Custodian, Facility Services

REDDING, PAMELA (2017)
Secretary II, Williamson Campus
B.S., University of South Carolina - Business Administration (1986)

ROBESON, GALE (2016)
Custodian Lead Worker, Lewisburg Campus

ROCHELLE, CLARICE (2014)
Payroll Clerk, Business Services

ROE, DANA MARIE (2015)
Purchasing Clerk, Business Services
A.S., Columbia State Community College - Business (1997)

ROGERS, TIMOTHY (2008)
Learning Center Specialist, Lewisburg Campus
A.S., Columbia State Community College - General Transfer (2006)
B.S., Middle Tennessee State University - Liberal Studies ((2014)

SCOTT, DEBBIE (1999)
Mail and Inventory Clerk II, Facility Services

SEWELL, MARION DEAN (2014)
Utility/Grounds Worker, Facility Services

SHARP, THERESA (2012)
Secretary, Economic and Workforce Development
B.B.A., Middle Tennessee State University - Business (1981)

SLAUGHTER, WILLIAM (1999)
Security Guard I, Facility Services

SMITH, CHRIS (2016)
Computer Lab Technician, Information Technology
B.S., Middle Tennessee State University - Computer Informations
Systems (1996)

SNOVER, DORIS (2008)
Security Guard I, Facility Services

STEPHENS, JULIE (2017)
Custodian, Facility Services

STINNETT, KELLY (1992)
Administrative Secretary, Faculty, Curriculum and Programs
A.A.S., Columbia State Community College - Office Administration
(1991)
C.P.S., International Association of Administrative Professionals
(1995)

STRILECKY, BONNIE (2017)
Testing Assistant, Testing Services
B.A., Trevecca Nazarene University - Management and Human
Relations (2000)
M.B.A., Baker Graduate School - Business (2004)

TKACZYK, HOLLY (2006)
Library Assistant III, Library
B.A., Michigan State University - English (1990)
M.L.IS., University of Alabama - Library and Information Systems
(2016)

TOMLIN, LIOYD (1998)
Computer Lab Technician, Information Technology

TOOTHAKER, BOBBY (2016)
Facility Support Specialist, Williamson Campus
A.S.,Gulf Coast Community College - Recreation & Park (2000)

TUCKER, DAYNA (2015)
Account Clerk II, Business Services
A.S., Columbia State Community College - General Studies (2012)

WEBSTER, KELVIN (2015)
Campus Support Specialist, Williamson Campus
A.S., Columbia State Community College - Business (1987)
B.S., Middle Tennessee State University - Sociology/Psychology
(1992)
M.P.S., Tennessee State University - Professional Studies (2015)

WERNER, FREDA (1993)
Secretary II, Science, Technology and Mathematics Division
A.A.S., Columbia State Community College - Office Administration
(1991)
C.P.S., International Association of Administrative Professionals
(1995)

WILLIAMS, BILL (2012)
*Electronic Media Technician, Instructional Technology Support
Services*
A.S., Columbia State Community College - Mass Communications
(2008)
B.S., Middle Tennessee State University - Electronic Media
Production
(2010)

WILLIAMS ARMSTRONG, PEGGY (2005)
Custodian, Facility Services

WOODY, KATRINA (2011)
Secretary II, Health Sciences Division
A.A.S., Columbia State Community College - Office Administration
(2007)
C.P.S., International Association of Administrative Professionals
(2012)

WORKMAN, NIETA (2000)
Custodian, Facility Services

Columbia State Advancement and 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.

The Columbia State Community College Foundation was formed in 1971 as an institutionally related, yet independently chartered and separate 501(c) (3). Trustees are leaders in Columbia State's service area who contribute their time, experience, funds, and wisdom in selfless services to the College and community.

Mission
The Columbia State Foundation's mission is to support and partner with Columbia State to positively impact our communities and student success through the maintenance and enhancement of resources. This is achieved by excellence in relationship building, fundraising, and investment management.

2016-2017 Executive Committee

Mr. Patrick Gilbert, Chair
Mr. Kirk Kelso, Vice Chair
Mr. Barry White, Immediate Past Chair
Ms. Sydney McClain, Development Committee Chair
Mr. Brian Williams, Trustees Committee Chair
Mr. W. Fred Reynolds
Mr. Con Vrailes
Dr. Janet F. Smith, (ex-officio) President, Columbia State
  Community College
Ms. Elaine Curtis, (ex-officio) Treasurer, Columbia State
  Community College
Ms. Bethany Lay, (ex-officio) Vice President and Secretary

2016-2017 Foundation Board

Chuck Barber	Elizabeth (Liz) Lovell
J. Phil Comstock	Bill Marbet
Dustin Flowers	Faye C. McEwen
Kenny Hay	Alma McLemore
Waymon L. Hickman	Chaz Molder
Steve Hill	Robby Moore
Shane Hughes	Jason F. Rich
Julius Johnson	Dana Salters
Anthony Kimbrough	H. Alan Watson
Ames Krebs	Jerry Winton

Constituent Members
Jacqueline Crawford, Support Staff Council Chair
Glenn Hudson, Ph.D., Faculty Senate President
Kirkland Pinkerton, Student Government Association President
Jolina St. Pierre, Professional Staff Organization Chair

Columbia State Alumni Relations

Alumni Relations is within the Office of Advancement. Alumni Relations works to cultivate, maintain, and deepen relationships between Columbia State Community College and its current and future alumni. The Office of Alumni Relations is committed to connecting with alumni and keeping alumni connected to the College. The Columbia State Alumni Relations invites all graduates to stay connected to the College.

The Alumni Relations Advisory Council promotes Columbia State within the community with an emphasis on engaging alumni and utilizes member talents to participate in college initiatives to strengthen alumni relations.

Advisory Committees and Clinical Instructors

Advisory Committees

Advanced Integrated Industrial Technology

Tanner Bush, AIIT Student Rep, Columbia State Community College
Thomas Collins, Assurance Operations, Lawrenceburg, TN
Jesse Dean, Phoenix Metals Company, Spring Hill, TN
Wayne A. Ellington, Nissan of North America, Smyrna, TN
Lynn Funk, TN Aluminum Processors, Mt. Pleasant, TN
Roger Fuller, Modine Inc., Lawrenceburg, TN
Travis Groth, Director of Economic Development, Columbia, TN
Mark Jent, Modine, Inc., Lawrenceburg, TN
Donna King, Cosmolab, Lewisburg, TN
Albert Kirstiens, Mt. Pleasant Power Systems, Mt. Pleasant, TN
John Langsdon, Columbia Machine Works, Columbia, TN
Julie Love, UST-United States Tiles, Mt. Pleasant, TN
Larry Minyard, Columbia State Community College, Columbia, TN
Paula Pittman, Accurate Energetic Systems, McEwen, TN
David Springer, Smelter Service Corporation, Mt. Pleasant, TN
Brian Stockholm, Precision Design & Machine,Inc. Nashville, TN
Bill Phillips, Swarco, Columbia, TN
Lee Skelton, Production Engineer, W. R. Grace, Mt. Pleasant, TN
Gary Ware, R & D Director, Swarco, Columbia, TN
Gary Wedlake, Wedlake Industries, Hohenwald, TN

Business

Kasey Lynch, Aetna
Missy Meador, Heritage Bank
Bryan Riddle, Analyst Warranty Systems, Nissan
Kayla Rochester, Pre-Service Analyst/Physical Medicine Tech, Maury Regional Medical Center
Dan Ryan, Principal, Ryan Search & Consulting
Allison Spader, Vice President, Graphic Label Solutions
David Talley, Retired USAF and Instructor
Linda Wells, Black Box

Commercial Entertainment

James I. Elliott, Chair, Songwriting, Mike Curb College of Entertainment & Music Business, Belmont University
Tom Lawrence, WAKM Radio
Tammy Pierchoski, CEO, STARR and Host/Regional Sales Representative, Pulaski TV Today-Channel 3
Melissa Reierson, Communications Manager, City of Franklin
Ron Shuff, Owner, Shuff's Music Store
Lisa Silver, Grammy Nominated Songwriter and Recording Artist

Criminal Justice

Dana Ausbrooks, Attorney, Franklin, TN
Terry Chandler, Detective, Mt. Pleasant Police Department
Paul Fantuzzi, Ravenwood High School
Donnie Harville, Captain, Vanderbilt University Police Department
Tracy McKinnes-Carter, Mental Health Consultant

Emergency Medical Services - Paramedic

Donnie Bear, Director, Dickson County EMS
Lee Anne Boeringer, TN State EMS Representative
Jimmy Contreras, Director of Education, First-Call Ambulance

George Gates, Director of Sales, Country Rewind Records
Scott Giles, MD, Medical Director; AirEvac
Jeffrey Guy, MD, Chief Medical Officer; Centennial Women's and Children's Hospital
Kae Fleming, Dean, Health Sciences, Columbia State Community College
George Gates
Holly Kunz, ED Director, Maury Regional Hospital
Lynn Thompson, Director, Maury Regional EMS
Justin Whitsett, Assistant Director, Marshall County EMS
Paramedic Student Representative

Film Crew Technology

Lucas George, TV Producer, Nashville
Demetria Kalodimos, WSMV Channel 4 News and Genuine Human Productions, Nashville
Sandy King, Storm King Productions, California
Diego Martinez, Millennium Studios., Louisiana
Bob Raines, Tennessee Film and Music Commission, Nashville
Doug Rice, DR & A Inc., Nashville
Kenny Spitler, MedFocus LLC., Brentwood

Hospitality and Tourism Management

Merrily Bell, General Manager, Hilton Garden Inn Nashville/Franklin/Cool Springs - Vision Group
Claire Crowell, COO, A. Marshall Family Foods
Jemond Daughtry, Owner/Operator, The Good Food Group - McDonald's
Sharon Davis, Operations and Development, McConnell Hospitality Group
Sherri Funk, President, Just Cruisin' Plus
Amy Heller, Regional Sales Manager, Drury Hotels, LLC
Chris McCracken, Local Owner, Jim 'N Nick's Community Bar-B-Q
Kristina Ponder, Director of Sales and Marketing, Hilton Brentwood and Nashville Suites
Michael Sanders, General Manager, Franklin Marriott Cool Springs
Austin Schneider, Director of Education, TN Hospitality & Tourism Association
Marti Timmons, Director of Sales and Marketing, Homewood Suites by Hilton with Nashville and Franklin
Dale Wasem, Local Owner, Taziki's Café
Elaine Wells, President, Well-Planned Events
Ellie Westman-Chin, President & CEO, Williamson County Convention & Visitors Bureau
Susan Whitaker, Consultant, Former TN Commissioner of Tourism

Information Systems Technology

David Allen, Coordinator of CTE, Williamson County Schools
Becky Bauer, Administrative Assistant, Pleasant Heights Baptist Church
Cheney Beckman, Maury Regional Medical Center
Lori Decker, Recruiter, IBEX Global
Shawn Gean, Systems Analyst, FiServ, Inc.
Pryor Manning, Information Systems Manager, Nissan North America
John Mugler, Application Developer, Vanderbilt University Medical Center
Calvin Schimmel, Manager HIM Applications, Community Health Systems
Brent Shults, Application Engineer, Take Care Health Systems
Emily Siciensky, Associate Vice President of Information Technology, Columbia State Community College
Michael Spivey, Chief Information Officer, Williamson Medical Center
Clay Stewart, IBEX Global

Nursing

Julie Brawner, Director of Nursing, NHC-Cool Springs, Franklin
Tracy Brown, Director of Nursing, NHC-Oakwood, Lewisburg
Pam Browning, Regional Nursing Director, Tennessee Department of Health, South Central Region, Columbia
Poly Cooper, Director of Nursing, Life Care, Columbia
Bethany Crutcher, Director of Nursing, NHC-Place at the Trace, Bellevue
Shirley Derryberry, Director of Nursing, NHC-Lewisburg, Lewisburg
Katie Kilburn, Director of Nursing, NHC-Hillview, Columbia
Deborah Lumpkins, Vice President - Nursing, Maury Regional Medical Center, Columbia
Karen Martin, Director of Nursing, Marshall Medical Center, Lewisburg
Lori Orme, Director of Nursing, Williamson Medical Center, Franklin
Ann Patton, Unit Educator, St. Thomas Midtown, Nashville
Tammy Peter, Director of Nursing, NHC-Franklin, Franklin
Carrie Rogers, Chief Nursing Officer, Southern Tennessee Regional Health System, Lawrenceburg
Helen Smith, Inservice Coordinator, Crockett Hospital, Lawrenceburg
Angie Whittle, Director of Nursing, NHC-Columbia

Radiologic Technology

Kevin Ambrose, RN, Maury Regional Medical Center, Columbia
Spencer Gambrell, RT(R), Fast Pace, Collinwood
Shane Garner, BSRT RT(R)(MR), Vanderbilt Imaging Services, Nashville/Franklin
Jim Grippo, M.D., Maury Regional Medical Center, Columbia
Carrie Holland, RT(R), Southern Tennessee Regional Health System, Lawrenceburg
Kelly King, RT(R)(MR), Marshall Medical Center, Lewisburg
Sarah Pierce, BSRT(R), RDMS, RVT – Southern Tennessee Regional Health System, Pulaski
Gary Podgorski, M.D., Maury Regional Medical Center, Columbia
Joey Riddle, RT(R), Maury Regional Medical Center, Columbia, Committee Chair
Karla Roman, RT(R), Vanderbilt Bone and Joint Clinic, Franklin
Christi Thompson, RT(R)(M)(CT), Wayne Medical Center, Waynesboro
Raquel Waters, Community Member, Columbia State Community College
Kristy Watkins, RT(R)(M), Tennova Healthcare, Shelbyville
Gwen Wright, RT(R), Middle Tennessee Bone & Joint Clinic, Columbia
Radiologic Technology Sophomore Class Rep., Columbia State
Radiologic Technology Freshman Class Rep., Columbia State

Respiratory Care

Cheryl Burney-Jones, R.R.T., Director of Respiratory Care, Monroe Carell Jr. Children's Hospital at Vanderbilt University Medical Center, Nashville
Derrick Cox, R.R.T., Manager of Pulmonary Services, St. Thomas West, Nashville, TN
John Freeman, R.R.T., Manager of Respiratory Care, St. Thomas Mid-Town, Nashville, TN
Amy Garland, R.R.T., Manager of Respiratory Care, Eliza Coffee Memorial Hospital, Florence, AL
Twan Lansden, R.R.T., Director of Respiratory Care, Williamson Medical Center, Franklin
Vickie Marci, R.R.T., Supervisor of Respiratory Care, St. Thomas Rutherford, Murfreesboro
Brandi Richardson, R.R.T., Manager of Respiratory Care, Trevecca Health Care, Nashville
Dana Thomas, R.R.T., Director of Respiratory Care, Southern Tennessee Regional Health System - Lawrenceburg
Christi Wright, R.R.T., Director of Respiratory Care, Maury Regional Medical Center, Columbia
John Freels, MD, Medical Director, Columbia
Maura Lipp, MD, Medical Director, Columbia
Manerva Covarrubias, MD, Medical Director, Columbia
Respiratory Care Sophomore Class Representative, Columbia State
Respiratory Care Freshman Class Representative, Columbia State

Veterinary Technology

Phillip Gordon, DVM, Tennessee Department of Agriculture
Mary Kirby, LVMT, Franklin, TN
Louis Lembo, DVM, Pet Emergency Clinic, Columbia
Herbert McCollum, DVM, Priest Lake Veterinary Hospital
Amy Nunally, LVMT, Vanderbilt University
Joe Pearson, CAO, Tennessee Farm Bureau Federation
Kevin Thompson, Research Center Director, Mid TN Agricultural Research and Educational Center
Veterinary Technology Freshman Class Representative, Columbia State
Veterinary Technology Sophomore Class Representative, Columbia State

Clinical Instructors

Radiologic Technology

Rachel Adams, RT(R), Middle Tennessee Bone & Joint Clinic
Jason Aldrich, RT(R), Southern Tennessee Regional Health System - Pulaski
Amy Allen, RT(R), Middle Tennessee Bone & Joint Clinic
Melissa Brackett, RT(R)(M), Southern Tennessee Regional Health System– Lawrenceburg
Kamilla Brewer, RT (R), Southern Tennessee Regional Health System - Lawrenceburg
Franklin Cole, RT(R)(CT), Wayne Medical Center
Paige Collins, RT(R)(CT), Southern Tennessee Regional Health System – Pulaski
Alex Crawford, RT(R), Vanderbilt Cool Springs Imaging Center
Sara Crow, RT(R), Vanderbilt 100 Oaks Imaging Center
Justin Daniel, RT(R)(CT), Southern Tennessee Regional Health System – Lawrenceburg
Amber Dunavant, RT(R), Southern Tennessee Regional Health System - Pulaski
Brad Dunivan, RT(R), Tennova Healthcare - Shelbyville
Denny Edney, RT(R)(CT)(MR), Horizon Medical Center
Tabitha Emerson, RT(R), Maury Regional Medical Center
Candy Giles, RT(R), Maury Regional Medical Center
Trint Hagan, RT(R)(CT), Southern Tennessee Regional Health System – Lawrenceburg
Tim Haurez, RT(R)(CT), Marshall Medical Center
Tina Henderson, RT(R), Fast Pace Urgent Care - Lewisburg
Amanda Hendrix, RT(R), Southern Tennessee Regional Health System - Pulaski
Robin Hensley, RT(R), Maury Regional Medical Center
Kristin Hill, RT(R), Vanderbilt Bone & Joint Clinic, Franklin, TN
Carrie Holland, RT(R), Southern Tennessee Regional Health System - Lawrenceburg
Allison Hudson, RT(R)(M)(CT), Horizon Medical Center
Brandon Johns, RT(R)(CT), Horizon Medical Center
Ryan Johns, RT(R)(CT), Maury Regional Medical Center
Laura Kelly, RT(R)(M), Southern Tennessee Regional Health System, Pulaski
Kelly King, RT(R)(MR), Marshall Medical Center

John Kirk, RT(R)(CT), Maury Regional Medical Center
Will Lanning, RT(R), Southern Tennessee Regional Health System, Pulaski
Sherrie McClure, RT(R), Lincoln Medical Center
Dawn Millaway, RT(R)(M), Lincoln Medical Center
Amanda Moore, RT(R)(M)(CT), Wayne Medical Center
Diane Moore, RT(R), Fast Pace Urgent Care, Lawrenceburg
Tiffany Nunley, RT(R), Vanderbilt 100 Oaks Imaging Center
Keith Oxley, RT(R)(N)(CT), Tennova Healthcare, Shelbyville
Ruth Parker, RT(R)(CT), Tennova Healthcare, Shelbyville
Tedra Polk, RT(R), Maury Regional Medical Center
Tonya Prater, RT(R)(M), Southern Tennessee Regional Health System, Lawrenceburg
Cassie Redmon, RT(R)(CT), Southern Tennessee Regional Health System, Pulaski
Joey Riddle, RT(R), Maury Regional Medical Center
Kenny Robbins, RT(R), Vanderbilt Bone & Joint Clinic, Franklin
Karla Roman, RT(R), Vanderbilt Bone & Joint Clinic, Franklin
Britlyne Scott, RT(R), Southern Tennessee Regional Health System, Lawrenceburg
Jordan Seymour, RT(R)(CT), Vanderbilt Cool Springs Imaging Center
Beverly Sisk, BSRT(R)(CT)(MR), Maury Regional Medical Center
Leah Skipworth – RT(R)(CT), Wayne Medical Center
Megan Stewart, RT(R)(CT), Horizon Medical Center
Anita Stubblefield, RT(R), Fast Pace Urgent Care, Lawrenceburg
Christi Thompson, RT(R)(M)(CT), Wayne Medical Center
Chelsie Walp, RT(R)(M), Lincoln Medical Center
Cam Walter, RT(R)(CT), Lincoln Medical Center
Kristy Watkins, RT(R)(M), Tennova Healthcare, Shelbyville
Jaimie Waugh, RT(R), Maury Regional Medical Center
Sandra Winn, RT(R)(M)(MR), Tennova Healthcare, Shelbyville
Peggy Wood, RT(R), Southern Tennessee Regional Health System, Pulaski
Amanda Woodall, RT(R), Southern Tennessee Regional Health System, Lawrenceburg
Dana Woodard, RT(R), Middle Tennessee Bone & Joint Clinic
Gwen Wright, RT (R), Middle Tennessee Bone & Joint Clinic

Veterinary Technology

Marla Beason, LVMT, Ragland and Riley Veterinary Hospital
Dr. Robert Blaylock, Animal Care Veterinary Hospital
Sonya Bolt, LVMT, Spring Hill Veterinary Clinic
Dr. Kevin Bowlds, Animal Medical Center, Columbia, TN
Denise Brantley, LVMT, Maury County Animal Services
Dr. Kim Brasher, Belle Forest Animal Hospital
Dr. Terry Brockman, Richland Animal Clinic
Paula Casteel, LVMT, Giles County Animal Hospital
Dr. John Collier, Eastside Animal Hospital
Elaine Condra, LVMT, Hillsboro Animal Hospital
Dr. Kristen Dejardes, Crossroads Pet Professionals
Dr. Dorthy Dively, Metro Animal Services
Dr. David Edwards, Belle Meade Animal Hospital
Dawn Elza, LVMT, Richland Animal Clinic
Dr. Mike Fenwick, Hermitage Animal Clinic
Laura Gee, RLATG, RVT, Vanderbilt
Dr. Mark Girone, PetMed
Dr. Tresha Grissom, Lewisburg Animal Clinic
Janet Harris, LVMT, Lewisburg Animal Clinic
Dr. Donald Headrick, Williamson County Animal Hospital
Dr. P.K. Hendricks, Nashville Veterinary Specialities, Nashville, TN

Dr. Travis Hensley, Greenview Veterinary Hospital
Sarah Hollaway, LVMT, Williamson Animal Control
Dr. Todd Hurst, Harpeth Valley Animal Hospital
David Johnson, Middle Tennessee Agriculture Experiment Station
Dr. Richard Jones, Cool Springs Veterinary Hospital
Dr. Steve Ladd, Hillsboro Animal Hospital
Dr. Louis Laratta, Veterinary Ophthalmology Services
Judy Laudebauche, Metro Animal Services
Lauren Ledbetter, LVMT, Companion Animal Hospital
Kim Leeper, LVMT, Hermitage Animal Clinic
Dr. Louis Lembo, Animal Emergency Clinic
Dr. Frankie Locklar, Maury County Veterinary Hospital
Terry Manning, LVMT, Animal Care Veterinary Hospital
Wendy Malone, LVMT, Maury County Veterinary Hospital
Dr. Herbert McCollum, Priest Lake Veterinary Clinic
Dr. Montgomery McInturff, Tennessee Equine Hospital
Denise Miller, LVMT, Maury County Animal Services
Dr. Summerfield Mobley, Mobley Veterinary Clinic
Hugh Moorehead, University of Tennessee Dairy Research and Education Center
Dr. R.D. Myers, Maury County Veterinary Hospital
Amy Nunally, LVMT, Vanderbilt University
Angie Overstreet, LVMT, Shoal Creek Animal Hospital
Dr. Kent Pardon, Eastside Animal Hospital
Dr. Donald Pearle, All Pets Health Center
Dr. Johnathan Pitts, Shoal Creek Animal Hospital
Dr. Kim Poynor, Spring Hill Veterinary Clinic
John Reale, LVMT, Crossroads Pet Professional
Dr. Thomas Riley, Ragland and Riley Veterinary Hospital
Kelley Rogers, LVMT, Belle Meade Animal Hospital
Betinna Bowers Schwan, Walden's Puddle Wildlife Rehabilitation Center
Dr. Paula Schuerer, Animal Ark Animal Hospital
Laura Sigler, LVMT, PetMed
Dr. Mark Smith, Natchez Trace Veterinary Service
Desiree' Stevens, LVMT, Williamson County Animal Hospital
Dr. Roger Story, Companion Animal Hospital
Martha Troutman, LVMT, Mobley Veterinary Clinic
Dr. Mark Wooten, Nolensville Veterinary Clinic

2017-2018
Student Handbook

COLUMBIA
STATE COMMUNITY COLLEGE

ColumbiaState.edu

Table of Contents

Student Enrollment, Engagement and Services

The Student Enrollment, Engagement and 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 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.

Student and Academic Resource Directory

Access and Diversity Office . . . . Warf 240

Barnes and Noble College Bookstore . . . . Columbia Campus-Jones Student Center 165
Williamson Campus - Administrative Building 143

Business Services . . . . Pryor Administration 114

Career Services
Deciding on a Major . . . . Jones Student Center 148

Disability Resources Center . . . . Jones Student Center 147

Enrollment Services Suite . . . . Jones Student Center 103

    Admissions
    Financial Aid
    Records
    Recruitment

Evening Services . . . . Warf 109

Information Technology . . . . Library L02

Library . . . . All Campuses

Student Government Association and . . . . Jones Student Center 144
President's Leadership Society

Student Enrollment, Engagement and Services Office . . . . Jones Student Center 147

Security Department. . . . . Facility Services Building

Counselor and Veterans Success Coach. . . . . Jones Student Center 142

Student Success Services/TRiO . . . . Columbia Campus - Jones Student Center 149
Lawrence Campus

Teaching and Learning Center . . . . Columbia Campus Warf 237
Williamson Campus - Administration Building 321

Testing Center . . . . Columbia Campus - Jones Student Center 162
Williamson Campus - Administration Building 323

Campus Information and Services: A to Z

Academic Advising
Incoming freshmen and transfer students may be advised by faculty or professionals at all Columbia State Community College campuses, during the required orientation programs. Currently enrolled and re-enrolling students who have been assigned faculty advisors are requested to contact their faculty advisors or division deans for assistance. Transient students should see an admissions recruiter for direction. Please visit *www.columbiastate. edu/advising-services* for more information on advisors.

Students seeking advising on the Columbia campus during evening hours (after 4:15 pm), may contact the Evening Services office (Library 115), email *EveningServices@ ColumbiaState.edu* or call 931.540.2662. Students seeking advising at other Columbia State Community College campuses should see the coordinator, evening administrative assistant, or a faculty member at that location.

Adding and Dropping Courses
You may officially add or drop course(s) within the times indicated on the academic calendar. To access the academic calendar, please visit *www.columbiastate.edu* and click on "Calendars" at the top of the home page, click on "Academic Calendar". Click on what term you are interested in. If you add classes, you may be subject to additional tuition and fees. The date on which you drop will affect the amount of refund to which you may be entitled. If you receive financial aid, contact the Financial Aid Office by emailing *FinancialAid@ColumbiaState. edu* or calling 931.540.8267, prior to dropping, as the change may have implications for your aid. You may visit *www. columbiastate.edu/business-office/refunds-drops-withdrawals* for more information on adding and dropping courses.

Admissions
The Enrollment Services office 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, international, and residency applications. For complete details on admissions requirements, consult the current college catalog. The Enrollment Services office is located in the Jones Student Center 103 on the Columbia campus. For more information on enrollment, visit *www.columbiastate.edu/ admissions* or call 931.540.2790 or visit the nearest Columbia State campus.

Alcohol and Other Drugs
See *Drug-Free Communities.*

Attendance
Students are expected to attend class regularly and on time. Refer to the course syllabus for specific guidelines.

Bookstore
The Barnes & Noble College Bookstores are located on the Columbia and Williamson Campuses. The hours of operation are 8:00 AM to 4:00 PM, M-R and 8:00 AM to 3:00 PM on Friday. During busy periods and buy back times, the hours are extended. In addition to renting and selling textbooks, manuals and supplies for college courses, the bookstore also offers Columbia State clothing, laptops, tablets, convenience and gift items. The bookstore has the buy-back of used books and manuals as well. The Columbia Campus bookstore can be contacted by calling 931.540.2593 and the Williamson Campus bookstore at 615.790.4418. You may also visit *www.columbiastate.edu/ bookstore* for more information.

Bulletin Boards and Sign Posting

Posters
Posters to be distributed on the Columbia campus must be approved by the Student Enrollment, Engagement and Services office (Jones Student Center 147), or by a Coordinator at other Columbia State campus locations. 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/Digital Signage
The use of campus bulletin boards and digital signage is limited to affiliated individuals and groups and for official use by the institution.

Bulletin boards and digital signage 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 posters, and any other special conditions on use should be approved prior to the use of the board.

Approval for bulletin board and digital signage use is obtained in the Student Enrollment, Engagement and Services office 147 on the Columbia campus or by the Campus Coordinator at other Columbia State campus locations. You are welcome to call Student Enrollment, Engagement and Services office at 931.540.2570 if you have any questions.

Business Services
The staff in Business Services is available to assist students and their families with information regarding financial accounts, fee payments, refunds, financial aid refunds, fines and citations. The Columbia office is in the Pryor Administration Building. Campus Coordinators, and staff at all other Columbia State campus locations also assist with business concerns. Please visit columbiastate.edu/business-office for more information. You may email the business office at *businessoffice@ColumbiaState. edu* or call 931.540.2530.

C-STAR
C-STAR is the software used by students, faculty, advisors, and staff that contributes to student success. C-STAR puts a lot of what students need to know in one place. C-STAR has alerts when you need to know something, calendar, campus resources, and advisor/advising information, among other things. C-STAR can be accessed by clicking on Quick Links, located at the top of our college web site at *www.columbiastate.edu*

Campus Maps and Directions
With a service area spread over nine Middle Tennessee counties, providing equal access to all potential students calls for more

than just one location. Columbia State has five locations. To access a map and/or directions to each campus location, you may visit *www.columbiastate.edu* and click on "Campuses" on top of the home page. Click on the campus in which you are interested in.

Campus Tours
Individuals or groups desiring campus tours can contact Enrollment Services to schedule a tour. If you wish to schedule a tour at one of our extended campuses, please contact the extended campus directly. All the contact information is located on the website at columbiastate.edu/admissions/campus-tours. If you need further assistance, or have questions, please call 931.540.2790 or email *admissions@columbiastate.edu.*

Career Services
Career Services staff help students explore career choices, develop career skills, and provide career assessments and other resources. Career Services is located in the Jones Student Center, Room 148. Set an appointment with the counselor if you are still deciding on a major or a career path, and check out the Career Services webpage at *www.columbiastate.edu/career-services.* You are also welcome to email Career Services at *CareerServices@ColumbiaState.edu* or call 931.540.2778.

Change of Major
Students who need to change majors should contact their Academic Advisor and complete the *Change of Major* form. The advisor should submit the completed form to Enrollment Services, located in the Jones Student Center, Room 103.

Change of Address
If you have a change of address, please be sure to update this information by Logging onto ChargerNet. Click on Student Tab, Self-Service, more Self-Service, click on Personal Information, Update Addresses and Phones, Enter your address/phone number change.

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 Student Enrollment, Engagement and Services office has prepared a list of individual licensed providers. The list includes child care agencies near each of the Columbia State campus locations. Be aware that these listings are neither college-supervised nor college-inspected facilities. This information may be obtained in the Student Enrollment, Engagement and Services office, located in the Jones Student Center Room 147 or in the coordinator's office on all other Columbia State campus locations.

Children on Campus
See *Minors on Campus.*

Commencement
Columbia State hosts three commencement ceremonies annually to celebrate student success and program completion. One ceremony in December and two in the spring. The spring exercises in May are for students who complete degree requirements in May. Both ceremonies are held on the same day. The reason to hold two ceremonies is to accommodate all of the students, as well as their families and visitors. Students who finish in summer or fall participate in the December ceremony.

Complaints
Students or prospective students who wish to file a complaint about services rendered or about violations of the law should start with the level at which the complaint is rooted. If staff members in the department do not resolve the concern satisfactorily, students are at liberty to move through the chain of command until the issue is resolved.
Academic: Instructor → Dean → VP of Academic Affairs

Non-Academic: Director/Supervisor → VP for Student Enrollment, Engagement and Services → VP of Academic Affairs → President

Athletic: Athletic Director → VP for Student Enrollment, Engagement and Services → VP of Academic Affairs → President

Other Columbia State Campus Sites:
Coordinator/Supervisor → Dean → VP for Student Enrollment, Engagement and Services → VP of Academic Affairs → President

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at One Bridgestone Park, Nashville, TN 37214 or by going online and filing out the form electronically at *www.tbr.edu/contacts/submitting-comment-complaint-or-request.* Under Tennessee's open records law all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404.679.4500 or at *www.sacscoc.org.*

Complaints of fraud, waste, or abuse may be made by email at *reportfraud@tbr.edu* or by calling the Tennessee Comptroller's Hotline for Fraud, Waste, and Abuse at 1.800.232.5454.

Veterans, Service members, and eligible dependents may report negative experiences with educational institutions through the online complaint system. The data entered into the system gives the federal government the information needed to identify and address unfair, deceptive, and misleading practices and ensure high quality academic and student support services are available. at *www.benefits.va.gov/GIBILL/Feedback.asp*

Computer Account
Students are assigned an account for their use while attending Columbia State. Accounts are to be held private. Credentials such as usernames and passwords may not be shared with others. This account will provide the user with access to electronic mail and computer resources at Columbia State. This account is also used for access to Online Campus courses offered through Columbia State.

Counseling
The Student Success Counseling program offers students assistance with setting goals, stress management, time management, making the transition to college, test anxiety, campus and community referrals, and making connections to peer support. For more information on Student Success

Counseling, please visit *www.columbiastate.edu/student-success-counseling* or call 931.540.2572. The Student Success Counseling office on the Columbia campus, is located in the Jones Student Center, Room 142.

Disability Services

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. Subsequently, staff members make a determination 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, coordinating community resources, providing information for faculty regarding disabilities, serving as an advocate for students, and securing special adaptive equipment and aids. These services are offered to assist students with disabilities on all campuses, in realizing their goals. Students needing accommodations are urged to contact Disability Services several weeks before a semester begins to allow time for special services to be arranged. For more information about Disability Services, please visit *www.columbiastate.edu/disability-services* or call the Disability Services office at 931.540.2857. The Disability Services office is located in Room 152 in the Jones Student Center, on the Columbia Campus. On the Williamson Campus, the Disability and Mental Health Services office is located in FADM 135 or call 615.465.5722.

Distressed or Disturbed Students or Others

Columbia State is committed to providing a safe learning environment. All members of the Columbia State Community are encouraged to be alert to unusual or aberrant behavior of students, employees, visitors, contractors, or others. Therefore, any distressing, disturbing, threatening, or dangerous student behavior should be reported to the Vice President for Student Enrollment, Engagement and Services or another College staff person. You can also report suspicious activity or bizarre behaviors of concern by visiting columbiastate.edu/safety/report-an-issue. The person filling out this form can remain anonymous if they choose.

Report the incident as soon as possible. If there is perceived imminent danger, call 911 and then call Campus Security at 931.540.2700. Work with the staff person to complete an Incident Report so that it can be submitted to the Vice President for Student Enrollment, Engagement and Services in the Jones Student Center, Room 147. If the incident occurred at another campus, contact the campus administrative staff.

After the Vice President for Student Enrollment, Engagement and Services receives the report, the Behavior Intervention Team conduct a safety assessment. The Committee assists in addressing situations where individuals are displaying dangerous or threatening behaviors that potentially impede their own or others' ability to function successfully or safely. Next, the Committee will develop an appropriate response plan that takes the nature of the behavior, the severity of the safety risk, and the needs of the individual into consideration. Individuals submitting reports should not expect detailed information about the disposition of their submission, as the issues may involve due process or confidentiality rights of the reported individual.

The Committee also acts as a clearinghouse for campus behaviors. A single event might not appear to be problematic. However, when the Committee recognizes a pattern of inappropriate behavior on the part of an individual across classes or other interactions, then they can take steps to assist the student and protect the campus community. Therefore, report every incident, even if the same individual has been reported previously.

Drug-Free Communities

Columbia State Policy 05:27:00 Drug Free Workplace and Campus 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.).

Purpose: To document Columbia State's commitment to be a drug-free workplace and campus and define consequences for individuals violating college policy concerning illicit drugs and alcohol.

I. General

In accordance with local, state and federal law, Columbia State Community College students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use of, or being under the influence of controlled substances, illicit drugs and/or alcohol on any Columbia State campus, or property owned or controlled by Columbia State, or as part of any Columbia State activity.

II. Health Risks

A. The use of alcohol can lead to serious health risks including:
1. loss of muscle control, poor coordination, slurred speech
2. fatigue, nausea, headache
3. increased likelihood of accidents
4. impaired judgment
5. possible respiratory paralysis and death
6. birth defects/fetal impairment

B. Heavy drinking can lead to:
1. alcoholism
2. damage to brain cells
3. increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach
4. hallucinations
5. personality disorders

C. Health risks associated with the use of illegal drugs include:
1. increased susceptibility to disease due to a less efficient immune system
2. increased likelihood of accidents
3. personality disorders
4. addiction
5. death by overdose

6. anemia
7. poor concentration
8. fetal impairment/addiction

III. Counseling, Treatment and Rehabilitation Programs

The director of counseling services will assist students and the office of human resources will assist employees by providing information concerning treatment resources in the surrounding area and assisting individuals in making initial contact with treatment providers.

Regular employees may also use the Employee Assistance Program (EAP) by calling 1.855.437.3486 (1.855.Here4TN), seven days a week, 24 hours a day, or on the web at *http://www.here4tn.com.* Information concerning the Employee Assistance Program is available in the office of human resources and the employee page of the college's internal web site.

IV. Penalties for Violation

A.   Legal Sanctions Under Federal, State or Local Law

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver or 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, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial monetary fines. Tennessee statutes provide that it is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his or her employment), or consume alcoholic beverages, wine, or beer. Any violation of this law results in an offense classified a Class A misdemeanor punishable by imprisonment for not more than 11 months, 29 days, or by a fine of not more than $2,500, or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than $50, or both.

B. Students

In addition to penalties students may be subject to under local, state or federal law, students violating this policy will be subject to disciplinary action, including, but not necessarily limited to:
1. Probation
2. Suspension
3. Required participation in, and satisfactory completion of drug/alcohol counseling or rehabilitation programs
4. Expulsion from school

C. Employees

In addition to penalties employees may be subject to under local, state or federal law, employees violating this policy will be subject to disciplinary action, including, but not necessarily limited to:
1. Probation
2. Suspension
3. Demotion
4. Required participation in, and satisfactory completion of drug counseling or rehabilitation programs
5. Termination

As a condition of employment, employees, including student employees, must abide by the terms of this policy and must notify their supervisor of any criminal drug statute or alcohol abuse conviction for a violation occurring in the workplace no later than five days after such conviction.

PROCEDURES

I.   Violations
A. Supervisor Notification of Human Resources

Any supervisor becoming aware of an employee violation of this policy, whether by virtue of notification by an employee of a conviction or by other means, will immediately notify the director of human resources.

B. Employees Funded by Federal Grants

The director of human resources will notify the appropriate sponsor or granting agency within ten days after the College receives actual notice of an employee conviction.

II. Dissemination of Policy

A. Employees

1.   During new employee orientation, the human resources office will direct new employees to read the Drug and Alcohol Abuse Prevention Program (DAAPP) (Appendix A) and Drug-Free Workplace and Campus Policy 05:27:00 and return a signed certification to Human Resources.

2.   Annually, Human Resources will send a copy of the DAAPP and Drug-Free Workplace and Campus Policy to all employees and adjuncts by email and encourage them to review the policy. Instructions on how to obtain a paper copy will also be included.

B. Students

1.   Students will be provided a copy of the DAAPP in their orientation materials. (Appendix A)

2.   As students register each semester, a system-generated email message will be sent providing consumer information which contains the DAAPP. The messages will be sent nightly and will provide a record of student receipt of this information.

III. Developing and Updating the Program and Policy

A. Drug and Alcohol Abuse Prevention Program (DAAPP)

The Vice President for Student Enrollment, Engagement and Services is responsible for developing and updating the Columbia State Community College Drug and Alcohol Abuse Prevention Program (DAAPP) documentation in accordance with the requirements of the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Education Department General Administrative Regulations (EDGAR).

B. Columbia State Drug Free Workplace and Campus Policy

The Director of Human Resources is responsible for developing and updating the Columbia State Drug Free Workplace and Campus Policy 05:27:00 in accordance with the requirements of the Drug-Free Workplace Act of 1988 or future Act revisions.

C. Policy Review is to be completed annually in the month of December.

IV. Annual Review of Program
A. Purpose

An annual review of the DAAPP will be conducted to determine its effectiveness and to insure consistent enforcement of applicable drug and alcohol-related statutes, ordinances, and institutional policies against students and employees found to be in violation. The review will also identify any needed changes to the DAAPP.

B.   Individuals Responsible for Review
The annual review will be conducted by the College's Behavioral Intervention Team. The Behavioral Intervention Team is appointed by the President and may include the following positions:
Vice President, Academic Affairs
Vice President, Student Enrollment, Engagement and Services
Dean Humanities and Social Sciences
Director, Instructional Support, Distance Learning & University Services
Director, Facilities Services and Safety
Director, Human Resources
Director, Student Success Counseling
Faculty member with 12-month appointment
Coordinator, Disability Services
Chief of Security
Faculty member with 12-month appointment

C.   Timing
The committee will meet each year by May 31 to conduct the review for the academic year which ended in the prior year. The review process will conclude within 30 days of the first meeting.

D.   Collection of Information Regarding Programs
1.   The Director of Human Resources will be responsible for maintaining a log of programs and activities related to drug and alcohol awareness programs for employees.
2.   The Vice President for Student Enrollment, Engagement and Services "or designee" will maintain a log of student programs and activities.
3.   The Director of Human Resources and Vice President for Student Enrollment, Engagement and Services will meet with the Director of Facilities Services and Safety to provide information regarding the programs prior to the preparation of the Campus Security Report each year.

V.   Biennial Report of Review Findings

A.   Content and Timing
In each even-numbered year, within 30 days of completing the review, the Vice President for Student Enrollment, Engagement and Services and the Director of Human Resources will prepare a report of the findings for the two preceding academic years which will include:
1. Statement of program goals and summary of goal achievement
2. Activities implemented to achieve program goals and outcomes
3. Analysis of strengths and weaknesses of the program
4. A list of cases and the disposition of each case
5. Procedures for distributing the policy and program information to employees and students along with copies of the information that was distributed
6. Recommendation for revisions to the program

B.   Approval
The Biennial Report will be approved and signed by the President of the College.

C.   Distribution
The Vice President for Student Enrollment, Engagement and Services will send the request to PR/Marketing to post the report to the Consumer Information webpage. The exact URLS or PDF documents to be linked will be sent with the request.

February 1989; Revised: January 20, 1990; February 14, 2003 (new policy format and revised policy name); July 27, 2004 (removed references to "college nurse" and renumbered policy); July 2011 (updated links, EAP information and policy language); January 26, 2015 (policy updates, new policy format and updated titles); February 23, 2016 (updated procedure section and added Appendix); December 5, 2016 (updated EAP information)

Drug and Alcohol Abuse Prevention Program
Columbia State Community College strictly prohibits the unlawful manufacture, distribution, possession, use, or abuse of alcohol and illicit drugs on the Columbia State campus, any off- campus site, and at any College functions at off-campus locations. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of Columbia State's Drug-Free Workplace and Campus Policy will result in disciplinary actions as set forth in Columbia State student disciplinary rules in the Student Handbook and in the Columbia State Policies and Procedures.

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, including the type and amount of the 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:

•   the 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, the offense is classified as 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 twenty-one (21) to buy, possess, or transport alcoholic beverages for any purpose unless it is in the course of employment. It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21). These offenses are classified as Class A misdemeanors (T.C.A. 39-15-404) and are punishable by imprisonment no greater than eleven (11) months and twenty-nine (29) days or a fine not to exceed two thousand five hundred

dollars ($2,500) or both, unless otherwise provided by statute. The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than $50, or both (T.C.A. 39-17-310).

Institutional Sanctions

Columbia State will impose the appropriate sanction(s) on any employee or student who fails to comply with the Columbia State's Drug-Free Workplace and Campus Policy.

Employees

As a condition of continued employment, each employee, including student employees, must abide by the terms of Columbia State's Drug-Free Workplace and Campus 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. Any employee who fails to report a conviction will be subject to disciplinary sanctions. Possible disciplinary sanctions for failure to comply with this policy, including 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 sanction for failure to comply with the terms of Columbia State's Drug-Free Workplace and Campus Policy, including failure to notify of conviction, may include one or more of the following:

- expulsion
- suspension
- mandatory participation and satisfactory completion of a drug/alcohol abuse program or rehabilitation program
- recommendation to professional counseling
- referral for prosecution
- probation
- warning and/or
- reprimand

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol
Alcohol

Alcoholism is a complex, progressive disease that 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, one-half of all traffic accidents 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, gastrointestinal disease and other illnesses. Alcoholism has been estimated to reduce life expectancy by twelve years.

Beverage alcohol can damage all body organs, leading to liver, heart and digestive problems, circulatory system interference, change in personality, reproductive problems and central nervous system disorders such as poor vision, loss of coordination, memory loss, loss of sensation, mental and 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 drugs.

Illicit Drugs

The use of illicit drugs results in many of the health risks that are involved with alcohol use. Illicit drug use 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 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.

Available Drug and Alcohol Counseling, Treatment, Rehabilitation Programs and Employee Assistance Programs

Columbia State's Director of Student Success Counseling will assist students and/or employees by providing information concerning treatment resources in the surrounding area and in assisting individuals in making initial contact with treatment providers. Contact: Dr. Phillip Owens at 931.540.2572 or by email at *powens5@columbiastate.edu*. He is located in the Jones Student Center, Room 142.

Health insurance plans available to employees provide varying levels of coverage for alcohol and substance abuse programs. For information on plan coverage, contact Human Resources.

Drug and Alcohol Resources Agencies:
Alcoholics Anonymous
www.aa.org
615.831.1050

Buffalo Valley Inc. Hohenwald, TN
www.buffalovalley.org
800.447.2766

Centerstone Community Health Centers, Inc.
www.centerstone.org
800.681.7444 (crisis line)
888.291.4357 (information and appointments)

Cocaine Anonymous
www.ca.org (national) www.tennca.com (Tennessee)
310.559.5833

Employee Assistance Program
www.Here4TN.com
855.437.3486

Narcotics Anonymous
www.nanashville.org
888.476.2482

Place of Hope
www.placeofhopetn.org
931-388-9406

TN Department of Mental Health & Substance Abuse Services
www.tn.gov/mental/
855.CRISIS.1

TN Crisis Center
855.274.7471

Williamson County Council on Alcohol and Drug Abuse
Prevention, Inc.
615.790.5783

Emergencies
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 Student Enrollment, Engagement and Services office, located in the Jones Student Center, Room 147 or by calling 931.540.2570. Emergency messages should be forwarded to the administrative offices at all other Columbia State Community College Campus locations.

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 refer to the website at *www.columbiastate.edu/emergency* or contact the Student Affairs office at 931.540.2570.

Employment
Students have the opportunity to earn and learn while participating in campus and community work-study programs. Contact the Financial Aid Office for additional information by calling 931.540.8267. You may also visit *www.columbiastate.edu/FinancialAid/types-of-financial-aid/work-study*

Enrollment Services
Staff members in Enrollment Services focus on all of the processes that help students get off to a good start and record their academic career at Columbia State. Services include recruitment, admissions, records, and financial aid. The Enrollment Services office 103, is located in the Jones Student Center on the Columbia Campus. You may contact Enrollment Services by calling 931.540.2790 or email *EnrollmentServices@Columbiastate.edu.*

Evening Services
Evening services are provided at every Columbia State campus location. For more information on services, please visit columbiastate.edu/evening-services. You are welcome to email *EveningServices@ColumbiaState.edu.* For available services on other campus locations, contact the administrative office at the respective campus.

Financial Aid
The Financial Aid program is designed to help students who would find it difficult or impossible to attend Columbia State Community College, without financial assistance. The College offers a comprehensive program of financial aid in the form of scholarships, part-time employment on campus and in the community, grants, loans, and Veterans 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, 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 Financial Aid office located in the Jones Student Center, Enrollment Services, room 103, or in the administrative office at all other Columbia State campus locations. For complete details on applying for financial aid, consult the current College catalog or visit the website at *www.columbiastate.edu/FinancialAid*. You may also call the Financial Aid office at 931.540.8267 or email *FinancialAid@ColumbiaState.edu.*

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 director of financial aid located in the Jones Student Center, Enrollment Services, room 103 in regard to any financial aid matter. The applicant must, without exception, report any of the following changes to the Financial Aid office:

- withdrawal from the college,
- transfer to another college,
- name change,
- address change of student or parent if applicable.

If student loans have been received, an exit interview must be arranged with the Financial Aid office when graduating or withdrawing from the college. Failure on the aid recipient's part to do exit counseling may result in a hold being placed on the student's record and refusal of future financial aid awards.

Food Services and Vending
A private contractor, whose purpose is to provide students with a quality food program, provides food service on the Columbia and Williamson campuses.

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 reimbursements. Cashiers on the Columbia campus are located in the Pryor Administration Building in the business office.

Graduation
See *Commencement.*

Guns/Weapons on Campus
Under TBR Policy 07:01:00:00 Firearms and Other Weapons and in accordance with Tennessee State law, all firearms, including hunting weapons or weapons typically displayed in

vehicle windows, shall be prohibited by students on school property. Students carrying or possessing a weapon of any kind shall be subject to felony charges with a maximum sentence of six years' imprisonment and a fine not to exceed $3000. 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.

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 desire that they have accommodations commensurate with their needs. A housing referral list, which includes apartments in the Columbia area, is available in the Student Enrollment, Engagement and Services office located in the Jones Student Center, Room 147. You are welcome to call 931.540.2570 or email *StudentAffairs@ Columbiastate.edu* to request the list be emailed to you.

The prospective student and parents should be aware that these listings are neither 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 Finney Memorial Library Basement, L02, on the Columbia campus or from the administrative office on other campus sites. Misplaced cards can be replaced. 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, checking out library materials and some bookstore purchases. Additionally, it allows a student to attend all College activities open to the student body at no charge or at student rates.

Inclement Weather
In the event that classes are dismissed, canceled or otherwise closed due to weather conditions, appropriate notification will be given to local television and radio stations, and posted on the college website by visiting columbiastate.edu. Additionally, this information will be posted on the campus weather line at 931. 540.2515. Postings for all Columbia State Community College campuses will be made available at the specific campus location. An email will be sent to the columbiastate.edu email addresses of currently enrolled students in the event there is a change at any site/center/campus. Students attending noncredit classes should contact the Economic and Workforce Development Office 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.

Insurance
Student health insurance is available through independent companies and is not sponsored by Columbia State Community College. Students interested in receiving more information about health insurance, can contact Student Enrollment, Engagement and Services located in the Jones Student Center, room 147. You are welcome to call 931.540.2570 or email *StudentAffairs@ ColumbiaState.edu.*

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. It 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 Columbia 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 computer lab, and stacks for the library's circulating book collection.

The library print collection has some 70,000 volumes, with strong holdings in history, literature, the social sciences, nursing, and allied health technology. Over 300 periodical titles are received including scholarly journals, general interest magazines, and local, state, and national newspapers. The library also subscribes to over 40 research databases.

The library offers individualized research assistance, as well as instructional classes and orientations. Through the inter-library 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., M-R and at 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 the Clifton, Lawrenceburg, Lewisburg, and Williamson campuses. 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 the other campus locations individually for hours of operation. For more information about the college library services, contact information and/or hours of operation for all Columbia State campus locations, please visit *www.columbiastate.edu/library*. You are welcome to email *Library@ColumbiaState.edu.*

Lost and Found
All articles found on the Columbia campus should be reported and/or brought to the Student Enrollment, Engagement and Services Office, located in the Jones Student Center room 147, or to the administrative office at all other Columbia State Community College campus locations 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 may be discarded.

Mascot
Columbia State's mascot is the Charger, a strong, fast horse trained for battle.

Minors on Campus
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.

Orientation
All new degree-seeking first-time college students and transfer students are required 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 enrollment, engagement and services, student activities, and College policies. For more information on new student orientation, please visit columbiastate.edu/admissions/orientation. You are also welcome to call the Enrollment Services office at 931.540.2790, or email *rightstart@ columbiastate.edu.*

Pregnancy
Pregnant students are afforded some protection under Title IX. If you are pregnant and need assistance, please contact the Title IX Coordinator.

Records
The Records office, located in the Jones Student Center, Enrollment Services, Room 103, is responsible for student name change, social security number changes, change of registration forms, change of major forms, transcript requests, enrollment verifications, and final graduation evaluation and certification (including academic/technical certificates). Additionally, this department is responsible for the evaluation of college transcripts for transfer credit and external credit by exam evaluations (CLEP, CEEB-Advanced Placement, ACT, IAAP, and Military Service/Schools). MyChargerNet student registration-related problems may be reported to this department. For further information about records, please visit *www.columbiastate.edu/ records*. You are also welcome to call 931.540.2581 or email *Records@ColumbiaState.edu.*

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. Use 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

These practices will help to preserve personal safety. Refer to additional safety information on the college website at *columbiastate.edu/safety* The Emergency plan includes directions for bomb threats, natural disasters, and threats of violence and criminal behavior; among other things.

Smoking/Tobacco Use
Smoking and the use of mouth tobacco are prohibited in all indoor and outdoor Columbia State Community College-owned or leased venues and vehicles. Refer to the Columbia State Policy Number 07:17:00, Smoking and Tobacco Use, for additional information.

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 Enrollment, Engagement and Services or his/her designee.

Student Center
The Jones Student Center is open on class days for the enjoyment of students. The facilities include JSC Dining and food services, the bookstore, meeting rooms, and a lounge. The Student Center houses the Student Enrollment, Engagement and Services Administration Office 147, Enrollment Services, room 103 (A one stop location for enrollment, financial aid, records and admissions), Career Services, Room 148, Disability Services, Room 147, Student Success Counseling, Room 157, Student Support Services (TRiO), Room 160, Veterans/Military Success Coach, Room 156, Testing Services, Room 162, and the Student Government Association and Student Leadership office, Room 144.

The Jones Student Center is open from 7:45 a.m. to 6:00 p.m., M-R and 7:45 a.m. through 4:15 p.m. Friday, during regularly scheduled semesters. Arrangements for the use of meeting rooms in the Center are scheduled through the Student Enrollment, Engagement and Services office by calling 931.540.2570.

Student Consumer Rights Information
Columbia State Community College's compliances with disclosure requirements under TITLE IV by providing specified information to prospective and current students, applicants and

employees. For complete Student Consumer Rights Information visit *www.columbiastate.edu/consumer-information*. A hard copy of the information is available upon request to the Office of Student Enrollment, Engagement and Services or the relevant office indicated.

Study Abroad/International Education
To improve international education and cultural awareness, Columbia State offers on-campus and field-based programs. Seminars, performances, and curricular offerings enrich campus life. Study abroad affords student participation in learning opportunities in other countries while earning college credit. Limited scholarships for qualified applicants are available. For additional information, please visit *www.columbiastate.edu/StudyAbroad* or contact the Director of International Education at 931.540.2617.

Teaching and Learning Center
The Teaching and Learning Center at the Columbia campus is located in Warf 237, and the Teaching and Learning Center at the Williamson campus is located in the Administration Building 323. The Teaching and Learning Center is an academic tutoring and computer services facility designed to support the academic needs of students. The Teaching and Learning Center provides both professional and peer tutoring, as well as professional online tutoring, free of charge to all Columbia State students. Services include tutoring for all levels of writing, math, and science. Questions regarding tutoring services should be emailed to *tutoring@columbiastate.edu.*

Also available in the Teaching and Learning Center are many online tutorials and instructional programs, word processing, Internet access, email, and much more. For more information on the availability of tutors, software programs, and hours of operation, visit the Teaching and Learning Center Web site at *www.columbiastate.edu/TLC*

Testing Services
The staff in the Testing Services office is responsible for the administration of the ACT, ACCUPLACER®, Graduate Assessment, and various other group tests which assist the student in planning his/her program of study. Testing Services also provides CLEP®, Praxis, and Pearson Vue certification testing along with proctoring services on all campuses in support of ADA and TN eCampus proctoring programs.

Additionally, Columbia State is an official testing center for the HiSET®(High School Equivalency Test). Persons who have not received a high school diploma and wish to apply for a certificate of equivalency may take this test. Satisfactory scores on the test enable the individual to receive an equivalency diploma from the state of Tennessee.

For more information on testing services, call 931.540.2821 or visit *www.columbiastate.edu/testing.* For test proctoring information and testing services at the other Columbia State campus locations, please contact staff at the respective campus location or email *TestingServices@ColumbiaState.edu.*

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, please visit *www.columbiastate.edu/business-office/tuition-and-fees* or call the Business Office at 931.540.2530.

Tutoring
See *Teaching and Learning Center*

Veterans' Financial Assistance
A Veterans Aid 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 Veterans Success Coach located in the Jones Student Center, Room 142. You may also visit *www.columbiastate.edu/veterans* or call 931.540.2488.

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.

Voter Registration
One of the most precious rights and responsibilities U.S. citizens have is the right to vote for their leaders. In order to vote, you must be registered.

To register to vote:
*   You must be a U.S. Citizen
*   You must be a resident of Tennessee
*   You must be at least 18 years old on or before the next election, and
*   You must have not been convicted of a felony, or if you have, your voting rights must have been restored.

The voter registration form and information about registration requirements can be found at the Tennessee Secretary of State's website *www.tn.gov/sos/elections.*

Website
Please visit our website at *www.columbiastate.edu* for more information about the Columbia State Community College. Policies, Academics, Campus Life, Athletics, Calendars, Employee Directory, Consumer Information and accessing Chargernet and Flickr photos. These are just a few of the many things you can see and link to by visiting the website.

Writing to Learn Matters
This Quality Enhancement Plan (QEP), is a campus-wide, cross-curriculum focus on writing as a means of improving academic achievement and success among first-year students. Through the implementation of Writing to Learn strategies in key first-year courses, students will gain practice in identifying and articulating central concepts in academic course material by fostering critical thinking and analysis. For more information, please visit *www.columbiastate.edu/qep* to learn more.

Student Life, Leadership and Activities

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. For more information about Athletics, please visit *www.columbiastate.edu/athletics* or call 931.540.2630.

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 can be found at *http://www.columbiastate.edu/docs/default-source/Consumer-Information/2015-16-eada-report.pdf?sfvrsn=0* A hard copy of the information is available upon request to the Office of Student Enrollment, Engagement and Services or the Athletics Office (Webster Athletic Center 212).

College 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 affect 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 College President and are rotated among the colleges, and colleges of applied technology in the system.

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 Student Government Association and the Student Leadership office sponsors a variety of social, cultural, and leadership programs for the enrichment of the College community. Additionally, the Athletic Department offers a wide-range of intramural activities. Intramurals allow for physical or nonphysical involvement with activities ranging from ping-pong tournaments to flag football and volleyball.

It is the goal of Student Enrollment, Engagement and Services 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, please contact the Student Enrollment, Engagement and Services office for approval forms and procedures at least 48 hours prior to the date of the event. 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 is required.

Student Government Association
Members of the Student Government Association (SGA) are representatives of the Columbia State student body. Senators are student-elected from each campus and meet regularly to discuss issues of importance to Columbia State students. The SGA is responsible for making recommendations concerning student policies to the Vice President for Student Enrollment, Engagement and Services. The SGA also sponsors a number of student events and activities through campus programming boards.

The SGA consists of an interview-selected President, Vice President, Secretary/ Treasurer, as well as student-elected senators and volunteer activity board members. Students attending any Columbia State campus may take part in student government. Interested students wanting complete information on eligibility, should contact the Student Leadership Coordinator located in the Jones Student Center 144, or by email at *sga@ColumbiaState.edu* or by calling 931.540.2836. For more information on the Student Government Association, please visit *www.columbiastate.edu/CampusLife/clubs---student-organizations/SGA*

President's Leadership Society
The President's Leadership Society is a free leadership training program focused on helping students develop and apply their unique leadership skills. During the course of the program you will attend a retreat, enjoy exposure to the arts, participate in workshops and campus life, develop civic understanding and give back to the community through service.

Interested students should contact the Student Leadership Coordinator, located in the Jones Student Center, room 144 or email *leadership@ColumbiaState.edu*. You may also visit *www.columbiastate.edu/CampusLife/clubs---student-organizations/PLS/program-requirements.* Student organizations should promote social and academic development and must abide by the guidelines as indicated in the student handbook. 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, gender, sexual orientation, age, handicap, veteran status, or national origin.

Student organizations not meeting the guidelines as indicated in Columbia State Policy 03:01:00 Student Organizations and Clubs may have their applications revoked. For more information

on Student Policies and Procedures for Student Organizations and Clubs please visit *www.columbiastate.edu/policies-procedures/student-policies-and-procedures.*

Any group of students who desire to become an organization officially recognized by the College must submit a formal application to the Student Enrollment, Engagement and Services office. Please visit
http://www.columbiastate.edu/CampusLife/start-a-student-org to access forms needed.

Columbia State organizations are as follows:
* Anime/Video Club
* CSCC Cinema Society
* Chargers Student Radiographer Association
* Columbia State Fishing Team
* Gay – Straight Alliance
* Inter –Cultural Life
* Lambda Beta (Honor Society for Respiratory Care Students)
* Lambda Nu (Honor Society for Radiography Students)
* NAVTA (Student Chapter of the North American Veterinary Technician Association)
* PTK - Phi Theta Kappa (International Honor Society)
* Respiratory Care Crew
* SKD – Sigma Kappa Delta (International English Honor Society)
* STEM Club (Science, Technology, Education, Math Club)
* SNA - Student Nursing Association - Columbia and Williamson Campuses
* TRiO Leaders
* U.N.I.T.E

Fitness Facilities

Wellness Center
The Wellness Center is a state-of-the-art facility for Columbia State students and employees that houses treadmills, recumbent bicycles, weights and other fitness   equipment. Users must use their photo identification cards to gain access to the Center, which is located in Webster Gymnasium in Columbia. Group classes such as Zumba, Piloxing, and Yoga are also offered for a nominal fee. Hours are 8:00 a.m. to 6:30 p.m., M-R and 8:00 a.m-12:00 p.m and on Friday, during fall and spring semesters. For more information about the Wellness Center, please visit *www.columbiastate.edu/CampusLife/ wellness-center.* You may call the Wellness Center at 931.540.2669.

Track
The outside track is located behind Webster Gymnasium in Columbia. Four (4) rotations around the track equate to one mile. The inside track in the Webster Gymnasium basement requires twelve (12) rotations to complete one (1) mile.

Tennis Courts
Five tennis courts are near Webster Gymnasium. Students and employees are free to use whenever the courts are not reserved for classes or for special groups.

Volleyball Court
The volleyball court is located across from the Wellness Center at Webster Gymnasium. Columbia State students may show their photo identification card to borrow equipment from the Wellness Center.

Honors and Awards
Students who excel in academics and service are honored at annual award ceremonies during the spring semester.

Publications
All student publications at Columbia State Community College are approved and coordinated through the Communications office (Waymon L. Hickman Room 131) and the Student Enrollment, Engagement and Services office.

Student 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 College publications. Students needing clarification on any of these policies or regulations should contact the Vice President for Student Enrollment, Engagement and Services at 931. 540.2762.

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. See "Student Consumer Information" for further information.

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 at *www.columbiastate.edu/safety/crime-statistics* or will be provided to you upon request from the Student Enrollment, Engagement and Services office, located in the Jones Student Center, room 147.
- 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 any college facilities or grounds or when utilizing any off-campus locations as a student or employee of Columbia State, including, but not limited to, classes, meetings, performances, visits, field trips, sporting events, parades, and other community functions.

Student Rights and Freedoms
The Tennessee Board of Regents Policy 3:02:04:00 defines the institution's responsibility in the academic rights and freedoms of the student.

Preamble
Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

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

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Tennessee Board of Regents institutions have developed policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

Freedom of Access to Higher Education
The admissions policies of each Tennessee Board of Regents institution are a matter of institutional choice, provided that each institution makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each institution should be open to all students who are qualified according to its admissions standards. The facilities and services of a Tennessee Board of Regents institution should be open to all of its enrolled students.

In the Classroom
The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. *Protection of Freedom of Expression* - Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. *Protection Against Improper Academic Evaluation* - Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. *Protection Against Improper Disclosure* - Certain information about students is protected from public disclosure by federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

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 is being treated unfairly.

Non-Academic Grievances
A non-academic 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 dean. If the student is still not satisfied, the student may appeal in writing to the Vice President of Academic Affairs. The Vice President of Academic Affairs will investigate and notify the student in writing of the outcome of the appeal. The vice president of academic affairs may appoint a committee to review and resolve the issue.

Non-Academic Grievances
The student should first address 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 Enrollment, Engagement and Services. If the grievance is not satisfactorily resolved, the Vice President for Student Enrollment, Engagement and Services may appoint a committee to resolve the matter; or may initiate institutional hearing procedures to resolve the complaint. The Vice President will inform the student in writing of the results. The student may appeal the decision to the President within five (5) business days of receipt of the results. 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 Procedure
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 dean 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 dean.) 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 dean. The division dean 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 of academic affairs within five (5) working days after notification by the division dean. This appeal should clearly state the basis for the appeal, the evidence for the appeal, and any supporting data. The Vice President of Academic Affairs will review the records and notify the student of the results of the review.

Student Disciplinary Policy
Section 1. Institution Policy Statement
Section 2. Disciplinary Offenses
Section 3. Academic and Classroom Misconduct
Section 4. Disciplinary Sanctions
Section 5. Traffic and Parking
Section 6. Disciplinary Procedures

Section 1. Institution Policy Statement

(1) Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents ("TBR" or "the Board") has authorized the presidents of the institutions and directors of the technology centers under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

(2) In fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, Columbia State has developed the following policies that are consistent with Tennessee Board of Regents regulations. In addition, students are subject to all federal, state and local laws and ordinances. If a student's violation of such laws or

ordinances also adversely affects the institution's pursuit of its educational objectives, the College may enforce its own regulations regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

(3) For the purpose of these policies, a "student" shall mean any person who is admitted and/or registered for study at the College for any academic period, in addition to each academic semester. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the policies governing student conduct. Students are responsible for compliance with the Student Conduct and Discipline policies and with similar institutional policies at all times.

(4) For the purpose of these policies, "class days" shall mean regular business days when classes are in session.

(5) Disciplinary action may be taken against a student for violation of the policies which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. Institutions may enforce their own policies regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.

(6) These policies, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

(7) Students in health science programs are required to complete clinical objectives as a major component of the educational experience. Clinical objectives can only be completed at designated clinical facilities that enter into contractual agreements with the Institution to provide experiences for students. As outlined in clinical affiliation agreements, students are subject to facility expectations for behavior and conduct during clinical rotations. These expectations may include random drug screens and criminal background checks. Per program policies, any students denied access by a clinical facility based on established criteria will be unable to complete clinical objectives for the program of study and will be ineligible to continue enrollment.

(8) Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "education records" and are confidential within the meaning of those Acts.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Section 2. Disciplinary Offenses

(1) Institutional disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by Columbia State Community College.

(2) Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

(a) Threating or Disruptive Conduct. Any conduct, or attempted conduct, which poses a direct threat to the safety of others or where the student's behavior is materially and substantially disruptive of the institutions learning environment.

(b) Hazing. Hazing, as defined in T.C.A. § 49-7-123(a) (1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;

(c) Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;

(d) Obstruction of or Interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional, program, event, or facility including the following:

1. Any unauthorized occupancy of facilities owned or controlled by Columbia State or blockage of access to or from such facilities,
2. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by Columbia State,
3. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of the College, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;

e)   <u>Misuse of or Damage to Property</u>. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;

(f)   <u>Theft, Misappropriation, or Unauthorized Sale of Property:</u>

(g)   <u>Misuse of Documents or Identification Cards</u>. 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)   <u>Firearms and Other Dangerous Weapons</u>. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;

(i)   <u>Explosives, Fireworks, and Flammable Materials.</u> The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;

(j)   <u>Alcoholic Beverages.</u> The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption; it also includes any violation of any term of the Columbia State Drug/Alcohol-Free Communities Statement and Policy. Pursuant to Tennessee Code Annotated §49-7-146, Columbia State is required to notify a parent of a student under age twenty-one (21) if the student "has committed a disciplinary violation" with respect to the use of possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or any rule or policy of Columbia State, except as prohibited by the Federal Education Rights and Privacy Act (FERPA). The trigger for notification will be 1) a plea of guilty to the applicable code of conduct violation, or 2) a final finding of guilt pursuant to the disciplinary procedures.

(k)   <u>Drugs</u>. The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property or

property owned or controlled by an affiliated clinical site. Pursuant to Tennessee Code Annotated §49-7-146, Columbia State is required to notify a parent of a student under age twenty-one (21) if the student "has committed a disciplinary violation" with respect to the use of possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or any rule or policy of Columbia State, except as prohibited by the Federal Education Rights and Privacy Act (FERPA). The trigger for notification will be 1) a plea of guilty to the applicable code of conduct violation, or 2) a final finding of guilt pursuant to the disciplinary procedures.

(l)   <u>Drug Paraphernalia</u>. The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property or property owned or controlled by an affiliated clinical site.

(m)   <u>Public Intoxication</u>. Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance;

(n)   <u>Gambling.</u> Unlawful gambling in any form;

(o)   <u>Financial Irresponsibility</u>. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution;

(p)   <u>Unacceptable Conduct in Disciplinary Proceedings</u>. Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;

(q)   <u>Failure to Cooperate with Institutional Officials</u>. Failure to comply with directions of institutional officials acting in the performance of their duties;

(r)   <u>Violation of General Rules and Regulations</u>. Any violation of the general rules and regulations of the College as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

(s)   <u>Attempts, Aiding and Abetting</u>. Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or

commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;

(t)   Violations of State or Federal Laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

(u)   Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution;

(v)   Sexual Misconduct. An offense including acts of sexual assault, domestic violence, dating violence and or/stalking as defined in Columbia State Policy 06:07:00. All matters involving allegations of sexual misconduct will be governed by the procedures set for in Columbia State Policy 06:07:00. Violations will be handled in accordance with Columbia State Policy 06:07:00 and TBR Policy 6:03:00:00.

(w)   Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, Columbia State Policy No. 05:24:00 and Tennessee Board of Regents Guideline P-080; All matters involving allegations of impermissible discrimination, harassment or retaliation will be governed by the procedures outlined in Columbia State Policy No. 05:24:00 and TBR Guideline P-080.

(x)   Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:

1.   Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,
2.   Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours,
3.   Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

(y)   Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for any Columbia State facility without proper authorization;

(z)   Violations of conduct requirements described in handbooks for specific programs of study;

(aa)   Litter. Dispersing litter in any form onto the grounds or facilities of the campus;

(bb)   Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;

(cc)   Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:

1.   Use of another person's identification to gain access to institutional computer resources,
2.   Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
3.   Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
4.   Unauthorized transfer of a computer or network file,
5.   Use of computing resources and facilities to send abusive or obscene Correspondence,
6.   Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
7.   Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official,
8.   Violation of any published information technology resources policy,
9.   Unauthorized peer-to-peer file sharing;
10.   Any violation of the terms of the Columbia State Policy No. 07:04:00 Use of Information Technology Resources.

(dd)   Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;

(ee)   Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;

(ff)   Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a

reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;

(gg)   Smoking Violations. Violation of any Columbia State and/or TBR smoking or other tobacco use rules or policies.

(3)   Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at Columbia State for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

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

Section 3. Academic and Classroom Misconduct

(1)   The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of Columbia State. In doing so, the faculty member and Vice President for Student Enrollment, Engagement and Services must inform the student of his or her   right to due process and of the procedures to follow in   order to appeal the removal.

(2)   Academic Misconduct: 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 their instructors. Possible disciplinary sanctions may be imposed through the regular institutional disciplinary procedures; the instructor has the authority to exercise Summary Academic Discipline.

(a)   The instructor will gather information relevant to the misconduct, discuss with the division dean, and meet with the offending student, presenting the information relevant to the misconduct and explaining the sanction imposed.

(b)   A student's grade in the course or the assignment or examination affected by the alleged academic misconduct may be lowered to any extent, including a grade of "F" as long as the failing grade is proportional to the nature and extent of the academic misconduct.

(c)   If the instructor assigns to the student a lower grade or an "F" or zero because of academic misconduct, the instructor must complete the top half of the Student Academic Misconduct Form and submit to the division dean. The form includes the violations and the sanctions imposed.

(d)   The division dean must notify the student of the actions and of the appeals process that is available if the student opts to appeal the instructor's decision. The dean must also send a copy of the written notification to the Vice president of academic affairs and the Vice President for Student Enrollment, Engagement and Services of the action to advise the student of his or her right to appeal the disciplinary sanction to the Vice President of Academic Affairs. The student should continue to attend class during the appeals process.

(e)   After being confronted with information relevant to academic misconduct, the accused student may accept the sanction imposed by the instructor, or he/she may initiate the appeal of the disciplinary sanction within five (5) class days. If he/she accepts the instructor-imposed sanction, he/she also waives the right to an appeal, and the decision of the instructor will be final.

(f)   Student Appeal of Academic Disciplinary Sanction: If a student believes he/she has been erroneously accused of academic misconduct or if he/she believes the actions or sanctions are too severe for the incident, the student may appeal an exercise of Academic Discipline to the division dean. The student must contact the division dean in writing within five (5) class days of receipt of notification of the action.

(g)   The division dean will forward the appeal to the Vice president of academic affairs within five (5) class days. The Vice president of academic affairs may adjudicate the case, or he/she may, at his or her sole discretion, appoint an Academic Misconduct Appeals Committee to review and resolve the issue within five (5) class days of having received the appeal from the division dean. The committee will consist of at least three faculty members and two students, all of whom shall serve for the duration of the appeal. The committee should arrive at a decision within thirty (30) class days, absent good cause.

(h)   The Academic Misconduct Appeals Committee will then determine when the appeal hearing will be held. The student must be notified of the date, time and location of the hearing so he/she can be in

attendance. The student should be notified as soon as possible, but given a minimum of one week's notice. The student will be advised of the following rights applicable at the hearing:

1.   The right to present his/her information. However, the student's nonattendance, absent good cause, will not hinder the Committee from meeting and making a decision.
2.   The right to be accompanied by an advisor. The hearing committee may restrict the advisor's right to speak at the hearing.
3.   The right to call witnesses in his or her behalf.
4.   The right to confront witnesses against him or her.
5.   The method and time limitations for appeal, if any are applicable.

(i)   The committee will then conduct the appeal hearing, consider all of the information presented and make a decision by simple majority vote. The committee can either uphold or overturn the sanctions of the instructor. If the committee upholds the sanction, the decision will be reported to the Vice President of Academic Affairs and or record maintenance, to the Vice President for Student Enrollment, Engagement and Services. If the committee decides to overturn the sanctions of the instructor, the student must receive grades on all assignments and the course in accordance with the normal grading policies of the instructor (unless some other instance of academic misconduct occurs).

(j)   The Vice President of Academic Affairs will send the student a written copy of the decision of the Academic Misconduct Appeals Committee within five class days of the Committee's decision.

(k)   The student will be advised of his or her right to appeal to the President of Columbia State within five (5) class days following receipt of the academic misconduct appeals committee's decision. Appeals must be made in writing. The President will make a determination within ten (10) class days. The decision of the President is final.

(l)   A student who is found responsible for academic misconduct will not be permitted to withdraw from the course to avoid Summary Academic Discipline.

(m)   A student who is found responsible for academic misconduct may be subject to additional disciplinary sanctions imposed by the Vice President for Student Enrollment, Engagement and Services or the Student Discipline and Procedures Committee if he/she is found to be involved in multiple incidents that involve other classes or other students.

(2) **Classroom Misconduct**: Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt

the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

(3) Faculty establish class attendance and punctuality requirements, subject to state or federal laws, and inform students of those requirements, along with the consequences for failing to meet those requirements, through the published syllabi for each course.

(4) 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 were unable to make immediate contact with faculty, the student may contact the Office of for Student Enrollment, Engagement and Services 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.

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

Section 4. Disciplinary Sanctions

(1) Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these policies or the general policies of an institution, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institutional officials.

(2) Sanctions that may be imposed include, but are not limited to:

(a)   Restitution. Restitution may be required in situations which involve destruction, damage or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;

(b)   Warning. The Vice President for Student Enrollment, Engagement and Services may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;

(c)   Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these regulations

and provides notice that that any further violation(s) may result in more serious penalties;

(d) Service to the Institution or Community. A student, or student organization, may be required to donate a specified number of service hours to Columbia State performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing College property);

(e) Specified Educational/Counseling Program. A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;

(f) Apology. A student or student organization may be encouraged to issue an apology that is appropriate for the circumstances and relates to the behavior giving rise to the disciplinary offense;

(g) Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;

(h) Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in Columbia State or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges;

(i) Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;

(j) Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;

(k) Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter Columbia State property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;

(l) Revocation of Admission, Degree, or Credential;

(m) Interim Suspension. As a general rule, the status of a student or student organization accused of violation of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, any other member of the institution its guests, property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;

(n) Any alternate sanction deemed necessary and appropriate to address the misconduct.

(3) The President of the College is authorized, at his or her discretion, to uphold the decision, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases. The decision of the President is final.

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

Section 5. Traffic and Parking

(1) Columbia State has implemented institutional Traffic and Parking Policies which govern traffic and parking on all of the campuses. The purpose of these policies is to facilitate the orderly and efficient flow of traffic, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. Institutional policies are published annually through signage the Student Handbook, and on the Columbia State website.

(2) The driver of a vehicle not properly parked in designated areas may be subject to a fine.

(3) Faculty and staff secure permits to park in employee designated parking spaces from the Human Resources Department.

(4) A campus access fee will be charged per semester to all students. Each student will be given one Columbia State decal at no charge. Additional or replacement permits may be secured from the Office of for Student Enrollment, Engagement and Services for a fee. Students at extended campuses may secure their permits from the administrative staff at the respective campuses. Parking decals should be displayed

according to accompanying instructions.

(5) General

(a) Rules of courtesy and safety require that all drivers pull into their parking spaces, leave vehicles between the painted lines and refrain from blocking entrances, exits, or walkways.

(b) Valuables and keys should not be left in vehicles.

(c) Designated Parking
1. Visitors
    (a) Visitors may park in marked areas.
    (b) Visitor parking permits should be secured from the Office of Student Affairs or Campus Coordinator's offices for conferences and extended visits.
2. Faculty and Staff. Faculty and staff may park in the designated lots immediately in front of the Pryor Administration Building, south of the Clement Building, west of the Jones Student Center, along the street access from the gymnasium, and in front of the Walter Building in Columbia. At all the campus locations, employee spaces are designated by blue lines.
3. Students. Students may park in either of four large lots north of the Pryor Building, west of the Jones Student Center, and south of the Clement Building at the Columbia campus. At all campus locations, student spaces are designated by white lines.
4. Disabled. Spaces for persons with disabilities are provided at several locations across all campuses. Disabled tag must be displayed when parked in these spaces.

(6) Fines/Penalties

Violations and Fines

(a) All fines are payable in the Business Office.

(b) Fines may be assessed for violations as follows:
Parking in:

No Parking areas	$15.00
Visitor parking areas	$10.00
Faculty/Staff parking areas	$10.00

(c) The fine for disabled/handicapped parking violations is established by statute and will be adjusted as required by law.

(d) Columbia State reserves the right to tow any vehicle that is parked improperly.

(e) Appeals: All appeals are made to the Vice President for for Student Enrollment, Engagement and Services within five (5) class days. If the student disagrees with the Vice President's disposition, he or she may request of the Chair of the Student Discipline and Procedures Committee a hearing within five (5) class days of receipt of the Vice President's disposition. When such a hearing is initiated, the following procedures shall apply:

1. In five class days, the student shall be advised, in writing, of the breach of regulation(s) of which she/he is charged.
2. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation. A hearing date will be scheduled within 10 class days after the student receives notification of the charges.
3. The student shall be advised of the following rights applicable at the hearing:

    (i) The right to present his or her information,

    (ii) The right to be accompanied by an advisor. The Committee may restrict the advisor's right to speak during the hearing.

    (iii) The right to call witnesses in his or her behalf,
    (iv) The right to confront witnesses against him or her, and

    (v) The student shall be advised of the method and time limitations for appeal, if any are applicable

4. The Student Discipline and Procedures Committee shall be charged to hear relevant information, to make findings of fact, to make decisions based on those facts, and to submit in writing the decision to the Vice President Student Enrollment, Engagement and Services within thirty (30) class days of receipt of the appeal.

5. The Student Discipline and Procedures Committee is appointed by the President and consists of four active faculty members, four alternate faculty members, two student members, the Director of Financial Aid, and two non-voting, ex-officio members, the Vice President of Academic Affairs and the Vice President for for Student Enrollment, Engagement and Services, all of whom shall serve for two years or until leaving the college, whichever comes first.

6. Any individual on the Committee who has an interest in the case should disqualify himself or herself.

7. All hearings shall be closed unless the student or organizations requests an open hearing in writing.

8. The student shall receive a written copy of the decision of the Committee hearing from the Vice President for Student Enrollment, Engagement and Services within five (5) class days of the hearing and shall be advised of his/her right to appeal the decision of the Student Discipline and Procedures Committee to the President of the College.

9. A student may appeal a decision of the Student

Discipline and Procedures Committee to the President of the College by writing the President of the College within five (5) class days of receipt of the Committee's decision.

10. The President of the College is authorized, at his or her discretion, to uphold the decision, to intervene in order to negotiate a mutually acceptable resolution to any parking fines or penalties, or subsequently, to convert any fines or penalties to a lesser amount or sanction, or to rescind any previous finding, in appropriate cases. The decision of the President is final.

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

Section 6. Disciplinary Procedures

(1)   In the implementation of TBR regulations related to the discipline and conduct of students, Columbia State insures the constitutional rights of students by providing a system of procedures which afford the protection of due process of law. Columbia State has enacted policies that are compliance with TBR Policy 3:02:01:00, as well as applicable state and federal law. All disciplinary procedures are affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

(2)   UAPA: All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (UAPA), T.C.A. § 9-8-01 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of through the informal adjudication by the Vice President for Student Enrollment, Engagement and Services or through the Columbia State institutional hearing process.

(3) Institutional Hearings: For matters not subject to the requirements of UAPA or when a student has waived his/her right to a UAPA hearing,   Columbia State vests the authority to hear student/organizational misconduct or traffic/parking violations with the Vice President for Student Enrollment, Engagement and Services, or designee, and with the Student Discipline and Procedures Committee. The steps to resolution are as follows:

1. Preliminary Conference. Misconduct involving the violation of College regulations shall be reported to the Vice President for Student Enrollment, Engagement and Services or appropriate designee. Within five (5) class days of the reported allegation, the Vice President for Student Enrollment, Engagement and Services 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 rights as stated in these policies. The Vice President for Student Enrollment, Engagement and Services or appropriate designee shall investigate the validity of alleged misconduct within fifteen (15) class days of the reported charge.

2. Following completion of the informal investigation, the Vice President for Student Enrollment, Engagement and Services or appropriate designee may:

    i.   Determine that there is an insufficient basis, in fact, and dismiss the matter; or

    ii. Conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of college privileges would be appropriate; or

    iii. Conclude that there is a sufficient factual basis for discipline and that discipline, including the possibility of suspension or expulsion or removal of college privileges, would be appropriate.

3. The Vice President for Student Enrollment, Engagement and Services or appropriate designee may, after an informal investigation, notify the student in writing of the charge(s), as well as the options for adjudication of the case within five (5) class days. The due process rights associated with each option will also be included. The student will have five class days following receipt of written notification to select an option.

4. The options are as follows:

    (i) Disposition by the by the Vice President for Student Enrollment, Engagement and Services. In discipline cases other than academic dishonesty, a student or organization may request that the Vice President for Student Enrollment, Engagement and Services adjudicate the case informally. The student will have the opportunity to present argument and information on his or her behalf. The Vice President for Student Enrollment, Engagement and Services will inform the student of the findings, the basis for the conclusions, and impose discipline specified in Disciplinary Sanctions as he/she deems to be appropriate. The student or organization will be informed in writing of the specific disciplinary offenses and sanctions within 10 class days. In informally adjudicated cases, the decision of the Vice President will be final.

    (ii) No contest of the case.

    (iii) Student election of the use of informal adjudication or to not contest the case requires that the student waive, in writing, his/her right to due process. Selection of one option constitutes waiver of all other options.

    (iv) Discipline and Procedures Committee hearing. A student or organization may choose to have the case heard by the Student Discipline and Procedures Committee.

5. If such a hearing is initiated, the following procedures shall apply:

   (i) The student or organization shall be advised, in writing, of the breach of regulation(s) of which she/he is charged.

   (ii) The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation. A hearing date will be scheduled within 10 class days after the student or organization receives notification of the charges.

   (iii) The student shall be advised of the following rights applicable at the hearing:

      (1) The right to present his or her case However, the student's nonattendance, absent good cause, will not hinder the Committee from meeting and making a decision.
      (2) The right to be accompanied by an advisor (for example, a friend, family member, faculty or staff member). The advisor must agree to abide by the confidentiality restrictions set forth in the proceedings. The Committee may restrict the advisor's right to speak during the hearing.
      (3) The right to call witnesses in his or her behalf,
      (4) The right to confront witnesses against him or her, and
      (5) The student shall be advised of the method and time limitations for appeal, if any is applicable.

6. The Student Discipline and Procedures Committee shall be charged to hear relevant information, to make findings of fact, and to make decisions based on those facts.

7. The Student Discipline and Procedures Committee is appointed by the President and consists of four active faculty members, four alternate faculty members, two student members, the Director of Financial Aid, and two non-voting, ex-officio members, the vice president of academic affairs and the Vice President for Student Enrollment, Engagement and Services, all of whom shall serve for two years or until leaving the college, whichever comes first.

8. Any individual on the Committee who has an interest in the case should disqualify himself or herself.

9. All hearings shall be closed unless the student or organizations requests an open hearing in writing.

10. The student or organization shall receive a written copy of the decision of the Committee hearing with any sanctions within five class (5) days of the hearing and shall be advised of his or her right to appeal the decision of the Student Discipline and Procedures Committee.

11. If a student, absent good cause, fails to return the Election of Waiver of Hearing Procedures Form in a timely manner, the student will be deemed to have waived a right to the processes described above and Columbia State may proceed as it deems, in its sole discretion, appropriate in the circumstances.

(4) Interim Suspension Hearings: Hearings conducted with regard to interim suspensions imposed pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for imposition of the interim suspension.

(5) Alternative Resolution Procedures: Columbia State is authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of disciplinary matters, with the consent of all relevant parties. Alternative resolution methods may include, but are not limited to, mediation, diversion programs, and/or negotiated resolutions.

(6) Appeal Procedures

   (a) Appeal of decision of a hearing held pursuant to UAPA. A student's right to appeal a decision resulting from a hearing held pursuant to the UAPA shall be governed by the provisions of the UAPA.

   (b) Appeal of decision of Student Discipline and Procedures Committee. A student may appeal a decision of the Student Discipline and Procedures Committee to the President of the College. The appeal must be filed in writing within five (5) class days of receipt of the Committee's decision.

   (c) The President of the College is authorized, at his or her discretion, to uphold the decision, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases. The decision of the President is final.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12. Revised 2/1/16.

General Policies

Anti-Harassment Columbia State Policy 05:24:00
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, the Director of Human Resources. Individuals who feel they have been harassed are encouraged to contact the Director of Human Resources (Pryor Administration Building 108). The Vice President of Student Enrollment, Engagement and Services, located in the Jones Student Center room 147, will be called upon to investigate incidents in which students feel that they have been harassed as a result of the actions of another student.

Drug Free Schools Policy
Refer to *Drug-Free Communities*

Information Technology Resources at Columbia State
The Information Technology office at Columbia State supports computing and information technology resources across all campuses. Information Technology resources include hardware, software, user accounts, electronic mail, local and wide area networks, connectivity among all campus sites, and access to the Internet. Information Technology (IT) also provides a help desk service during normal class hours from 7:45 a.m. until 5:15 p.m., Monday through Friday. The Helpdesk is located in the basement of the Finney Memorial Library, on the Columbia campus. The IT office administrates the functions of the general purpose computing labs, as well as the Lab Monitor program. For more information on the Helpdesk, the general purpose computer labs, or the Lab Monitor program, call the Helpdesk at 931.540. 2650, or email *helpdesk@columbiastate.edu*. You may also find information on IT and locations of the computer labs at *www.columbiastate.edu/information-technology.*

General Purpose Computing Labs and Columbia State User Accounts
The mission of Columbia State Multipurpose Computer Lab (CMPCL) is to provide computer technology service and support to the faculty, staff and students that form the Columbia State community. The CMPCL provides users with access to the computer lab equipment supervised by Instructors and supported by Lab Monitors. The equipment includes microcomputers, printers, supplies, application software and software documentation. A current Columbia State account (PVT Account) is required for access. The Columbia State faculty and Information Technology staff oversees the use of this equipment and provide the general problem-solving services. The Information Technology staff provides hardware and software installation, modification and maintenance. The services are primarily designed to help users with computing operations. Columbia State Multipurpose Lab facilities are located at the following:

Clifton Campus: Room 102

Columbia Campus: Clement 114 and Clement 214, Hickman 130, Warf 108, Warf 108A, Warf 201, Warf 206

Lewisburg Campus: Room 103

Lawrence Campus: Room 115

Williamson Campus: FADM 305, FADM 317, FHUM 105, FHUM 205, FSCI 105, FSCI 209

Using Multipurpose Computer Labs
1. Computers are available on a first-come, first-served basis. Moreover, labs are reserved when formal classes are in session. Other than these reserved times, all use of the lab depends on availability of equipment. (Other workshops, classes and ad hoc use may be scheduled.)
2. A variety of programs (software) are available for use in the lab. These programs have been specifically configured for Columbia State computers and peripherals. No software may be copied to or from any PC without special

permission from the Associate Vice President for Information Technology.

3. All PCs have USB connection for a jump drive and a writeable CD for data storage. Students may purchase jump drives and blank CD's at the College Bookstore. Students are advised not to store data on the hard drive unless instructed by their faculty. Files stored without prior permission are subject to deletion.

LAB GUIDELINES

1. Columbia State staff, students and authorized users are welcome to use the computer equipment for class assignments and class related work.
2. Computer "CHAT" and GAME playing are low priority usage. Class assignment, related work and computer maintenance have high priority over game playing. Users should release machines if needed.
3. DO NOT
   - access pornographic, X-rated or other sites that may be considered obscene or offensive to others
   - display obscene pictures, profanity or other pornography.
   - interfere with other people's computer work.
   - use more than one (1) machine per person.
   - access other people's files.
   - change, add to or otherwise modify machine unit settings or software setup (including, but not limited to, screen savers, color, background). Changes made for class assignment must be revised when complete.
   - tamper with machine lock and unlock mechanism.
   - bring or consume food, drink or tobacco products in the lab.
4. Unattended (under 11) or disruptive (any age) children are not allowed in the lab.
5. No loitering in the lab.
6. Columbia State ID, photo ID or verification of approved usage can be requested at any time.
7. The user is responsible for backup of personal work.
8. Personal printing that is not a class assignment must be approved (see your instructor or the Associate Vice President for Information Technology).
9. Do not remove cables, power cords, mouse, keyboards, etc.
10. Users should remain QUIET during open lab periods so as not to disturb the productive work of others.
11. Columbia State is NOT responsible for problems caused by computer viruses, improper use of the equipment, or loss of data due to equipment malfunction or any other reason.
12. Columbia State is not responsible for any personal items left in the computer lab. This includes, but is not limited to: IDs, class assignments, books, personal items, keys etc.
13. When using a Columbia State computer to access other sites, the user must abide by all policies at the remote site.
14. You will be asked to leave the lab (IMMEDIATELY) upon breaking any of the above guidelines. Other penalties may be imposed including loss of lab privileges.

Computer Resources and Facilities Usage Guidelines

1. All computer software and/or documents developed by students, faculty, staff, or others on college time and/or equipment becomes the property of Columbia State Community College. 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 approved by the Associate Vice President for Information Technology.
3. The computer labs are open to all Columbia State faculty, students and staff on a first-come first-served basis during open periods. Students in scheduled classes have first priority on the equipment during their assigned lab periods.
4. All systems to be written by Information Technology personnel must be planned and requested through the office of the Associate Vice President for Information Technology before the fiscal year in which work is to begin. Work requiring minimal programming effort should be requested directly through the Associate Vice President for Information Technology via proper form with required signatures.
5. Access to the computer room is restricted and any entry must be accompanied by an Information Technology staff member.
6. Tours of the computer room are conducted with advance notice and only under the supervision of the Associate Vice President for Information Technology or designated Information Technology staff member.
7. Columbia State assigned accounts are the property of Columbia State Community College and account usage may be monitored at any time without prior notice. Computer facilities may be used for college educational and administrative purposes only.

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 Associate Vice President for Information Technology. It is the responsibility of Information Technology 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.

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 individual(s) 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 Associate Vice President for Information Technology.
4. An individual may not tamper with or change any switch setting on any devices without approval from an Information Technology staff member. A user may not unplug a Columbia State computer system from the network, and plug their personal computer into the network.

5. A user may not monopolize any available resource to the extent of denying others fair use. Any non-productive use of the computer, i.e., game-playing, chat, etc. will be restricted to time intervals designated by Information Technology staff.
6. Use of the Columbia State computer system for conducting personal business is prohibited.
7. An individual may not load software onto any computer without permission of the Associate Vice President for Information Technology. The request to load software must be accomplished by documentation indicating such duplication is permitted by software license. A copy of the software license for any application must be kept in the Information Technology office in L01.
8. Use of unlicensed software is prohibited. Software license(s) should be verified by the Associate Vice President for Information Technology.
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:
1. Revoking of the individual's right to use the computer, either on a temporary or permanent basis
2. probation, suspension or expulsion
3. Financial assessment for computer services
4. 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.

Guidelines for Student Use of Information Technology Resources

The primary purpose of Columbia State Community College's Information Technology resources is to support the educational mission of the College. Information Technology staff members are responsible for maintaining a stable operating environment for all users, and provides security for access to all programs and files residing on Columbia State computers. Cooperation in the form of ethical and responsible behavior is required at all times so that resources may be shared freely and equitably.

The following rules and regulations are to outline all users' limitations. These rules are separate and apart from the code of conduct as approved by the Tennessee Board of Regents. The policies of the Tennessee Board of Regents are to be followed by each student. A copy of this policy may be found at the Tennessee Board of Regents Web site at *www.policies.tbr.edu/ policies/information-technology-resources.* Any violations shall be termed "computer misuse" and the offender shall be referred to the respective College office for appropriate disciplinary actions.

1. Allowing access to your account to another individual is not allowed. The account may not be used for any other purpose outside of College educational or administrative purposes. A user may not attempt to gain access to another's account, or alter, or destroy files belonging to others.

2. Copying programs or data belonging to Columbia State for one's personal use is strictly prohibited and may violate copyright or license agreements.
3. A student may not tamper with or alter any settings on any Columbia State computer, nor may a user tamper with or disconnect any existing computer from the Columbia State network.
4. Any non-productive work (games, social media, etc.) will be restricted by Information Technology staff. A user may not monopolize a resource to the extent of denying others fair access.
5. Installation of software or connection of hardware to any Columbia State computer is restricted to Information Technology staff. Use of computer resources to interrupt normal College operations and networks, including the introduction of viruses, electronic mail spam, sending chain letters, or monopolizing or intentionally damaging equipment is prohibited.
6. The unauthorized downloading, copying, or distribution of materials (i.e., proprietary music, video, software, or database information) via Information Technology resources is prohibited.
7. Student users should be aware that course instructors have primary responsibility for the maintenance of academic integrity. Cases involving academic dishonesty (i.e., plagiarism, cheating, etc., and/or facilitating such an act) should be reported to the Vice President for Information Technology.
8. Computer and Information Technology resources must not be used for any unlawful purpose. Use of unlicensed software on Columbia State computers is strictly prohibited. It is not acceptable to transmit or receive threatening, obscene, vulgar, sexually explicit or harassing materials. Intentional failure to observe policies governing the use of Information Technology resources can result in suspension of user privileges, or other disciplinary actions. In addition, violations may result in referral for prosecution by federal, state, or local authorities.

For more information, please visit the website at *www.columbiastate.edu/information-technology*

FERPA: Confidentiality of Student Records

Columbia State Community College complies with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the confidentiality of personally identifiable educational records of students. Student rights are as follows:

1. The right to inspect and review his/her educational records within 45 days of the day the College receives a request for access. Students should submit to the Director of Records, the dean, head of the academic department, or other appropriate official, written requests that indicate the record(s) they wish to inspect. The College official—a Coordinator of Records, Dean, department head, or other appropriate professional—will notify the student of the time and place the record(s) they wish to inspect will be available for review.

2. The right to request an amendment of his/her educational records that the student believes is inaccurate or misleading. Students should write the appropriate College official who is responsible for the record and clearly identify the part of the record that they desire changed, and explain why the

current reading is inaccurate or misleading.   The adjudicating official will notify the student of the College's decision. If the College does not elect to amend the record as requested, the communication will advise the student of his/her right to a   hearing regarding the request for amendment. Information regarding hearing procedures will also be included. After the hearing, if the College still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

3.   The right to consent to disclosures of personally identifiable information contained in his/her educational records, except to the extent that FERPA authorizes disclosure without consent. 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, email address(es), date and place of birth, enrollment status (full-time or part-time, or withdrawn), 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.

4.   The right to file a complaint with the U.S Department of Education concerning alleged failures by Columbia State to comply with the requirements of FERPA. The name and address of the office that oversees FERPA may be obtained from the Coordinator of Records.

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 a educational record in order to fulfill his/her professional responsibility.

In most instances, the College will require written permission from the eligible student in order to release any information from the student's education record. FERPA allows for disclosure of records, without consent, to the following parties or under the following conditions:

•   Other schools to which a student is transferring;
•   Specified officials for audit or evaluation purposes
•   Appropriate parties in connection with financial aid to a student;
•   Organizations conducting certain studies for or on behalf of the school;
•   Accrediting organizations;

•   To comply with a judicial order or lawfully issued subpoena;
•   Appropriate officials in cases of health and safety emergencies, and
•   State and local authorities, within a juvenile justice system, pursuant to specific State law.

Students wishing to refuse disclosure must submit a request for Non-Release of Directory Information to the Records office (Jones Student Center, Enrollment Services 103, after registering for classes. This request will remain in effect until the student signs a form to cancel the request.

For more information regarding the Family Educational Rights and Privacy Act (FERPA), please visit *www.columbiastate.edu/ policies-procedures/privacy*

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 supersede 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/sorinternet/ sosearch.aspx.*

Sexual Misconduct (Columbia State Policy 06:07:00)

Source/Reference:
TBR Policy 6:03:00:00 Sexual Misconduct
Campus Save Act
Title IX of Education Amendments of 1972
Columbia State Policy 05:01:00
Columbia State Policy 05:24:00
TCA § 36-3-601; TCA § 36-3-601(5)(c); TCA § 39-17-315

Purpose
This policy is intended to provide a single, easily accessible and user-friendly document for students, employees, and others affected by sexual misconduct to find information regarding the rules and procedures of Columbia State Community College related to the offenses defined herein.

Policy
This policy is adopted by Columbia State Community College specifically to address the offenses defined herein. All other forms of sex discrimination including sexual harassment are also strictly prohibited. Allegations that are not within the scope of this policy are subject to the procedures described in TBR Guideline P-080 as adopted and implemented by Columbia State Policy 05:01:00 EEO, AA, Discrimination and Nepotism.

I.   Scope: These procedures shall be utilized by:
    A.   Any employee or student who has been a victim of sexual misconduct, regardless of sexual orientation or gender identity/expression;
    B.   Former employees or students if the conduct took place during the time of employment or enrollment at Columbia State and the conduct has a reasonable connection to the institution;
    C.   All third parties with whom Columbia State has an educational or business relationship and the conduct has a reasonable connection to the institution;

II. Definitions
A.   Consent - an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

B.   Dating Violence - violence against a person when the accuser and accused are dating, or have dated, or have or had a sexual relationship. "Dating" and "dated" do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to:
    1.   Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
    2.   Placing the accuser in fear of physical harm;
    3.   Physical restraint;
    4.   Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict,

physical injury on any animal owned, possessed, leased, kept, or held by the accuser;
    5.   Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601(5)(c); or,
    6.   Placing a victim in fear of physical harm to another person: friends, family, or associate.

C.   Domestic Violence Victim - violence against a person when the accuser and accused:
    1.   Are current or former spouses;
    2.   Live together or have lived together;
    3.   Are related by blood or adoption;
    4.   Are related or were formally related by marriage;
    5.   Are adult or minor children of a person in a relationship described above; or
    Domestic Violence – includes, but is not necessarily limited to:
    1.   Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
    2.   Placing the accuser in fear of physical harm;
    3.   Physical restraint;
    4.   Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
    5.   Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-60.
    6.   Placing a victim in fear of physical harm to another person: friends, family, or associate.

D.   Sexual Assault - the nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

E.   Sexual Misconduct—for the purposes of this policy, "sexual misconduct" is defined as dating violence, domestic violence, stalking, and sexual assault.

F.   Stalking—a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

G.   Harassment -conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected

activity or conduct that serves a legitimate purpose – TCA § 39-17-315.

III. Prohibition of Sexual Misconduct

Sexual misconduct is a form of sexual discrimination prohibited by Title IX. Columbia State is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in this policy, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault. Columbia State strictly prohibits these offenses. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to this policy.

IV. Immediate Actions a Victim Should Take
A.   In the immediate aftermath of a sexual assault, domestic violence, dating violence or similar event, the most important thing is for the victim to get to a safe place.

B.   When a feeling of safety has been achieved, the victim should seek medical attention, regardless of his or her decision to report the crime to the police. It is very important for the victim of sexual assault to seek medical attention immediately so that the victim can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries.

C.   A victim has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.

D.   Valuable physical evidence can be obtained from the victim and the victim's clothing. A victim should make every effort to save anything that might contain the offender's DNA. Therefore, a victim should not:
1.   Bathe or shower;
2.   Wash his/her hands;
3.   Brush his/her teeth;
4.   Use the restroom;
5.   Change clothes;
6.   Comb hair;
7.   Clean up the crime scene; or
8.   Move anything the offender may have touched.

E.   Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

F.   Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators.

V.   Reporting Sexual Misconduct
The College encourages victims of sexual violence to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. Though reports will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

A.   Reporting Confidentially
If a victim chooses to report an incident of sexual misconduct in a confidential manner, the victim can report the incident to the following individuals who are licensed counselors and are required by Tennessee State law to maintain confidentiality of a victim:

Dr. Phillip Owens, Director of Student Success Counseling
Jones Student Center, Rm 142
Columbia State Community College
1665 Hampshire Pike
Columbia, TN 38401
931.540.2572 / email: *powens5@columbiastate.edu*

Janeen Ward, Disability Counselor
Administration Building Room 135
Columbia State Community College
1228 Liberty Pike
Franklin, TN 37064
615.465.5722 / email: *jward25@columbiastate.edu*

If the victim chooses to report in a confidential manner, the College may be unable to conduct an investigation into the matter or pursue disciplinary action against the alleged offender.

B.   Filing an Institutional Complaint
Reports of acts of sexual misconduct to any other employee of the College must be reported to the Title IX Coordinator, and the College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.
1.   The College shall not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.
2.   Before a complainant reveals any information to an employee, the employee must ensure that the complainant understands the employee's reporting obligations.
3.   If the complainant wants to maintain confidentiality, the employee must direct the victim to confidential resources as detailed in IV. A.
4.   If the complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the complainant that the College will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.
5.   An institutional complaint can be filed directly with either or both of the following:

Title IX Coordinator
Ms. Christie Miller
1665 Hampshire Pike
Columbia, TN 38401
Pryor Adm. Building - Rm. 108
christie.miller@columbiastate.edu
931.540.2521

Vice President for Student Enrollment, Engagement and Services
Jones Student Center – Rm 146
1665 Hampshire Pike
Columbia, TN 38401
931.540.2570

C. Filing a Criminal Complaint

Contact local law enforcement where the assault occurred. The local law enforcement agency will determine the subsequent steps. An advocate from Center of Hope can assist in the reporting process.

D. Filing an Anonymous Complaint

Filing an anonymous report will assist the institution with compiling statistical information that can call attention to the number of incidents that occur at the College. If the victim's identity is not known, no subsequent appropriate services will be made available. The suspect will not be notified that a report was filed if no name if revealed. The report will be sent to the Chief of Security for recording and tracking of incidents on and around the College.

To file an anonymous report, use one of the following ways:
Call the Sexual Violence Hotline at 931.540.2503

Send by mail to:
Title IX Coordinator
Columbia State Community College
1665 Hampshire Pike
Columbia, TN 38401

VI. Role of Title IX Coordinator

A.   The College's Title IX Coordinator is responsible for overseeing all Title IX incidents reported to the institution and for implementation of this policy, including but not limited to, identifying and addressing any systemic gender-based harassment, discrimination, and sexual misconduct. The Title IX Coordinator's responsibilities include, but are not limited to, the following:

1.   Investigation or oversight of investigations of allegations related to Title IX;
2.   Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees;
3.   Coordination with local law enforcement on matters related to allegations related to sexual misconduct;
4.   Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating sexual misconduct;
5.   Coordination and oversight of training for employees related to their responsibility when they are aware of sexual misconduct;
6.   Coordination and oversight of annual training for investigators, decision makers, hearing officers and hearing committee members on the issues related to sexual misconduct and on how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability; and
7.   Attending appropriate training annually on topics related to responding to or investigating allegations of sexual misconduct.

B.   The Title IX Coordinator may designate deputies and investigators ("designees") to assist in carrying out any of the responsibilities related to implementing this policy.

The Title IX Coordinator shall report at the beginning of each new school year to TBR's Office of General Counsel the name of and contact information for the College's Title IX Coordinator.

VII. Investigation Requirements and Procedures

A.   All proceedings will include a prompt, fair, and impartial investigation and result. The College will provide the respondent and complainant equitable rights during the investigative process.

B.   All complaints of sexual misconduct shall be presented to the Title IX Coordinator for investigation and appropriate disposition.

C.   Mediation between the complainant and respondent will never be considered an appropriate resolution in sexual misconduct cases.

D.   Initiating an investigation
1.   Immediately upon receipt of a complaint the Title IX Coordinator will communicate with the complainant to determine and implement reasonable interim measures, if necessary. Absent good cause, within three (3) business days of receipt of a report of sexual misconduct the Title IX Coordinator or designee shall attempt to get a written statement from the complainant that includes information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complainant should be encouraged to complete a complaint form and submit a detailed written report of the alleged incident.
2.   When the complainant chooses not to provide a written complaint, the Title IX Coordinator or designee will still investigate and take appropriate action.
3.   Both before and during the pendency of the investigations, the Title IX Coordinator shall consult with the complainant and consider what, if any, interim measures may be necessary.
4.   Complaints made anonymously or by a third party will be investigated to the extent possible.
5.   After consultation with TBR General Counsel, if the Title IX Coordinator determines that the complaint contains an allegation of sexual misconduct, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.
6.   The Title IX Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint.
7.   Only one person shall be identified as the investigator for a complaint.
8.   Investigations shall be conducted by officials who do not have a conflict of interest or bias for or against the complainant or respondent.
9.   If the complainant or respondent believes the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for that belief to the College's Vice President of Academic Affairs. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known

the facts that would give rise to the alleged conflict of interest. The Vice President of Academic Affairs will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the Vice President of Academic Affairs shall be final.

E. What the Investigation Should and Should Not Entail
1. Once the investigator receives the complaint, the investigator shall notify the complainant in writing of his/her rights and request a meeting.
2. The investigator shall also notify the respondent in writing of the complaint and his/her rights and request a meeting with the respondent.
3. The investigator shall notify the complainant, respondent and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action. In addition, the investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.
4. The investigation shall include interviews with both the complainant and respondent, unless either declines an in-person interview.
5. The complainant and respondent shall be provided with the same opportunities to have others present during an interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.
6. The College will not limit the choice of advisor for either the complainant or respondent; however, the investigator may limit the participation of advisors during the investigation.
7. The investigation shall include interviews with relevant witnesses identified by the complainant and respondent or any other potential, relevant witness made known to the investigator via other means.
8. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.
9. The investigator is expected to request a list of relevant witnesses and evidence from complainant and respondent and take such into consideration.
10. The investigator shall not consider any evidence about the complainant's prior sexual conduct with anyone other than the respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

VIII. Outcome of Investigation and Determination of Appropriate Action
A. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the complainant, the response of the respondent, corroborating or non-corroborating statements of the witnesses, review of other evidence obtained, and conclusions that may be drawn from the evidence gathered.

B. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation.

C. The report shall be delivered to the appropriate decision maker.
1. If the respondent is an employee, the decision maker shall be the vice president of financial and administrative services.
2. If the respondent is a student, the decision maker shall be the Vice President of Academic Affairs.

D. After review of the report, the decision maker shall make a determination based on a preponderance of the evidence presented as to whether or not a violation of this policy occurred.

E. The decision maker's determination shall be communicated in writing simultaneously to the complainant and respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

IX. Timeframe for Conducting the Investigation

A. Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within this sixty (60) day timeframe, absent good cause, it is expected that the investigator will conclude the investigation, that the investigator will present a report to the decision maker, and that the investigator will notify the parties in writing of decision maker's determination.

B. If the investigator or decision maker determines that additional time is needed, both parties shall be notified in writing of the delay, the anticipated date that the investigation will be concluded, and the reasons for such delay.

C. If either party determines that additional time is needed, that party shall request such in writing to the investigator. The written request for additional time shall include the reasons for the requested delay and the number of additional days needed. The investigator shall make every reasonable effort to respond to the request for additional time within two (2) business days following receipt of the request and shall notify both parties in writing as to whether or not the request is granted.

X. Institutional Hearing

A. Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the investigator within ten (10) business days of receipt of the decision maker's decision.

B. If a request is not received within ten (10) days, the decision maker's determination is final.

C. The hearing may be held before either a hearing officer or hearing committee. The President of the College shall determine whether to proceed with a hearing officer or hearing committee and shall appoint individuals to serve in those capacities. The hearing officer and all hearing committee member shall receive, at a minimum, annual training on issues

related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

D.   If the complainant or respondent believes the hearing officer or any hearing committee member has a conflict of interest, that party must submit a written explanation of the reason for that belief to the Vice President of Academic Affairs. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew of should have known the facts that would give rise to the alleged conflict of interest. The Vice President of Academic Affairs will determine if the facts warrant the appointment of a different hearing officer or committee member and respond to the party in writing within three (3) business days, absent good cause. The decision of the Vice President of Academic Affairs shall be final.

E.   If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the President, within thirty (30) days following the College's receipt of the party's request for a hearing.

F.   The parties to the hearing may not engage in formal discovery.

G.   Each party is entitled to have an advisor of choice available; however, the advisor may not participate in the proceeding other than to render advice to the party.

H.   The College will not limit the choice of advisor for either the complainant or respondent.

I.   The complainant and respondent shall be timely notified in writing of all meetings relevant to the proceeding.

J.   The hearing officer or chair of the hearing committee shall control the procedures of the hearing with due consideration given to the parties' requests related to procedures such as, but not limited to, limitations on cross-examinations, recesses so the parties may consult with their advisors, and scheduling of hearings. The hearing officer or chair of the hearing committee shall conduct the proceedings in a manner that does not allow the respondent to directly question the complainant in person.

K.   The hearing officer or hearing committee shall use a preponderance of the evidence standard when reaching a decision.

L.   Absent good cause, within five (5) business days of the close of evidence, the hearing officer or committee shall issue a written determination as to whether or not a violation of this policy occurred and the justification for this decision.

M.   Each party shall be simultaneously notified of the hearing officer or committee's decision in writing, which shall include notice of their rights to appeal the hearing officer's or committee's determination to the President.

XI.   Appeal of Hearing Decision to the President

A.   If either party chooses to appeal the hearing officer's/ committee's decision, the party shall notify the investigator in writing of the decision to appeal within five (5) business days of receipt of the hearing officer's/committee's determination.

B.   If a written request for appeal is not received within five (5) days, the decision of the hearing officer/committee is final.

C.   The appealing party(ies) must explain why it is believed the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.

D.   The President will issue a written response to the appeal as promptly as possible. This decision will constitute the College's final decision on the complaint.

XII. Effect of a Finding of a Violation of this Policy

A.   If a final decision has been made that a policy violation occurred, the respondent shall be referred to the appropriate personnel for a determination of discipline.
B.   The appropriate personnel will be determined by the status of the respondent. If the respondent is a student, then the matter shall be referred to the vice president of Student Enrollment, Engagement and Services. If the respondent is an employee, the matter shall be referred to the director of human resources.

C.   If the respondent is a student, the College will follow the procedures for disciplining students as described in TBR Policy 3:02:00:01 General Regulations on Student Conduct & Disciplinary Sanctions and Columbia State Policy 02:07:00 Student Conduct in the Classroom.

D.   If the respondent is an employee, the College will follow the procedures related to disciplining employees as described in applicable employee policies.

E.   Notwithstanding any policy to the contrary, the following additional requirements apply to disciplinary actions related to violations of this policy:

1.   The complainant shall receive sufficient notice of and be allowed to attend any meeting or hearing during the disciplinary process.
2.   The complainant shall be allowed to have an advisor of her/his choice attends any meeting or hearing.
3.   The complainant shall be allowed to testify at any hearing during the disciplinary process, even if neither party intends to call the complainant as a witness during the case-in-chief.
4.   The complainant shall be allowed access to any evidence presented during any disciplinary meeting or hearing.
5.   The Title IX Coordinator or designee shall be appointed as the complainant's contact person for any questions or assistance during the disciplinary process.
6.   The complainant shall receive written notice of the

outcome of the disciplinary process.

F.   If a final decision has been made that a policy violation occurred, the Title IX Coordinator or designee shall determine if any remedies are required to address the campus-wide environment, taking into consideration the impact of an incident of sexual misconduct on the campus as a whole and on specific groups or areas on campus. For example, the Title IX Coordinator or designee may determine that specific training is needed for a student group whose members have been accused of sexual assault.

XIII. Interim Measures

A.   In situations that require immediate action because of safety or other concerns, the College will take any reasonable administrative action that is appropriate. Examples of such interim actions include, but are not limited to:
1.   Providing an escort to ensure that the complainant can move safely between classes and activities;
2.   Ensuring that the complainant and respondent do not attend the same classes;
3.   Providing access to counseling services;
4.   Providing or assisting in providing medical services;
5.   Providing academic support services, such as tutoring; and
6.   Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.
7.   These remedies may be applied to one, both, or multiple parties involved.

B.   Student respondents may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. The College shall follow TBR Policy 3:02:00:01 General Regulations on Student Conduct & Disciplinary Sanctions and Columbia State Policy 02:07:00 Student Conduct in the Classroom before placing a student respondent on interim suspension.

C.   Employee respondents may be, consistent with Human Resource policies, placed on administrative leave pending the outcome of the matter.

XIV. Education and Prevention Programs

A.   The College will engage in comprehensive educational programming to prevent sexual misconduct. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:
1.   Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2.   Defines what behavior constitutes domestic violence, dating violence, sexual assault and stalking;
3.   Defines what behavior and actions constitute consent to sexual activity in the State of Tennessee;
4.   Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault

and stalking against a person other than the bystander; and
5.   Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

XV. Assistance for Victims of Sexual Misconduct: Rights and Options

A.   Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual misconduct and will provide each victim with a written explanation of her/his rights as a member of the College.

B.   Additionally, in the Tennessee court system, a victim of domestic violence, dating violence, sexual assault and stalking has the following rights: the right to confer with the prosecution, right to be free from intimidation, harassment and abuse throughout the criminal justice system, the right to be present at all proceedings where the defendant has the right to be present, the right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly, the right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person, the right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence, the right to restitution from the offender and the right to be informed of each of the rights established for victims. Information related to these rights may be found at Tennessee District Attorneys Victim Rights.

C.   Protection from abuse orders may be available through TNCOURTS.gov, with forms found at: Order of Protection Forms, and additional information related to such orders may be found at Tennessee Coalition to End Domestic & Sexual Violence.

D.   The College does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings.

XVI. Resources for Victims of Sexual Misconduct

The resources listed below are not exhaustive or limited to victims who wish to make an official report or participate in an institutional hearing, police investigation or criminal prosecution. However, in cases where a victim wishes to maintain complete confidentiality, the victim should review carefully Section V. A. "Reporting Confidentially," related to the limits on the College's ability to maintain confidentiality.

A.   On-Campus Resources
Office of Director of Student Success Counseling
Jones Student Center Room 157
931.540.2572

Campus Security
Facility Services
931.797.7669

Sexual Violence Hotline
After Normal Business Hours

931.540.2503
Office of the Title IX Coordinator
Director of Human Resources
931.540.2521

Conduct Officer
Vice President for Student Enrollment, Engagement and
Services
931.540.2762

B. In the Columbia Area
Police - City of Columbia
800 Westover Drive
Columbia, TN 38401
931.380.2720

Sheriff - Maury County
1300 Lawson White Drive
Columbia, TN 38401
Emergency: 931.388.5151
Non-Emergency: 931.380.5733

Maury Regional Hospital & Medical Center
1224 Trotwood Ave.
Columbia, TN 38401
931.381.1111

Center of Hope
241 Park Plus Drive
Columbia, TN 38401
931.381.8580

TNCOURTS.gov (Order of Protection Forms)
Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219

Maury County Circuit Court
41 Public Square
Columbia, TN 38401
931.375.1201

C. In the Frankin Area
Police - City of Franklin
900 Columbia Ave.
Franklin, TN 37064
615.794.2513

Sheriff – Williamson County
408 Century Court
Franklin, TN 37064
615.790. 5560

Williamson Medical Center
4321 Carothers Parkway
Franklin, TN 37067
931.435.5000

Williamson County Circuit Court
135 4th Ave. South
Franklin, TN 37064
615.790.5454

\D. In the Lawrenceburg Area
Police-City of Lawrenceburg
233 West Gains Street
Lawrenceburg, TN 38464
931.762.2276

Sheriff - Lawrence County
240 West Gains St. NBU #8
Lawrenceburg, TN 38464
931.762.3626

Southern Tennessee Regional Health System - Lawrenceburg
1607 S. Locust Ave.
Lawrenceburg, TN 38464
931.762.6571
Center of Hope
241 Park Plus Drive
Columbia, TN 38401
931.381.8580

TNCOURTS.gov (Order of Protection Forms)
Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219

Lawrence County Circuit Court
240 West Gains St, NBU #12
Lawrenceburg, TN 38464
931.762.4142

E. In the Lewisburg Area
Police - City of Lewisburg
101 Water Street
Lewisburg, TN 37091
931.359.4040

Sheriff – Marshall County
209 1st Ave North
Lewisburg, TN 37091
931.359.6122

Marshall Medical Center
1080 N. Ellington Parkway
Lewisburg, TN 37091
931.359.6241

Center of Hope
241 Park Plus Drive
Columbia, TN 38401
931.381.8580

TNCOURTS.gov (Order of Protection Forms)
Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219

Marshall County Circuit Court
302 Marshall County Courthouse
Lewisburg, TN 37091
931.359.0536

F. In the Clifton Area
Police - City of Clifton
142 Main Street
Clifton, TN 38425
931.676.3435

Sheriff – Wayne County
1016 Andrew Jackson Drive
Waynesboro, TN 38485
931.722.3615

Wayne County Medical Center
103 J. V. Mangubat Drive
Waynesboro, TN 37091
931.722.5411

Center of Hope
241 Park Plus Drive
Columbia, TN 38401
931.381.8580

Wayne County Circuit Court
1016 Andrew Jackson Dr # 202
Waynesboro, TN 38485
931.722.5519

Online Resources:

State Coalition Against Rape
www.tncoalition.org/

State Coalition Against Domestic Violence
www.tncoalition.org/

National Domestic Violence Hotline
www.thehotline.org/ - LGBTQ survivors of sexual or domestic violence and minority women survivors of sexual or domestic violence

Pandora's Project
www.pandys.org/malesurvivors.html -Male survivors of rape and sexual abuse

Rape, Abuse and Incest National Network
www.rainn.org

U. S. Department of Justice
www.justice.gov/ovw

Department of Education, Office of Civil Rights
www.2ed.gov/about/offices/list/ocr/index.html

Retaliation

The College, its officers, employees, or agents are strictly prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising his or her rights or responsibilities under any provision of this policy. Retaliation will result in disciplinary measures, up to and including termination or expulsion.

Index