



2004-2005 Catalog &
Student Handbook



Tamara Axley, Sophomore
General Transfer (Major: Tbilisi, Georgia
(Republic of Georgia, Border of Turkey))



Start Something Great!
CLEVELAND STATE
COMMUNITY COLLEGE




DEAR PROSPECTIVE STUDENT:

Cleveland State is your community college. Today, we live in a world that is constantly changing. The demands we face require us to seek additional education in order to become productive citizens in our global society. The faculty and staff of Cleveland State are here to meet your needs. Whether you plan to transfer to a four-year college or university, earn an Associate's Degree or Certificate and enter the workforce, update or learn specific job skills or take a course for personal enrichment – Cleveland State can put you on the road to success. We promise you a friendly environment and quality instruction at a reasonable cost. Our students are successful; just ask your friends and business associates. You will be amazed at how many have attended Cleveland State.

Please take the time to read this catalog from cover-to-cover and find out about all the wonderful opportunities that are available to you at Cleveland State. Visit our website at www.clevelandstatecc.edu and find out even more about us. Take a particularly close look at the personnel section near the end of the catalog. You will be impressed by the credentials of our faculty and staff. We are here to make sure your experience at Cleveland State will be enlightening, rewarding and enjoyable. Come join us.

Sincerely,



Carl Hite, President
Cleveland State Community College

Cleveland State Community College

2004-2005 Catalog & Student Handbook

Vol. 35, No. 1

August 2004

Notice To All Students

The course offerings and requirements of the institution are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. Changes are being planned by the Tennessee Board of Regents (TBR) for their colleges and universities in both the required general education core curriculum and the hours required for degree completion. The changes in the general education core curriculum will be effective Fall 2004 and the changes in the requirements for degree completion will be phased in over two years beginning Fall 2005 (see pages 27 and 55 for additional information). This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

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

Current information may be obtained from the following sources:

- Admission Requirements — Admissions and Records Office
- Course Offerings — Department or Division offering the course
- Degree Requirements — Admissions and Records Office
- Fees and Tuition — Business Office

Cleveland State Community College provides the opportunity for students to increase their knowledge by offering programs of instruction in the various disciplines and programs through faculty who, in the opinion of the institution, are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and his or her application of appropriate study techniques to any course or program. Thus, Cleveland State Community College must necessarily limit representation of

student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

Cleveland State Community College is an Affirmative Action/Equal Employment Opportunity (AA/EEO) institution committed to the education of a non-racially identifiable staff and student body. The college does not permit discrimination on the basis of race, color, religious views, veteran status, political affiliation, gender, age, national origin orientation or disability against employees, students and guests in any college sponsored or hosted educational program or activity including, but not limited to, the following: recruitment; admissions; academic and other educational program activities; housing; facilities; access to course offerings; counseling; financial assistance; employment assistance; health and insurance benefits and services; rules for marital and parental status; student services; and athletics.

Cleveland State Community College is committed to making the campus more accessible to students with disabilities. The addition of electric entrance doors to several buildings and the installation of a TTD machine (located at the switchboard) are examples of the college's commitment to fully integrate persons with disabilities into the campus community. Handicapped parking spaces in each parking area are clearly marked. A map of handicapped parking spaces is included in the college's Disability Support Services brochure which can be found in display racks throughout the campus and in the Student Development and Testing Office.

Students with disabilities who need accommodations or assistance are required to contact the Student Development and Testing Office located in Room 118 of the George L. Mathis Student Center (423) 478-6217 early in the semester. Support services provided through this office may include arranging for note takers and interpreters, assistance in securing special materials (such as books on tape) and referrals to community resources.

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Amy Leamon
Freshman
Nursing Major
Athens, TN

Allison Boling
Freshman
Elementary Education
Major
Cleveland, TN



2004						
August						
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Fall Semester 2004

Monday, August 23	Registration – Vonore Site
April 5–August 24	Open Web Registration (for currently enrolled students only)
Tuesday, August 24	Last day to pay fees for open registration
Tuesday, August 24	Registration – Athens Site
Thursday, August 26	Registration – Cleveland Campus
Thursday, August 26	Last day to pay fees for registration
Monday, August 30	Classes begin
Monday, August 30	First day to register to audit classes
Monday, August 30	First day of late registration
Thursday, September 2	Last day to register late or to add classes
Thursday, September 2	Last day to pay fees for late registration
Thursday, September 2	Last day to change from credit to audit or from audit to credit
Monday, September 6	Labor Day Holiday (college closed)
Monday, October 4	Fall Graduation applications due
Monday–Tuesday, October 18–19	Fall Break (no classes–college offices open)
Friday, November 5	Last day to withdraw from individual classes or for complete withdrawal from the college ¹
Thursday–Saturday, November 25–27	Thanksgiving Holidays (college closed)
Saturday, December 11	Last day of classes
Monday–Thursday, December 13–16	Exams for day and evening classes

Spring Semester 2005

November 8–December 10	Open Web Registration (for currently enrolled students only) (see student's bill for last day to pay)
Monday, January 10	New Student Advisement and Registration – Cleveland
Tuesday, January 11	Registration – Athens and Vonore Sites
Thursday, January 13	Registration – Cleveland Campus
Thursday, January 13	Last day to pay fees for registration
Monday, January 17	Martin L. King Jr. Holiday (college closed)
Tuesday, January 18	Classes begin
Tuesday, January 18	First day of late registration
Tuesday, January 18	First day to register to audit classes
Thursday, January 20	Last day to register late or add classes
Thursday, January 20	Last day to pay fees for late registration
Thursday, January 20	Last day to change from credit to audit or from audit to credit
Monday, February 7	Spring Graduation applications due
Monday–Saturday, March 7–12	Spring Break (no classes–college offices open)
Monday, March 28	Last day to withdraw from individual classes or for complete withdrawal from the college ¹
Friday, March 25	Good Friday Holiday (college closed)
Monday, May 2	Last day of classes
Monday, May 2	Summer graduation applications due
Tuesday–Friday, May 3–6	Exams for day and evening classes
Saturday, May 7	Commencement (10 a.m.)

NOTE: CALENDAR IS SUBJECT TO CHANGE

For specific information regarding the Regents OnLine Degree Program (RODP) calendar, please refer to the RODP web site at <http://www.tn.regentsdegrees.org/calendar.htm>

¹Students should review their syllabus for the last day to withdraw for courses that do not meet the full semester.

Summer Semester 2005**First Summer Day Session**

Monday, April 4–Friday, May 20	Open Web Registration (for currently enrolled students only)
Monday, May 2	Summer graduation applications due
Monday, May 23	Last day to pay fees for open registration
Thursday, May 26	Registration for all Summer sessions – All Sites
Thursday, May 26	Last day to pay fees for registration
Monday, May 30	Memorial Day (college closed)
Tuesday, May 31	Classes begin
Tuesday, May 31	First day to register to audit classes
Wednesday, June 1	Last day to register late or to add classes
Wednesday, June 1	Last day to pay fees for late registration
Wednesday, June 1	Last day to change from credit to audit or from audit to credit
Tuesday, June 21	Last day to withdraw from individual classes or for complete withdrawal from the college ¹
Saturday, July 2	Classes end

Second Summer Day Session

Monday, April 4–Friday, July 1	Open Web Registration (for currently enrolled students only)
Thursday, May 26	Registration for all Summer sessions
Monday, July 4	Independence Day (college closed)
Tuesday, July 5	Summer Break
Wednesday, July 6	First day to register to audit classes
Wednesday, July 6	Classes begin; Registration continues at all sites
Thursday, July 7	Last day to register late or to add classes
Thursday, July 7	Last day to pay fees for late registration
Thursday, July 7	Last day to change from credit to audit or from audit to credit
Thursday, July 28	Last day to withdraw from individual classes or for complete withdrawal from the college ¹
Tuesday, August 9	Classes end

Full Session and Evening Classes

Monday, May 2	Summer graduation applications due
Monday, April 4–Friday, May 20	Open Web Registration (for currently enrolled students only)
Monday, May 23	Last day to pay fees from open registration
Thursday, May 26	Registration for all Summer sessions – All Sites
Thursday, May 26	Last day to pay fees for registration
Monday, May 30	Memorial Day (college closed)
Tuesday, May 31	Classes begin
Tuesday, May 31	First day to register to audit classes
Tuesday, May 31	First day of late registration for full session
Tuesday, May 31	Last day to pay fees for late registration
Thursday, June 2	Last day to register late or to add classes
Thursday, June 2	Last day to change from credit to audit or from audit to credit
Monday, July 4	Independence Day (college closed)
Tuesday, July 5	Summer Break (college open)
Tuesday, July 19	Last day to withdraw from individual classes or for complete withdrawal from the college ¹
Tuesday, August 9	Last class meetings and exams

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28	29	30	31			

NOTE: CALENDAR IS SUBJECT TO CHANGE¹Students should review their syllabus for the last day to withdraw for courses that do not meet the full semester.

Exam Week Schedule

Fall Semester 2004

Monday – Thursday, December 13 – 16

Time of Examination**Classes Scheduled****Monday, December 13, 2004**

8 a.m. – 10 a.m.

All classes with first meeting on Monday, Wednesday or Friday at 8 a.m.

10:15 a.m. – 12:15 p.m.

All classes with first meeting on Monday, Wednesday or Friday at 10:10 a.m.

1 p.m. – 3 p.m.

All classes with first meeting on Monday, Wednesday or Friday at 12:20 p.m.

3:15 p.m. – 5:15 p.m.

All classes with first meeting on Monday, Wednesday or Friday at 4:30 p.m.

6 p.m. – 8:45 p.m.

All classes with first meeting on Monday or Friday at 6 p.m. or later.

Tuesday December 14, 2004

8 a.m. – 10 a.m.

All classes with first meeting on Tuesday or Thursday at 8 a.m.

10:15 a.m. – 12:15 p.m.

All classes with first meeting on Tuesday or Thursday at 11:10 a.m.

1 p.m. – 3 p.m.

Open

3:15 p.m. – 5:15 p.m.

All classes with first meeting on Tuesday or Thursday at 2:50 p.m.

6 p.m. – 8:45 p.m.

All classes which meet on Tuesday and Thursday at 4:30 p.m., 6 p.m. or later.

6 p.m. – 8:45 p.m.

All classes with first meeting on Tuesday at 4:30 p.m. or 6 p.m.

Wednesday December 15, 2004

8 a.m. – 10 a.m.

All classes with first meeting on Monday, Wednesday or Friday at 9:05 a.m.

10:15 a.m. – 12:15 p.m.

All classes with first meeting on Monday, Wednesday or Friday at 11:15 a.m.

1 p.m. – 3 p.m.

All classes with first meeting on Monday, Wednesday or Friday at 1:25 p.m.

3:15 p.m. – 5:15 p.m.

All classes with first meeting on Monday, Wednesday or Friday at 2:30 p.m. or 3:35 p.m.

6 p.m. – 8:45 p.m.

All classes which meet on Monday and Wednesday at 4:30 p.m. or later.

6 p.m. – 8:45 p.m.

All classes with first meeting on Wednesday at 6 p.m. or later.

Thursday December 16, 2004

8 a.m. – 10 a.m.

Open

10:15 a.m. – 12:15 p.m.

All classes with first meeting on Tuesday or Thursday at 9:35 a.m.

1 p.m. – 3 p.m.

All classes with first meeting on Tuesday or Thursday at 1:15 p.m.

3:15 p.m. – 5:15 p.m.

All classes with first meeting on Thursday at 4:30 p.m. or later.

6 p.m. – 8:45 p.m.

All classes with first meeting on Thursday at 6 p.m. or later.

Note: Lab examinations will be scheduled by the instructors.

Exam Week Schedule

Spring Semester 2005

Tuesday – Friday, May 3 – 6

Time of Examination**Tuesday May 3, 2005**

8 a.m. – 10 a.m.
 10:15 a.m. – 12:15 p.m.
 1 p.m. – 3 p.m.
 3:15 p.m. – 5:15 p.m.
 6 p.m. – 8:45 p.m.
 6 p.m. – 8:45 p.m.

Wednesday May 4, 2005

8 a.m. – 10 a.m.
 10:15 a.m. – 12:15 p.m.
 1 p.m. – 3 p.m.
 3:15 p.m. – 5:15 p.m.
 6 p.m. – 8:45 p.m.
 6 p.m. – 8:45 p.m.

Thursday May 5, 2005

8 a.m. – 10 a.m.
 10:15 a.m. – 12:15 p.m.
 1 p.m. – 3 p.m.
 3:15 p.m. – 5:15 p.m.
 6 p.m. – 8:45 p.m.

Friday May 6, 2005

8 a.m. – 10 a.m.
 10:15 a.m. – 12:15 p.m.
 1 p.m. – 3 p.m.
 3:15 p.m. – 5:15 p.m.
 6 p.m. – 8:45 p.m.

Classes Scheduled

All classes with first meeting on Tuesday or Thursday at 8 a.m.
 All classes with first meeting on Tuesday or Thursday at 11:10 a.m.
 Open
 All classes with first meeting on Tuesday or Thursday at 2:50 p.m.
 All classes which meet on Tuesday and Thursday at 4:30 p.m., 6 p.m. or later.
 All classes with first meeting on Tuesday at 4:30 p.m. or 6 p.m.

All classes with first meeting on Monday, Wednesday or Friday at 9:05 a.m.
 All classes with first meeting on Monday, Wednesday or Friday at 11:15 a.m.
 All classes with first meeting on Monday, Wednesday or Friday at 1:25 p.m.
 All classes with first meeting on Monday, Wednesday or Friday at 2:30 p.m. or 3:35 p.m.
 All classes which meet on Monday and Wednesday at 4:30 p.m. or later.
 All classes with first meeting on Wednesday at 6 p.m. or later.

Open
 All classes with first meeting on Tuesday or Thursday at 9:35 a.m.
 All classes with first meeting on Tuesday or Thursday at 1:15 p.m.
 All classes with first meeting on Thursday at 4:30 p.m. or later.
 All classes with first meeting on Thursday at 6 p.m. or later.

All classes with first meeting on Monday, Wednesday or Friday at 8 a.m.
 All classes with first meeting on Monday, Wednesday or Friday at 10:10 a.m.
 All classes with first meeting on Monday, Wednesday or Friday at 12:20 p.m.
 All classes with first meeting on Monday, Wednesday or Friday at 4:30 p.m.
 All classes with first meeting on Monday or Friday at 6 p.m. or later.

Note: Lab examinations will be scheduled by the instructors.

Mission
Accreditations
History
Description

John Wagoner
Sophomore
Architectural Design Major
Etowah, TN

Debbie Wagoner
Freshman
Retail Major
Etowah, TN



Mission Statement

Cleveland State Community College is the public comprehensive community college authorized to provide post secondary academic and technical education to meet the educational advancement and workforce development needs of the people of Bradley, McMinn, Meigs, Monroe and Polk Counties.

The college provides credit and non-credit instruction and support services responsive to changing needs of students, employers and the community. Program emphases through the associate degree level include liberal arts/general transfer, business, technology, health and public welfare. The college also promotes general literacy, adult continuing education and specialized training to enhance community educational, cultural and economic development.

Cleveland State is dedicated to effective program performance through a well-qualified faculty and staff, innovative assessment and delivery systems and modern facilities. The college actively promotes lifelong learning through high quality programming and articulation with other educational institutions.

Cleveland State Community College, one of 45 institutions in the State University and Community College System of Tennessee, is governed by the Tennessee Board of Regents. The college openly welcomes all persons and does not discriminate on the basis of race, color, gender, age or disability.

Vision

Cleveland State Community College will be the regional two-year post secondary institution of choice, giving learning its highest priority. The college will be recognized for academic excellence, student success and service to the community.

Values

The college values:

- opportunity based upon access and high standards
- a safe and supportive environment for students in achieving their goals
- cultural and intellectual diversity
- shared responsibility that promotes teamwork and mutual respect
- business, community and educational partnerships.

Accreditations

Primary

Cleveland State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097, telephone number (404) 679-4501, to award associate degrees.

Program

National Association of Industrial Technology, 3300 Washtenaw Avenue, Suite 220, Ann Arbor, MI 48104-4200, telephone number (734) 677-0720, Industrial Technology Program.

National League for Nursing, Accrediting Commission, 61 Broadway, New York, NY 10006, telephone number (212) 363-5555, Ext. 153, Nursing Program.

Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, telephone number (312) 553-9355, Medical Assistant Concentration.

Approvals

Veterans Education—certain courses/programs approved for veterans benefits

General Educational Development—GED testing center

American College Testing—ACT residual testing center

Tennessee Board of Nursing—National League for Nursing Accrediting Commission

Memberships

AMA Committee on Allied Health Education and Accreditation

American Association of Community and Junior Colleges

American Association of Medical Assistants

Association of Collegiate Business Schools and Programs

Council on Collegiate Education for Nursing

League for Innovation in the Community College

National Association of Industrial Technology

National Institute for Staff and Organizational Development

National Junior College Athletic Association

National League for Nursing

National League for Nursing Council of Associate Degree Program

National Organization for Associate Degree Nursing

Southern Association of Community, Junior and Technical Colleges

Tennessee Association for Continuing Higher Education

Tennessee College Association

Tennessee Junior and Community College Athletic Assn.

Tennessee Organization for Associate Degree Nursing

A Community College Comes to Cleveland/Bradley County

A Dedicated Few

As is often the case, through the vision, dedication and perseverance of a few, great things can be achieved. One cannot trace the history of Cleveland State without hearing about the men and women who devoted their time and skills surmounted political encumbrances, skepticism, competition and sometimes-rigid opposition to make Cleveland State a reality. Their goal was reached in June 1965 when the State Board of Education officially named Cleveland as the site for a new community college.

In the Beginning

In 1958, the Tennessee General Assembly established a legislative council to study state-supported higher education in Tennessee. In 1960, the General Assembly produced the results of the study in the Pierce-Albright Report, which concluded that the district most deficient in terms of higher education was the Third Congressional District of Southeast Tennessee. In 1963, based upon the need identified by the Pierce-Albright Report, the General Assembly appropriated \$200,000 for use over a two-year period to implement the findings of the report. Under the direction of commissioner J. Howard Warf, the State Department of Education developed plans for the establishment of a group of community colleges with the goal of placing an institution of higher learning within 50 miles of every prospective college student in Tennessee. In June 1965, acting upon recommendations of the late Governor Frank G. Clement and the State Department of Education, the General Assembly authorized the establishment of three community colleges, one in each Grand Division of the state. Thus began the work to bring a community college to Cleveland, Tennessee.

The Campaign to Bring a Community College to Cleveland

Once the announcement was made to establish three community colleges in Tennessee, a campaign was immediately launched by the Chattanooga Chamber of Commerce to have Chattanooga selected as one of the sites. Recognizing the economic factors in having a community college in Cleveland, an insurance executive and former public school teacher, Frank Manly, appealed to city and county officials to organize and exert efforts to have Cleveland chosen as the site. A committee was formed which included Cleveland Mayor William Fillauer and Eugene Callaway, both personal friends of the governor; Hallman Bell, the governor's Bradley County campaign manager; and John Dunlap, a state committeeman of the Democratic Party. These community leaders united with Frank Manly to initiate action. The State Board of Education mandated three conditions for a location to be considered as a college site: a contribution of \$250,000, land in the amount of 100 acres or more and all utilities to the site. The committee immediately went to work speaking with influential individuals as well as organizations for support, including the Cleveland/Bradley Chamber of Commerce. Through the efforts of Grover Ash and others, the Bradley County Court resolved to provide over 100 acres of land that had become county property due to unpaid taxes. An agreement was reached by the county court and city commission in which each would provide \$125,000 to meet the state requirement of \$250,000. In June 1965, a committee was selected to present Cleveland's bid to the state selection committee.

The Announcement is Made

On June 22, 1965, at 10 a.m., the hard work and dedication paid off. The State Board of Education announced that Cleveland had been selected as the site for one of the three community colleges. Exuberant newspaper headlines carried the news: "Officials Jubilant Over School," "City Gets Junior College," "Excellent Choice."

On October 8, 1965, Commissioner Warf announced that an architectural firm for Cleveland's new college had been selected and, following the approval from the State Building

Commission, a contract for construction would be signed. Cleveland State Community College received its official name in February 1966 after the State Board of Education issued an edict declaring that the name of the state's three new community colleges should contain the name of the community in which each was located.



The First Quarter

Dr. David F. Adkisson was appointed president of the new college in January 1967. Temporary offices were opened at 623 Broad Street in a converted residence. It was in the spring of 1967 that the task to recruit the first class was begun. Without physical facilities, fancy literature, equipment, a faculty or even firsthand information of what the college would be like, Dr. George Mathis, dean of students, began a monumental sales task. In August of 1967, the first college catalog was published. Associate degree programs were offered in 17 fields of study with both day and evening classes of the continuing education program. Not less than 98-quarter hours of credit, including physical education, were required to obtain an associate degree. In addition, a number of certificate programs in concentrated areas of study were available. A total of 30 credit hours of course work to obtain a Certificate of Proficiency were required. An Adult Education Program for “personal enrichment” and an extensive summer program of course work were also offered. For full-time students who were residents of Tennessee, tuition cost was \$50 a quarter and registration was \$5 a quarter.

In a short time, Cleveland State became a major force in the community. Enrollment increased steadily and new course offerings and degree programs were continually added to meet the needs of both students and area business and industry. Skilled and community-oriented instructors were drawn to the challenges of a new concept in education as well as the opportunity of working in an attractive area.

In 1969, Cleveland State received accreditation by the Southern Association of Colleges and Schools to award associate degrees. In 1994, reaffirmation for accreditation was again received. Through the years, construction and expansion of buildings rapidly progressed culminating in completion of the Community Services Building in 1979.

Cleveland State Today

From the original 681 students and five buildings in 1967, Cleveland State’s enrollment has continued to increase to 3,127 students with 11 buildings. Dr. Adkisson described Cleveland State’s role in the community as a “partnership with the community to fulfill its needs” and defined “community” in its broader sense to include all of the counties served by Cleveland State. In its 36-year history, Cleveland State Community College has had a total of only five presidents. In their own unique and individual ways, they have furthered the goals and objectives of the founding fathers of Cleveland State Community College. Each successor to the presidency of Cleveland State has been true to the original precept to “fulfill the needs of the community.”

Campus Descriptions

Cleveland State Community College is an accredited public comprehensive community college committed to quality education and open access. The college operates within the governance of the Tennessee Board of Regents.

Approximately 3,200 credit students and 1,500 non-credit students enroll in Cleveland State Community College in a typical fall semester. The credit student population is split about evenly in the choice of transfer or career-technical programs. The average age of all students is 28 years. All persons are welcome at Cleveland State, and the student population is non-racially identifiable.

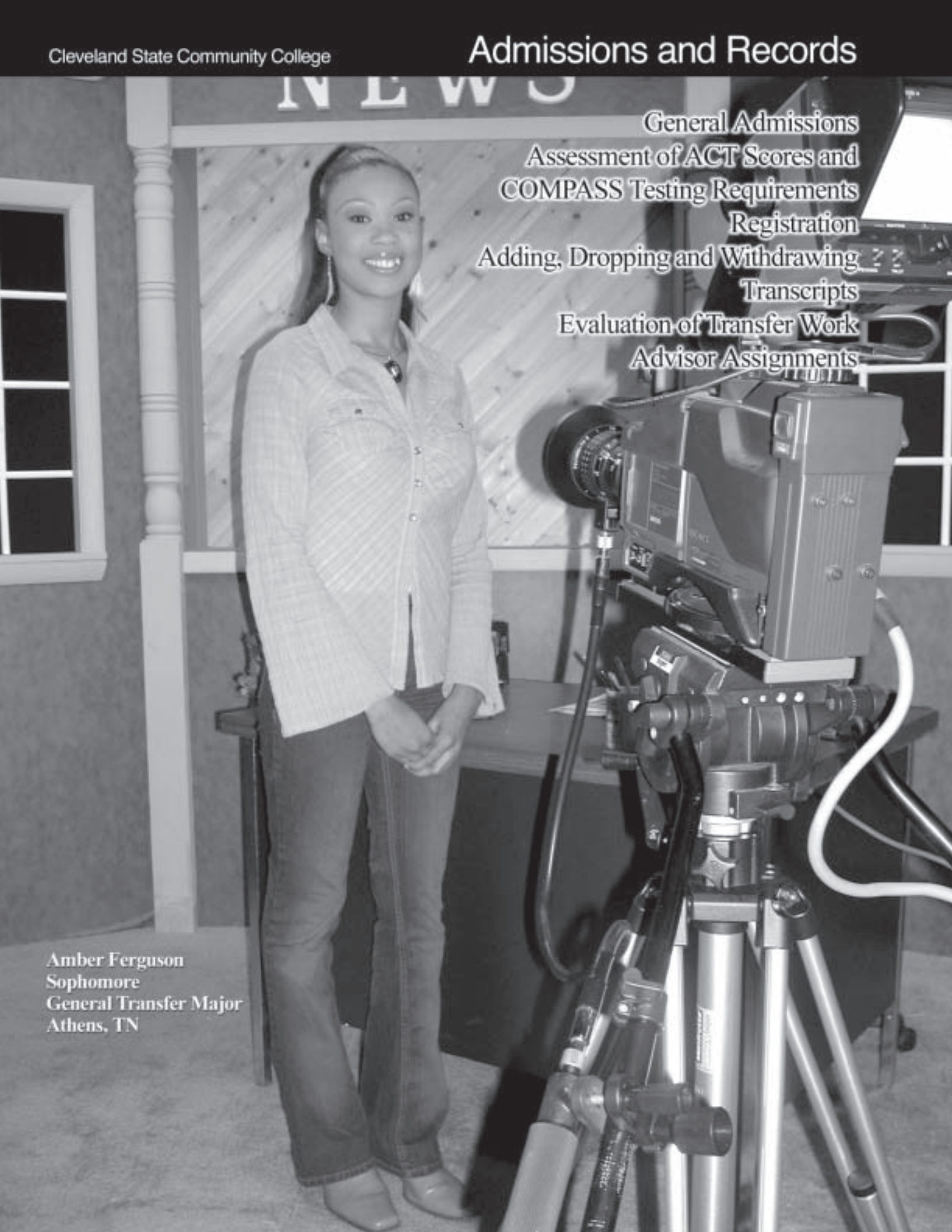
There are over 200 employees at the college, including more than 70 full-time faculty members. Eighty-six percent of the faculty hold master’s or doctor’s degrees.

Situated in the scenic corridor of hills and valleys of Southeast Tennessee, Cleveland State presents an attractive atmosphere in which to enjoy varied facets of an educational experience. The community offers an abundance of service facilities and recreational opportunities. The college is located between Exits 25 and 27 on Interstate 75, 30 miles northeast of Chattanooga.

The 105-acre campus has ten major buildings housing modern classrooms, laboratories and student activity centers. Additional features include an excellent library, a multimedia Center of Emphasis, computer laboratories, a 400-seat theatre, a 3,000-seat gymnasium, athletic fields and tennis courts, a large reflector telescope and a satellite downlink receiver which enables the college to serve as a site for many teleconferences. Cleveland State offers classes throughout the service area which includes Bradley, Meigs, McMinn, Monroe and Polk Counties.

The college also maintains two off-site locations to serve students locally. The college offers a wide selection of credit and non-credit courses at the off-campus locations in Athens and Vonore. In addition, many college support services are available at these sites to assist students in the college's northern service area.

For a map and directions to all sites, please see pages 158–159.



General Admissions
Assessment of ACT Scores and
COMPASS Testing Requirements
Registration
Adding, Dropping and Withdrawing
Transcripts
Evaluation of Transfer Work
Advisor Assignments

Amber Ferguson
Sophomore
General Transfer Major
Athens, TN

The mission of the Admissions and Records Office is to admit, register and graduate students in an efficient fashion in accordance with guidelines and procedures, to maintain accurate student records, to provide information and statistics to numerous constituencies, and to foster a positive working environment by providing quality service to campus and external communities.

Cleveland State Community College subscribes to the open door policy for admission and welcomes applications from all persons, regardless of race, color, religion, sex, national origin or disability. The following information will explain procedures for admission to Cleveland State Community College. When all admission documents are received in the Office of Admissions and Records, the applicant will be sent a letter indicating acceptance for admission or will be advised if further action is necessary in order to establish eligibility for admission. Upon admission to the college, students are classified as an in-state or out-of-state resident for fee payment purposes. Cleveland State adheres to the policies and regulations set forth by the Tennessee Board of Regents concerning residency classification for fee payment purposes. Proof of any relevant information may be required as a part of the classification review. Applicants will be advised regarding testing, counseling, pre-registration and registration. If you have questions that are not explained you may contact the Admissions and Records Office at (423) 478-6213 or (800) 604-2722, Ext. 213.

Degree Admission Requirements

Students who intend to pursue a degree or certificate at Cleveland State Community College or earn credits toward a degree at another institution should comply with the following requirements:

- A. Complete and submit an application for admission along with a non-refundable \$10 application fee.
- B. Provide official transcripts and test results as applicable.
- C. Complete and sign a Health Information Waiver regarding Hepatitis B vaccinations. Provide proof of immunization with two doses of Measles, Mumps and Rubella (MMR) vaccines if born in or after 1957. By state law, immunizations are not required if they conflict with religious beliefs and practices, affirmed under the penalties of perjury. A qualified physician may certify that administration of this immunization would be harmful to the individual involved to exempt the student from this requirement.
- D. If male, between ages 18-26, must be registered with the selective service.
- E. If Resident Alien, submit a copy of the front and back of the Permanent Resident Card. The Test of English as a Foreign Language (TOEFL) may be required for students with a native language other than English.

Additional Requirements by Category

A. First-Time Freshmen

A first-time college student will qualify for degree admission provided he/she meets the following requirements:

1. Graduation from High School
Provide an official transcript showing graduation from high school. The transcript of a student graduating from a Tennessee public school must include date of graduation and a notation that the student passed the required proficiency examination. The transcript of a Tennessee home-schooled student must be an official copy from an affiliated organization as defined by state law (Tenn. Code Ann. § 49-50-801) or be accompanied by certification of registration with the superintendent of the local education agency that the student would otherwise attend. A form for this purpose is available from the Admissions and Records Office. Transcripts from states other than Tennessee will be evaluated on an individual basis.
2. High School Equivalency
Applicants may present official General Equivalency Diploma (GED) scores or the American Council on Education (ACE) external diploma in lieu of a high school diploma. GED graduates from states other than Tennessee may be required to provide further documentation, if graduation is not clearly indicated on the GED score sheet.
3. Standardized Examination Scores (not required for students pursuing a certificate)
Applicants for admission as first-time freshmen who are under 21 years of age must present Enhanced ACT or Scholastic Aptitude Test (SAT) scores. Cleveland State will not use the scores to determine eligibility for admission, but shall use them for advisement and placement purposes. Valid ACT/SAT scores are those earned within three years prior to the first day of the first term of enrollment. The ACT code number for Cleveland State Community College is 3999. This number should be used to request that scores be sent to CSCC.
4. Placement Testing (not required for students pursuing a certificate)
 - a. Applicants for admission as first-time freshman who are under 21 years of age, and who have ACT/SAT scores less than 19 in English, Math, and Reading, will be placed into Developmental Studies courses according to ACT/SAT scores. (SAT scores are converted to ACT scores)
 - b. Applicants for admission as first-time freshmen who are 21 years of age or older must take all parts of the COMPASS test. Although students 21 years of age or older are not required to present ACT/SAT scores, those who elect to submit valid scores (scores less than three years old) will be screened for placement in Developmental Studies courses according to the regulations applied to students under 21.
 - c. No COMPASS assessment or Developmental

Studies placement is required of any student with a valid ACT score of 19 or higher in English, math and reading.

5. High School course requirements for University Parallel Programs
Applicants for admission to associate of arts (A.A.) or associate of science (A.S.) degree programs who graduated from high school or earned a GED in 1989 or thereafter, must have completed the 14 high school units outlined in the State University and Community College System 1989 requirements as follows:

Subject Area	Unit
English	4
Algebra I and II	2
Advanced Mathematics	1
Natural/Physical Sciences	2
U.S. History	1
Foreign Language	2
Visual/Performing Arts	1
Social Studies	1

Students with an Enhanced ACT composite score of 26 or higher, or students who received a GED in 1989 or thereafter or an American Council on Education (ACE) External Diploma, are considered to have met all high school unit requirements except those in foreign language and visual or performing arts.

Students deficient in the high school unit requirements should successfully complete approved college courses to remove the deficiencies within the first 30 hours of enrollment. A minimum grade of "C" is required to satisfy the deficiency. Please consult your academic advisor for more information.

B. Transfer Student

A student who has completed college course work at another institution of higher learning will qualify for degree admission and must meet the following requirements:

1. Provide official transcripts from all institutions of higher learning previously attended.
2. Have a grade-point average on all transferred courses that is at least equal to the progression standards of Cleveland State Community College. Transfer students not meeting this criterion may be admitted on scholastic probation.
3. Provide an official high school transcript showing completion of the 14 required high school units if graduated from high school in or after 1989. (See Section A.5 above for additional information.) Applicants in the following categories are exempt from the 14 unit requirement:
 - a. Students working toward a certificate or associate of applied science (A.A.S.) degree
 - b. Students with an associate's degree (A.A. or A.S.) transferable to a four-year institution
 - c. Students with 60 or more hours of transferable credit

Students with less than 60 hours of transferable credit who still have high school unit deficiencies are eligible for degree admission provided that any high school unit deficiencies are removed during the first 30 semester hours after initial enrollment at Cleveland State Community College.

4. Participate in any required COMPASS testing.

C. International Student

A student whose citizenship is retained in a country other than the United States and Puerto Rico and who has not attained resident status in the United States will be classified as an International Student. This student must meet the requirements for degree admission, along with the following additional requirements before admission and enrollment:

1. Take the Test of English as a Foreign Language (TOEFL) and attain a minimum score of 500 on the paper exam or at least 173 on the computer-based exam. (Not required if native language is English.) Students may also satisfy this English proficiency requirement by submitting a transcript showing graduation from an American high school or another U.S. institution showing satisfactory completion of English composition.
2. Provide official copies of academic records from secondary schools, colleges or universities accompanied by notarized or certified English translations of these documents.
3. Be certified by a medical authority to be free of tuberculosis.
4. For F-1 students, evidence of financial resources adequate for all expenses for at least one year of enrollment is required. The first year fees and expenses total approximately \$11,039. (This figure is an estimate and is subject to change.)
5. Provide all transfer forms and other government documents required by U.S. Immigration and Naturalization Service.
6. Provide evidence of medical insurance or enrollment in the student insurance program.

D. Regents OnLine Degree Program (RODP)

The degrees offered through the Regents OnLine Degree Program are the Associate of Arts in Professional Studies with a concentration in Information Technology, Associate of Arts in General Studies and the Associate of Science in General Studies. The admission requirements for Regents Degree students are identical to the requirements for other degree-seeking students.

Non-Degree Admission

This classification includes any student who wishes to take credit courses on a limited basis, for credit and/or audit, but is not seeking a degree or certificate. Non-Degree students are not permitted to enroll in any college-level English or mathematics courses or in a college-level course that has a reading, English or mathematics prerequisite. To be permitted in these course(s), the student

must satisfy placement testing requirements or provide evidence that the appropriate college-level math or English prerequisite has been completed at another institution.

General Requirements for Non-Degree Admission

NOTE: Non-degree students are not eligible for financial aid.

- A. Complete and submit an application for admission along with a non-refundable \$10 application fee.
- B. Complete and sign a Health Information Waiver regarding Hepatitis B vaccinations. Provide immunization records as described in the Degree Admission section.
- C. If Resident Alien, submit a copy of the front and back of the Permanent Resident Card. The Test of English as a Foreign Language (TOEFL) may be required for students with a native language other than English.

Additional Requirements by Category

- A. **High School or GED Graduate**
This classification includes students taking courses for credit but not pursuing a degree or certificate at Cleveland State Community College or any other institution. Upon completion of 30 semester hours of college credit at Cleveland State Community College as a non-degree student, all general requirements for admission to an associate degree program must be met. The student may then continue in the non-degree classification or declare a degree or certificate major.
- B. **Non-High School Graduate, Non-Degree Student**
This classification includes any student who wishes to take approved college courses designed to upgrade job skills but does not qualify for degree admission because he/she has not presented a high school diploma or a GED. The student may earn college credit subject to the following conditions:
 1. Must be 21 years of age or older and not currently enrolled in high school.
 2. Enroll in no more than 15 credit hours per semester.
 3. Meet all prerequisites for college level courses attempted.
 4. Upon completion of 15 credit hours, must meet the requirements for degree admission.
- C. **Transient Student**
This classification includes any student who is regularly attending another college or university and is taking courses at Cleveland State Community College that will transfer towards his/her degree at the college or university. The student must:
 1. Provide transcripts of all college course work or a letter of good standing from the institution of regular attendance.
 2. Participate in COMPASS testing if required before enrolling in either English or mathematics courses.
 - It is advisable to check with your home institution to ensure that courses taken here will transfer back as appropriate credit.

- If the student wishes to enroll at Cleveland State Community College for a second consecutive term he/she should be reclassified as a transfer student and meet all regular admission requirements.

D. **Audit Student**

This student attends classes without being required to take examinations and does not receive either a grade or credit. After filing an application in Admissions and Records Office the student may register to audit courses on a space available basis beginning with the first day of classes for the semester.

E. **Personal or Professional Enrichment Students**

This category includes students who wish to enroll as a non-degree student for personal or professional reasons. The student must:

1. Submit an application.
2. If the student decides to work towards a degree or certificate, transcripts must be furnished. If the earned degree is based on fewer than 60 hours and does not include college-level English or algebra-based mathematics, the student will be assessed through COMPASS testing.

Early Admission Program

Freshman Early Admission (High School Senior)

A student who has completed the 11th grade in high school may apply for early degree admission and must meet the following requirements:

- A. Have a cumulative grade point average (GPA) of at least 3.2 based on a 4.0 scale or the equivalent.
- B. Have an Enhanced ACT composite score of at least 22.
- C. Provide a statement signed by his/her high school principal that recommends the student's enrollment and a suggested college course load. This report must identify any college courses that will be substituted for any or all of the remaining high school courses that are needed for high school graduation.
- D. Provide written endorsement from his/her high school counselors and from his/her parents or guardian.
- E. Provide an official high school transcript showing all high school units completed at the time of enrollment.

Pre-College Programs

Special Non-Degree Admission

High school students may apply for special non-degree early admission for college credit in the following programs:

A. **Academically Talented/Gifted Student**

An academically talented/gifted student enrolled in grades 9, 10, 11 or 12 in a public or private high school in Tennessee may with the recommendation and approval of his/her high school principal and appropriate higher education institution personnel enroll in and receive regular college degree credit from a Tennessee post secondary institution. The student must:

1. Have a quality point average equivalent to or greater than a 3.2 on a 4.0 maximum scale.

2. Demonstrate that enrollment for college credit at Cleveland State Community College is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process.

B. **Dual/Joint Enrollment**

In cooperation with local boards of education throughout the college's service area, dual/joint enrollment gives students an opportunity to earn college credit before graduating from high school. In **dual** enrollment the student will earn college and high school credit for a specified college course. In **joint** enrollment only college credit is earned for a specified college course. You may enroll in the General Education and/or Business Technology program. The General Education program allows you to take a variety of courses to meet your future college curriculum needs, such as composition, mathematics, speech and psychology. The Business/Technology program allows you to get a head start earning credit toward a certificate such as Office Administration or Workforce Preparedness certificates. For more information call (423) 472-7141 Ext. 325 located in the Administration Building in Rooms 211B/C.

Eligibility for Pre-College Programs

To participate in the dual/joint program, students must have a recommendation from his/her principal or counselor and the approval of a parent or guardian.

A. **Criteria for General Education Dual/Joint Enrollment**

- Classified as a junior or senior.
- Cumulative 3.0 high school GPA (based on a 4 point scale) or a 4.0 in the previous four semesters in the subject they wish to take.
- Have an ACT sub-test score of 19 or higher in the subject they wish to take and a composite ACT score of 19 or higher (from a single set of valid ACT test scores). Comparable SAT scores are accepted.

B. **Criteria for Business/Technical Dual/Joint Enrollment**

- Classified as a junior or senior
 - Students who meet criteria for academic dual/joint enrollment.
- or**
- One year of algebra or Math for Technology I and II with a minimum grade point average of 2.5 in these courses.
 - The Technology Department requires one year of physics, chemistry, Principles of Technology or physical science with a grade point average of 2.5.
 - The Business Department requires one year of English or Applied Communications with a grade point average of 2.5.
 - A screening interview by Cleveland State Faculty.
 - Scores from one of the following tests: ASVAB, WORKKEYS, ACT or CAREER SCOPE

Readmission to the College

A previously enrolled student who has not been enrolled at Cleveland State Community College in the past three consecutive terms (including summer) must submit an updated application to Admissions and Records to be readmitted to the college. The application fee is a one-time fee and is not required for readmission. Degree seeking students must also submit complete transcripts of all college credit received at any other college since leaving Cleveland State Community College.

Admission and Progression for Specific Programs

General admission to Cleveland State Community College does not guarantee admission or continuance for specialized programs of study. The following programs have special admissions requirements: Medical Assistant and Nursing Programs and the Law Enforcement Training Certificate. Admission requirements are outlined with the individual program curriculum guides. Please refer to individual program listings for page numbers in the index located in the back of the catalog.

Registration

Each student is assigned an academic advisor who will assist the student with developing career/educational goals and preparing his/her class schedule. Students should review the schedule of classes and consult with his/her academic advisor to plan a desirable schedule prior to registering. *The assistance of the advisor does not, however, relieve the student of the responsibility of studying the catalog and fulfilling all of the requirements of his/her goal.*

Students who wish to enroll in credit courses are expected to complete registration on the dates announced for registration. Announcements are made through public media, published in the school catalog and class schedules and are posted on the Cleveland State Web site along with instructions about using Web for Students. **Students must observe registration procedures and are not officially enrolled until all requirements for registration are completed, including full payment of fees.** Students may register, pay fees and talk with personnel that can offer guidance and other services at the Athens and Vonore locations as well as the main campus.

Students with an incomplete admission status must obtain special permission from the Director of Admissions and Records before being allowed to register for credit courses.

Students with registration holds due to a financial obligation such as parking tickets and library fines will not be allowed to register for credit courses until holds are removed.

Late Registration

A student may complete registration during a late registration period designated in the college catalog. Registration after the late registration period is not permitted except with special permission from the instructor(s) of the

course(s) the student intends to take and the division dean. It will require the payment of a late fee unless the late fee is officially waived based on extenuating circumstances.

Adding, Dropping and Withdrawing from Classes

After the official registration period is over, enrolled students may make adjustments in their schedules through the process of adding courses, dropping courses or withdrawing from courses. Students may choose to drop, add and/or withdraw from classes within the specified dates in the academic calendar via the Web or by completing the appropriate paperwork in the Admissions and Records Office. The official drop/add period is indicated in the academic calendar for the particular semester or term and is published in this college catalog. Students enrolled in classes that are cancelled by the college will not be financially penalized. It will not be necessary for a student to drop/withdraw from a class that is cancelled by the college. Each of these processes is governed by specific policies and procedures. Failure on the part of the student to observe such policies and procedures may result in financial or academic penalties or both.

A. Dropping and Adding Courses

Students may drop and add a course(s) within one week from the date classes begin. Courses dropped within the add period are not recorded on the student's transcript. If adding a class after the last day of late registration, permission and signatures must be obtained from the individual instructor(s) and the division dean.

B. Withdrawal from a Course(s)

Failure to attend class or discontinued attendance is NOT considered an official withdrawal. Withdrawal from courses may be submitted on "Web for Students" if the course is not a developmental course. Drop forms may be completed to withdraw from developmental courses or other courses if desired. Failure to withdraw officially from a course in which the student no longer wishes to be enrolled will result in the student's receiving a failing grade for each course involved.

1. Beginning with the second week of classes which begin and continue through the full semester, and not later than the end of the 10th week of the semester, a student may officially withdraw from a course(s) and receive a "W." Official withdrawal is accomplished by completing the appropriate "drop/add" paperwork and submitting it to the Admissions and Records Office, or by following the appropriate steps on the "Web For Students". The "W" does not count as hours attempted in the calculation of the grade point average (GPA). (Exact dates are specified in the academic calendar.)
2. During the summer term that operates on a varied schedule, the academic calendar should be consulted for withdrawal deadline dates.
3. Students who want to withdraw from a course(s) **after** the "Last day to withdraw from individual

classes or for complete withdrawal from the college" date specified in the academic calendar¹ must make a formal application by completing a "Late Withdrawal Request Form" including obtaining instructor and advisor signatures, and providing any necessary supporting documentation. This form must be submitted to the Office of Academic Affairs for review by the Late Withdrawal Committee. If the instructor indicates the student is passing in the course(s) being dropped, the student will receive a "W" in the course(s) after approval by the Late Withdrawal Committee. The student will receive a failing grade ("F") in the course(s) failing unless it can be clearly demonstrated and documented that unusual condition or hardship exists following the guidelines as specified in CISCC Policy No. 2:04:03:00 and on the Late Withdrawal Form.

4. For short courses that meet less than the entire semester, the withdrawal deadline is stated on the course syllabus.

C. Withdrawal from the College

Failure to attend class or discontinued attendance is NOT considered an official withdrawal. Failure to withdraw officially will result in the student receiving a failing grade for the course(s) involved.

1. Beginning with the second week of classes and, not later than the end of the 10th week of the semester, a student may officially withdraw from the college and receive a "W" grade for each class which does not count as hours attempted in the grade point average. Official withdrawal is accomplished by completing the appropriate "drop/add" paperwork and submitting it to the Admissions and Records Office, or by following the appropriate steps on the "Web for Students" link.
2. During the summer term which operates on a varied schedule, the academic calendar¹ should be consulted for withdrawal deadline dates.
3. Students who want to withdraw from the college **after** the "Last day to withdraw from individual classes or for complete withdrawal from the college" date specified in the academic calendar¹ must make a formal application by completing a "Late Withdrawal Form" including obtaining instructor and advisor signatures, and providing any necessary supporting documentation. This form must be submitted to the Office of Academic Affairs for review by the Late Withdrawal Committee. If the instructor indicates the student is passing in the course(s) being dropped, the student will receive a "W" in the course(s) after approval by the Late Withdrawal Committee. The student will receive a failing grade ("F") in the course(s) failing unless it can be clearly demonstrated and documented that unusual condition or hardship

¹ Certain courses, because of scheduling, may have withdrawal deadlines other than those specified in the academic calendar. Please consult the individual course syllabus for exact withdrawal deadlines.

exists following the guidelines as specified in CISCC Policy No. 2:04:03:00 and on the Late Withdrawal Form.

Academic Transcripts and Other Records

All records pertaining to student admission and academic progress are maintained in the Office of Admissions and Records.

- A. Official copies of the college transcript are provided to the student or will be mailed directly to another college, firm, agency or other responsible addressee upon presentation of a written request signed by the student.
- B. Transcripts will be faxed directly to another educational institution only. E-mails for transcripts will be accepted as official request only when the transcript is being sent or faxed to another educational institution.
- C. Copies of a student's academic transcript are provided free of charge.
- D. No academic records or transcripts will be released until all financial obligations to the college have been met.

Confidentiality of Student Records

The social security number of applicants will be secured when the application is processed. An alternative campus identification number is assigned through our records system. Students are advised to keep the campus ID number available and use it instead of the social security number. In accordance with the Family Educational Rights and Privacy Act of 1974, Cleveland State Community College students have the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives the right. The law further ensures that records cannot be released except in emergency situations without the written consent of the student other than the following:

- A. to other school officials, including faculty within the educational institution or local educational agency who have legitimate educational interests;
- B. to officials of other schools or school systems in which the student intends to enroll, upon condition that the student be notified of the transfer, receives a copy of the record if desired and have an opportunity for a hearing to challenge the content of the record;
- C. to authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary, (3) an administrative head of an educational agency or (4) state educational authorities;
- D. in connection with a student's application for and receipt of financial aid; and
- E. in cases of information classified as "directory information." The following categories of information have been designated by the college as directory information: name, address, telephone listing, date and place of birth, major field of study, full-time/part-time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards

received and the most recent previous educational institution attended by the student. If the student does not wish such information released without consent, the student should notify the Office of Admissions and Records prior to the first day of classes each term.

Questions concerning this law and the college's policy concerning release of academic information may be directed to the Director of Admissions and Records.

Transfer Credit

Cleveland State Community College will evaluate credits from all institutions of higher learning for currently enrolled, degree-seeking students. If a student changes his/her major, the transfer evaluation will be reviewed and revised if necessary according to the curriculum guide for the new major. Transfer evaluations are conducted in the Office of Admissions and Records in cooperation with the academic divisions, which have final authority.

In some cases, transfer of credit may require an extended departmental review, specifically if credit was earned at an institution for which CSCC does not have a recent transfer history. For such a review, documentation on a completed Petition for Transfer of Credit from an Institution of Higher Learning form is mandatory. The review process will include, but is not limited to, a scrutiny of the content and depth of the course, the credentials of the issuing faculty and the appropriateness of the course to the degree sought by the student. The student is responsible for providing course descriptions and other documentation (such as a course syllabus, textbooks used, etc.) required for the departmental transfer review.

All, none or a portion of the credits from the transferring institution may be accepted based upon the following transfer evaluation considerations:

- A. Transfer credits will be combined with credits earned at Cleveland State Community College for classification purposes and for satisfying certificate/degree requirements. However, only courses taken at CSCC will be used in calculating the student's quality point average.
- B. Credit hours awarded for a transfer course may not exceed the credit hours of the CSCC equivalent course.
- C. Only level I (freshman and sophomore level) courses will be considered for transfer. Exceptions may be granted by the Director of Admissions and Records, in cooperation with the academic divisions, if the course content of a higher level course is equivalent to or exceeds the course content of a level I CSCC course which is required in the student's academic major.
- D. Credit is awarded only in areas offered within the current curriculum of the institution and as is applicable to the student's current educational program.

Departments may require a probationary period before transfer credit is awarded. The Admissions and Records Office will monitor the student's progress during the probationary period and transfer credit will be awarded upon successful completion of 15 semester credit hours with a 2.00 GPA or higher.

Credit for Non-Traditional Learning

Cleveland State Community College recognizes that in addition to formal classroom instruction, there are alternate ways of learning. In order to assist students to progress through the curriculum and meet program requirements expeditiously and with the least amount of redundancy, the college encourages students to demonstrate acquired learning and competencies through any of the following methods: college proficiency examinations, external examinations and life experience credit. In each case, academic credit is awarded upon demonstration of proficiencies specified in the official course syllabus. The recognized alternate methods of earning academic credit are as follows:

A. Credit by Proficiency Examination (Internal Examination)

A student may obtain credit for certain courses by proficiency examinations. Courses in which credit may be earned through proficiency testing are listed below; no other proficiency exams are available.

1. Conditions and Restrictions

- a. A student may take the proficiency examination for a course only once.
- b. Proficiency examinations may not be taken to repeat course work or be used in lieu of the "I" or "F" grades.
- c. No more than twelve hours credit may be earned for courses completed through proficiency examination.
- d. The examination must be completed within the academic term but no earlier than the fifth day of a semester and no later than the fourteenth day of a semester.
- e. Proficiency examinations are under the control of the faculty, may be standardized or prepared by college faculty and are administered under the supervision of the appropriate faculty representatives.
- f. The student must achieve a "B" or higher score as specified by the discipline in order to be awarded credit by proficiency exam. The credit is recorded as "A" or "B" at the end of the term.
- g. If the student's examination does not meet the CSCC standard, no credit will be awarded. The student may either complete the course or officially withdraw within the period specified by the official calendar and course syllabus.
- h. Successful completion of the Proficiency Exam may impact financial aid, as federal financial aid programs do not cover classes taken by proficiency.

2. Procedures for Proficiency Examinations

- a. Student pays the regular registration fee. No other fees will be charged for proficiency examinations.
- b. Student meets with the appointed examiner and schedules the exam, which must be completed within the designated time frame.

3. Courses Available Through Proficiency Testing

Accounting	MUS 1170, 1180
ACC 1010	MUS 1210, 1220
ACC 2010	MUS 1230, 1240
Art	MUS 1360, 1370
ART 1110, 1120	MUS 1380, 1390
ART 1210, 1220	MUS 2210, 2220
ART 1030	MUS 2230, 2240
ART 1810, 1820	MUS 2250, 2260
ART 2010	MUS 2270, 2280
ART 2310, 2320	MUS 2370, 2380
ART 2410, 2420	MUS 2390
Computers and Info. Systems	Office Administration
CIS 1000	OSA 1000
CIS 1110	OSA 1020
CIS 2080	OSA 1510
	OSA 1610, 1620
	OSA 1630
Criminal Justice	OSA 2110
CJP 1010	OSA 2210
	OSA 2310
Economics	OSA 2400
ECON2110, 2120	OSA 2410, 2420
Engineering Graphics	OSA 2510
ERG 1010	
ERG 2010	Political Science
English	POL 2110
ENGL 1010	Psychology
French	PSY 1010
FREN 1010, 1020	Sociology
FREN 2010, 2020	SOC 2010
History	Spanish
HIST 1110, 1120	SPAN 1010, 1020
HIST 2010, 2020	SPAN 2010, 2020
Music	
MUS 1010	
MUS 1150, 1160	

B. Credit by External Examination, Credit for Life Experience and Credit for Work Taken on a Non-Credit Basis

1. General Limitations

- a. Credit is awarded only for documented learning which demonstrates achievement of all outcomes for specific courses in an approved degree and/or certificate program being pursued by the student.
- b. Credit is awarded only to matriculated students.
- c. A maximum of 25 percent of the total hours required for a student's program of study may be earned through Credit by External Examination, Credit by Life Experience, Credit for Non-Credit Coursework or by a combination of these methods.
- d. Credit may not duplicate credit already awarded or replace a failing grade.
- e. Credit does not apply toward meeting residency requirements for graduation.
- f. Though available to students pursuing an associate of arts or associate of science degree, such credit is not designed for these University Parallel options, as senior institutions vary widely in their awarding of credit.

2. Credit by External Examination
College credit may be awarded to students presenting acceptable scores earned for approved examinations available through the following testing programs:
 - a. American College Testing Program (ACT)
 - b. Scholastic Aptitude Test (SAT)
 - c. College Level Examination Program (CLEP)
 - d. Advanced Placement (AP) Program
 - e. CPS Certificate Credit (for specifically-related degrees/certificates)
 Credit earned by external examination will be identified on the transcript by the specific examination and a grade of "P" (pass), which will not be calculated in the GPA.
3. Credit for Life Experience
Enrolled students may request consideration of Credit for Life Experience. Credit is reserved for well-documented existing knowledge and competencies that cannot be readily assessed for credit through external exams, such as AP, CLEP and examinations administered by the college, such as Proficiency Examinations. Credit for Life Experience will be noted on the transcript as Credit for Life Experience and a grade of "P" (pass), which will not be calculated in the GPA.
4. Credit for Non-Credit Coursework
CSCC awards credit taken on a non-credit basis in the following cases:
 - a. Documented military training courses as indicated by the Guide to the Evaluation of Educational Experiences in the Armed Forces, American Council on Education.
 - b. Documented non-credit courses as indicated by the National Guide to Educational Credit by Training Program, American Council on Education.

Veterans Educational Assistance

Cleveland State Community College maintains an Office of Veterans Affairs on campus. Personnel cooperate with the Veterans Administration in providing education opportunities for veterans and eligible persons under appropriate Public Laws. The office is responsible for maintenance of all veterans forms related to education benefits, recruitment of veterans as students, presentations to organizations concerned about veterans benefits, counseling and tutorial assistance to eligible persons on campus. College credit is awarded for military experience after reviewing the DD214 form using the ACE guide. Upon accepting veterans' education assistance, the student assumes responsibility for complying with applicable rules and regulations of the Veterans Administration. Questions regarding VA benefits should be directed to the Office of Admissions and Records at Ext. 265.

Veterans Affairs Deferment Eligibility Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits

Service members, Veterans and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Transferability

Tennessee Board of Regents colleges and universities include:

Austin Peay State University
 East Tennessee State University
 Middle Tennessee State University
 Tennessee State University
 Tennessee Technological University
 University of Memphis
 Chattanooga State Technical Community College
 Cleveland State Community College
 Columbia State Community College
 Dyersburg State Community College
 Jackson State Community College
 Motlow State Community College
 Northeast State Technical Community College
 Pellissippi State Technical Community College
 Roane State Community College
 Southwest Tennessee Community College
 Volunteer State Community College
 Walters State Community College
 Nashville State Technical Institute

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

Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees¹

Communication	9 hours ²
Humanities and/or Fine Arts	9 hours

(At least one course must be in literature.)

Social/Behavioral Sciences	6 hours
History	6 hours ³
Natural Sciences	8 hours
Mathematics	<u>3 hours</u>
Total	41 hours

¹Foreign language courses are an additional requirement for the Associate of Arts (A.A.) and Bachelor of Arts (B.A.) degrees. Six hours of foreign language are required for the A.A. degree and 12 hours are required for the B.A.

²Six hours of English Composition and three hours in English oral presentational communication are required.

³Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six hours of United States History (three hours of Tennessee History may substitute). Students who plan to transfer to University of Tennessee System universities or to out-of-state or private universities should check requirements and take the appropriate courses.

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

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

Courses designated to fulfill general education by Cleveland State Community College are published on page 55 of this catalog. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR Web site, www.tbr.state.tn.us, under Transfer and Articulation Information.

University of Tennessee at Knoxville (UTK) Transfer Track Model

Based on the UTK General Education Requirements University Transfer Track Module

Students who wish to fulfill core curriculum requirements for the University of Tennessee at Knoxville may do so by completing the following General Education requirements listed in categories A through G. Specific

course equivalencies between the University of Tennessee at Knoxville (UTK) and Cleveland State Community College (CISCC) are also given.

- A. Communication through Writing (three courses) – first year composition sequence and one other course designated as “writing intensive” in the undergraduate catalog.
Approved Communicating through Writing courses at UTK and their CISCC equivalents:
- | UTK | CISCC |
|--|------------------------|
| English 101-English Composition I | ¹ ENGL 1010 |
| English 102-English Composition II | ¹ ENGL 1020 |
| Journalism & Electronic Media 200-Intro. to News Writing | COM 2050 |
- B. Communicating Orally (one course) – Public Speaking or Business and Professional Communication or completion of a course with an “OC” designation.
Approved equivalents:
- | UTK | CISCC |
|----------------------------|-----------------------|
| Speech 210-Public Speaking | ¹ SPE 2310 |
- C. Quantitative Reasoning (two courses) – Two math and/or statistics courses from the approved list in the undergraduate catalog or one math course from the list and one course with a “QR” (quantitative component) designation.
Approved equivalents:
- | UTK | CISCC |
|--------------------------------|------------------------------------|
| Math 115-Statistical Reasoning | ¹ MATH 1510 |
| Math 123-Finite Mathematics | ¹ MATH 1610 |
| Math 125-Basic Calculus | ¹ MATH 1810 |
| Math 141-142-Calculus I, II | ¹ MATH 1910 & MATH 1920 |
- D. Natural Science (two courses) taken from the approved list in the undergraduate catalog. At least one of the courses must have a laboratory.
Approved equivalents:
- | UTK | CISCC |
|--|--|
| Astronomy 161-162-Intro. Astronomy w/lab | ¹ ASTR 1010/
1011 & ¹ ASTR
1020/1021 |
| Astronomy 217-Honors: Intro. Astronomy | ASTR 2801-
2899 |
| Biology 101-102-Humankind in the Biotic World | ¹ BIOL 1010/
1011 & BIOL
1020/1021 |
| Biology 130-Biodiversity | ¹ BIOL 1120/
1121 |
| Biology 140-Organ. & Func of the Cell | ¹ BIOL 1110/
1111 |
| Chemistry 120-130-General Chemistry | ¹ CHEM 1111/
1121& ¹ CHEM
1120/1121 |
| Physics 221-222-Elements of Physics | ¹ PHYS 2010/
2011 & ¹ PHYS
2020/2021 |
| Physics 135-Intro. to Physics for Physical Science and Math Majors | ¹ PHYS 2110/
2111 |
| Physics 231-Fundamentals of Physics: Electricity & Magnetism | ¹ PHYS 2120/
2121 |

Physics 232-Fundamentals of Physics:

Wave Motion, Optics & Modern Physics PHYS 2130

- E. Arts and Humanities (two courses) taken from the approved list, which includes courses from the following disciplines: Architecture, Art History, Classics, English, Music History, Philosophy and Theatre.

Approved equivalents:

UTK	CISCC
Art History 172-Western Art I	¹ ART 1810
Art History 173-Western Art II	¹ ART 1820
English 201-British Literature I	¹ ENGL 2210
English 202-British Literature II	¹ ENGL 2220
English 221-Literature of the Western World I	¹ ENGL 2310
English 222-Literature of the Western World II	¹ ENGL 2320
English 231-American Literature I	¹ ENGL 2110
English 232-American Literature II	¹ ENGL 2120

- F. Social Sciences (two courses) – taken from the approved list, which includes courses from the following disciplines: Anthropology, Child and Family Studies, Economics, Political Science, Psychology and Sociology.

Approved equivalents:

UTK	CISCC
Economics 201-Introductory Economics	¹ ECON 2110 & 2120
Psychology 110-General Psychology	¹ PSY 1010
Sociology 110-Social Justice and Social Change	¹ SOC 2020

- G. Cultures and Civilizations (two courses) – taken from the approved list or two courses in a foreign language at the intermediate level. The approved list includes courses from the following disciplines: African and African-American Studies, Asian Studies, Classics, Geography, History, Latin American Studies, Medieval Studies, Religious Studies, Sociology and a variety of foreign languages, including French, German and Spanish.

UTK	CISCC
French 211-212-Intermediate French	FREN 2010 & 2020
Spanish 211-212-Intermediate Spanish	SPAN 2010 & 2020
History 241-Dev. of Western Civilization	¹ HIST 1110
History 242-Honors: Dev. of Western Civ.	¹ HIST 1120
Religious Studies 101-World Religions History	¹ REL 2780

¹These courses also fulfill Tennessee Board of Regents (TBR) General Education Requirements.

Tech Prep Articulation

Articulation is a process for transferring credit. It allows high school students in specific career technical programs the opportunity to transfer coursework credit into programs at Cleveland State. Students completing course(s) with an 85 percent or better grade in these specific career technical programs are eligible.

The area high schools, Technology Center and CSCC instructors have reviewed the curriculum and established an articulation process.

Procedures for Granting Articulation Credit

For further information on articulation, a transferring process, please contact your high school career technical instructor, school guidance counselor or the Tech Prep office at CSCC located in the D.F. Adkisson Administration Building, Room 211B or call (423) 472-7141, Ext. 325.

Tech Prep Programs and Concentrations

Offering Courses Eligible for Articulation Credit at CSCC

Business and Management

Accounting

ACC 1010	College Accounting I
BUS 1010	Introduction to Business
CIS 1110	Bus. Applications on PC's
OSA 1610	Keyboarding

Elective credit (3 hrs.)—Articulated courses from Career-Technical Program areas in ACC, BUS, CIS, MGT or OSA may be applied here; however BUS 2020 is strongly recommended.

Business

ACC 1010	College Accounting I
BUS 1010	Introduction to Business
CIS 1110	Bus. Applications on PC's
OSA 1610	Keyboarding

Computer and Information Systems

ACC 1010	College Accounting I
BUS 1010	Introduction to Business
CIS 1051	Spreadsheet Seminar—Excel (elective credit only)
CIS 2050	Desktop Publishing (elective credit only)
CIS 1562	Web Site Design (Frontpage required)
OSA 1610	Keyboarding

Elective credit (3 hrs.)—The following articulated course may be applied here, high school Web page design, or other articulated courses with advisor approval.

Health Care Management

ACC 1010	College Accounting I
CIS 1110	Bus. Applications on PC's
OSA 1610	Keyboarding

Management

ACC 1010	College Accounting I
CIS 1110	Bus. Applications on PC's
BUS 1010	Introduction to Business
OSA 1610	Keyboarding

Small Business Management

ACC 1010	College Accounting I
BUS 1010	Introduction to Business
CIS 1110	Bus. Applications on PC's
OSA 1610	Keyboarding

Electives (3 hrs.)—Articulated courses in ACC, BUS, CIS, MGT and/or OSA may be applied here.

Early Childhood Education

CIS 1110 Bus. Applications on PC's

Elective credits (3 hrs.)—Applies to high school students completing Child Development, Family and Parenting Education and (20 hrs.) Observation/Volunteerism with a certified day-care center.

General Technology

Applied Technology

CIS 1110 Bus. Applications on PC's

EET 1010 Electric Circuits I

ERG 1010 Engineering Graphics

Technical Electives (20 hrs.)— Articulated courses from any of the Career-Technical Program majors may be used.

Business Technology

ACC 1010 College Accounting I

BUS 1010 Introduction to Business

BUS 2100 Marketing and Sales

CIS 1110 Bus. Applications on PC's

OSA 1610 Keyboarding

Business Department Electives (21 hrs.)— Articulated courses from the Career-Technical Program majors may be used.

Industrial Technology

Computer Service Technology

CIS 1562 Web Site Design (Frontpage required)

CPT 1010 Computer Hardware Maintenance

CPT 1020 Computer Operating Maintenance

CPT 1100 Computer Networking I

CPT 1110 Computer Networking II

CPT 1020 credit if A+ certified. CPT 1110 credit if Net+ certified.

Construction Technology

CIS 1110 Bus. Applications on PC's

CST 1010 Construction Techniques and Methods

ERG 2010 Computer Aided Design I

Drafting and Design

CIS 1110 Bus. Applications on PC's

ERG 1010 Engineering Graphics

ERG 2010 Computer-Aided Design I

Electro-Mechanical

CIS 1110 Bus. Applications on PC's

EET 1010 Electric Circuits I

EET 1210 Digital Electronics I

INT 1110 Machine Tool Technology I

INT 1310 Welding Technology I

Electronics

CIS 1110 Bus. Applications on PC's

EET 1010 Electric Circuits I

EET 1210 Digital Electronics I

Technical Electives (3 hrs.)— Articulated courses from the Industrial Technology majors may be used.

Industrial Management

CIS 1110 Bus. Applications on PC's

BUS 1010 Introduction to Business

EET 1010 Electric Circuits I

Technical Electives (3 hrs.)— Articulated courses from the Industrial Technology majors may be used.

Office Administration

Administrative Assistant

ACC 1010 College Accounting I

BUS 1010 Introduction to Business

OSA 1020 Document Processing

OSA 1510 Word Processing I

OSA 1610 Keyboarding

OSA 1620 Text Formatting

OSA 2110 Office Procedures and Administration

Electives (3 hrs.)— Articulated courses in ACC, BUS, CIS, MGT and/or OSA may be applied here.

Medical Assistant

CIS 1110 Bus. Applications on PC's

OSA 1020 Document Processing

OSA 1610 Keyboarding

OSA 1620 Text Formatting

OSA 2110 Office Procedures and Administration

Medical Transcriptionist

OSA 1020 Document Processing

OSA 1510 Word Processing I

OSA 1610 Keyboarding

OSA 1620 Text Formatting

Elective credit (6 hrs.)— Articulated courses in ACC, BUS, CIS, MGT and/or OSA may be applied here.

Articulation credit applies to certificate programs with advisor approval. In addition to Tech Prep articulation, students transferring from a Tennessee Technology Center may earn credit for certain Cleveland State courses. Information is available from the Business and Technology Office.

Semester Costs
Business Regulations
Deferred Payment
Financial Aid Plans
Lottery Scholarships
CSCC Scholarships



Michael Weber
Freshman
Pre-Physical Therapy Major
Rochester, NY

Cleveland State Community College is a state-supported institution that provides services at a reasonable price. To determine the total cost of attending Cleveland State, students should consider both the required fees and their varying personal expenses. Students who feel they cannot afford the cost are urged to contact the Financial Aid Office to inquire about the several forms of assistance for which they may qualify. Payment of fees and tuition may be made at the Athens and Vonore locations, as well as at the main campus.

Estimated Semester Costs¹

Tuition and Regents OnLine Degree Fees

State Residents²

Tuition — students taking	
12 or more hours	\$912
Part-time students — per hour	\$78

Non-State Residents

Tuition — students taking	
12 or more hours	\$912
Out-of-State Tuition — students taking	
12 or more hours	\$2,732
Total	\$3,644
Tuition — Students taking	
fewer than 12 hours — per hour	\$78
Out-of-State Tuition — per hour	\$236
Total per hour	\$314

Regents OnLine Degree Program

State Residents²

Per hour	\$78
Online course fee	\$32
Total per hour	\$110

Non-State Residents

Per hour	\$78
Online course fee	\$32
Out-of-State tuition	\$236
Total per hour	\$346

Audit — Same as credit course fees.

Non-Credit — No application fee is required of non-credit students. Course fees may vary. Non-credit fees are non-refundable except when the course or activity is cancelled by the college.

¹ All fees are subject to change by the Tennessee Board of Regents.

² Students are classified as resident or non-resident by the Office of Admissions and Records for the purpose of assessing tuition charges. The definition of residency as determined by the Tennessee Board of Regents will apply. A student once classified as an out-of-state student will continue to be thus classified unless a change of legal residence is established by evidence other than presence as a student. The burden of proof of all conditions pertaining to residence is placed upon the student, including the responsibility for submission of such documentary substantiation as required by the college. If there is any question as to in-state residency at the time of registration, the student will be classified as out-of-state and will be charged out-of-state tuition. The out-of-state tuition for that semester will be refunded only if the student submits the required documentation within three weeks after regular registration. Information about residence classification may be obtained from the Office of Admissions and Records. Students have the right to appeal the assignment of residency status to the Director of Admissions and Records.

Registration Fees

Campus Access Fee	\$5
Student Activity Fee	\$3
Student Government Fee	\$6
Technology Fee (per semester)	max \$112.50
(\$14.25 Tech fee per credit hour up to 7 hrs. -- 8th hr. \$12.75)	

Special Fees

Application Fee	\$10
Bad Check Handling Fee (per check)	\$20
General Education Development Test (GED)	\$55
Graduation	\$25
Handicapped Parking Area Violations	\$100
Lab Fees - (Additional fees are charged for courses having special lab fees-lab fees are NOT refundable)	
Backpacking	\$20
Basic Camping	\$20
Bowling	\$35
Golf	\$32
Golf - Advanced	\$36
Life Guard/Life Saving	\$75
Piano - 1 hr.	\$45
Piano - 2 hrs.	\$75
Police Instruction Lab	\$220
Scuba Diving	\$40
Swimming	\$55
Voice - 1 hr.	\$45
Voice - 2 hrs.	\$75
Whitewater Rafting	\$80
Late Registration	\$10
Student I.D. Replacement	\$1
Traffic Fines	\$10

Federal Tax Reporting – Form 1098-T

Cleveland State, who has received qualified tuition and related expenses on your behalf, must furnish a 1098-T form to you. You, or the person who may claim you as a dependent, may be able to take either the tuition and fees deduction or claim an education credit on Form 1040 or 1040A for the qualified tuition and related expenses that were actually paid in the tax year. These forms are mailed out before January 31. For additional information, please contact the Business Office at (423) 472-7141, Ext. 394.

Disabled and Senior Citizens

Disabled persons suffering from a permanent total disability which totally incapacitates such persons from working at an occupation with an income and persons 65 years of age or older who reside in Tennessee shall pay a maximum fee of \$75 per semester. Tennessee residents age 60 or over may audit classes free of tuition and registration fees. Persons who qualify for these designations still must pay the application fee, late fee and lab fees. For disability students there is a form that must be filled out by the Social Security Administration Office. The above provisions are dependent on sufficient fee enrollment and space availability. Availability of space will be determined at the first class meeting. Limitations to available space are most likely to occur in laboratory and computer classes. These provisions do not apply to programs covered by special admissions requirements.

Inquiries concerning the admission, registration and other services for disabled students may be addressed to the Office of Student Development in the George L. Mathis Student Center, Room U-118, Cleveland, Tennessee; or by calling (423) 472-7141, Ext. 217.

Vietnam Conflict Veterans Dependents

All tuition, registration and other fees are waived for the children of Vietnam conflict veterans if the conflict veteran died while serving in Vietnam or as a result of injury sustained while serving in Vietnam or was officially declared missing in action or declared a prisoner of war in Vietnam. Special age and residency requirements must be met. Documented evidence will be required.

Veterans Affairs Deferment Eligibility Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits

Service members, Veterans and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Higher Education Employees – Public Chapter 191

Full-time employees of the Tennessee Board of Regents and the University of Tennessee are eligible to enroll, on a space available basis, in one credit class per term without payment of tuition or registration fees. Information on this program is available from the Personnel Office. An application for Waiver of Fees – Public Chapter 191 (fully executed by the employing institution) must be presented at the time of fee payment. Registration for a course under this program is allowed only during the late registration period. A fee discount form must be submitted each semester.

State Employee Fee Waiver Program

Full-time employees of the State of Tennessee executive judicial or legislative branches are eligible to enroll, on a space available basis, in one credit course per term without paying tuition or registration fees. At the time of enrollment,

the state employee must present a completed “Public Higher Education Fee Waiver for Employees of the State of Tennessee” form certifying that the applicant is a full-time employee with a least six months continuous service. Registration for a course under this program is allowed only during the late registration period. A fee discount form must be submitted each semester.

Fee Discount Program for Spouses and Dependent Children of TBR Employees

Spouses and dependent children under the age of 26 of certain retired employees, and regular employees of Tennessee Board of Regents institutions who have been employed for at least one continuous year and work at least one-half time are eligible for up to a 50 percent discount on tuition and registration fees. The amount of the tuition and registration fees discount is 50 percent for full-time employees. Spouses and dependent children of part-time employees will receive a pro-rata portion of the 50 percent tuition and registration fees discount based on the employee’s percentage of work effort. This program is applicable only to undergraduate credit courses. Certain special conditions must be met to qualify for this program. Information on the program is available from the Personnel Office. A Request for Fee Discount for Spouse and/or Dependent form (fully executed by the employing institution) must be presented at the time of fee payment. A fee discount form must be submitted each semester.

Fee Discount Program for Spouses and Dependent Children of University of Tennessee Employees

Spouses and dependent children under the age of 26 of certain retired employees, and regular employees of University of Tennessee institutions who have been employed for at least one continuous year and work at least one-half time are eligible for up to a 50 percent discount on tuition fees. The amount of the tuition fee discount is 50 percent for full-time employees. Spouses and dependent children of part-time employees will receive a pro-rata portion of the 50 percent tuition fee discount based on the employee’s percentage of work effort. This program is applicable only to undergraduate credit courses. Certain special conditions must be met to qualify for this program. Information on the program is available from the Personnel Office. A Request for Fee Discount for Spouse and/or Dependent form (fully executed by the employing institution) must be presented at the time of fee payment. A fee discount form must be submitted each semester.

Fee Discount Program for Children of Certified Public School Teachers and for Children of State Employees

Children under the age of 24 whose parent (1) is employed as a full-time licensed teacher in any public school in Tennessee or a full-time employee of the State of Tennessee, (2) is a retired employee of the State of Tennessee who retired after a minimum of 25 years of full-time creditable service, (3) was killed in the line of duty while a full-time employee of the State of Tennessee, or (4) died while a full-time employee, though not “in the line of duty” are eligible for a 25 percent discount on undergraduate tuition fees. At the time of fee payment, the student must present a completed “Public Higher Education Fee Discount for Children of Certified Public School Teachers and Children of State Employees” form certifying eligibility for the program. A fee discount form must be submitted each semester.

Fee Discounts do not apply to Continuing Education Courses.

Books and Supplies

The cost of books and supplies varies each term and from one program of study to another. In courses requiring special instruments, a one-time cost factor must be considered. Used books will be purchased by the bookstore according to current policies available in the bookstore.

The bookstore operation is a contracted service and students should become familiar with the policies of the bookstore management regarding returns and refunds in the event of canceled classes.

Business Regulations

- A. **All fees are payable at the time of registration each term. Registration is not complete until all fees are paid (including checks clearing the banks) or when the initial payment due under the deferred payment plan has been paid.** No partial payment of fees will be accepted unless the student is under the Deferred Payment Plan.
- B. Students not honoring returned checks within 10 calendar days after notification by the Business Office will be dropped from college enrollment within five working days (TBR Guideline B-010).
- C. No student may continue class attendance, re-enroll, graduate or receive a transcript or grades until all financial obligations are met.
- D. All accounts are subject to audit and any errors will be corrected by refund or additional charge.
- E. Fees may only be received by personnel of the Business Office or authorized representatives of that office.
- F. Checks for college fees are payable to Cleveland State Community College and are permissible only in the amounts of the assessed fees.

- G. Refund policy:
Special fees are non-refundable.
See Plans 1, 2 and 3 below.
- H. All fees are subject to change without notice.
- I. Any debts or obligations owed the college will automatically be deducted from refunds, financial aid (within Federal Guidelines) or scholarships before payment is made to a student.

Deferred Payment Plan

The Deferred Payment Plan allows you to pay your tuition in three payments (some restrictions apply).

Requirements to participate:

- 50 percent of the fees due by current fees due date
- 25 percent of the fees due by the next month's due date
- 25 percent of the fees due by the second month's due date
- A current minimum balance of \$100 after application of financial aid, fee waivers, fee discounts and scholarships.
- A \$10 service charge will be assessed and added to the first payment.
- Prior semester charges and fines are not deferrable.
- A \$25 late fee will be assessed on each installment not paid on or before the due date and each 30-day period past the second installment up to a maximum of \$100.
- Withdrawals from classes will not alter any remaining balance due except to the extent that any refund may be applied to the student's account.
- At the time of fee payment all participants will be required to sign a Deferment form agreeing to the rules of the Cleveland State Deferment Plan.
- Deferred Payment Plan cannot be applied to summer terms.

Outstanding deferred payment balances will be deducted from refunds, financial aid, scholarships or any other awards a student may receive after going on the deferred payment plan regardless of the due date. Students may set up the Deferred Payment Plan at the Athens and Vonore locations, as well as in the Business Office at the main campus.

Refund Plan

General Refund Plan – Cleveland State will refund a portion of the maintenance and out-of-state tuition to any student who officially drops, withdraws or is dismissed from a course(s) within the drop/withdrawal deadline. Official withdrawal date for calculating refunds will be based on the date the withdrawal form is received in the Office of Admissions and Records. Refunds are disbursed at the end of the refund period and will be mailed.

Refund amounts will be calculated per the following provisions:

1. One hundred percent (100%) of maintenance fees, tuition and other registration fees will be refunded for classes canceled by the institution.
2. One hundred percent (100%) of maintenance fees, tuition and other registration fees will be refunded for withdrawals processed prior to the first day of classes.
3. One hundred percent (100%) of maintenance fees,

tuition and other registration fees will be refunded in case of death of a student.

4. The basic refund for withdrawals or drops during regular terms (fall and spring) is 75 percent of maintenance fees and tuition only from the start of classes through the fourteenth calendar day. From the 14th day up to 25 percent of the length of the term, the refund will be 25 percent of the maintenance fees and tuition only. There is no refund after the 25 percent period ends.
5. For summer sessions and other short terms, the 75 percent refund period and the 25 percent refund period will extend a length of time proportionate to the 75 percent and 25 percent periods of the regular terms.
6. A full refund (100%) is provided to students who are compelled by Cleveland State to withdraw when it is determined that through Cleveland State error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. In each case, an appropriate official must certify in writing that the provision is applicable.
7. When a course is included in a regular term's registration process for administrative convenience but the course does not begin until later in the term, the 75 percent/25 percent refunds 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.

Return to Title IV Funds Refund Plan – Plan 1

Applies to Fall, Spring and Summer Semesters

A. Return of Title IV Funds

The Return of Unearned Title IV Aid applies to any student who meets the following criteria:

1. the student completely withdraws (officially or unofficially) from day or evening classes before 60 percent of the payment period; and
2. the student received Title IV aid.

If a student withdraws on or before the 60 percent point of time of the period of enrollment, calculated using calendar days, a portion of the total of Title IV funds awarded a student (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford Loan, Federal Plus Loan, but not Federal Work-Study must be returned according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the college and/or the Federal Government.

The amount of Title IV funds returned will depend on the amount of Title IV aid by program that was disbursed for the payment or enrollment period, total amount of Title IV aid that was disbursed plus

any Title IV aid that could have been disbursed for the payment or enrollment period, institutional charges for the payment or enrollment period, the percentage of Title IV aid earned and the percentage of Title IV aid unearned.

The following formula will be used when determining the return of unearned Title IV aid: The number of days completed in the payment period when the student began the withdrawal process calculated as a percentage of the total days in the payment period is the percentage of earned Title IV aid. If a student does not officially notify the institution of his/her withdrawal, 50 percent of the payment period may be used (or the school may choose to use a documented attendance date that is past the 50 percent point). The amount of Title IV aid unearned by the student will be calculated by multiplying the total amount of Title IV aid that was disbursed or could have been disbursed by the percentage unearned.

The institution will be responsible for the return of unearned tuition and fees. To determine the institution's responsibility, multiply the total amount of institutional charges for the payment period by the percentage unearned. Compare this result with the amount of Title IV aid unearned, the lesser amount is the unearned Title IV aid for which the school is responsible. The student's responsibility is equal to the total amount of unearned Title IV aid minus the institution's responsibility. If the student's portion of unearned Title IV aid is a loan, the terms and conditions of the loan take care of the repayment. If the student's portion of the unearned Title IV aid is a federal grant, the student returns no more than 50 percent of the amount received for the payment period (see example).

Example: The fall semester consist of 120 calendar days. A student decides to withdraw from the institution on the 12th calendar day of the semester. The student received \$1,500 grant and \$300 FSEOG grant. The student fees totaling \$650 was deducted from the Title IV funds and the student received a check for \$1,150.

$12 \text{ days} / 120 \text{ days} = 10\%$ (earned Title IV aid)
 $100\% - 10\% = 90\%$ (unearned Title IV aid)

$\$1,800 \times 90\% = \$1,620$ (Total Title IV aid unearned)

Student fees of $\$650 \times 90\% = \585 (Institution's share of unearned aid.)

$\$1,620 - \$585 = \$1,035 \times 50\% = \517.50 (Amount of unearned aid the student must return.)

The Institution would refund the FPell grant \$585 and the student would owe \$517.50 which must be returned to the FPell grant program.

Returns are credited in the following order:

1. FUnsubsidized Stafford Loans;
2. FSubsidized Stafford Loans;
3. Federal Plus Loans;
4. FPell Grants;
5. FSEOG; and
6. Other Title IV programs.

The student must return his/her portion of unearned Title IV aid to the institution within 45 days or they will be referred to the U.S. Department of Education for collection. The student will remain ineligible to receive future Title IV aid until this obligation is paid in full.

B. Students who do not meet the criteria for the Refund of Title IV Funds

If a student withdraws from any day or evening class within 14 calendar days from the first official day of classes (as published in the official academic calendar) or within an equivalent period for short-term courses, a refund will be made of 75 percent of the registration and/or tuition fees. After these 14 days, the refund drops to 25 percent. Twenty-five percent of the registration and/or tuition fees will be refunded for a period of time which extends 25 percent of the length of the term or within an equivalent period for short-term courses.

Refunds are credited in the following order:

1. FUnsubsidized Stafford Loans;
2. FSubsidized Stafford Loan;
3. FUnsubsidized Direct Loans;
4. FSubsidized Direct Loans;
5. Perkins Loans;
6. Federal PLUS Loans;
7. Direct PLUS Loan;
8. Federal Pell Grants;
9. FSEOG;
10. Other Title IV programs;
11. Other Federal, State, Private or Institutional Aid; and
12. the student.

No refund will be made beyond the 25 percent period. No part of the registration and/or tuition will be transferred or carried forward to apply on a subsequent term. One-hundred percent of fees will be refunded for drops or withdrawals prior to but not including the first day of class and in cases where classes are canceled by the college.

C. Drop Refund

If a student drops from any day or evening class within 14 calendar days from the first official day of class (as published in the official academic calendar) or within an equivalent period for short-term courses, a refund will be made of 75 percent. The refund will then be reduced to 25 percent for a period of time which extends through 25 percent of the length of the term. There is no refund after the 25 percent period ends.

Refunds are credited in the following order:

1. FUnsubsidized Stafford Loans;
2. FSubsidized Stafford Loan;
3. FUnsubsidized Direct Loans;
4. FSubsidized Direct Loans;
5. Perkins Loans;
6. Federal PLUS Loans;
7. Direct PLUS Loan;
8. Federal Pell Grants;
9. FSEOG;
10. Other Title IV programs;
11. Other Federal, State, Private or Institutional Aid; and
12. the student (unless the student has given the institution permission to refund them any refund that are \$25.00 or less).

One-hundred percent of fees will be refunded for drops or withdrawals prior to but not including the first day of class and in cases where classes are canceled by the college.

Refund – Plan 2 Summer Term

The summer term consists of two separate terms of approximately five weeks each. Fees are assessed according to the following:

- A. Summer term fees will be assessed on a hourly basis at the current hourly rate as specified in the estimated semester costs. No part of the payment is refundable unless the student withdraws from classes within the scheduled withdrawal period. (See Refund Plan 1.)
- B. If the student should register for additional hours for the second term, the student would be obligated to pay for these hours at the current hourly rate as in number 1. The maximum per semester will not apply during the summer terms.

Refund – Plan 3

Applies to the first Summer Session* and 10-week Evening Classes Simultaneously

If a student who has registered only for the first five-week summer session day school and also has registered for evening classes, which meet for ten weeks, withdraws from either day or evening classes, the refund will be figured on the basis of Plan 1.

Financial Aid

The student financial aid program at Cleveland State Community College is designed to aid students who would find it difficult or impossible to attend college without financial assistance. Cleveland State Community College offers a comprehensive program of financial aid in the form of scholarships, part-time employment, grants and loans. Major emphasis is placed upon the student's financial need and academic achievement. Students may apply for one type or a combination of the types of financial aid available.

The basis of determining the need of a student will be an analysis of the financial status of the student's and/or the

parents' income, provided by completing a Free Application for Federal Student Aid (FAFSA) distributed by the U.S. Department of Education. These forms are available in the high schools, in the Financial Aid Office at Cleveland State Community College or available online at www.FAFSA.ed.gov

Eligibility for financial aid is based on financial need, availability of funds and ability to maintain satisfactory academic progress. To qualify a student must:

- A. Submit the Free Application for Federal Student Aid to determine financial need.
- B. Submit verifying documents as requested by the Financial Aid Office.
- C. Be accepted for admission or currently attending Cleveland State and enrolled in an approved certificate, degree or transfer program.
- D. Midyear transfer - may be required to request a financial aid transcript from the last school attended.
- E. Meet Cleveland State's satisfactory academic progress standards for financial aid recipients.

Students are encouraged to apply early for financial aid. Students must complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA Renewal Application by **March 31** to ensure that the Financial Aid Office receives the Institutional Student Information Record and other documents prior to the priority deadline. **June 15** is the priority deadline for applying for the fall semester and **November 15** for the spring semester. Applications received by these dates will be given first consideration in the allocation of financial aid funds. Applications received after these dates will be accepted and awards made to eligible applicants on a first-come, first-served basis as long as funds are available.

Although Cleveland State participates in the electronic processing of financial aid applications, we do not encourage students to wait until the last minute to file; therefore, initial applications received after the priority deadline will be processed only as time allows. These students may be required to pay for tuition and fees, then be reimbursed at a later date if they qualify for financial assistance.

Financial Aid Appeals

Students placed on financial aid suspension can appeal that decision to the Financial Aid Appeals Committee. The appeal must be prepared in writing and be accompanied by appropriate supporting documents. If not satisfied with the decision of the Financial Aid Appeals Committee, any student can take his/her appeal to the Vice President for Student Services. Reasons that may be acceptable for the appeal are: (1) Serious illness or accident on the part of the student; (2) Death, accident or serious illness in the immediate family; (3) Class canceled by Cleveland State; (4) Other extenuating circumstances may be acceptable and will be considered by the Financial Aid Appeals Committee.

Students may make a maximum of one appeal per fiscal year (July 1 - June 30). If the appeal is granted, the student is placed on financial aid probation for the subsequent semester. Failure to meet the academic stan-

dards again, will result in the student's being placed on financial aid suspension.

Title IV Programs

Several federally-funded aid programs are grouped within the general designation of Title IV. These include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Family Educational Loans and Federal Work-Study. Each is described in this section, following a brief presentation of rules and regulations applying to the Title IV aid programs.

Types of Title IV Aid Federal Pell Grants

The Federal Pell Grant is a program designed to provide financial assistance to those who need it to attend post-high school educational institutions. These grants are intended to be the foundation of a financial aid package and may be combined with other forms of aid in order to meet the full cost of education. A student must first be determined eligible or ineligible for a Federal Pell Grant before consideration is given for other aid. The amount of a Federal Pell Grant is determined on the basis of a student's personal and family financial resources.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate students with exceptional financial need, students with the lowest Expected Family Contribution (EFCS) and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be paid back.

Federal Stafford Loan Program

The Federal Stafford Loan Program is another source of financial assistance offered by the U.S. Department of Education to defray the expense of higher education. The Federal Stafford Loan Program consists of a subsidized and unsubsidized loan.

Federal Subsidized Stafford Loans are available to students who demonstrate financial need for a loan. A student must first be determined eligible or ineligible for a Federal Pell Grant before an application for the Federal Subsidized Stafford Loan is approved.

The Federal Unsubsidized Stafford Loans are not awarded on the basis of need. Interest is charged from the time the loan is disbursed until it is paid in full. If interest is allowed to accumulate, it will be capitalized--that is interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount.

Loans must be repaid. Repayment normally begins six months after graduation, withdrawal or enrollment at less than halftime status. The interest rate on the Federal Stafford Loan is a variable rate, but is usually less than the rate for conventional loans.

Information on the Federal Stafford Loan Program

may be obtained at the Financial Aid Office at Cleveland State Community College.

Federal Parent Loans for Undergraduate Students (FPLUS)

Federal Plus Loans are available to parents of dependent students who do not qualify for Federal Stafford Loans or who need additional financial aid. Repayment normally begins within 60 days of the receipt of the funds from the lender. The interest rate on the Federal Plus Loan is a variable rate, but is usually less than the rate for conventional loans.

Information on the Federal Plus Loan Program may be obtained at most Tennessee banks and credit unions or the Financial Aid Office at Cleveland State Community College.

Federal Work-Study (FWS)

The Federal Work-Study Program provides part-time employment opportunities. To be eligible for Federal Work-Study, a student must be accepted or enrolled and be in good standing if currently enrolled. Student eligibility further depends upon need for employment to defray college expenses. Part-time employment is available on campus in such areas as the library, laboratories, maintenance department, faculty and administration offices. The program encourages community service work.

Return of Title IV Funds Policy

The Return of Unearned Title IV Aid applies to any student who meets the following criteria:

- A. the student completely withdraws (officially or unofficially) from day or evening classes before 60 percent of the payment period; and
- B. the student received Title IV aid.

If a student withdraws on or before the 60 percent point of time of the period of enrollment, calculated using calendar days, a portion of the total of Title IV funds awarded a student (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Tennessee Student Assistance Award, Federal Stafford Loan, Federal Plus Loan, but not Federal Work-Study) must be returned according to the provisions of the Higher Education Amendments of 1998. The withdrawal date is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance or the midpoint of the semester for a student who leaves without notifying the institution. The calculation of the return of these funds may result in the student owing a balance to the college and/or the Federal Government.

When aid is returned, the student will owe a debit balance to the college. The student should contact the Business Office to make arrangements to pay the balance.

The institution will be responsible for the return of unearned tuition and fees. To determine the institution's responsibility, **multiply** the total amount of institutional charges for the semester by the percentage unearned. Compare this result with the amount of Title IV aid

unearned, the lesser amount is the unearned Title IV aid for which the school is responsible.

The student's responsibility is equal to the total amount of unearned Title IV aid **minus** the institution's responsibility. If the student's portion of unearned Title IV aid is a loan, the terms and conditions of the loan take care of the repayment. If the student's portion of the unearned Title IV aid is a federal grant, the student returns no more than 50 percent of the amount received for the semester (see example).

Re-calculation Formula

- Percent earned = Number of days completed up to the withdrawal date/total days in the semester (see example).
- Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:
- Aid to be returned = (100 percent earned) x the amount of aid disbursed toward institutional charges (see example).

Example of Re-calculation Formula

Example: The fall semester consists of 120 calendar days. A student decides to withdraw from the institution on the 12th calendar day of the semester. The student received \$1,500 Federal Pell Grant and \$300 Federal SEOG. The student fees totaling \$650 was deducted from the Title IV funds and the student received a check for \$1,150.

$$12 \text{ days}/120 \text{ days} = 10\% \text{ (earned Title IV aid)}$$

$$100\% - 10\% = 90\% \text{ (unearned Title IV aid)}$$

$$\$1,800 \times 90\% = \$1,620 \text{ (Total Title IV aid unearned)}$$

$$\text{Student fees of } \$650 \times 90\% = \$585 \text{ (Institution's share of unearned aid.)}$$

$$\$1,620 - \$585.00 = \$1,035 \times 50\% = \$517.50$$

(Amount of unearned aid the student must return.)

The institution would refund the Federal Pell Grant \$585 and the student would owe \$517.50 which must be returned to the Federal Pell Grant Program.

Returns are credited in the following order:

1. Federal Unsubsidized Stafford Loans;
2. Federal Subsidized Stafford Loans;
3. Federal Plus Loans;
4. Federal Pell Grants;
5. Federal SEOG;
6. Other Title IV programs.

The student must return his portion of unearned Title IV aid to the institution within 45 days or he will be referred to the U.S. Department of Education for collection. The student will remain ineligible to receive future Title IV aid until this obligation is paid in full.

State Grant Program Tennessee Student Assistance Award (TSAA)

A Tennessee Student Assistance Award assists undergraduates in financing their postsecondary education. Priority is given to Tennessee residents demonstrating financial need.

Emergency Student Loan

The Emergency Student Loan is a nonprofit program designed to assist currently enrolled students with a financial emergency. Applications and information are available in the Financial Aid Office.

Other Assistance

Disability Discount, Department of Human Services, State Employee Fee Waiver, State Employee Children Discount, Teacher/Dependent Discount, Veterans Benefits and Vocational Rehabilitation may be other sources of financial assistance for students. Interested persons should check with the local office of these organizations or the Financial Aid Office at Cleveland State.

Award Notification

During the summer, financial aid recipients will be notified through an award letter as to the types and amounts of financial assistance being offered. Generally, award notifications are mailed out on a continuous basis beginning around June 1.

Students meeting the **June 15** priority deadline date can expect to receive their award letters prior to the beginning of the fall semester.

Students applying for financial aid for spring and/or summer semesters, who meet the priority deadline dates, can expect to receive their award letters before the beginning of each term.

Satisfactory Academic Progress¹

Students receiving Title IV Financial Aid are expected to meet the current academic standards of the college, as presented in the Academic Information section of this catalog. A student who is suspended for academic reasons is not eligible for any federal financial aid during the time of suspension. The suspended student will remain ineligible for aid until satisfactory progress has been re-established.

A student who receives all "F's" or all "W's" for a term will be ineligible for federal aid in the subsequent term of enrollment. For evaluating satisfactory progress for financial aid, an "I" will be considered an "F." This position must be taken as an "I" becomes an "F," if it is not completed within the designated time frame.

Federal financial aid recipients who fail to earn any credit hours for a term of enrollment will not be eligible to receive additional aid until one semester has been completed with a minimum of six credit hours earned and a minimum 2.0 GPA or a financial aid appeal has been approved.

At the end of each semester, except summer, the record of each financial aid recipient will be evaluated to determine if minimum acceptable program progress toward the degree or certificate has been achieved. Minimum acceptable program progress for each semester is defined as indicated below. Exceptions may be made only with approved mitigating circumstances. ¹

¹ Subject to change

Financial Aid based upon enrollment of:	Recipients must complete satisfactorily:
12 or more hours	9 hours
9-11 hours	7 hours
6-8 hours	5 hours
less than 6 hours	complete hours attempted

Satisfactory grades are A, B, C or D. Unsatisfactory grades are W, F or I.

Students must, in addition to the above, meet cumulative progress standards. Financial aid recipients must maintain the following cumulative grade point averages to be considered making satisfactory progress in order to maintain Federal Title IV student financial assistance (includes remedial courses).

Total hours attempted:	Minimum required GPA:
0 - 14.0	1.0
14.1 - 26.0	1.4
26.1 - 40.0	1.7
40.1 - 48.0	1.9
48.1 - above	2.0

Students who have reached 100 hours attempted toward their degree will become ineligible for financial aid. Students are allowed to receive Federal Financial Aid for a maximum of 30 hours of developmental studies courses. Therefore, a student may be allowed to receive financial aid up to a maximum of 130 attempted hours, (100 hours toward a degree, 30 hours required developmental studies courses).

Students transferring into Cleveland State Community College from other educational institutions will be required to meet the same standards as Cleveland State Community College students for the purpose of establishing eligibility and duration for financial aid awards. Terms spent at previous institutions will be counted in calculating the maximum allowable time aid may continue. Students transferring into Cleveland State from other educational institutions will be placed on Financial Aid Probation for one semester if they do not meet the minimum Satisfactory Academic Requirements (SAP). If SAP is not met after the completion of the semester, then transfer students become ineligible to receive financial aid for the subsequent term.

Any administrative action or termination of financial assistance which occurs as a result of this policy may be appealed by the student to the Financial Aid Appeals Com-

mittee by submitting an appeal request in writing to the Financial Aid Director. Financial aid recipients will be notified in writing when they are terminated from financial aid.

These rules establish minimum eligibility. The decision to make a recommendation for an award is the prerogative of the Financial Aid Director within all applicable regulations of the institution and the respective granting agencies.

Unofficial Withdrawals

Students who have registered for and made payment for classes are officially enrolled. Once enrolled, students who stop attending class and do not officially withdraw from school will receive "F's" for the courses and are considered to be "unofficial withdrawals." Those students will receive a 0.00 GPA for a term.

The federal government will review attendance records of those students for financial aid purposes. The federal position is that the government is entitled to a prorated recovery of federal financial aid funds given to those students based upon the date that is determined to be the last day of attendance. Participating Student Financial Aid (SFA) schools are expected to monitor student attendance for the purpose of determining a withdrawal date. To comply with this guideline, instructors must take class attendance in order to verify the last day of attendance for official and unofficial withdrawals.

According to federal guidelines, Title IV funds are awarded to cover educational costs incurred for class attendance in courses registered for during a specified enrollment period. Therefore, if a student withdraws or drops out before his or her first day of class, student financial aid funds may not be used to pay any portion of a student's educational costs. In conjunction, if a student's enrollment status changes as a result of dropping a never attended class, then that student may be subject to a partial Federal Pell Grant repayment. Last date of attendance will

be confirmed by the instructor completing the attendance section on the withdrawal/drop form or completing the attendance section on "Web for Faculty."

Students should be aware that failure to attend all classes registered for in a term or unofficially withdrawing from school could result in their having to repay financial aid funds, thereby, making them ineligible to receive other Title IV assistance until this obligation is paid in full. Unresolved overpayments are reported to the Department of Education.

Transfer Students

Midyear transfer students may be required to request a financial aid transcript from the last school attended.

Enrollment Status

Financial Aid Requirements

12 or more Hours	Full Time
9, 10, 11	Three-fourth Time
6, 7, 8	Half Time
Fewer than Six Hours	Less than Half Time

Credits earned through proficiency are not included in these hours.

Institutional Information for Financial Aid Applicants

Facilities of Cleveland State Community College are described in the Introduction to this catalog and various other college publications.

Current and historical data on enrollments, program graduates and job placement are available upon request in the Office of Planning, Research and Effectiveness.

All programs and courses are accessible to persons with disabilities.

Tennessee Education Lottery Scholarship Program

Eligibility Requirements for 2004-05 Academic Year

- Entering freshmen (High School Class of 2004) and sophomores (High School Class of 2003) who are Tennessee residents for one year prior to application
- Enroll in a Tennessee public college/university or enroll in a Tennessee private college/university that is accredited by the Southern Association of Colleges and Schools listed on the following page.
- Apply with the 2004-05 Free Application for Federal Student Aid (FAFSA) or renewal 2004-05 FAFSA starting January 1 for each academic year (www.fafsa.ed.gov)
- FAFSA and renewal FAFSA application priority date – May 1. Early application recommended.
- Full-time enrollment (part-time prorated) – leading to a certificate, diploma or degree – satisfactory academic progress required
- Award amounts based on available funding from State Lottery

Tennessee HOPE Scholarship

Award amount – \$3,000 for 4 year institutions; \$1,500 for 2 year institutions (no more than cost of attendance)

- Entering freshmen (High School Class of 2004) must have at least a 19 ACT (890 SAT or unweighted 3.0 GPA and a college core unweighted 3.0 GPA and
- Complete all college core and university track courses (20 units required) or
- College sophomores (High School Class of 2003) – Meet the Tennessee HOPE Scholarship criteria above and 2.75 college cumulative GPA and 24 completed hours in first college year
- Home school graduates – 23 ACT (1060 SAT) or 525 GED and 19 ACT (890 SAT)
- GED applicants – 525 and 19 ACT (890 SAT)

Need-Based Supplemental Award

Award amount – \$1,000 Supplement to Tennessee HOPE Scholarship

- Meet Tennessee HOPE Scholarship requirements and
- Parent(s) adjusted gross income (on FAFSA) of \$36,000 or less (dependent student) or
- Student (and spouse) adjusted gross income (on FAFSA) of \$36,000 or less (independent student)

Tennessee HOPE Access Grant

Award amount – \$2,000 for 4 year institutions; \$1,250 for two year institutions

- Entering freshmen must have at least an unweighted 2.75 GPA and a college core unweighted 2.75 GPA and 18 ACT (860 SAT) and
- Complete all required college core courses and
- Parent(s) adjusted gross income of \$36,000 or less for dependent student or student (and spouse) for independent student
- Grant non-renewable – will be eligible for Tennessee HOPE Scholarship by meeting HOPE Scholarship renewal criteria

General Assembly Merit Scholarship

Award amount – \$1,000 supplement to Tennessee HOPE Scholarship

- Entering freshmen must have at least an unweighted 3.75 GPA and a college core unweighted 3.75 GPA and 29 ACT (1280) SAT and
- Complete all required college core and university track courses (20 units required)

Tennessee HOPE Scholarship Renewal Criteria

- 1st year – 2.75 college cumulative GPA and 24 attempted hours
- Cannot be prior recipient of Tennessee HOPE Scholarship

Wilder-Naifeh Technical Skills Grant

Award amount – \$1,250 (no more than cost of attendance)

- Full-time enrollment in Tennessee Technology Centers (part-time prorated)
- Cannot be prior recipient of Tennessee HOPE Scholarship

For answers to your questions, please contact the Financial Aid Office in the Mathis Student Center Room 102 or visit the TSAC Web site at www.state.tn.us/tsac.

Tennessee Education Lottery Scholarship Programs 2004–2005 Eligible Institutions

Aquinas College (003477)	Tennessee State University (003522)
Austin Peay State University (003478)	TN Tech Center at Athens (005358)
Baptist Memorial College of Health Sciences (034403)	TN Tech Center at Chattanooga (003998-01)
Belmont University (003479)	TN Tech Center at Covington (005280)
Bethel College (003480)	TN Tech Center at Crossville (004026)
Bryan College (003536)	TN Tech Center at Crump (005357)
Carson-Newman College (003481)	TN Tech Center at Dickson (013955)
Chattanooga State Tech Community College (003998)	TN Tech Center at Elizabethton (005281)
Christian Brothers University (003482)	TN Tech Center at Harriman (013894)
Cleveland State Community College (003999)	TN Tech Center at Hartsville (013893)
Columbia State Community College (003483)	TN Tech Center at Hohenwald (014126)
Crichton College (009982)	TN Tech Center at Jacksboro (010700)
Cumberland University (003485)	TN Tech Center at Jackson (013895)
David Lipscomb University (003486)	TN Tech Center at Knoxville (004025)
Dyersburg State Community College (006835)	TN Tech Center at Livingston (005353)
East Tennessee State University (003487)	TN Tech Center at McKenzie (005352)
Fisk University (003490)	TN Tech Center at McMinnville (005307)
Free Will Baptist Bible College (030018)	TN Tech Center at Memphis (005360)
Freed-Hardeman University (003492)	TN Tech Center at Morristown (013891)
Hiwassee College (003494)	TN Tech Center at Murfreesboro (014543)
Jackson State Community College (004937)	TN Tech Center at Nashville (013968)
John A. Gupton College (008859)	TN Tech Center at Newbern (005283)
Johnson Bible College (003495)	TN Tech Center at Oneida/Huntsville (009710)
King College (003496)	TN Tech Center at Paris (013943)
Lambuth University (003498)	TN Tech Center at Pulaski (009464)
Lane College (003499)	TN Tech Center at Ripley (012164)
Lee University (003500)	TN Tech Center at Shelbyville (005379)
LeMoyné-Owen College (003501)	TN Tech Center at Whiteville (014304)
Lincoln Memorial University (03502)	Tennessee Technological University (003523)
Martin Methodist College (003504)	Tennessee Wesleyan College (003525)
Maryville College (003505)	Trevecca Nazarene University (003526)
Memphis College of Art (003507)	Tusculum College (003527)
Middle Tennessee State University (003510)	Union University (003528)
Milligan College (003511)	University of Memphis (003509)
Motlow State Community College (006836)	University of Tennessee, Chattanooga (003529)
Nashville State Technical Community College (007534)	University of Tennessee, Knoxville (003530)
Northeast State Tech Community College (005378)	University of Tennessee, Martin (003531)
Pellissippi State Tech Community College (012693)	University of Tennessee, Memphis (006725)
Rhodes College (003519)	University of the South (003534)
Roane State Community College (009914)	Vanderbilt University (003535)
South College (004938)	Volunteer State Community College (009912)
Southern Adventist University (003518)	Walters State Community College (008863)
Southwest Tennessee Community College (010439)	Watkins Institute College of Art and Design (031276)

CSCC Institutional Scholarships

Academic Service Scholarship

The Academic Service Scholarship is awarded annually to students who have demonstrated outstanding academic achievement during their high school years. The scholarship covers the full cost of tuition and fees.

- A. Must have a 2.9 grade point average, graduate in the top 25 percent of the high school class and submit ACT or SAT scores.
- B. Must enroll and maintain a full-time course load. Must also maintain both a 2.5 semester and cumulative grade point average at CSCC.
- C. Students are required to complete a 75-hour work assignment on campus each semester.

For more information contact the Office of the Vice President for Students Services located in the George L. Mathis Student Center in Room 110A. Applications are available in the Office of the Vice President for Student Services, Financial Aid, Foundation and Marketing and Recruitment.

African-American Grants

Cleveland State Community College provides a number of grants designated for African-American students. The grants are awarded both on the basis of need and academic achievement. In order to qualify, a student must meet general admissions standards for the college and maintain good academic standing during the time he/she is receiving a grant. Applications and information are available in the Student Development Office.

Athletic Scholarships

Cleveland State offers athletic scholarships in men's and women's basketball, women's softball and baseball for deserving student athletes. Athletic scholarship information is available by contacting the Athletic Office in Room 112 of the L. Quentin Lane Gymnasium.

Principal Scholarship

Same as Academic Service with the distinction that the student must be nominated by the high school principal as the recipient of the school's principal scholarship. Principal Scholarships are awarded to high schools in the five-county CSCC service area only. For more information contact the Office of the Vice President for Students Services located in the George L. Mathis Student Center in Room 110A.

Valedictorian/Salutatorian Scholarships

All valedictorian and salutatorians in the CSCC service area of Bradley, McMinn, Meigs, Monroe and Polk counties who apply by the priority deadline of March 15 in the year of their graduation from high school will be awarded a Foundation or Academic Service Scholarship. For more information contact the Office of the Vice President for Students Services located in the George L. Mathis Student Center in Room 110A or the Foundation Office, Room 101 of the A. Ray Coleman Community Services Building.

CSCC Foundation Scholarships

The scholarship program is funded through private gifts from businesses, organizations and individuals. Annual earnings from the invested endowment determine the availability and amount of these scholarships. Awards are based on need and academic achievement. Applications and information about eligibility requirements are available in the Foundation Office, Room 101 of the A. Ray Coleman Community Services Building and on the Cleveland State Web Site. Applications are also available in the Financial Aid Office and Student Services Office.

Adult Services
Act WorkKeys Services
ADVANCE
Business, Industry and Government Training
Instructional Computer Technology
College for Youth
Cooperative Education and Service Learning
Interactive TV
Job Placement
Non-Credit
Regents OnLine
Small Business Development Center
Tech Prep Education
Video Course Program
World Wide Web/Internet



Carlos Carvajal
Sophomore
Pre-Engineering Major
Bogota, Columbia

Adult Student Services Center Office

Cleveland State Community College actively encourages the enrollment of nontraditional/adult students. Understanding that beginning or returning to college is a life changing experience, the Adult Student Services Center Office is designed to provide supportive assistance during the initial transition into college through graduation. To sustain this effort a number of services are provided including:

- A workshop, presented annually, that is designed specifically for the nontraditional/adult who is considering attending college. This workshop offers helpful information about all aspects of beginning or returning to school.
- Tours, arranged by appointment, are conducted on an individual basis for students and family members, to provide knowledge and a “hands-on” familiarity with the campus.
- An annual “Welcome to Cleveland State” event for adult students and their families.
- “Meet the President and Vice President’s” activity to facilitate open dialogue between students and administrators.
- A support group for nontraditional students offering networking opportunities and social activities.

Workforce Investment Act and Trade Adjustment Assistance

The Adult Student Services Center Office serves as the contact point for the administration and coordination of the campus education components of the Workforce Investment Act (WIA) and the Trade Adjustment Assistance (TAA). Cleveland State is approved to provide training for individuals who will be attending school under either of the above-mentioned programs. Contact the State Employment Agency or One-Stop Employment Service Office in your area for additional information.

Regents Online Degree Program

The Adult Student Services Center Office is the initial contact for anyone who is considering taking classes through the Regents Online Degree Program. Through a consortium of Tennessee Higher Education institutions, the Tennessee Board of Regents offers this online degree program. The three online degrees offered by Cleveland State are:

- Associate of Applied Science in Professional Studies, Concentration in Information Technology
- Associate of Arts in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)

Students can be enrolled in RODP and traditionally structured classes at the same time. These courses are available for all Cleveland State students; however, an additional charge is associated per credit hour for these

classes. Course syllabi for these classes may be reviewed at www.rodpc.org. For additional information call (423) 472-7141, Ext. 393 or (800) 604-8722, Ext. 393.

Job Placement

The college operates a Job Placement service for its graduates and currently enrolled students. This service, located within the Adult Student Services Center, provides a broad based, constantly updated list of employers, from all career sectors, who are willing to accommodate the student’s class schedule. Available jobs, which include part-time and full time positions, are posted daily on the Cleveland campus in the Student Center as well as at the Athens and Vonore sites. These position announcements are also on the Job Placement site of Cleveland State’s home page at: www.clevelandstatecc.edu under the Student Section. Interested students or graduates should contact Job Placement in the George L. Mathis Student Center or call (423) 472-7141, Ext. 397 or (800) 604-2722, Ext. 397.

Center of Emphasis in Instructional Technology

The college maintains a facility for the continuing expansion and integration of computer applications and internet connections, as well as teleconferencing technology, instruction and academic support. Faculty and staff use the center for the development and delivery of internet, video, teleconferencing and ground courses, tutorials, special topics of interest and professional improvement. The center provides instructional technology assistance to employees regarding personal computers, interactive full-motion video, video streaming, animation, simulations, graphics, web page development, text formats and course design in WebCT.

The center director serves as the college liaison to statewide distance learning committees and planning teams, and with the Tennessee Board of Regents and other institutions in the development and delivery of instructional materials. Cleveland State has been an active member of the Regents OnLine Degree program initiative through these statewide relationships. The Center of Emphasis in Instructional Technology is made possible by a grant from the State of Tennessee and with matching funds provided by Cleveland State Community College.

Cooperative Education and Service Learning

The Cooperative Education Program at Cleveland State Community College is combining classroom study with a planned and supervised work experience related to the student’s field of study. Co-op experiences are available with business, industry and governmental organizations.

The objective is to assist the student in career development with information, theory and practice through the world of work. Upon graduation, this may lead to a more experienced and valuable employee, enhancing their qualifications and marketable skills.

For the student:

- Provides opportunities to apply academic proficiencies
- Establishes a clear connection between education and work
- Helps in career decision-making
- Enhances skill development
- Improves post-graduation job prospects
- Develops workplace responsibility
- Provides opportunities for leadership development
- Establishes positive work habits and attitudes
- Promotes retention in college programs
- Helps develop an understanding of the workplace
- Encourages students to persevere and complete a college degree
- Helps defray education costs

The Co-op program is a campus wide effort with all majors represented. More than 200 students participate in Co-op each semester. Courses offered in the Cooperative Education Program are:

- Cooperative Education
- Workforce Development Co-op
- Job Search Skills
- Succeeding on the Job

Small Business Development Center

The Small Business Development Center at Cleveland State Community College provides free counseling services to small businesses in a five county area which includes Bradley, McMinn, Meigs, Monroe and Polk.

The center is designed to provide management and technical assistance, as well as educational programs, to new small-business ventures and existing small-business firms. It maintains a complete file of current Small Business management aid booklets, business start-up guides and a library of small-business management books. All materials are available to clients seeking specialized information. Services are free and completely confidential. Services include:

- Counseling and advice to small business owners and entrepreneurs to help them solve organizational, financial, marketing, technical and other problems they might encounter.
- Training and workshops on topics designed to meet specific business and industry needs.

The center is located in the Technology Building and may be reached by calling (423) 478-6247.

Community Campus ACT WorkKeys Services

Through the ACT WorkKeys Service, the college provides job profiling, assessment and targeted instruction. The job profiling identifies key job skills and skill levels required for successful job performance using ACT's Skill Pro software. The assessment determines an individual's job skill level for comparison to required job skill levels. The targeted instruction of the college addresses the gaps that exist between the applicant's or employee's skill levels as determined through assessment and the skills required for a specific job.

ADVANCE – Business Track

ADVANCE is a course scheduling option for working adult students. New groups of adult learners begin each school year, given sufficient demand, at each of the three Cleveland State sites-Cleveland, Athens and Vonore. The ADVANCE class schedule leads, after five semesters, to an associate of applied science degree with a Business Concentration (General Technology Major). ADVANCE learners focus on specific workplace skills and knowledge in the fields of business, management, written and oral communications, accounting, economics, personal financial management and personal computers. Students attend one class meeting each week and also learn through online, video and other alternative means of instruction.

The associate degree can be completed in less than two and one-half years, while accommodating both the family and workplace demands of modern adult life. The ADVANCE format is designed to maintain the high quality and academic integrity of the Cleveland State learning experience. Successful completion of the ADVANCE curriculum leads to a practical, career-oriented college degree. The associate of applied science degree, earned through ADVANCE, meets the entrance requirements of certain adult-oriented bachelors degree completion programs at area colleges and universities-both public and private. ADVANCE graduates go on to earn bachelors degrees in Business Administration, Organizational Management, Information Technology, or Organizational Leadership. ADVANCE is not, however, based on a general transfer degree program. Many university degree programs may require additional coursework for upper-level placement.

Placement in ADVANCE requires you be admitted to Cleveland State as a degree-seeking student, age 21 or over, with a minimum of three years of work experience. Interested persons should call (423) 478-6245 or e-mail advance@clevelandstatecc.edu for additional information.

ADVANCE – Education Track

ADVANCE – Education Track is also a scheduling option designed especially for working adult students. The Education Track is available for those interested in the associate of science General Transfer degree with the Education Option. It is intended as a transfer curriculum designed for those who wish to eventually earn a four-year degree majoring in education. The courses in the ADVANCE – Education Track format are offered in an accelerated or concentrated format allowing students to carry 12 credit hours each semester and to complete the associate of science degree within five full semesters. The ADVANCE format may include independent study responsibilities, assigned team tasks, supplemental online learning and/or other structured learning exercises along with the classroom sessions.

The associate of science degree, through the ADVANCE scheduling option, can be completed in less than three years. ADVANCE is designed to accommodate the demands of adult life, while maintaining the high quality and integrity of the college experience. It is a practical, career-oriented degree program intended to meet the lower level requirements of a four-year education degree. Each university has unique academic requirements and the ADVANCE – Education Track is intended to allow students to meet the appropriate lower level requirements for a particular chosen bachelor's program. ADVANCE placement requires that you be admitted to Cleveland State as a degree-seeking student, age 21 or over, and with at least three years of work experience. Given sufficient student demand, ADVANCE classes are offered throughout the Cleveland State service area at the primary campus and at off-campus sites in Athens and Vonore. ADVANCE may also be offered at area business locations. Interested adult learners and businesses may call (423) 478-6245 or email advance@clevelandstatecc.edu for additional information about ADVANCE.

Business, Industry and Government

Continuing Education offers non-credit classes, workshops, seminars or conferences that can be tailored to meet the needs of business, industry or special groups. Programs can be designed to meet professional development needs. Topic areas include computer applications, business and management, industrial technology, professional development and healthcare. Earn continuing education units for professional certification and licensing to meet annual continuing education requirements. Classes are available at Cleveland, Athens and Vonore or at arranged business locations.

Continuing Education - Non-Credit

As part of its mission, the college offers workshops and seminars free of charge to area residents. Working with concerned groups to improve the overall quality of life throughout the region, the college sponsors many community events. Examples of community service offerings include:

- 55 Alive — Mature Driving
- Hunter Education

The Personal Enrichment program is designed to meet the needs and desires of the community by providing a continuous variety of learning activities for youth and adults.

Saturday Scholars is offered on selected Saturdays throughout the school year and College for Youth during the summer to students ages 6-16. Examples of classes that have been offered include:

- art
- dramatics
- languages
- science

Traditionally, the personal enrichment classes are referred to as “non-credit” because the classes cannot be used for college credit. A nationally recognized Continuing Education Unit (CEU) is offered for all courses; one CEU is equivalent to 10 contact hours of participation in an organized continuing education experience. All CEU's are kept as a permanent record and can be reflected on a student transcript.

Fees for continuing education classes are non-refundable unless the college cancels the class due to insufficient enrollment.

Tech Prep Education

The Tech Prep system was developed to:

- A. Guide students into courses that will provide a firm academic and technological foundation.
- B. Meet the need of more students to enter the workplace with at least a certificate, diploma or associate degree.
- C. Prepare students for the future workforce and integrate secondary with post-secondary education through articulation.

Tech Prep Articulation

Articulation is a cooperative effort among area high schools and Cleveland State Community College, allowing students to receive credit for skills mastered in high school.

- A. Eliminates unnecessary repetition of courses.
- B. Saves time and money by providing college credit for previous mastery of skills.
- C. Aligns secondary and post-secondary curriculums.
- D. Addresses competencies to prepare students for the future workforce.
- E. Provides businesses and industry with competent employees.

Articulated areas at Cleveland State Community College where credit could be applied are:

- Business and Management

- General Technology
- Industrial Technology
- Office Administration

A complete listing can be found under Tech Prep Articulation in the catalog. For further information, contact the Tech Prep Office at Cleveland State Community College located in the D.F. Adkisson Administration Building, Room 211B, telephone number (423) 472-7141, Ext. 325.

Distance Learning Interactive Television (ITV)

Cleveland State provides instruction via teleconferencing technology. Teleconferencing classrooms are located in the Administration Building on the Cleveland campus, in the Athens learning center and in the Vonore learning center. A faculty member is physically located at one of the three locations (the sending classroom) and the course is transmitted to each of the other two locations. Students in the receiving classrooms have the ability to interact with the faculty member and classmates through microphone and monitor technology. A lab aide is available in each of the classrooms to assist with classroom transmissions and equipment. Faculty members are available to students through on-campus office hours, telephone and e-mail. Examples of classes currently offered in ITV format include:

- American History
- Biological Science
- Civilization: Past and Present
- College Accounting
- Composition I
- Developmental Writing
- Elementary and Intermediate Algebra
- General Psychology
- Introduction to General Chemistry
- Introduction to College Life
- Introductory Statistics
- Learning Strategies
- Public Speaking

Online Courses

Cleveland State Community College offers a variety of courses that are accessible through the World Wide Web (WWW). These courses offer maximum flexibility to students; however students who enroll in WWW courses need to be self-motivated, good time managers and have a basic knowledge of computers and the Internet. In addition, the student should have a computer available at home, as well as be hooked up to the World Wide Web with a reliable Internet service provider. Several online courses require attendance at an orientation session on campus, but there is no class attendance requirement. Faculty members are accessible to students through on-campus office hours, telephone and e-mail. Examples of courses offered in WWW format are:

- Access
- American History

- Business Applications on PC's
- Civilization: Past and Present
- Composition I
- Computer Programming
- Desktop Publishing
- E-Commerce
- Elementary and Intermediate Algebra
- General Psychology
- Introduction to Business
- Introduction to Geographic Information Systems
- Introduction to Microsoft Office
- Introduction to Sociology
- Keyboarding
- Legal and Ethical Issues in Health Care
- Medical Terminology
- Microsoft Word
- Music Appreciation
- Personal Finance
- Principles of Accounting
- Surveying and Mapping
- Technology for Teachers
- Web site Design
- World Religions

Video Courses

Video courses are an alternative form of instructional delivery. These offerings provide flexibility to self-motivated learners. Several video courses require attendance at an orientation session on campus, but there is no class attendance requirement. Most courses, however, require that the student go to a Cleveland State Community College campus or learning center for course examinations. Each course is facilitated by a Cleveland State faculty member who is available in Cleveland, Athens and Vonore. Mail-out of video packages is available in special circumstances. Students enrolled in video courses should have internet access. Examples of classes currently offered in video format include.

- American History
- Basic Mathematics
- Civilization: Past and Present
- Comparative Cultures
- Ethics
- General Psychology
- Introduction to American Government & Politics
- Introduction of Sociology
- Principles of Economics
- Music Appreciation
- World Religions

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- Grading System
- Degree Requirements
- Graduation
- Advisement
- Library
- Miscellaneous Regulations
- Degrees and Certificates
- Honors Program
- Other Programs
- Course Descriptions

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Cleveland State Community College provides quality instruction in university parallel transfer programs, career-technical programs and developmental studies. Academic support services are available to assist students in the pursuit of their educational objectives. Academic standards reflect the institution's concern for excellence and integrity.

General Regulations Information

The following notices, regulations and rules govern the grading system, degree requirements, credit awards and miscellaneous academic matters.

Grading System and Quality Point Calculation

The quality of student performance in individual courses is indicated on the student's permanent record by a letter grade. The scholastic standing and progress of a student is expressed in terms of a Quality Point Average (QPA), which is calculated for the semester and cumulatively. The semester QPA is calculated by dividing the total number of quality points by the total number of quality hours (excluding withdrawals and proficiencies) attempted during the semester. The cumulative QPA is calculated by dividing the total number of quality points earned by the total number of quality hours (excluding transfer hours, withdrawals and proficiencies) during the student's entire academic career.

All grades become part of the student's permanent scholastic record.

A. Use of Quality Point Average (QPA)

1. A student transcript shows a QPA for collegiate level courses excluding transferred hours (designated by "U") and a combined QPA for Developmental Studies and collegiate level work (designated by "UJ").
2. TBR Policy No. 2:03:01:01 requires:
 - a. That a combined QPA for Developmental Studies and collegiate level work be used to determine academic probation and suspension, financial eligibility and athletic eligibility;
 - b. That the QPA for collegiate level courses be used to determine graduation eligibility;
 - c. That the QPA for collegiate level courses be used to determine eligibility for graduation honors, Dean's and President's lists and departmental awards.

B. Calculation of the Quality Point Average

The following chart indicates the number of quality points assigned for each letter grade per semester credit hour (SCH) earned.

Letter Grade	Quality Points Awarded Per Semester Hour
A Outstanding	4
B Above Average	3
C Average	2
D Passing but below average	1
F Failing	0

- C. Other markings which may appear on the grade reports and transcripts are as follows:

AU (Audit) – Indicates that the student elected to enroll in the course for no grade or credit. Audits do not replace grades previously issued.

I (Incomplete) – Indicates that the student has not completed all the work of the course for a reason acceptable to the instructor. The instructor will complete an agreement outlining the assignments, examinations, or other work that must be completed by the student in order to remove the incomplete. The student and the instructor will sign the agreement, both will receive a copy for their files, and the original will be filed in the division dean's office. A student may not be granted an incomplete unless they have a reasonable expectation of passing the course when the incomplete is requested. A student who receives an incomplete should not re-register for the course, but must contact the instructor no later than two weeks from the beginning of the succeeding semester, excluding summer, and must make up the incomplete within eight weeks from the beginning of the succeeding semester, excluding summer.

Upon the student's completion of the required work, the instructor will calculate the student's grade, complete a change of grade form, and file it with the Office of Admissions and Records.

The hours for the "I" grade will not be calculated into the student's quality points or GPA until removed or until the time limit for removal has expired. Failure to resolve the "I" grade by the end of the subsequent semester (excluding summer) will result in automatic failure and a grade of "F" for the course will be recorded on the student's permanent record. In the developmental studies area, an "I" grade must be removed before a student can begin the next course in a sequence.

P (Pass) – Indicates that the student has successfully completed a course. Credit indicated by "P" counts toward meeting graduation requirements but has no effect on the QPA. The grade "P" is subject to the stipulations for Alternate Credit as published in the catalog.

NP (No pass) – Indicates a student did not earn credit. This grade is not computed in the grade-point average. Students may not change from the "P/NP" option to another grading option once the option has been exercised.

PR (Proficiency) – Indicates that the student earned credit by taking a proficiency examination. The grade is not computed in the QPA. Effective with the 2001-2002 catalog, a grade of "A" or "B" will be assigned and will be computed in the QPA. See "Credit for Non-Traditional Learning" for detailed information.

RE (Repeated Course)—Indicates that the student is repeating a course. When computing the GPA of a student who has repeated one or more courses, the college will count only the last grade received in the repeated course(s) and count hours attempted only once provided that the number of repeats in any single course does not exceed two (three attempts totaled). If a student repeats a course more than twice, the grade in the third and subsequent attempts shall be used in determining the GPA. Students may not repeat a course in which a “B” or higher grade was earned unless approved by the Vice President for Academic Affairs.

W (Withdrawn)—Indicates that a student has officially withdrawn with the approval of the advisor from a course or courses during the official withdrawal period as published in the Academic Calendar. Beginning with the second week of classes and, not later than the end of the 10th week of the semester, a student may officially withdraw from a course(s) and receive a “W” grade. Beyond the date specified in the Academic Calendar, a student may only withdraw with approval of the Late Withdrawal Committee if it can be demonstrated and documented that an unusual condition or hardship exists. Unusual conditions or hardships may include severe illness, sudden change in work requirements or other legitimate reasons that may be approved by the Late Withdrawal Committee. Late withdrawal forms are available in the Office of Admissions and Records Office and must be returned to that office after proper approvals have been received. “W” grades are not used in the computation of the GPA.

D. Grade Changes

Course instructors may change an officially recorded grade with the approval of the Vice President for Academic Affairs.

E. Grade Reports

Grade reports are available for each student at the end of each term; grades are recorded on the student’s permanent record approximately one week after the final examination period.

F. Academic Transcripts and Other Records

All records pertaining to student admission and academic progress are maintained in the Office of Admissions and Records.

1. Official copies of a transcript are provided to the student or will be mailed directly to another college, firm, agency or other responsible addressee upon presentation of a written request signed by the student.
2. Copies of student's academic transcripts are provided free of charge.
3. No official academic records or transcripts will be released until the student’s admission file is complete and all financial obligations to the college have been met.

Academic Fresh Start Policy

The "**Academic Fresh Start**" is a plan of academic forgiveness provided for students who have demonstrated academic responsibility following their re-entrance to college. The Fresh Start allows the calculation of the GPA and credit hours toward graduation to be based only on work done after returning to college.

Readmitted students who were formerly enrolled at Cleveland State Community College, as well as transfer students, who meet institutional requirements for admission and who have been separated from all institutions of higher education for a minimum of four years are eligible for the Fresh Start. In order to be granted a Fresh Start, the student, at the time of readmission or admission as a degree student, must make formal application to the Office of Admissions and Records requesting the Fresh Start and describing an academic plan. After applying for the Fresh Start, the student must complete at least 15 semester hours of earned degree course work with a minimum GPA of 2.0 for all work attempted.

After satisfying the requirements, the student will be granted the Academic Fresh Start. The student's permanent record will remain a record of all work; however, the student will forfeit the use for degree or certification purposes all college or university degree credit earned prior to the four-year separation upon the granting of the Fresh Start. Previously satisfied placement test requirements will not be forfeited. GPA and credit totals will be based only on the work beginning with the date of the Fresh Start.

The student may be granted the Academic Fresh Start only once. All Tennessee Board of Regents institutions will honor a Fresh Start provision granted at another TBR institution. Non-TBR institutions may or may not accept the GPA as it is calculated with the Fresh Start.

Awards and Honors

Students graduating with the following GPA's will receive the corresponding honor designation on their diplomas:

3.80 — 4.00	With Highest Honors
3.60 — 3.79	With High Honors
3.30 — 3.59	With Honors

In addition, each semester the President will recognize students achieving a 4.0 average by placing their names on the **President's List**. The Vice President for Academic Affairs will recognize outstanding students each term by placing their names on the **Dean's List** (3.50–3.99) or the **Honor Roll** (3.0–3.499). To qualify for these awards, a student must have completed at least 12 credit hours of college-level courses during the term. (P/NP grades are excluded from the computations applicable to these honors.)

The **Distinguished Graduate Award** will be given at spring Commencement ceremonies to the graduating student who has contributed most to the advancement and betterment of Cleveland State Community College. The Cleveland State Community College Foundation provides a stipend to the honored student.

The **Distinguished Faculty Award** is bestowed annually upon the instructor judged to reflect the highest standards of professional excellence in service. A Foundation stipend accompanies the award.

The **Distinguished Staff Award** is given to the college staff member who is judged to have contributed most to maintaining the highest standards of excellence in service to the institution and its constituencies. A Foundation stipend accompanies the award.

Several **Student Awards** are given to students who have distinguished themselves in their major areas of study or service. A public Awards Night ceremony is conducted each spring to honor these outstanding students.

Academic Probation and Retention Standards

The minimum Grade Point Average (GPA) required to achieve the associate degree or certificate is 2.0. Additional requirements are made for continued enrollment in the Medical Assistant and Nursing programs.

Consistent with the standards of good academic practice and in compliance with Tennessee Board of Regents policy No. 2:03:01:01, Cleveland State Community College reviews the academic standing and progress of students at the close of each semester. The minimum requirements for progression and graduation are described below.

- A. **Graduation.** The minimum Grade Point Average (GPA) required for earning an associate degree or a certificate at Cleveland State Community College is 2.0.
- B. **Progression.** In order to be eligible for continued enrollment in good standing and to progress toward degree completion, a student must have earned the minimum GPA set forth below for the total number of semester credit hours attempted.

1. Associate Degree

Sem. Hours Attempted	Min. Cumulative GPA
0– 14	No Minimum
14.1 – 26	1.0
26.1 – 40	1.4
40.1 – 48	1.7
48.1 – 56	1.9
56.1 – and above	2.0

2. Certificate (Reference is to percentage of required program hours attempted.)

Sem. Hours Attempted	Min. Cumulative GPA
0 – 40%	1.0
40.1 – 60%	1.4
60.1 – 75%	1.7
75.1 – 85%	1.9
85.1 – and above	2.0

- C. **Academic Probation.** A student who fails during any term to attain a cumulative GPA at or above the level indicated above for the credit hours attempted will be placed on academic probation for the subsequent term.

- D. **Academic Suspension.**

1. If a student on probation fails to attain either the above cumulative standard or a 2.0 GPA for the term of the probation, the student will be placed on suspension in the following manner:

- a. A student receiving a first suspension at the end of the fall semester will not be eligible to re-enroll at Cleveland State until the following summer semester.
 - b. A student receiving a first suspension at the end of the spring semester will not be eligible to re-enroll at Cleveland State until the following spring semester.
 - c. A student receiving a first suspension at the end of the summer semester will not be eligible to re-enroll at Cleveland State until the following spring semester.
2. When a student re-enrolls at Cleveland State following a suspension, his/her status will be considered post-suspension probation. During post-suspension probation the following applies:
- a. A student who attains the cumulative standard above shall be in good academic standing.
 - b. A student who attains a 2.0 GPA during the post-suspension probation but is still below the cumulative standard shall remain on probation.
 - c. A student who does not attain a 2.0 GPA for that term and is still below the cumulative standard shall be placed on a twelve-month (three terms including summer) suspension.
- E. **Appeal of Academic Suspension** A student may appeal his/her suspension. Appeals must be submitted in writing along with supporting documentation to the Director of Admissions and Records who may convene the Admissions and Records Subcommittee for deliberation. If the appeal is successful, the student will be placed on post-suspension probation. In this case, the guidelines for post-suspension probation under 4.2 above will apply.
- F. **Repeated Suspensions** Any suspension subsequent to a previous suspension will be a 12-month (three terms including summer) suspension unless otherwise specified by the Director of Admissions and Records.

Requirements for Degrees and Certificates

NOTICE: Degree and certificate requirements shall remain in effect for a maximum of seven years from the beginning of the first academic term covered by this catalog. Subject to the seven-year limit, students may choose to graduate under the provisions of the catalog in effect the year they entered Cleveland State Community College or subsequent years. Students may not elect catalogs from years they were not enrolled at least one term.

Graduation Procedures and Requirements

- A. **Graduation Application**—Students are encouraged to complete the graduation application during the semester preceding the semester of anticipated graduation. Students **must** file an application for

graduation by the deadline for the intended graduation semester as outlined in the college calendar in the front of this catalog. Applications are processed through the Office of Admissions and Records. A graduation fee is required of students seeking degrees or certificates. This payment is required of all degree and certificate graduates regardless of participation in the graduation ceremony. All required forms must be completed and returned to the Admissions and Records Office before graduation can be posted.

B. Residency Requirements—The final 25 percent of semester credit hours applied toward a degree or toward a certificate must be completed at Cleveland State Community College.

C. Graduation and Educational Requirements—To be eligible for graduation and receive a degree or certificate from Cleveland State Community College, the student must meet the following requirements:

1. The cumulative Grade Point Average (GPA) in all college credit course work must be at least 2.0. This GPA excludes credits transferred from other institutions.
2. The minimum number of semester credit hours required for a degree is 60. Certificates vary in credit hour requirements. A.A.S. degrees vary in credit hour requirements.
3. Course requirements set forth in the appropriate curriculum outline must be satisfied.
4. Any substitution of courses for required courses in student's curriculum must have the approval of the Vice President for Academic Affairs. Forms are available in the Office of Admissions and Records.
5. All deficiencies identified through ACT or COMPASS testing must be resolved before a degree may be awarded.
6. The maximum number of allowable externally earned credits cannot be exceeded.
7. All obligations, financial or otherwise, to the college must be resolved and all library and college materials returned.

D. Required Testing—All graduates in degree programs must take a graduation exit exam. In addition, any or all students may be required to take one or more tests designed to measure general education achievement and achievement in major areas as prerequisites to graduation and for the purpose of evaluation of academic programs. Unless otherwise indicated in an individual program, no minimum score or level of achievement is required for graduation. Participation in testing may be required of all students, of students in selected programs and of students selected on a sample basis. To comply fully with this provision, students must authorize the release of their scores to the institution.

E. Multiple Degrees or Certificates—Students may receive more than one degree either simultaneously or at separate times provided all requirements are met. The following regulations apply:

1. A student who has completed the requirements for the associate degree may receive additional associate degrees provided the prescribed course work for the additional degree(s) has been satisfactorily completed. At least 16 hours of additional credit, that is not applied to the first major, must be completed for each additional degree with a minimum grade point average of 2.0.
 2. A student may earn more than one degree simultaneously without satisfying the extra credit hour requirement stated above provided all requirements in the degrees are met. However, students may not receive a separate degree for completing multiple concentrations under one major.
 3. Students may earn multiple certificates without restrictions provided course requirements are satisfactorily completed.
 4. In all cases, the student must pay the graduation fee for each degree or certificate sought.
- F. Commencement Ceremony**—Commencement is the formal conferring of a degree or certificate upon the student who has satisfied all requirements. The ceremony is conducted once each year at the conclusion of the spring term and is open to students who have completed all requirements since the previous commencement and to those who have filed proper notice to graduate in the summer term following the current commencement. Costs of cap and gown, programs and the diploma or certificate are included in the required graduation fee.

***Special Note:** Students who do not graduate by the semester that is indicated on the application for graduation will be required to reapply for graduation.*

Advisement

Advisors are assigned through the Office of Admissions and Records to assist students in establishing and pursuing academic objectives. However, it is the full responsibility of all students to read the catalog and meet the requirements of their programs. **Some mandatory course placement is possible if tests and/or counseling indicate needed improvement through developmental courses.** Additional information can be found in the Student Services section of this catalog.

Library

The Library serves our college community by supporting learning as an ongoing dynamic process. The library affords students and faculty the opportunity to expand their academic and personal horizons by providing access to a collection of 70,000 books, 38,000 e-books, 8,000 videos, 80,000 microforms and 245 current journals. A faculty video collection is available for support of classroom instruction. The ever-expanding world of electronic technology offers the Cleveland State learner access to increasingly sophisticated indexing covering not only the printed realm, but also full text and graphics digital files. Cooperative agreements such as the Tennessee

Academic Library Cooperative (TALC) offer the campus community borrowing privileges and access to each college or university library within the TBR/UT system while regional Southeastern Library Network (SOLINET) membership allows for the delivery of resources from institutions across the country to our doorstep. Librarians work with faculty to ensure that students have access to information resources and instruction in information retrieval as appropriate within the college curriculum. Students who interact with the campus through various alternative delivery courses are also supported with informational resources and reference services. Library resources and instruction on information retrieval are available to all students at Athens and Vonore and other remote sites. E-mail, campus network and Web access are available in library computer labs.

As a selective Depository for Government Publications since 1973, the library houses a collection of 80,000 documents published by the United States Government. Tools for accessing government information sources are available from the library's home page at www.clevelandstatecc.edu

Media Center

The media center is located in the basement of the library building. The center includes a modern, fully-equipped production studio and control center with a multichannel closed circuit TV campus network. The media center is also equipped with a downlink satellite receiver for teleconferencing, telecourses and educational programming. In addition, the media center provides faculty with appropriate audiovisual equipment needed for classroom instruction.

Calendar and Credit System

Cleveland State Community College operates on the semester system, with the standard academic year consisting of two terms of 15 weeks each. There are selected accelerated alternatives provided throughout the year. The standard credit is by the semester hour.

Cancellation of Classes

Any scheduled class may be cancelled by the college. Students will not be financially penalized for a class cancelled due to low enrollment.

Classification of Students

A degree-seeking student will be classified as a Freshman until the completion of 30 semester hours, after which the student will be classified as a Sophomore. Those not seeking degrees at Cleveland State Community College will be classified as Non-degree Special Students.

Maximum Load

The normal credit load for a full-time student is 15-18 credit hours per semester. The maximum full time student load without special permission is 20 credit hours per semester. Any student desiring an overload (above 20 hours) must have the signed approval of one of the academic deans.

General Education Requirements

The purpose of the Tennessee Board of Regents' general education core is to ensure that college students have the broad knowledge and skills to become life-long learners in a global community that will continue to change. Because courses in general education should emphasize breadth, they should not be reduced in design to the skills, techniques or procedures associated with a specific occupation or profession. As a fundamental element of the baccalaureate degree, essential for full completion of all majors and minors, the general education core is included in lower-division courses, but universities may add general education courses at the upper-division as well.

General education provides critical thinking skills for analysis to continue to seek truths, to discover answers to questions and to solve problems. Specifically, educated people practice and are literate in the various methods of communication. They recognize their place in the history, culture and diverse heritages of Tennessee, the United States and the world. They appreciate the web of commonality of all humans in a multicultural world and are prepared for the responsibilities of an engaged citizenship. They recognize the ethical demands of our common lives. They demonstrate the skills and knowledge of the social and behavioral sciences to analyze their contemporary world. They are familiar with the history and aesthetics of the fine arts. They understand and practice the scientific and mathematical view of the world.

Finally, Tennessee's general education core provides for its citizens the means to make a better living. It also, perhaps above all, enables its citizens to make a better life.

General Education Goals

The goal of the Communication requirement: To enhance the effective use of the English language essential to students' success in school and in the world by way of learning to read and listen critically and to write and speak thoughtfully, clearly, coherently and persuasively.

The goal of the Humanities and/or Fine Arts requirement: To enhance the understanding of students who, as citizens and educated members of their communities, need to know and appreciate their own human cultural heritage and its development in a historical and global context. Also, through study of Humanities and/or Fine Arts, students will develop an understanding, which they otherwise would not have, of the present as informed by the past.

The goal of the Social/Behavioral Sciences requirement:

- To develop in the student an understanding of self and the world by examining the content and processes used by social and behavioral sciences to discover, describe, explain and predict human behavior and social systems;
- To enhance knowledge of social and cultural institutions and the values of this society and other societies and cultures in the world; and
- To understand the interdependent nature of the individual, family and society in shaping human behavior and determining quality of life.

The goal of the History requirement: To develop in students an understanding of the present that is informed by an awareness of past heritages, including the complex and interdependent relationships between cultures and societies.

The goal of the Natural Science requirement: To guide students toward becoming scientifically literate. This scientific understanding gained in these courses enhances students' ability to define and solve problems, reason with an open mind, think critically and creatively, suspend judgment, and make decisions that may have local or global significance.

The goal of the Mathematics requirement: To expand students' understanding of mathematics beyond the entry level requirements for college and to extend their knowledge of mathematics through relevant mathematical modeling with applications, problem solving, critical thinking skills and the use of appropriate technologies.

General Education Course Requirements for Associate of Arts (A.A.) and Associate of Science (A.S.)

Every Tennessee Board of Regents (TBR) institution incorporates 41 semester hours (listed on the following page) into its degree program requirements and accepts all courses designated as meeting these requirements, the TBR has eliminated unnecessary repetition of these courses by students transferring to institutions within the TBR system. Because each TBR institution has a unique mission and its own distinctive curriculum, an institution may require students to complete additional courses in the minimum degree subject areas and in other areas that may comprise an institutional General Education Program. Students planning to receive a bachelor of arts or associate of arts degree must demonstrate proficiency in a foreign language as prescribed in the institutional degree requirements.

Although the courses fulfilling the minimum degree requirements may vary in actual design among institutions, many contain similar content. These courses are identified by common course rubrics (prefixes) and numbers in all TBR institutions to facilitate transferability. The actual courses designated by each institution to fulfill the Minimum Degree Requirements, including courses that may not be a part of the common course prefix and numbering pattern, are denoted in catalogs by the ♦ symbol. A complete matrix of the current courses that satisfy the Minimum Degree Requirements at all TBR institutions and an explanation of the common course rubric and numbering system are available on the TBR Web site www.tbr.state.tn.us. However, students are advised that the TBR General Education Core Curriculum changed effective Fall 2004 and degree requirements will begin changing in Fall 2005. Approved changes in specific degree requirements are targeted for implementation beginning Fall 2005 and will be listed in the 2005–2006 edition of the CSCC Catalog and Student Handbook.

Associate of Arts/Science (A.A. or A.S.)

Communication		
ENGL	1010	Composition I
ENGL	1020	Composition II
SPE	2310	Public Speaking
Humanities and/or Fine Arts		
ART	1030	Art Appreciation
ART	1810	Art Survey I
ART	1820	Art Survey II
ENGL	2110	American Literature I
ENGL	2120	American Literature II
ENGL	2210	English Literature I
ENGL	2220	English Literature II
ENGL	2310	World Literature I
ENGL	2320	World Literature II
HUM	1010	Ethics
HUM	1280	Comparative Culture
HUM/REL	2780	World Religions
MUS	1030	Music Appreciation
Social/Behavioral Sciences		
ECON	2110	Principles of Economics (Micro)
ECON	2120	Principles of Economics (Macro)
HED	2010	Health and Wellness
POL	2110	American Government and Politics
PSY	1010	General Psychology
PSY/EDU	2110	Human Growth and Development
SOC	2010	Introduction to Sociology
SOC	2020	Social Problems
History		
HIST	2010	American History to 1877
HIST	2020	American History from 1877 to present
HIST	2030	Tennessee History
HIST	1110	Civilization: Past and Present to 1715
HIST	1120	Civilization: Past and Present from 1715
Natural Sciences ¹		
ASTR	1010	Astronomy I
ASTR	1020	Astronomy II
BIOL	1010	Biological Science I
BIOL	1020	Biological Science II
BIOL	1110	General Biology I
BIOL	1120	General Biology II
BIOL	1500	Environmental Science
BIOL	2010	Anatomy and Physiology I
BIOL	2020	Anatomy and Physiology II
CHEM	1110	General Chemistry I
CHEM	1120	General Chemistry II
PHYS	2010	College Physics I
PHYS	2020	College Physics II
PHYS	2110	University Physics I
PHYS	2120	University Physics II
¹ lab required		
Mathematics		
MATH	1110	College Algebra
MATH	1510	Introduction to Statistics
MATH	1610	Finite Math
MATH	1710	Pre-calculus I
MATH	1720	Pre-calculus II
MATH	1810	Calculus for Bus. and Life Science I
MATH	1910	Calculus I

Academic Categories

The following categories are for information purposes only. For TBR General Education courses, consult page 55 for approved courses. Students should consult their advisor and curriculum guide for assistance. Senior institution catalogs should be consulted for program requirements and transferability of courses.

Career/Technical Electives

Accounting, Architecture, Business, Computers and Information Systems, Computer Service Technology, Construction Technology, Cooperative Education, Electronics, Emergency Medical Technician, Engineering Graphics, Geographic Information Systems, Global Positioning Systems, Industrial Technology, Law, Law Enforcement Training, Management, Medical Assistant, Nursing, Office Administration, Photography, Real Estate and Surveying

Computer Literacy

Certain majors may specify computer courses appropriate to the major. Students should consult advisor and curriculum guide.

Communication

English Composition and Public Speaking

Foreign Language

Spanish

History

History

Humanities/Fine Arts

Art Appreciation, Art Survey, Comparative Cultures, Ethics, International Studies-Travel, Literature, Music Appreciation, New Testament Survey, Old Testament Survey, Philosophy, Southern Mountain Heritage and World Religions

Mathematics

Mathematics

Natural Science

Astronomy, Biology, Chemistry and Physics

Social/Behavioral Sciences

Criminal Justice, Economics, Political Science, Psychology and Sociology

Associate of Applied Science

The associate of applied science degree (A.A.S.) offers career-oriented and technical programs. This degree is not designed for transfer into a typical bachelor's program at another college or university. However, some institutions of higher education have developed bachelor's degree programs that articulate the associate of applied science degree. A student who intends to transfer to a senior institution, upon completion of the associate of applied science degree, should consult the academic advisor and the senior institution catalog before beginning one of the A.A.S. majors.

Cleveland State requires the following General Education courses for its associate of applied science degree.

Course	Semester Hours
English Composition	3 hours
¹ Humanities and/or Fine Arts	3 hours
¹ Social/Behavioral Sciences	3 hours
¹ Natural Science/Mathematics	3 hours
¹ One additional course from the categories of Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences or Natural Science/Mathematics	3 or 4 hours
Total	15 or 16 hours

¹Consult page 55 for approved courses.

University Parallel Programs

Associate of Arts (A.A.) Degree

General Transfer Major	58
Options	
Art	58
Music	59

Associate of Science (A.S.) Degree

General Transfer Major	59
Options	
Agriculture	60
Business Administration	60
Criminal Justice	61
Education	61
Health, Physical Education and Recreation	62
¹ Human Services/Social Work	62
Mathematics	63
Natural Science	63
Physical Science	64
Pre-Computer Science	64
Pre-Dental Hygiene	65
Pre-Dentistry and Pre-Medicine	65
Pre-Engineering	66
Pre-Law	66
Pre-Medical Technology	66
Pre-Pharmacy	66
Pre-Physical Therapy	67
Veterinary Assistant	67

Career-Technical Programs

Associate of Applied Science (A.A.S.) Degree

Business and Management Major	
Concentrations	
Accounting	68
Business	69
Computers and Information Systems	69
Health Care Management	70
Management	70
Small Business Management	71
Early Childhood Education Major	71
General Technology Major	
Concentrations	
Applied Technology	72
Business Technology	72
Industrial Technology Major	
Concentrations	
Computer Service Technology	73
Construction Technology	73
Drafting and Design	74
Electro/Mechanical	74

Industrial Technology Major (cont'd.)	
Concentrations	
Electronics	75
Industrial Management	75
Surveying/Geographical Information Systems	76
Nursing Major	76
Office Administration Major	
Concentrations	
Administrative Assistant	79
Medical Assistant	79
Medical Transcriptionist	81
Public and Government Service Major	
Concentrations	
Law Enforcement Training	81
Legal Administrative Assistant	82

Certificate Programs

Emergency Medical Technician	83
Law Enforcement Training	83
Office Administration	
Coding Specialist	83
General Office Assistant	83
Legal Office Clerk	84
Workforce Preparedness: Business	
Accounting	84
Computer Business Applications	84
Information Systems Applications	84
Quality Management	84
Retailing	85
Small Business	85
Supervisory Management	85
Workforce Preparedness: Technology	
Architectural Technology	85
Climate Control Technology	85
Computer Services Technology	85
Construction Technology	86
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Honors Program

Honors Program	86
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Regents Online Degree Programs

Associate of Arts –	
General Studies (Transfer Degree)	
Associate of Science –	
General Studies (Transfer Degree)	
Associate of Applied Science –	
Professional Studies (Concentration in Information Technology)	

¹Pending TBR approval.

Curriculum Guides for Degrees University Parallel Programs Associate of Arts General Transfer Major

Program outcomes: Students successfully completing this program will have completed a core of courses that satisfies general education requirements for the first two years of study at most regionally accredited colleges and universities. Most students will acquire sufficient knowledge that the institutional average score of graduating students on recognized tests of general education competencies will equal or exceed the national average among institutions of similar description and mission.

This program is designed for students who intend to transfer to senior institutions of higher education to complete requirements for bachelor of arts degrees. The general transfer major is subdivided into “options” presented on the following pages. Students desiring other curricula (e.g., History, Sociology, Law, Dramatic Arts, Languages, English, Liberal Arts, etc.) may design their own programs within the framework of the following general requirements. If the student intends to transfer upon completion of the associate of arts degree, he/she should consult the academic advisor and refer to the senior institution catalog before beginning one of the options.

Summary of Required General Education Hours Courses in each general education category *must* be selected from the list on page 55.

Course	Semester Hours
Communication	9 hours
Humanities and/or Fine Arts (at least one literature course)	9 hours
Social/Behavioral Sciences	6 hours
History ¹	6 hours
Natural Sciences	8 hours
Mathematics	3 hours
Foreign Language	6 hours
Electives ²	13 hours

¹Students transferring to Tennessee Board of Regents universities should take American History (HIST 2010 and 2020). A semester of Tennessee History can be substituted for one of these. Students transferring to another university should select history courses appropriate to that institution.

²Computer skills are essential to the successful completion of most transfer courses. These skills should be developed as early in the academic career as possible by taking CIS 1110 or an alternative as appropriate. Students transferring to a senior institution should select elective courses after consulting the catalog of the senior institution.

Associate of Arts Art Option

The Art Option provides a guide for students who plan to earn associate of arts degrees and transfer credits to other colleges or universities toward bachelor of arts or bachelor of fine arts degrees.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ART 1110	Basic Design I	3	
ART 1120	Basic Design II		3
ART 1210	Drawing I	3	
ART 1220	Drawing II		3
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
SPE 2310	Public Speaking		3
	Computer Literacy	3	
	Foreign Language	3	3
	Physical Activities	1	1
	Total	16	16
Sophomore²			
ART 2310	Painting I	3	
ART 2320	Painting II		3
ART 2410	Clay I	3	
ART 2420	Clay II		3
	Literature (World, English and/or American)	3	3
	¹ History	3	3
	Mathematics	3	
	Natural/Phy. Science sequence	4	4
	Total	19	16

¹Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

²Sophomore students must compile a portfolio and a final exhibition in order to complete requirements for graduation and/or transfer to a senior institution.

This curriculum guide does not reflect all of the 47 credit hours of General Education courses that will be required in the near future by the Tennessee Board of Regents. These courses are required for graduation for anyone using this catalog in pursuit of a degree. This guide will be updated to include these general education requirements and the 13 credit hours of required courses or electives as soon as the information becomes available from the universities. Please work closely with your advisor and senior institution when preparing your class schedules.

Associate of Arts

Music Option

The Music Option provides a guide for students who plan to earn associate of arts degrees and transfer credits to other colleges or universities toward bachelor of arts or bachelor of fine arts degrees. Students interested in music as a performing art and students wishing to teach music should consider this curriculum.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MUS 1010	Music Theory and Harmony I	3	
MUS 1020	Music Theory and Harmony II		3
	¹ History	3	3
	² Applied Music	2	2
	³ Music Ensemble	2	2
	Foreign Language sequence	3	3
SPE 2310	Public Speaking		3
	Computer Literacy	3	
	Total	19	19
Sophomore			
MUS 2010	Adv. Theory and Harmony I	3	
MUS 2020	Adv. Theory and Harmony II		3
	² Applied Music	2	2
	Literature (World, English and/or American)	3	3
	Mathematics		3
	³ Music Ensemble	2	2
	Natural/Phy. science sequence	4	4
	Physical Activities	1	1
	Total	15	18

¹Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

²Applied Music includes MUS 1170-80, 2270-2280 (Voice), MUS 1330-40, 2230-40 (Piano), MUS 1770-1780, 2770-2780 (Guitar).

³Music Ensemble includes MUS 2110-20 (Chorus), MUS 1410-20, 2410-20 (Chamber Choir) and MUS 1470-80, 2470-80 (Stage Band).

This curriculum guide does not reflect all of the 47 credit hours of General Education courses that will be required in the near future by the Tennessee Board of Regents. These courses are required for graduation for anyone using this catalog in pursuit of a degree. This guide will be updated to include these general education requirements and the 13 credit hours of required courses or electives as soon as the information becomes available from the universities. Please work closely with your advisor and senior institution when preparing your class schedules.

Associate of Science

General Transfer Major

Program outcomes: Students successfully completing this program will have completed a core of courses that satisfies general education requirements for the first two years of study at most regionally accredited colleges and universities. Most students will acquire sufficient knowledge that the institutional average score of graduating students on recognized tests of general education competencies will equal or exceed the national average among institutions of similar description and mission.

This program is designed for students who intend to transfer to senior institutions of higher education to complete requirements for bachelor of science degrees. The general transfer major is subdivided into "options" presented on the following pages. Students desiring other curricula (e.g. History, Communications, Psychology, Human Services, etc.) may design their own programs within the framework of the following general requirements. Those students desiring to transfer upon completion of the associate of science degree should consult the academic advisor and refer to the senior institution catalog before beginning one of the options.

Summary of Required General Education Hours Courses in each general education category *must* be selected from the list on page 55.

Course	Semester Hours
Communication	9 hours
Humanities and/or Fine Arts (at least one literature course)	9 hours
Social/Behavioral Sciences	6 hours
History ¹	6 hours
Natural Sciences	8 hours
Mathematics	3 hours
Electives ²	19 hours

¹Students transferring to Tennessee Board of Regents universities should take American History (HIST 2010 and 2020). A semester of Tennessee History can be substituted for one of these. Students transferring to another university should select history courses appropriate to that institution.

²Computer skills are essential to the successful completion of most transfer courses. These skills should be developed as early in the academic career as possible by taking CIS 1110 or an alternative as appropriate. Students transferring to a senior institution should select elective courses after consulting the catalog of the senior institution.

Associate of Science Agriculture Option

This program is provided as a guide for students who plan to earn associate of science degrees for transfer toward bachelor of science degrees at other colleges or universities.

This curriculum is designed for students planning to pursue careers in agriculture, agronomy, animal husbandry, dairy and poultry.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
AGR 1410	Introduction to Agriculture		3
BIOL 1110/1111	General Biology I	4	
BIOL 1120/1121	General Biology II		4
CHEM 1110/1111	General Chemistry I	4	
CHEM 1120/1121	General Chemistry II		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MATH 1810	Calculus for Bus. & Life Sciences I and		
MATH 1820	Calculus for Bus. & Life Sciences II		
or			
MATH 1910	Calculus I and	3(4)	
MATH 1920	Calculus II		3(4)
MATH 1915	¹ Mathematics Laboratory	1	
MATH 1925	¹ Mathematics Laboratory		1
	Computer Literacy	3	
	Total	18(19)	18(19)
Sophomore			
AGR 1110	Animal Science		3
AGR 1310	Plant Science	3	
PHYS 2010/2011	College Physics I	4	
PHYS 2020/2021	College Physics II		4
SPE 2310	Public Speaking	3	
	² History	3	3
	Humanities/Fine Arts Elective		3
	Literature (World, English and/or American)	3	
	Physical Activities	1	1
	Total	17	14

¹Required for MATH 1910, 1920 only.

²Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

This curriculum guide does not reflect all of the 41 credit hours of General Education courses that will be required in the near future by the Tennessee Board of Regents. These courses are required for graduation for anyone using this catalog in pursuit of a degree. This guide will be updated to include these general education requirements and the 19 credit hours of required courses or electives as soon as the information becomes available from the universities. Please work closely with your advisor and senior institution when preparing your class schedules.

Associate of Science Business Administration Option

This program is provided as a guide for students who plan to earn associate of science degrees for transfer toward bachelor of science degrees at other colleges or universities.

Students interested in accounting, economics, finance, management, marketing, office administration or related fields should consider this curriculum.

For students wishing to study business but who do not plan to continue for bachelor's degrees, the associate of applied science, Business and Management major is available.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BUS 1010	Introduction to Business		3
CIS 1110	Business Applications on PC's	3	
ENGL 1010	Composition I		3
ENGL 1020	Composition II		3
	¹ History	3	3
MATH 1610	² Finite Mathematics	3	
MATH 1810	² Calculus for Bus. & Life Sciences I		3
	¹ Natural/Phy. Science sequence	4	4
	Total	16	16
Sophomore			
ACC 2010	Principles of Accounting I	3	
ACC 2020	Principles of Accounting II		3
BUS 2710	² Statistical Methods for Business	3	
ECON 2110	Principles of Economics	3	
ECON 2120	Principles of Economics		3
SPE 2310	Public Speaking		3
	¹ Humanities/Fine Arts Elective	3	3
	¹ Literature (World, English or American)		3
	Physical Activities	1	1
	¹ Electives		3
	Total	16	16

¹Electives should be chosen with the approval of the advisor. The student should consult the catalog of the college or university to which transfer is planned.

²Requirements for TBR and UT system's College of Business. Students planning to transfer to other colleges should consult with their advisor and senior college catalog.

Associate of Science Criminal Justice Option

This program is designed for students who plan to earn associate of science degrees for transfer toward bachelor of science degrees at other colleges or universities.

The Criminal Justice program has been developed to help prepare the person desiring employment in the field of criminal justice, including private security or to upgrade the performance of a person already employed by a criminal justice agency.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
CJP 1010	Overview/Crim. Justice System	3	
CJP 1050	Admin. in Criminal Justice		3
CJP 1070	Criminal Law	3	
CJP 1110	Procedures and Evidence in Criminal Justice		3
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
SOC 2010	Introduction to Sociology	3	
	Computer Literacy		3
	Mathematics		3
	Natural/Phy. Science sequence	4	4
	Physical Activities	1	
	Total	17	19
Sophomore			
CJP 1210	Correctional Issues & Alternatives	3	
CJP 2110	Legal Issues in Crim. Justice Invest.		3
CJP 2210	Issues in Juvenile Justice	3	
CJP 2310	Community and Public Relations		3
CJP 2410	Externship in Crim. or Juvenile Justice		6
SPE 2310	Public Speaking	3	
SOC 2020	Social Problems		3
	¹ History	3	3
	Humanities/Fine Arts Elective	3	
	Literature (World, English and/or American)	3	
	Physical Activities	1	
	Total	19	18

¹Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

This curriculum guide does not reflect all of the 41 credit hours of General Education courses that will be required in the near future by the Tennessee Board of Regents. These courses are required for graduation for anyone using this catalog in pursuit of a degree. This guide will be updated to include these general education requirements and the 19 credit hours of required courses or electives as soon as the information becomes available from the universities. Please work closely with your advisor and senior institution when preparing your class schedules.

Associate of Science Education Option

This program is provided as a guide for students who plan to earn an associate of science degree for transfer toward a bachelor of science degree at another college or university.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
EDU 2000	Introduction to the Teaching Profession		4
ENGL 1010	Composition I		3
ENGL 1020	Composition II		3
ART 1030	Art Appreciation		3
MUS 1030	Music Appreciation		3
	¹ History	3	3
	¹ Mathematics		3
	Social Science Electives	3	3
	¹ Electives		3
	Total	16	15
Sophomore			
CIS 1100	Technology for Teachers		3
BIOL 1010/1011	² Biological Science I		4
BIOL 1020/1021	³ Biological Science II		4
SPE 2310	Public Speaking		3
	Physical Activities	1	1
	¹ Literature (World, English and/or American)	3	3
	Electives		7
	Total	14	15

¹Electives should be chosen with the approval of the advisor. The student should consult the catalog of the college or university to which transfer is planned.

²BIOL 1110/1111 and BIOL 1120/1121 are recommended in lieu of BIOL 1010/1011 and BIOL 1020/1021 for students planning to be secondary science teachers.

³The college or university to which transfer is planned may prefer a non-sequential science course. The student should consult the appropriate catalog.

Associate of Science Health, Physical Education and Recreation Option

This program is provided for students who plan to earn associate of science degrees for transfer toward bachelor of science degrees at other colleges or universities.

Students planning to teach or enter school administration in the health, physical education or recreation areas at any grade level should consider this curriculum. The program is also appropriate for students planning careers in corporate or community health, leisure management and physical education fields.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BIOL 1010/1011	Biological Science I & Lab	4	
BIOL 1020/1021	Biological Science II & Lab		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
HED 2010	Health & Wellness		3
PED 2510	Introduction to Leisure Studies	3	
	Humanities/Fine Arts elective	3	
	Mathematics		3
	Physical Activities	1	1
	Total	14	14
Sophomore			
HED 2060	Safety Education/First Aid/CPR	3	
HED 2210	Principles of Nutrition		3
PED 2210	¹ Playground Leadership		3
PED 2310	¹ Physical Education in the Elementary School		3
PSY 1010	General Psychology		3
SPE 2310	Public Speaking	3	
	² History	3	3
	Humanities/Fine arts Elective	3	
	Literature (World, English and/or American)	3	
	Physical Activities	1	1
	Total	16	16

¹These courses should be taken in the same semester.

² Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

Associate of Science Human Services/Social Work Option

This program is provided for students who plan to earn Associate of Science Degrees for transfer toward Bachelor of Science Degrees at senior institutions.

Students planning to enter the fields of either Human Services and/or Social Work should consider this program.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
BIOL 1010/1011	Biological Science I	4	
BIOL 1020/1021	Biological Science II		4
	Mathematics	3	
HSS 1130	Substance Abuse		3
SOWK 1050	Introduction to the Field of Social Welfare	4	
SOWK 2010	The Family Experience		3
SPE 2310	Public Speaking		3
	Total	14	16
Sophomore			
HSS 2050	Crisis and Mental Health		3
	¹ History	3	3
	Human Services Electives		3
	Humanities/Fine Arts Elective	3	3
	Literature (World, English and/or American)	3	
PSY 1010	General Psychology	3	
SOC 2010	Introduction to Sociology		3
SOWK 2050	Social Welfare Policy and Programs		3
	Total	15	15

¹ Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

Associate of Science Mathematics Option

This program is provided for students who plan to earn associate of science degrees for transfer toward bachelor of science degrees at other colleges or universities.

Students planning to become mathematicians, mathematics teachers or professionals in related areas should consider this program.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
	¹ History	3	3
MATH 1910	Calculus I	4	
MATH 1920	Calculus II		4
MATH 1915	Mathematics Laboratory	1	
MATH 1925	Mathematics Laboratory		1
	Natural Science sequence	4	4
MATH 1900	Scientific Computer Applications	3	
	Physical Activities		1
	Total	18	16
Sophomore			
MATH 2110	Calculus III	4	
MATH 2010	Linear Algebra		3
MATH 2120	Differential Equations		3
SPE 2310	Public Speaking	3	
	Humanities/Fine Arts Elective		3
	Literature (World, English and/or American)	3	
	Physical Activities		1
	Social Science Elective	3	
	Electives	4	7
	Total	17	17

¹ Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

Associate of Science Natural Science Option

This program is provided for students who plan to pursue associate of science degrees for transfer toward bachelor of science degrees at senior institutions.

Students planning to enter biology, botany, entomology, food technology, forestry, general science, marine biology, microbiology, veterinary medicine, optometry, wildlife management, zoology or other areas of study related to biology should consider this curriculum.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BIOL 1110/1111	General Biology I	4	
BIOL 1120/1121	General Biology II		4
CHEM 1110/111	General Chemistry I	4	
CHEM 1120/1121	General Chemistry II		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MATH 1810	Calculus for Bus. & Life Sciences I and		
MATH 1820	Calculus for Bus. & Life Sciences II		
or			
MATH 1910	Calculus I	3(4)	
MATH 1920	Calculus II		3(4)
MATH 1915	¹ Mathematics Laboratory	1	
MATH 1925	¹ Mathematics Laboratory		1
SPE 2310	Public Speaking		3
	² Computer Literacy		3
	Total	18(19)	18(19)
Sophomore			
PHYS 2010/2011	³ College Physics I and		
PHYS 2020/2021	³ College Physics II		
or			
PHYS 2110/2111	University Physics I and		
PHYS 2120/2121	University Physics II		
	⁴ History	3	3
	Humanities/Fine Arts Elective		3
	Literature (World, English and/or American)	3	
	Physical Activities	1	1
	Electives	4	4
	Total	15	15

¹ Required for MATH 1910, 1920 only.

²The advisor will help the student select the appropriate course in consideration of background, interest and transfer.

³Students who have not had trigonometry must take MATH 1200 or 1720 before taking PHYS 2010.

⁴ Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

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Associate of Science Physical Science Option

This program is provided for students who plan to pursue associate of science degrees for transfer toward bachelor of science degrees at senior institutions.

The curriculum is designed for students planning to pursue careers in chemistry, physics, geology or other related areas.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
CHEM 1110/1111	General Chemistry I	4	
CHEM 1120/1121	General Chemistry II		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II	3	3
MATH 1910	Calculus I	4	
MATH 1920	Calculus II		4
MATH 1915	Mathematics Laboratory	1	
MATH 1925	Mathematics Laboratory		1
MATH 1900	Scientific Computer Applications		3
PHYS 2110/2111	University Physics I	4	
	Physical Activities	1	1
	Total	16	17
Sophomore			
MATH 2750	Numerical Methods		3
MATH 2110	Calculus III	4	
MATH 2010	Linear Algebra		3
MATH 2120	Differential Equations		3
PHYS 2120/2121	University Physics II	4	
SPE 2310	Public Speaking		3
	¹ History	3	3
	Humanities/Fine Arts Elective	3	
	Literature (World, English and/or American)	3	
	Social Science Elective		3
	Total	17	18

¹ Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

Associate of Science Pre-Computer Science Option

This is a university-parallel curriculum provided for students who plan to pursue associate of science degrees for transfer toward bachelor of science degrees at senior institutions.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MATH 1910	Calculus I	4	
MATH 1920	Calculus II		4
MATH 1915	Mathematics Laboratory	1	
MATH 1925	Mathematics Laboratory		1
MATH 1900	Scientific Computer Applications	3	
CIS 1710	Intro. to Computer Science I	4	
CIS 1720	Intro. to Computer Science II		4
	¹ Physical Science sequence		4
	Physical Activities	1	
	Total	16	16
Sophomore			
MATH 2110	Calculus III	4	
MATH 2010	Linear Algebra		3
MATH 2120	² Differential Equations		3
SPE 2310	Public Speaking	3	
	¹ Physical Science sequence	4	
	³ History	3	3
	Humanities/Fine Arts Elective		3
	Literature (World, English and/or American)	3	
	Physical Activities		1
	Total	17	13

¹PHYS 2110/2111, 2120/2121 is recommended for transfer to most senior institutions, but students should consult with advisor for other options.

²Students planning further study in the information systems area should elect ACC 2010, 2020; in some cases these may substitute for MATH 2120. Consult advisor for specific situation.

³Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

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Associate of Science Pre-Dental Hygiene Option

This is a transfer program designed for students wishing to qualify for admission to dental hygiene (Allied or Public Health) programs at senior institutions. Some institutions require the completion of the associate degree before accepting applicants into specific programs. Other institutions will accept students who have met certain prerequisites in an advanced standing Dental Hygiene Program. Students should consult the catalogs of the senior institutions for specific requirements.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BIOL 1110/1111	General Biology I	4	
BIOL 1120/1121	General Biology II		4
CHEM 1110/1111	General Chemistry I	4	
CHEM 1120/1121	General Chemistry II		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
SOC 2010	Introduction to Sociology	3	
	Computer Literacy	3	
	Health Elective		3
	Mathematics		3
	Total	17	17
Sophomore			
	Literature (World, English and/or American)	3	
PSY 1010	General Psychology	3	
SPE 2310	Public Speaking		3
	¹ Advanced Biology	4	4
	² History	3	3
	Humanities/Fine Arts Elective	3	
	Physical Activities	1	1
	Psychology Elective		3
	Elective		2
	Total	17	16

¹Most senior institutions recommend Microbiology, Anatomy and Physiology and/or some combination of these.

² Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

Associate of Science Pre-Dentistry and Pre-Medicine Options

This is a transfer program. Students following the curriculum below will qualify for the associate of science degree and may transfer credits to senior institutions in preparation for admission to professional schools of dentistry or medicine.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BIOL 1110/1111	General Biology I	4	
BIOL 1120/1121	General Biology II		4
CHEM 1110/1111	General Chemistry I	4	
CHEM 1120/1121	General Chemistry II		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MATH 1910	Calculus I and		
MATH 1920	Calculus II		
	or		
MATH 1810	Calculus for Business and Life Sciences I	4(3)	
MATH 1820	Calculus for Business and Life Sciences II		4(3)
MATH 1915	¹ Mathematics Laboratory	1	
MATH 1925	¹ Mathematics Laboratory		1
	² Computer Literacy	3	
	Physical Activities		1
	Total	19(18)	17(16)
Sophomore			
CHEM 2010/2011	Organic Chemistry I	4	
CHEM 2020/2021	Organic Chemistry II		4
CHEM 2310/2311	Quantitative Analysis		4
PHYS 2010/2011	College Physics I and		
PHYS 2020/2021	College Physics II		
	or		
PHYS 2110/2111	University Physics I and	4	
PHYS 2120/2121	University Physics II		4
SPE 2310	Public Speaking	3	
	³ History	3	3
	Humanities/Fine Arts Elective		3
	Literature (World, English and/or American)	3	
	Physical Activities	1	
	Total	18	18

¹Required for MATH 1910, 1920 only.

²The advisor will help the student select the appropriate course in consideration of background, interest and transfer.

³ Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

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Associate of Science Pre-Engineering Option

This program is provided for students who plan to earn associate of science degrees for transfer toward bachelor of science degrees at senior institutions.

Students planning to enter the field of engineering and engineering technology should consider this program.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
CHEM 1110/1111	General Chemistry I	4	
CHEM 1120/1121	General Chemistry II		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
ERG 1010	Engineering Graphics		3
or		3	
ERG 2010	Computer Aided Design I		3
MATH 1900	Scientific Computer Applications	3	
MATH 1910	Calculus I	4	
MATH 1920	Calculus II		4
MATH 1915	Mathematics Laboratory	1	
MATH 1925	Mathematics Laboratory		1
PHYS 2110/2111	University Physics I	4	
SPE 2310	Public Speaking		3
	Physical Activities	1	1
	Total	19	20
Sophomore			
MATH 2110	Calculus III	4	
MATH 2010	Linear Algebra		3
MATH 2120	Differential Equations		3
PHYS 2120/2121	University Physics II	4	
PHYS 2710	Engineering Mechanics: Statics	3	
PHYS 2720	¹ Engineering Mechanics: Dynamics		4
PHYS 2610/2611	¹ Engineering Circuit Analysis I	4	
	Humanities/Fine Arts Elective		3
	² History	3	3
	Literature (World, English and/or American)	3	
	Total	17	20

¹CHEM 2010, CHEM 2020, CHEM 2310, PHYS 2130 will substitute.

²Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

Associate of Science Pre-Law Option

A bachelor's degree is generally required for entrance into a law college. Generally, the first two years of this requirement may be met at Cleveland State Community College by the completion of a university-parallel associate of arts or associate of science degree. The specific degree program and electives should be carefully chosen in consultation with the advisor.

Associate of Science Pre-Medical Technology and Pre-Pharmacy Options

This is a transfer program and upon completion students may apply for admission to professional colleges of medicine or health sciences to continue work toward degrees or to senior institutions of higher education in continuing preparation for such application.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BIOL 1110/1111	General Biology I	4	
BIOL 1120/1121	General Biology II		4
CHEM 1110/1111	General Chemistry I	4	
CHEM 1120/1121	General Chemistry II		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MATH 1810	Calculus for Bus. & Life Sci. I and		
MATH 1820	Calculus for Bus. & Life Sci. II or	3(4)	3(4)
MATH 1910	Calculus I and		
MATH 1920	Calculus II		
MATH 1915	¹ Mathematics Laboratory	1	
MATH 1925	¹ Mathematics Laboratory		1
SPE 2310	Public Speaking		3
	² Computer Literacy	3	
	Total	18(19)	18(19)
Sophomore			
CHEM 2010/2011	Organic Chemistry I	4	
CHEM 2020/2021	Organic Chemistry II		4
CHEM 2310/2311	Quantitative Analysis		4
PHYS 2010/2011	College Physics I and		
PHYS 2020/2021	College Physics II or		
PHYS 2110/2111	University Physics I and		
PHYS 2120/2121	University Physics II		
	³ History	3	3
	Humanities/Fine Arts Elective	3	
	Literature (World, English and/or American)	3	
	Physical Activities	1	1
	Total	18	16

¹Required for MATH 1910, 1920 only.

²The advisor will help the student select the appropriate course in consideration of background, interest and transfer.

³Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

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Associate of Science Pre-Physical Therapy Option

This is a transfer program. Upon completion, students will receive associate of science degrees and may apply for admission to institutions which confer bachelor's degrees in Physical Therapy.

The curriculum guide listed below indicates the courses required by most senior institutions that offer Physical Therapy programs. There are program specific differences that need to be considered when planning your course of study. Students should consult their Pre-Physical Therapy advisors and examine catalogs of senior institutions to ensure that the prerequisites are met.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BIOL 1110/1111	General Biology I	4	
BIOL 1120/1121	General Biology II		4
CHEM 1110/1111	General Chemistry I	4	
CHEM 1120/1121	General Chemistry II		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
PSY 1010	General Psychology	3	
	¹ Computer Literacy		3
	Mathematics Electives	3	3
	Total	17	17
Sophomore			
BIOL 2010/2011	Human Anatomy & Phys. I	4	
BIOL 2020/2021	Human Anatomy & Phys. II		4
PHYS 2010/2011	College Physics I	4	
PHYS 2020/2021	College Physics II		4
PSY 2110	Human Growth and Dev.		3
SPE 2310	Public Speaking	3	
	² History	3	3
	Humanities/Fine Arts Elective		3
	Literature (World, English and/or American)	3	
	Physical Activities	1	1
	Total	18	18

¹ The advisor will help the student select the appropriate course.

² Students who seek an associate of arts or associate of science degree should take the history sequence required by the senior institution. To transfer to a Tennessee Board of Regents University, students should take a six-hour sequence in American History. One course in Tennessee History may be substituted for one course in American History. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.

Associate of Science Veterinary Assistant Option

This option is provided for students who are interested in working in the field of veterinary care, in the capacity of assistants to a doctor of veterinary medicine or for students who are planning to pursue study/work in other areas of animal health care.

Curriculum is designed to cover basic courses in agriculture, animal science, biology, chemistry and microbiology, as well as courses in humanities and social sciences. This program also requires work experience in a veterinary office setting.

This option is designed for transfer into pre-veterinary medicine, to a limited degree and also to maintain the career flexibility in a variety of agriculture related bachelor's degree programs.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
AGR 1110	Animal Science	3	
AGR 1410	Introduction to Agriculture		3
BIOL 1110/1111	General Biology I		4
CHEM 1110/1111	General Chemistry I	4	
CHEM 1120/1121	General Chemistry II		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MATH 1810	Calculus for Bus. and Life Sci. I	3	
MATH 1820	Calculus for Bus. and Life Sci. II		3
	Total	13	17
Sophomore			
AGR 2110	Veterinary Assistant Practicum		4
BIOL 2230/2231	Microbiology	4	
CIS 1110	Bus. Applns. on PC's	3	
SOC 2010	Introduction to Sociology	3	
SPE 2310	Public Speaking		3
	¹ History	3	3
	¹ Humanities/Fine Arts Elective		3
	¹ Literature (World, English, and/or American)	3	
	¹ Physical Activities	1	1
	Total	17	14

¹Students who plan to transfer to a senior institution should consult senior institution for appropriate course sequence.

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Career-Technical Programs

Associate of Applied Science Degree

Program outcomes: Knowledge and skills learned in these programs will enable students in the graduating class to have reasonable opportunity of equaling or exceeding prevailing exit test score standards and securing employment in fields related to their majors.

Students completing requirements for majors listed on the following pages will be entitled to receive the associate of applied science degree. This degree is not designed for transfer into a typical bachelor's degree program at another college or university. However some institutions of higher education have developed bachelor's degree programs which articulate completed course work in the associate of applied science degree. If a student intends to transfer upon completion of the associate of applied science degree, it is recommended that he/she consult the academic advisor and the senior institution catalog before beginning one of the majors.

Associate of Applied Science

The associate of applied science degree offers career-oriented and technical programs. This degree is not designed for transfer into a typical bachelor's program at another college or university. However, some institutions of higher education have developed bachelor's degree pro-grams that articulate the associate of applied science degree. A student who intends to transfer to a senior institution, upon completion of the associate of applied science degree, should consult the academic advisor and the senior institution catalog before beginning one of the A.A.S. majors.

Cleveland State requires the following General Education courses for its associate of applied science (A.A.S.) degree.

Course	Semester Hours
English Composition	3 hours
¹ Humanities and/or Fine Arts	3 hours
¹ Social/Behavioral Sciences	3 hours
¹ Natural Science/Mathematics	3 hours
¹ One additional course from the categories of Communication, Humanities and/or Fine Arts, Social/Behavioral Sciences or Natural Science/Mathematics	3 or 4 hours
Total	15 or 16 hours

¹Consult page 55 for approved courses.

Associate of Applied Science Degree

Business and Management Major

This curriculum is designed for students who wish to complete two years of college preparation applicable to immediate employment in business and management areas. The major is subdivided into several concentrations provided on the following pages.

Associate of Applied Science Degree

Accounting Concentration

(in Business and Management Major)

The accounting concentration is designed to provide individuals with the knowledge and training necessary to obtain employment in public and private accounting and federal, state and local governments. Emphasis is placed on the utilization of the microcomputer to solve accounting and business problems electronically.

Students pursuing the Certified Public Accountant (CPA) credential and those planning to transfer to senior institutions should consider the university parallel associate of science degree, Business Administration concentration.

This program is not designed for transfer, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours			Credit Hours	
Catalog No.	Course Title		Fall	Spring
Freshman				
ACC 1010	College Accounting I		3	
ACC 1020	College Accounting II			3
ACC 1110	Acctg. Applns. & Simulations I	2		
ACC 1120	Acctg. Applns. & Simulations II			2
ACC 2301	Payroll Taxes			1
ACC 2312	Personal and Small Business Taxes			2
BUS 1010	Introduction to Business			3
BUS 1310	Business Calculations		3	
CIS 1110	Bus. Applns. on PC's		3	
CIS 1121	Spreadsheets Using Excel			3
ENGL 1010	Composition I		3	
OSA 1610	Keyboarding		2	
	¹ Humanities/Fine Arts Elective			3
	Total		16	17
Sophomore				
ACC 2020	Principles of Accounting II		3	
ACC 2240	Managerial Finance			3
ACC 2511	Intro. to Peachtree Accounting	1		
ACC 2512	Accounting Projects in Peachtree	2		
ACC 2531	Introduction to Quickbooks			1
BUS 2230	Personal Finance		3	
CPE 1011	Job Search Skills			1
ECON 2110	Prin. of Economics (MICRO)		3	
MATH 1510	Introductory Statistics		3	
MGT 1210	Supervisory Management			3
SPE 2310	Public Speaking			3
	² Business Elective			3
	Total		15	14

¹Students are strongly encouraged to take ENGL 1020.

²In consultation with their advisor, students must select a course in ACC, BUS, CIS, CPE, MGT or OSA. BUS 2020 is strongly recommended.

Associate of Applied Science Degree Business Concentration (in Business and Management Major)

The business concentration allows students to specialize in several areas of business, such as Banking, Marketing, Office Management, Small Business Management, Inventory Control and Quality Control. Advisors can assist students in making career choices in these related fields.

This is an occupational program designed to equip students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
BUS 1010	Introduction to Business	3	
BUS 1310	Business Calculations	3	
CIS 1110	Bus. Applns. on PC's		3
ECON 2110	Principles of Economics (Micro)		3
ENGL 1010	Composition I	3	
MGT 1010	Concepts of Management	3	
MGT 1020	Concepts of Management		3
OSA 1610	Keyboarding	2	
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective		3
	Total	17	18
Sophomore			
BUS 2020	Business Communications and Report Writing		3
BUS 2100	Marketing and Sales	3	
BUS 2310	Entrepreneurship		3
BUS 2230	Personal Finance	3	
CPE 1011	Job Search Skills	1	
MATH 1510	Introductory Statistics	3	
MGT 1210	Supervisory Management		3
MGT 1500	Management of Quality	3	
MGT 2240	Managerial Finance		3
	¹ Business Elective		3
	Total	13	15

¹In consultation with their advisor, students must select a course in ACC, BUS, CIS, CPE, MGT, or OSA.

Associate of Applied Science Degree Computers and Information Systems Concentration (in Business and Management Major)

This concentration allows a student to focus his/her studies on a specific area of computing that closely fits career goals. These areas include computer applications and computer programming, but can be adapted with the aid of an advisor to include more evolving areas of information processing.

This is an occupational program designed to equip students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
BUS 1010	Introduction to Business		3
BUS 1310	Business Calculations	3	
CIS 1010	Visual Programming in BASIC	3	
CIS 1510	PC Troubleshooting		1
CIS 1562	Web Site Design		3
CIS 2080	¹ Intro. to Microsoft Office	3	
	² CIS Emphasis Courses		6
ENGL 1010	Composition I	3	
OSA 1610	Keyboarding	2	
	Total	17	16
Sophomore			
	² CIS Emphasis Courses	3	6
CPE 1011	Job Search Skills		1
CPT 1100	Computer Networking I	3	
ECON 2110	Principles of Economics (MICRO)	3	
MATH 1510	Introductory Statistics		3
MGT 1010	Concepts of Management	3	
SPE 2310	Public Speaking		3
	³ Business Elective		3
	Humanities/Fine Arts Elective	3	
	Total	15	16

¹Students who choose the Applications Emphasis may substitute an advisor approved CIS course for CIS 2080.

²In consultation with their advisor, students must select a course of study in one of the following CIS Emphasis Areas:

- Applications Emphasis - 15 hours (see advisor for curriculum guide):
 - CIS 1040 Word
 - CIS 1121 Spreadsheets Using Excel
 - CIS 2030 Access
 - CIS 2040 PowerPoint
 - Advisor approved applications elective
- Programming Emphasis - 15 hours (see advisor for curriculum guide):
 - CIS 1030 Advanced Visual Programming in BASIC
 - CIS 1710 Introduction to Computer Science I
 - CIS 1720 Introduction to Computer Science II
 - CIS 2210 Systems Development and Design
 - Advisor approved programming elective
- Career Specialization Emphasis - 15 hours:
 - See advisor for a list of approved courses

³In consultation with their advisor, students must select a course in ACC, BUS, CIS, CPE, MGT, OSA or INT 1100.

Note: CIS 1110 will not meet Computers and Information Systems (CIS) elective requirements.

Associate of Applied Science Degree Health Care Management Concentration (in Business and Management Major)

This concentration is designed for the individual who plans to become an employee in a nursing home, hospital, clinic or a home health care agency.

This is an occupational program designed to equip students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
CIS 1110	Bus. Applns. on PC's	3	
ECON 2110	Principles of Economics (MICRO)		3
ENGL 1010	Composition I	3	
MGT 1010	Concepts of Management	3	
MGT 1020	Concepts of Management		3
OSA 1610	Keyboarding	2	
OSA 2510	Medical Terminology	3	
	¹ Business Elective		3
	² Humanities/Fine Arts Elective		3
	Total	17	15
Sophomore			
BIOL 1010/1011	Biological Science I	4	
BUS 2020	Bus. Com./Report Writing		3
CPE 1010	³ Cooperative Education I		3
CPE 1011	Job Search Skills	1	
MGT 1210	Supervisory Management		3
MGT 1500	Management of Quality	3	
OSA 1040	Medical Insurance and Accounting		3
OSA 2050	Legal & Ethical Issues in Health Care	3	
OSA 2060	Coding	3	
SPE 2310	Public Speaking		3
	Total	14	15

¹In consultation with their advisor, students must select a course in ACC, BUS, CIS, CPE, MGT, or OSA.

²Please see advisor for assistance with course selection.

³Must participate in health care facility experience. Advisors will assist in scheduling.

Associate of Applied Science Degree Management Concentration (in Business and Management Major)

This concentration is designed for potential and practicing managers. The program is applicable for management in service and manufacturing settings.

This is an occupational program designed to equip students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
BUS 1010	Introduction to Business		3
BUS 1310	Business Calculations	3	
CIS 1110	Bus. Applns. on PC's	3	
ENGL 1010	Composition I	3	
MATH 1510	Introductory Statistics		3
MGT 1010	Concepts of Management	3	
MGT 1020	Concepts of Management		3
OSA 1610	Keyboarding	2	
	Humanities/Fine Arts Elective		3
	Total	17	15
Sophomore			
BUS 2020	Bus. Com./Report Writing		3
CPE 1011	Job Search Skills	1	
ECON 2110	Principles of Economics (MICRO)	3	
INT 1100	Introduction to Technology	3	
INT 2410	Occupational Safety Engineering	3	
MGT 1210	Supervisory Management		3
MGT 1500	Management of Quality	3	
MGT 2610	Production/Operations Management		3
MGT 2240	Managerial Finance		3
SPE 2310	Public Speaking		3
	¹ Business Elective		3
	Total	16	15

¹In consultation with their advisor, students must select a course in ACC, BUS, CIS, CPE, MGT, or OSA.

Associate of Applied Science Degree Small Business Management Concentration (in Business and Management Major)

This concentration is for individuals who want to start a business or who have a small business and need more knowledge on how to increase markets, profits and productivity by using management tools and techniques.

This is an occupational program designed to equip students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
BUS 1010	Introduction to Business		3
BUS 1310	Business Calculations	3	
BUS 2100	Marketing and Sales	3	
CIS 1110	Bus. Applns. on PC's		3
ENGL 1010	Composition I	3	
MGT 1010	Concepts of Management	3	
MGT 1020	Concepts of Management		3
OSA 1610	Keyboarding	2	
	Humanities/Fine Arts Elective		3
	¹ Business Elective		3
	Total	17	18

Sophomore

ACC 2511	Intro. to Peachtree Accounting	1	
ACC 2512	Accounting Projects in Peachtree	2	
BUS 2020	Bus. Com./Report Writing		3
BUS 2310	Entrepreneurship		3
BUS 2230	Personal Finance	3	
CPE 1011	Job Search Skills	1	
ECON 2110	Prin. of Economics (MICRO)	3	
MATH 1510	Introductory Statistics		3
MGT 1210	Supervisory Management		3
MGT 2240	Managerial Finance		3
SPE 2310	Public Speaking	3	
	Total	13	15

¹In consultation with their advisor, students must select a course in ACC, BUS, CIS, CPE, MGT, or OSA.

Associate of Applied Science Degree Early Childhood Education Major

This program was established for students who desire to work in early childhood education (birth to age eight). Career opportunities include childcare teacher or assistant teacher, Head Start teacher or assistant teacher, childcare center director, family childcare teacher, before and after school teacher, kindergarten aide and elementary school aid. The curriculum also includes the necessary course work for application for a Child Development Associate Credential (CDA).

While designed to articulate with all Tennessee Board of Regents (TBR) two-year colleges, many of the courses in the associate of applied science degree in Early Childhood Education will also articulate to other institutions offering bachelor's programs in Early Childhood Education (Pre-K to third grade).

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ENGL 1010	Composition I	3	
ECED 1010	Intro. to Early Childhood Educ.	2	
ECED 2010	Safe, Healthy Learning Environ.	3	
ECED 2015	Early Childhood Curriculum		3
ECED 2020	Infant, Toddler Child Development		3
ECED 2130	Clinical Practicum I	2	
MATH 1110	College Algebra		3
	or		
MATH 1510	Introductory Statistics		3
SPE 2310	Public Speaking		3
	¹ Natural Science Laboratory		4
	¹ Elective		3
	Total	13	16

Sophomore

ECED 2040	Family Dynamics and Com. Involvement	3	
ECED 2060	Dev. of Exceptional Child	3	
ECED 2070	Developmental Assessment		3
ECED 2080	Language and Literacy in Early Childhood	3	
ECED 2085	Math and Science in Early Childhood	3	
ECED 2140	Clinical Practicum II	2	
ECED 2150	Clinical Practicum III		2
	¹ Career Elective		3
	¹ Social/Behavioral Sciences		3
	¹ Humanities/Fine Arts		3
	¹ Elective		3
	Total	14	17

¹Students will be advised on which courses to take depending on whether planning on this being a terminal degree or courses that will transfer. An articulation agreement, available on the Cleveland State Community Web site, under Community Campus/Transfer/Articulation is currently in effect between Cleveland State Community College and Lee University.

Associate of Applied Science Degree General Technology Major

This program is designed for students who wish to complete a two-year technical degree applicable to immediate employment. Students with a significant amount of transfer credit, students with a diploma from a Tennessee Technology Center, certificate completers or those who wish to use electives to create a unique program should consider this major.

The major is subdivided into two concentrations provided on this page.

Applied Technology Concentration (in General Technology Major)

This flexible concentration provides opportunities for students to specialize in any one of a variety of technical areas. The general education core and technical core provide a foundation that allows specialization through selection of career/technical electives.

This is a technical program designed to prepare students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
CIS 1110	Bus. Applns. on PC's		3
EET 1010	Electric Circuits	3	
ENGL 1010	Composition I	3	
ERG 1010	Engineering Graphics I	3	
INT 1000	Measurements and Calculations	3	
INT 1100	Introduction to Technology	3	
PHYS 2010/2011	College Physics I		4
	Humanities Elective		3
	Social Science Elective		3
	Mathematics Electives	3	3
	Total	18	16
Sophomore			
MGT 1210	Supervisory Management		3
SPE 2310	Public Speaking	3	
	Career/Technical Electives	9	11
	Total	12	14

Associate of Applied Science Degree Business Technology Concentration (in General Technology Major)

This flexible program allows students to develop a course of study specializing in a variety of business areas. The general education core and technical core provide a foundation that allows specialization through selection of career/technical electives.

This is an occupational program designed to equip students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ACC 1010	College Accounting I		
ACC 1020	College Accounting II		
	or	3	3
ACC 2010	Principles of Accounting I		
ACC 2020	Principles of Accounting II		
BUS 1010	Introduction to Business		3
BUS 1310	Business Calculations	3	
CIS 1110	Bus. Applns. on PC's	3	
CPE 1011	Job Search Skills	1	
ENGL 1010	Composition I	3	
MATH 1510	Introductory Statistics		
	or		3
BIOL 1500/01	Environmental Science		
MGT 1210	Supervisory Management		3
OSA 1610	Keyboarding	2	
ECON 2120	Principles of Economics (Macro)		
	or		3
SPE 2310	Public Speaking		
	Total	15	15
Sophomore			
BUS 2020	Bus. Comm. and Report Writing		3
ECON 2110	Principles of Economics (Micro)	3	
HUM 1010	Ethics		3
	Business Electives		9
	Career/Technical Electives	3	9
	Total	15	15

Associate of Applied Science Degree Industrial Technology Major

Approved by the National Association of Industrial Technology, this program provides opportunities for students to specialize in any one of a variety of technical areas. The general education core and technical core provide a foundation that allows specialization through selection of one of the following concentrations: Computer Service, Construction, Drafting and Design, Electro/Mechanical, Electronics, Industrial Management and Surveying/Geographic Information Systems.

This is a technical program designed to prepare students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree. A minimum of 12 semester hours must be earned in the student's chosen concentration at Cleveland State Community College.

Computer Service Technology Concentration (in Industrial Technology Major)

This concentration is designed for those students interested in employment in the computer service industry. The purpose of this program is to provide a student with the background knowledge of hardware and software, and the technical skills required to install and maintain computer systems. This program also helps a student prepare for Microsoft Certified Systems Administrator (MCSA) and COMPTIA A+/Network+ certifications.

This is a technical program designed to prepare students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
Freshman				
CIS 1010	Visual Basic		3	
CIS 1040	Word	3		
CIS 1121	Excel		3	
CIS 1562	Web Site Design		3	
CPT 1010	Computer Hardware Maint.	3		
CPT 1020	Computer Oper. Systems Maint.	3		
INT 1000	Measurements & Calculations	3		
INT 1100	Introduction to Technology	3		
MATH 1200	Trigonometry	3		
	Humanities/Fine Arts Elective		3	
	Social Science Elective		3	
	Total	18	15	
Sophomore				
CIS 2040	PowerPoint		3	
CIS 2210	Systems Development & Design		3	
CIS 2030	Access	3		
CPT 1100	Computer Networking I	3		
CPT 1110	Computer Networking II - N.O.S.		3	
CPT 2020	Certification Test Prep		2	
CPT 2030	Servers & Network Oper. Systems		3	
ENGL 1010	Composition I	3		
INT 2410	Occupational Safety Engineering	3		
PHYS 2010/2011	College Physics I		4	
SPE 2310	Public Speaking	3		
	Total	15	18	

Associate of Applied Science Degree Construction Technology Concentration (in Industrial Technology Major)

This concentration is designed for those students interested in residential and commercial building at the technician level.

This is a technical program designed to prepare students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
Freshman				
ARC 1010	Architectural Drawing I	4		
ARC 1020	Architectural Drawing II		4	
CIS 1110	Bus. Applns. on PC's		3	
ERG 2010	Computer Aided Design I	3		
ERG 2020	Computer Aided Design II		3	
INT 1000	Measurements and Calculations	3		
INT 1100	Introduction to Technology	3		
MATH 1200	Trigonometry	3		
SUR 1010	Surveying and Mapping I		3	
	Humanities/Fine Arts Elective		3	
	Mathematics Elective		3	
	Total	16	19	
Sophomore				
ARC 2010	Commercial Planning		3	
CST 1010	Construction Techniques	1		
CST 2010	Cost Estimating & Job Analysis	3		
CST 2020	Tech. & Legal Aspects of Contracting		2	
CST 2030	Standard Building Codes		3	
ENGL 1010	Composition I	3		
INT 2410	Occupational Safety Engineering	3		
MGT 1210	Supervisory Management		3	
PHYS 2010/2011	College Physics I		4	
SPE 2310	Public Speaking	3		
	Social Science Elective	3		
	Total	16	15	

Associate of Applied Science Degree Drafting and Design Concentration (in Industrial Technology Major)

This concentration is designed for those students interested in drafting and technical design in the manufacturing and construction industry.

This is a technical program designed to prepare students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ARC 1010	Architectural Drawing I	4	
ARC 1020	Architectural Drawing II		4
CIS 1110	Bus. Applns. on PC's		3
ENGL 1010	Composition I	3	
ERG 1010	Engineering Graphics	3	
ERG 2010	Computer Aided Design I	3	
ERG 2020	Computer Aided Design II		3
INT 1000	Measurements and Calculations	3	
INT 1100	Introduction to Technology	3	
INT 1030	Print Reading Mechanical		3
MATH 1200	Trigonometry	3	
	Total	19	16

Sophomore

ERG 2030	Computer Aided Design 3-D	3	
ERG 2040	Computer Aided Design IV		3
ERG 2050	CAD Projects		3
INT 2410	Occupational Safety Engineering	3	
MGT 1210	Supervisory Management		3
PHYS 2010/2011	College Physics I		4
SPE 2310	Public Speaking		3
	Social Science Elective	3	
	Humanities/Fine Arts Elective	3	
	Mathematics Elective	3	
	Total	15	16

Associate of Applied Science Degree Electro-Mechanical Concentration (in Industrial Technology Major)

This concentration is designed for those students interested in employment in electrical and/or mechanical maintenance in the manufacturing industry.

This is a technical program designed to prepare students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
CIS 1110	Bus. Applns. on PC's		3
EET 1010	Electric Circuits I		3
EET 1210	Digital Electronics I		3
ENGL 1010	Composition I		3
INT 1000	Measurements and Calculations		3
INT 1030	Print Reading Mechanical		3
INT 1100	Introduction to Technology		3
MATH 1200	Trigonometry		3
PHYS 2010/2011	College Physics I		4
	Social Science Elective		3
	Mathematics Elective		3
	Total	18	16

Sophomore

EET 2010	Electric Machines		3
EET 2020	Electrical Controls		3
INT 1110	Machine Shop Technology I	3	
INT 1310	Welding Technology I	3	
INT 2110	Fluid Power Systems	3	
INT 2210	Commercial/Industrial Maint.		3
INT 2310	Heating, Air Cond. & Refrig. I	3	
INT 2410	Occupational Safety Engineering	3	
MGT 2610	Production/Operations Mgt.		3
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective		3
	Total	15	18

Associate of Applied Science Degree Electronics Concentration (in Industrial Technology Major)

This concentration is designed for those students interested in the design, installation and repair of electronics and computer controlled manufacturing processes and robotics.

This is a technical program designed to equip students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
CIS 1110	Bus. Applns. on PC's		3
EET 1010	Electric Circuits I	3	
EET 1020	Electric Circuits II		3
EET 1210	Digital Electronics I	3	
EET 1220	Digital Electronics II		3
ENGL 1010	Composition I	3	
INT 1000	Measurements & Calculations	3	
INT 1100	Introduction to Technology	3	
MATH 1200	Trigonometry	3	
	Mathematics Elective		3
	Social Science Elective		3
	Total	18	15
Sophomore			
EET 1310	Analog Electronics I	3	
EET 2010	Electric Machines		3
EET 2020	Electric Controls		3
EET 2220	Computer Systems/Robotics		3
INT 2110	Fluid Power Systems	3	
INT 2410	Occupational Safety Engineering	3	
MGT 2610	Production/Operations Mgt.		3
PHYS 2010/2011	College Physics I		4
SPE 2310	Public Speaking	3	
	Humanities/Fine Arts Elective		3
	Technical Elective		3
	Total	18	16

Associate of Applied Science Degree Industrial Management Concentration (in Industrial Technology Major)

Students interested in a management career in manufacturing should consider the following suggested course work. The courses expose students to the technical, conceptual, communication and people skills necessary to be a successful manager.

This is a technical program designed to prepare students for employment. This program is not a transfer program, although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BUS 1010	Introduction to Business	3	
CIS 1110	Bus. Applns. on PC's		3
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
EET 1010	Electric Circuits I		3
INT 1000	Measurements & Calculations	3	
INT 1100	Introduction to Technology	3	
MATH 1200	Trigonometry	3	
MGT 1010	Concepts of Management	3	
MGT 1020	Concepts of Management		3
	Mathematics Elective		3
	Total	18	15
Sophomore			
BUS 2020	Bus. Com./Report Writing		3
INT 2410	Occupational Safety Engineering	3	
MGT 1210	Supervisory Management		3
MGT 1500	Introduction to Quality Control	3	
MGT 2510	Statistical Process Control I	3	
MGT 2610	Productions/Operations Mgt.		3
SPE 2310	Public Speaking		3
	Natural Science Elective		4
	Social Science Elective		3
	Technical Elective		3
	Total	16	15

Associate of Applied Science Degree Surveying/Geographic Information Systems Technology Concentration (in Industrial Technology Major)

This concentration is designed for those students interested in employment in the surveying and geographic information systems (GIS) industry. It provides the student with the essential skills for success as a practitioner in the surveying/GIS industry.

This is a technical program designed to prepare students for immediate employment. This is not a transfer program, although many institutions accept all or part of the coursework toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
CIS 1010	Visual Programming in Basic	3	
ENGL 1010	Composition I		3
GIS 1010	Intro. to Geographic Info. Systems	3	
GPS 1010	Global Positioning Systems I		3
GPS 1020	Geodesy		3
INT 1000	Measurements and Calculations	3	
INT 1100	Introduction to Technology		3
MATH 1200	Trigonometry	3	
SUR 1010	Surveying & Mapping I	3	
SUR 1020	Surveying & Mapping II		3
	Total	15	15
Sophomore			
INT 2410	Occupational Safety Engineering	3	
PHYS 2010/2011	College Physics I		4
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective	3	
	Social Science Elective	3	
	¹ Guided Electives	9	9
	Total	18	16

¹Students must chose an emphasis in Surveying or Geographic Information Systems (GIS). See curricular guides below.

Surveying Emphasis (guided electives)

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Sophomore			
GPS 2010	Global Positioning systems II	3	
SUR 2010	Route Surveying	3	
SUR 2020	Site Design	3	
SUR 2030	Site Layout		3
SUR 2040	Surveying Projects		3
SUR 2050	Field Experience		3
	Total	9	9

Geographic Information Systems (GIS) Emphasis (guided electives)

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Sophomore			
GIS 2010	Base Mapping	3	
GIS 2020	Photogrammetry	3	
GIS 2030	GIS Projects	3	
GIS 2040	Spatial Analysis		3
GIS 2050	Advanced GIS Applications		4
GIS 2060	GIS Field Experience		2
	Total	9	9

Associate of Applied Science Degree Nursing Major

Program outcomes: Upon successful completion of the nursing curriculum, students will have acquired the knowledge and skills to establish eligibility for The National Council Licensure Examination (NCLEX) required to become licensed as a Registered Nurse. Upon licensure, graduates will have a reasonable opportunity to secure employment in a field related to the major.

The nursing curriculum consists of a theory and clinical component and is designed to prepare the graduate for a beginning staff position, in a variety of health care settings. Upon successful completion of the required courses in the Nursing Major, an associate of applied science degree is awarded.

The Nursing Program is approved by the Tennessee Board of Nursing and accredited by the National League for Nursing, Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006. The Department and the College hold agency membership in the National League for Nursing, National League for Nursing Council of Associate Degree Programs, National Organization of Associate Degree Nursing and the Southern Council on Collegiate Education for Nursing.

This program is not designed for transfer, although many institutions accept all or part of the course work toward the bachelor's degree.

Students presenting nursing course work which was completed more than four years previously will be required to repeat the course work. A transition curriculum is available for LPN's.

Faculty policy statements concerning attendance, grading, progression and professional dress requirements are available upon request. Students will have the additional expense of liability insurance on a yearly basis, uniforms, lab coats, bandage scissors and a watch that indicates seconds. Transportation to class and clinical is the responsibility of the student.

Following is the sequence of required courses for student nurses and the admissions requirements. This sequence may be altered to take general education courses prior to admission to the nursing program. Courses which are not completed prior to admission must be taken before or during the semester scheduled according to the summary of required hours.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BIOL 2010/2011	Human Anatomy and Phys. I	4	
BIOL 2020/2021	Human Anatomy and Phys. II		4
NUR 1010	Nursing I	9	
NUR 1020	Nursing II		9
PSY 1010	General Psychology	3	
PSY 2110	Human Growth and Dev.		3
	Total	16	16
Summer			
BIOL 2230/2231	Microbiology		4
ENGL 1010	Composition I		3
PSY 2310	Abnormal Psychology		3
	Total		10
Sophomore			
ENGL 1020	Composition II	3	
NUR 2010	Nursing III	9	
NUR 2020	Nursing IV		9
	Humanities/Fine Arts Elective		3
	Total	12	12

Nursing Transition Curriculum (For LPN's)

Summary of Required Hours FOR FRESHMAN LEVEL¹

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BIOL 2010/2011	Human Anatomy and Phys. I	4	
BIOL 2020/2021	Human Anatomy and Phys. II		4
NUR 1030	LPN Transition I	4	
NUR 1040	LPN Transition II		4
PSY 1010	General Psychology	3	
PSY 2110	Human Growth & Dev.		3
Total		11	11

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Sophomore			
BIOL 2230/2231	Microbiology		4
ENGL 1010	Composition I		3
PSY 2310	Abnormal Psychology		3
Total			10

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Sophomore			
ENGL 1020	Composition II	3	
NUR 2010	Nursing III	9	
NUR 2020	Nursing IV		9
	Humanities/Fine Arts Elective		3
Total		12	12

¹Requirements in the Transition Curriculum and at the sophomore level are the same as the requirements in the regular nursing curriculum.

Nursing Program Admission Requirements

The Nursing Program at Cleveland State Community College (CSCC) is a limited enrollment program. Admission to the program is highly competitive and an applicant scoring tool is used to admit eligible applicants where the number of eligible applicants exceeds the number of students that can be admitted. Contact the Nursing Office at (423) 478-6228 or (800) 604-2722, Ext. 228, for more information.

Nursing Admission and Progression Standards

- A. All students wishing to enter into the nursing program must complete the following criteria to be eligible for admission (for LPN transition, see LPN Transition below):
1. Be accepted for admission to Cleveland State Community College and comply with all college requirements.
 2. Remove any deficiencies as a result of admission assessment and complete the appropriate developmental studies courses prior to submitting an application to the nursing program.
 3. Have completed a course in high school or college chemistry with a "C" or better within 5 years prior to the date of admission, not application, to the nursing program.
 4. Complete an application to the program through the Nursing Office. Application forms are available from the Director of Nursing. Applications for

admission **must be received no later than March 1** of the year in which the student desires to enter the nursing program. Applications received after March 1 will be considered on an individual basis. Students currently enrolled at CSCC will be given admission priority over transfer students.

5. Satisfy one of the following four category requirements:
 - a. High school graduates:
 - i. Must have a cumulative GPA of 2.75 or above on a 4.0 scale.
 - ii. Should have completed a unit in general science, a unit in biology and two units in algebra prior to admission into the nursing program.
 - b. GED graduates must establish a college GPA of 2.75 or above on a 4.0 scale on required academic courses for the nursing program.
 - c. Applicants with previous college credits:
 - i. Must have a GPA of 2.75 or above on a 4.0 scale on required academic courses for the nursing curriculum completed prior to entry into the nursing program. For science courses, credits that are more than five years old at date of admission to the nursing program (not application) will not be considered.
 - ii. Must have an official transcript of all previous college work submitted to the Office of Admissions.
 6. Must adhere to the schedule specified in the Summary of Required Hours in the nursing curriculum for courses which are not completed prior to admission to the nursing program.
- B. Students taking any required course in the nursing major curriculum must make a "C" or better to progress.
1. Grades below "C" will result in ineligibility.
 2. Students taking nursing courses must achieve a grade of "C" or above in each course to progress in the program. Students are allowed to repeat one nursing course if a grade less than a "C" is received. A second failure to achieve a "C" or above in the same or any subsequent nursing course will result in dismissal from the respective program.
 3. Students making multiple "D's" and/or "F's" (two or more) should re-evaluate their professional goals.
- C. A maximum of four years is allowed to complete all nursing courses.
- D. Students must maintain a current card denoting successful completion of a Basic Life Support for Health Care Providers course while in the nursing program. Students are required to purchase malpractice insurance through the college at the time of registration.
- E. Applicants who are not admitted to the nursing program and wish to be considered for admission for the subsequent year must reapply. Applicants who do not reapply will not be considered for admission.
- F. Health
1. Once conditional admission to the nursing program has been granted, a student will be required to undergo a physical exam/health verification before final admission to the program. Students will be required, during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Any appraisal measures used to determine such physical and/or emotional fitness will be

in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Core performance standards for admission and progression which comply with the Americans with Disabilities Act of 1990 are available from the Office of the Nursing Department.

2. The nursing faculty reserve the right to ask a student to submit to further testing during the admission process and throughout the program of study if deemed necessary. Referral and counseling may be recommended.
3. Students will be required to meet all health guidelines of the affiliating agencies. For example, health insurance may be required by some affiliating agencies. Not having health insurance could limit a student's educational experience. Students are responsible for costs incurred from injury or illness while in the nursing program.

G. Other

1. Applicants who have been convicted of a crime other than a minor traffic violation could be ineligible for nursing licensure in the State of Tennessee, even though they may successfully complete the program. It is the applicant's sole responsibility to contact the Tennessee Board of Nursing in order to determine eligibility for licensure.
2. Applicants who have ever had a nursing or health-related license suspended, revoked, denied or been the subject of disciplinary action, could be ineligible for nursing licensure in the State of Tennessee, even though they may successfully complete the program. It is the applicant's sole responsibility to contact the Tennessee Board of Nursing in order to determine eligibility for licensure.
3. Students who are admitted to the nursing program whose use of alcohol or consciousness-altering drugs interferes with their performance of educational activities will be handled in accordance with campus and departmental drug/alcohol policies. Failure to correct the problem will result in termination from the nursing program.
4. Students in the nursing program will be exposed to latex and may be exposed to blood and other body fluids. Students may also be required to draw blood and perform tests on blood and other body fluids, under supervision, for patients with infectious diseases. Any student refusing assignment to an infectious patient may be subject to dismissal from the program.

Nursing Readmission/Transfer

Students seeking transfer/readmission must meet the admission and progression criteria. In addition, guidelines from the State, National League for Nursing Accrediting Commission and clinical agencies influence the number of student positions available.

A. Transfer students:

1. Must submit all official transcripts and appropriate course descriptions from the previous school of nursing.
2. Must submit a letter of recommendation from the director of the previous nursing program.
3. Should understand that nursing courses from other programs will be evaluated for transfer credit on an individual basis.
4. Students desiring to transfer nursing courses from another nursing program must have achieved a minimum grade sufficient to allow progression at that program but

not less than a "C" for the course to be eligible for transfer credit. Students should understand that a grade in a nursing course that does not allow progression in a previous nursing program counts as the first failure. Students receiving a grade less than a "C" or a grade that prohibits progression in two nursing courses at another institution are not eligible for transfer into the nursing program.

5. A maximum of four years is allowed to complete all nursing courses including transfer nursing courses.

B. Readmission applicants:

1. Must apply to the nursing program prior to registration for the semester preceding the one in which readmission is desired. (Example: if desiring readmission to NUR 2020, apply before registration for NUR 2010 begins.)
2. May be required to take re-entry, audit or independent study courses with special assignments.
3. Will be considered only once for readmission if unable to progress academically in the nursing program.

LPN Transition – Nursing Program Only

Students requesting advanced placement in the nursing sequence will be considered on an individual basis after admission to the nursing program. LPN's must submit records of all previous academic work and proof of LPN Licensure results to the Nursing Office. Contact the Nursing Office at (423) 478-6228 or (800) 604-2722, Ext. 228, for more information.

A. Admission Requirements for Transition Curriculum

1. Meet admission requirements for Cleveland State Community College and the nursing program.
2. Provide verification of one year full-time work experience as a licensed practical nurse within the two years prior to admission to CSCC's nursing program or approval of program director.
3. Be admitted to CSCC's nursing program.
4. Declare intention to pursue the transition curriculum at the time of acceptance into CSCC's nursing program.

B. Enrollment and Progression in Transition Curriculum

1. Meet all admission requirements to the transition curriculum.
2. Register for and successfully complete NUR 1030 and NUR 1040.
3. Complete all required courses in the nursing transition curriculum prior to registering for NUR 2010. Students passing NUR 1030 and NUR 1040 will be awarded an additional 10 hours of credit for prior experience.
4. Students in the nursing program will be exposed to latex and may be exposed to blood and other body fluids. Students may also be required to draw blood and perform tests on blood and other body fluids, under supervision, for patients with infectious diseases. Any student refusing assignment to an infectious disease may be subject to dismissal from the program.

Associate of Applied Science Degree Office Administration Major

This program is designed to prepare students for work in the electronic office. The wide variety of courses provides opportunity for the student to increase understanding of the operation of business and professional offices.

Students have an opportunity to choose specialized areas of study including medical and legal.

To determine credit allowed by Certified Professional Secretary rating, recipients should consult the "Credit for Non-traditional Learning" section of the catalog and their advisor.

This program is not designed for transfer, although many institutions accept all or part of the course work toward the bachelor's degree.

Administrative Assistant Concentration (in Office Administration Major)

Administrative assistants perform various tasks requiring both technical skills and broad educational experience.

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
Freshman				
BUS 1010	Introduction to Business	3		
CIS 1110	Bus. Applns. on PC's		3	
ENGL 1010	Composition I	3		
MGT 2110	Office Management		3	
OSA 1020	Document Processing		3	
OSA 1610	Keyboarding	2		
OSA 1620	Text Formatting	1		
OSA 1630	Data Entry	1		
OSA 2310	Records Management		2	
OSA 2400	Business Machines	2		
	Humanities/Fine Arts Elective		3	
	Social Behavioral Sciences Elective	3		
	Math or Natural Science		3(4)	
	Total	15	17(18)	
Sophomore				
ACC 1010	College Accounting I	3		
ACC 1020	College Accounting II		3	
BUS 2020	Bus. Comm./Report Writing		3	
OSA 1510	Word Processing I	3		
OSA 1520	Word Processing II		3	
OSA 2110	Office Procedures and Admin.		3	
OSA 2210	Advanced Document Processing		3	
OSA 2410	Transcription I	3		
OSA 2420	Transcription II		3	
ENGL 1020	Composition II			
	or		3	
SPE 2310	Public Speaking			
	¹ Business Elective	3		
	Total	15	18	

¹In consultation with their advisors, students must select appropriate courses in ACC, BUS, CIS, CPE, MGT and/or OSA.

Associate of Applied Science Degree Medical Assistant Concentration (in Office Administration Major)

Medical assistants are multi-skilled personnel specifically trained to work in ambulatory settings such as physicians' offices, clinics and group practices, who are capable of performing administrative/office and clinical/laboratory procedures.

Students applying for admission to the concentration must meet the admission requirements for the Medical Assistant Concentration. Admission and progression requirements are listed on the following pages.

The Medical Assistant concentration is accredited by the Commission of Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601.

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
Freshman				
BIOL 1010/1011	¹ General Biology I		4	
CIS 1110	Bus. Applns. on PC's		3	
ENGL 1010	Composition I		3	
MGT 2110	Office Management			3
MOA 1000	Medical Assistant Orientation	1		
OSA 1000	Introduction to WordPerfect			1
OSA 1020	Document Processing			3
OSA 1610	Keyboarding	2		
OSA 1620	Text Formatting	1		
OSA 1630	Data Entry	1		
OSA 2310	Records Management			2
OSA 2510	Medical Terminology	3		
PSY 1010	General Psychology			3
	Humanities/Fine Arts Elective			3
	Total	18	15	
Sophomore				
MOA 1040	Medical Insurance/Accounting			3
MOA 2050	Legal & Ethical Issues in Healthcare	3		
MOA 2060	Coding	3		
MOA 2100	Medical Assistant Externship			4
MOA 2110	Pharmacology	3		
MOA 2120	Clinical Procedures I	4		
MOA 2130	Clinical Procedures II			4
OSA 2110	Office Procedures & Admin.			3
OSA 2410	Transcription I (Medical)	3		
ENGL 1020	Composition II			
	or			
SPE 2310	Public Speaking			3
	Total	16	17	

¹Students may take Anatomy and Physiology in lieu of BIOL 1010 General Biology I; however, the sequence (BIOL 2010 and 2020) must be completed to meet the requirement.

Medical Assistant Concentration

The Medical Assistant concentration at Cleveland State Community College (CSCC) is a limited enrollment concentration. Contact the Business Department at (423) 478-6225 or (800) 604-2722, Ext. 225, for more information.

Medical Assistant Admission and Progression Standards

- A. All students wishing to enter into the Medical Assistant concentration must complete the following criteria:
1. Be accepted for admission to Cleveland State Community College and comply with all college requirements.
 2. Complete an application to the Medical Assistant concentration through the Business Department. Application forms are available from the Director of the Medical Assistant concentration, Office Administration faculty members or from the Business Department.
 3. Meet the following requirements:
 - a. Must have received a grade of "C" or better on the science course requirement in the curriculum within 10 years prior to the date of admission to the concentration (see curriculum guide for recommended courses);
 - b. Must have received a grade of "C" or better on college courses applicable to the Medical Assistant curriculum; and
 - c. Must select elective course(s) in consultation with advisor.
- B. Courses in the Medical Assistant concentration must be taken in sequence and a maximum of five years is allowed from the date of admission to the concentration to complete the Medical Assistant courses in the Office Administration degree.
- C. Students taking any required course in the Medical Assistant concentration curriculum must make a "C" or better to progress. Grades below "C" will not be accepted. Students having taken a required Medical Assistant course twice without achieving a grade of "C" or above will be denied progression in the concentration.
- D. Students must maintain a current card denoting successful completion of the course in Basic Life Support for Healthcare Providers while in the externship assignment.
- E. Students are required to purchase malpractice insurance through the college at the time of registration for the externship assignment.
- F. Applicants who are not admitted to the Medical Assistant concentration and wish to be considered for admission in a subsequent year should re-apply in the year in which they wish to enter. Applications should be submitted at least 30 days prior to registration for the term.
- G. Health
1. Even though admission to the Medical Assistant concentration has been granted, admitted students will be required to satisfactorily complete a physical examination/health verification before enrolling in the required externship component of the concentration. Students will be required, during the course of the program, to demonstrate their physical and/or emotional fitness to meet the essential requirements of the concentration. Such essential requirements include freedom from communicable diseases, the ability to perform certain physical tasks and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Core performance standards for admission and progression which comply with the Americans with Disabilities Act of 1990 are available from the Business or Health Sciences Departments.
2. The Medical Assistant and Office Administration faculty reserve the right to ask a student to submit to psychological testing and/or counseling if deemed necessary.
 3. Students will be required to meet all health guidelines of the agencies providing externships. For example, health insurance may be required by some agencies. Not having health insurance could limit a student's educational experience. Students are responsible for costs incurred from injury or illness while in the concentration.
- H. Other
1. Problems with individuals who are admitted to the Medical Assistant concentration whose use of alcohol or consciousness-altering drugs interferes with their performance of educational activities will be handled in accordance with the departmental drug/alcohol policy. Failure to correct the problem will result in termination from the Medical Assistant concentration.
 2. Applicants who have had any license in any health care field suspended, revoked or denied, or who have been the subject of disciplinary action could be ineligible to sit for the Certified Medical Assistant (CMA) exam even though they may successfully complete the concentration. It is the applicant's sole responsibility to contact the American Association of Medical Assistants to determine eligibility for completing the CMA exam.
 3. Beginning with the administration of the January 2001 Certification Examination, felons are not eligible to sit for the examination unless the Certifying Board of the American Association of Medical Assistants grants a waiver based on one or more mitigating circumstances listed in the Disciplinary Standards. Individuals should contact the American Association of Medical Assistants for more information.
 4. Completion of the Medical Assistant concentration does not guarantee passage of the CMA exam.
 5. Students in the Medical Assistant concentration may be exposed to and required to perform tests on body fluids, under supervision, for patients with infectious diseases. Any student refusing assignment to an infectious patient may be subject to dismissal from the concentration.

Medical Assistant Readmission/Transfer

In addition to meeting the above criteria, applicants seeking readmission or admission by transfer should also be aware that such requests are considered by the Medical Assistant faculty/director on an individual basis and under consideration of recommended faculty/student ratio and the availability of clinical facilities.

Medical Assistant Transfer Students

- A. Must submit all official transcripts and appropriate course descriptions from any previous college programs.
- B. May be required to submit a letter of recommendation if a student is transferring from another Medical Assistant program.

- C. Should understand that Medical Assistant and other courses from other programs and colleges will be evaluated as well as CMA certification on an individual basis.
- D. May seek proficiency credit through exams in courses available through proficiency testing.

Medical Assistant Readmission Applicants

- A. Must apply to the Medical Assistant concentration prior to registration for the semester preceding the one in which readmission is desired.
- B. May be required to take re-entry, audit or independent study courses with special assignments.
- C. Will be considered only once for readmission if unable to progress academically in the Medical Assistant concentration.

Associate of Applied Science Degree Medical Transcriptionist Concentration (in Office Administration Major)

Medical transcriptionists are language specialists, specifically trained to work in hospital, clinical or remote settings, who are capable of audio interpretation and machine transcription of multi-dictator, multi-specialty medical records.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
ACC 2531	Introduction to Quickbooks		1
BIOL 1010/1011	Biological Science I	4	
ENGL 1010	Composition I	3	
OSA 1020	Document Processing		3
OSA 1610	Keyboarding	2	
OSA 1620	Text Formatting	1	
OSA 1630	Data Entry	1	
OSA 2310	Records Management		2
OSA 2510	Medical Terminology	3	
OSA 2520	Advanced Medical Terminology	3	
	Computer Literacy	3	
	Humanities/Fine Arts Elective	3	
	Social Behavioral Sciences Elective	3	
	Total	17	15
Sophomore			
BUS 2310	Entrepreneurship		3
CPE 1010	Cooperative Education I	3	
CPE 1020	Cooperative Education II		3
MOA 2110	Pharmacology	3	
OSA 1510	Word Processing I	3	
OSA 2050	Legal/Ethical Issues	3	
OSA 2410	Transcription I (Medical)	3	
OSA 2420	Transcription II (Medical)		3
ENGL 1020	Composition II		3
or			3
SPE 2310	Public Speaking		3
	² Electives	3	3
	Total	18	15

¹Students may take Anatomy & Physiology in lieu of BIOL 1110 General Biology I; however, the sequence (BIOL 2010 and 2020) must be completed to meet the requirement.

²In consultation with their advisors, students must select appropriate courses in ACC, BUS, CIS, CPE, MGT and/or OSA.

Associate of Applied Science Degree Public and Government Service Major

This curriculum is designed for students who wish to complete two years of college preparation applicable to immediate employment in public and government services areas. This major is subdivided into two concentrations – Law Enforcement Training and Legal Administrative Assistant.

Law Enforcement Training (in Public and Government Service Major)

This concentration is designed for peace officers to develop and to enhance their professional skills.

This program is not designed for transfer although many institutions accept all or part of the course work toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
LETC	¹ LETC Credit (Law Enforcement Training Certificate)		22
	Career Electives		7(8)
	Total		29(30)
Sophomore			
ENGL 1010	Composition I		3
LAW 1010	Basic Law		3
LAW/CIS2080	Introduction to Office (Legal)		3
LAW 1050	Legal Writing		3
LAW 1040	Legal Research		3
LAW 2400	Legal Practicum		3
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective		3
	Math/Natural Science Elective		3(4)
	Social Behavioral Sciences Elective		3
	Total	15	15(16)

¹See page 83 for information about the Law Enforcement Training Certificate.

Associate of Applied Science Degree Legal Administrative Assistant (in Public and Government Service Major)

A legal administrative assistant is qualified through basic legal knowledge as well as office/computer skills for employment and multitasking in the legal environment.

This program is not designed for transfer although many institutions accept all or part of the coursework toward the bachelor's degree.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
Freshman			
BUS 1010	Introduction to Business	3	
ENGL 1010	Composition I	3	
LAW 1010	Basic Law	3	
LAW 1040	Legal Research		3
LAW 2080	Introduction to Office (Legal)	3	
OSA 1610	Keyboarding	1	
OSA 1620	Text Formatting	2	
OSA 1630	Data Entry		1
OSA 2310	Records Management		2
	Career/Technical Elective		3
	Humanities/Fine Arts Elective		3
	Social Behavioral Sciences Elective		3
	Total	15	15
Sophomore			
BUS 2020	Bus. Comm./Report Writing		3
LAW 1050	Legal Writing	3	
LAW 2400	Legal Practicum		3
MGT 2110	Office Management		3
or			
OSA 2110	Office Procedures and Admin.		
SPE 2310	Public Speaking	3	
	Career/Technical Electives	9	(2)3
	Natural Science or Mathematics		(4)3
	Total	15	15

Certificate Programs

Program outcomes: Students successfully completing these programs will have a reasonable opportunity for employment in fields related to their majors.

Certificates are designed for individuals who are currently employed or who are considering employment in a chosen area. These programs contain limited general education course work and permit students to concentrate on career-oriented material. Upon successful completion of the selected program, a certificate in a specific area is awarded by Cleveland State Community College.

Courses required in most certificate programs are applicable toward appropriate associate of applied science degrees awarded by Cleveland State Community College. Certificate programs do not require placement testing.

Technical Certificate Emergency Medical Technician

Cleveland State Community College provides courses designed to prepare students for entry level positions in the field of emergency medical services.

Students who have successfully completed these two classes will be eligible to take the National Registry Exam. For more information, contact the Division of Health and Wellness at (423) 478-6228 or (800) 604-2722, Ext. 228.

Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
EMT 1010	Emergency Medical Services I	8	
EMT 020	Emergency Medical Services II		8
	Total	8	8

Technical Certificate Law Enforcement Training

The Basic Law Enforcement Technical Certificate prepares students to meet standards for law enforcement officers as established by the Tennessee Peace Officer Standards and Training Commission (POST). Credit earned for the successful completion of this training may be applied toward the Associate of Applied Science degree in Public Service, with a concentration in Law Enforcement. Upon completion of the entire course of instruction, the student will be awarded 22 semester hours of credit. Also, the student will be eligible for certification as a Peace Officer in the State of Tennessee upon hire by a P.O.S.T. affiliated Law Enforcement Agency.

Currently, these courses are only available through full enrollment in the Law Enforcement Training Course. Approval from the Director of the Law Enforcement Training is required for admission to the class.

Summary of Required Hours		
Catalog No.	Course Title	Credit Hours
LET 1030	Entry Level Firearms Training for Law Enforcement	3
LET 1130	Entry Level Defensive and Tactical Driving for Law Enforcement	3
LET 1350	Community Policing for Law Enforcement	3
LET 1510	Basic Criminal Law and Procedures	3
LET 1720	Physical Defense Tactics	2
LET 2110	Patrol and Traffic Procedures	2
LET 2120	Intro. to Criminal Investigations	3
LET 2200	Basic Emergency Procedures	2
LET 2400	Physical Conditioning	1
	Total	22

Office Administration Technical Certificates

This program is offered to prepare students for a variety of office positions. The Office Administration curriculum is available with options provided for special areas of study. All students selecting this program must complete all courses in the specialty area which they choose to pursue.

All courses taken for credit may be applied toward the associate of applied science degree, Office Administration major.

Coding Specialist Emphasis (Office Administration)

Intended to prepare students to apply and analyze numerical revenue codes required for diagnoses and procedures in the health care environment.

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
BUS 1100	Workplace Comm. Skills		3	
CIS 1110	Bus. Applns. on PC's	3		
OSA 1040	Medical Insurance & Accounting		3	
OSA 1610	Keyboarding	2		
OSA 1620	Text Formatting	1		
OSA 1630	Data Entry		1	
OSA 2050	Legal & Ethical Issues	3		
OSA 2060	Coding	3		
OSA 2065	Advanced Coding		3	
OSA 2310	Records Management		2	
OSA 2510	Medical Terminology	3		
OSA 2520	Advanced Medical Terminology		3	
	Total	15	15	

General Office Assistant Emphasis (Office Administration)

Prepares students for employment in a variety of general office settings and positions.

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
BUS 1100	Workplace Communication Skills	3		
CIS 1110	Bus. Applns. on PC's	3		
OSA 1020	Document Processing		3	
OSA 1510	Word Processing I	3		
OSA 1520	Word Processing II		3	
OSA 1610	Keyboarding	2		
OSA 1620	Text Formatting	1		
OSA 1630	Data Entry	1		
OSA 2110	Office Procedures & Admin.		3	
OSA 2310	Records Management		2	
OSA 2400	Business Machines	2		
OSA 2410	Transcription I		3	
	Total	15	14	

Legal Office Clerk Emphasis (Office Administration)

Intended to prepare students for employment in a legal office environment.

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
BUS 1100	Workplace Comm. Skills	3		
CIS 1110	Bus. Applns. on PC's	3		
LAW 1010	Basic Law	3		
OSA 1020	Document Processing		3	
OSA 1510	Word Processing I	3		
OSA 1520	Word Processing II		3	
OSA 1610	Keyboarding	2		
OSA 1620	Text Formatting	1		
OSA 1630	Data Entry		1	
OSA 2110	Office Procedures & Admin.		3	
OSA 2310	Records Management		2	
OSA 2410	Transcription I (Legal)		3	
Total		15	15	

Workforce Preparedness Technical Certificates

Workforce Preparedness Technical certificates are offered in two areas: Business and Technology. Each area has its common core of course requirements. The following curriculum outlines serve as guides. All courses taken for credit may be applied toward the associate of applied science degree.

Accounting Emphasis (Workforce Preparedness – Business)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
ACC 1010	College Accounting I	3		
ACC 1020	College Accounting II		3	
ACC 1110	Acctg. Applns. & Simulations I	2		
ACC 1120	Acctg. Applns. & Simulations II		2	
ACC 2311	Payroll Taxes		1	
ACC 2312	Personal and Small Bus. Taxes		2	
BUS 1100	Workplace Comm. Skills		3	
BUS 1310	Business Calculations	3		
CIS 1110	Bus. Applns. on PC's	3		
CIS 1121	Spreadsheets Using Excel		3	
CPE 1011	Job Search Skills	1		
CPE 1012	Succeeding on the Job		1	
OSA 1610	Keyboarding	2		
OSA 1630	Data Entry		1	
Total		15	15	

Computer Business Applications Emphasis (Workforce Preparedness – Business)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
ACC 1010	College Accounting I		3	
BUS 1100	Workplace Comm. Skills	3		
BUS 1310	Business Calculations	3		
CIS 1040	Word	3		
CIS 1121	Spreadsheets Using Excel		3	
CIS 1510	PC Troubleshooting		1	
CIS 2030	Access	3		
CIS 2040	PowerPoint		3	
CIS 2050	Desktop Publishing		3	
CPE 1011	Job Search Skills		1	
CPE 1012	Succeeding on the Job		1	
OSA 1610	Keyboarding		2	
Total		14	15	

Information Systems Applications Emphasis (Workforce Preparedness – Business)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
ACC 1010	College Accounting I		3	
BUS 1100	Workplace Comm. Skills	3		
BUS 1310	Business Calculations	3		
CIS 1040	Word	3		
CIS 1051	Spreadsheets Seminar-Excel		1	
CIS 1065	PowerPoint	1		
CIS 1075	Introduction to Windows	1		
CIS 1550	Using the Internet	1		
CIS 2050	Desktop Publishing		3	
CPE 1011	Job Search Skills		1	
CPE 1012	Succeeding on the Job		1	
OSA 1610	Keyboarding	2		
OSA 1620	Text Formatting	1		
OSA 1630	Data Entry		1	
OSA 2110	Office Procedures & Admin.		3	
OSA 2310	Records Management		2	
Total		15	15	

Quality Management Emphasis (Workforce Preparedness – Business)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
ACC 1010	College Accounting I		3	
BUS 1100	Workplace Comm. Skills	3		
BUS 1310	Business Calculations	3		
CIS 1110	Bus. Applns. on PC's		3	
or				
CIS 2080	Introduction to Microsoft Office			3
CPE 1011	Job Search Skills		1	
CPE 1012	Succeeding on the Job		1	
INT 1000	Measurement & Calculations		3	
MGT 1500	Management of Quality	3		
MGT 2510	Statistical Process Control I	3		
OSA 1610	Keyboarding	2		
	Management Elective		3	
Total		14	14	

Retailing Emphasis (Workforce Preparedness – Business)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
ACC 1010	College Accounting I	3		
ACC 1020	College Accounting II		3	
BUS 1010	Introduction to Business		3	
BUS 1100	Workplace Comm. Skills		3	
BUS 1310	Business Calculations	3		
BUS 2100	Marketing and Sales	3		
CIS 1110	Bus. Applns. on PC's			3
	or			3
CIS 2080	Introduction to Microsoft Office			
CPE 1011	Job Search Skills		1	
CPE 1012	Succeeding on the Job		1	
MGT 1210	Supervisory Management		3	
OSA 1610	Keyboarding	2		
	Business Elective	3		
	Total	14	17	

Small Business Emphasis (Workforce Preparedness – Business)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
ACC 1010	College Accounting I	3		
ACC 1020	College Accounting II		3	
BUS 1010	Introduction to Business	3		
BUS 1100	Workplace Comm. Skills		3	
BUS 1310	Business Calculations	3		
BUS 2100	Marketing and Sales	3		
BUS 2310	Entrepreneurship		3	
CIS 1110	Bus. Applns. on PC's			3
	or			3
CIS 2080	Introduction to Microsoft Office			
CPE 1011	Job Search Skills		1	
CPE 1012	Succeeding on the Job		1	
MGT 1210	Supervisory Management		3	
OSA 1610	Keyboarding	2		
	Total	14	17	

Supervisory Management Emphasis (Workforce Preparedness – Business)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
ACC 1010	College Accounting I		3	
BUS 1100	Workplace Comm. Skills	3		
BUS 1310	Business Calculations	3		
CIS 1110	Bus. Applns on Microcomputers			3
	or			3
CIS 2080	Introduction to Microsoft Office			
CPE 1011	Job Search Skills		1	
CPE 1012	Succeeding on the Job		1	
MGT 1010	Concepts of Management	3		
MGT 1020	Concepts of Management		3	
MGT 1210	Supervisory Management		3	
MGT 1500	Management of Quality	3		
OSA 1610	Keyboarding	2		
	Total	14	14	

Architectural Technology Emphasis (Workforce Preparedness – Technology)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
ARC 1010	Architectural Drawing I	4		
ARC 1020	Architectural Drawing II		4	
ARC 2010	Commercial Planning		3	
CST 2030	Standard Building Codes		3	
CPE 1012	Succeeding on the Job		1	
ERG 2010	Computer Aided Design I	3		
ERG 2020	Computer Aided Design II		3	
INT 1000	Measurements & Calculations	3		
INT 1100	Introduction to Technology	3		
SUR 1010	Surveying and Mapping I		3	
	Total	14	16	

Climate Control Technology Emphasis (Workforce Preparedness – Technology)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
CIS 1110	Bus. Applns. on PC's			3
CPE 1011	Job Search Skills			1
CPE 1012	Succeeding on the Job		1	
EET 1110	Electrical Systems in HVAC	3		
INT 1000	Measurements and Calculations	3		
INT 1100	Introduction to Technology	3		
INT 2300	Major Appliance Repair in HVAC	2		
INT 2310	Heating, Air Cond. & Refrig. I	3		
INT 2320	Heating, Air Cond. & Refrig. II		3	
INT 2330	Energy Management		3	
INT 2340	Systems Design		3	
INT 2350	Adv. Problems in Heat/Air Cond.		3	
	Total	15	16	

Computer Service Technology Emphasis (Workforce Preparedness – Technology)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
CPE 1012	Succeeding on the Job	1		
CIS 1010	Visual Basic		3	
CIS 1040	Word	3		
CIS 1051	Spreadsheets Seminar – Excel		1	
CIS 1065	PowerPoint		1	
CIS 2030	Access	3		
CPT 1010	Computer Systems Hardware Maintenance		3	
CPT 1020	Computer Operations Systems Maintenance		3	
CPT 1100	Networking I	3		
CPT 1110	Networking II–Windows O.S.		3	
CPT 2020	Certification Test Preparation		2	
INT 1000	Measurements & Calculations	3		
INT 1100	Introduction to Technology	3		
	Total	16	16	

Construction Technology Emphasis (Workforce Preparedness – Technology)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
ARC 1010	Architectural Drawing I	4		
ARC 1020	Architectural Drawing II		4	
CPE 1012	Succeeding on the Job		1	
CST 1010	Construction Techniques	1		
CST 2010	Cost Estimating & Job Analysis	3		
CST 2030	Standard Building Codes		3	
ERG 2010	Computer Aided Design I	3		
ERG 2020	Computer Aided Design II		3	
INT 1000	Measurements & Calculations	3		
INT 1100	Introduction to Technology	3		
SUR 1010	Surveying and Mapping I		3	
	Total	17	14	

Electro/Mechanical Maintenance Emphasis (Workforce Preparedness – Technology)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
EET 1010	Electric Circuits I	3		
EET 1210	Digital Electronics I	3		
EET 2010	Electric Machines		3	
EET 2020	Electrical Controls		3	
INT 1000	Measurements & Calculations	3		
INT 2110	Fluid Power Systems	3		
INT 2210	Commercial Industrial Maint.		3	
	Total	12	9	

Mechanical Technology Emphasis (Workforce Preparedness – Technology)

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
CPE 1012	Succeeding on the Job	1		
ERG 1010	Engineering Graphics	3		
ERG 2010	Computer Aided Design I	3		
ERG 2020	Computer Aided Design II		3	
ERG 2030	Computer Aided Design 3-D	3		
ERG 2040	Computer Aided Design IV		3	
INT 1000	Measurements & Calculations	3		
INT 1100	Introduction to Technology	3		
INT 1030	Print Reading Mechanical		3	
	Total	13	12	

Honors Program

The Honors Program is for students who excel in academics and have a desire to explore in greater depth the major topics covered in the curriculum. The Honors Program, designed to augment the course work required for a degree, is open to all students who meet qualifying criteria.

Honors courses will:

- challenge academically well-prepared students;
- allow students to explore opportunities for professional

growth and development;

- offer opportunities for independent and original work;
- offer opportunities for in-depth study of interdisciplinary issues;
- enable students to demonstrate their ability to succeed in challenging work, documenting their potential for future success;
- enhance potential opportunities for scholarships; and
- provide special recognition at graduation.

Honors Program Options

Students may choose from one of the following Honors Program options:

- Honors Achievement Designation – To receive the Honors Achievement Designation, a student must complete 18 hours of Honors course work (including 2 hours of Honors Colloquium and 3 hours of Interdisciplinary Perspectives) with an overall average of 3.0 or better while meeting the associate Degree requirements and have a 3.25 GPA at graduation. The diploma and transcript will carry a seal bearing the designation "HONORS ACHIEVEMENT."
- Honors Recognition – To receive the Honors Recognition Award, a student must complete 12 hours of Honors course work (including one hour of Honors Colloquium) with an overall average of 3.0 or better while meeting the associate Degree requirements and have a 3.25 GPA at graduation. The transcript at degree completion will carry an "HONORS RECOGNITION" notation.
- Honors Sample – Students who meet qualifying criteria may sample a few Honors courses. Honors courses will be identified as such on transcripts.

Honors Program Qualifying Criteria

All applications are reviewed by the Honors Review Committee. A student must meet the following criteria to be admitted into the Program:

- First Time Freshmen – Must have a cumulative high school GPA of 3.5 or higher on a 4.0 scale; or must have an ACT composite score of 24 or higher or SAT combined score of 940 or higher.
- All developmental studies requirements, with the exception of DSPM 0850 (Intermediate Algebra), must be satisfied prior to admission to the Honors Program.
- Currently Enrolled Student – Must have a cumulative GPA of 3.25 or higher after completing a minimum of 12 semester credit hours of college-level work of which nine hours must be at Cleveland State.
- Transfer Student – Must transfer from an accredited institution's honors program with recommendation of its director and meet all Cleveland State requirements with the exception of residency; or must transfer from an accredited institution with a minimum of 12 hours college-level credit and a GPA of 3.25 or better, a written recommendation from a faculty member at the transfer institution and approval of the Honors Review Committee.

Any exceptions to the above criteria must be approved in writing by the Honors Review Committee and the Vice President for Academic Affairs.

For information about Honors course descriptions, please see the catalog index for page numbers. Contact the Honors Program Director at (423) 472-7141, Ext. 426, for additional information.

Classification of Courses

The following classification of courses is furnished for clarification to assist students in choosing appropriate courses:

- A. Courses with the prefix DSP are basic and developmental. These may not be used to satisfy degree or certificate requirements. Enrollment in these courses is limited to students who are placed in them according to the College's placement procedure.
- B. Courses numbered 1000-1999 are freshman level and those numbered 2000-2999 are sophomore level. However, students having necessary prerequisites may take any course.

Course Descriptions

Two types of courses are offered: institutional credit non-transfer courses not applicable to a degree or certificate; and regular college credit courses.

Regular College Credit Courses

The following abbreviations indicate the term in which the course is offered:

F	—	Fall
S	—	Spring
Su	—	Summer
UD	—	Upon Demand
◆	—	Courses which fulfill minimum degree requirements. For more information, see page 55.

Developmental Studies Courses

The following courses may be required of students based upon assessment results. Students may also be required to take one or more of the courses based upon referral from the instructor. None of the courses will satisfy requirements for degrees or certificates. (Prerequisite: Placement testing or completion of previous course, if any, in applicable sequence.)

Mathematics

DSPM 0700 Basic Mathematics – 3 credits

Whole numbers, fractions, decimals, ratio and proportion, percents, averages, exponents and roots, measures, graphs. Three hours per week. F, S

DSPM 0800–Elementary Algebra – 3 credits

Properties of real numbers, solving linear equations and inequalities, graphing lines and functions, systems of equations, absolute value equations, set operations. Graphing calculator required - see course syllabus for details. Three hours per week. F, S

DSPM 0850 Intermediate Algebra – 3 credits

Polynomial operations, factoring polynomial, rational expressions, radical expressions, quadratic functions, exponents, logarithms, distance formula and circles. Graphing calculator required - see course syllabus for details. Three hours per week. F, S

Reading

DSPR 0700 – Basic Reading – 3 credits

Sight, analytical and contextual vocabulary; literal and critical comprehension; dictionary usage. 3 hours per week. F, S

DSPR 0800 – Developmental Reading – 3 credits

Studies in literal and critical comprehension, vocabulary and logical thinking designed to enhance the student's level of reading. Course seeks to unify all reading skills with skill application to content area reading and serve as a bridge to Level I work. Three hours. F, S

Learning Strategies

DSPS 0800 – Learning Strategies – 3 credits

Studies in literal and critical comprehension, vocabulary and logical thinking designed to enhance the student's level of reading. Course seeks to unify all reading skills with skill application to content area reading and serve as a bridge to Level I work. Three hours. F, S

Writing

DSPW 0700 – Basic Writing – 3 credits

Standard sentence structures, grammar and mechanical correctness, and appropriate usage in the context of the paragraph and short essay. Lecture with lab referrals based upon instructor discretion. Three hours per week. F, S

DSPW 0800 – Developmental Writing – 3 credits

Grammar and mechanical correctness, standard sentence structures, topic development, organizational skills, paragraph and essay development, vocabulary selection, sentence variety and revision skills. Three hours per week. F, S

Accounting

ACC 1010 – College Accounting I – 3 credits

Analyzing transactions, using various journals and ledgers, preparing financial statements and summarizing results at the close of the fiscal period and accounting for cash. Three hours per week. F

ACC 1020 – College Accounting II – 3 credits

Short-term investments, accounts receivable, notes receivable, inventories, cost of goods sold, equipment, natural resources, intangible assets, current and long-term liabilities and payroll. Three hours per week. (Prerequisite: ACC 1010 or permission of instructor.) S

ACC 1030 – Managerial Decision Making – 3 credits

An introduction to managerial control and reporting topics providing a basic framework for understanding how accounting systems can be used to help control business operations and make informed business decisions. Three hours per week. UD

ACC 1110 – Accounting Applications and Simulations I – 2 credits

Develop a better understanding of accounting concepts and procedures utilizing microcomputers and various accounting software packages. Two hours per week. (Corequisite: ACC 1010 or permission of instructor.) F

ACC 1120 – Accounting Applications and Simulations II – 2 credits

Develop a better understanding of accounting concepts and procedures utilizing microcomputers and various accounting software packages. Two hours per week. (Corequisite: ACC 1020 or permission of instructor.) S

ACC 2010 – Principles of Accounting I – 3 credits

Introduction to financial accounting principles with emphasis on using financial information in business decisions. Three hours per week. F

ACC 2020 – Principles of Accounting II – 3 credits

Intro-duction to managerial and cost accounting concepts utilized in planning and controlling operations. Three hours per week. (Prerequisite: ACC 1020 or ACC 2010 or permission of instructor.) F, S

ACC 2111 – Computerized Accounting Procedures I – 1 credit
Reinforcement of concepts in Accounting 2010 utilizing microcomputers. One hour per week. (Corequisite: ACC 2010 or permission of instructor.) UD

ACC 2121 – Computerized Accounting Procedures II – 1 credit
Reinforcement of concepts in Accounting 2020 utilizing microcomputers. One hour per week. (Corequisite: ACC 2020 or permission of instructor.) UD

ACC 2240 – Managerial Finance – 3 credits
Financial management including financial accounting fundamentals, financial statement analysis, working capital management, valuation of assets, planning and control. Three hours per week. (Prerequisite: ACC 1020 or ACC 2010 or permission of instructor.) May also be registered as MGT 2240. S

ACC 2310 – Income Taxes – 3 credits
Survey of federal income tax laws emphasizing preparation of returns for individuals, sole proprietorships and partnerships. Overview of corporate tax law, administrative and judicial tribunals, jurisdiction and tax controversies. Three hours per week. UD

ACC 2311 – Payroll Taxes – 1 credit
Introduction to payroll tax accounting including IRS filing requirements, due dates and compliance related issues. One hour per week. S

ACC 2312 – Personal and Small Business Taxes – 2 credits
Introduction to individual income tax concepts and small business taxes. Topics covered include Gross Income, Deductions, Forms 1040EZ, 1040A and 1040, Sales and Use Taxes, Business Licenses, Property Taxes and Incorporation issues. Two hours per week. S

ACC 2510 – Microcomputers and Accounting – 3 credits
General ledger, accounts receivable, accounts payable, payroll, inventory and other microcomputer programs used in accounting. 3 hours per week. (Prerequisite: ACC 1010 or ACC 2010 or permission of instructor.) UD

ACC 2511 – Introduction to Peachtree Accounting – 1 credit
Introduction to the Peachtree accounting package. Explores the functionality of Peachtree including the use of General Ledger, Accounts receivable, Accounts Payable, Inventory, Payroll, Job Costing and other important computerized accounting features. One hour per week. (Prerequisite: ACC 2010 or ACC 1010 or permission of instructor.) F

ACC 2512 – Accounting Projects in Peachtree – 2 credits
Projects completed using the Peachtree Accounting package. Students will complete a variety of projects using Peachtree skills learned in ACC 2511. Two hours per week. (Prerequisite: ACC 2511 or permission of instructor.) F

ACC 2531 – Introduction to Quickbooks – 1 credit
Introduction to setting up and using Quickbooks Pro software. One hour per week. S

ACC 2801-2899 – Special Topics in Accounting – 1-6 credits
Detailed study of a specific topic in accounting. UD

ACC 2900 – Individualized Topics in Accounting – 1-9 credits
Independent and individualized studies in accounting. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Agriculture

AGR 1110 – Animal Science – 3 credits
Animal breeds, principles of inheritance, nutrition, sanitation, disease, animal products and their relation to public health; emphasis on breeds suited for Tennessee and for market classifications. Three hours per week. UD

AGR 1310 – Plant Science – 3 credits
Plant structure, physiology and heredity in relation to the fundamental processes of growth, development, propagation and adaptation. Three hours lecture per week. UD

AGR 1410 – Introduction to Agriculture – 3 credits
Historical development, national and international issues and trends. Three hours Threeer week. UD

AGR 2110 – Veterinary Assistant Practicum – 4 credits
Practical work experience in veterinary clinics and/or related facilities. Approximately 100 clinical hours required. S

AGR 2801-2899 – Special Topics in Agriculture – 1-6 credits
Detailed study of a specific topic in agriculture. UD

AGR 2900 – Individualized Studies in Agriculture – 1-9 credits
Independent and individualized studies in Agriculture. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Architecture and Architectural Drafting

ARC 1010 – Architectural Drawing I – 4 credits
Traditional and contemporary architectural styles, freehand sketching techniques, instrument and hard-line graphic techniques, lettering styles, structural calculations, codes for wood, concrete and steel structures and modular design; orthographic projection and pictorial illustration. Two hours lecture and four hours lab per week. (Corequisite: ERG 2010 or permission of instructor.) F

ARC 1020 – Architectural Drawing II – 4 credits
Construction and use of study models, basic site planning, structural materials, sections and details, elevations, conventions and schedules, formal board presentation. Two hours lecture and four hours lab per week. (Prerequisite: ARC 1010.) S

ARC 1050 – History of Architecture – 3 credits
Achievements from primitive times through ancient classical Greece and the classical Roman era. Three hours per week. F

ARC 1060 – History of Architecture – 3 credits
Achievements from Romanesque and Gothic times through modern architecture. Three hours week. S

ARC 2010 – Commercial Planning – 3 credits
Design and development of light commercial construction; mechanical and electrical systems; and detail drawings. Two hours lecture, 2 hours lab per week. (Prerequisite: ARC 1010.) S

ARC 2801-2899 – Special Topics in Architecture – 1-6 credits
Detailed study of a particular topic in architecture. UD

ARC 2900 – Individualized Studies in Architecture – 1-9 credits
Independent and individualized studies in Architecture. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Art

◆ART 1030 – Art Appreciation – 3 credits

Analysis of style, technique and structure in art to stimulate thought and deepen the meaning and relationship of art to everyday life. Three hours per week. F, S

ART 1060 – Regional Art – 3 credits

A course that acquaints the student with the art, crafts and industrial design in the life of the Southern Highlands region in relation to their historic time and need and the interplay of influences in contemporary culture. Three hours per week. UD

ART 1110-Basic Design I – 3 credits

Elements, principles, and techniques of design of two-dimensional art forms. Three hours per week. Art majors and Graphic Design students only must schedule three hours studio per week. F

ART 1111-Basic Design I Studio – 0 credits

Elements, principles, and techniques of design of two-dimensional art forms for Art majors and Graphic Design students only. Three hours per week. F

ART 1120-Basic Design II – 3 credits

Elements, principles, and techniques as they apply to three-dimensional form. 3 hours per week. Art majors only must schedule 3 hours studio per week. (Prerequisite: ART 1110 or permission of instructor.) S

ART 1121-Basic Design II Studio – 0 credits

Elements, principles, and techniques as they apply to three dimensional form for Art majors only. Three hours per week. S

ART 1210-Drawing I – 3 credits

Materials and techniques of drawing including composition. Three hours per week. Art majors and Graphic Design students only must schedule three hours studio per week. F

ART 1211-Drawing I Studio – 0 credits

Material and techniques of drawing including composition for Art majors and Graphic Design student only. Three hours per week. F

ART 1220-Drawing II – 3 credits

Drawing as a means of artistic expression with experimentation in various media. Three hours per week. Art majors and Graphic Design students only must schedule three hours studio per week. (Prerequisite: ART 1210 or permission of instructor.) S

ART 1221-Drawing II Studio – 0 credits

Drawing as a means of artistic expression with experimentation in various media for Art majors and Graphic Design students only. Three hours per week. S

◆ART 1810–Art Survey I – 3 credits

Major periods of art history from prehistoric times to the 15th century. Three hours per week. UD

◆ART 1820–Art Survey II – 3 credits

Major art from the 15th century to the present. Three hours per week. (Prerequisite: ART 1810 or permission of the instructor.) UD

ART 2010–Introduction to Art Education – 3 credits

Materials, processes and techniques of art involved in public school teaching. Three hours per week. UD

ART 2310-Painting I – 3 credits

Materials, tools and techniques of painting, emphasizing basic skills and concepts. Art majors only must schedule three hours studio per week. (Prerequisite: ART 1120 or ART 1210 or ART 1220 or permission of instructor.) F

ART 2311-Painting I Studio – 0 credits

Materials, tools, and techniques of painting, emphasizing basic skills and concepts for Art majors only. Three hours per week. F

ART 2320-Painting II – 3 credits

Techniques and concepts of stylistic development with problems and research in contemporary painting. Art majors only must schedule three hours studio per week. (Prerequisite: ART 2310 or permission of instructor.) S

ART 2321 - Painting II Studio – 0 credits

Techniques and concepts of stylistic development with problems and research in contemporary painting for Art majors only. Three hours per week. S

ART 2410 - Clay I – 3 credits

Studio experience with techniques, tools, and materials used in design and creating aesthetic ceramic forms emphasizing hand-building techniques, decorating and firing. Art majors only must schedule three hours studio per week. (Prerequisite: ART 1120 or ART 1210 or ART 1220 or permission of instructor.) F

ART 2411 - Clay I Studio – 0 credits

Studio experience with techniques, tools, and materials used in design and creating aesthetic ceramic forms emphasizing hand-building techniques, decorating and firing for Art majors only. Three hours per week. F

ART 2420 - Clay II – 3 credits

Studio experience in designing, creating, and decorating hand constructed and wheel thrown clay forms; glaze calculation and kiln firing. Art majors only must schedule three hours studio per week. (Prerequisite: ART 1120 or ART 1220 or ART 2410 or permission of instructor.) S

ART 2421 - Clay II Studio - 0 credits

Studio experience in designing, creating, and decorating hand constructed and wheel thrown clay forms; glaze calculation and kiln firing for Art majors only. Three hours per week. S

ART 2710 – Individual Problems in Art I – 3 credits

Directed study in special areas of interest. six hours per week. (Prerequisite: six credits in area of concentration or permission of instructor.) F, S

ART 2720–Individual Problems in Art II – 3 credits

Directed study in special areas of interest. six hours per week. (Prerequisite: ART 2710 or permission of instructor.) F, S

ART 2801-2899–Special Topics in Art – 1-6 credits

Detailed study of a particular topic in art. One - six hours per week. F, S

ART 2900–Individualized Studies in Art – 1-9 credits

Independent and individualized studies in art. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. One-six hours per week. UD

Astronomy

◆ASTR 1010–General Astronomy I – 3 credits

Contemporary study of the solar system including planets, satellites, asteroids, comets, constellations, celestial time, laws of planetary motion; telescopic observations and a term project required. Three hours per week. (Corequisite: ASTR 1011.) F

◆ASTR 1011–General Astronomy I Laboratory – 1 credit

Laboratory to accompany ASTR 1010. Two hours per week. (Corequisite: ASTR 1010.) F

◆ASTR 1020–General Astronomy II – 3 credits

Historical and contemporary study of cosmological models; evolution, classification and characteristics of normal and active galaxies; physical properties of the interstellar medium, sun and

stars; Hertzsprung-Russell methods and stellar evolution; search for extraterrestrial life. Telescopic observations and a term project required. Three hours per week. (Corequisite: ASTR 1021.) S

◆**ASTR 1021 – General Astronomy II Laboratory – 1 credit**
Laboratory to accompany ASTR 1020. Two hours per week.
(Corequisite: ASTR 1020.) S

ASTR 2801-2899 – Special Topics in Astronomy – 1-6 credits
Detailed study of a specific topic in astronomy. UD

ASTR 2900 – Individualized Studies in Astronomy – 1-9 credits

Independent and individualized studies in astronomy. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Biology

BIOL 1000 – Introduction to Biology – 2 credits

Foundations of biology, including terminology, scientific method, cellular structure, processes and functions, microscope usage and standard laboratory techniques. This course addresses a deficiency in high school science/biology and does not satisfy the natural science requirements for degree programs. Two hours per week. (Corequisite: BIOL 1001.) UD

BIOL 1001 – Introduction to Biology Laboratory – 1 credit
Laboratory to accompany BIOL 1001. Two hours per week.
(Corequisite: BIOL 1000.) UD

◆**BIOL 1010 – Biological Science I – 3 credits**

Scientific method, basic chemistry, cellular organization, cellular energetics; multicellular organization into tissues, organs, systems with emphasis on the human. three hours per week. (Corequisite: BIOL 1011.) F

◆**BIOL 1011 – Biological Science I Laboratory – 1 credit**
Laboratory to accompany BIOL 1010. Two hours per week.
(Corequisite: BIOL 1010.) F

◆**BIOL 1020–Biological Science II – 3 credits**

Cell reproduction, embryology, genetics, evolution, classification survey and ecology. Three hours per week. (Prerequisite: BIOL 1010. Corequisite: BIOL 1021.) S

◆**BIOL 1021–Biological Science II Laboratory – 1 credit**
Laboratory to accompany BIOL 1020. Two hours per week.
(Corequisite: BIOL 1020.) S

BIOL 1050–Flora and Fauna of the Southern Appalachian Region – 3 credits

Field and laboratory identification and ecology of plants and animals of the Southern Appalachian environs. Does not satisfy the natural sciences requirement for degree programs. UD

◆**BIOL 1110–General Biology I – 3 credits**

Scientific method, chemistry, cells, metabolism, photosynthesis, cell reproduction, animal organization and systems. For students in medical, dental or natural science programs. Three hours per week. (One year of high school chemistry is highly recommended.) (Corequisite: BIOL 1111.) F, S

◆**BIOL 1111–General Biology I Laboratory – 1 credit**
Laboratory to accompany BIOL 1110. Three hours per week.
(Corequisite: BIOL 1110.) F, S

◆**BIOL 1120–General Biology II – 3 credits**

Genetics, evolution, diversity and classification, plant anatomy and function, behavior, ecology. For students in the medical, dental or natural science programs. Three hours per week. (Prerequisite: BIOL 1110. Corequisite: BIOL 1121.) S

◆**BIOL 1121–General Biology II Laboratory – 1 credit**
Laboratory to accompany BIOL 1120. Three hours per week.
(Corequisite: BIOL 1120.) S

◆**BIOL 1500–Environmental Science – 3 credits**

Concepts of ecology; environmental impact of energy and food production and consumption; pollution and waste disposal measures; conservation and environmental remediation for air, water and soil; survival of biological species. Three hours per week. (Corequisite: BIOL 1501.) UD

◆**BIOL 1501–Environmental Science Laboratory – 1 credit**
Laboratory to accompany BIOL 1500. Two hours per week.
(Corequisite: BIOL 1500.) UD

BIOL 1600–Industry and the Environment – 3 credits

Concepts of basic ecology and environmental science; environmental impacts of industry on ecosystems including air and water pollution; impact of environmental degradation on society; environmental regulations affecting industry. Three hours per week. Recommended corequisite: BIOL 1601. (Check with senior institution for transferability of this course.)

BIOL 1601–Industry and the Environment Laboratory – 1 credit

Laboratory investigation of basic topics in ecology and environmental science; analysis of air and water pollution; field trips including waste water treatment plant, environmentally affected areas and local industries. One hour per week.
(Corequisite: BIOL 1600.)

◆**BIOL 2010–Human Anatomy and Physiology I – 2 credits**

Structure and function of the body emphasizing basic organization and the integumentary, skeletal, muscular and nervous systems. Two hours per week. (Corequisite: BIOL 2011.) F, S, Su

◆**BIOL 2011–Human Anatomy and Physiology I Laboratory – 2 credits**

Laboratory to accompany BIOL 2010. Four hours per week.
(Corequisite: BIOL 2010.) F, S, Su

◆**BIOL 2020–Human Anatomy and Physiology II – 2 credits**

Structure and function of the body emphasizing the circulatory respiratory, digestive, excretory, endocrine and reproductive systems. Two hours per week. (Prerequisite: BIOL 2010. Corequisite: BIOL 2021.) S, Su, F

◆**BIOL 2021–Human Anatomy and Physiology II Laboratory – 2 credits**

Laboratory to accompany BIOL 2020. Four hours per week.
(Corequisite: BIOL 2020.) F, S

BIOL 2230–Microbiology – 2 credits

Characteristics of prominent bacteria, viruses, protozoa and multicellular parasites; history of microbiology, chemistry, cells, microbial metabolism and genetics, recombinant DNA techniques, microbial growth and control of microbial growth, infection, host defense and diagnostic testing. Laboratory experiments emphasize morphology, identification, aseptic procedures and applied microbiology. Two hours lecture and four hours lab per week. (Prerequisite: Chemistry and one year biology sequence or permission of instructor.) F, S, Su

BIOL 2231–Microbiology Laboratory – 2 credits

Laboratory to accompany BIOL 2230. Four hours per week.
(Corequisite: BIOL 2230.) F, S, Su

BIOL 2801-2899–Special Topics in Biology – 1-6 credits

Detailed study of a particular topic in biology. UD

BIOL 2900—Individualized Studies in Biology – 1-9 credits

Independent and individualized studies in biology. Students may take more than one independent or individualized studies in a given discipline up to a maximum of nine credit hours. UD

Business

BUS 1010—Introduction to Business – 3 credits

Nature of business, including economic issues and systems, management, marketing, financial systems, computers, accounting, business law and careers in business. Three hours per week. F, S

BUS 1100—Workplace Communications Skills – 3 credits

Development of contemporary business communications skills. Emphasis is placed on effective memo and business letter writing principles, listening skills and preparation and delivery of oral presentations. Three hours per week. F, S

BUS 1290—International Business – 3 credits

An overview of the global business environment, international competition, trade characteristics, policies and strategies. Learning to manage cultural diversity, negotiating tactics and communicating in the global marketplace. Three hours per week. UD

BUS 1310—Business Calculations – 3 credits

Payroll, taxes, risk management, discounts, markups, simple interest, notes and bank discounts, compound interest, multiple payment plans and depreciation. Three hours per week. F, S

BUS 1500—E-Commerce – 3 credits

The theory and practice of doing business over the Internet and World Wide Web. Three hours per week. F

BUS 1610—Principles of Banking – 3 credits

Role and impact of banking in the economy, language and documents of banking, check processing, teller functions, deposit functions, trust services, bookkeeping, loans and investments. Three hours per week. UD

BUS 1620—Law and Banking – 3 credits

Non-technical view of the legal aspects of banking. Three hours per week. UD

BUS 1650—Marketing for Bankers – 3 credits

Marketing principles and theory and their practical application. Three hours per week. UD

BUS 1660—Money and Banking – 3 credits

Economic principles of banking including Federal Reserve System, monetary and fiscal policy and banking trends. Three hours per week. UD

BUS 2020—Business Communications/Report Writing – 3 credits

Writing of business letters, memorandums and business and technical reports. Three hours per week. (Prerequisite: ENGL 1010 or permission of instructor.) S

BUS 2100—Marketing and Sales – 3 credits

Marketing variables of products, promotion, price and distribution; consumer buying behavior; and market research. Aspects of selling including personal ethics, preparation, presentation, closure of the sales and after-sale service. Three hours per week. F

BUS 2230—Personal Finance – 3 credit hours

This course is designed to introduce the student to the process of personal financial planning. General topics covered in the course include basic budgeting, tax considerations, credit decisions, insurance options, fundamentals of investing and retirement planning. Three hours per week. F

BUS 2310—Entrepreneurship – 3 credits

Emphasis will be on entrepreneurial start-up of businesses including opportunity exploration, financing, marketing and franchising. Preparation of a business plan will be required. Three hours per week. S

BUS 2360—Fashion Merchandising – 3 credits

Merchandising fashion products, interpreting customer demand, fashion coordination and fashion buying. Three hours per week. UD

BUS 2510—Legal Environment of Business – 3 credits

The business environment with an emphasis on basic legal issues: probate, basic real estate law, contracts, torts, American Disabilities Act, Civil Rights Act, sexual harassment, OSHA and labor laws. Three hours per week. UD

BUS 2610—Business Games Seminar – 3 credits

Computerized and non-computerized simulation stressing various management topics. Three hours per week. (Prerequisite: BUS 1010 or MGT 1010 or permission of instructor.) UD

BUS 2710—Statistical Methods for Business – 3 credits

Includes tabular and graphical methods and numerical methods in descriptive statistics, probability, discrete and continuous probability distributions, sampling and sampling distributions, interval estimation and hypothesis testing. Emphasis on the application of statistics to real world business problems. Three hours per week. (Prerequisites: CIS 1110, MATH 1610 or higher.) F

BUS 2801-2899—Special Topics in Business – 1-6 credits

Detailed study of a particular topic in business. UD

BUS 2900—Individualized Studies in Business – 1-9 credits

Independent and individualized studies in business. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Chemistry

CHEM 1000—Introduction to General Chemistry – 3 credits

For students with no previous chemistry course. Scientific measurements and significant figures. Atomic structure and chemical bonding. Formulas and equations. Solutions and introduction to organic chemistry. This course addresses a deficiency in high school science/chemistry and does not satisfy the science requirements for degree programs. Three hours per week. (Corequisite: CHEM 1001.) F, S

CHEM 1001—Introduction to General Chemistry Laboratory – 1 credit

Laboratory to accompany CHEM 1000. Two hours per week. (Corequisite: CHEM 1000.) S

◆CHEM 1110—General Chemistry I – 3 credits

Theoretical and descriptive chemistry for science, engineering, medicine and allied health majors. Atomic theory, chemical bonding, stoichiometry, molecular structure, gas laws and solution chemistry. Three hours per week. (Prerequisite: high school chemistry or CHEM 1000. Corequisite: CHEM 1111) F, S

◆CHEM 1111—General Chemistry I Laboratory – 1 credit

Laboratory to accompany CHEM 1110. Three hours per week. (Corequisite: CHEM 1110.) F, S

◆CHEM 1120—General Chemistry II – 3 credits

Reaction kinetics, chemical equilibria, thermodynamics, electrochemistry, descriptive chemistry of metals and non-metals and introduction to organic chemistry. Three hours per week. (Prerequisite: CHEM 1110. Corequisite: CHEM 1121.) S

◆**CHEM 1121–General Chemistry II Laboratory – 1 credit**
Laboratory to accompany CHEM 1120. Three hours per week.
(Corequisite: CHEM 1120.) S

CHEM 2010 – Organic Chemistry I – 3 credits
Properties, synthesis and reactions of aliphatic and aromatic compounds according to functional groups including mechanisms of reactions and the relationship between structure and properties. Three hours per week. (Prerequisite: CHEM 1120. Corequisite: CHEM 2011.) F

CHEM 2011 – Organic Chemistry I Laboratory – 1 credit
Laboratory to accompany CHEM 2010. Four hours per week.
(Corequisite: CHEM 2010.) F

CHEM 2020 – Organic Chemistry II – 3 credits
Spectroscopic characteristics of organic compounds; introduction to proteins, amino acids, carbohydrates, fats and heterocyclic compounds. Three hours per week. (Prerequisite: CHEM 2010. Corequisite: CHEM 2021.) S

CHEM 2021 – Organic Chemistry II Laboratory – 1 credit
Laboratory to accompany CHEM 2020. Four hours per week.
(Corequisite: CHEM 2020.) S

CHEM 2310 – Quantitative Analysis – 3 credits
Quantitative measurements in gravimetric, volumetric, electrochemical and optical analysis. Study of equilibrium and stoichiometry. Three hours per week. (Prerequisite: CHEM 1120 or permission of instructor. Corequisite: CHEM 2311.) S

CHEM 2311 – Quantitative Analysis Laboratory – 1 credit
Laboratory to accompany CHEM 2310. Four hours per week.
(Corequisite: CHEM 2310.) S

CHEM 2801-2899 – Special Topics in Chemistry – 1-6 credits
Detailed study of a particular topic in chemistry. UD

CHEM 2900 – Individualized Studies in Chemistry – 1-9 credits
Independent and individualized studies in chemistry. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Computers and Information Systems

CIS 1000–Introduction to WordPerfect – 1 credit
Introduction to basic word processing skills -- creating, editing, saving, formatting, printing -- with WordPerfect. Total of 16 contact hours. May be registered as CIS/OSA. S

CIS 1010–Visual Programming in BASIC – 3 credits
Visual Basic utilizing object-oriented approaches to user interfaces, loop structures, decision structures and sequential file handling. Three hours per week. F

CIS 1030–Advanced Visual Programming in BASIC - 3 credits
Report writing using Crystal Reports, random file handling, multiple dimensional arrays and other advanced topics utilizing Visual Basic. Three hours per week. (Prerequisite: CIS 1010 or permission of instructor.) S

CIS 1040–Word – 3 credits
Brief overview of basic computer terminology and Windows operating system. Word processing fundamentals employing Microsoft Word to create, format and print letters, reports, tables and other word processing documents. Three hours per week. F

CIS 1051–Spreadsheets Seminar-Excel – 1 credit
Spreadsheet applications on the microcomputer using Excel. Students who have received credit for CIS 1110 must have permission of the CIS Coordinator to enroll in this course. Total of 16 contact hours. UD

CIS 1065–Presentation Seminar-PowerPoint – 1 credit
Presentation systems using Microsoft PowerPoint software on microcomputers emphasizing business presentations and basic editing skills. Total of 16 contact hours per week. UD

CIS 1075–Introduction to Windows – 1 credit
To provide students with an understanding of current Windows operation environment including the Menus, Applications and Accessories. Students who have received credit for CIS 1110 must have permission of the CIS Coordinator to enroll in this course. Total of 16 contact hours. UD

CIS 1100–Technology for Teachers – 3 credits
Introduction to windows and windows-based microcomputer packages including word processing, spreadsheets, presentations, internet applications, basic PC troubleshooting, basic audiovisual and office equipment to facilitate quality classroom instruction. Three hours per week. F, S

CIS 1110–Business Applications on PC's – 3 credits
Basic computer terminology, Microsoft Windows, word processing, spreadsheets, Internet and other topics. Meets computer literacy requirement. Three hours per week. F, S

CIS 1121–Spreadsheets Using Excel – 3 credits
Electronic spreadsheets using Microsoft Excel software on microcomputers emphasizing business problems. Three hours per week. S

CIS 1510–PC Troubleshooting – 1 credit
Microcomputer hardware installation and troubleshooting. Monitors, disk drives (CD-ROM, hard and floppy drives), printers and modems. Total of 16 contact hours. S

CIS 1550–Using the Internet – 1 credit
General overview of E-mail and World Wide Web (WWW) including search engines, downloading and managing bookmarks. Total of 16 contact hours. UD

CIS 1562–Web Site Design – 3 credits
Fundamentals of effective web design and management using a commercial software package. As a prerequisite, students should have a fundamental knowledge and experience in using microcomputers and the Internet. Three hours per week. F, S

CIS 1571–Basic HTML – 3 credits
An introduction to basic HTML programming principles and concepts. Three hours per week. F

CIS 1572–Dynamic HTML – 3 credits
Advanced HTML programming principles and concepts including Java Scripting and cascading style sheets. Three hours per week. S

CIS 1580–Web Design Project – 3 credits
Capstone Project applying the principles learned from required courses in the Online Web Design Award of Achievement. Three hours per week. S

CIS 1610–Programming in C++ – 3 credit hours
Overview of general structured design and development, fundamental programming concepts in C++ which include data types, arithmetic expressions, control structures, loops, functions, arrays, basic I/O, user-defined abstract data types and an introduction to classes and objects. Three hours per week. (Prerequisite: CIS 1010 or permission of instructor.) UD

CIS 1710–Introduction to Computer Science I – 4 credits

An introduction to computer science hardware and software concepts and computer software development using a modern object oriented programming language such as JAVA and C++. Algorithms, problem solving methods, systems development and implementation methodologies are addressed. Three hours lecture and two hours lab per week. (Prerequisite: CIS 1010 or permission of instructor). F

CIS 1720–Introduction to Computer Science II – 4 credits

A continuation of programming emphasizing abstract data structures and top down design. Emphasis is on algorithm development, abstract data types, pointers, strings, searching and retrieval techniques, parsing, linked lists, stacks, queues, trees and related topics. Three hours lecture and two hours lab per week. (Prerequisite: CIS 1710). S

CIS 2030–Access – 3 credits

Data base fundamentals employing Microsoft Access to create and utilize tables, queries, forms, reports and macros. Integrating Access with other programs and with the World Wide Web. Three hours per week. F, S

CIS 2040–PowerPoint – 3 credits

Presentation graphics fundamentals employing Microsoft PowerPoint to design, create, format and print slide presentations. Integrating PowerPoint with other programs and with the World Wide Web. Three hours per week. S

CIS 2050–Desktop Publishing – 3 credits

Desktop publishing on the microcomputer. Text material, graphics, page layouts, printing and practice exercises. Three hours per week. S

CIS 2070–Graphics Development on the PC – 3 credits

An introduction to computer drawing software such as Adobe Illustrator to create general graphics, logos, texts and illustrations. Topics include color balancing, using templates, reshaping and printing. Three hours per week. F

CIS 2080–Introduction to Microsoft Office – 3 credits

An introduction to Microsoft Office to include Windows, Word, Excel, Access and PowerPoint. Three hours per week. F

CIS 2210–Systems Development and Design – 3 credits

Computer center functions and management for business and industry including organizational structures, tools for the analyst, hardware and software orientation. Three hours per week. (Prerequisite: nine hours CIS course work or permission of instructor.) S

CIS 2801-2899 –Special Topics in Computers and Information Systems – 1-6 credits

Detailed study of a specific topic in computers and information systems. UD

CIS 2900–Individualized Studies in Computers and Information Systems – 1-9 credits

Independent and individualized studies in Computers and Information Systems. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Criminal Justice

CJP 1010–Overview in Criminal Justice Systems – 3 credits

Criminal justice administration emphasizing roles of police, courts, corrections and juveniles. Three hours per week. F

CJP 1050–Administration in Criminal Justice – 3 credits

A survey of administrative practices in various agencies and organizations. Three hours per week. S

CJP 1070–Criminal Law – 3 credits

Substantive aspects of criminal law including general principles applicable to criminal conduct; specific analysis of particular crimes and substantive defenses to crimes. Three hours per week. May also be registered as LAW 1070. F

CJP 1110–Procedures and Evidence in Criminal Justice – 3 credits

Rules of evidence applied to criminal procedures; procedures to implement law, including arrest, search warrants, testifying in court, pre-trial procedures. Three hours per week. S

CJP 1210–Correctional Issues and Alternatives – 3 credits

The correctional system and its alternatives. Three hours per week. S

CJP 2110–Legal Issues in Criminal Justice Investigations – 3 credits

Legal issues, scientific and technical methods employed in criminal investigations. Three hours per week. F

CJP 2210–Issues in Juvenile Justice – 3 credits

Behavior and characteristics of juvenile offenders; methods of rehabilitation and court procedures. Three hours per week. F

CJP 2310–Community and Public Relations – 3 credits

Police-citizen contacts; community relations programs and crime prevention. Three hours per week. S

CJP 2410–Externship in Criminal or Juvenile Justice – 6 credits

Supervised observation during a minimum of 270 hours experience with a field agency. (Prerequisite: Permission of instructor). S

CJP 2801-2899–Special Topics in Criminal Justice – 1-6 credits

Detailed study of a particular topic in criminal justice. UD

CJP 2900–Individualized Studies in Criminal Justice – 1-9 credits

Independent and individualized studies in criminal justice. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours UD

Communication

COM 1510–Journalism Practicum/Supervised Publications Work – 1 credit

Newspaper production including makeup, headlining, copy preparation and proofreading, page proofing, news evaluation, staff organization, reporting, interviewing, photography and advertising. Student newspaper assignments required. One hour per week. F

COM 1520–Journalism Practicum/Supervised Publications Work – 1 credit

Newspaper production including makeup, headlining, copy preparation and proofreading, page proofing, news evaluation, staff organization, reporting, interviewing, photography and advertising. Student newspaper assignments required. One hour per week. S

COM 2010–Introduction to Mass Communication – 3 credits

Journalism, broadcasting, public relations, film, magazines and the recording industry. Three hours per week. F, UD

COM 2050–Writing for the Mass Media – 3 credits

Information gathering and writing under deadline for print and broadcast media, including news and promotional copy. Preparation of news text, advertising and persuasive text. Comparison of styles and organizational techniques. Three hours per week. UD

COM 2070–Introduction to Broadcasting – 3 credits

Domestic and international radio, TV and cable; job opportunities; organizational structure of stations, networks and cable facilities; audio and video productions. Three hours per week. F

COM 2090–Introduction to Television Production – 3 credits

Television production including studio procedures, video, audio and lighting. Three hours per week. S

COM 2110–Advertising – 3 credits

Advertising including consumer behavior, media, budgeting and planning, creation and production of messages. Three hours per week. F

COM 2130–Introduction to Public Relations – 3 credits

Public relations functions including publicity, communication and influencing various publics. Three hours per week. S

COM 2510–Journalism Practicum/Supervised Publications Work – 1 credit

Newspaper production including makeup, headlining, copy preparation and proofreading, page proofing, news evaluation, staff organization, reporting, interviewing, photography and advertising. Student newspaper assignments required. One hour per week. F

COM 2520–Journalism Practicum/Supervised Publications Work – 1 credit

Newspaper production including makeup, headlining, copy preparation and proofreading, page proofing, news evaluation, staff organization, reporting, interviewing, photography and advertising. Student newspaper assignments required. One hour per week. S

COM 2610–Communication Practicum – 3 credits

Supervised activities in a radio or television station, cable-TV facility, advertising or public relations agency for a minimum of 80 hours. (Prerequisite: 2 three-credit hour Communications courses.) F, S

COM 2710–TV News I – 3 credits

The study of television news, including the production of a campus newscast. Three hours per week. F

COM 2720–TV News II – 3 credits

Advanced topics in television news, including the production of campus newscast. Three hours per week. S

COM 2801-2899–Special Topics in Communications – 1-6 credits

Detailed study of a specific topic in communications.

COM 2900–Individualized Studies in Communications – 1-9 credits

Independent and individualized studies in communications. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Cooperative Education

Cooperative Education is the integration of classroom theory with practical experience. The program requires a student to have specific periods of attendance at the college and specific periods of employment. The employment periods are established by cooperative agreements between the college and business, industry and government agencies and may vary from six weeks to one year. Students are advised to check with the institution to which they plan to attend concerning the transferability of these courses.

CPE 1010–Cooperative Education I – 3 credits

Supervised employment experience. F, S

CPE 1011–Job Search Skills – 1 credit

Skills assessment, resume and letter writing, interviewing techniques, job search strategies, job applications, networking and dressing for success. F, S

CPE 1012–Succeeding on the Job – 1 credit

Personal and professional development to improve communication, time management, problem solving, teamwork and customer service skills on the job. The course will also address the importance of initiative, attitude and work ethics in the workplace. (Students who earn credit for CPE 1012 may not also earn credit for CPE 2000.) F, S

CPE 1013–Practical Job Success – 2 credits

Personal and professional development through practical application of the skills developed in CPE 1012. A minimum of 150 hours of work in a job that is unrelated to the student's major is required over the semester. Supervisory evaluation required. (Prerequisite: CPE 1012.) (Students who earn credit for CPE 1013 may not also earn credit for CPE 2000.)

CPE 1020–Cooperative Education II – 3 credits

Supervised employment experience. F, S

CPE 2000–Workforce Development Co-op – 3 credits

Personal and professional development through course work and on-the-job experience. Components of the course include a minimum of 150 hours of co-op experience. (Students in CPE 2000 may not sign up for CPE 1012, Succeeding on the Job or CPE 1013, Practical Applications for Job Success.)

CPE 2010–Cooperative Education III – 3 credits

Supervised employment experience. F, S

CPE 2020–Cooperative Education IV – 3 credits

Supervised employment experience. F, S

Computer Service Technology

CPT 1010–Computer Systems Hardware Maintenance – 3 credits

Operation, installation, maintenance, troubleshooting and repair of computer systems hardware. Topics to be mastered include CPU's, memory, system board, BIOS, CMOS, hard drive, CD-ROM drive, expansion buses and cards and other peripheral components. Three hours per week. F

CPT 1020–Computer Operating Systems Maintenance – 3 credits

Operation, installation, maintenance, troubleshooting and repair. Identify the appropriate operating systems for a given set of requirements. Focus will be Windows 2000 Professional O.S. Additional operating systems will be covered. Three hours per week. F

CPT 1100–Computer Networking I – 3 credits

Designing, installing, maintaining, troubleshooting and repairing basic networks, Ethernet cable media, hubs, switches, bridges and routers, network cards and operating system network configuration. Three hours per week. F

CPT 1110–Computer Networking II- Windows Operating Systems in a Networked Environment – 3 credits

Support requirements for maintaining networked file, print and Web resources, network infrastructure, client and server hardware, utilization of Active Directory organizational units and group policy and remote access. Preparation for Microsoft Certified Systems Administrator (MCSA) and Network + certifications (Prerequisite: CPT 1100.) S

CPT 2020–Certification Test Prep – 2 credits

An in-depth study and practice, using individual instructor assistance and independent study of topics, format and structure of the various certification tests currently preferred in the computer service industry. Two hours per week. S (This course may be used toward graduation only once.)

CPT 2030–Servers and Network Operating Systems - 3 credits

Windows 2000 Server network operating system- design and implementation, configuration, troubleshooting, repair, installation of device drivers, network connections, network security, system performance monitoring and tuning. (Prerequisites: CPT 1020, CPT 1100). S

CPT 2800-2899–Special Topics in Computer Service Technology – 1-6 credits

Detail study of a specific topic in computer service technology. UD

CPT 2900–Individualized Studies in Computer Service Technology – 1-9 credits

Independent and individualized studies in Computer Science Technology. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Construction Technology

CST 1010–Construction Techniques and Methods – 1 credit

Materials and processes used in residential and commercial construction. Labs will focus on actual hands-on exercises in fundamental hand and power tools, building techniques and equipment. One hour per week. F

CST 2010–Cost Estimating and Job Analysis – 3 credits

Commercial and residential cost planning techniques including labor and material costs, overhead, hidden costs, scheduling to maintain effective spending, bid proposals and profit margins. Two hours lecture and two hours lab per week. F

CST 2020–Technical and Legal Aspects of Contracting – 2 credits

Contractor laws and rules, general business accounting, lien laws, workers compensation, employment security, wage laws, OSHA regulations and tax information. Two hours lecture per week. S

CST 2030 – Standard Building Codes – 3 credits

Building codes that relate to residential and light commercial projects from sitework to completed projects. Three hours lecture per week. F, S

CST 2801-2899–Special Topics in Construction Technology – 1-6 credits

Detailed study of a specific topic in construction technology. UD

CST 2900–Individualized Studies in Construction Technology – 1-9 credits

Independent and individualized studies in construction technology. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Economics

◆ECON 2110–Principles of Economics (MICRO) – 3 credits

Economic analysis including demand, supply, price, revenues, costs, profits, market structures, monopoly power and real-world markets. Three hours per week. F, S

◆ECON 2120–Principles of Economics (MACRO) – 3 credits

Economic analysis including unemployment, inflation, national income and its determination, international economics, fiscal

policy, money and banking, monetary policy and economic growth. Three hours per week. (Prerequisite: ECON 2110 or permission of instructor.) F, S

ECON 2801-2899–Special Topics in Economics – 3 credits

Detailed study of a specific topic in economics. UD

ECON 2900–Individualized Studies in Economics – 1-9 credits

Independent and individualized studies in economics. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Early Childhood Education

ECED 1010–Introduction to Early Childhood Education – 2 credits

An introduction to the early childhood profession including an emphasis on professionalism and developmentally appropriate practice. Includes an overview of history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations and contemporary trends and issues in programs for children ages birth to nine. Field experienced required. The class meets two hours per week. F

ECED 2010–Safe, Healthy, Learning Environments – 3 credits

A study of the basic principles and practices of safety, health and nutrition as they relate to the early childhood setting, home and community for children ages birth to nine. Also included is a study of principles of creating appropriate learning environments for young children. Field experiences required. The class meets three hours per week. F

ECED 2015–Early Childhood Curriculum – 3 credits

A study of developmentally appropriate practices and the teacher's role in supporting development of young children ages birth to nine. An emphasis on curriculum planning including goals, environment, roles of teachers and parents, materials and settings. Field experiences required. (Prerequisite: ECED 1010, 2010 or department approval.) The class meets three hours per week. S

ECED 2020–Infant, Toddler, Child Development – 3 credits

The study of the physical, cognitive, social and emotional aspects of young children and their application to the care, guidance and development of the child birth to nine. Laboratory observation and interaction. The class meets three hours per week. (Prerequisite: ECED 1010, 2010 and completion of all DSP requirements for reading, writing and learning strategies or department approval.) S

ECED 2030–Infant and Toddler Care – 3 credits

A course on the care and education of infants and toddlers, birth to age three in group settings (i.e. child care centers, family child care homes, early head start. Includes rationales and strategies for supporting the whole child including cognitive, language, social-emotional and physical development in a safe, responsive environment. Emphasis is on relationship-based care and education with special attention to the unique environmental aspects of programs for the child under three. The class meets three hours per week. (Pre-requisite: none.) UD

ECED 2040–Family Dynamics and Community Involvement – 3 credits

The role of the family and community in the physical, cognitive, social and emotional growth of the child in a diverse society. Includes benefits of and strategies for developing positive, reciprocal relationships with families in an early childhood setting ages birth to age nine. Field experiences required. The class meets three hours per week. (Pre-requisite: ECED 2015 or department approval.) F

ECED 2050—Psychomotor Development – 3 credits

This course discusses the major theories of psychomotor development and the application to the development of the young child ages birth to nine. Particular emphasis is placed on the positive development of motor skills. Field experiences required. The class meets three hours per week. (Pre-requisite: ECED 2020 or department approval.) UD

ECED 2060—Development of Exceptional Children – 3 credits

Explores practices that early childhood professionals can apply to develop a more inclusive and accessible environment for all children ages birth to nine. Provides students with skills to include children of all abilities through appropriate arrangement of the environment. Includes strategies for developing strong relationships with families and other community agencies. Field experience is required. The class meets three hours per week. (Pre-requisite: ECED 2020 and 2040 or department approval.) F

ECED 2070—Developmental Assessment – 3 credits

This course will cover assessment for children from birth to nine years of age. Both formal and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering and reporting results of assessments will also be addressed. Field experiences required. The class meets three hours per week. (Pre-requisite: ECED 2020 or department approval.) S

ECED 2080—Language and Literacy in Early Childhood – 3 credits

The research-based principles and practices for providing young children aged birth to nine a strong foundation in language and literacy within a developmentally appropriate approach. Field experiences required. The class meets three hours per week. (Pre-requisite: ECED 2015, 2020 or department approval.) F

ECED 2085—Math and Science in Early Childhood— 3 credits

A course on the standards, principles and practices in teaching mathematics and science to young children ages birth to nine. An emphasis will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials and child-centered choices. Field experiences required. The class meets three hours per week. (Pre-requisite: ECED 2015, 2020 or department approval.) F

ECED 2090—Creative Development – 3 credits

This course provides strategies for promoting creative development of the child ages birth to nine. Students will gain an understanding of the concept of creativity: what it is, why it is important and how the development of creativity in young children can be encouraged. Emphasis is on the development of creativity in relation to art, music, language, movement and dramatic arts. Field experiences required. The class meets three hours per week. UD

ECED 2100—The Mentoring Teacher – 3 credits

A study of philosophy, principles and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentos as facilitators of adult learning while simultaneously addressing the needs of children, parents and other staff. The class meets three hours per week. (Pre-requisite: department approval.) UD

ECED 2120—Administration of Child Care Centers – 3 credits

A study of organization and administration practices applicable to the child care center. Topics of special consideration will include leadership, enrollment and public relations, staff-management, financial management, facilities, regulations, parent relations and program development. Field experiences required. The class meets three hours per week.

ECED 2130—Clinical Practicum I – 2 credits

Supervised practicum with a minimum of 15 clock hours in seminar and 45 clock hours in early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy and promotes optimum learning for young children ages birth to nine. Two hours per week. (Pre-requisite or co-requisite: ECED 2010 or department approval.) UD

ECED 2140—Clinical Practicum II – 2 credits

Supervised clinical experience with a minimum of 15 clock hours in seminar and 45 clock hours in an approved clinical site (NAEYC, NAFCC or NSACA accredited agency or department approved site). Course includes emphasis on using reflective practice to examine components of quality, set goals and design a plan for professional growth for the early childhood educator of children ages birth to nine. Two hours per week. (Pre-requisite: ECED 1010, 2010, 2015, 1040, 2130 or department approval.) F

ECED 2150—Clinical Practicum III – 2 credits

Supervised practicum experience with a minimum of 15 clock hours in seminar and 45 clock hours of approved early childhood practical experiences. This course focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth to nine. Two hours per week. (Prerequisite: all required ECED courses or department approval.) S

Education

EDU 1130—Educational Psychology – 3 credits

Psychological principles in a classroom setting including development, cognitive style, teacher role, evaluation and management. May also be registered as PSY 1130. Three hours per week. (Prerequisite: PSY 1010 or permission of instructor.) F

EDU 1140—Substance Abuse in Adolescence – 3 credits

Problems associated with the chemically dependent adolescent; personality, environmental and developmental factors; intervention strategies emphasizing theory, rationale and techniques. Three hours per week. May also be registered as HSS 1140. UD

EDU 1240—Introduction to Peer Tutoring – 1 credit

Introduction to concepts, communication skills, and strategies appropriate for peer tutoring. May also be registered as GEN 1240. F, S

EDU 2000—Introduction to the Teaching Profession – 4 credits

Comprehensive overview of the foundations of American Education from an interdisciplinary perspective (incorporating historical, philosophical, political, economic, legal, social and curricular foundation). Field placement in public/non-public school settings. Three hours per week and 20 hours field placement. F

EDU 2040—Child Growth and Development – 3 credits

The normal child from conception through early adolescence; childhood disorders; implications in working with children; field experience required. May also be registered as PSY 2040. Three hours per week. (Prerequisite: PSY 1010 or permission of instructor.) S

EDU 2110—Human Growth and Development – 3 credits

Conception through later adult years: psychological and physiological growth and development; death and dying. May also be registered as PSY 2110. Three hours per week. (Prerequisite: PSY 1010 or permission of instructor.) S

EDU 2801-2899—Special Topics in Education – 1-6 credits

Detailed study of a particular topic in education. UD

EDU 2900–Individualized Studies in Education – 1-9 credits

Independent and individualized studies in education. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Electronics Technology

EET 1010–Electric Circuits I – 3 credits

Fundamental relations in DC circuits, series-parallel circuits power, network transformations and multisource circuits, network theorems, magnetic, capacitance, inductance, transient analysis, alternating current fundamentals, basic electrical measurement principles, troubleshooting and construction techniques. Two hours lecture and two hours lab per week. (Prerequisite or corequisite INT 1000.) F, S

EET 1020–Electric Circuits II – 3 credits

Continuation of Electric Circuits I. Advanced concepts in AC circuits including reactance, impedance, series-parallel RL, RC and RLC circuits, complex algebra, phasors, network theorems, power, power factor, filters, resonant circuits, decibels and logarithmic plots, measurement principles, troubleshooting and construction techniques. Two hours lecture and two hours lab per week. (Prerequisite: EET1010) S

EET 1100–Electrical Wiring Techniques – 3 credits

Theory and applications of electrical wiring in the residential and commercial industries. One hour lecture and four hours lab per week. F, S

EET 1110–Electrical Systems in HVAC – 3 credits

AC and DC circuitry, identification and functions of electrical components in HVAC systems, troubleshooting and repair. Two hours lecture and two hours lab per week. UD

EET 1210–Digital Electronics I – 3 credits

Fundamental characteristics and operation of digital logic including number systems and codes, logic gates, combinational logic, Boolean algebra, flip-flops, monostable multivibrators, logic families, IC specifications, simple interfacing, encoding, decoding, displays, troubleshooting and construction techniques. Two hours lecture and two hours lab per week. (Corequisite: EET 1010.) F

EET 1220–Digital Electronics II – 3 credits

A study of counters, shift registers, oscillators, memory devices, digital systems, interfacing of digital devices with analog devices, specific microprocessors, construction techniques and troubleshooting. Two hours lecture and two hours lab per week. (Prerequisite: EET 1210.) S

EET 1310–Analog Electronics – 3 credits

Fundamental characteristics and operation of semiconductor materials and on junction devices including diodes, bipolar and FET transistors and thyristors. Applications including linear power supplies, small-signal amplifiers, power amplifiers, operational amplifier, frequency response, stability, compensation, feedback, oscillators, filters, regulators, troubleshooting and construction techniques. Two hours lecture and two hours lab per week. (Prerequisite: EET 2020.) S

EET 2010–Electric Machines – 3 credits

Energy, electrical power, magnetism, characteristics of batteries, wire size and the theory and application of transformers, motors and generators. Two hours lecture and two hours lab per week. (Prerequisite: EET 1010.) S

EET 2020–Electrical Controls – 3 credits

Process control circuits using relay logic; solid state controllers (PLCs). Two hours lecture and two hours lab per week. (Prerequisite: EET 1010.) S

EET 2220–Computer Systems/Robotics – 3 credits

Electronic interface systems as applied to automation and robotics. Two hours lecture and two hours lab per week. (Prerequisite: EET 2020.) S

EET 2801-2899–Special Topics in Electronics Technology – 1-6 credits

Detailed study of a specific topic in electronics technology. UD

EET 2900–Individualized Studies in Electronics Technology – 1-9 credits

Independent and individualized studies in electronics technology. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Emergency Medical Technician

These courses are designed solely for individuals who desire credentials as Emergency Medical Technicians. Individuals seeking admission should contact the Division of Health and Wellness.

Upon successful completion of EMT 1010 and 1020, students will be eligible to take the National Registry Exam, which leads to National Registry certification as Emergency Medical Technician-Basic and licensure in Tennessee as Emergency Medical Technician-Intravenous Therapy.

Priority for admission into the EMT class will be given to the following individuals who serve in a "first response" capacity: Fire Department Personnel, Ambulance Personnel, Police Personnel, Lifeguard Personnel, EMT Personnel and Emergency Room Registered Nurses. All other interested individuals will be assigned class space as available. Students must maintain a current card denoting successful completion of a Professional Rescuer CPR course while in the EMT classes. Students will be required to undergo a physical exam/health verification. Students will be required to wear a uniform for the clinical experience. Students are required to purchase malpractice insurance through the college at the time of registration for EMT 1010.

EMT 1010–Emergency Medical Services I – 8 credits

Theory and techniques of Basic Emergency Medical care in the prehospital setting. Basic pathophysiological principles related to the recognition and management of a variety of patient conditions. Includes such topics as patient assessment, CPR, airway management, emergency childbirth, trauma, IV maintenance, pharmacology, Sub Q injections, respiratory and cardiovascular emergencies, environmental emergencies. First of a series of two courses designed to prepare the Basic Emergency Technician in accordance with U.S. Department of Transportation curriculum and Tennessee Department of Health and Environment Emergency Medical services. Successful completion of this course will enable the student to progress to EMT 1020. Eight hours lecture per week. F

EMT 1020–Emergency Medical Services II – 8 credits

Continuation of EMT 1010. Principles and practices of advanced prehospital support. Emphasis is placed on infectious diseases and infection control, musculoskeletal injuries, shock and soft tissue injuries, head and spine injuries, automated external defibrillator, intravenous therapy, ambulance safety and helicopter safety. Eight hours lecture per week. 10 hours in a hospital emergency room and/or ambulance service per semester. (Prerequisite: EMT 1010.) S

EMT 2801-2899–Special Topics in Emergency Medical Technician – 1-6 credits

Detailed study of a particular topic in emergency medical technician. UD

EMT 2900–Individualized Studies in Emergency Medical Technician – 1-9 credits

Independent and individualized studies in emergency medical technician. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

English

Prior to enrollment in any college level English course, if applicable, students must first complete any Basic and/or Developmental writing requirements indicated by placement testing assessment. (See Admission Requirements page 19.)

Composition courses (ENGL 1010, 1020) must be taken in sequence. No composition courses may be taken simultaneously and no literature courses (World Literature ENGL 2310, 2320; English Literature ENGL 2210, 2220; American Literature ENGL 2110, 2120) may be taken before the composition sequence has been completed. Literature courses may be taken out of sequence.

◆ENGL 1010–Composition I – 3 credits

Writing with emphasis on the expository and argumentative essay. Three hours per week. F, S

◆ENGL 1020–Composition II – 3 credits

Critical and analytical writing based on works of literature; documented library research paper required. Three hours per week. (Prerequisite: ENGL 1010.) F, S

◆ENGL 2110–American Literature – 3 credits

Colonial, Federalist and Romantic literature. Three hours per week. (Prerequisite: ENGL 1020.) F

◆ENGL 2120–American Literature – 3 credits

Realism and 20th century literature. Three hours per week. (Prerequisite: ENGL 1020.) S

◆ENGL 2210–English Literature – 3 credits

Medieval, Renaissance, neo-classic and pre-romantic British literature. Three hours per week. (Prerequisite: ENGL 1020.) F

◆ENGL 2220–English Literature – 3 credits

Romantic, Victorian and modern British literature. Three hours per week. (Prerequisite: ENGL 1020.) S

◆ENGL 2310–World Literature – 3 credits

Selected world masterpieces from the ancient, medieval and Renaissance periods. Three hours per week. (Prerequisite: ENGL 1020.) F

◆ENGL 2320–World Literature – 3 credits

Selected world masterpieces from the Enlightenment, the 19th century and the 20th century. Three hours per week. (Prerequisite: ENGL 1020.) S

ENGL 2510–Children’s Literature – 3 credits

Literature for children through the elementary grades. Does not fulfill the literature requirement. Three hours per week. May also be registered as HUM 2510. UD

ENGL 2610–Creative Writing – 3 credits

Students write specific creative writing assignments, as well as personal creations, with themes in the genres of poetry, short fiction and drama. Does not fulfill the literature requirement. Three hours per week. May also be registered as HUM 2610. S

ENGL 2740–Literature as Film – 3 credits

Films as literary art including comparisons of adapted and original screenplays and similarity between written and filmed works. Three hours per week. May also be registered as HUM 2740. Does not fulfill the literature requirement. (Prerequisite: ENGL 1010 or

permission of the instructor.) UD

ENGL 2760–Southern Mountain Heritage – 3 credits

People, culture and literature of the Southern Appalachian Mountains. Does not fulfill the literature requirement. Three hours per week. May also be registered as HUM 2760. UD

ENGL 2801-2899–Special Topics in English – 1-6 credits

Detailed study of a specific topic in English or literature. UD

ENGL 2900–Individualized Studies in English – 1-9 credits

Independent and individualized studies in English or literature. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Engineering Graphics**ERG 1010–Engineering Graphics – 3 credits**

Sketching and shape description, orthographic projection, sections, auxiliaries, revolutions and geometric constructions. Emphasis is placed on conceptualization. Two hours lecture and two hours lab per week. F

ERG 2010–Computer Aided Design I – 3 credits

Drafting fundamentals using current AutoCAD software including basics of point entry and selection techniques, layers, blocks, text, dimensioning, object creation and modifications. Two hours lecture and two hours lab per week. (Prerequisite: ERG 1010 or permission of instructor.) F

ERG 2020–Computer Aided Design II – 3 credits

Advanced techniques used in two-dimensional CAD drafting including advanced dimensions, attribute enhanced blocks, user coordinate systems and use of paper-space layout for display and plotting of drawings to scale. Two hours lecture and two hours lab per week. (Prerequisite: ERG 2010 or permission of instructor.) S

ERG 2030–Computer Aided Design 3-D – 3 credits

Application of three-dimensional techniques with AutoCAD software. Includes wireframe, surfacing, solid modeling techniques, use of viewing methods, user coordinate systems and automation of 2-D drawing creation from solid models. Two hours lecture and two hours lab per week. (Prerequisite: ERG 2010 or permission of instructor.) UD

ERG 2040–Computer Aided Design IV – 3 credits

Customization of AutoCAD software. Includes manipulating the user interface to enhance productivity, setup of user profiles, creation of template drawings, changes to the creation of toolbars and buttons, script files, menu editing and creation, image tile menus, custom line types and hatch patterns. Basic use of Lisp routines for shortcuts. Two hour lecture and two hours lab per week. (Prerequisite: ERG 2020 or permission of instructor.) S

ERG 2050–CAD Projects – 3 credits

Development of a full set of working drawings incorporating the use of fundamental and advanced CAD techniques including three dimensional applications and customization. One hour lecture and three hours lab per week. (Corequisite: ERG 2030 or permission of instructor.) S

ERG 2801-2899–Special Topics in Engineering Graphics – 1-6 credits

Detailed study of a specific topic in engineering graphics. UD

ERG 2900–Individualized Studies in Engineering Graphics – 1-9 credits

Independent and individualized studies in engineering graphics. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

French

FREN 1010–Beginning French I – 3 credits

Elementary reading, writing and speaking in French; culture of French-speaking peoples. Three hours per week. (Corequisite: LNG 1000.) F

FREN 1020–Beginning French II – 3 credits

Reading, writing and speaking in French; culture of French-speaking peoples. Three hours per week. (Prerequisite: FREN 1010 or permission of instructor; Corequisite: LNG 1000.) S

FREN 2010–Intermediate French I – 3 credits

Grammatical review, advanced writing and oral practice. Readings in French culture. Three hours per week. (Prerequisite: FREN 1020, or two years of high school French with permission of instructor; Corequisite: LNG 1000.) F

FREN 2020–Intermediate French II – 3 credits

Advanced grammatical review, writing and oral practice. Readings in French culture. Three hours per week. (Prerequisite: FREN 2010 or permission of instructor; Corequisite: LNG 1000.) S

General Studies

GEN 1100–Student Success – 3 credits

Designed to offer academic skills, life management skills and information about Cleveland State. Topics include time management, reading, note-taking, test-taking strategies, library skills, campus resources, academic opportunities and policies, stress management, assertiveness, wellness, diversity and career exploration. Not recommended for students who are required to take DSPS 0800 Learning Strategies for students who elect to take GEN 1110 or GEN 1120. UD

GEN 1110–Introduction to College Life – 1 credit

Designed to inform the student of campus resources, academic and extra-curricular opportunities and college policies. Topics include time management, goal-setting and basic study strategies. Not recommended for students who are required to take DSPS 0800 Learning Strategies for students who elect to take GEN 1100 Student Success. UD

GEN 1210–Success and Leadership I – 2 credit hours

A study of basic leadership principles as they apply to education, community, workforce and everyday life. Emphasis will be placed on involvement in campus governance meetings, understanding what it takes to be an effective leader and such leadership skills as the importance of organization, delegation, communication and time management. F, S

GEN 1240–Introduction to Peer Tutoring – 1 credit

Introduction to concepts, communication skills, and strategies appropriate for peer tutoring. May also be registered as EDU 1240. F, S

Geography

GEOG 2010–Introduction to Human Geography – 3 credits

Cultural perspectives, value systems of world cultures, rural-urban behavior and resource utilization. Three hours per week. UD

Geographic Information Systems

GIS 1010–Introduction to Geographical Information Systems – 3 credits

GIS terminology, raster and vector data structures, data sources and accuracy, methods of data acquisition, conversion and input, requirements for metadata, working with spatial databases (map features and attribute tables) and spatial analysis (map overlays,

buffers, networks). Three hours lecture per week. F

GIS 2010–Base Mapping – 3 credits

Methods of producing GIS base mapping, map development, calculation techniques, photo scales, relief displacement, remote sensing, use of Web resources to acquire base map data, use of spreadsheets and software, producing professional quality maps using Arc View GIS. Two hours lecture, two hours lab per week. (Prerequisite: SUR 1020 or permission of instructor.) F

GIS 2020–Photogrammetry – 3 credits

Photogrammetry and GIS Technology, Principles of Imaging and Aerial Cameras, Image Measurements, Photo Coordinates, Trilaterative Methods, Geodetic Coordinates, Vertical Photographs, Scale Determination, Ground Control. Stereoscopic Viewing, Planimetric mapping for GIS, Introduction to Analytical Photogrammetry. Three hours lecture per week. (Corequisite: GIS 2010 or permission of instructor.) F

GIS 2030–GIS Projects – 3 credits

Producing a GIS for a selected site. GIS students and survey students will work as a team to gather data and produce a GIS and then use the system to manage spatial data. Includes data analysis, data exchange, formatting field experience and final project report. Two hours lecture, two hours lab per week. (Corequisite: GIS 2010 or permission of instructor.) F

GIS 2040–Spatial Analysis – 3 credits

Principles of statistics used in analysis of geographically referenced data. Sampling strategies for raster and vector data structures. Estimation and geostatistical techniques. Single and multilayer statistical operations including classification, coordination, modeling analysis and interpretation of results. Three hours lecture per week. (Prerequisite: GIS 2030 or permission of instructor.) S

GIS 2050–Advanced GIS Applications – 3 credits

Advanced applications of GIS using ArcView and Arcinfo software. Hands-on training in new plug-in modules and extensions of ArcView and Trainings in ArcInfo. Avenue programming for customizing ArcView. Input of map features and conversion of feature themes from raster to vector. Slope and aspect maps, neighborhood and zone analysis, problem solving techniques for geographic networks and production of professional quality documents. Two hours lecture, four hours lab per week. (Prerequisite: GIS 2030 or permission of instructor.) S

GIS 2060–Field Experience in GIS – 2 credits

Field experience in actual GIS application in today's surveying/ GIS industry. Minimum of four hours in field and/or lab per week. (Pre-requisite: GIS 2030 or permission of instructor.) S

GIS 2801-2899–Special Topics in Geographical Information Systems – 1-9 credits

Detailed study of a particular topic in geographic information systems. UD

GIS 2900–Individualized Studies in Geographical Information Systems – 1-9 credits

Independent and individualized studies in health. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Global Positioning Systems

GPS 1010–Global Positioning Systems I – 3 credits

Introduction to the Global Positioning Systems (GPS), GPS nomenclature, GPS techniques, Static GPS, Kinematic GPS, field procedures, post processing techniques, error checking, integration of GPS and conventional methods. Three hours lecture per week. (Prerequisite: SUR 1010 or permission of instructor.) S

GPS 1020–Geodesy – 3 credits

Introduction to mapping systems, map projections, comparing the ellipsoid and geoids, map datums, state plane coordinated systems, universal transverse mecatator system, use of metric system in mapping, determining map scale and grid factors. Three hours lecture per week. (Prerequisite: GPS 1010 or permission of instructor.) S

GPS 2010–Global Positioning Systems II – 3 credits

Network design, mission planning, least squares network analysis, error detection, differencing techniques, integer resolution, GPS elevation techniques and using GEIOD99 to determine optometric heights, statistical review of GPS loop and vector results eliminating or reducing errors produced by multipath and cycle slips. Three hours lecture per week. (Prerequisite: SUR 1020 or permission of instructor.) F

GPS 2801-2899–Special Topics in Global Positioning Systems – 1-9 credits

Detailed study of a particular topic in global positioning systems. UD

GPS 2900–Individualized Studies in Global Positioning Systems – 1-9 credits

Independent and individualized studies in global positioning systems. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Health

◆HED 2010–Health and Wellness – 3 credits

Overview of the anatomy and physiology of the human body emphasizing an appreciation for health; wellness, infectious diseases, heredity, diet, exercise, human sexuality, stress, substance abuse, death education, gerontology and social interaction. Three hours per week. F, S

HED 2060–Safety Education and First Aid/CPR – 3 credits

Safety awareness, accident prevention, first aid and CPR skills for common emergencies. Completers are eligible for National Safety Council Certification in First Aid and CPR. Meets OSHA/AHA standards. Three hours per week. F, S

HED 2210–Principles of Nutrition – 3 credits

Personal and family nutrition emphasizing nutritive value and function of food in the body. Three hours per week. F, S

HED 2801-2899–Special Topics in Health – 1-6 credits

Detailed study of a particular topic in health. UD

HED 2900–Individualized Studies in Health – 1-9 credits

Independent and individualized studies in health. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

History

◆HIST 1110–Civilization: Past and Present – 3 credits

World history to 1715 including famous individuals, religions and political, military and economic developments. Three hours per week. F

◆HIST 1120–Civilization: Past and Present – 3 credits

World history from 1715 to the present: famous individuals, revolutions, wars and international developments. Three hours per week. S

◆HIST 2010–American History – 3 credits

America's European background, settlement of the colonies, the Federal and early National periods, the history of minority groups, the Jacksonian era, the Civil War and Reconstruction. Three hours per week. F, S

◆HIST 2020–American History – 3 credits

The rise of big business, Populism, Progressivism, the history of minority groups and the world position of the United States in the 20th century. Three hours per week. F, S

◆HIST 2030–Tennessee History – 3 credits

Political, economic, social and cultural aspects of Tennessee's development from discovery to the present. Three hours per week. UD

HIST 2801-2899–Special Topics in History – 1-6 credits

Detailed study of a specific topic in history. UD

HIST 2900–Individualized Studies in History – 1-9 credits

Independent and individualized studies in history. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Honors Courses

HON 1010,1020–Interdisciplinary Perspectives – 3 credits

Exploration of various multidisciplinary perspectives including, but not limited to, cultural, historical, philosophical and scientific aspects, focusing on critical analysis. Must be taken by students seeking the Seal of Honors Achievement but may be taken by any student meeting qualifications. (Prerequisite: Admission into the Honors Program.)

HON 1110-1113–Honors Colloquium – 1 hour credit each

In-depth discussions of selected topics to stimulate intellectual discovery and inquiry. Must be completed two times for students seeking the Seal of Honors Achievement and once for students seeking the Award of Honors Recognition. (Prerequisite: Admission into the Honors Program.)

HON 2900–Individualized Honors Studies – 1-9 hours credit

Courses with Honors Designation. With the approval of the department and Honors Review Committee, existing courses may be designated as honors courses. Participation in the Cleveland State Honors Program will benefit students in a number of ways. (Prerequisite: Admission into the Honors Program.)

Human Services Specialist

HSS 1130–Substance Abuse – 3 credits – Overview of substance-related disorders. History and problems associated with chemical abuse; diagnostic indicators; treatment approaches, resources and assessments of treatment results. Three hours per week. S

HSS 1150–Dynamics of Troubled Families – 3 credits

Normal versus dysfunctional family; family problems associated with chemical dependency and mental and emotional illness; dynamics of abuse; strategies for intervention and family treatment. Three hours per week. S

HSS 1320–Aging in America and Elder Care – 3 credits

Effects of aging; skills needed for care of the dependent elderly, the physically inconvenienced, the chronically ill; coping with death and dying; practical strategies for securing and providing the

constellation of services appropriate to meeting needs of the elderly. Three hours per week. F

HSS 2050—Crisis and Mental Health – 3 credits

Skills necessary to recognize and intervene in acute and severe/persistent mental health issues that concern a large population within the field of human services. Three hours per week. F

HSS 2801-2899—Special Topics in Human Services – 1-6 credits

Detailed study of a specific topic in human service specialist areas. F, S

HSS 2900—Individualized Studies in Human Services Specialist – 1-9 credits

Independent and individualized studies in human services specialist areas. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Humanities

◆**HUM 1010—Ethics – 3 credits**

Survey of ethics in personal relations, politics, business, the professions and the military. Three hours per week. May also be registered as PHIL 1010. UD

◆**HUM 1070—Old Testament Survey – 3 credits**

Geographical, historical, political, literary and cultural background of the Old Testament, development of the Hebrew canon; and overview of the Law, Prophets and writings. May be registered as HUM or REL 1070. Three hours per week. UD

◆**HUM 1080—New Testament Survey – 3 credits**

Historical, cultural, political, philosophical and religious background of the New Testament, development of the canon, authorship, date, circumstances and content of each book. May be registered as HUM or REL 1080. Three hours lecture per week. UD

◆**HUM 1280—Comparative Cultures – 3 credits**

International and cross-cultural activities including contrasting values, communicating across cultures and learning how to locate cultural information. Exploring characteristics of and understanding other cultures—North America, Latin America, Asia, Europe, Middle East and Africa. F, S

HUM 1911—International Studies – Travel – 3 credits

This course is based on a well-defined experience designed to enhance the student's program of study. Students travel to a country/countries with the purpose of distinguishing and appreciating cultural diversity. A faculty member serves as leader/instructor traveling with the group. Course name and number may vary depending on the course content. (Corequisite: INTL 1921 or permission of the instructor.)

HUM 2510—Children's Literature – 3 credits

Literature for children through elementary grades. Does not fulfill the literature requirement. May be registered as ENGL 2510. Three hours per week. UD

HUM 2610—Creative Writing – 3 credits

Students write specific creative writing assignments, as well as personal creations, with themes in the genres of poetry, short fiction and drama. Does not fulfill the literature requirement. May be registered as ENGL 2610. Three hours per week. UD

HUM 2740—Literature as Film – 3 credits

Films as literary art including comparisons of adapted and original screenplays and similarity between written and filmed works. Does not fulfill the literature requirement. May also be registered as ENGL 2740. Three hours per week. (Prerequisite: ENGL 1010 or permission of the instructor.) UD

HUM 2760—Southern Mountain Heritage – 3 credits

People, culture and literature of the Southern Appalachian Mountains. Does not fulfill the literature requirement. May also be registered as ENGL 2760. Three hours per week. UD

◆**HUM 2780—World Religions – 3 credits**

Introduction to the major world religions including Hinduism, Buddhism, Confucianism, Judaism, Christianity and Islam. May also be registered as REL 2780. Three hours lecture per week. UD

HUM 2801-2899—Special Topics in Humanities – 1-6 credits

Detailed study of a specific topic in language, literature, the arts or related areas. UD

HUM 2900—Individualized Studies in Humanities – 1-9 credits

Independent and individualized studies in humanities. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Industrial Technology

INT 1000—Measurements and Calculations – 3 credits

Major systems of measurements, precision measuring devices, measurement error, tolerance, data tables and basic elements of mechanical, electrical and fluid power systems and associated calculations. Two hours lecture and two hours lab per week. F, S

INT 1030—Print Reading Mechanical – 3 credits

Interpretations of mechanical, electrical, fluid power, CNC, welding and other blueprints including basic lines, views, projection, dimensioning, shape description and fabrication; industrial and commercial applications. One hour lecture and three hours lab per week. S

INT 1050—Metals and Materials – 3 credits

Origins, processing and applications of industrial metals and materials; welding techniques and procedures; material properties (mechanical and physical); strength and testing. Two hours lectures and two hours lab per week. UD

INT 1100—Introduction to Technology – 3 credits

Nature of technology and technology's social, economic, political and ethical impact. Three hours per week. F

INT 1110—Machine Shop Technology I – 3 credits

Safety, hand and power tool operations, precision measurement and layout, lathe and milling machine operations. One hour lecture and three hours lab per week. UD

INT 1120—Machine Shop Technology II – 3 credits

Machinery operations including selection, layout, measurement, fabrication of metal working project, machine shop set-up and operations. One hour lecture and three hours lab per week. (Prerequisite: INT 1110 or permission of instructor.) UD

INT 1310—Welding Technology I – 3 credits

Oxyacetylene shielded metal arc welding, shop safety, hand and power tool use, cutting, brazing, soldering, arc welding in flat and horizontal positions and pipe welding. One hour lecture and three hours lab per week. UD

INT 1320—Welding Technology II – 3 credits

Welding processes including gas tungsten arc, gas metal arc, resistance, shield metal arc, stainless steel, aluminum, mild steel, pipe, vertical and overhead position welding. One hour lecture and three hours lab per week. (Prerequisite: INT 1310 or permission of instructor.) UD

INT 1330—Welding Technology III – 3 credits

Advanced welding processes including laser, ultrasonic, plasma

arc and atomic hydrogen. One hour lecture and three hours lab per week. (Prerequisite: INT 1320 or permission of instructor.) UD

INT 2110—Fluid Power Systems – 3 credits

Basic fluid and pneumatic terminology, fundamental power systems calculations and typical power system applications. Two hours lecture and two hours lab per week. F

INT 2120—Advanced Fluid Power Systems – 3 credits

Advanced applications in developing fluid power systems; theory and application of the programmable logic controller (PLC) in the control of power systems. Two hours lecture and two hours lab per week. (Prerequisite: INT 2110.) S

INT 2210—Commercial/Industrial Maintenance – 3 credits

Long and short-term preventive maintenance planning of electrical, mechanical, fluid power systems and efficient and organized troubleshooting procedures. Two hours lecture and two hours lab per week. (Prerequisite: INT 1000 or permission of the instructor.) S

INT 2300—Major Appliance Repair – 2 credits

Basic working knowledge of servicing and repairing common home appliances including: refrigerators, freezers, water heaters, washing machines, dryers, stoves and microwaves. One hour lecture and two hours lab per week. UD

INT 2310—Heating, Air Conditioning and Refrigeration I – 3 credits

Materials, components, terminology, theory and application of heating and refrigeration systems. Design calculations, installation and servicing of commercial and residential systems. Two hours lecture and two hours lab per week. UD

INT 2320—Heating, Air Conditioning and Refrigeration II – 3 credits

Equipment, facility layouts; commercial and industrial refrigeration systems. Two hours lecture and two hours lab per week. (Prerequisite: INT 2310 or permission of instructor.) UD

INT 2330—Energy Management – 3 credits

A basic introduction into energy management associated with residential/industrial systems. Discussion will include zoned heating and air conditioning systems, programmable control, sizing of gas piping and airflow balancing. Three hours lecture per week. (Pre-requisites: INT 1000 and EET 1110) UD

INT 2340—Systems Design – 3 credits

An in-depth study of the design of heating, ventilation, air conditioning and refrigeration systems. Manual and computerized calculations for the sizing of systems. Three hours lecture per week. (Prerequisites: INT 2310 and EET 1110) UD

INT 2350—Advanced Problems in Heating and Air Conditioning – 3 credits

In-depth study of the design and installation of HVAC systems. A student project including design and complete installation procedures will be required. One hour lecture and three hours lab per week. (Co-requisite: INT 2340) UD

INT 2410—Occupational Safety Engineering – 3 credits

Accident and loss prevention control, OSHA and Worker's Compensation, hazard detection and control, safety measurement methods and philosophy, employee-employer considerations, procedures, management and engineering responsibilities. Three hours per week. F

INT 2801-2899—Special Topics in Industrial Technology – 1-6 credits

Detailed study of a specific topic in industrial technology. UD

INT 2900—Individualized Studies in Industrial Technology – 1-9 credits

Independent and individualized studies in industrial technology. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine hours. UD

International Studies

INTL 1911—International Studies - Travel – 3 credits

This course is based on a well-defined experience designed to enhance the student's program of study. Students travel to a country/countries with the purpose of distinguishing and appreciating cultural diversity. A faculty member serves as leader/instructor traveling with the group. Course name and number may vary depending on the course content. (Corequisite: INTL 1921 or permission of the instructor.) UD

INTL 1921—International Studies - Seminar – 1 credit

Seminar designed for, but not limited to, students in the international travel study course. Students are provided in-depth preparation for travel to a specific country/countries. Preparation includes cultural studies, historical and geographical background studies and other pertinent topics. Course name and number may vary depending on the course content. (Corequisite: INTL 1911 or permission of instructor.) UD

Language Laboratory

LNG 1000—Language Laboratory – No credit

Extension of French and Spanish language courses. One hour per week. (Corequisite: A course in a foreign language.) F, S

Legal Administrative Assistant

LAW 1010—Basic Law – 3 credits

Philosophy and history of law; legal decision making; the American judicial system; business organizations; bankruptcy; real property; government regulation of business, antitrust and consumer law, contracts, legal research and writing. Three hours per week. F

LAW 1040—Legal Research – 3 credits

Legal bibliography including codes, administrative regulations, reporters, digests, encyclopedias, citators, law reviews and treatises; analysis and synthesis of cases. Three hours per week. (Prerequisite: LAW 1010.) S

LAW 1050—Legal Writing – 3 credits

Legal writing skills including precision and clarity, legal citation and format; drafting of law office and trial memoranda, trial court brief, appellate brief and abstracting depositions; analysis and synthesis of legal materials. Three hours per week. (Prerequisites: LAW 1040 and ENGL 1020.) F

LAW 1060—Torts – 3 credits

Non-contractual obligations which an individual in society owes others according to common law and statute; emphasis on intentional acts violating legally protected interests. Three hours per week. UD

LAW 1080—Contracts – 3 credits

A comprehensive study of the legal environment relating to contracts and sales. The Uniform Commercial Code is an integral part of this course. Three hours per week. UD

LAW 1090—Evidence – 3 credits

Procedural law; a comprehensive study of the federal and Tennessee rules of evidence, including study of admissibility of certain types of evidence, qualification of witnesses and other

matters relating to the admission of evidence offered in federal and state courts. Three hours per week. UD

LAW 2010–Domestic Relations – 3 credits

Laws, procedures and documents involved in domestic relations; breach of promise to marry; marriage; annulment; divorce; adoption; child custody/support. Three hours per week. UD

LAW 2080–Introduction to Microsoft Office (Legal Emphasis)

– 3 credits – An introduction to Microsoft Office to include Windows, Word, Excel, Access and PowerPoint. Three hours per week. UD

LAW 2110–Business Organizations – 3 credits

Sole proprietorships, partnerships, corporations and other business vehicles; formation of various types of business entities; preparation of appropriate documents. Three hours per week. UD

LAW 2210–Civil Trial and Appellate Practice I – 3 credits

Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. Three hours per week. (Prerequisites: LAW 1010 or permission of the coordinator.) UD

LAW 2310–Estates and Trusts I – 3 credits

Effects of various types of ownership upon passage of property at owner death, with or without a will; administration, taxation of estates and inheritances; basic requirements for trusts, wills, guardianship and conservatorship; administration of a decedent's estate including income tax consequences; case analysis; preparation of necessary documents. Three hours per week. UD

LAW 2400–Legal Practicum – 3 credits

Supervised activities in a law firm, agency or corporate legal department as a legal assistant for a total of sixty hours; includes weekly seminar focusing on ethics and professionalism. (Prerequisite: Second semester sophomore standing in the Legal Assistant program.) F, S

LAW 2410–Real Property – 3 credits

Freehold estates, concurrent ownership, leases, real estate contracts and deeds, recording system, title assurance, easements, lateral support, water rights, zoning and eminent domain; practical aspects of conveyance from drafting of purchase and sale agreements to passing of papers; mechanics of title examining; preparation of documents for mortgages, foreclosures, recordings and closing. Three hours per week. (Prerequisite: LAW 1010.) UD

LAW 2610–Creditor Rights and Bankruptcy – 3 credits

Bankruptcy procedure including initial filing, meetings of creditors, adversarial proceedings and the final discharge hearing; operation of the automatic stay; adequate protection; conformation of a Chapter 13 Plan; Chapter 7 and Chapter 11 proceedings; debtor's obligations and rights; secured and unsecured creditors priorities, preferences, fraudulent transfers. Three hours per week. (Prerequisite: LAW 1010 or permission of coordinator.) UD

LAW 2801-2899 Special Topics in Law – 1-6 credits

Detailed study of a specific topic in law or paralegal studies. F, S

LAW 2900–Individualized Studies in Legal Assistant – 1-9 credits

Independent and individualized studies in law or paralegal studies. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Law Enforcement Training

LET 1030–Entry Level Firearms for Law Enforcement – 3 credits

Responsible firearms use, maintenance and storage for new law enforcement. Marksmanship, tactics adaptability, stress related decision making and teamwork in developing personal firearms skills. UD

LET 1130–Entry Level Defensive and Tactical Driving for Law Enforcement – 3 credits

Skills for safe and effective law enforcement vehicle operation in emergency and non-emergency situations. Defensive, tactical and pursuit driving are taught with static and dynamic training. UD

LET 1350–Community Policing for Law Enforcement – 3 credits

Develops a basic foundation of interpersonal skills for interacting with the community. UD

LET 1510–Basic Criminal Law and Procedures – 3 credits

Provides instruction in the various aspects of the United States Constitution, Bill of Rights and Case laws impacting the professional law enforcement officer. UD

LET 1720–Physical Defense Tactics – 2 credits

Basic instruction in acceptable defensive tactics and techniques for law enforcement officers. UD

LET 2110–Patrol and Traffic Procedures – 2 credits

Provides basic foundations for development of an individual officer by use of static and dynamic training methods. Primary focus on aspects of traffic management, investigations and enforcement. UD

LET 2120–Introduction to Criminal Investigations – 3 credits

Introduction of first responder patrol responsibilities regarding the crime scene for the sole purpose of increasing awareness. Report writing, an introduction to case files and principles related to documentation of criminal cases is included. UD

LET 2200–Basic Emergency Procedures – 2 credits

Managing critical incidents in the community of a law enforcement and non-law enforcement nature. Includes Domestic Terrorism, Hazardous Materials, American Heartsaver Plus, Basic First Aid, Crisis Intervention, Stress Management, Domestic Violence and Hostage Negotiations. UD

LET 2400–Physical Conditioning – 1 credit

Wellness and fitness for entry-level law enforcement and emergency personnel. UD

Management

MGT 1010–Concepts of Management – 3 credits

The nature of management, external environment and social responsibility, planning and decision making, break even analysis, organizing and human resource management. Three hours per week. F

MGT 1020–Concepts of Management – 3 credits

Leadership, motivation, communication, corporate cultures, control, productivity, quality and international trade. Three hours per week. S

MGT 1110–Team Building – 1 credit

Work group development, mission statement establishment, organizational design characteristics, applications of organizational design, individual differences appraisal and a study of performance in regard to attitudes. Total of 16 contact hours. UD

MGT 1120–Total Quality Management Seminar – 1 credit

Introduction of quality concepts including customer service, work group development and problem solving techniques. Total of 16 contact hours. UD

MGT 1210–Supervisory Management – 3 credits

Planning, organizing, staffing, directing and controlling; employee behavior and productivity; motivation, leadership, teams, problem solving, cause-and-effect diagrams and brainstorming. Three hours per week. S

MGT 1500–Management of Quality – 3 credits

General concepts, quality planning and total quality management (TQM), quality costs, problem solving tools, team building, customer and supplier relations. Three hours per week. F

MGT 1600–Hospitality Management – 3 credits

A survey study of the hotel, motel and restaurant industry including management organization, office operations, guest services, maintenance, housekeeping, security, food and beverage operations, marketing and sales. UD

MGT 1710–Cost Control and Productivity – 3 credits

Responsibility for cost, cost control, quantity control and control of time, layout, work flow and processes. Three hours per week. UD

MGT 1730–Principles of Leadership I – 1 credit

A study of effective leadership styles, behaviors, attitudes, power and organizational politics. An emphasis is placed on developing teamwork, motivation, conflict resolution and problem-solving. May also be registered as POL 1730. Total of 16 contact hours. F

MGT 1740–Principles of Leadership II – 1 credit

A continuation of Principles of Leadership I with an increased emphasis on the practical aspects of conflict resolution, problem solving and techniques for leading discussion and conducting meetings. May also be registered as POL 1740. Total of 16 contact hours. (Prerequisite: MGT 1730.) S

MGT 2110–Office Management – 3 credits

Office management procedures and systems including supervision of employees, analysis and design of information flow, forms design, office layouts and equipment procurement. Three hours per week. S

MGT 2240–Managerial Finance – 3 credits

Financial management including financial accounting fundamentals, financial statement analysis, working capital management, valuation of assets, planning and control. Three hours per week. (Prerequisite: ACC 1020 or ACC 2010 or permission of instructor.) May also be registered as ACC 2240. S

MGT 2510–Statistical Process Control I – 3 credits

Manufacturing philosophy for productivity and quality; Deming's 14 points for management; averages and variability; histograms; the normal curve; charts and graphs; x-r charts, p charts, n p charts, c charts, u charts and acceptance sampling. Three hours per week. F

MGT 2610–Production/Operations Management – 3 credits

Operations strategy, process design, just-in-time (JIT), work force management, productivity, forecasting, project management and total quality management (TQM). Three hours per week. S

MGT 2801-2899–Special Topics in Management – 1-6 credits

Detailed study of a specific topic in management. UD

MGT 2900–Individualized Studies in Management – 1-9 credits

Independent and individualized studies in management. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine hours. UD

Mathematics

Prior to enrollment in any college level math course, if applicable, students must first complete any Developmental Studies math requirements indicated by ACT or placement test assessment. (See Admission Requirements page 18.) Any mathematics course, which satisfies graduation requirements for any degree program, must have two years of high school algebra or the equivalent as a prerequisite.

Many courses require the student to have a graphing calculator. Some courses require the student to have a symbolic calculator. Students should refer to the course syllabus to determine the recommended calculator for a particular course.

MATH 0990–Geometry – 3 credits

Points, lines, vectors, planes, distances, betweenness, convexity, separation, angles, congruence, triangles, parallels, similarity, circles, space figures, measurement, coordinate geometry. Three hours per week. (Prerequisite: One-year of high school algebra or DSPM 0800.) This course is required when mathematics deficiencies in high school education exist and is not accepted toward any degree program at Cleveland State. F, S

◆MATH 1110–College Algebra – 3 credits

Equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, matrices and linear systems, sequences, counting and probability. Graphing calculator required - see course syllabus for details. Three hours per week. (Prerequisite: two years of high school algebra or DSPM 0850.) F, S

MATH 1200–Trigonometry – 3 credits

Right triangle trigonometry, vectors, circular functions, applied geometric problems, sine wave analysis, complex numbers and logarithms. This course will meet the mathematics requirement for Industrial Technology majors only. Three hours per week. (Prerequisite: two years of high school algebra or DSPM 0850.) UD

◆MATH 1410–Math for Elementary School Teachers – 4 credits

Designed for elementary and middle school education majors to develop a thorough understanding of and ability to use basic mathematics, including arithmetic, algebra, geometry and measurement. Inductive and deductive reasoning, problem solving techniques, number properties and number theory, algorithms, mental arithmetic and estimation, proportional and algebraic reasoning, descriptive and deductive geometry and measurement, including measurements specific to educational statistics. This course satisfies graduation requirements for elementary education majors only. Graphing calculator required - see course syllabus for details. Four hours per week. (Prerequisite: MATH 1510.) F, S

◆MATH 1510–Introductory Statistics – 3 credits

Statistics for business, education, psychology, nursing, sociology, information systems and other disciplines, central tendency and variability, estimation, hypothesis testing, regression and correlation, analysis of variance and non-parametric methods. Graphing calculators required - see course syllabus for details. Three hours per week. (Prerequisite: two years of high school algebra or DSPM 0850.) F, S

◆MATH 1610–Finite Mathematics – 3 credits

Functions and graphs, systems of linear equations and matrices, linear programming, graphical and simplex methods, sets and counting and mathematics of finance. Graphing calculator required - see course syllabus for details. Three hours per week. (Prerequisite: two years of high school algebra or DSPM 0850.) F, S

◆MATH 1710–Precalculus I – 3 credits

Review of inequalities; polynomial, rational, composition, absolute value and inverse functions; complex numbers; graphing; theory of

equations; exponential and logarithmic functions; matrices; determinants and Cramer's rule. Graphing calculator required - see course syllabus for details. Three hours per week. (Prerequisites: Two years of high school algebra or DSPM 0850 and one year of high school geometry.) F, S

◆**MATH 1720–Precalculus II – 3 credits**

Wrapping, circular, trigonometric and inverse trigonometric functions; graphing; trigonometric identities; trigonometric equations; right triangles; law of Sines; law of Cosines; vectors; polar and rectangular coordinates; complex numbers in polar form; DeMoivre's Theorem; systems of linear equations; augmented matrices; Gauss-Jordan method; systems of quadratic equations; systems of linear inequalities; linear programming; sequences; parametric equations and partial fractions. Graphing calculator required - see course syllabus for details. Three hours per week. (Prerequisites: Two years of high school algebra or DSPM 0850 and one year of high school geometry. MATH 1710 recommended.) F, S

◆**MATH 1810–Calculus for Business and Life Sciences I – 3 credits**

Calculus of algebraic, exponential and logarithmic functions with applications. Graphing calculator required - see course syllabus for details. Credit toward mathematics requirements not granted for both MATH 1810 and MATH 1910. 3 hours per week. (Prerequisite: 2 years of high school algebra and 1 year of high school geometry, MATH 1610 or MATH 1710 or high school advanced math recommended.) F, S

MATH 1820–Calculus for Business and Life Sciences II – 3 credits

A continuation of the calculus of algebraic, exponential and logarithmic functions, multivariable calculus, optimization, probability and statistics. Graphing calculator required - see course syllabus for details. Credit toward mathematics requirements not granted for both MATH 1820 and MATH 1920. Three hours per week. (Prerequisite: MATH 1810.) S

MATH 1900–Scientific Computer Applications – 3 credits

Visual C++ programming including solutions of equations, data analysis and numerical techniques in engineering; historical, social, psychological, economical aspects of computer technology. Meets computer literacy requirement. Three hours per week. (Prerequisite: 4 years of high school mathematics including geometry and trigonometry.) F

◆**MATH 1910–Calculus I – 4 credits**

Rates of change, differentiation and integration of algebraic, exponential, logarithmic and trigonometric functions with applications. Symbolic calculator required - see course syllabus for details. Four hours per week. (Prerequisite: four years of high school mathematics including geometry and trigonometry or recommended courses from MATH 1710, 1720. Corequisite: MATH 1915.) F, S

MATH 1915–Symbolic Calculator Lab – 1 credit

Supplement to MATH 1910 demonstrating Calculus concepts and computations using a symbolic calculator. One hour per week. F, S

◆**MATH 1920–Calculus II – 4 credits**

Techniques of integration, plane analytic geometry, transcendental functions, hyperbolic functions, polar coordinates, sequences and series. Symbolic calculator required - see course syllabus for details. Four hours per week. (Prerequisite: MATH 1910; corequisite: MATH 1925.) S

MATH 1925–Microcomputer Lab – 1 credit

Supplement to MATH 1920 featuring computer demonstrations and projects involving concepts of Calculus using a computer algebra system. One hour per week. S

MATH 2010–Linear Algebra – 3 credits

A study of system of linear equations, matrices, determinants, eigenvalues, eigenvectors and linear transformations. Three hours per week. (Prerequisite: MATH 2110.) S

MATH 2110–Calculus III – 4 credits

Vectors, partial and directional derivatives, gradients, multiple integrals, vector analysis. Four hours per week. (Prerequisite: MATH 1920.) F

MATH 2120–Differential Equations – 3 credits

Ordinary differential equations and their solution techniques, equations with constant coefficients, Laplace transform with applications to initial value problems, series solutions and numerical methods. Three hours per week (Prerequisite: MATH 2110) S

MATH 2750–Numerical Methods – 3 credits

Numerical methods for finding roots of equations, solving systems of equations, numerical integration, modeling techniques, interpolation, the method of least squares and solving ordinary differential equations using MATLAB, Visual C++/Java and g-programming. Three hours per week. (Prerequisite: MATH 2010 or corequisite MATH 2120) UD

MATH 2801-2899–Special Topics in Mathematics – 1-6 credits

Detailed study of a specific topic in mathematics. UD

MATH 2900–Individualized Studies in Mathematics – 1-9 credits

Independent and individualized studies in mathematics. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Medical Assistant

A student must be admitted to the Medical Assistant concentration before enrolling in MOA 1040, 2050, 2060, 2100, 2110, 2120 or 2130.

MOA 1000–Medical Assistant Orientation – 1 credit

Qualifications, duties, training and opportunities for the medical assistant. One hour per week. F

MOA 1040–Medical Insurance/Accounting – 3 credits

Types of insurance processing; terminology and forms processing including managed care guidelines; billing and collections; payroll reports and reconciling bank statements. Three hours per week. (For admitted MA majors only.) (Prerequisite: MOA 2060.) S

MOA 2050–Legal and Ethical Issues in Health Care – 3 credits

History of the legal system, ethics, bioethics, confidentiality, contracts, laws relating to drug administration, medical record as a legal document patients' authorization, informed consent, public duties of physicians and/or medical office employees, risk management, medical practice acts and licensure of medical office personnel. (For admitted MA majors only.) Three hours per week. F

MOA 2060–Coding – 3 credits

ICD-9 and CPT coding information and procedures; healthcare issues, practice and legislation. Three hours per week. (For admitted MA majors only.) F

MOA 2100–Medical Assistant Externship – 4 credits

Supervised work experience in a medical facility. S

MOA 2110–Pharmacology – 3 credits

Preparation of medications, prescription names, abbreviations, side effects and legal regulations; use of the PDR. Three hours per week. F

MOA 2120—Clinical Procedures I – 4 credits

Patient assessment including vital signs and specialty assessment procedures; medical and surgical asepsis, physical therapy and administration of medications. Two hours lecture, four hours lab per week. F

MOA 2130—Clinical Procedures II – 4 credits

Functions of a physician's office lab; methods in hematology (venipuncture and capillary testing), urinalysis and microbiology; diagnostic procedures in ECG's and X-rays. Two hours lecture, four hours lab per week. (Prerequisite: MOA 2120.) S

MOA 2801-2899—Special Topics in Medical Assistant –1-6 credits

Detailed study in a specific topic in medical assisting. UD

MOA 2900—Individualized Studies in Medical Assistant – 1-9 credits

Independent and individualized studies in medical assisting. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Music

MUS 1010—Music Theory and Harmony I – 3 credits

Basic elements of music including key signatures, major and minor scales, note values and meter, pitch notation, intervals and triads; four-part harmony using triads in the roots and first inversion and the dominant seventh chord; beginning sight-singing and melodic and harmonic dictation. Three hours per week. F

MUS 1020—Music Theory and Harmony II – 3 credits

Four-part harmony in all inversions; harmonic analysis; intermediate sight-singing; and melodic and harmonic dictation. Three hours per week. (Prerequisite: MUS 1010.) S

◆MUS 1030—Music Appreciation – 3 credits

Experience in listening to and understanding music from the Middle Ages to the present. Three hours per week. F, S

MUS 1150, 1160—Voice – 1 credit each

Private instruction in voice using exercises, vocalizations and songs; includes English, American and Italian songs. \$45 per credit hour. F, S

MUS 1170, 1180—Voice – 2 credits each

Private instruction in voice using selected exercises, vocalizes and songs; includes English, American and Italian songs. \$75 for two credit hours. F, S

MUS 1210, 1220—Piano – 1 credit each

Private instruction in piano. Additional fee: \$45 per credit hour. F, S

MUS 1230, 1240—Piano – 2 credits each

Private instruction in piano. Additional fee: \$75 for two credit hours. F, S

MUS 1410, 1420—Chamber Choir – 2 credits each

Membership by audition; representative literature of various historical periods and styles; emphasis on public performance. F, S

MUS 1470, 1480 – Stage Band – 2 credits each

Performance of popular band music, including jazz. UD

MUS 1670, 1680—Guitar – 1 credit

Private instruction in guitar. Additional fee: \$45 per credit hour. F, S

MUS 1770, 1780—Guitar – 2 credits each

Private instruction in guitar. Additional fee: \$75 for two credit hours. F, S

MUS 2010—Advanced Theory and Harmony I – 3 credits

Four-part harmony using modulations, secondary dominants, Neapolitan and augmented sixth chords; harmonic analysis; keyboard harmony; advanced sight-singing. Three hours per week. (Prerequisite: MUS 1020.) F

MUS 2020—Advanced Theory and Harmony II – 3 credits

Study of musical form; musical analysis of 19th and 20th century works; advanced melodic and harmonic writing. Three hours per week. (Prerequisite: MUS 2010.) S

MUS 2110, 2120—Chorus – 1 credit each

Open to all students with permission of the instructor. Two hours per week. UD

MUS 2210, 2220—Piano – 1 credit each

Private instruction in piano. Additional fee: \$45 per credit hour. F, S

MUS 2230, 2240—Piano – 2 credits each

Private instruction in piano. Additional fee: \$75 for two credit hours. F, S

MUS 2250, 2260—Voice – 1 credit each

Private instruction in voice using exercises, vocalizations and songs; includes English, American and Italian songs. \$45 per credit hour. F, S

MUS 2270, 2280—Voice – 2 credits each

Private instruction in voice using selected exercises, vocalizes and songs; includes English, American and Italian songs. \$75 for two credit hours. F, S

MUS 2340, 2350—Music Theater Workshop – 2 credits each

Overview of activities related to a full production of a musical show. UD

MUS 2410, 2420—Chamber Choir – 2 credits each

Membership by audition; representative literature of various historical periods and styles; emphasis on public performance. F, S

MUS 2470, 2480 Stage Band – 2 credits each

Performance of popular band music, including jazz. UD

MUS 2670, 2680—Guitar – 1 credit

Private instruction in guitar. Additional fee: \$45 per credit hour. F, S

MUS 2770, 2780—Guitar – 2 credits each

Private instruction in guitar. Additional fee: \$75 for two credit hours. F, S

MUS 2800-2899—Special Topics in Music – 1-6 credits

Detailed study in a specific topic in music. UD

MUS 2900—Individualized Studies in Music – 1-9 credits

Independent and individualized studies in music. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Nursing

To be eligible for the following courses, students must be admitted to the Nursing Program. Courses must be taken in sequence.

NUR 1010—Nursing I – 9 credits

Care of the adult/child with emphasis on basic concepts and techniques, physiological and psychological needs, introduction to pharmacology and perioperative nursing. Five hours lecture and 12 hours lab per week. (Prerequisite: Admission to Nursing Program.) F

NUR 1020—Nursing II – 9 credits

Care of the adult/child with emphasis on oncology, gastrointestinal alterations and maternal-newborn nursing. Five hours lecture and

12 hours lab per week. (Prerequisite: NUR 1010.) S

NUR 1030–LPN Transition I – 4 credits

The first in a series of two courses designed to transition LPN students into level II nursing courses. Nursing concepts and skills are taught with an emphasis on psychomotor skills, physiological and psychological needs and basic medical – surgical concepts needed to care for the adult/child. Three hours lecture and one hour lab. (Prerequisite: Admission to Nursing Program.) F

NUR 1040–LPN Transition II – 4 credits

The final course in a series of two designed to transition LPN students into NUR 2010. A continuation of adult/child care with emphasis on oncology and gastrointestinal alteration. Two hours lecture and two hours lab. (Prerequisite: successful completion of NUR 1030.) S

NUR 2010–Nursing III – 9 credits

Care of the adult/child with emphasis on the nurse/patient relationships; alterations in thoughts, feelings and behaviors; fluids and electrolytes; neurological; and endocrine systems. Five hours lecture and 12 hours lab per week. (Prerequisite: NUR 1020 or NUR 1040.) F

NUR 2020–Nursing IV – 9 credits

Care of the adult/child with emphasis on alterations in respiratory, cardiovascular, musculoskeletal and genitourinary systems. Management concepts are included. Five hours lecture and 12 hours lab per week. (Prerequisite: NUR 2010.) S

NUR 2801-2899–Special Topics in Nursing – 1-6 credits

Detailed study of a specific topic in nursing. This course may be recommended for transfer and readmission students who need special assistance in selected areas. UD

NUR 2900–Individualized Studies in Nursing – 1-9 credits

Independent and individualized studies in nursing. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Office Administration

OSA 1000–Introduction to WordPerfect – 1 credit

Introduction to basic word processing skills -- creating, editing, saving, formatting and printing with WordPerfect. Total of 16 contact hours. May be registered as CIS/OSA. S

OSA 1020–Document Processing – 3 credits

Continued development of speed and accuracy using software to format business documents and to produce letters and other business communications, reports and business forms. Three hours per week. (Prerequisite: OSA 1620 or permission of instructor.) S

OSA 1040–Medical Insurance/Accounting – 3 credits

Types of insurance processing; terminology and forms processing including managed care guidelines; billing and collections; payroll reports and reconciling bank statements. Priority enrollment is given to certificate and Health Care Management majors. Three hours per week. (Prerequisite: OSA 2060.) S

OSA 1510–Word Processing I – 3 credits

Terminology, practices and procedures used in word processing software. Applications include creating, editing and formatting documents; various document and productivity tools; tables and graphics. Three hours per week. (Prerequisite or corequisite: OSA 1620 or permission of instructor.) F

OSA 1520–Word Processing II – 3 credits

Emphasis is on additional word processing software applications and the integration of word processing with other suite applications including presentations. Three hours per week.

(Prerequisite: OSA 1510 or permission of instructor.) S

OSA 1610–Keyboarding – 2 credits

Technique in touch keyboarding for application on computers; emphasis is on developing accuracy and speed with the alphanumeric keyboard. Two hours per week. F, S

OSA 1620–Text Formatting – 1 credit

Formatting of business documents using software with continued building of accuracy and speed. One hour per week. (Prerequisite or corequisite: OSA 1610 or permission of instructor.) F, S

OSA 1630–Data Entry – 1 credit

Techniques in touch entry of numeric data using 10-key pad. One hour per week. F, S

OSA 2050–Legal and Ethical Issues in Healthcare – 3 credits

History of the legal system, ethics, bioethics, confidentiality, contracts, laws relating to drug administration, medical record as a legal document patients' authorization, informed consent, public duties of physicians and/or medical office employees, risk management, medical practice acts and licensure of medical office personnel. Three hours per week. Priority enrollment is given to certificate and Health Care Management majors. F

OSA 2060–Coding – 3 credits

ICD-9 and CPT coding information and procedures; health care issues, practice and legislation. Three hours per week. Priority enrollment is given to certificate and Health Care Management majors. F

OSA 2065–Advanced Coding – 3 credits

Advanced knowledge of medical coding; emphasis on coding skills for the hospital setting, especially inpatient services and diagnostic-related groups (DRGs) related to various medical specialties. Three hours per week. Priority enrollment is given to certificate and Health Care Management majors. (Prerequisite: OSA 2060 or permission of instruction.) S

OSA 2110–Office Procedures and Administration – 3 credits

Office duties including scheduling appointments, processing incoming/outgoing communications and using telecommunications systems/services; role of the office employee; human relations skills; job selection and preparation. Three hours per week. S

OSA 2210–Advanced Document Processing – 3 credits

Speed and accuracy for processing documents in small and large business organizations. Three hours per week. (Prerequisite: OSA 1020 or permission of instructor.) S

OSA 2310–Records Management – 2 credits

Records storage and control including alphabetic, numeric, geographic and subject filing; methods and systems for storing, retrieving and managing records; introduction of computerized records processing. Two hours per week. S

OSA 2400–Business Machines – 2 credits

Techniques and business math applications using electronic calculators in touch operation of 10-key pad. Two hours per week. F

OSA 2410 – Transcription I – 3 credits

Machine transcription emphasizing speed and accuracy in transcribing mailable copy of materials from business and professional offices; medical and legal specialization available. Three hours per week. (Prerequisite: Keyboarding speed of 35 wpm or permission of instructor.) F, S

OSA 2420–Transcription II – 3 credits

Transcription training materials in law, medicine or business and industrial communications. Three hours per week. (Prerequisite: OSA 2410 or permission of instructor.) F, S

OSA 2510–Medical Terminology – 3 credits

Medical vocabulary and terminology in body systems including commonly used prefixes, suffixes, root words and combining forms. Three hours per week. F

OSA 2520–Advanced Medical Terminology – 3 credits

Spelling and defining words commonly applied to disease processes, conditions, body systems and medical specialties. (Prerequisite: OSA 2510 or permission of instructor.) S

OSA 2801-2899–Special Topics in Office Administration – 1-6 credits

Detailed study of a specific topic in office administration. UD

OSA 2900–Individualized Studies in Office Administration – 1-9 credits

Independent and individualized studies in office administration. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Philosophy

PHIL 1010–Ethics – 3 credits

Survey of ethics in personal relations, politics, business, the professions and the military. Three hours per week. (May be registered as HUM or PHIL 1010.) UD

Physical Education

Each activity course meets two hours per week. Although students may choose to repeat a course for credit, two different activity course numbers must be taken to fulfill the two-hour physical education requirement. Veterans may apply for up to four hours of credit for active military service. Students with medical reasons or handicaps verifiable by a physician may request adaptive physical education activities appropriate for their needs and abilities.

PHYSICAL ACTIVITIES**PHED 1120–Badminton – 1 credit****PHED 1150–Archery – 1 credit****PHED 1170–Beginning Tennis – 1 credit****PHED 1180–Advanced Tennis – 1 credit****PHED 1190–Volleyball – 1 credit****PHED 1210–Beginning Golf (extra fee) – 1 credit****PHED 1220–Bowling (extra fee) – 1 credit****PHED 1230–Aerobics – 1 credit****PHED 1233–Kickboxing Aerobics – 1 credit****PHED 1235–Kickboxing I – 1 credit****PHED 1236–Kickboxing II – 1 credit****PHED 1260–Beginning Swimming (extra fee) – 1 credit****PHED 1270–Advanced Swimming (extra fee) – 1 credit****PHED 1280–Advanced Life Saving (extra fee) – 1 credit****PHED 1320–Beginning Karate – 1 credit****PHED 1330–Advanced Karate – 1 credit****PHED 1331–Walking – 1 credit****PHED 1360–Snow Skiing – 1 credit****PHED 1370–Advanced Snow Skiing – 1 credit****PHED 1410–Adaptive Physical Education I – 1 credit****PHED 1420–Adaptive Physical Education II – 1 credit****PHED 1430–Beginning Western Dance – 1 credit****PHED 1440–Advanced Western Dance – 1 credit****PHED 1510–Conditioning – 1 credit****PHED 1520–Basic Camping (extra fee) – 1 credit****PHED 1560–Backpacking (extra fee) – 1 credit****PHED 1610–Fitness I – 1 credit****PHED 1611–Fitness II – 1 credit****PHED 2805–Special Topics in Physical Activity – 1 credit****PED 2210–Playground Leadership – 3 credits**

Activities, policies and programming involved in the organization and direction of a playground program. Three hours per week. S

PED 2310–Physical Education in the Elementary School – 3 credits

Physical, mental, social and emotional development of the elementary school child; curricular development; organization and direction of rhythmic and group activities. Three hours per week. S

PED 2510–Introduction to Leisure Studies – 3 credits

An overview of the principles of leisure, recreation, play, physical education and sport based on historical, social, psychological, physiological and environmental forces as they impact the individual and society; provides the students with a better understanding of the nature and scope of leisure behavior and resources upon which they can build their subsequent specializations. Three hours per week. F

PED 2801-2899–Special Topics in Physical Education – 1-6 credits

Detailed study of a specific topic in physical education. UD

PED 2900–Individualized Studies in Physical Education – 1-9 credits

Independent and individualized studies in physical education. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Photography

Special materials may be required for certain Photography courses. Students should consult the advisor or instructor.

PHO 1010–35 mm Camera Operation and Utilization – 1 credit

35 mm camera system, film cameras and accessories, light sources, filters, types of lenses and focal length, close up photography. (35mm camera desirable). One hour per week. UD

PHO 1011–Digital Camera Operation and Utilization – 1 credit

Introduction to use of digital camera. Digital camera required. UD

PHO 1110–Basic Photography I – 3 credits

35mm and digital camera systems, operations, composition, exposure, focal length, electronic flash, film processing and print making. Two hours lecture and two hours lab per week. F

PHO 1120–Basic Photography II – 3 credits

Advanced camera systems and operations, lighting techniques, printmaking techniques, introduction to color photography, conventional film cameras, digital cameras, software to make digital prints, scanners and printers. Film or digital camera required. Two hours lecture and two hours lab per week. (Prerequisite: PHO 1110 or permission of instructor.) S

PHO 2430–Studio Photography I – 3 credits

Light and basic light forms, light sources and movement, key relationships, facial lighting, form fill and lighting systems. Two hours lecture and two hours lab per week. (Prerequisite: permission of instructor.) UD

PHO 2801-2899–Special Topics in Photography – 1-6 credits

Detailed study in a specific topic in photography. UD

PHO 2900–Individualized Studies in Photography – 1-9 credits

Independent and individualized studies in photography. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Physics

◆PHYS 2010–College Physics I – 3 credits

Statics, linear and rotational kinematics and dynamics of rigid bodies, harmonic motion, physical properties of solids and fluids, fundamental principles of wave motion. Three hours per week. (Prerequisite: high school trigonometry or MATH 1720 or MATH 1200. Corequisite: PHYS 2011.) F

◆PHYS 2011–College Physics I Laboratory – 1 credit

Laboratory to accompany PHYS 2010. Three hours per week. (Corequisite: PHYS 2010.) F

◆PHYS 2020–College Physics II – 3 credits

Heat and thermodynamics, electrostatics, electromagnetic circuits and fields, properties of electromagnetic radiation, geometric and physical optics, reflection, refraction, diffraction and polarization; modern physics concepts. Three hours per week. (Prerequisite: PHYS 2010. Corequisite: PHYS 2021) S

◆PHYS 2021–College Physics II Laboratory – 1 credit

Laboratory to accompany PHYS 2020. Three hours per week. (Corequisite: PHYS 2020.) S

◆PHYS 2110–University Physics I – 3 credits

Calculus-based mechanics, statics, rectilinear and curvilinear kinematics and dynamics, rigid body motion, harmonic motion, fluid statics and dynamics. Four hours per week. (Prerequisite: MATH 1910. Corequisite: PHYS 2111.) S

◆PHYS 2111–University Physics I Laboratory – 1 credit

Laboratory to accompany PHYS 2110. Two hours per week. (Corequisite: PHYS 2110.) S

◆PHYS 2120–University Physics II – 3 credits

Electrostatics, magnetostatics, induction, direct and alternating current circuits, electrical transients, waves and geometrical optics. Four hours per week. (Prerequisite: PHYS 2110. Corequisite: PHYS 2121.) F

◆PHYS 2121–University Physics II Laboratory – 1 credit

Laboratory to accompany PHYS 2120. Two hours per week. (Corequisite: PHYS 2120.) F

PHYS 2130–Modern Physics – 3 credits

Physical optics and introductory special relativity and quantum mechanics with applications to atomic and nuclear physics. Three hours per week. (Prerequisite: PHYS 2120; Corequisite: MATH 2120 and PHYS 2131.) UD

PHYS 2131–Modern Physics Laboratory – 1 credit

Laboratory to accompany PHYS 2120. Two hours per week. (Corequisite: PHYS 2130.) UD

PHYS 2610–Engineering Circuit Analysis I – 3 credits

DC and AC analysis of circuits with resistors, capacitors, inductors and operational amplifiers; first- and second-order transients; Laplace transform. Three hours per week. (Prerequisite: PHYS 2120; Corequisite: PHYS 2611.) S

PHYS 2611–Engineering Circuits Analysis I Laboratory – 1 credit

Laboratory to accompany PHYS 2610. Two hours per week. (Corequisite: PHYS 2610.) S

PHYS 2710–Engineering Mechanics: Statics – 3 credits

A three-dimensional treatment of particles and rigid bodies in equilibrium; introductory mechanics of materials including stress-strain relations, torsion, shear and bending. Three hours per week. (Prerequisite: PHYS 2110.) F

PHYS 2720–Engineering Mechanics: Dynamics – 3 credits

Kinematics and dynamics of particles and rigid bodies from an advanced standpoint with emphasis on rigid-body kinetics; a general analysis of oscillatory mechanical systems. Three hours per week. (Prerequisite: PHYS 2710; Corequisite: MATH 2120.) S

PHYS 2801-2899–Special Topics in Physics – 1-6 credits

Detailed study of a particular topic in physics. UD

PHYS 2900–Individualized Studies in Physics – 1-9 credits

Independent and individualized studies in physics. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Phlebotomy

PLB 1010–Phlebotomy – 6 credits

Anatomy and physiology of the circulatory system; procedures for properly collecting, handling, and processing blood specimens; and introduction to laboratory operations. Includes a minimum of 40 hours classroom instruction with 120 clinical hours during which students perform a minimum of 100 successful venipunctures, 25 successful skin punctures and receive orientation to a full service lab. UD

Political Science

POL 1730–Principles of Leadership – 1 credit

A study of effective leadership styles, behaviors, attitudes, power and organizational politics. Emphasis is placed on developing teamwork, motivation, conflict resolution and problem solving. May also be registered as MGT 1730. Total of 16 contact hours. F

POL 1740–Principles of Leadership II – 1 credit

A continuation of Principles of Leadership I with an increased emphasis on the practical aspects of conflict resolution, problem solving and techniques for leading discussion and conducting meetings. May also be registered as MGT 1740. Total of 16 contact hours. (Prerequisite: POL 1730.) S

◆POL 2110–Introduction to American Government and Politics – 3 credits

Fundamental principles of American government including the Constitution, congress, the presidency and court system. Three hours per week. F

POL 2801-2899–Special Topics in Political Science – 1-6 credits

Detailed study of a particular topic in political science. UD

POL 2900–Individualized Studies in Political Science – 1-9 credits

Independent and individualized studies in political science. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Psychology

◆PSY 1010–General Psychology – 3 credits

Schools of psychology, biological basis of behavior, learning, motivation, human development, intelligence, personality, stress, abnormal behavior, therapy and human sexuality. Three hours per week. F, S, Su

PSY 1130–Educational Psychology – 3 credits

Psychological principles in a classroom setting including development, cognitive style, teacher role, evaluation and management. May also be registered as EDU 1130. Three hours per week. (Prerequisite: PSY 1010 or permission of instructor.) F

PSY 2040—Child Growth and Development – 3 credits

The normal child from conception through early adolescence; childhood disorders; implications in working with children; field experience required. May also be registered as EDU 2040. Three hours per week. (Prerequisite: PSY 1010 or permission of instructor.) S

◆PSY 2110—Human Growth and Development – 3 credits

Conception through the later adult years; psychological and physiological growth and development; death and dying. May also be registered as EDU 2110. Three hours per week. (Prerequisite: PSY 1010 or permission of instructor.) S, Su

PSY 2310—Abnormal Psychology – 3 credits

Maladaptive and psychopathological behavioral patterns including causation, symptoms, diagnosis and treatment. Three hours per week. (Prerequisite: PSY 1010.) S, Su

PSY 2800-2899—Special Topics in Psychology – 1-6 credits

Detailed study of a specific topic in psychology. UD

PSY 2900—Individualized Studies in Psychology – 1-9 credits

Independent and individualized studies in psychology. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Real Estate

RES 1050—Principles of Real Estate Pre-licensing – 4 credits

Provides a basic understanding of the principles of real estate and helps prepare for the Tennessee Real Estate licensing exam. Total of 60+ contact hours. UD

RES 1500—Course for New Affiliate – 2 credits

Prospecting for buyers and sellers, establishing and maintaining client/customer records, protocol with other agents, the contract and exercises pertaining to all topics. UD

RES 2801-2899—Special Topics in Real Estate – 1-6 credits

Detailed study of a particular topic in real estate. UD

RES 2900—Individualized Studies in Real Estate – 1-9 credits

Independent and individualized studies in real estate. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Religious Studies

REL 1070—Old Testament Survey – 3 credits

Geographical, historical, political, literary and cultural background of the Old Testament, development of the Hebrew canon; an overview of the Law, Prophets and Writings. May be registered as HUM or REL 1070. Three hours per week. UD

REL 1080—New Testament Survey – 3 credits

Historical, cultural, political, philosophical and religious background of the New Testament, development of the canon, authorship, date, circumstances and content of each book. May be registered as HUM or REL 1080. Three hours lecture per week. UD

◆REL 2780—World Religions – 3 credits

Introduction to the major world religions including Hinduism, Buddhism, Confucianism, Judaism, Christianity and Islam. May be registered as HUM or REL 2780. Three hours lecture per week. UD

Social Work

SOWK 1050 – Introduction to the Field of Social Welfare – 4 credits

Historical development, Philosophy, values, ethics, the Social Welfare system and the populations served. Forty-five supervised volunteer hours in a Social Service Agency will also be required. F

SOWK 2010 – The Family Experience – 3 credits

Focus on cultural diversity as related to the family. Emphasis on class, ethnic and gender issues. S

SOWK 2050 – Social Welfare Policy and Programs – 3 credits

Historical examination of the development of social welfare programs and policies. S

Sociology

◆SOC 2010—Introduction to Sociology – 3 credits

Basic concepts, research and theories of individual and group influence. Three hours per week. F, S

◆SOC 2020—Social Problems – 3 credits

Selected social problems including substance abuse, mental illness, crime, social inequality, population and ecology. Three hours per week. (Prerequisite: SOC 2010.) S

SOC 2040—Sociology of the Family – 3 credits

The contemporary family institution including cultural perspectives, mate selection and kinship relationships. Three hours per week. (Prerequisite: SOC 2010.) S

SOC 2800-2899—Special Topics in Sociology – 1-6 credits

Detailed study of a particular topic in sociology. UD

SOC 2900—Individualized Studies in Sociology – 1-9 credits

Independent and individualized studies in sociology. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Spanish

SPAN 1010—Beginning Spanish I – 3 credits

Elementary reading, writing and speaking in Spanish; culture of Spanish-speaking peoples. Three hours per week. (Corequisite: LNG 1000.) F, S

SPAN 1020—Beginning Spanish II – 3 credits

Reading, writing and speaking in Spanish. Three hours per week. (Prerequisite: SPAN 1010 or permission of instructor; Corequisite: LNG 1000.) F, S

SPAN 2010—Intermediate Spanish I – 3 credits

Grammatical review, writing and oral practice; readings in Spanish culture. Three hours per week. (Prerequisite: SPA 1020, or two years of high school Spanish with permission of instructor; Corequisite: LNG 1000.) F

SPAN 2020—Intermediate Spanish II – 3 credits

Advanced review, writing and oral practice; readings in Spanish culture. Three hours per week. (Prerequisite: SPAN 2010 or permission of instructor; Corequisite: LNG 1000.) S

SPAN 2110—Conversational Spanish I – 3 credits

Conversational practice of Spanish in specific situations. Three hours per week. (Prerequisite: permission of instructor.) UD

SPAN 2120—Conversational Spanish II – 3 credits

Conversational practice of Spanish in specific situations. Three hours per week. (Prerequisite: SPAN 2110 or permission of instructor.) UD

SPAN 2801-2899–Special Topics in Spanish – 1-6 credits

Detailed study of a specific topic in Spanish. UD

SPAN 2900–Individualized Studies in Spanish – 1-9 credits

Independent and individualized studies in Spanish. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Speech and Drama

◆SPE 2310–Public Speaking – 3 credits

Oral communication skills including listening, interviewing, preparation and delivery of various types of speeches. Emphasis on researching, organizing and structuring speeches. Explanation of the patterns of speech, the use of pathos, logos and the ethical issues, body language and sources in speech making. Three hours per week. F, S

SPE 2801-2899 Special Topics in Speech – 1-6 credits

Detailed study of a particular topic in speech and drama. UD

SPE 2900–Individualized Studies in Speech and Drama – 1-9 credits

Independent and individualized studies in speech and drama. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD

Surveying

SUR 1010–Surveying and Mapping I – 3 credits

Historical role of surveying and mapping, review of earlier survey techniques and nomenclature. Data sources and research methods (includes a research project using local sources). Types of surveys and their applications. Introduction to the legal principles used in surveying. Three hours lecture per week. F

SUR 1020–Surveying and Mapping II – 3 credits

Survey techniques and survey math, includes traverse and control techniques, traverse computation, coordinate geometry, error theory and analysis, horizontal and vertical curves, differential leveling, note keeping and field survey documentation, astronomic techniques to establish direction. Two hours lecture, two hours lab per week. (Prerequisite: SUR 1010 and GIS 1010 or permission of instructor.) S

SUR 2010–Route Surveying – 3 credits

Route alignment, stationing, design of horizontal and vertical curves, spirals, field layout techniques, cross sections, volume analysis, super elevation, bridge layout, drainage structures, using GPS and state plane coordinates. Two hours lecture, two hours lab per week. (Prerequisite: SUR 1020 or permission of instructor.) F

SUR 2020–Site Design – 3 credits

Designing site elevations, drainage safety considerations, site excavation balancing, local codes and guidelines, using open space and coving techniques. Two hours lecture, two hours lab per week. (Pre-requisite: SUR 1020, corequisite SUR 2010 or permission of instructor.) F

SUR 2030–Site Layout – 3 credits

Familiarization with surveying equipment, fundamental procedures, including angle measurements, elevations and closure. Interior to exterior relationships, building to site harmony, mapping and layout using GPS total stations and data collectors. Two hours lecture, two hours lab per week. (Prerequisite: SUR 2020 or permission of instructor.) S

SUR 2040–Surveying Projects – 3 credits

Survey of a selected site to produce topography maps, boundary maps, as-built surveys, utility surveys and route surveys and GPS control networks using Automap and Land Development Desktop software. Actual situations and problems encountered in the surveying and mapping industry. Students must work with students in GIS emphasis to complete project. One hour lecture, four hours lab per week. (Prerequisite: SUR 2020 or permission of instructor.) S

SUR 2050–Surveying Field Experience – 3 credits

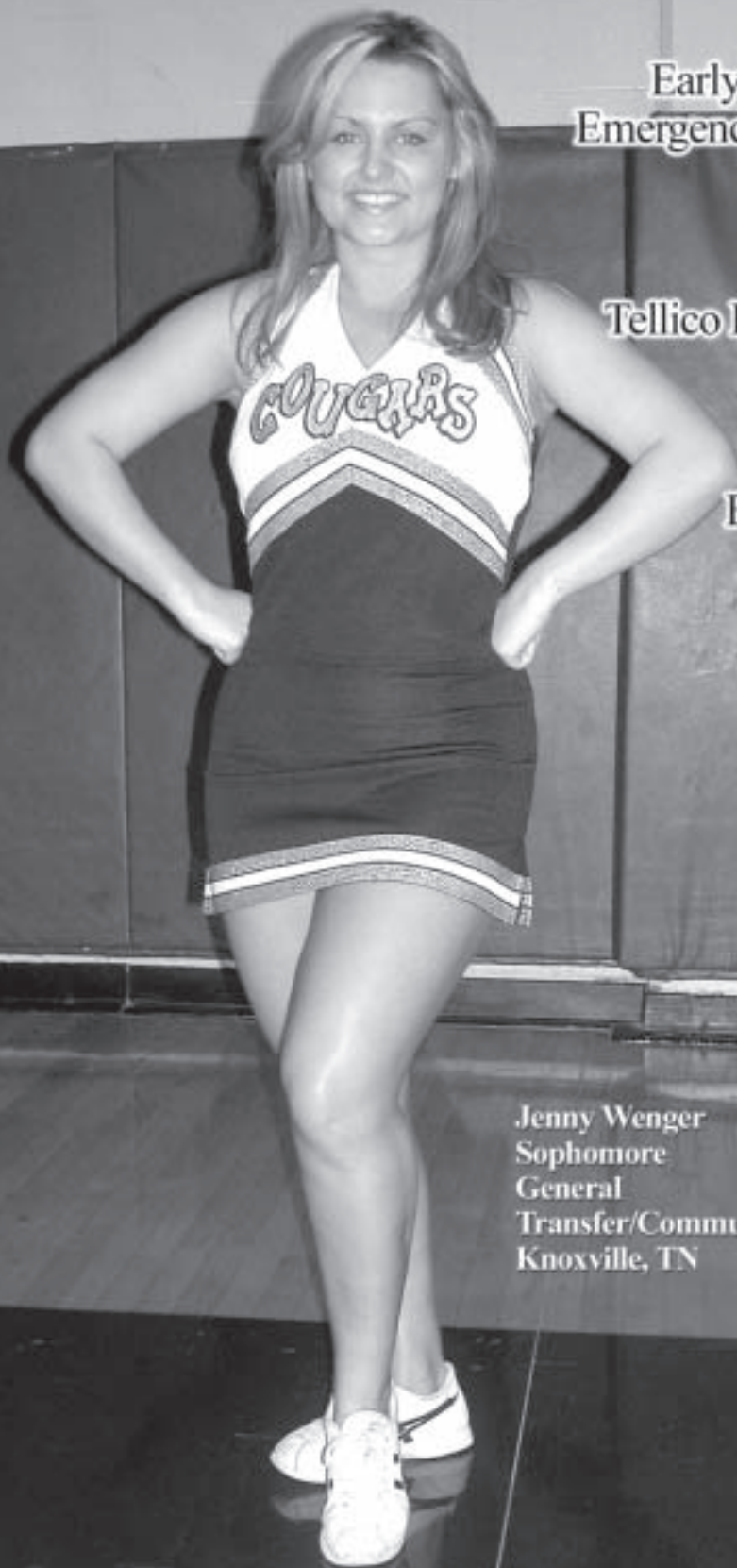
ALTA/ACSM surveys and use of FEMA flood maps and procedures. Students must work with state and local subdivision and survey regulations to produce a mock subdivision. Problem solving skills involving common obstacles, deadlines and contingency planning. Students will be required to attend actual county and city planning commission meetings. One hour lecture, four hours lab per week. (Prerequisite: SUR 2020, corequisite SUR 2030 or permission of instructor.) S

SUR 2801-2899 Special Topics in Surveying – 1-6 credits

Detailed study of a particular topic in surveying. UD

SUR 2900–Individualized Studies in Surveying – 1-9 credits

Independent and individualized studies in surveying. Students may take more than one independent or individualized study in a given discipline up to a maximum of nine credit hours. UD



Athens Campus
Athletics
Business Technology
Early Childhood Education
Emergency Medical Technician
Industrial Technology
Medical Assistant
Nursing
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The Cleveland State Community College Foundation was chartered in 1971 by a group of civic, business and community leaders in cooperation with college officials. Since 1971, with the generous and consistent gifts of local friends of education and supporters of Cleveland State, the Foundation has enabled many students to attend Cleveland State Community College through its scholarship program. In 1986 Cleveland State became the first community college Foundation in Tennessee to reach a million dollar scholarship endowment. Below are the scholarships that have been endowed since 1976.

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Endowed Scholarships

The Agape Love Foundation Scholarship—Established by the Agape Love Foundation.

The Reba Queen Absher Scholarship—Established by Mrs. Absher in memory of her husband, Dr. Lee A. Absher. Dr. Absher practiced medicine in Knoxville and Texas for over 50 years.

The D. F. Adkisson Memorial Scholarship—Established to honor the college's first president with donations from the 1976-1977 and 1983-1984 employees of the college.

The David D. Adkisson Memorial Scholarship—Established by Cleveland State President and Mrs. D. F. Adkisson in memory of their son.

The Odessa Adkisson Scholarship—Established by the

CSCC Alumni Association to honor the wife of Cleveland State's first president.

The Allied-Signal Inc. Scholarship—Established by the Bendix Friction Materials Division plant in Cleveland.

The Charles L. Almond Scholarship—Established in honor of Mr. Almond by his parents Mr. and Mrs. Harold C. Almond.

The Mr. and Mrs. Harold C. Almond Scholarship—Established by Mr. and Mrs. Harold C. Almond of Cleveland, original donors to the college scholarship fund.

The American Uniform Company Scholarship—Established by American Uniform Company of Cleveland.

The AmSouth Bank of Tennessee Scholarship—Established by the First Federal and First National American Bank, which became AmSouth Bank of Tennessee.

Anonymous—Established by a generous benefactor whose desire was to help others realize their dreams for higher education at Cleveland State Community College.

The Arch Chemical Company Scholarship—Established by the Arch Chemical Company, Charleston.

The B & J Construction Company Scholarship—Established by B & J Construction Company of Cleveland; given by Mr. and Mrs. James R. Jones.

The Bank of Cleveland Scholarship—Established by the bank whose chairman, Bobby Taylor has served as a Foundation trustee since 1977.

The Mary T. Barker Scholarship—Established by Jack and Mary Barker, Dean of Academic Affairs Emeritus, in memory of her parents JVA and Lucille Traylor.

The Doris E. Barkley Scholarship—Established by Henry M. Barkley, in honor of his wife.

The Henry M. Barkley Memorial Scholarship—Established by family, friends and business associates to honor the widely-known community and business leader. Mr. Barkley was a charter trustee of the Cleveland State Community College Foundation and served as treasurer for the first ten years.

The J. Hallman Bell Memorial Scholarship—Established to memorialize the late J. Hallman Bell, senior partner in the law firm of Bell, Painter, McMurray, Callaway, Brown and Mashburn; by members of the law firm.

The Benton Banking Company Scholarship—Established by Benton Banking Company.

The Benton Enterprises Scholarship—Established by Cletus Benton and Benton Enterprises through the donation of an automobile which was used to raise money in the endowment fund campaign.

The Benwood Foundation Scholarships—Funded by an annual donation by the Benwood Foundation of Chattanooga.

The Walter G. and Eloise Bettis Memorial Scholarship—Established by friends and family of Mr. and Mrs. Bettis. Mr. Bettis was a long-time mathematics and shop teacher at Charleston High School.

The Burch Glenn Biggs Memorial Scholarship—Established by his wife to honor this prominent Polk

County citizen.

The Bishop Baking Company Scholarship—Established by Bishop Baking Company; A. E. (Gene) Veazey, president.

The John H. Bivens Memorial Nursing Scholarship: Established by the Bivens family to assist nursing students.

The Emily Penney Blake and Robert A. Blake Memorial Scholarship—Established to honor the memory of Bob and Emily Blake who died in 1982. Emily was captain of the first Cleveland State women's basketball squad. Both were educators at the time of their deaths.

The Bowater/Central Labor Council Unions Scholarship—Established by five Bowater unions (175, 653, 788, 790, 100) and Bowater Southern, Inc. of Calhoun.

The Bowater Inc. Scholarship—Established by Bowater Inc., Southern Division, a newsprint manufacturer located in Calhoun.

The Bowater Pulp and Paper Technology Scholarships for Women—Established by Bowater Inc., Southern Division, a newsprint manufacturer located in Calhoun.

The T. C. Bower Memorial Scholarship—Established by Mrs. Billye Bower in memory of her husband. Both Mr. and Mrs. Bower had outstanding careers in education in Cleveland.

The Ron Braam Family Scholarship—Established by Mr. and Mrs. Ron Braam.

The Bradley County Bar Association Scholarship—Established by the Bradley County Bar Association.

The Bradley County Medical Society Scholarship—Established by the Bradley County Medical Society.

The Mr. and Mrs. John L. Brewer Sr. Memorial Scholarship—Established by the Polk County High School class of 1934 in observance of their 50th anniversary and in memory of Professor Brewer.

The Hazel E. Brock and William L. Brock Memorial Scholarship—Established by Bob and Ron Brock, other family members, friends and admirers to honor the memory of their mother and brother.

The Todd Brooks Memorial Scholarship—Established by family, friends and Benton Banking Co. to honor the memory of Todd Brooks, an outstanding athlete and student leader at Polk County High School at the time of his death in 1990.

The Brown Stove Works, Inc. Scholarship—Established by the officers of Brown Stove Works, Inc., K. Harrison Brown, president.

The Brown Stove Works, Inc. Free Enterprise Scholarship—Established in honor of former and current employees and associates of the company whose efforts since 1935 have enabled the company to make this award.

The Grover C. Brown Scholarship—Established by the officers of Brown Stove Works, Inc., K. Harrison Brown, president.

The Kenneth H. Brown Scholarship—Established by the officers of Brown Stove Works Inc., K. Harrison Brown, president.

The Miriam Ash Brown Memorial Scholarship—In honor of her grandchildren, Matthew Harrison Brown, Benton

Andrew Savage, Louise Brown Botts and Emily Lane Savage.

The Nancy K. Brown Memorial Scholarship Fund—Established by the Cleveland Associated Industries as a memorial tribute to her.

The Mr. and Mrs. Reeves Brown Scholarship—Established by Mr. and Mrs. Brown, prominent Bradley County industrialists and citizens.

The Reeves Brown III Memorial Scholarship—Established by Mr. and Mrs. Reeves Brown Sr. in memory of Reeves Brown III, vice-president of sales at Hardwick Stove Company at the time of his death in 1983.

The Reeves Brown IV Memorial Scholarship—Established by Mr. and Mrs. Reeves Brown Sr. in memory of their grandson Reeves Brown IV.

Ralph Buckner Sr. Memorial Scholarship—Established by Mr. Buckner's family to honor his memory.

The Betty Bull Memorial Scholarship—Established by the CSCC Department of Humanities to honor Betty Bull, a faculty member in the English department at the time of her death.

The CSCC Alumni—Established in 1984 by Cleveland State Alumni.

The CSCC Student Government Association Scholarship—Established by the Student Government Association with monies from the student activity fee.

The Calfee Pontiac-Cadillac-Mazda Scholarship—Established by George Calfee, auto dealer, banker and businessman in Southeast Tennessee and North Georgia. Mr. Calfee was also a trustee of the Cleveland State Community College Foundation.

The Eugene Callaway Family Scholarship—Established in honor of his family by Eugene Callaway, vice president of the Foundation and one of the original donors to the Foundation scholarship fund.

The Marie Engers Callaway Memorial Scholarship—Established by Michael E. Callaway and Gene Marie Callaway Burkland in memory of their mother.

The Amy Card-Lillios Scholarship—Established by Amy Card-Lillios, a Foundation trustee, to assist members of the Girls and Boys Club of Cleveland in continuing their educations.

The George and Evelyn Carroll Scholarship—Established by Mr. and Mrs. Carroll of Cleveland, faithful supporters of the scholarship endowment fund.

The George Castings Sr. Scholarship—Established by First American Bank in honor of George Castings Sr., former president and chairman of the board; in recognition of his 50 years of service to the bank. Mr. Castings was a charter trustee of the Cleveland State Community College Foundation.

The Cherokee Valley Bank Scholarship—Established by the board of directors of Cherokee Valley Federal Savings Bank. **The Chip and Harold Memorial Scholarship**—Established in memory of Chip Fortney and Harold Arnwine.

The Cities Service Company Scholarship—Established by the Cities Service Company Foundation of Tulsa, Oklahoma.

The Citizens National Bank Scholarship—Established by Citizens National Bank of Athens.

The Citizens Scholarship—Established with monies donated by the Bradley County Citizens Scholarship Foundation Fund, formerly called “Dollars for Scholars,” a community-supported organization and matched with monies raised by the employees of Cleveland State Community College.

The Inez Clemmer Scholarship—Established by alumni of Bradley Central High School to honor Mrs. Clemmer for her service as a teacher and in appreciation for her positive influence in so many lives.

The Cleveland Civitan Club Scholarship—Established by the board of directors of the Cleveland Civitan Club.

The Cleveland Daily Banner Scholarship—Established by the Cleveland Daily Banner.

The Cleveland Elks Lodge Scholarship—Established by the Cleveland Lodge #1944 of the Benevolent Protective Order of the Elks.

The Cleveland Kiwanis Club Scholarship—Established by the board of directors in 1976. A consistent supporter of the scholarship program for years, Kiwanis was the first civic club to pledge an endowed scholarship to the Foundation.

Andrew J. and Marchie Cloud Scholarship—Established by Mrs. Marchie Cloud.

The Mr. and Mrs. Herman Collins Scholarship—Established by Herman Collins, president of Collins Manufacturing Company.

The Dr. John Cook Memorial Scholarship—Established by friends and colleagues to honor the late coordinator of the criminal justice and legal assistance programs who died in August 1981.

The Mr. and Mrs. Jimmy Cooke Scholarship—Established by Mr. and Mrs. Jimmy Cooke.

The Carl Cooke Family Scholarship—Established by the Carl Cooke family: Carl and Martha Cooke, Dan and Janey Cooke and David and Becky Smith.

The Cooke’s Food Store Scholarship—Established by the three Cooke’s Food Stores Inc. of Cleveland.

The Cooke Manufacturing Company Scholarship—Established by Cooke Manufacturing Company; Jimmy Cooke, president.

The Coppinger Color Lab Scholarship—Established by Coppinger Color Lab of Cleveland; Gary Coppinger, president.

The Colonel and Mrs. James F. Corn Sr. Scholarship—Established by James F. Corn Jr. in honor of his parents.

The Ben M. Crox Jr. Memorial Scholarship—Established through a bequest in Mr. Crox's will for students from Bradley County. He served as trustee of the Cleveland State Community College Foundation since 1979.

The Ben M. Crox Sr., Bessie Bryant Crox and Fike Funeral Home Scholarship—Established by Ben M. Crox Jr. in honor of his parents and the family business.

The Jan McCallum Darden, BS, RN Scholarship—Established by Dr. David Darden and his wife, Jan McCallum Darden.

The Mark Dausy Memorial Scholarship—Established by

members of Wesley Memorial United Methodist Church Boy Scout Troop #44, family and friends, in memory of Mark Dausy, son of Edward and Pat Dausy.

The Norma Davis Service Scholarship—Established in 2002 by friends and family to honor Norma Davis on her retirement after 35 years of service to Cleveland State students.

The Mayor Harry L. Dethero Scholarship—Established by Harry L. Dethero, mayor of Cleveland for 17 years, (1966–1983) and charter trustee with the Cleveland State Community College Foundation.

The Chassie Dillard Business and Professional Women Scholarship—Established by the Cleveland Business and Professional Women to honor Chassie Dillard, a member of B.P.W. for over 40 years.

The John M. Dunlap Scholarship—Established by John M. Dunlap, former owner and operator of Cleveland Creamery, director of Cherokee Valley Bank, real estate appraiser and broker and member of the Bradley County Quarterly Court for 14 years.

The Duracell USA Scholarship—Established by the Cleveland plant of Duracell USA.

The Easy Auto Credit Scholarship—Established by Easy Auto Credit.

The Gray Epperson Scholarship—Established by Mr. Epperson, an Athens businessman.

The James Evans Memorial Scholarship—Established by an anonymous donor to honor the memory of a beloved and well-known Cleveland resident.

The James J. and Margaret H. Everhart Scholarship—Established by Mr. and Mrs. Everhart, prominent community leaders.

The Kay and Parks Fillauer Memorial Scholarship—Established by Mr. and Mrs. W. K. Fillauer in memory of their children.

The Warnie Finnell March of Dimes Scholarship—Established by the Bradley/West Polk Chapter of the March of Dimes.

The First Bank of Polk County Scholarship—Established by First Bank of Polk County, in memory of Jack C. Stuart, a former executive officer and board member.

The First Citizens Bank Scholarship—Established by the board of directors of First Citizens Bank.

The First Tennessee Bank Scholarship—Established by the board of directors of Cleveland Bank & Trust Company.

The Arch Fitzgerald Memorial Scholarship—Established by the Fitzgerald family in honor of Mr. Fitzgerald's commitment to education and the Cleveland State Foundation. A Foundation trustee since 1976, Mr. Fitzgerald served as Foundation president from 1988-1990.

The Mr. and Mrs. Arch Fitzgerald Scholarship—Established by Mr. and Mrs. Arch Fitzgerald. Mr. Fitzgerald was a leading banker in Cleveland and a mainstay of the Cleveland State Community College Foundation. Mrs. Fitzgerald is a leading educator, having retired with 37 years of service to Bradley Central High School.

The Leonard C. Fletcher Memorial Scholarship—

Established by the estate of Mr. Fletcher.

The R. Doyle and Polly Fowler Family Athletic Scholarship—

Established by Mr. and Mrs. Fowler and children, Johnny, Karen, Brent and Brian.

The Claxton Goodner Memorial Scholarship—

Established by Mrs. Elizabeth L. Goodner and Mr. and Mrs. Ben Longley in memory of Mr. Goodner, owner of Goodner Funeral Home and longtime supporter of the Cleveland State Community College Foundation Scholarship Program.

The Dennis W. Grape PTK Memorial Scholarship—

Established by the Phi Theta Kappa (PTK) honorary fraternity, the CSCC Alumni Association, wife Brenda Wilson Grape, family and friends.

The Buford M. Guy Jr. Memorial Scholarship—

Established by the family and friends of Buford M. Guy, Jr., a faculty member.

The Hall Chevrolet Scholarship—

Established by Hall Chevrolet Inc. in memory of M. A. Hall; Jack Hall, president.

The Loyd Haile Sr. Memorial Geriatric Nursing Scholarship—

Established by the family and friends of Mr. Haile.

The J. Mack Hall Scholarship—

Established by the late J. Mack Hall, community leader and senior vice president of Cherokee Valley Federal Savings Bank.

The Hardwick Stove Company Scholarships—Established by Hardwick Stove Company of Cleveland.

The Luke Lea Harle Memorial Scholarship—Established by wife Jean Harle, daughter Jean Jakes, son-in-law Lowell Jakes Sr. and grandchildren Lowell Jakes Jr. and Cindy Lee Jakes in memory of Mr. Harle who served as a director of Cleveland Bank and Trust Company for over 40 years.

The Headrick Family Memorial Scholarship—Established by family members to honor Eddie, M.C. and Edna Headrick.

The Nell Higgins Memorial Scholarship—Established by Neil Higgins and children in memory of his wife, a longtime educator in the Polk County school system.

The Hi-Lo Industries Scholarship—Established by George and Evelyn Carroll, owners of Hi-Lo Industries.

The Home Bank Scholarship—Established by the Ducktown Banking Company.

The Lois Howe Memorial Scholarship—Established by the family and friends of Lois who was a 21 year employee of Cleveland State.

The James D. and Ruth M. Hynes Scholarship—

Established by Mr. and Mrs. Hynes.

Insurance Incorporated Scholarship—Established by the employees of Insurance Incorporated.

The Hal Jernigan Memorial Scholarship—

Established by Mr. and Mrs. Harold L. Jernigan Sr. and sister Jeannie to memorialize Harold L. Jernigan Jr., a former Cleveland State student active in speech and theatre, who died in an automobile accident in 1979.

The Eric B. Johnson Memorial Scholarship—Established by Mr. and Mrs. George Johnson in memory of their son.

The Kathryn Johnson Memorial Scholarship—

Established by the family and friends of Kathryn Johnson, a faculty member.

The S. K. Johnston Sr. Memorial Coca-Cola Scholarships—

Established by S. K. Johnston Jr. in memory of his father, a leading Bradley County citizen and Coca-Cola bottler.

The W. A. (Bill) Jones Memorial Scholarship—

Established by Allan Jones and Amy Banks to honor the memory of their father Bill Jones, community and civic leader who was president of the Cleveland Chamber of Commerce at the time that Cleveland State was established.

The Colonel and Mrs. C. F. Kelly Scholarship—

Established through a donation by the late Col. and Mrs. Kelly. Col. Kelly served as president and was one of the founders of Cherokee Valley Federal Savings Bank. Mrs. Kelly was a longtime Bradley County educator.

The Kimbrough Family Scholarship—

Established by Roy G. Lillard in honor of the members of the Kimbrough family.

The Martin Luther King Jr. Memorial Scholarship—

Established in honor of the late civil rights leader by citizens interested in perpetuating the ideals taught by Dr. King.

The Shela Kirkpatrick Memorial Scholarship—

Established by family and friends in memory of Shela Kirkpatrick.

The Knights of Columbus Scholarship—Established by Cleveland Council 4572 of the Knights of Columbus.

The L. Quentin Lane Scholarship—Established by friends and colleagues of Dr. Lane on his retirement from the presidency of Cleveland State.

The Wilson A. Ledford Family Scholarship—Established by Mr. and Mrs. Wilson A. Ledford of Cleveland.

The Life Care Centers of America Scholarship—

Established by Life Care Centers of America, located in Cleveland; Forrest L. Preston, president.

The Abraham and Nora Kimbrough Lillard Memorial Scholarship—

Established by Roy G. Lillard in memory of his parents.

The Lillard Family Scholarship—

Established by Roy G. Lillard in honor of Floyd Wilburn Lillard, George Abraham Lillard, William Garland Lillard Sr. and Cynthia Annie Love Lillard (Mrs. R.E. Duncan).

The Roy G. Lillard Memorial Scholarship—

Established by friends and colleagues to honor the memory of Mr. Lillard, a charter member of the Cleveland State history faculty and Cleveland State Foundation; first advisor to the Student Government Association and Baptist Student Union; chairperson of the Social Sciences and Business division; retired from full-time teaching in June 1976 and granted Faculty Emeritus status.

The Joe Little Scholarship—Established by Joe Little, Cleveland businessman, owner of Captain D's and Kentucky Fried Chicken restaurants.

The Ben Longley Memorial Scholarship—

Established by family, friends and legislative colleagues to honor the memory of Sen. Longley who had served twenty years in

the Tennessee General Assembly representing Bradley County and Southeast Tennessee.

The Darlene Longley Memorial Scholarship—Established by family and friends, the Cleveland State Cougar Club, staff members at Cleveland State Community College, husband Steve and daughter Missy to honor the memory of Darlene Longley, a CSCC alumnae and kindergarten teacher.

The Lila and Don Lorton Scholarship—Established by Mr. and Mrs. Don Lorton.

The Thomas Cartter Lupton Memorial Scholarship—Established by Clara Lane.

The M&M Mars Inc. Scholarship—Established by M&M Mars Inc. of Cleveland.

The Magic Chef Foundation Scholarship—Established by the Magic Chef Foundation and Mr. S. B. Rymer Jr.

The Frank Thomas Manly and Elizabeth Cate Manly Memorial Scholarship—Established in memory of the Manlys, longtime supporters of education in Cleveland and consistent Cleveland State boosters; by daughters Jeanette Schlaeger, Betty Hulme and Frances Pullen.

The Manufacturer's Chemical Company Scholarship—Established by Manufacturer's Soap and Chemical Company of Cleveland; Ron Braam, president.

The Bruce Markstrom Memorial Scholarship—Established through a bequest in Mr. Markstrom's will. He was a local Rotarian who valued education.

The Dr. George L. Mathis Scholarship—Established by the board of directors of the Cleveland State Community College Foundation as an expression of appreciation for his work as volunteer chairman of the Scholarship Endowment Fundraising Drive. The honoree is the college's first dean of students, having retired from that position in June 1976.

The Irene Guinn Mathis Scholarship—Established by Dr. George L. Mathis in honor of his wife.

The Matsushita Refrigeration Company Scholarship—Established by the Matsushita Refrigeration Company, Vonore, Tenn. and Japan.

The Mayfield Dairy Farms Inc. Scholarship—Established by Mayfield Dairy Farms Inc. of Athens; Scott Mayfield, president.

The Jim Mayfield Family Scholarship—Established by Jim Mayfield, son of charter trustee Pearson B. Mayfield Jr.

The John E. Mayfield Scholarship—Established by John Mayfield, son of charter trustee Pearson B. Mayfield Jr.

The Pearson B. Mayfield Jr. Memorial Scholarship—Established by wife Amy Mayfield and sons Johnny and Jimmy in memory of Pearson Mayfield, Cleveland attorney, former president of Cleveland Bank & Trust Company and charter trustee of the Cleveland State Community College Foundation.

The Maytag-Cleveland Cooking Products Scholarship—Established by Magic Chef, Inc. and upgraded annually by Maytag Foundation.

The Dr. Joseph and Evelyn McCain Memorial Scholarship—Established by Mrs. Evelyn K. McCain in memory of her husband, a Cleveland physician who practiced medicine for 50 years; increased by friends and

family at the time of Mrs. McCain's death in 1992.

The Wayne L. McCulley Scholarship—Established by Dr. Wayne L. McCulley, a dentist and civic leader in Cleveland.

The McKenzie Family Scholarship—Established by Toby and Brenda McKenzie.

The Sam and Anne McReynolds Scholarship—Established by Sam and Anne McReynolds. Mr. McReynolds is chairman of the board of Cleveland Bank and Trust Co. and an officer of the Cleveland State Community College Foundation.

The Mr. and Mrs. W. J. McReynolds Scholarship—Established by Sam McReynolds in honor of his parents. Mr. McReynolds, former president of Cleveland Bank and Trust Company, was a charter trustee with the Cleveland State Community College Foundation.

The Fred and Nancy Miller Scholarship—Established by Debra Miller, a Foundation trustee, in memory of her father and to honor her mother as a Mother's Day present.

The Richard E. (Gene) Miller Scholarship—Established by Gene Miller, Foundation Trustee and vice-president of Duncan Electric Co. Inc. of Chattanooga.

The Rosa Lee Miller Memorial Scholarship—Established by S.K. Johnston Jr., a Foundation trustee, to honor her long association with his family.

The John Milne Memorial Scholarship—Established by Brown Stove Works Inc. in memory of John Milne.

The Gerald Moisan Memorial Scholarship—Established by Marianne Moisan and family in honor of her husband.

The Ben S. and Mary W. Moore Scholarship—Established by Ben Moore, prominent Cleveland businessman.

The Timothy A. Moore Memorial Scholarship—Established by family and friends to memorialize Tim Moore, son of the Rev. Glenn and Verna Moore and a Cleveland State student who died in 1980.

The Ann Morelock Memorial Scholarship—Established by family, friends and colleagues of Ann Norman Morelock, former member of the CSCC English faculty.

The Charlie and Jessie Mullinax Memorial Scholarship—Established by Mr. and Mrs. Charles Mullinax, owners of Superior Olds-Cadillac in Cleveland, in memory of his parents.

The Carl L. and Irene M. Murray Scholarship—Established in honor of Mr. and Mrs. Murray.

The Neely Scholarship—Established in 2002 through a bequest from the estate of Opal Neely to assist nursing students.

The Mrs. David H. Neil Scholarship—Established by Mrs. Bess Neil, owner of Blythewood Farms.

The Alex Nichols Memorial Scholarship—Established to honor Alex Nichols, a twenty-five year employee of Cleveland State who taught mathematics and computer until his retirement in 1994.

The Olin Corporation Scholarship—Established by a gift from the Olin Corporation Charitable Trust.

The Pace Family Memorial Scholarship—Established by Irene Pace Millsaps, professor and assistant dean of Cleveland State, to honor the memory of her mother Margaret Potter Pace, father Arther Charles Pace and brother Johnny Franklin Pace.

The People's Bank of Polk County Scholarship—Established by the board of directors.

The Permna Color Corporation Scholarship—Established by Permna Color Corporation; Wes Pritchard and Dave Smith, partners.

The Pioneer Credit Company Scholarship—Established by the directors of Pioneer Credit and John Holden, CEO and Foundation trustee.

The Pilot Club of Cleveland Scholarship—Established by the Pilot Club.

The Ann Almond Pope Scholarship—Established in honor of Mrs. Pope by her parents Mr. and Mrs. Harold C. Almond.

The Walter and Sheila Presswood Family Scholarship—Established by Walter, Sheila, Drew and Emily. Mr. and Mrs. Presswood were members of the first graduating class of Cleveland State in 1969.

The Scott Ratterman Memorial Scholarship—Established by the CSCC Cougar Club in memory of Scott Ratterman, former president of the Cougar Club and strong supporter of Cleveland State.

The Red Food Stores Scholarship—Established by Red Food Stores Inc. of Cleveland.

The Red Wing Exterminating Company Scholarship—Established by the Red Wing Exterminating Company of Chattanooga; Jack Mayfield, president.

The River Counties Association of Realtors Scholarship—Established by the executive committee and members of the Cleveland Association of Realtors in 1994.

The Robinson Supply Company Scholarship—Established by the Robinson Supply Company.

The Walter Robinson Family Scholarship—Established by the Walter Robinson Family.

The Jeff and Melanie Rogers Scholarship—Established by Mr. and Mrs. Rogers.

The Lisa Vandergriff Rose Memorial Scholarship—Established by faculty members of the Business Department at Cleveland State Community College in memory of Lisa Vandergriff Rose, a faculty member.

The Rotary Noon Day Club Scholarship—Established by the Rotary Club board of directors in 1977.

The Mr. and Mrs. S. B. Rymer Sr. Memorial Scholarship—Established by Magic Chef Inc. and Mrs. C. D. Rymer, in memory of S. B. Rymer Sr., prominent Cleveland industrial and business leader and by S. B. Rymer Jr. in memory of his mother.

The J. Robert Savage Memorial Scholarship—Established in honor of Bob Savage, by friends, business associates and his employer, Brown Stove Works, Inc. Mr. Savage was a member of the original faculty at Cleveland State Community College.

The Dr. Scholl Foundation Scholarship—Established by the Dr. Scholl Foundation of Chicago, Ill.

The Sertoma Club of Cleveland—Established by the directors of the club.

The Sue Sharp Scholarship—Established by husband Jim Sharp, educator and real estate developer, in honor of his wife.

The Col. John Smeltzer Memorial Scholarship—Established to honor Col. Smeltzer, psychology instructor, coach and counselor and one of the original college staff members who died in 1976; provided by fellow staff members and Cleveland State alumni.

The Hank Smith Scholarship—Established by Henry F. "Hank" Smith, owner of McDonald's Restaurants in Cleveland.

The Specialty Chemical Company Scholarship—Established by Specialty Chemical Company, Inc.; Lester Simerville, president.

The Charles H. Sprankle Memorial Foundation Scholarship—Established by the Charles H. and Martha V. Sprankle Foundation to honor the memory of Charles H. Sprankle, who had many family ties to the Cleveland area.

The Stamper's Scholarship—Established by Clarke and Joe Stamper, owners of Stamper's Furniture Co. in Cleveland and longtime supporters of the Cleveland State scholarship program.

The Dr. Cecil H. and Annette Stanbery Scholarship—Established by Dr. and Mrs. Stanbery.

The James M. Stubbs Sr. Scholarship—Established by the Legal Assistant Advisory Committee to honor the founding department chairman of the legal assistant and criminal justice programs on his retirement.

The Marcus Stubbs Jr. Scholarship—Established in 2002 through a bequest of Col. Marcus Stubbs Sr. and gift from Nancy Stubbs to honor the memory of their son for legal assistant.

The SunTrust Scholarship—Established by Merchants Bank in 1981 and increased by American National Bank and Trust Co. in 1992.

The Frances E. Taylor Scholarship—Established by Mrs. Frances Taylor.

The Paul B. (Toby) Taylor Sr. Memorial Scholarship—Established by Mrs. Frances Taylor in memory of her husband, a prominent grocer in Cleveland.

The Mr. and Mrs. George Thorogood Sr. Scholarship—Established by a gift from Mr. and Mrs. George Thorogood Sr. Mr. Thorogood was a civic and business leader, having served as president of the Merchants Bank and a charter trustee with the Cleveland State Community College Foundation.

The Harry Trewhitt and Family (or Children) Scholarship—Established in 1992 by Harry Trewhitt, Foundation Trustee.

The Katharine B. Trewhitt Scholarship—Initiated by the First Cumberland Presbyterian Church of Cleveland to honor Mrs. Trewhitt who retired as assistant professor emeritus of English at Cleveland State following a lifelong career in Bradley County public education.

The David Vandiver Memorial Scholarship—Established by friends and family of David Vandiver, former Cleveland State instructor and director of the Bradley/Polk County Vocational-Technical Center, who died in a plane crash in October 1977.

The Edward G. Sharpe Vietnam Veterans Scholarship—Established by the Edward G. Sharpe Chapter of Vietnam Veterans.

The VFW Scholarship—Established by the Veterans of Foreign Wars Post 2598 of Cleveland.

The Betsy Vines Memorial Scholarship—Established by the family, friends and members of Wesley Memorial United Methodist Church to honor the memory of Betsy Vines, a teacher at Cleveland Middle School and community activist on behalf of children. Betsy dedicated her entire life to serving others through her profession and church involvement.

The Paul and Lela Wagner Family Scholarship—Established by David, Rex and Joe in honor of their parents Paul and Lela Wagner.

The Hugh G. Walker Family Scholarship—Established by Hugh W. Walker III, a Foundation trustee and a former Cleveland State Community College women's basketball coach.

The Watson's Supermarkets Scholarship—Established by Watson's Supermarkets Inc. with locations in Cleveland and Benton.

The Pledger L. and Jacquelynn Adams Wattenbarger Scholarship—Established by Pledger L. and Jacquelynn Adams Wattenbarger.

The Westvaco Company Scholarship—Established by the Westvaco Corporation Container Division and the Westvaco Virginia Folding Box Division of Cleveland.

The Wholesale Supply Group Inc. Scholarship—Established by Wholesale Supply Group Inc.; Lloyd D. Rogers, president.

The Woman's Club of Cleveland Scholarship—Established by the Woman's Club of Cleveland.

The Wright Brothers Construction Scholarship—Established by Wright Brothers Construction.

The Fred E. and Phyllis B. Zeller Scholarship—Established by Mr. and Mrs. Zeller. Mr. Zeller retired as president of Hardwick Stove Company.

Scholarship Funds in Progress

These scholarships were started with the goal of eventually raising enough money to provide an award. Anyone wishing to contribute to these funds or establish a new scholarship is encouraged to do so by contacting the Foundation Office at (423) 478-6206.

The Patrick Hanks Scholarship—Established by his wife to celebrate the 50th birthday of this member of CSCC's first tennis team.

Barry McCaskill Memorial Scholarship—Established by friends and family to honor Barry McCaskill, who was chair of the CSCC Technology Department at the time of his death.

Debra O. Miller Project Y.O.U. Scholarship—Established by Debra Miller and funded in part by Unum-Provident to assist non-traditional students, particularly single parents.

Susan Rodriguez Memorial Scholarship—Established by friends and family to honor Susan Rodriguez who was CSCC Grounds Supervisor at the time of her death.

The September 11-Public Service Scholarship—Established by Steve and Debbie Warren to honor public service workers everywhere.

The Dewey V. "Tweety" Woody Sr. Memorial Scholarship—Established by friends and family to honor the memory of a dedicated member of the Rescue Service.

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1415 Murfreesboro Road
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Bob Adams–Vice Chancellor for Business and Finance
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Raja Kodali–Assistant Vice Chancellor for Information
and Technologies

CSCC Personnel

Executive Administrative Offices

Office of the President

Dr. Carl Hite–President
Linda Everett–Administrative Assistant
Alvin Bishop–Director, Internal Auditing

Office of Academic Affairs

Vacant–Vice President
Laura Brogden, A.S., C.P.S.–Executive Secretary

Office of Finance and Administration

Dr. Charles Hurley–Vice President
Vivian Rapier, A.S., C.P.S.–Executive Secretary

Office of Student Services

James Cigliano–Vice President
Sherry Miller, A.S., C.P.S. –Executive Secretary

Office of Human Resources

Joan Bates–Director
Anne Clark, B.A., C.P.S.–Personnel Assistant
Cynthia Brooks, A.A.S., B.S., C.P.S.–Coord. of Adjunct
Faculty

Office of Institutional Advancement

Beirné Beaty–Director
Barbara Eaves, A.A.S., C.P.S.–Secretary

Office of Planning and Effectiveness

Dr. David Watts–Assistant Vice President
Shirley McDaniel, A.A.S., C.P.S.–Research Technician

Office of Finance and Administration

Dr. Charles Hurley–Vice President
Vivian Rapier, A.S., C.P.S.–Executive Secretary

Business Office

Shirley Eldredge–Business Manager
Gayle Duggan, A.S., C.P.S.–Accounting Clerk
Wilma Ownby, A.S.–Accounting Clerk
Carole Belk–Purchasing Agent
Amy Pointer–College Information Receptionist
Nancy Douglas–Bursar
Judy Eller, A.A.S., C.P.S.–Accounting Clerk
Amy Kidwell, A.S., C.P.S.–Accounting Clerk
Amber Plemons, A.A.S.–Cashier
Barbara Scotton–Coordinator of Student Accounts

Information Technology

Rick Cumby–Director
Curtis McNeeley–Systems Manager
Bertha Goldston–Computer Programmer
Ted Lee–Programmer/Analyst
Bill Stark, B.A.–Systems Analyst
Bill Clark, A.S.–Computer Operations Specialist
Joseph A. Semak–Manager, Network and PC Support Services
Tonya Visage–PC Networking Technician

Plant Operations

Keith Aldridge, A.A.S.–Director
Mary Calfee, A.A.S., C.P.S.–Clerk-Typist
Alvin Beck–Maintenance Worker
Duane Roof–Electrician
Terrance Akins–Heating/Air Conditioning Mechanic
Jennifer Henderson–Horticulture Technician
Buck Kerr–Grounds Worker
Gary Morgan–Grounds Worker
Johnny Brogdon–Coordinator of Shipping and Receiving
Bill Bailey, A.A.S.–Maintenance Coordinator
Clifford Keith–Custodian
Leona Watson–Custodian
Hoyt Taylor, A.S.–Evening Custodial Foreman
Anna Atherton–Custodian
Ricky Carroll–Custodian
Tony Fox–Custodian
Susan Johnson–Custodian
John Upchurch–Custodian
Ricky Walker–Custodian
Patsy Woods–Custodian

Security

Freddie Jones–Acting Coordinator
Mitchell Cox–Security Guard
Doyle Duvall, B.S.–Security Guard
John Wittmaier, B.S.–Security Guard
Donald Upchurch–Security Guard

Office of Student Services

James M. Cigliano–Vice President
Sherry Miller, A.S., C.P.S.–Executive Secretary

Admissions and Records

Midge Burnette–Director
Judy Kilby–Student Records Coordinator
Clara Beck, A.A.S.–Student Records Clerk
Gail Greenwood, A.S., C.P.S., B.A.S.–Transcript Analyst
Gail Key–Veteran's Affairs Clerk
Dedie Blackburn–Clerk-Typist
May Daniel, A.A.S., C.P.S.–Admissions Coordinator
Doyle Hawkins, A.A.S., C.P.S.–Admissions Coordinator

Adult Services

Cele Curtis, M.Ed.–Coordinator
Vacant–Secretary

Athletics

Mike Policastro–Athletic Director/Baseball Coach
Lindsey Vest–Student Services Coordinator
Lee Cigliano–Men's Basketball Coach
Dan Lumpkin–Women's Basketball Coach
Jason Sewell–Golf Coach
Suzanne Bayne–Women's Softball Coach

Campus Recreation

Jason Sewell–Coordinator
Suzanne Bayne–Campus Recreation Assistant
Chad Cameron–Fitness Coordinator

Enrollment Management

Holly Trotter-Vincent–Enrollment Management Coordinator
Lee Cigliano–Admissions Recruiter
Dan Lumpkin–Admissions Recruiter

Financial Aid

Geraldine Parks–Director
Wynonia McKinney, A.S., C.P.S.–Secretary
Peggy Lowe–Counselor
Judy Price–Counselor

Marketing and Public Information

Anthony Bartolo–Director
Doris Gettis–Clerk-Typist
Brenda Ellis, A.S., B.S.–Coordinator of Publications

Student Development and Testing

Dr. Michael Stokes–Director
Barbara Nipper, A.S., A.A.S., C.P.S.–Secretary
Amy Derrick–Counselor
Natalia Williams–Advisor/Coordinator of Minority Student Programs
Mark Wilson–Counselor/Coordinator of Testing Services
Deborah Callahan, A.A.S., C.P.S.–Testing Technician
Wanda Huffman, A.A.S., C.P.S., B.S.–Testing Technician

Academic Units

Office of Academic Affairs

Vacant–Vice President
 Laura Brogden, A.S., C.P.S.–Executive Secretary

Business and Technology

Dr. Frank McKenzie–Dean
 Joyce Chapman, A.A.S.–Secretary
 Sherra Witt–Chair of the Business Department
 Sheila Andrews–Chair of the Technology Department
 John Cantrell–Business, Industry & Government Specialist
 Sandy George, A.A.–Clerk Typist
 Ed Comley–Shop Technician
 Glendia Ball, B.S.–Secretary
 Rick Platz–Director of the Small Business Development
 Center
 Dan Wallen–Small Business Specialist
 Charlene Maples–Clerk-Typist

Community Campus

Dr. Marie Lally–Dean
 Lauralyn Franklin–Clerk-Typist
 Pamela Price–Director of the Tellico Education
 Consortium
 Michelle Jenkins, A.A.S., C.P.S.–Secretary for Tellico
 Education Consortium
 Stacy Cronin–Secretary at the Athens Campus
 Vacant–Coordinator of the Tech Prep Consortium
 Katy Tippens, B.S.–Secretary
 Dr. Rubianna Porter–Director, Community Services and
 Pre-College Programs
 Dr. Steve Warren–Coordinator of the ADVANCE
 Scheduling Option
 Amanda Burford–Clerk-Typist

Health and Wellness and Nursing

Dr. Patricia C. Jenkins–Dean and Director of Nursing
 Joyce Brock, A.S., C.P.S.–Secretary
 Millie Carroll, B.S.N.–Laboratory Technician

Humanities and Social Sciences

Dr. Spencer Culbreth–Dean
 Martha Lane–Secretary
 Fred Wood–Chair of Humanities Department
 Chris Evans, M.A.–Student Learning Lab Coordinator
 Connie Baumgardner–Learning Center Specialist
 Vacant–Chair of Social Sciences Department

Science and Mathematics

Dr. Charles Wheeler–Dean
 Dovie Buckner, A.S., C.P.S., B.S.–Secretary
 John Squires–Chair of Mathematics Department
 Vacant–Learning Center Specialist
 Michael Dorset–Chair of Natural Sciences Department
 Rebecca Locke, B.S.–Laboratory Assistant
 David Guardiani–Developmental Studies Coordinator

Instructional Technology and Media Services

Stephanie Lanoue–Director
 Bob Parker–PC Distance Learning Technician
 Larry Burns, A.S. –Media Specialist

Library

Mary Evelyn Lynn–Director
 Suzanne Ratcliff, A.A.S.–Secretary
 Janet Caruth–Librarian 1
 Alan Goslen–Librarian 1
 Teresa Engebretson, B.S.–Library Assistant 1
 Sandra Hixson, B.S., C.P.S.–Copy Catalog Coordinator
 Vacant–Library Clerk

Administration and Faculty

Parenthesis indicates year staff member joined Cleveland State.

Adcock, Ken R. (1995)

Associate Professor, Business Management
B.S. 1964, Tennessee Technology University — Mathematics
M.B.A. 1976, University of Tennessee at Chattanooga —
Business Administration
Ph.D. 1992, University of Tennessee at Knoxville — Education

Andrews, Sheila (2000)

Instructor, Technology — Electrical Engineering
B.S.E.E. 1983, Tennessee Technology University — Electrical
Engineering

Augustine, Mathai (1996)

Professor, Mathematics/Physics
B.S. 1977, University of Kerala — Mathematics
M.S. 1979, University of Kerala — Mathematics
M.Ph. 1986, University of Kerala — Mathematics
Ph.D. 1990, North Carolina State University — Mathematics

Bartolo, Anthony (2003)

Director of Marketing and Public Relations
B.F.A. 1977, Middle Tennessee State University — Commercial
Art

Bates, Joan M. (1980)

Director of Human Resources
A.S. 1979, Cleveland State Community College — Secretarial
Science
B.S. 1985, University of Tennessee at Chattanooga — Office
Administration
M.S. 1987, University of Tennessee at Chattanooga —
Psychology
Senior Professional in Human Resources

Bayne, Suzanne (2000)

Campus Recreation Assistant/Women's Softball Coach
B.A. 1999, Brewton-Parker College — Fitness and Wellness

Beaty, Z. Beirné (1998)

Director of Institutional Advancement
B.S. 1975, University of Tennessee at Chattanooga — Health,
Physical Education and Recreation
M.Ed. 1986, Peabody of Vanderbilt — Higher Education
Administration

Belk, Carole (1977)

Purchasing Agent
A.S. 1977, Cleveland State Community College — General

Benfield, Jan (2003)

Instructor, Nursing
B.S.N. 1999, University of Tennessee at Chattanooga — Nursing

Benson, Will E. (1989)

Assistant Professor, Music
B.M.Ed 1987, East Tennessee State University — Music
Education
M.M. 1989, University of Arizona-Tucson — Music
Performance

Bishop, Alvin (1995)

Director of Internal Auditing
B.S. 1987, University of Tennessee at Chattanooga — Business
Administration: Accounting
Certified Public Accountant
Certified Government Financial Manager

Bishop, Patricia K. (1973)

Assistant Professor, Psychology
B.S. 1972, University of Tennessee — Psychology
M.A. 1973, State University of West Georgia — Psychology

Boyd, Nancy D. (1968)

Associate Professor, Office Administration
B.S. 1965, Alabama College — Secretarial Administration
M.S. 1968, University of Tennessee — Business Education
Ed.S. 1977, University of Tennessee — Vocational-Technical
Education

Brewer Jr., Robert L. (2003)

Instructor, Biology
B.S. 1990, University of Tennessee at Knoxville — Wildlife &
Fisheries
M.S. 1999, University of Tennessee at Knoxville — Ecology

Burnette, Midge (2000)

Director of Admissions and Records
B.S. 1973, University of Tennessee at Knoxville — Elementary
Education
M.S. 1978, University of Tennessee at Knoxville — Educational
Psychology/Counseling

Cameron, Chad (2002)

Fitness Center Coordinator
B.S. 2002, Lee University — Health Science and Fitness/
Wellness

Cantrell, John W. (1971)

Associate Professor, Management and Business, Industry and
Government Specialist
B.S. 1965, Tennessee Technological University — Business
Management
M.B.A. 1971, University of Tennessee at Chattanooga —
Business Administration

Caruth, Janet (1974)

Librarian I
B.A. 1969, Northern Illinois University — English
M.A. 1974, Northern Illinois University — Library Science

Cigliano, James M. (1967)

Vice President for Student Services
B.S. 1961, Lincoln Memorial University — Physical Education
M.S. 1965, University of Tennessee — Counseling

Cigliano, Lee (1996)

Men's Basketball Coach/Admissions Recruiter
A.S. 1986, Cleveland State Community College — Business
Administration
B.B.A. 1988, Belmont University — Business Management
M.A. 1990, Cumberland College — Secondary Education

Crockett, Jean (1993)

Assistant Professor, English
B.A. 1973, Winthrop College — English
M.A. 1975, Florida State University — Comprehensive Program
in American and British Literature

Culbreth, B. Spencer (1971)

Professor/Dean, Humanities and Social Sciences
B.A. 1963, Wofford College — History
M.A. 1965, University of North Carolina at Chapel Hill —
History
D.A. 1978, Middle Tennessee State University — History

Cumby, Rick (1998)

Director of Information Technology
B.S. 1981, Tennessee Technological University — Psychology

Cunningham, Ann (2001)

Assistant Professor, Computer and Information Systems
 B.S. 1985, University of Tennessee at Chattanooga — Secondary Education: Business
 M.A. 2003, Tennessee Technological University — Instructional Leadership

Darcey, Helen D. (1979)

Associate Professor, Mathematics
 B.S. 1969, University of Alabama — Mathematics
 M.A. 1970, University of Alabama — Mathematics
 Ed.S. 1976, University of Alabama — Mathematics

Davis, Jerry (1979)

Associate Professor, Criminal Justice
 B.S. 1977, University of Tennessee at Chattanooga — Criminal Justice
 M.S. 1978, University of Tennessee at Chattanooga — Criminal Justice

Derrick, Amy (1996)

Counselor, Student Development
 B.A. 1988, Carson-Newman College — Family/Consumer Science
 M.S. 1997, University of Tennessee — Student Personnel

Dorset, Michael A. (1968)

Associate Professor, Biology
 B.S. 1967, Belmont College — Biology
 M.A. 1968, George Peabody College — Biology
 Ed.S. 1973, George Peabody College — Biology

Douglas, Nancy (2001)

Bursar
 A.S. 1977, Cleveland State Community College — General Business
 B.S. 1979, Tennessee Wesleyan College — Accounting and Business Management

Eldredge, Shirley (1984)

Business Manager
 A.S. 1979, Cleveland State Community College—Business
 B.S. 1981, Middle Tennessee State University—Accounting

Everett, Linda (1986)

Administrative Assistant
 A.S. 1973, Cleveland State Community College—
 B.S. 1995, Covenant College—Organizational Management

Felton, Debbie (2000)

Instructor, Developmental Studies—Reading/Learning Strategies
 B.S. 1975, Lee College — Elementary Education
 M.Ed. 1980, University of Tennessee at Chattanooga — Elementary Education/Reading

Fowler, Amy (1996)

Associate Professor, Business
 B.S. 1981, University of Tennessee — Marketing
 M.B.A. 1983, University of Tennessee — Finance

Fox, Thomas L. (1992)

Associate Professor, Mathematics
 A.B. 1969, University of Chattanooga — Mathematics
 M.Ed. 1975, Georgia State University — Mathematics Education
 Ph.D. 1998, University of Tennessee — Education I

Fulbright, Julie (2001)

Instructor, English
 B.A. 1995, Tennessee Wesleyan College — English
 M.A. 1998, Middle Tennessee State University — English

Garner, Gayle (1995)

Assistant Professor, English/Speech
 B.A. 1978, University of Alabama — English
 M.A. 1980, University of Alabama — Rhetoric/Speech
 Ph.D. 2001, The University of Georgia — Speech Communications

Garner, Nathan (2000)

Instructor, Computer Information Systems
 B.S. 1997, University of Tennessee at Chattanooga — Computer Science
 M.S. 1999, University of Tennessee, Knoxville — Computer Science

Goldston, Bertha (1975)

Computer Programmer I
 A.A.S. 1984, Cleveland State Community College — Office Careers

Goslen, Alan (1997)

Librarian I
 B.A. 1973, Texas Christian University — History and Government
 M.S. 1995, University of Tennessee — Library Science

Greenwood, Neil (1992)

Professor, History
 B.A. 1983, California State University, Fullerton — History
 M.A. 1984, University of California, Los Angeles — History
 Ph.D. 1991, University of California, Los Angeles — History

Guardiani, David (1989)

Assistant Professor, Mathematics
 B.A. 1987, Grove City College — Mathematics
 M.A. 1989, University of Pittsburgh — Mathematics

Hales, Sheila (1981)

Associate Professor, Nursing
 Diploma 1970, Georgia Baptist Hospital School of Nursing — Nursing
 B.S.N. 1974, Medical College of Georgia — Nursing
 M.S.N. 1977, Medical College of Georgia — Nursing

Hasting, Jayne (2003)

Instructor, English
 B.A. 2000, University of Tennessee at Chattanooga — English
 M.A. 2001, University of Tennessee at Chattanooga — English

Hight, Victoria (2003)

Instructor, Nursing
 B.S.N. 1989, Southern Adventist University — Nursing
 M.S.N. 1999, Andrews University — Nursing

Hite, Carl (1996)

President
 B.A. 1969, Florida State University — History
 M.A.T. 1970, University of Florida — American History
 Ph.D. 1975, University of Florida — Higher Education Administration

Hoffer, Alejandra (2002)

Instructor, Spanish
 B.A. 1982, University of Chile — Music Education
 M.A. 1989, Akron University — Spanish

Hurley, Charles (2000)

Vice President for Finance and Administration
 B.S. 1973, University of Tennessee, Knoxville — Accounting
 M.B.A. 1978, University of Tennessee at Nashville — Accounting
 Ed.D. 1993, East Tennessee State University — Educational Leadership and Policy Analysis

Jenkins, Patricia (2001)

Professor/Dean of Health and Wellness and Director of Nursing
 B.S.N. 1976, University of Tennessee, Knoxville — Nursing
 M.S.N. 1980, University of Tennessee, Knoxville — Nursing
 Ed.D. 2001, University of Tennessee, Knoxville — Education

King, Denice (1994)

Associate Professor, Biology
 B.A. 1980, Carson Newman College — Biology
 M.S. 1985, University of Tennessee at Knoxville —
 Microbiology

Lally, Marie (2002)

Dean of Community Campus
 B.A. 1964, St. Joseph's College—English
 M.A. 1966, University of Chicago—English
 Ph.D. 1979, State University of New York, Stony Brook —
 English
 M.L.S. 1991, University of Southern Mississippi — Library
 Science

Lanoue, Stephanie (2004)

Director, Instructional Technology and Multi-Media Services
 B.S. 1984, Lamar University — Secondary Education
 B.A. 1991, University of Houston, Clear Lake — College
 Teaching

Lantz, Robert (1990)

Associate Professor, Technology
 B.S. 1962, Georgia Institute of Technology — Engineering
 M.S. 1969, Georgia Institute of Technology — Engineering

Laws, Charles G. (1969)

Associate Professor, Mathematics
 B.A. 1965, Austin Peay State University — Mathematics
 M.A. 1968, University of Tennessee — Mathematics

Lawson, Trena (2002)

Instructor, Nursing
 A.A.S. 1999, Cleveland State Community College — Nursing
 B.S. 1992, Lee University — Biological Science
 M.S.N. 2002, Vanderbilt University — Nursing

Lee, Ted (1995)

Computer Programmer/Analyst
 A.S. 1983, Chattanooga State Technical Community College —
 Information Systems

Lively, Lisa (1995)

Instructor, Psychology
 B.S. 1999, University of Tennessee at Chattanooga — Psychology
 M.A. 2001, Appalachian State University — Clinical Health
 Psychology
 Licensed Psychological Examiner

Longley, William Stephen (1969)

Assistant Professor, Health-Physical Education
 B.S. 1967, University of Tennessee — Physical Education
 M.S. 1969, University of Tennessee — Physical Education

Lowe, Peggy (1973)

Counselor, Financial Aid
 A.S. 1971, Cleveland State Community College — General
 Clerical
 B.S. 1996, Covenant College—Organizational Management
 Certified Professional Secretary (CPS)

Lumpkin, Dan (1997)

Admissions Counselor/Women's Basketball Coach
 B.S. 1992, Austin Peay State University — English
 M.A. 1994, Austin Peay State University — English

Lynn, Mary (1999)

Director of Library Services
 B.S. 1967, University of Tennessee, Knoxville — Zoology
 M.S. 1968, Louisiana State University — Library Science

McKenzie, Frank (1976)

Professor/Dean of Business and Technology
 A.A. 1965, Hiwassee College — Business Administration
 B.S. 1967, University of Tennessee — Business Administration
 M.S. 1971, University of Tennessee — Business Education
 Ed.D. 1977, University of Tennessee — Vocational-Technical
 Education

McNeely, Curtis (1977)

Systems Manager
 A.S. 1976, Cleveland State Community College — Data
 Processing
 A.A.S. 1984, Cleveland State Community College — General
 Business/Accounting

Meir, James (1996)

Associate Professor, Accounting
 B.S. 1982, Oral Roberts University — Telecommunications
 M.S. 1987, Oklahoma State University — Accounting
 Certified Public Accountant

Moore, Nancy (1981)

Associate Professor, Nursing
 R.N. 1970, Georgia Baptist School of Nursing — Nursing
 B.S.N. 1974, Medical College of Georgia — Nursing
 M.S.N. 1977, Medical College of Georgia — Nursing

Newton, Kenneth (1971)

Associate Professor, Business
 B.S. 1966, University of Tennessee — Industrial Management
 M.B.A. 1970, University of Tennessee — Marketing

Norton, Judy S. (2000)

Instructor, Nursing
 A.S.N. 1990, Cleveland State Community College — Nursing
 B.S.N. 1999, Regents College of New York — Nursing

Ofori, Samuel (1992)

Associate Professor, Mathematics
 B.S. 1978, University of Cape Coast, Ghana — Mathematics
 M.A. 1984, Bowling Green State University — Computer
 Science
 Ph.D. 1989, Bowling Green State University — Statistics

Orr, Harry (1996)

Associate Professor, Technology
 B.A., 1963, Williams College — Physics
 M.S., 1965, University of South Carolina — Physics
 Ph.D., 1972, University of South Carolina — Physics

Parks, Geraldine (1987)

Director of Financial Aid
 B.S. 1972, Alabama A & M University — Business Education
 M.Ed. 1994, University of Tennessee at Chattanooga —
 Guidance and Counseling: Community Counseling

Patten, Amy A. (2000)

Instructor, Nursing
 B.S.N. 1992, University of Tennessee, Knoxville — Nursing

Platz, Rick (1998)

Director of the Small Business Development Center
 A.B. 1966, Mulenberg College — History
 M.B.A. 1995, Jacksonville University — Business
 Administration

Policastro, Mike (1993)

Athletic Director/Baseball Coach
B.S. 1983, Tennessee Wesleyan College — Health/Physical Education

Porter, Rubianna (1992)

Director of Community Services and Pre-College Programs
B.S. 1965, Southern Illinois University — Elementary/Special Education
M.A.T. 1984, Webster University — Reading
Ed.S. 1998, Lincoln Memorial University — Education
Ed.D. 2003, East Tennessee State University — Educational Leadership

Price, Judy (1988)

Counselor/Financial Aid
A.A. 1981, Lakeland Community College — Liberal Arts
B.A. 1983, Ohio University — English

Price, Pamela (1997)

Director of the Tellico Education Consortium
B.S. 1980, University of Tennessee — Home Economics
M.S. 1984, University of Tennessee — Computer Science

Ream, Brenda (2004)

Instructor, Nursing
B.S.N. 1968, Florida State University — Nursing
M.Ed. 1983, Florida Atlantic University — Education
M.S.N. 1992, Florida Atlantic University — Nursing

Redmond, Scott (2001)

Instructor, English
B.S. 1992, Lee University — Theology
M.A. 1996, University of Tennessee at Chattanooga — English

Rowlee, Edwin W. (1969)

Associate Professor, Chemistry
B.S. 1963, Wisconsin State University — Chemistry
M.S. 1967, University of Iowa — Inorganic Chemistry

Semak, Joseph A. (1992)

Manager, Network and PC Support Services
A.A.S. 1991, Community College of the Air Force — Information Systems
B.S. 1992, Bellevue University—Professional Studies

Sewell, Jason (1998)

Coordinator of Campus Recreation/Golf Coach
B.S. 1993, Tennessee Wesleyan College — Physical Education
M.A. 2001, Tennessee Tech University — Instructional Leadership

Smartt, Jennifer (2003)

Instructor, Mathematics
B.S. 2001, Lee University — Mathematics
M.A.T. 2003, University of Florida — Mathematics

Speight, David Larry (1968)

Associate Professor, Biology
B.S. 1965, University of Tennessee at Martin — Zoology
M.S. 1967, University of Tennessee — Zoology and Entomology

Squires, John (1990)

Associate Professor, Mathematics
B.S. 1986, Iowa State University — Economics
M.A.T. 1989, Drake University — Mathematics

Steele, Dawn (2004)

Instructor, Nursing
B.S.N. 1998, Pensacola Christian College — Nursing
M.S.N. 2002, University of Mobile — Nursing

Stokes, C. Michael (1992)

Director of Student Development
A.B.A. 1983, Middle Georgia College—Business
B.B.A. 1985, Georgia Southern College—Finance
M.Ed. 1988, Georgia State University—Vocational/Career Development
Ed.D. 1992, University of North Carolina, Greensboro—Higher Education Administration

Suttles, David (1975)

Associate Professor, Communications
B.S. 1972, University of Tennessee—Economics
M.S. 1975, University of Tennessee—Communications
M.Ed. 1998, University of Tennessee—Guidance and Counseling

Taylor, Ennis (1987)

Director of Administrative and Governmental Services
B.A. 1973, Carson Newman College — Psychology
M.S. 1978, University of Tennessee — Educational Psychology

Taylor, Sylvia (1996)

Associate Professor/Program Coordinator, Medical Assistant
A.S. 1985, East Tennessee State University — Medical Assisting
B.S. 1989, Tusculum College — Applied Organizational Management

Trotter-Vincent, Holly (2002)

Enrollment Management Coordinator
A.S. 1997, Cleveland State Community College — Arts and Sciences
B.S. 1999, Tennessee Technological University — English — Journalism

Uhl, Robert H. (2003)

Instructor, Technology
A.A.S. 2002, Cleveland State Community College — Computers and Information Systems

Wallen, Dan (2002)

Small Business Specialist
B.C.E. 1968, University of Virginia — Chemical Engineering
M.B.A. 1974, West Virginia University — Business Administration

Warren, John (2000)

Instructor, Chemistry
A.S. 1980, Cleveland State Community College — Pre-Engineering
B.S. 1982, Tennessee Technological University — Chemical Engineering
M.S. 1985, University of Tennessee, Knoxville — Science Education

Warren, Stephen (1997)

Instructor, ADVANCE Option Coordinator
B.L.S. 1983, University of Evansville — Liberal Studies
M.B.A. 1997, University of Charleston — Business Administration
Ph.D. 2002, University of Tennessee, Knoxville — Consumer Service Management - Human Ecology

Watts, David E. (1970)

Assistant Vice President for Planning and Effectiveness
B.S. 1965, Tennessee Technological University — Biology
M.S. 1968, University of Tennessee — Forestry
Ed.D. 1970, Oklahoma State University — Higher Education

Watts, Judy (1972)

Assistant Professor, Biology
B.S. 1968, University of Tennessee — Science Education
M.S. 1972, University of Tennessee — Science Education

Webb-Curtis, Susan (1988)

Instructor, Cooperative Education
A.A. 1981, Hiwassee College — General
B.S. 1983, East Tennessee State University — Psychology
M.Ed. 1988, Stetson University — Counseling

Wheeler, Charles E. Jr. (1976)

Professor/Dean of Science and Mathematics
B.S. 1968, University of Tennessee — Physics
Ph.D. 1975, University of Tennessee — Physics

Williams, Natalia (2000)

Advisor/Coordinator of Minority Student Programs
B.S. 1995, Middle Tennessee State University — Child
Development and Family Services
M.Ed. 1999, University of Tennessee at Chattanooga —
Guidance and Counseling

Wilson, Mark (1993)

Counselor/Coordinator of Testing Services
B.S. 1987, Tennessee Technological University — Psychology
M.A. 1988, Tennessee Technological University — Educational
Psychology and Counselor Education
National Certified Counselor (NCC)

Witt, Sherra (1977)

Associate Professor, Office Administration
B.S. 1969, University of Cincinnati — Business Education
M.A.E. 1974, Ball State University — Business Education

Womac, Charlie (1993)

Associate Professor, Technology
A.A. 1975, Hiwassee College — Industrial Technology
B.S. 1978, Tennessee Technological University — Industrial
Technology
M.S., 2001, University of Tennessee, Knoxville—Human
Resources

Wood, Frederick (1970)

Associate Professor, English
B.A. 1967, University of Chattanooga — English Literature
M.A. 1970, University of Tennessee — English

Wood, Suzanne (2000)

Associate Professor/Coordinator of Early Childhood Education
B.S. 1977, University of Tennessee, Knoxville — Child and
Family Studies
M.S. 1979, University of Tennessee, Knoxville — Child and
Family Studies

Wooten, Leslie (1969)

Professor, Sociology
B.S. 1965, University of Chattanooga — Secondary Education
M.A. 1969, Middle Tennessee State University — Sociology
Ph.D. 1979, Mississippi State University — Sociology

Wyrick, Karen (1992)

Assistant Professor, Mathematics
A.S. 1988, Roane State Community College — Mathematics
B.S. 1990, Middle Tennessee State University — Mathematics
and Computer Science
M.S. 1992, Middle Tennessee State University — Mathematics

Yates, Dale (1974)

Associate Professor, Computer and Information Technology
B.S. 1969, East Tennessee State University — Economics
M.B.A. 1972, East Tennessee State University — Accounting
Certified Public Accountant

Emeriti

Emeritus status is an honor bestowed upon an individual with a minimum of 10 years service at retirement for distinguished service to the college. Emeritus status is granted by the president of the institution. President emeritus status is granted by the Tennessee Board of Regents upon recommendation of the chancellor. Those receiving emeritus status are entitled to a number of privileges and benefits accorded by the institution.

Adams, Ozane R. (1996)

Served as Professor of Health and Physical Education, 1967 – 96.

Adkisson, David F., †1912-1993

President Emeritus (1978)

Founding President, 1967 – 1978.

Banta, F. Dean (1978)

Served as Head of the Education, Psychology and HPER Department, 1973 – 1978; and Dean of Instruction, 1967 – 1973.

Barker, Mary T. (1992)

Served as Dean of Academic Affairs, 1988 – 1992; Interim Dean of Academic Affairs, 1987 – 1988; Director of Institutional Planning and Research, 1984 – 1987; Associate Dean for Arts and Sciences, 1978 – 1984; Head of Humanities and Social Sciences, 1977 – 1978; Head of Humanities, 1973 – 1977; Professor of English, 1968 – 1984.

Basham, Renate (2001)

Served as Executive Vice President for Academic Affairs, 1992 – 2001; Professor in Humanities and Social Sciences, 1968 – 1992; and as Department Head of Humanities, 1978 – 1984.

Boles, Thomas R. †1923 –2004 (1985)

Served as Associate Professor of Music, 1967 – 1985.

Boynton, Paul (1982)

Served as Counselor 1968 – 1982.

Coleman, Ray (1988)

Served as Interim President, 1985; Dean of Administrative Services, 1987 – 88, 1974 – 81; Assistant to the President, 1986 – 87, 1981 – 85; Director of Research/Director of Continuing Education, 1971 – 74.

Crews, Patricia (1999)

Served as Associate Professor of Nursing, 1972 – 1999.

Davis, Norma (2003)

Served as Stenographer 1967 – 1979; Clerk–Typist 1979 – 1985; Secretary to the Dean of Student Affairs 1985 – 1988; Secretary for Athletics/Student Activities 1988 – 2002.

Eiswerth, Elizabeth (1999)

Served as Director of Nursing, 1996 – 1999 and Associate Professor of Nursing, 1977–1996.

Fillers, Marilyn (2003)

Served as Associate Professor of English, 1968 – 2003.

Guy, Buford, †1941-1999 (2000)

Served as Associate Professor of Physics and Astronomy 1968 – 1999.

Guest, Joe (1992)

Served as Associate Professor of Mathematics, 1967 – 1992.

Johnson, John H. (1996)

Served as Associate Professor of Business 1976 – 1996

Johnson, Kathryn, †1947-1999 (2000)

Served as Assistant Professor of Biology 1970 – 1999.

Lane, L. Quentin

President Emeritus (1985)

Served as President, 1978 – 85; Dean of Instruction, 1973 – 78; Director of Institutional Research, 1971 – 1973.

Lillard, Roy, †1913-1991 (1978)

Served as Head of Social Science, Business and Education Department, 1967 – 1976.

Martel, Sue (2000)

Served as Assistant Professor of Psychology, 1972 – 2000.

Mathai, T.P. (2000)

Served as Professor of Chemistry 1968 – 2000.

Mathis, George, †1916-2000 (1976)

Served as Dean of Students, 1967 – 1976.

Millsaps, Irene P. (1993)

Served as Assistant Dean of Physical Sciences and Technologies, 1969 – 1990; Professor of Mathematics, 1967 – 1990.

Nichols, Alex , †1933-1996 (1995)

Served as Associate Professor – Computer and Information Systems, 1969 – 1994; Head of Computer Services Center, 1972 – 1977.

Ownby, Mitzi (2001)

Served as Account Clerk, 1972 – 1975; Executive Secretary to the President, 1975 – 1984; Secretary to the Executive Vice President, 1984 – 2001; part-time clerk-typist 2001 – 2002.

Pritchett, Josephine, †1910-1994 (1976)

Served as Head of Office Careers Department, 1967 – 1976.

Reiser, Matt, †1920-1999 (1993)

Served as Head of the Technology Division, 1969 – 1984; Professor of Technical Education, 1969 – 1989.

Sesler, Mason (1993)

Served as Associate Professor of Electronics 1975 – 1989.

Stubbs, James M. †1917 – 2002 (1982)

Served as Head of Criminal Justice and Legal Assistant Departments, 1971 – 1979; Personnel/Affirmative Action Officer, 1974 – 1982.

Trewhitt, Katharine A., †1912-1999 (1987)

Served as Associate Professor of English, 1969 – 1978; adjunct instructor 1978 – 1990.

Vroman, Hugh E. (1991)

Served as Professor of Biology, 1976 – 1990; adjunct instructor 1990 – present.

Parenthesis denotes year emeritus status was conferred.

†deceased



Ashley Wells
Freshman
Early Childhood Education Major
Athens, TN



Student Support Services
Adult Services
Advisement and Counseling
Athletics
Campus Recreation
Cooperative Education
Disability Support
Job Placement
Health and Wellness
Student Policies and
Regulations



The Student Handbook, issued by the Office of Student Services, is published as the college's notification of regulations that affect student life. While every effort is made to provide current and accurate information, these regulations are subject to change at any time by Cleveland State Community College and the Tennessee Board of Regents.

Kierren Lovick
Freshman
General Transfer Major
Newport News, VA

Student Support Services

The Office of Student Services coordinates many services designed to provide assistance to students and groups with matters affecting student well-being and out-of-class life. In addition, the Vice President and other staff members work with academic offices to aid in the development of academic programs to help meet the total needs of the students.

Adult Student Services Center Office

Cleveland State Community College actively encourages the enrollment of nontraditional/adult students. Understanding that beginning or returning to college is a life changing experience, the Adult Student Services Center Office is designed to provide supportive assistance during the initial transition into college through graduation. To sustain this effort a number of services are provided including:

- A workshop, presented annually, that is designed specifically for the nontraditional/adult who is considering attending college. This workshop offers helpful information about all aspects of beginning or returning to school.
- Tours, arranged by appointment, are conducted on an individual basis for students and family members, to provide knowledge and a “hands-on” familiarity with the campus.
- An annual “Welcome to Cleveland State” event for adult students and their families.
- “Meet the President and Vice President’s” activity to facilitate open dialogue between students and administrators.
- A support group for nontraditional students offering networking opportunities and social activities.

Athletics

Cleveland 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. Recognition has included state and regional championships and national rankings. Team sports of baseball, men’s and women’s basketball, men’s golf and women’s softball are available. NJCAA player eligibility standards apply.

ATM Services

An ATM machine is located in the George L. Mathis Student Center just outside the cafeteria entrance.

Bookstore

The bookstore, located in the George L. Mathis Student Center, is open at hours convenient to day and evening students. In addition to providing sales of textbooks, manuals and materials for college courses, the bookstore offers class ring sales and buy-back of used textbooks.

Campus Recreation

The Office of Campus Recreation provides facilities, programs and services to meet the recreational, fitness, wellness and personal development needs of the student body. The primary focus of the Office of Campus Recreation is to promote the “total college experience” through recruitment, retention, quality of life and success of Cleveland State students. The office will provide informal, intramural, outdoor, fitness/wellness and special event programs and developmental activities to address the needs of a diverse campus community. Activities are coordinated through Room 110 of the Student Center and Room 109 of the Gymnasium.

Campus Tours

Campus tours are available to anyone interested in attending Cleveland State. Tours include a general information session with a college counselor and a tour of the campus conducted by a student tour guide. When scheduled in advance, tours can also include an advisement session with a counselor or faculty member in the student’s field of study. To schedule a campus tour, call (423) 614-8734 or (800) 604-2722, Ext. 734.

Clubs and Organizations

Campus organizations provide opportunities for students to gain valuable leadership experience through recreational activities, educational programs and service projects. Interested students may identify with one or more organizations which meet their special interests. A current list of organizations, information concerning organizations and instructions on the formation of a new group are available in the Office of Campus Recreation, located in the Student Center in Room 110.

Clubs and organizations at Cleveland State Community College include: Adult Student Organization, Art League, Association for Computing Machinery, Baptist Collegiate Ministries, CSCC Cheerleaders, "The Cherokee Signal" (student newspaper), Computer Aided Design Club, Environmental Awareness Club, Human Services Student Organization, International Association of Administrative Professionals, Legal Assistant Association, Medical Assistant Student Association, Minority Student Organization, Phi Theta Kappa (Omega Omicron Chapter), Roteract Club, Spanish Club, Student Hosts, Student Nurses' Association and Student Senate.

Mailboxes are provided for each approved club on campus. These mailboxes are located in the Student Senate Office, Room 100 of the Student Center.

Cooperative Education

The Cooperative Education program integrates classroom theory with practical experience. The program requires a student to have specific periods of attendance at the college and specific employment. The employment and course objectives are established by cooperative agreements between the college and business, industry and government agencies. For information, call (423) 614-8718 or (800)

604-2722, Ext. 718 or stop by the Cooperative Education Office in Room 106C of the Career Education Building.

Disability Support Services

Cleveland State Community College is committed to the goal of integrating persons with disabilities into the campus community. The college uses the Americans With Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 as guides in making educational programs and activities non-discriminatory against persons with disabilities. Depending on individual needs, certain adjustments and accommodations may be made to ensure that qualified persons with disabilities have the opportunity to participate fully in educational programs and activities.

Students who have documented physical or mental disabilities (including learning disabilities) are encouraged to register with the Coordinator of Disability Support Services in the Office of Student Development, room 118 of the George L. Mathis Student Center. The student must provide official documentation of the specific disability. Students requesting accommodations should contact the Coordinator of Disability Support Services before each semester and summer session begins so that special services can be arranged if needed. Securing the assistance of note takers, interpreters, books on tape or other accommodations may take several weeks.

The Coordinator of Disability Support Services, in consultation with the student, appropriate professionals and faculty, will develop an accommodation plan for students who request accommodations. In addition to developing an accommodation plan, the Coordinator provides disability support services in a variety of ways. Examples of these services include providing supportive counseling, referring to community resources, providing information for faculty regarding disabilities, serving as an advocate for students with disabilities and providing assistance in securing special materials, equipment and adaptive aids. More information about disability support services may be obtained from the Office of Student Development.

Americans with Disabilities Act Student Policy and Grievance Procedure

Cleveland State Community College has adopted a policy of nondiscrimination on the basis of disability in admission and access to academic programs, procedures and activities. The college has established an internal student grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act and section 504. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination" in programs or activities sponsored by Cleveland State Community College.

Students who have complaints regarding disability

discrimination should be directed to: Coordinator for Disability Support Services, Student Development and Testing Office Room 118 in the George L. Mathis Student Center on the main Cleveland State campus. The Coordinator will assist students in accordance with Cleveland State Policy No. 2:02:10:01 to obtain a prompt and equitable resolution of complaints. The office phone number is (423) 478-6217 or (800) 604-2722, Ext. 217.

Early Alert System

The **Early Alert System**, coordinated by the Office of Student Services, is a computerized system to "alert" students to potential trouble in the classroom. Using academic and attendance information supplied by classroom instructors at two intervals in the semester, "early alert" letters are sent to encourage interaction with the instructor. Alert reports are distributed to administration, faculty and staff working with students for use in additional intervention strategies.

Evening Hours Services for Students

To better serve our evening students, the following offices are open on a regular basis Monday through Thursday, 8 a.m. to 6 p.m. during the fall, spring and summer semesters. The additional hours apply to the following departments:

- Admissions and Records
- Adult Services
- Campus Recreation (Fitness Center)
- Financial Aid
- Student Development and Testing
- Business Office (Window Only)
- Library
- Switchboard

In addition, the Community Campus Division is available for evening students. This office is located in Room 202/211 of the Administration Building and is open until 8 p.m. Monday-Thursday and on Friday evenings and/or Saturdays as necessary. The office phone number is (423) 478-6244 or (800) 604-2722, Ext. 244.

Fitness and Wellness

Students have the opportunity to benefit from a variety of activities and programs devoted to healthful living through the CSCC Fitness Center and Wellness Programs.

The CSCC Fitness Center is open Monday through Friday and staffed at all times during regular college semesters. There are both cardiovascular and weight training equipment available. Basketballs and tennis equipment are also available for checkout.

Students may take fitness courses (PHED 1610, 1611 and 2805) for physical education activity credit. Several wellness programs are offered throughout the school year on topics such as Drug and Alcohol Awareness, Fitness, Nutrition, Stress Management and Healthful Living. A fitness newsletter is published regularly and is available in the center, as well as in display racks across the campus.

The Fitness Center is open to all students, faculty, staff

and community members. For more information about the CSCC Fitness Center and Wellness Programs, contact the Fitness Coordinator in Room 109 of the L. Quentin Lane Gymnasium.

Academic Honor Society

Cleveland State Community College has an active chapter of Phi Theta Kappa, the international honor society for two-year college students. The society seeks to promote scholarship, develop leadership and service and cultivate fellowship on campus and in the community. Membership in the Cleveland State Community College Chapter, Omega Omicron, is by invitation to students on the basis of academic achievement.

Identification Cards for CSCC

All students receive a student identification card during the registration process. The I.D. card is required of students by the bookstore and allows students to attend all college sponsored student activities and athletic events at no charge.

Insurance - Health and Accident

A non-compulsory health and accident policy which will provide protection for students at a low rate is available. This group insurance is offered as a service to students. Policy information is available in the Office of the Vice President for Student Services (U-110).

Intramural Activities

The Cleveland State Community College Intramural Program promotes a varied recreational program designed to meet the needs and interests of all students. The program is organized and conducted to provide competition for students and faculty alike in a fun and friendly setting.

Intramural activities include bowling, golf tournament, football, ping pong, billiards, etc.

The Intramural Program is coordinated by the Office of Campus Recreation in Room 110 of the Student Center.

Introduction to College Life

This one hour credit course is designed to familiarize students with the campus resources available to them. Students will learn about academic opportunities that support them in their studies and about extracurricular activities that make their college experience more rewarding. Topics include time management, goal-setting and basic study strategies.

Job Placement

The college operates a Job Placement service for its graduates and currently enrolled students. This service, located within the Adult Student Services Center, provides a broad based, constantly updated list of employers, from all career sectors, who are willing to accommodate the student's class schedule. Available jobs, which include part-time and full time positions, are posted daily on the Cleveland campus in the Student Center as well as at the Athens and Vonore sites. These position announcements are also on the Job Placement site of Cleveland State's home page at: www.clevelandstatecc.edu under the Student Section.

Interested students or graduates should contact Job Placement in the George L. Mathis Student Center or call (423) 472-7141, Ext. 397 or (800) 604-2722, Ext. 397.

Library

- **Resources** – books, e-books, journals, indexing of databases of full-text journal and graphical digital files, course videos, government documents, microforms, Internet access and computer labs.
- **Services** – personalized help in locating information resources, instruction on information retrieval and document delivery via Interlibrary loan.
- **ID's** – issued jointly with the Fitness Center, are required to checkout library materials. There may be a charge for replacement ID's.
- **TALC cards** – borrowing privileges from each TBR/UT library are available. Check with the library staff to obtain a TALC card.

In addition to providing a friendly gateway to information, the Library also provides areas for quiet study or viewing of various media resources. Comfy places for curling up with a good book are still available.

Library Circulation Policies and Procedures Circulation Privileges

The established circulation period for books in the general collection is two weeks. Books may be renewed if there are no other patrons waiting for the item. Videotapes are usually checked out for one week. Circulation of selected materials may be limited by being included in the Reserve Collection behind the circulation desk. These items are usually temporarily restricted due to the demands of classroom assignments or other time constraints and may be available for: room use only (does not leave the library), overnight, two days or one week depending on the item. Resources may be renewed once over the telephone.

All fines and charges must be cleared in order to pre-register, register or receive grades and transcripts.

Fines

- Books and videotapes in the general collection: five grace days will be given after the due date. If the material has not been returned at the end of those days, a charge of \$.25 per day per item will be levied. Fines are not charged for non-class days or weekends. The fine will not exceed \$10 per item.
- Overnight reserve collection items will be fined \$1 per day per item up to \$10.
- Magazines, newspapers, occupational file, vertical file and government document resources: \$.25 per day will be charged after the five grace days have ended. Fines are not charged for non-class days or weekends. The amount levied will not exceed the price of replacement of the item and/or \$10 whichever amount is less.

Lost and/or Damaged Books

Library books are protected under the Tennessee Code Title 39-Section 14. The charge for lost books is based on

replacement price of the item, and may include binding costs. Books which are out of print may also activate a replacement search cost. Replacement copies may be purchased and given to the library in lieu of payment. Damages to materials will be assessed on an item-by-item basis by librarians.

Video Tape Circulation policies:

- A. Course videotapes are available to all registered students. To request a tape, check with staff at the Library circulation desk or the reception desk at either the Athens or Vonore sites.
- B. Students who are enrolled only in video or Web courses and who live outside of Bradley County are eligible to receive videotapes by mail. This service is also extended to any student with a disability that prohibits easy access to campus. For more information or to be added to the mailing list, contact the library staff. The student with mailing privileges will have 30 day checkout period.
- C. The regular checkout period is for one week. Should you need to keep the tape longer, you are able to renew it. For your convenience, the first renewal may be made by telephone. To keep a tape beyond two weeks, you must bring it in for the renewal process.
- D. When tapes are checked out, a due date is affixed to the tape case. This is the date by which tapes must either be returned or renewed. For your convenience a book/tape drop is located on the back door of the Library (facing the circle.) Please return tapes at this location when the Library is not open. All tapes should be returned to the site where checked out.
- E. If tapes are not returned or renewed by the due date, a late fine will be assessed. Five grace days are allowed after the date due at which point late fines accrue at a rate of \$.25 per day per item - not to exceed \$10 per item. Fines are not charged for non-class days or weekends.

At the end of the semester, grade report and transcripts will be held for all students failing to return tapes or pay fines.

Lost and/or Damaged Videotapes

Charges for lost/damaged videotapes are equal to the replacement price of the tape. Video copies are assessed at \$12.50.

Library Contact Information

- Library hours are posted on the library's home page:
<http://www.clevelandstateecc.edu/library/index.html>
- Library telephone number is (423) 478-6209
- Library e-mail address is:
library@clevelandstateecc.edu

Media Center

The Media Center is located in the basement of the library building. The center includes a modern, fully-equipped production studio and control center with a multichannel closed-circuit TV campus network. In addition, the Media Center is also equipped with a downlink satellite receiver for teleconferencing, telecourses and educational programming.

Off-Campus Sites

Cleveland State has two off-campus sites to serve students in the northern counties of our service area. Sites are located in Athens and Vonore.

Students may take some or all of their college coursework at these sites in any given semester in order to reduce their driving time. A selection of general education core classes, in addition to a variety of other major-related courses, are offered each semester at these sites.

In addition, students may conduct much of their college business at these campuses. Support services offered at the off-campus locations include acceptance of applications, career counseling, orientation, registration, financial aid and scholarship counseling, cooperative education, acceptance of fee payments, video class library services, library research and information services classes and testing services.

The Athens site phone number is (423) 745-8486. The Vonore site phone number is (423) 884-6878.

Orientation for New Students

Starting a college experience with a strong understanding of its demands and rewards is very important. The **Student Services Division** provides a thorough orientation session for new students during fall and spring semesters, enabling new students to register early.

The purpose of orientation is to familiarize students with the services, resources and programs available at Cleveland State. New students are invited to select an orientation session from one of several day and evening dates offered throughout the summer. Orientations are also conducted at the Vonore and Athens Centers prior to each fall semester.

Questions about the CSCC Orientation program should be directed to the Student Development and Testing Office, Room 118 of the George L. Mathis Student Center.

Public Information Services

Cleveland State Community College maintains a Public Information Office, as part of the Marketing and Public Information Office, which coordinates all internal and external communications efforts and directs all releases of information to the media. Individuals and groups are encouraged to contact the Public Information Office as they become aware of newsworthy events. The Marketing and Public Information Office is located in Room 117-C of the George L. Mathis Student Center, (423) 614-8734.

Resources for Student Issues and Concerns

<i>Issue</i>	<i>Resource</i>	<i>Contact Information</i>
Express written opinions	Office of the Vice President of Student Services (U-110B)	“How are we serving you” suggestion boxes located in each building.
General Student Issues	Office of the Vice President of Student Services (U-110B)	472-7141, Ext. 218 Email: jcgigliano@clevelandstateecc.edu
General Academic Concerns	Office of the Vice President for Academic Affairs (A-102)	472-7141, Ext. 381
Grade Appeals	Office of the Vice President for Academic Affairs (A-102)	472-7141, Ext. 381
Diversity	Coordinator of Minority Programs (U-118)	472-7141, Ext. 318 Email: nwilliams@clevelandstateecc.edu
Disability	Coordinator of Disability Services (U-118)	472-7141, Ext. 288 Email: aderrick@clevelandstateecc.edu
Harassment/Discrimination/Threats	Office of the Vice President of Student Services (U-110B)	472-7141, Ext. 218 Email: jcgigliano@clevelandstateecc.edu
Parking/Safety	Security Office (A-223) and Office of the Vice President of Student Services (U-110)	618-1720 Email: fjones@clevelandstateecc.edu 472-7141, Ext. 218 Email: jcgigliano@clevelandstateecc.edu
Parking Citation Appeals	Office of Campus Recreation	614-8744 Email: jasewell@clevelandstateecc.edu
Fitness	Fitness Center Coordinator (G-109)	Appeal forms available at the following locations: Switchboard (Admin. building), Business Office (A-109), Office of Student Services (U-110A), Office of Campus Recreation (U-110C) 614-8712 Email: ccameron@clevelandstateecc.edu
Study Skills (test taking, time management)	Office of Student Development (U-118)	472-7141, Ext. 217 Email: mstokes@clevelandstateecc.edu
Satellite/Off Campus Sites	Office of Community Campus (A-211)	472-7141, Ext. 244 Email: mlally@clevelandstateecc.edu
Cancellation of Classes Due to Weather and Road Conditions	Cleveland State Web site and Switchboard	472-7141 www.clevelandstateecc.edu

Student Activities

Cleveland State offers a wide variety of activities to entertain students during their time on campus. The Student Senate and Campus Recreation work closely to plan, coordinate and implement activities, such as OctoberFest, Back-to-School Bash and Awards Night.

Student Center

The George L. Mathis Student Center is open on class days and evenings for the enjoyment of students, staff and visitors. The facilities include the cafeteria, bookstore, student computer lounge, meeting rooms, T.V. with music videos, game room, ATM machine and the Offices of Student Services.

The meeting rooms and services of the center are available to all approved student groups. Arrangements for the use of any of the facilities for special occasions should be made in Room 112 of the Administration Building. Arrangements for use of the Student Center Conference Room are handled by the Office of Campus Recreation. This room is designated primarily for use of student clubs. Reservations for this room can be made in Room 110 of the Student Center.

Student Hosts

Student Hosts are selected from the CSCC student body and serve as ambassadors for the college in receiving

visitors to the college, visiting area high schools and assisting college staff at many campus functions.

Student Hosts are considered on the basis of academic achievement, leadership skills, character, poise and articulation.

Applications and/or additional information may be obtained by contacting the Office of Enrollment Management in Room 117B of the George L. Mathis Student Center.

Student Newspaper

"The Cherokee Signal," published monthly, is the official student newspaper of Cleveland State Community College. It is a newspaper produced entirely by students. Students gain practical experience in writing, editing, layout and design, printshop composition, photography and other facets of newsletter production. Students interested in joining the staff or applying for the position of editor are invited to direct inquiries to the newspaper advisor.

Student Opinions - Methods to Express

Students may convey their views through a variety of communication vehicles including elected representatives of the Student Senate, the Student Activities Board, the student newspaper, student suggestion boxes, committee meetings and college meetings. For more information, contact the Student Senate Office in Room 100 the Student Center.

Student Senate

Students are the heart of the institution and have a right and responsibility to be involved in the governance of the institution. Students have the right to serve on college committees to provide input from the student perspective. Students have a formal Student Senate organization as a vehicle for voicing student opinion to the administration.

The Student Senate president and vice president are elected each spring in a popular vote by the student body. Each CSCC club elects a representative to serve on the Senate. Eight at-large senators from the student body are elected at the beginning of the school year as well. Meetings are held twice a month in the Student Center Conference Room. For more information and a schedule of meetings, stop by the Senate Office in Room 100 or call (423) 472-7141 or (800) 604-2722, Ext. 441. You can receive two hours credit for enrolling in the Success and Leadership I or II class.

Student Development and Testing

The **Student Development and Testing Office**, located in Suite 118 of the George L. Mathis Student Center, provides a variety of services to assist students.

Academic counseling, including pre-enrollment counseling and advisement, is provided to students. Students who have not declared a major are assigned a staff member in Student Development as their advisor. Once a student identifies a major, they are assigned to a faculty member in that major for advisement. Information from more than 50 four-year colleges and universities is also available in the Student Development Center to ease the transfer process for students completing their associate degree.

Each semester, the Center sponsors a workshop series to assist students in developing skills for academic success. Free **tutoring services** are provided for students in selected college courses. These services are available for both day and evening hours on campus.

The Student Development Office also provides **Career Counseling and Exploration Services** using a variety of resources to assist students with decision-making regarding choice of major or vocation. Focusing on self-assessment, understanding and career education, these services are available to students, graduates and community members.

Minority Student Programs are coordinated through the Student Development and Testing Office. Programs and services focus on addressing special needs of students from different ethnic backgrounds and assisting students in participating fully in all of the programs and services at Cleveland State. The Coordinator of Minority Student Programs serves as a link to college and community resources and coordinates campus programs designed to heighten racial awareness and sensitivity. Also, services such as career planning, individualized consultation and counseling and referral services are provided to promote academic success and retention of minority students. The Minority Student Association, the African-American Grant Program and a regular newsletter for minority students are coordinated through this office and offer outlets for communication, networking and support.

Students may use the resources of the **multimedia computer lab** located in the Student Development Center to explore career options, search for a four-year college or university or learn more about particular occupations.

In addition to the services listed above, Student Development Center staff provide **personal counseling services** for students in individual and group settings. Workshops are offered throughout the year on a variety of personal development issues. Students who are experiencing social or emotional problems can discuss them in an environment of confidentiality with qualified professional counselors, who can refer students who are experiencing personal crises to community agencies for ongoing treatment.

Testing Services for the campus are provided through the **Testing Center**. Staff members are responsible for the ACT, COMPASS and graduation exit exam programs. Through the GED testing program, staff work with other campus offices and community agencies to provide adult education services to the community. The Testing Center also provides services for students and faculty by administering course-related exams throughout the semester. Make-up exams, developmental math tests and distance learning course exams are administered by testing staff.

The Student Development Center is open from 8 a.m. until 6 p.m. Monday–Thursday and 8 to 4:30 Friday. Staff members are available to assist students on an appointment or walk-in basis. Testing Center hours are posted each semester along with a schedule of standardized tests.

Telephone for Student Use

A courtesy telephone is provided for student use at the main switchboard located in the D.F. Adkisson Administration Building.

Student Policies Attendance Policy

Each student at Cleveland State Community College is expected to assume a responsible attitude toward class appointments.

Each student is expected to attend all class meetings unless an absence is caused by circumstances beyond the student's control or is institutionally approved. Regardless of the reason for the absence, the student is responsible for material covered and/or assigned during the class meeting.

At the beginning of each course, the faculty member shall provide each student, in writing, the policy for the treatment of absences in that course. Before any absence, the student should, if possible, inform the faculty member of the reason and arrange any makeup material and/or examination, according to course policy.

Attendance expectation begins with the first class meeting of the course. If unable to attend this class meeting, the student should contact the faculty member in advance. If this procedure is not followed, the student may be administratively withdrawn from the course in order to make room for another student.

All work missed because of the absence must be made up at the instructor's discretion.

Cancellation of Classes Due to Weather or Road Conditions

When weather conditions exist that could affect safe travel, the college will notify the following radio and TV stations.

Cleveland	WBAC-AM 1340, WCLE-AM/FM 1570, WALV-FM 95.3
Chattanooga	WDEF-FM 92.3, WDOE-AM 1310, FM 96.5, WJTT-FM 94.3, WSKZ-FM 106.5, WUSY-FM 100.7, WDEF-TV 12, WRCB-TV 3, WTVC-TV 9
Knoxville	WATE-TV 6, WBIR-TV 10, WIMZ-FM, WIVK-FM 103, WNOX-FM 99.1, WOKI-FM 100.3, WVLT-FM, WTVK-TV 8, WATE-TV 6
McMinn Co.	WJSQ
Polk Co.	WBIN-AM 1540, WLSB-AM 1400

Students and employees are requested to monitor the weather conditions because on occasion, due to an unexpected and sudden change in the weather and road conditions, a decision may be modified. In all instances, decisions are made with the safety of students and employees foremost in consideration, but with an attempt to have classes if possible. ***However, on a day or evening when classes are being conducted and weather conditions are questionable, students are advised to use individual judgment in attending.*** Students may call the college at

(423) 472-7141 for a recorded announcement regarding the operating schedule. Students shall be provided a reasonable opportunity to make up work missed for weather-related absences.

The off-site campuses will follow the main campus policy except in extreme situations. Check with the campus you attend for a copy of their policy.

Students, faculty and staff with internet access may also access school closing information at www.clevelandstateecc.edu/prnews/weather.html

To access the *Chattanooga Times* InfoLine, call (423) 209-1100, then dial 7048 and you will hear a recorded message.

To access the *Daily Post-Athenian* Infoline, call (423) 745-3100 and then dial 7006 and you will hear a recorded message.

Complaints Against Instructors

A student who has a complaint or an issue with a faculty member should first address the issue orally with the faculty member. If there is not a timely and/or mutually agreeable resolution to the issue, the student should then state the complaint or problem in writing to the faculty member. The faculty member will respond to the student's written complaint within five business days.

If the procedure above is followed, and the student continues to believe that the issue was not resolved appropriately or is not resolved in a timely manner, the student can then forward a copy of the written complaint, with a cover note, to the appropriate division dean. Although the college prefers that issues be first resolved between students and faculty, students may go directly to the dean with an issue or complaint if the student perceives the issue to be too sensitive or too personal to discuss with the faculty member. The dean will respond to the student within five business days.

If the situation is not resolvable or not resolved in an appropriate manner and the above steps have been followed, the student may appeal, in writing, to the Vice President for Academic Affairs, enclosing copies of previous complaints and responses. The Vice President for Academic Affairs will distribute a decision, in writing, to the student, the faculty member and dean within five business days of receipt of the appeal. The decision of the Vice President is final.

Computer Use Policy

Student access to college information technology resources is provided for the purpose of supporting pursuits of legitimate educational objectives. Any other use is prohibited.

The college respects student rights to privacy and does not intercept student activity or review stored data without cause, as by court order or as part of internal investigations following legitimate complaints of misuse. However, students must be aware that the college may log student activity as part of normal operations and reserves the right to have the electronic capability to retrieve information

from technology related activity for a period of time. Students should monitor, print or disk-save, their files and messages, since the college must periodically and without notice delete old files in order to meet storage demands.

Additional rules governing student usage of computers are posted in college computer laboratories and in the Library. Explicit are the requirements that students must respect the rights of other individuals and networks at all times and must not in any way attempt to access or modify any computer operating system files, compilers, assemblers, data sets, application programs or utility programs. Additionally, students are not permitted to use college information technology resources in the pursuit of commercial activities or for non-profit volume promotions such as brochures, announcements and bulletins. Additional policies about acceptable use and information technology resources are available on the college's Web site within the Web pages for the Office of Information Technology.

Students who do not follow policies or posted rules may be subject to disciplinary action including, but not limited to, exclusion from college information technology resources, loss of computer privileges, suspension from the college or external legal action. Students may appeal any internal discipline judgments through the Office of Vice President for Student Services.

Conduct and Disciplinary Sanctions

College students are citizens of the state, local and national governments and are, therefore, expected to conduct themselves as law-abiding citizens at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. Recognizing this special relationship between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the President of Cleveland State Community College to take such action as necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objective, which violates or shows disregard for the rights of other members of the academic community or which endangers property or persons on property owned or controlled by the college. Where alleged misconduct of any student is believed to be of such a nature to require the imposing of any disciplinary sanction, it should be brought to the attention of the Hearing Officer who is responsible for instituting disciplinary action against any student, except in areas related to academic and classroom misconduct (see appropriate section).

The Tennessee Board of Regents and CSCC policies regarding Student Conduct and Disciplinary Sanctions are on file and available for review in the Office of the Vice President for Student Services.

Disciplinary Measures Concerning Student Misconduct

Cleveland State students are required, as a condition of good standing and continued enrollment, to conduct themselves properly in class. Such proper behavior includes academic honesty, civility and respect for others and public property.

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive classroom behavior. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution (see Cleveland State Policy referred to below).

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students involved in academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination or to assign an "F" in the course. Should the student wish to appeal any decision pertaining to the grading in the class, procedures outlined in Cleveland State Policy No. 2:06:02:00 "Course Grade Appeal Process" apply. Where the nature of the academic misconduct warrants steps beyond those related to the course, procedures outlined in Cleveland State Policy No. 3:02:00:01 "Disciplinary Measures Against Students" should be followed.

If the student believes that he or she has been erroneously accused of academic misconduct or if the final grade has been unreasonably lowered as a result, the student may appeal the case through the appropriate institutional procedures. (See page 142 of this publication.)

Copyright Infringement Law

Copyright infringement claims should be reported to the Office of Information Technology Director who serves as agent for the college. As described in the "Digital Millennium Copyright Act of 1998," the agent will receive and process complaints from copyright holders. Upon notice of infringement of copyright the agent will remove or block access to the infringing material described in the notice. The user will be notified of the action taken and may provide counter-notice of an error in the removal of the material. This counter-notice will be passed on to the original complaining party and the material will have access restored within 10–14 days unless notice is received that a lawsuit has been filed over the material. Repeat offenders will have computer accounts terminated.

Emergency Policies

In emergency medical situations, 911 should be contacted immediately. Emergency phones on the campus can be used. The Security Department should then be contacted to coordinate and control the situation.

In the event of a threat of disaster, the institution has established plans designed to expedite necessary evacuations. Fire alarms consist of continuously ringing class bells. Tornado alarms consist of intermittent ringing of class bells. Approved shelter areas are posted in each major corridor of each building. Facilities considered targets of bomb threats are cleared by security personnel.

Firearms on Campus

In accordance with Tennessee State law, all firearms including hunting weapons or weapons typically displayed in vehicle windows shall be prohibited on school property; persons carrying or possessing any weapon of any kind shall be subject to felony charges. This provision does not apply to officers of the county, city or state charged with the enforcement of the laws of the state when in the discharge of their official duties.

Freedom of Expression

Cleveland State Community College considers freedom of inquiry and discussion essential to educational development and recognizes the right of students to engage in discussion, exchange thought and opinion and speak freely on any subject in accord with guarantees of our state and national constitutions. In addition, Cleveland State strives to develop in students a realization that citizens not only have the right, but also the obligation, to inform themselves regarding issues and problems of the day, to formulate standards regarding these and to give expression to their views. In discharging these rights and obligations, however, students must also recognize their responsibilities to other individuals, to the college and its constituency and to the state and nation. Cleveland State takes pride in the fact that its campus is open to free discussion and the examination of views with the condition that such discussion be accompanied by peaceful conditions consistent with a scholarly nature of an academic community.

Fund Raising

External solicitation for funds to support any program or activity related to Cleveland State Community College must be coordinated through the Director of Institutional Advancement and comply with Cleveland State Community College Policy No. 3:02:02:02. Such requests must be made at least 30 days prior to the projected fund raising activity and must be approved by the President of the college.

All internal solicitation for funds on campus or fund raising activities must be approved by either the President, Vice President for Academic Affairs, Vice President for Administration and Finance or the Vice President for Student Services and comply with all requirements of Paragraph III

of Tennessee Board of Regents Policy No. 3:02:02:00.

Cleveland State Community College Form; "Request for Fund Raising Activity" must be utilized for all fund raising requests. These forms are available in the Office of Institutional Advancement and the Office of Student Services.

Grade Appeal Process

The grade appeal process affords the student the opportunity to appeal a final course grade that the individual thinks has been unjustly assigned. Grades assigned by faculty members are final unless there is evidence that the grade was influenced by consideration of race, color, religion, sex, marital status, handicap or national origin, arbitrary or capricious action, or other reasons not related to the academic performance of the student. Only the instructor or the Academic Appeals Committee has the authority to change a grade. In all cases, the appealing student shall assume the burden of proof with regard to allegations. The student has the right to discontinue the appeal at any time during the appeal process.

Note: Participants involved in the Final Course Grade Appeal Process should be aware of the need for confidentiality throughout the process. Materials and information that are a part of the appeal process are confidential and should not be disclosed to or discussed with anyone not involved in the process. Likewise, a Final Course Grade Appeal Hearing is a confidential hearing and materials presented and matters deliberated in the hearing should not be disclosed to or discussed with anyone not involved in the hearing. Pending resolution of the appeal, the contested grade and its consequences will stand.

Steps of the Final Course Grade Appeal Process

- Step 1. Prior to initiating the official final course grade appeal process, the student should make an appointment with the instructor(s) who assigned the grade to discuss the complaint in an effort to reach a satisfactory resolution to the problem. This meeting between the student and the instructor(s) must occur before the end of the second week (ten working days) of the subsequent term (including summer).
- a. In the event the student is unable to schedule a meeting with the instructor(s), the student must contact the instructor(s)'s supervisor who will schedule a meeting between the instructor(s) and the student (and the supervisor, if appropriate).
 - b. In the event the instructor(s) is no longer employed by the college or is not readily available (for instance, during the summer), the supervisor will make reasonable effort to contact the instructor(s). If unable to contact the instructor(s), the supervisor will instruct the student to proceed to the next step of the appeal process.

- Step 2. This step must be completed within ten working days. If the student complaint is not resolved to the student's satisfaction during the meeting(s) described above, the student has five working days from the date of the meeting with the instructor(s) (and/or the instructor(s)'s supervisor) to contact the dean of the appropriate area to inform him/her that the student wishes to initiate an official final course grade appeal process. At this point, the dean will provide the student with student final course grade appeal form. The student must submit the completed final course grade appeal form to the dean within five working days from the day he/she receives the form.
- Step 3. The dean's receipt of the completed student final course grade appeal form constitutes the beginning of the final grade appeal process. Upon receipt of the completed student final course grade appeal form, the dean has ten working days in which to mediate a discussion with the instructor(s) and the student (together or separately) in an attempt to reach a satisfactory resolution of the complaint. The dean should maintain written documentation of any discussions and/or meetings with the student and instructor(s).
- Step 4. If no agreement is reached, the dean must notify, in writing, the parties involved by the end of the 11th working day that the appeal will be passed on to the Vice President for Academic Affairs if the student wishes to continue the appeal. The student has five working days to request that the dean forward the appeal to the Vice President for Academic Affairs. The dean's written documentation should be attached to the appeal form. The Vice President for Academic Affairs will then have 15 working days in which to mediate a discussion with the instructor(s) and the student (together or separately) in an attempt to reach a satisfactory resolution of the complaint. The Vice President for Academic Affairs must maintain written documentation of any discussion and/or meetings with the student and instructor(s). If no agreement is reached, the Vice President for Academic Affairs must notify in writing the parties involved by the end of the 16th working day that the appeal will be passed on to the Academic Appeals Committee if the student wishes to continue the appeal. The student has ten working days to request that the Vice President for Academic Affairs forward the appeal to the Academic Appeals Committee. The Academic Vice President's written documentation should be attached to the appeal form.
- Step 5. Once the request to forward the appeal to the Academic Appeals Committee has been received, the Vice President for Academic Affairs will forward to the chair of the Academic Appeals Committee all materials submitted throughout the appeal process to date. The committee will have ten working days to convene and determine if a hearing is merited.
- If the committee decides that the appeal does not merit a hearing, the existing disposition of the grade and its consequences will stand. The committee chair will inform the Vice President for Academic Affairs, the dean, the student and the instructor(s) of the committee's decision.
 - If the committee decides a hearing is merited, the committee chair will contact the student and the instructor(s) to schedule a date for the hearing. The hearing must occur within 20 working days of the date of the committee's decision to grant the hearing. Notification of the date of the hearing will be given by the committee chair to the Vice President for Academic Affairs, the dean, the student, and the instructor(s) at least ten working days prior to the date of the hearing. This notification will also inform both the student and the instructor(s) that they should bring to the hearing whatever additional information and materials they consider pertinent to the complaint. The student and the instructor(s) should be notified of the date of the hearing by return receipt certified mail.
 - The committee will have ten working days from the conclusion of the hearing to reach its decision. Within five working days of the committee's decision, the committee chair will notify, in writing, the Vice President for Academic Affairs, the dean, the student, and the instructor(s), of the committee's decision.
 - All voting of the committee is done by secret ballot. The decision of the Academic Appeals Committee is final, except in cases covered under TBR policy 1:02:11:00. This policy is a mechanism for appeal to the Chancellor and to the Board if the student contests on basis of violation of state or federal law, or institution or Board policy.
 - Pending resolution of the appeal, the contested grade and its consequences will stand.

Grade Point Averages - Minimum Requirement

(See page 50 for additional information on grading and quality point average calculation.)

Academic

Min. Grades Required to Remain in Good Standing	See Academic Probation and Retention Standards page 52 of catalog
Nursing Program Admission	see page 77
Nursing Program Progression (Nursing Courses)	see page 77
Medical Assistant Admission	see page 80
Early Admission (High School Senior)	3.2 + ACT of 22
Graduation (Degree or Certificate)	2.0
Graduation Highest Honors	3.8–4.0
Graduation High Honors	3.6–3.79
Graduation Honors	3.3–3.59
President's List	4.0
Dean's List	3.5–3.99
Honor Roll	3.0–3.49

Scholarships and Financial Aid

CSCC Foundation	see page 41
Academic Service Scholarship	2.9 High School GPA Graduate in top 25 percent of High School Class Must be a full-time student Must maintain 2.5 GPA at CSCC
African American Grant	2.0
Federal Financial Aid (FPELL, FWSP, FStafford Loans, etc.)	
0–14 Hrs. Attempted	Greater than 0.0
14.1–26 Hrs. Attempted	1.0
26.1–40 Hrs. Attempted	1.4
40.1–48 Hrs. Attempted	1.7
48.1–56 Hrs. Attempted	1.9
56.1–Above Hrs. Attempted	2.0

Student Activities

Student Senate President	2.25
Other Student Senate Officers	2.00
Signal Editor	2.25
Phi Theta Kappa Honor Society – Admission and Retention	3.00

Intercollegiate Athletics

(NJCAA Regulations available in the Office of the Athletic Director)

NOTE: All programs and activities may have other requirements in addition to grade point averages. For complete information check with the appropriate college official.

Guest Speaker Policy

Cleveland State Community College recognizes the right of officially-recognized student and faculty organizations and groups to hear off-campus or outside speakers on the campus.

However, there is no absolute right to assemble or to make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly or

probable consequences of such meeting or speech. The issuance of invitations to off-campus or outside speakers for any meetings, activities or events on campus shall be limited as specifically designated in Tennessee Board of Regents Policy No. 3:01:10:00. This policy is on file and available for review in the Office of the Vice President for Student Services.

Harassment

Cleveland State Community College is committed to providing its faculty, staff and students with an environment free of sexual harassment and harassment on the basis of race, color, religious views, veteran status, political affiliation and gender, age, national origin, orientation or disability. Harassment is a form of discrimination and is grounds for disciplinary action. It may also, depending on its nature, constitute a violation of federal law. Any student who has a complaint regarding harassment may contact the Director of Human Resources for information and assistance relative to the procedure for review of the complaint. The Human Resource Office is located in Room 107 in the Administration Building.

Minors on Campus

Cleveland State Community College is an institution of higher education and as such must preserve conditions which will permit a proper learning and work environment at all times. However, consideration for the learning environment of the students, the work routine of staff employees and the safety of the children requires that children may not accompany adults into classrooms, offices or other work spaces as a baby-sitting function nor be left unsupervised in the halls or grounds of the college.

Search and Seizure

State law provides that students and their property on the Cleveland State campus may be searched and where necessary seized on the basis of a determination of probable cause. Probable cause may be found where the facts and circumstances within college administrators' knowledge and of which they have reasonable trustworthy information are sufficient in themselves to warrant a search in the belief that a violation of the college's regulations have been or is being committed. The decision to implement search of students or their property will be made by either the Vice President for Student Services or the President in that order and should be based upon a signed statement (warrant if possible) by a person setting forth in detail the facts and circumstance justifying the search and where based in whole or in part on hearsay evidence, stating the underlying circumstances from which the person concluded that the third person was credible or his information reliable.

In exceptional circumstances a warrantless search may be made and college personnel may proceed with the search without a written authorization. Such circumstances are limited to those where the violation of the college's regulation on contraband can be said to be in imminent danger of disappearance, destruction or removal.

When the student voluntarily consents to a search, no written authorization for the search is required. In addition, in all cases where a search is to be made of a student's property or premises, the student should be present for the search whenever possible.

In the event that police or other law enforcement officials not employed by the college request permission to search students or their property, the college will not consent to the search unless the officials have a search warrant for particular students or their property. All questions concerning this subject should be directed to the Office of the Vice President for Student Services or to the President of the college.

Sexual Assault and Sex Offense Policy and Reporting Procedure

Cleveland State Community College will not tolerate sexual assault in any form. A student charged with sexual assault can be prosecuted under Tennessee criminal statutes and disciplined under the campus code of student conduct. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action.

The college uses the following methods to educate the college community about sexual offense prevention:

- Counseling brochures designed to inform students of existing on- and off-campus counseling, mental health and other student services for victims of sexual offenses.
- Lectures open to all students and employees
- Presentations to Introduction to College Life
- Posters on campus bulletin boards
- Other activities sponsored by student organizations

Students, faculty and staff should report all crimes so that an investigation can be made to determine if any pattern of recurring crime can be determined. If a reported crime is considered a threat, alert posters are published and posted throughout campus as a form of direct communication in order to maintain a well-informed campus environment.

Reporting a Sexual Offense

If a rape/sexual offense occurs on the main campus, contact one of the Sexual Offense Management Team members listed below. Off-campus staff names are provided as well.

Sexual Offense Management Team

Freddie Jones, Acting Chief of Security—Adkisson Admin. Bldg.

Jim Cigliano, Vice-President for Student Services—Mathis Student Center

Pamela Price, Director of the Vonore Site—Vonore Site

Michael Stokes, Director of Student Development—Mathis Student Center

Suzanne Bayne, Campus Recreation—Mathis Student Center

Cele Curtis, Coordinator of Adult Services—Mathis Student Center

Security will do a preliminary interview and give direction on how to proceed. If the rape/sexual offense occurs at an off-campus site, contact the site director and they will call security on the main campus for instructions on how to proceed. Campus Security personnel will assist you in notifying local police of any campus offenses if you choose to do so. Victims have the option to notify or not notify proper law enforcement.

When a rape/sexual offense is reported, the college will make every effort to see that the victim is offered both medical and psychological care as well as information about prosecuting the suspect through both criminal and college disciplinary channels.

A victim of any form of sexual offense is encouraged to seek appropriate medical assistance. If immediate medical attention is warranted, the victim should be transported to a hospital emergency room. It is important that the victim seek medical attention in order to assure his/her well being and to ensure that any evidence is preserved as possible proof of a criminal sexual offense in the event that criminal charges are pursued.

Disciplinary Procedures and Victims' Rights

Campus disciplinary action will be taken against students accused of sexual offenses. The procedures following in such instances are described in CSCC policy 3:02:00. In addition to the provisions of that policy, special rights are given to the victim if a suspect in a sexual offense case is a Cleveland State student. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary hearing. In the event a student defendant elects to have the case heard by the Student Disciplinary Committee, both the accuser and the accused have the right to have counsel, as well as others, present. In addition, both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought as a result of these charges. Sanctions resulting from disciplinary proceedings may include disciplinary action up to and including permanent dismissal from the college.

All reasonable requests by the victim to be removed from contact with the suspect will be granted, including change of schedule, etc. The Vice President for Student Services will assist victims in this area.

Sex Offender

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 enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a “sexual offender means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supercede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders 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 enrolled or volunteering at this institution at the Office of the Vice President of Finance and Administration. Information is also available on the TBI’s web site listing of sex offenders located on the internet at http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp

Smoking and Use of Smokeless Tobacco

Effective January 1, 1994, the following policy is established relative to smoking and the use of smokeless tobacco (snuff, chewing, etc.) in college facilities and vehicles.

- A. As of June 1, 1994, smoking and the use of tobacco products will be prohibited from indoor use in all buildings and vehicles owned by, or leased and operated on behalf of, Cleveland State Community College. Smoking also will be prohibited within ten feet of all doors, windows and air intake appliances associated with college owned or operated buildings.

In order to provide opportunities for smokers to engage in smoking, the college will place sufficient outdoor ashtrays in convenient locations away from buildings for use by employees, students and visitors.

The college will provide signs in all buildings and vehicles owned or operated by Cleveland State clearly indicating that they are tobacco-free/no smoking areas.

- B. Fire/Safety Announcement: At the beginning of any activity conducted in the gymnasium, community service theatre, humanities theatre and student center, an announcement shall be made that "Smoking and the use of tobacco products are prohibited in this building." The college employee responsible for scheduling and/or supervising the activity shall be the individual responsible for ensuring the announcement is made.
- C. Available Employee/Student Assistance: Voluntary participation in a faculty/staff/student smoking cessation program at the college’s expense is solicited. Arrangements for gaining access to this assistance may be made with the Wellness Coordinator in Room 109 of the gymnasium.
- D. Enforcement of Policy: This policy will be enforced through normal administrative channels.

Student Rights, Responsibilities and Conduct

Students have the responsibility to obey and follow college policy and procedures and the Associate Student Body Government Policies, federal and state statutes and city ordinances, to respect the rights of others, to fulfill academic requirements of their courses, to contribute to a positive, productive learning environment at the college and to take responsibility for personal decisions and conduct.

The following rights and responsibilities apply to all registered students:

1. Academic Requirements: Students have the right to be informed about academic requirements of courses and programs.
2. Student Records: Student academic records and personal information are protected and governed by federal and state laws and college policy and procedures.
3. Rights of Association: Students have the right to join any recognized student organization or club, associate freely with other individuals or groups of individuals for purposes that do not infringe on the rights of others.
4. Rights of Non-Discrimination: Students have the right to an environment that is free from illegal forms of discrimination including sexual harassment, in accordance with college policies.
5. Rights of Expression: Students have the right to express their views on college policy or matters of general interest but such expression must be made without disruption to the operations of the college or interfere with the rights of others.
6. Safe Environment: Students can function daily and

- feel secure regarding concern for personal safety.
7. **Right to Representation for Institutional Governance:** Students have the opportunity to participate in the decision making process that governs the institution through representation on campus committees and the Student Senate (SGA).
 8. **Prompt Responses from Administration:** Students have the right to expect attention and prompt responses from administration regarding student concerns and proposals.
 9. **Policy/Legal Changes:** Students have the right to be informed in a timely manner of any changes to policy or law.
 10. **Right to Initiate Complaint Process:** Students have the right to initiate a complaint concerning an alleged violation of college policies or procedures by another student, faculty or staff member. A student who has reason to believe that any college policy/procedure denies, abuses or diminishes his/her rights may initiate the student complaint resolution procedure.
 11. **Right to Due Process:** Procedures are in place to insure every student's rights are protected.

Standards of Conduct:

- Academic conduct that reflects the highest level of honesty and integrity.
- Actions that are civil, courteous and respectful of all members of the campus community, their property and the property of the institution.
- Social behavior that encourages responsibility, and discourages the unlawful use of alcohol, illicit drugs and weapons.
- Group behavior that promotes mutual respect, equality and safety of its members, and opposes those acts that harass, intimidate or haze its members.

Traffic Regulations

Traffic regulations for the campus are distributed each semester at registration. These regulations are available at the switchboard for students who need an additional copy. Students are expected to be familiar with these regulations. Traffic citations may be appealed to the Student Traffic Court. Appeal forms are available at the Switchboard, Business Office, Office of Student services and Campus Recreation.

Use of Campus Property and Facilities

Tennessee Board of Regents Policy No. 3:02:03:00 provides a uniform basis upon which the institution can regulate the use of campus property and facilities by institution or school-affiliated and non-affiliated groups and individuals. The policy is intended to provide a system of regulations calculated to promote the orderly conduct of activities on campus property and in campus facilities, to prevent interruption of or interference with normal mission, processes and functions of the institutions and schools and to prevent use of campus property and facilities which is contrary to federal, state or local law or regulation or policies or regulations of the Board of Regents or the college. This policy is on file and available for review in the Office of the Vice President for Student Services.



Cody Patterson
Freshman
Education Major
Athens, TN

◆ **symbol**—A complete matrix of courses that satisfy the minimum degree requirements at all TBR institutions. An explanation of the common course rubric and numbering system are available on the TBR Web page (www.tbr.state.tn.us).

ACT test—The ACT test is designed to assess high school students' general educational development and their ability to complete college level work. The tests cover four skill areas: English, mathematics, reading and science reasoning.

Academic Calendar—Important dates, such as official registration, early registration, drop deadlines, holidays, exams and fee deadlines that is located in the front of the catalog.

Academic Service Award—Scholarships awarded to high school seniors who have demonstrated meritorious performance.

Admission—The acceptance of an applicant for enrollment.

Advisor—A faculty member or counselor who meets with designated students each semester to help make curriculum choices and discuss progress toward achieving educational goals.

Advisory Committees—Groups of business and community representatives who make curriculum recommendations for career/technical programs.

Application Fee (non-refundable)—This fee must accompany the initial application form submitted to the college prior to a student's being accepted. This is a one-time fee and is **not** refundable even though the student does not enter Cleveland State Community College. The fee is not required for those applying only for non-credit courses.

Articulation Agreement—A curriculum agreement between CSCC and a four-year college or university to satisfy degree requirements at CSCC and at the receiving four-year institution.

Associate of Applied Science Degree—The degree awarded upon completion of a two-year career/technical program. This degree is designed for students who seek immediate employment after graduation and is generally not designed for transfer to a four-year university.

Associate of Arts Degree—The degree awarded upon completion of the core curriculum for the associate of arts degree. It differs from an associate of science degree because it requires six hours of an intermediate foreign language sequence. This degree is generally designed for students who intend to transfer to a four-year institution.

Audit (AU)—Indicates that the student elected to enroll in the course for no grade or credit. Audits do not replace grades previously issued. Students may register to audit courses beginning with the first day of classes.

Bad Check Handling Fee—This fee is the amount assessed students who write checks which are later returned to the college from a bank because the bank refuses payment.

Campus Access Fee—A nonrefundable fee charged to all students, faculty and staff for access to the campus and its facilities.

Canceled/Cut Classes—Classes that are cancelled by the college due to low enrollment. Students are not financially responsible for cancelled classes.

Classification—A student's status (i.e., Freshman, Sophomore, Special, Transient) in respect to progress toward the completion of a curriculum based upon the number of course credit hours attained.

COMPASS test—Placement test required of degree-seeking students 21 years of age or older to assess reading, writing and math skills.

Concentration—At a community college, the student's primary field of interest.

Continuing Education—Non-credit courses offered for business, professional or personal development.

Continuing Student—A student who has not been separated from the college more than three semesters and continues enrollment. To continue enrollment after being separated from the college three or more semesters, readmission is required.

Corequisite—A course that must be taken prior to or at the same time as another course.

Course—A subject or class in which instruction is offered within a given period of time for a semester and for which credit toward a degree is given.

Course Load—The course load is the total number of semester or credit hours in which a student is enrolled for a semester.

Credit Hours or Semester Hours—One credit hour or one semester hour is usually assigned for each 55 minutes of class per week for a semester. For example, Composition I is a three-credit hour or three-semester hour course. Since it is a three-hour course, a student taking Composition I would attend class three hours each week for 15 weeks and receive three hours of credit (or three credits) for the course.

Curriculum—The complete inventory of courses offered for study.

Deferred Payment—Payment plan which allows payment for fees in three payments.

Degree—The official recognition for completion of a curriculum.

Developmental Studies—A program of studies in various areas designed to give the student background prerequisite to college level studies to include English/Writing, Mathematics, Reading and Study Skills.

Distance Learning—Courses that are delivered in an alternative format that include two-way audio/video, telecourses, videotape and Web-based options. It is designed for students who need flexibility in scheduling and instructional methods.

Drop/Add Period—A period of time at the beginning of each semester, usually the first week of the semester excluding summer, when students can drop and/or add classes to their schedules without having a "W" (withdrawal grade) appear on their transcripts.

Early Registration—The earliest opportunity to register for classes available via the Web. Check the academic calendar located in the catalog or schedule of classes for dates.

Elective—A subject or course from which a student may choose that is required for a specific degree program.

Fees—The amount of money owed for courses taken. Fee payment deadlines must be met or schedules will be dropped.

Freshman—Classification of degree-seeking students having accumulated less than 30 credit hours.

Full-time Student—A student enrolled in 12 or more semester hours of coursework per semester.

GED Test—The test of General Educational Development (GED) measures academic skills and knowledge expected of high school graduates. The GED testing program provides a means for earning a high school equivalency credential.

Grade-Point Average (GPA)—An average obtained by dividing the total number of grade points (A-4; B-3; C-2; D-1) earned by the total number of hours of coursework attempted. The college-level GPA does not include grades earned for developmental studies courses.

Graduation Fee (non-refundable) — The fee covers cost of the diploma, cap and gown and other graduation expenses. This fee must be paid after an application for graduation has been processed by the Admissions and Records Office. This fee is also charged for certificate program graduation.

Grant—Financial assistance that does not have to be paid back.

Holds—A block that prevents students from registering, receiving transcripts and/or receiving financial aid awards. Holds can be placed on student accounts for various reasons, including returned checks, failure to complete a financial aid exit interview, failure to meet requirements, parking tickets or library fines.

Identification Card Replacement—There is no charge for the initial student identification card required of all students. Replacement cards are made at a cost of \$1.00 each.

Incomplete (I)—Indicates that the student has not completed all the work of the course for a reason acceptable to the instructor. A student must make up the incomplete within eight weeks from the beginning of the succeeding semester, excluding summer.

Job Placement—Placement can help career/technical graduates find jobs after graduation. This office may also be able to help students find jobs while enrolled.

Late Registration Fee (non-refundable)—This is the amount which must be paid if a student fails to complete registration during the day or days specified for this purpose.

Loan—Financial assistance that must be paid back, usually within a specified time.

Major—The student's program of study. Students whose primary goal is to transfer to a four-year college or university enroll in the college transfer/university parallel program. Students whose primary goal is to seek immediate employment after graduation enroll in a career/technical program.

No pass (NP)—Indicates a student did not earn credit. This grade is not computed in the grade-point average. Students may not change from the P/NP option to another grading option once the option has been exercised.

Non-credit Course—Any course that does not offer college credit upon completion.

Off-campus Sites—In addition to the main campus, courses and services are provided in Athens at 410 North Congress Parkway and at the Tellico Education Consortium, 59 Excellence Way, Vonore, Tennessee.

Out-of-State Tuition—An additional fee charged to students classified as non-state residents of Tennessee who are enrolled in courses for credit or audit. This fee is in addition to the maintenance fee.

Part-time Student—A student enrolled in less than 12 credit hours of coursework per semester.

Pass (P)—Indicates that the student has successfully completed a course. Credit indicated by "P" counts toward meeting graduation requirements but has no effect on the QPA.

Pre-registration—Opportunity to register for classes prior to the announced registration date. Open to currently enrolled students via the Web.

Prerequisite—A course requirement that must be met before enrolling in a particular course.

Principal Scholarship—Scholarships awarded to high school seniors who have demonstrated meritorious performance and are nominated by the high school principal of the school the student attended.

Proficiency (PR)—Indicates that the student earned credit by taking a proficiency examination. A grade of "A" or "B" will be assigned and will be computed in the QPA.

Quality Point Average—The scholastic standing and progress of a student is expressed in terms of a Quality Point Average (QPA), which is calculated for the semester and cumulatively. The semester QPA is calculated by dividing the total number of quality points by the total number of quality hours (excluding withdrawals) attempted during the semester. The cumulative QPA is calculated by dividing the total number of quality points earned by the total number of quality hours (excluding transfer hours and

withdrawals) during the student's entire academic career.

Readmission—A student returning to the college after an absence of three or more consecutive semesters. A new application is required.

Regents Online Degree Program (RODP)—An accredited program delivered completely online by the Tennessee Board of Regents community colleges.

Registration—Announced opportunities for students to register for classes.

Repeated Course (RE)—Indicates that the student is repeating a course. When computing the QPA of a student who has repeated one or more courses, the college will count only the last grade received in the repeated course(s) and count hours attempted only once provided that the number of repeats in any single course does not exceed two (three attempts totaled). If a student repeats a course more than twice, the grade in the third and subsequent attempts shall be used in determining the QPA.

Residency—Upon admission to Cleveland State Community College, students are classified as resident or non-resident for fee payment purposes by the Office of Admissions and Records. For additional information, contact the Office of Admissions and Records.

Scholarship—Financial assistance that does not have to be paid back. Most scholarships have specific application criteria.

Semester—The 15-week period in fall and spring during which courses meet and final exams occur. There are also summer terms during which a student may complete a semester of coursework.

Special Student—Any non-degree seeking student.

Sophomore—A degree-seeking student who has completed 30 or more college-level credit hours.

Student Activity Fee—A nonrefundable fee charged to all students enrolled in credit courses at any site. This fee is used to support a variety of student activities.

Syllabus—The outline of course objectives, contents and requirements.

Technology Fee—Fee established for the purpose of providing technology improvements.

Tennessee Board of Regents (TBR)—The governing board for 45 Tennessee institutions of higher education, including six universities, 13 two-year colleges and 26 Tennessee Technology Centers.

TBR Common Course Numbering (◆ symbol)—A complete matrix of courses that satisfy the minimum degree requirements at all TBR institutions. An explanation of the common course rubric and numbering system are available on the TBR Web page (www.tbr.state.tn.us).

Traffic Fines—Students and employees parked illegally, speeding or not properly displaying a Cleveland State Community College parking permit will receive a citation for each violation.

Transcript—An official record of academic history, provided by high school or other colleges previously attended.

Transient—Any student who is regularly attending another college or university while taking courses at Cleveland State Community College for application to a degree at the home institution.

University Parallel Program—A curriculum designed for transfer to a four-year college or university after graduating with an associate of arts or science degree.

Video Courses—Alternative form of instructional delivery through the use of videotaped instruction.

Web Courses—Alternative form of instructional delivery through the use of the World Wide Web.

Withdrawn (W)—Indicates that a student has officially withdrawn from a course or courses during the official withdrawal period as published in the academic calendar.

Athens Site

410 N. Congress Parkway
Athens, Tenn. 37303
Telephone 472-7141, Ext. 463
or 745-8486

Main Campus

3535 Adkisson Drive, P.O. Box 3570
Cleveland, Tenn. 37320-3570
Telephone 472-7141 or
(800) 604-2722

Vonore Site

(Tellico Education Consortium)
59B Excellence Way
Vonore, Tenn. 37885
Telephone 472-7141, Ext. 480
or 884-6878

For Information About:	Department	No. or Ext.	Building/Address	Room
Academic Questions				
Business and Technology		478-6224	Career Education Building	E 115
Health and Wellness		478-6228	Career Education Building	E 207
Humanities and Social Sciences		478-6230	Humanities Building	H 119
Science and Mathematics		478-6232	Science Building	S 201
Academic Service Scholarships	Student Services	478-6218	Mathis Student Center	U 110A
Admissions and Records	Admissions and Records	478-6213/214	Adkisson Admin. Bldg.	A 112
Adult Services	Student Services	472-7141, Ext. 393	Mathis Student Center	U 117
ADVANCE	Community Campus	478-6245	Adkisson Admin. Bldg.	A 211D
Advisor Assignments or Changes	Admissions & Records	478-6213	Adkisson Admin. Bldg.	A 112
Application/Catalog Requests	Enrollment Management	614-8734	Mathis Student Center	U 117
Articulation/University Liaison	Community Campus	478-6244	Adkisson Admin. Building	A 202D
Athletics	Athletic Department	478-6219 or 271	Lane Gymnasium	G 112
Books and Supplies	Bookstore	472-7141, Ext. 276	Mathis Student Center	U 101
Business, Industry and Government Training	Community Campus	478-6245	Adkisson Admin. Building	A 211D
Campus Tours	Enrollment Management	614-8734	Mathis Student Center	U 117
Change of Major	Admissions & Records	472-7141, Ext. 264	Adkisson Admin. Building	A 112
Choosing a Major/Career	Student Dev. & Testing	478-6217	Mathis Student Center	U 118
Clubs and Organizations, Campus Events	Campus Recreation	614-8744	Mathis Student Center	U 110C
College Catalogs for Four-Year Institutions	Student Dev. & Testing	478-6217	Mathis Student Center	U 118
Community Services/Pre-College Programs	Community Campus	478-6220	Adkisson Admin. Bldg.	A 202B
Cooperative Education	Business & Technology	614-8718	Career Education Building	E 106C
Counseling (Personal)	Student Dev. & Testing	478-6217	Mathis Student Center	U 118
Courses OnLine (WWW/TOCCC)	Admissions	472-7141, Ext. 416	Adkisson Admin. Bldg.	A 214
Developmental Studies	Academics	472-7141, Ext. 297	Library	L 122
Disability Support Services	Student Dev. & Testing	478-6217, Ext. 288	Mathis Student Center	U 118
Distance Learning Classes ("Smart Classroom")	Admissions	472-7141, Ext. 416	Adkisson Admin. Bldg.	A 214
Drop/Add/Withdraw	Admissions & Records	478-6214	Adkisson Admin. Bldg.	A 112
Dual/Joint and Early Technical Enrollment	Com. Campus	472-7141, Ext. 325	Adkisson Admin. Bldg.	A 211B/C
Early Alert Letters/Questions	Student Dev. & Testing	478-6217	Mathis Student Center	U 118
Evening and Weekend College	Com. Campus	478-6244	Adkisson Admin. Bldg.	A 202D
Financial Aid	Financial Aid Office	472-7141, Ext. 284	Mathis Student Center	U 102
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Graduation	Admissions & Records	472-7141, Ext. 266	Adkisson Admin. Bldg.	A 112
Job Placement	Student Services	472-7141, Ext. 397	Mathis Student Center	U 117
Law Enforcement Training Center	Law Enforce. Training	472-7141, Ext. 402	Technology Building	T 101
Library	Academics	478-6209	Library	
Parking Permits	Information Center	472-7141, Ext. 306	Adkisson Admin. Bldg.	
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Public Information	Marketing & Public Info.	478-6208	Mathis Student Center	U 117
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Registration	Admissions & Records	478-6214	Adkisson Admin. Bldg.	A 112
Résumé Development/Job Search Preparation	Student Dev. & Testing	478-6217	Mathis Student Center	U 118
Security	Fin. & Administration	478-6236 or 202	Security Building	
Small Business Development Center		478-6247	Technology Building	T 126B
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Student Insurance Information	Student Services	478-6218	Mathis Student Center	U 110A
Student Senate		472-7141, Ext. 441	Mathis Student Center	U 100
Student Services		478-6218	Mathis Student Center	U 110A
Tech Prep	Community Campus	472-7141, Ext. 325	Adkisson Admin. Bldg.	A 211C
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Cleveland State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Ga. 30033-4097, telephone number (404) 679-4501.

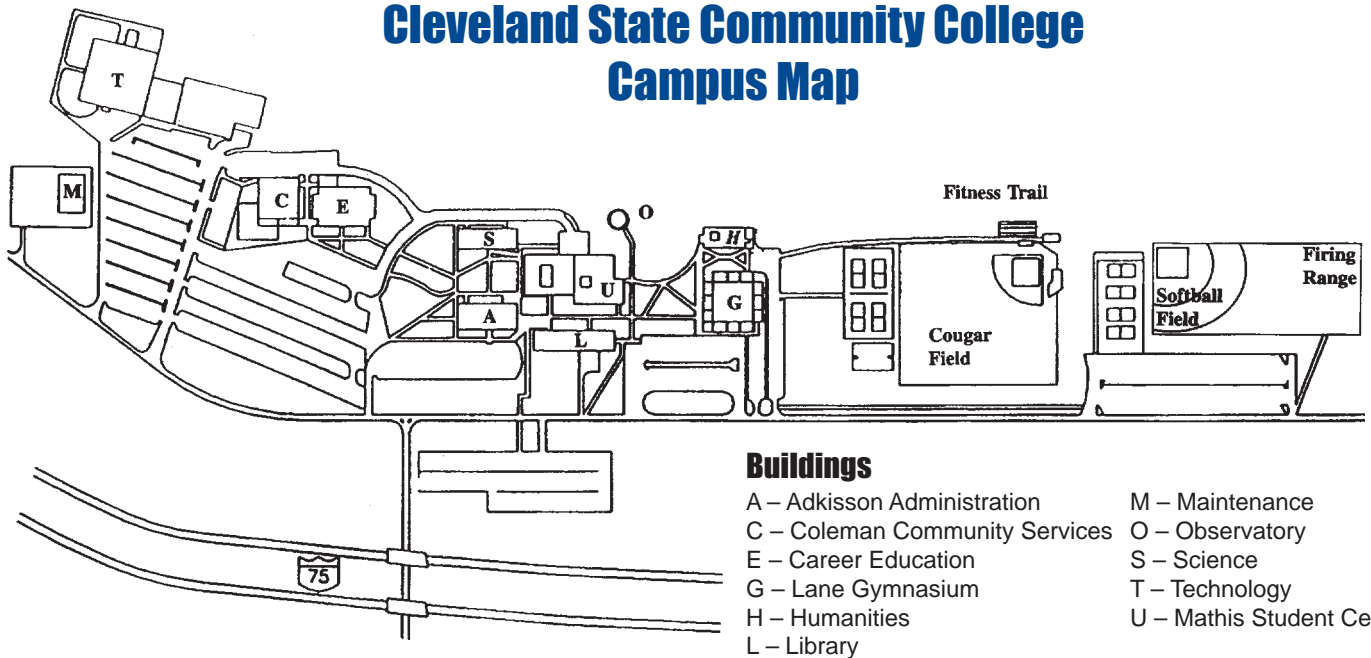
Cleveland State Community College is one of 45 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 two-year colleges and 26 Tennessee Technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

**Published by: Cleveland State Community College
Student Services–Marketing and Public Information**

The 2004-05 Cleveland State Community College academic catalog was printed by Phillips Brothers Printers, Springfield, IL; 16,000 copies; \$.81 each. The purpose of this catalog is to provide information about course offerings and programs and to set forth policies and regulations regarding the operation of Cleveland State Community College.

CSCC MR-04S094-4/15/04

Cleveland State Community College Campus Map



Buildings

- | | |
|--------------------------------|---------------------------|
| A – Adkisson Administration | M – Maintenance |
| C – Coleman Community Services | O – Observatory |
| E – Career Education | S – Science |
| G – Lane Gymnasium | T – Technology |
| H – Humanities | U – Mathis Student Center |
| L – Library | |

The college is located between Exits 25 and 27 on I-75, 30 miles northeast of Chattanooga.

Exit 25 traveling North from Chattanooga:

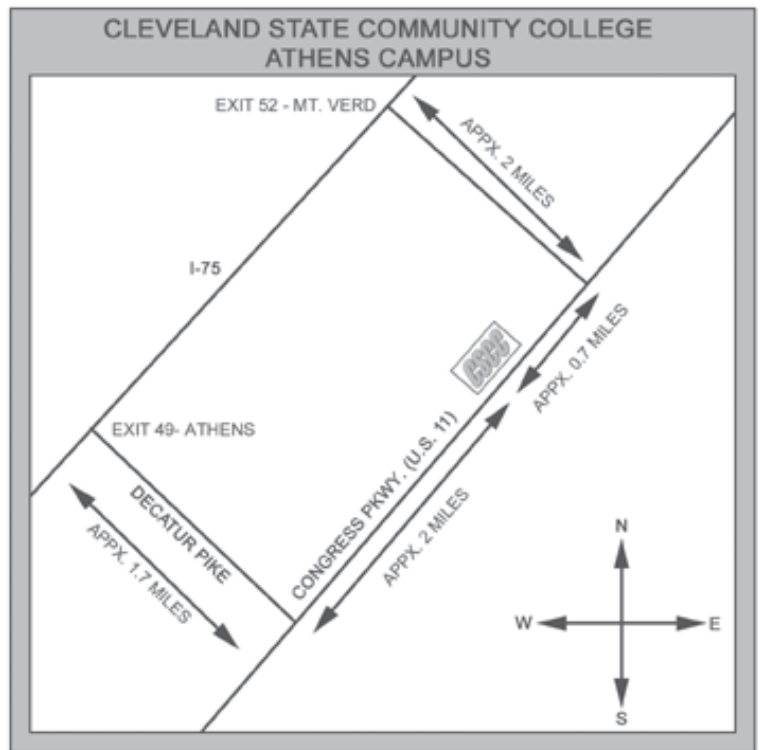
- turn left at the end of the exit ramp on to 25th Street;
- turn left at the first light on to Westside Drive;
- go approx. one mile;
- turn left on to Norman Chapel going under I-75; (straight ahead you will see our entrance sign).

Exit 27 traveling South from Athens:

- turn right at the end of the exit ramp on to Paul Huff Parkway;
- turn left at the light on to Adkisson Drive;
- the college is on the right approx. one mile.



Directions to the Athens Site: from Cleveland and Chattanooga take I-75 North to Exit 52. Travel Mt. Verd Road toward Athens. At the first traffic light, turn right on to Hwy. 11/South/Congress Parkway. The Athens site is located .7 mile on the right.



Directions to the Vonore Site from Hwy. 411: from Madisonville turn left on to Hwy. 72, go about 1/2 mile, turn right into the Tellico West Industrial Park. The Vonore site is located in the Corporate Service Center.



(For use in requesting transcripts to be sent to Cleveland State Community College.)

TRANSCRIPT REQUEST FORM

Dear Records Officer:

Please send a copy of my transcript at the earliest possible date to:

**Office of Admissions
Cleveland State Community College
P.O. Box 3570
Cleveland, TN 37320-3570**

Student - Full Name & Billing Address

Social Security Number: _____

Date of Birth: _____

Date(s) of Attendance

at your institution _____

Date of Request _____

Maiden or Previous Name(s) _____

(Please list all previous names to assist in locating your transcript.)

Signature _____

It is the student's responsibility to send for all official transcripts required.

Catalog 2004-2005

Cleveland State Community College

P.O.Box 3570 • Cleveland, TN 37320-3570 • (423) 472-7141 • Fax (423) 478-6255 • (800) 604-2722

Application for admission

FOR OFFICE USE ONLY:

\$10 Application fee paid

Yes No

Date Paid: _____

Receipt No.: _____

Cashier's Initials: _____

New Student Readmission – Last year of attendance at CSCC _____
Semester you plan to enroll (Check one): Fall Spring Summer 20_____

*Social Security Number _____ Date of Birth _____
Social Security number is secured

Last Name _____ First Name _____ Middle Name _____ Jr., III, etc. _____

Previous name(s) if different from above _____

Permanent Address _____
Street _____ City _____ State _____ Zip _____

E-mail Address _____ Home Phone _____

County _____ Own Rent Cell Phone _____

Present Address (if different from above) _____

County _____ Own Rent

Sex: Male Female

Race: Asian or Pacific Islander (1) Alaskan Native (2) African-American (3) Hispanic (4)
 Caucasian (5) Other (6) _____ Native American (7)

U.S. Citizen: Yes No If no, country of citizenship _____

Visa (type) _____ Expiration Date _____

Is English your native language? Yes No

Are you a U.S. Veteran? Yes No Will you be applying for VA Benefits? Veteran Dependent

Have you taken the ACT or SAT within the past three years? Yes No

If Yes, check one: ACT SAT Testing Date: _____

Did you have the test scores sent to CSCC? Yes No

Do you plan to re-test? Yes No

Selective Service Information (Males 18 to 26 Years of Age ONLY)

All male citizens of the U.S. or Resident Aliens between the ages of 18 and 26 must be registered with the Selective Service prior to registering for classes.

Indicate whether or not you have registered with Selective Service. Yes No Exempt

Secondary Education Information

High School Graduate
High School _____ Date of Graduation (month/year) _____

City _____ State _____ Zip _____

GED Graduate
Month/year awarded _____ Testing Location _____

College History (please list every college attended)

Name of College	Degree Pursued	City/State	From	To	Degree Earned

At the last college attended, your academic status was (check one): In good standing On probation Suspended

Residency Information

Have you lived in Tennessee for the past 12 months? Yes No

If no, explain why you came to Tennessee. _____

Employment Information – For resident classification purposes.

Are you presently employed? Yes No Length of Employment _____ Full-time Part-time

Place of Employment _____

City _____

State _____

Phone Number _____

Program Information

I wish to earn a degree or certificate. My intended major at CSCC is (Check **ONLY** one from the list)

UNIVERSITY PARALLEL PROGRAMS — TRANSFER DEGREE (A.A. and A.S.)	CAREER–TECHNICAL PROGRAMS — ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE	CERTIFICATE PROGRAMS
Associate of Arts <input type="checkbox"/> General Transfer Major <input type="checkbox"/> Undecided Associate of Arts Options <input type="checkbox"/> Art <input type="checkbox"/> Music Associate of Science <input type="checkbox"/> General Transfer Major Associate of Science Options <input type="checkbox"/> Agriculture <input type="checkbox"/> Business Administration <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Education <input type="checkbox"/> Health, Physical Education and Recreation <input type="checkbox"/> Human Services/Social Work <input type="checkbox"/> Mathematics <input type="checkbox"/> Natural Science <input type="checkbox"/> Physical Science <input type="checkbox"/> Pre-Computer Science <input type="checkbox"/> Pre-Dental Hygiene <input type="checkbox"/> Pre-Dentistry <input type="checkbox"/> Pre-Engineering <input type="checkbox"/> Pre-Law <input type="checkbox"/> Pre-Medical Technology <input type="checkbox"/> Pre-Medicine <input type="checkbox"/> Pre-Pharmacy <input type="checkbox"/> Pre-Physical Therapy <input type="checkbox"/> Veterinary Assistant <small>†Pending TBR Approval</small>	Associate of Applied Science Concentrations <input type="checkbox"/> Business and Management – Accounting <input type="checkbox"/> Business and Management – Business <input type="checkbox"/> Business and Management – Computers and Info. Systems <input type="checkbox"/> Business and Management – Health Care Management <input type="checkbox"/> Business and Management – Management <input type="checkbox"/> Business and Management – Small Business Management <input type="checkbox"/> Early Childhood Development <input type="checkbox"/> General Technology – Applied Technology <input type="checkbox"/> General Technology – Business Technology <input type="checkbox"/> ADVANCE – Business Track <input type="checkbox"/> Industrial Technology – Computer Service Technology <input type="checkbox"/> Industrial Technology – Construction Technology <input type="checkbox"/> Industrial Technology – Drafting and Design <input type="checkbox"/> Industrial Technology – Electro/Mechanical <input type="checkbox"/> Industrial Technology – Electronics <input type="checkbox"/> Industrial Technology – Industrial Management <input type="checkbox"/> Industrial Technology – Surveying/GIS <input type="checkbox"/> Office Administration – Administrative Assistant <input type="checkbox"/> Office Administration – Medical Transcriptionist <input type="checkbox"/> Office Administration – Pre-Medical Assistant <input type="checkbox"/> Pre-Nursing <input type="checkbox"/> Public and Government Services – Law Enforcement Training <input type="checkbox"/> Public and Government Services – Legal Administrative Assistant REGENTS ONLINE DEGREE PROGRAMS <input type="checkbox"/> A.A. – Assoc. in General Studies (Transfer Degree) <input type="checkbox"/> A.S. – Assoc. in General Studies (Transfer Degree) <input type="checkbox"/> A.A.S. – Assoc. of Applied Science in Professional Studies (Concentration in Information Technology)	<input type="checkbox"/> EMT <input type="checkbox"/> Law Enforcement Training Office Systems Administration <input type="checkbox"/> Coding Specialist <input type="checkbox"/> General Office Assistant <input type="checkbox"/> Legal Office Clerk Workforce Preparedness–Business <input type="checkbox"/> Accounting <input type="checkbox"/> Computer Business Applications <input type="checkbox"/> Information Systems Applications <input type="checkbox"/> Quality Management <input type="checkbox"/> Retailing <input type="checkbox"/> Small Business <input type="checkbox"/> Supervisory Management Workforce Preparedness–Technology <input type="checkbox"/> Architectural Technology <input type="checkbox"/> Climate Control Technology <input type="checkbox"/> Computer Services Technology <input type="checkbox"/> Construction Technology <input type="checkbox"/> Electro/Mechanical Maintenance <input type="checkbox"/> Mechanical Technology

I do not plan to seek a degree at this time. I will be enrolling as:

- Audit (no college credit given)
 Personal enrichment (improve skills, etc.)
 Transient (regularly attend another college)
 Special non-degree programs: CDA (Child Development Associate)

NOTE: Non-degree students are not eligible for financial aid.

IMPORTANT—All Applicants must read and sign

I understand that withholding information in this application or giving false information may make me ineligible for admission to, or continuation in, Cleveland State Community College. With this in mind, I certify that all the statements on this application are correct and complete. Further, if I am admitted to Cleveland State Community College, I agree to abide by the rules and regulations of the College.

If you are accepted as a student at this institution, there are certain performance tests you may be required to take during your academic career. It is a requirement of admission that you agree to take any tests deemed necessary by this institution. The purpose of this requirement is to comply with the legislature's expressed intent that institutions regularly evaluate and improve instruction at all levels. Your scores on any of these tests and course placement may be reported to your high school for research purposes. All test scores will be treated confidentially as required by law.

By signing this application, I understand that Cleveland State Community College may publish for publicity purposes any photographs containing my image which are taken to promote the college on or off campus.

First time applicants please submit a non-refundable \$10 application fee. Please make check payable to Cleveland State Community College.

Signature _____ Date _____

*In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their **Social Security numbers** to the Office of Admissions is voluntary. Students who do not provide the college with their **Social Security numbers** will be assigned special nine-digit numbers. This number or the Social Security number will be used: (a) to identify such student records as applications for admission, registration and course enrollment documents, transcript requests, certification requests and permanent academic records and (b) to determine eligibility, certify school attendance and report student status. Students are notified, however, that only the **Social Security number** may be used as an identifier for grants, loans and other financial aid programs according to federal regulations. The student's **Social Security number** will not be disclosed to individuals or agencies outside Cleveland State Community College except in accordance with the institutional policy on students records.

Cleveland State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Ga. 30033-4097, telephone number (404) 679-4501.

Cleveland State Community College is an Affirmative Action/Equal Employment Opportunity (AA/EEO) institution. The college is committed to making the campus accessible to the disabled. Students with disabilities who may require accommodations or assistance are encouraged to contact the Student Development and Testing Office at (423) 478-6217.

Cleveland State is one of 45 institutions in the Tennessee Board of Regents (TBR) system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 two-year colleges and 26 Tennessee Technology Centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.