

Celebrating Our Past; Planning for Your Future.



CLEVELAND STATE COMMUNITY COLLEGE  
2007-2008 Catalog & Student Handbook









## 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](http://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

## 2007-2008

### Catalog & Student Handbook

Vol. 38, No. 1

August 2007

#### 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. However, students are advised that the TBR General Education Core Curriculum changed effective Fall 2004 and degree requirements began changing in Fall 2005. 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 TDD 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 ACCESS Center.

Students with disabilities who need accommodations are required to contact the Coordinator of Disability Support Services within the first two weeks of the semester. This office is located in Room 118 of the George L. Mathis Student Center (423) 478-6217. Support services provided through this office may include arranging for interpreters, assistance in securing special materials and referrals to community resources.

#### Reporting Fraud, Waste or Abuse

If you have witnessed an act of fraud, waste or abuse and wish to report it, or would like more information, visit our website at [www.clevelandstatecc.edu](http://www.clevelandstatecc.edu). Click on the "Student" link and you will find the information on that page titled, "Fraud, Waste or Abuse Policy." You may also call (423) 614-8705.



NOTICE TO ALL STUDENTS







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CALENDAR

# Calendar

## 2007

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3					1	2	3		1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30						

May							June							July							August								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4	5					1	2		1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31			

September							October							November							December									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1				1	2	3	4	5	6						1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8			
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15			
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22			
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29				
30														30						30	31									

## 2008

January							February							March							April									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4	5						1	2							1					1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12			
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19			
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26			
27	28	29	30	31			24	25	26	27	28			23	24	25	26	27	28	29	27	28	29	30						
														30	31															

May							June							July							August												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
					1	2	3				1	2	3	4	5	6	7				1	2	3	4	5							1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9						
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16						
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23						
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30						
																				31													

September							October							November							December								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4	5	6				1	2	3	4							1							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13		
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31					
														30															



### Fall Semester 2007

Monday, April 2–Monday, August 20	Open Web Registration (for currently enrolled students only)
Monday, August 13	Registration in Athens
Friday, August 17	Last New Student Advisement and Registration for Fall Semester
Monday, August 20	Registration in Vonore
Thursday, August 23	Registration in Cleveland
Monday, August 27	Classes begin
Monday, August 27	First day to register to audit classes
Monday, August 27–Wednesday, August 29	Late registration
Wednesday, August 29	Last day to register late or to add classes
Wednesday, August 29	Last day to change from credit to audit or from audit to credit
Monday, September 3	Labor Day Holiday (college closed)
Monday, September 17	Fall graduation applications due
Monday, October 15–Tuesday, October 16	Fall Break (no classes–college offices open)
Friday, November 2	Last day to withdraw from individual classes or for complete withdrawal from the college <sup>1</sup>
Wednesday, November 21	Monday class schedule (To make-up for Labor Day, day classes only. Classes starting at or after 4:30 p.m. will not meet.)
Thursday, November 22–Saturday, November 24	Thanksgiving Break (college closed)
Tuesday, November 27	Spring graduation applications due
Saturday, December 8	Classes end
Monday, December 10–Thursday, December 13	Exams for day and evening classes

### Spring Semester 2008

Tuesday, November 27	Spring graduation applications due
Monday, November 12–Friday, December 7	Open Web Registration (for currently enrolled students only)
Friday, January 4	New Student Advisement and Registration
Monday, January 7	Registration in Vonore
Tuesday, January 8	Registration in Athens
Thursday, January 10	Registration in Cleveland
Monday, January 14	Classes begin
Monday, January 14	First day to register to audit classes
Tuesday, January 15–Thursday, January 17	Late registration
Thursday, January 17	Last day to register late or add classes
Thursday, January 17	Last day to change from credit to audit or from audit to credit
Monday, January 21	Martin L. King Jr. Holiday (college closed)
Monday, March 3–Saturday, March 8	Spring Break (no classes–college offices open)
Friday, March 21	Good Friday Holiday (college closed)
Monday, March 24	Last day to withdraw from individual classes or for complete withdrawal from the college <sup>1</sup>
Monday, March 31	Summer graduation applications due
Monday, April 28	Classes end
Tuesday, April 29–Friday, May 2	Final Exams
Saturday, May 3	Graduation (10 a.m.)

**NOTE: CALENDAR IS SUBJECT TO CHANGE**

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

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>



Monday, March 31  
Monday, April 7–Friday, May 16

Thursday, May 22  
Monday, May 26  
Tuesday, May 27  
Tuesday, May 27  
Tuesday, May 27–Wednesday, May 28  
Wednesday, May 28  
Wednesday, May 28

Tuesday, June 17

Saturday, June 28

Monday, March 31  
Monday, April 7–Friday, June 27

Thursday, May 22  
Wednesday, July 2–Thursday, July 3  
Friday, July 4  
Monday, July 7  
Monday, July 7  
Tuesday, July 8  
Tuesday, July 8  
Tuesday, July 8

Monday, July 28

Friday, August 8

Monday, March 31  
Monday, April 7–Friday, May 16

Thursday, May 22  
Monday, May 26  
Tuesday, May 27  
Tuesday, May 27  
Tuesday, May 27–Thursday, May 29  
Thursday, May 29  
Thursday, May 29

Wednesday, July 2–Thursday, July 3  
Friday, July 4

Monday, July 14

Friday, August 8

## Summer Semester 2008

### First Summer Day Session

Summer graduation applications due  
Open Web Registration  
(for currently enrolled students only)  
Registration for all Summer sessions–All Sites  
Memorial Day (college closed)  
Classes begin  
First day to register to audit classes  
Late Registration  
Last day to register late or to add classes  
Last day to change from credit to audit or  
from audit to credit  
Last day to withdraw from individual  
classes or for complete withdrawal  
from the college<sup>1</sup>  
Classes end

### Second Summer Day Session

Summer graduation applications due  
Open Web Registration  
(for currently enrolled students only)  
Registration for all Summer sessions  
Summer Break (no classes)  
Independence Day (college closed)  
Classes begin; Registration continues at all sites  
First day to register to audit classes  
Late Registration  
Last day to register late or to add classes  
Last day to change from credit to audit or  
from audit to credit  
Last day to withdraw from individual  
classes or for complete withdrawal  
from the college<sup>1</sup>  
Classes end

### Full Session and Evening Classes

Summer graduation applications due  
Open Web Registration  
(for currently enrolled students only)  
Registration for all Summer sessions–All Sites  
Memorial Day (college closed)  
Classes begin  
First day to register to audit classes  
Late Registration  
Last day to register late or to add classes  
Last day to change from credit to audit or  
from audit to credit  
Summer Break (no classes–college offices open)  
Independence Day Holiday (college closed)  
Last day to withdraw from individual  
classes or for complete withdrawal  
from the college<sup>1</sup>  
Classes end

**NOTE: CALENDAR IS SUBJECT TO CHANGE**

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





**Exam Week Schedule**  
**Fall Semester 2007**  
**Monday, December 10 – Thursday, December 13**

**EXAM WEEK SCHEDULE**

**Time of Examination**

8 a.m. – 10 a.m.  
10:10 a.m. – 12:10 p.m.  
12:20 p.m. – 2:20 p.m.  
2:30 p.m. – 4:30 p.m.  
6 p.m. – 8:45 p.m.

**Classes Scheduled**

**Monday, December 10, 2007**

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 2:30 p.m.  
All classes with first meeting on Monday at 6 p.m.

**Tuesday, December 11, 2007**

8 a.m. – 10 a.m.  
11 a.m. – 1 p.m.  
2:45 p.m. – 4:45 p.m.  
6 p.m. – 8:45 p.m.

All classes with first meeting on Tuesday or Thursday at 8 a.m.  
All classes with first meeting on Tuesday or Thursday at 11 a.m.  
All classes with first meeting on Tuesday or Thursday at 2:45 p.m.  
All classes with first meeting on Tuesday at 6 p.m.

**Wednesday, December 12, 2007**

9:05 a.m. – 11:05 a.m.  
11:15 a.m. – 1:15 p.m.  
1:25 p.m. – 3:25 p.m.  
3:35 p.m. – 5:35 p.m.  
6 p.m. – 8:45 p.m.

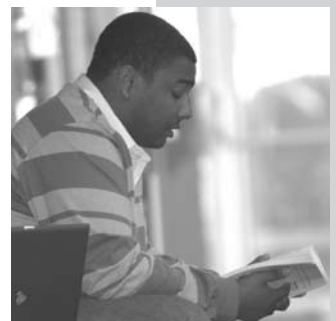
All classes with first meeting on Monday, Wednesday or Friday at 9:05 a.m.  
All classes with first meeting on Monday, Wednesday or Friday at 11:15 a.m.  
All classes with first meeting on Monday, Wednesday or Friday at 1:25 p.m.  
All classes with first meeting on Monday, Wednesday or Friday at 3:35 p.m.  
All classes with first meeting on Wednesday at 6 p.m.

**Thursday, December 13, 2007**

9:30 a.m. – 11:30 a.m.  
1:15 p.m. – 3:15 p.m.  
3:50 p.m. – 5:50 p.m.  
6 p.m. – 8:45 p.m.

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

Note: Lab examinations will be scheduled by the instructors.



## Exam Week Schedule

### Spring Semester 2008

#### Tuesday, April 29 – Friday, May 2

# EXAM WEEK SCHEDULE

#### Time of Examination

8 a.m. – 10 a.m.  
11 a.m. – 1 p.m.  
2:45 p.m. – 4:45 p.m.  
6 p.m. – 8:45 p.m.

8 a.m. – 10 a.m.  
10:10 a.m. – 12:10 p.m.  
12:20 p.m. – 2:20 p.m.  
2:30 p.m. – 4:30 p.m.  
6 p.m. – 8:45 p.m.

9:30 a.m. – 11:30 a.m.  
1:15 p.m. – 3:15 p.m.  
3:50 p.m. – 5:50 p.m.  
6 p.m. – 8:45 p.m.

9:05 a.m. – 11:05 a.m.  
11:15 a.m. – 1:15 p.m.  
1:25 p.m. – 3:25 p.m.  
3:35 p.m. – 5:35 p.m.  
6 p.m. – 8:45 p.m.

#### Classes Scheduled

##### Tuesday, April 29, 2008

All classes with first meeting on Tuesday or Thursday at 8 a.m.  
All classes with first meeting on Tuesday or Thursday at 11 a.m.  
All classes with first meeting on Tuesday or Thursday at 2:45 p.m.  
All classes with first meeting on Tuesday at 6 p.m.

##### Wednesday, April 30, 2008

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 2:30 p.m.  
All classes with first meeting on Monday at 6 p.m.

##### Thursday, May 1, 2008

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

##### Friday, May 2, 2008

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 3:35 p.m.  
All classes with first meeting on Wednesday at 6 p.m.

Note: Lab examinations will be scheduled by the instructors.





## GENERAL INFORMATION

Mission  
Accreditations  
History  
Description



## Mission Statement

Cleveland State Community College, a two-year institution within the Tennessee Board of Regents System, provides accessible, responsive, and quality educational opportunities primarily for residents of southeastern Tennessee. The College delivers developmental education, university transfer programming, workforce training, and community services. By engaging students in the learning process, the College aspires to promote success, enhance quality of life, and encourage civic involvement. The College strives to be a responsible partner in lifelong learning for the individual and in economic development for the region.

## Accreditations

### Primary

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

### 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, 1361 Park Street, Clearwater, FL 33756, telephone number (727) 210-2350, 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  
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 Association  
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 40-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 174–177.





## ADMISSIONS AND RECORDS

General Admissions

Assessment of ACT Scores and  
COMPASS Testing Requirements

Registration

Adding, Dropping and Withdrawing

Transcripts

Evaluation of Transfer Work

Advisor Assignments



## Admissions and Records

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 (CISCC) 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 CISCC. 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.

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

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 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, cumulative GPA 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 (Tennessee Code Annotated § 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 CISCC.

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 years of age.
  - 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. **Completion of High School Requirements:** 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. The following list of courses will satisfy high school deficiencies for students who graduated from high school in 2003 or after. Students graduating high school prior to 2003 should contact the Admissions and Records Office for deficiency information.

**High School Requirement**

(for post 2003 graduates)	CISCC Course
Geometry	MATH 0990
Algebra I	DSPM 0800
Algebra II	DSPM 0850
Chemistry	CHEM 1000 and 1001
Foreign Language	SPAN 1010 and 1020
Social Studies	HIST 1110 and 1120
U.S. History	HIST 2010 and 2020
Visual/Performing Arts	ART 1030, MUS 1010, 1020, 1030 or any combination of the following equal to a total of three semester hours: MUS 1150, 1160, 1170, 1180, 1210, 1220, 1230, 1240, 1410, 1420, 2210, 2220, 2230, 2240, 2250, 2260, 2270, 2280, 2410, or 2420.

**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 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 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, 173 on the computer-based exam, or 61 on the internet-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 \$14,000. (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 Applied Science in Professional Studies Concentration in Information Technology, Associate of Applied Science in Early Childhood Education, Associate of Arts in General Studies (University Parallel), Associate of Science in General Studies (University Parallel) and Associate of Science in General Studies (University Parallel) for Teacher Aides and Paraprofessionals. The admission

requirements for Regents Degree students are identical to the requirements for other degree-seeking students. For more information about RODP refer to <http://www.tn.regentsdegrees.org/campus/clscce>.

### 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.

### 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.
5. Applicants 18 years of age or older who have not earned a high school diploma, and are not currently enrolled in high school, may enroll in developmental courses to prepare for GED testing.



**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. Students taking Business and Technology courses can begin 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 Dual Enrollment 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 and progression 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(s). A late fee is required unless officially waived due to extenuating circumstances.

#### **Adding, Dropping and Withdrawing from Classes**

After the official registration period is over, enrolled students may make adjustments to their schedules through the process of adding, dropping 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 the published late registration period. Courses dropped within the late registration 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(s).

**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” or by completing an Add/Drop/Withdrawal form in the Admissions and Records Office. 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. After 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 calendar<sup>1</sup> 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. After 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. “W” grades do not count as attempted hours in the calculation of the GPA. 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 calendar<sup>1</sup> 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 calendar<sup>1</sup> 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 exists following the guidelines as specified in CISCC Policy No. 2:04:03:00 and on the Late Withdrawal Form.

<sup>1</sup>*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.*

**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 matriculated, 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 CISCC 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 CISCC 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 CISCC 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 CISCC 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 12 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 CISCC 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	History
ACC 1010	HIST 1110, 1120
ACC 2010	HIST 2010, 2020
Art	Music
ART 1030	MUS 1010
ART 1110, 1120	MUS 1150, 1160
ART 1210, 1220	MUS 1170, 1180
ART 1810, 1820	MUS 1210, 1220
ART 2010	MUS 1230, 1240
ART 2310, 2320	MUS 2210, 2220
ART 2410, 2420	MUS 2230, 2240
	MUS 2250, 2260
	MUS 2270, 2280

Computers and Info. Systems	Office Administration
CIS 1000	OSA 1000
CIS 1110	OSA 1020
CIS 2080	OSA 1510
Criminal Justice	OSA 1610
CJP 1010	OSA 1630
Economics	OSA 2110
ECON 2110, 2120	OSA 2210
Engineering Graphics	OSA 2310
ERG 1010	OSA 2400
ERG 2010	OSA 2410, 2420
English	OSA 2510
ENGL 1010	Political Science
French	POL 2110
FREN 1010, 1020	Psychology
	PSY 1010
	Sociology
	SOC 2010
	Spanish
	SPAN 1010, 1020
	SPAN 2010, 2020

- 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  
CISCC 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. Credit for non-credit coursework will receive a grade of “P” and will not be calculated in the GPA.

**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  
Nashville State Technical 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

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee (the Tennessee Board of Regents) shared 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 Degrees<sup>1</sup>**

Communication	9 hours <sup>2</sup>
Humanities and/or Fine Arts	9 hours
<i>(At least one course must be in literature.)</i>	
Social/Behavioral Sciences	6 hours
History	6 hours <sup>3</sup>
Natural Sciences	8 hours
Mathematics	<u>3 hours</u>
Total	41 hours

<sup>1</sup>Foreign 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.

<sup>2</sup>Six hours of English Composition and three hours in English oral presentational communication are required.

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

Although the courses designated by 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 pages 56-57 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](http://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	<sup>1</sup> ENGL 1010
English 102-English Composition II	<sup>1</sup> 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	<sup>1</sup> 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	<sup>1</sup> MATH 1510
Math 123-Finite Mathematics	<sup>1</sup> MATH 1610
Math 125-Basic Calculus	<sup>1</sup> MATH 1810
Math 141-142-Calculus I, II	<sup>1</sup> 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-Journey Solar Systems w/lab and Stars, Galaxies, Cosmology w/lab	<sup>1</sup> ASTR 1010/1011 & <sup>1</sup> ASTR 1020/1021
Astronomy 217-Honors: Intro. Astronomy	ASTR 2801-2899
Biology 101-102-Humankind in the Biotic World	<sup>1</sup> BIOL 1010/1011 & <sup>1</sup> BIOL 1020/1021
Biology 130-Biodiversity	<sup>1</sup> BIOL 1120/1121
Biology 140-Organ. & Func of the Cell	<sup>1</sup> BIOL 1110/1111
Chemistry 120-130-General Chemistry	<sup>1</sup> CHEM 1111/1121 & <sup>1</sup> CHEM 1120/1121
Physics 221-222-Elements of Physics	<sup>1</sup> PHYS 2010/2011 & <sup>1</sup> PHYS 2020/2021
Physics 135-Intro. to Physics for Physical Science and Math Majors	<sup>1</sup> PHYS 2110/2111
Physics 231-Fundamentals of Physics: Electricity & Magnetism	<sup>1</sup> 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	<sup>1</sup> ART 1810
Art History 173-Western Art II	<sup>1</sup> ART 1820
English 201-British Literature I	<sup>1</sup> ENGL 2210
English 202-British Literature II	<sup>1</sup> ENGL 2220
English 221-Literature of the Western World I	<sup>1</sup> ENGL 2310
English 222-Literature of the Western World II	<sup>1</sup> ENGL 2320
English 231-American Literature I	<sup>1</sup> ENGL 2110
English 232-American Literature II	<sup>1</sup> ENGL 2120
Music History 110-Intro. Music Western Culture	MUS 1030

- 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
CFS 210-Human Development	PSY 2110
Economics 201-Introductory Economics	<sup>1</sup> ECON 2110 & 2120
Psychology 110-General Psychology	<sup>1</sup> PSY 1010
Sociology 110-Social Justice and Social Change	<sup>1</sup> SOC 2020
Sociology 120-General Sociology	SOC 2010

- 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	<sup>1</sup> HIST 1110
History 242-Honors: Dev. of Western Civ.	<sup>1</sup> HIST 1120
Religious Studies 101-World Religions History	<sup>1</sup> REL 2780

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







## EXPENSES AND FINANCIAL AID

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



## Expenses

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 Costs<sup>1</sup>

#### Tuition and Regents Online Degree Fees

##### State Residents<sup>2</sup>

Tuition—students taking	
12 or more hours .....	\$1,115
Part-time students—per hour .....	\$95

##### Non-State Residents

Tuition—students taking	
12 or more hours .....	\$1,115
Out-of-State Tuition—students taking	
12 or more hours .....	\$3,338
Total .....	\$4,453

Tuition—Students taking	
fewer than 12 hours— per hour .....	\$95
Out-of-State Tuition—per hour .....	\$289
Total per hour .....	\$384

#### Regents Online Degree Program

##### State Residents<sup>2</sup>

Per hour .....	\$95
Online course fee .....	\$39
Total per hour .....	\$134

##### Non-State Residents

Per hour .....	\$95
Online course fee .....	\$39
Out-of-State tuition .....	\$289
Total per hour .....	\$423

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.

<sup>1</sup> All fees are subject to change by the Tennessee Board of Regents.

<sup>2</sup> 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) .....	\$30
General Education Development Test (GED).....	\$55
Graduation.....	\$25
Handicapped Parking Area Violations .....	\$100
Late Registration.....	\$10
Student I.D. Replacement .....	\$5
Traffic Fines .....	\$10
Lab Fees—(Additional fees are charged for courses	having special lab fees-lab fees are <b>NOT</b> refundable)
Art .....	\$35
Backpacking .....	\$20
Basic Camping.....	\$20
Bowling.....	\$35
Golf.....	\$32
Golf—Advanced.....	\$36
Guitar—1 hr.....	\$45
Guitar—2 hrs.....	\$75
Piano—1 hr.....	\$45
Piano—2 hrs.....	\$75
Police Instruction Lab.....	\$150
Voice—1 hr.....	\$45
Voice—2 hrs.....	\$75

## 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 \$70 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. Disability students must turn in an affidavit or certificate from a physician or an agency charged with compensating the disable person or adjudicating the permanent total disability of the person who is requesting admittance to the classes, that such person is permanently totally disabled as set forth herein. A student who is receiving services under



federal or state vocational rehabilitation programs is not eligible for a waiver of tuition and fee benefits under this section. 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 Advising, Counseling, Career Enhancement, Student Success (ACCESS) Center 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 ten 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 and initial first payment.
- 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 tuition, technology fee 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 or the student drop on the Web. 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 tuition and other registration fees will be refunded for classes canceled by the institution.
2. One hundred percent (100%) of tuition and other registration fees will be refunded for withdrawals processed prior to the first day of classes.
3. One hundred percent (100%) of 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 tuition and technology fee 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 tuition and technology fee 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 unearned percentage of institutional charges that the school is responsible for is the amount the student owes back to the school.

The student's responsibility is also equal to the total amount of unearned Title IV aid minus the amount paid by the school. 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 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](http://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.

A student is encouraged to apply early for financial aid. He/she must complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA Renewal Application by **March 15** to ensure that the Financial Aid Office receives the Institutional Student Information Record and other documents prior to the priority deadline. **May 15** is the priority deadline for applying for the fall semester and **October 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-serve basis as long as funds are available.

Although Cleveland State participates in the electronic processing of financial aid applications, we do not encourage a student to wait until the last minute

to file; therefore, initial applications received after the priority deadline will be processed only as time allows. The student may be required to pay for tuition and fees, then be reimbursed at a later date if he/she qualifies for financial assistance.

### Financial Aid Appeals

A student placed on financial aid suspension may 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.

A student 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 standards again, will result in the student 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 (EFC's); priority is given to Federal Pell Grant recipients. An FSEOG does not have to be paid back.



## Federal Family Education Loan Program

The Federal Family Education Loan (FFEL) program includes both Stafford and PLUS Loans. The Stafford and PLUS Loans are sources of financial assistance offered by the U.S. Department of Education to help defray the cost of higher education. Stafford Loans consist of Subsidized and Unsubsidized loans.

**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.**

**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 half-time status. The interest rate on 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 undergraduate students who enroll at least half-time 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 also encourages community service work.



## Return to Title IV Funds

### 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 unearned percentage of institutional charges that the school is responsible for is the amount the student owes back to the school. The student's responsibility is also equal to the





total amount of unearned Title IV aid minus the amount paid by the school. 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.

**Example of Recalculation Formula**

12 days/120 days = 10% (earned Title IV aid)

100% – 10% = 90% (unearned Title IV aid)

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

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

\$1,620 – \$585 = \$1,035 x 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.

**State Grant Program**

**Tennessee Student Assistance Award (TSAA)**

The 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 **May 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 Progress<sup>1</sup>**

A students receiving Title IV Financial Aid is 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.

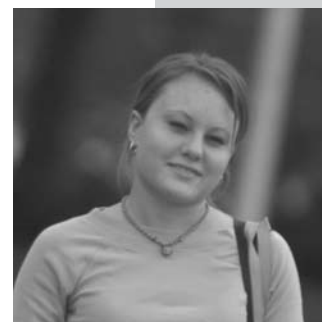
A student who receives all "F's" or all "W's" for a term will be ineligible for federal aid in the subsequent term of enrollment. For evaluating satisfactory progress for financial aid, an "I" will be considered an "F." This position must be taken as an "I" becomes an "F," if it is not completed within 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, the record of each financial aid recipient will be evaluated to determine if minimum acceptable program progress towards 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.<sup>1</sup>

<sup>1</sup> *Subject to change*

<b>Semester Hours Attempted:</b>	<b>Must Complete Satisfactorily:</b>
12 or more hours	9 hours
9-11 hours	7 hours
6-8 hours	5 hours
1-5 hours	complete hrs. attempted



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

A student 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 developmental courses).

<b>Total hours attempted:</b>	<b>Minimum required GPA:</b>
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

A student who has reached 90 hours attempted toward his/her degree will become ineligible for financial aid. A student is 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 120 attempted hours, (90 hours toward a degree, 30 hours required developmental studies courses).

A student 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. A student transferring into Cleveland State from other educational institutions will be placed on Financial Aid Probation for one semester if he/she does not meet the minimum Satisfactory Academic Requirements (SAP). If SAP is not met after the completion of the semester, then a transfer student becomes 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 Committee by submitting an appeal request in writing to the Financial Aid Director. The financial aid recipient will be notified in writing when he/she is 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. For a copy of the Satisfactory Academic Progress Standards, see the Financial Aid Office.

### **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 6 Hours	Less than Half Time

### **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**

**<sup>1</sup>Eligibility Requirements for 2007–08 Academic Year**

- Entering freshmen (High School Class of 2007) 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 2007–08 Free Application for Federal Student Aid starting January 1 for each academic year ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- FAFSA and renewal FAFSA application priority date–September 1. Early application recommended.
- Full-time enrollment (part-time prorated)–leading to a degree–satisfactory academic progress required
- Award amounts based on available funding from State Lottery

**Tennessee HOPE Scholarship**

<sup>1</sup>Award amount–\$3,300 for four-year institutions; \$1,650 for two year institutions (no more than cost of attendance)

- Entering freshmen (High School Class of 2005) must have at least a 21 ACT (890 SAT or unweighted 3.0 GPA)
- 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–21 ACT (980 SAT) or 525 GED and 21 ACT (980 SAT)
- GED applicants–525 and 21 ACT (980 SAT)

<sup>1</sup>Subject to change.

**ASPIRE**

Award amount–\$1,500 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–\$2,400 for four-year institutions; \$1,575 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 (890 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**

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



**Tennessee Education Lottery  
Scholarship Programs  
2007–2008 Eligible Institutions**

Aquinas College (003477)  
Austin Peay State University (003478)  
Baptist Memorial College of Health Sciences (034403)  
Belmont University (003479)  
Bethel College (003480)  
Bryan College (003536)  
Carson-Newman College (003481)  
Chattanooga State Tech Community College (003998)  
Christian Brothers University (003482)  
Cleveland State Community College (003999)  
Columbia State Community College (003483)  
Crichton College (009982)  
Cumberland University (003485)  
David Lipscomb University (003486)  
Dyersburg State Community College (006835)  
East Tennessee State University (003487)  
Fisk University (003490)  
Free Will Baptist Bible College (030018)  
Freed-Hardeman University (003492)  
Hiwassee College (003494)  
Jackson State Community College (004937)  
John A. Gupton College (008859)  
Johnson Bible College (003495)  
King College (003496)  
Lambuth University (003498)  
Lane College (003499)  
Lee University (003500)  
LeMoyne-Owen College (003501)  
Lincoln Memorial University (03502)  
Martin Methodist College (003504)  
Maryville College (003505)  
Memphis College of Art (003507)  
Middle Tennessee State University (003510)  
Milligan College (003511)  
Motlow State Community College (006836)  
Nashville State Technical Community College (007534)  
Northeast State Tech Community College (005378)  
Pellissippi State Tech Community College (012693)  
Rhodes College (003519)  
Roane State Community College (009914)  
South College (004938)

Southern Adventist University (003518)  
Southwest Tennessee Community College (010439)  
Tennessee State University (003522)  
TN Tech Center at Athens (005358)  
TN Tech Center at Chattanooga (003998-01)  
TN Tech Center at Covington (005280)  
TN Tech Center at Crossville (004026)  
TN Tech Center at Crump (005357)  
TN Tech Center at Dickson (013955)  
TN Tech Center at Elizabethton (005281)  
TN Tech Center at Harriman (013894)  
TN Tech Center at Hartsville ( 013893)  
TN Tech Center at Hohenwald (014126)  
TN Tech Center at Jacksboro (010700)  
TN Tech Center at Jackson (013895)  
TN Tech Center at Knoxville (004025)  
TN Tech Center at Livingston (005353)  
TN Tech Center at McKenzie (005352)  
TN Tech Center at McMinnville (005307)  
TN Tech Center at Memphis (005360)  
TN Tech Center at Morristown (013891)  
TN Tech Center at Murfreesboro (014543)  
TN Tech Center at Nashville (013968)  
TN Tech Center at Newbern (005283)  
TN Tech Center at Oneida/Huntsville (009710)  
TN Tech Center at Paris (013943)  
TN Tech Center at Pulaski (009464)  
TN Tech Center at Ripley (012164)  
TN Tech Center at Shelbyville (005379)  
TN Tech Center at Whiteville (014304)  
Tennessee Technological University (003523)  
Tennessee Wesleyan College (003525)  
Trevecca Nazarene University (003526)  
Tusculum College (003527)  
Union University (003528)  
University of Memphis (003509)  
University of Tennessee, Chattanooga (003529)  
University of Tennessee, Knoxville (003530)  
University of Tennessee, Martin ( 003531)  
University of Tennessee, Memphis (006725)  
University of the South (003534)  
Vanderbilt University (003535)  
Volunteer State Community College (009912)  
Walters State Community College (008863)  
Watkins Institute College of Art and Design (031276)



## Cleveland State Community College 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 and have taken the ACT.
  - B. Must enroll and maintain a full-time course load. Must also maintain both a 2.5 semester and cumulative grade point average at CISCC.
  - 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.

### Diversity Scholarships

The college's goal is to enhance the rate and diversity of participation in higher education within its service area. Students who represent the first generation of their family to pursue post-secondary education are particularly encouraged to apply. The scholarships are awarded on both the basis of need and academic achievement, and can assist students with tuition and fees. In order to qualify, a student must meet the scholarship requirements, meet general admissions standards for the college, have a minimum grade point average of 2.0 and maintain good academic standing during the time he/she is receiving a scholarship. For more information regarding the Diversity Scholarship, please contact the Counselor/Coordinator of Student Diversity Programs at (423) 473-2318 or (800) 604-2722, Ext. 318.

### Important: Read Carefully

1. The priority deadline for the Diversity Scholarship is March 15. Applications may be accepted after that date and awards made if funds are available.
2. You must submit a completed CSCC Application for Admission and an official copy of your high school transcript, college transcript or GED scores to the CSCC Admissions Office. They must also receive copies of your ACT or SAT scores.
3. Scholarships are available and renewable for up to five semesters. Students must apply for renewal each academic year.
4. Scholarships are not available for the summer semester.

### 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 CISCC 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 CISCC 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 an 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.

### CSCC Foundation Scholarships

The scholarship program is funded through private gifts from businesses, organizations and individuals. Annual earnings from the invested endowment and proceeds from the annual fund campaign 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.

### Tennessee Scholars Scholarship

The Cleveland State Foundation awards annual scholarships to graduating students from high schools in Bradley, McMinn and Meigs counties who certify as Tennessee Scholars. For more information contact the office of the Vice President for Student Services located in the George L. Mathis Student Center in Room 110A.



# FINANCIAL AID & SCHOLARSHIPS







## SPECIAL PROGRAMS AND SERVICES

### *ADVANCE*

Business, Industry and Government Training

Instructional Computer Technology

Continuing Education and Training

Cooperative Education and Service Learning

Interactive TV

Online Course Program

Non-Credit

Regents OnLine

Small Business Development Center

Video Course Program

WIA and TAA



## **ADVANCE Scheduling Option Associate of Applied Science Business and Management Major Business Concentration**

*ADVANCE* represents an accelerated scheduling option for completing a college degree. This option is suitable for highly motivated and mature adults that are seeking an A.A.S. in the Business and Management Major–Business Concentration. Many *ADVANCE* students obtain their A.A.S. in two and a half years at CSCC and continue to pursue their B.S. in two additional years at a selected four-year college or university.

The typical *ADVANCE* student might be an individual that has experienced limited opportunities and needs a degree to progress through this program as a group. The courses are predetermined, which makes the registration process easy. Each class meets seven times during a five-week period and classes are always in the evening. Accelerated course work (fewer classroom hours combined with team, independent or online study) and Cooperative Education credit for on-the-job learning allow completion of college course requirements for an associate degree in only two and a half years. Prior credit from Cleveland State, other accredited colleges, or the Tennessee Technology Centers may be applicable. Also this A.A.S. degree program offers a number of electives, which allows the student to “tailor” their program for emphasis in such areas as accounting, human resources, etc.

The associate of applied science degree can help open the door to a new employer, to a job promotion, to a business of your own, or entrance into a bachelor degree program. The associate of applied science degree offered through *ADVANCE* is transferable into various bachelor degree programs at many four-year colleges and universities. For example, Bachelor of Professional Studies degrees with concentrations in Organizational Leadership or Information Technology are available online from each of Tennessee’s Board of Regents Universities—Austin Peay, East Tennessee State, Middle Tennessee State, Tennessee State, Tennessee Tech, and Memphis. The Bachelor of Interdisciplinary Studies (allowing the student to tailor a program to individual interests) is also available online through the TBR universities. In addition, there are several other bachelor degree programs for adult students that Cleveland State’s *ADVANCE* graduates have pursued at area colleges.

The *ADVANCE* schedule also allows students to meet full-time enrollment requirements for financial aid.

For *ADVANCE* information or an appointment, please call:

Cleveland (423) 478-6245 or  
(800) 604-2722, Ext. 245  
Athens (423) 745-8486  
Vonore (423) 884-6878

Note: The Technology Department is scheduling some program/classes using an accelerated format (check the class schedule–Technology section).

## **Business, Industry and Government**

Business, Industry and Government (B.I.G) is an effort to partner with area businesses, industries, and government agencies to facilitate and/or enhance employee training. This can be done in a variety of ways: credit classes, non-credit classes, workshops, and seminars. The most popular training topics have been electro-mechanical courses, Spanish for supervisors, English as a second language, computer applications, customer service, and supervisory management. You can earn continuing education units for professional certification and licensing. Classes are available at Cleveland, Athens and Vonore or at arranged business locations.

## **Center of Emphasis in Instructional Technology**

The college maintains a facility for the continuing expansion and integration of instructional computer applications and internet connections, as well as teleconferencing technology. 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.

## **Continuing Education and Training**

### **ACT WorkKeys Services**

Through the ACT WorkKeys Service, the college provides assessment and targeted instruction. 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.

### **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, Boating



Safety and 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, history, math and 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 ten 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.

### Cooperative Education and Service Learning

The Cooperative Education Program at Cleveland State Community College combines 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 with enhanced 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

The Cooperative Education 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
- Job Search Skills
- Succeeding on the Job

## 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
- World History
- College Accounting
- Composition I
- Developmental Writing
- Elementary and Intermediate Algebra
- General Psychology
- Introduction to General Chemistry
- 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 connected 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 additional class attendance requirement. Faculty members are accessible to students during on-campus office hours and via telephone and e-mail. For a survey to determine if web courses are right for your, please to [www.clevelandstatecc.edu/students/web\\_screening.asp](http://www.clevelandstatecc.edu/students/web_screening.asp).

Examples of courses offered in WWW format are:

- Access
- Accounting
- American History
- Business Applications on PC’s
- Elementary and Intermediate Algebra
- General Psychology
- Introduction to Business
- Introduction to the Teaching Profession
- Introductory Statistics
- 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 usually no additional class attendance requirement. Most courses, however, require that the student go to a Cleveland State Community College campus or off-site learning center for course examinations. Each course is facilitated by a Cleveland State faculty member who is available in Cleveland, Athens and Vonore. Videos can be mailed to students with special circumstances. Students enrolled in video courses should have internet access. Examples of classes currently offered in video format include:

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

Course videos are available for both Athens and Vonore sites.

## Regents Online Degree Program

The ACCESS Center 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 five online degrees offered are:

- Associate of Applied Science in Professional Studies, Concentration in Information Technology
- Associate of Applied Science in Early Childhood Education
- Associate of Arts in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel) for Teacher Aides and Paraprofessionals (Designed for teacher aides interested in completing their A.S. online. Elective

courses customized to address the course credentialing of paraprofessionals for the “No Child Left Behind” requirements.)

The Regents Online College and University Courses have been designed for a 15 week semester--in an interactive, asynchronous (accessing courses at your convenience) format. All of the courses

contain the same content and rigor as courses offered on campus.

The Regents Online Faculty and Staff have been highly trained in teaching, learning, and assessing the needs of online students. Student Services such as advising, registration, library services, student center, bookstore, tutorial labs, career advising and other student support have also been designed for online delivery.

Would you like to see a sample course? Come participate by using the following information: (User ID: guest / Password: guest).

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 added per credit hour for these classes. Course syllabi for these classes may be reviewed at [www.rodop.org](http://www.rodop.org) For additional information call (423) 472-7141, Ext. 393 or (800) 604-8722, Ext. 393.

## 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.

## Workforce Investment Act and Trade Adjustment Assistance

The ACCESS Center 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.







## ACADEMIC INFORMATION

Grading System

Degree Requirements

Graduation

Advisement

Library

Miscellaneous Regulations

Degrees and Certificates

Honors Program

Other Programs

Course Descriptions



## Academic Information

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.

### Quality Points Awarded

Letter Grade	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 or the Academic Dean.
- 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.

## 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. It includes specially designed honors courses as well as honors-level sections and components of standard courses.

These honors courses are designed to:

- 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:

- A. **Honors Achievement Designation**—To receive the Honors Achievement Designation, a student must complete 18 hours of Honors course work (including two hours of Honors Colloquium and three 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.”
- B. **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.
- C. **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:

- A. **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.
- B. All developmental studies requirements, with the exception of DSPM 0850 (Intermediate Algebra), must be satisfied prior to admission to the Honors Program.
- C. **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 Community College.
- D. **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.

### International Achievement Recognition

Students completing the course requirements listed below with an overall GPA of 3.0 or better, while meeting the associate degree (A.A. or A.S.), will receive an “International Achievement” notation on their transcript.

HUM 2780 World Religions	3 semester credit hrs.
Foreign Language	3 semester credit hrs.
HIST 1110 World History	3 semester credit hrs.
HIST 1120 World History	3 semester credit hrs.
ENGL 2310 World Lit.	3 semester credit hrs.
ENGL 2320 World Lit.	3 semester credit hrs.
Total	18 semester credit hrs.

INTL 1911 International Studies–Travel may be substituted for any of the above-listed courses. For the A.A., students should take six hours of Foreign Language. For the A.S., students should also take six hours of Foreign Language if they are planning on taking a second year of Foreign Language. A maximum of nine semester hours from the list may be transferred to CISCC from another college. A minimum of nine semester hours, therefore, must be completed at CISCC.

### 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	
<b>Quality Hours Attempted</b>	<b>Min. Cumulative GPA</b>
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.)	
<b>Sem. Hours Attempted</b>	<b>Min. Cumulative GPA</b>
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 12-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 D.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 under a later catalog in effect for any term they are enrolled. 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 signatures must be obtained and forms returned to the Admissions and Records Office before graduation can be posted.
- B. **Graduation Residency Requirements**—The final 25 percent of semester credit hours applied toward a degree or 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 or higher. This GPA excludes credits transferred from other institutions.
  2. The minimum number of semester credit hours required for a degree is 60. Certificates may 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 substitutions for required courses in student's curriculum must have the advisor clearly state in writing the desired substitution and reason for the request. Course substitutions must be approved by the student's advisor, the appropriate department dean, and 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 or required high school deficiency units 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 for exit testing 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, 54,000 e-books, 8,000 videos, 80,000 microforms and 200 current paper 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 graphical 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 world 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.

Tools for accessing subject and government information sources are available from the library's home page linked from [www.clevelandstatecc.edu](http://www.clevelandstatecc.edu).

### Media Center

The media center is located on the first floor 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: (a) 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; (b) To enhance knowledge of social and cultural institutions and the values of this society and other societies and cultures in the world; and (c) To understand the interdependent nature of the individual, family and society in shaping human behavior and determining quality of life.

The 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.), Associate of Science (A.S.) and Associate of Applied Science (A.A.S)

Every Tennessee Board of Regents (TBR) institution incorporates 41 semester hours (listed on the following page) into its A.A. and A.S. 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. The Associate of Applied Science (A.A.S.) degree is not designed to transfer to baccalaureate programs; however, a general education component is required.

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 within course descriptions 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](http://www.tbr.state.tn.us). However, students are advised that the TBR General Education Core Curriculum changed effective Fall 2004 and degree requirements began changing in Fall 2005.

### General Education Courses

#### 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 Econ. (MICRO)
ECON	2120	Principles of Econ. (MACRO)
HED	2010	Health and Wellness
POL	2110	American Gov't. and Politics
PSY	1010	Gen. Psychology
PSY/EDU	2110	Human Growth and Development
SOC	2010	Introduction to Sociology
SOC	2020	Social Problems

**History**

HIST	2010	American History I
HIST	2020	American History II
HIST	2030	Tennessee History
HIST	1110	A Survey of World Civilization I
HIST	1120	A Survey of World Civilization II

**Natural Sciences<sup>1</sup>**

ASTR	1010	Astronomy I
ASTR	1020	Astronomy II
BIOL	1010	Biological Science I
BIOL	1020	Biological Science II
BIOL	1110	General Biology
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

<sup>1</sup>lab required**Mathematics**

MATH	1110	College Algebra
MATH	1410	Math for Elementary School Teachers I
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

**Computer Competency**

Cleveland State Community College recognizes the importance of computer competency for students as well as working adults in our current society. The college requires all degree-seeking students to demonstrate their computer competency either by passing a challenge test or successfully completing CIS 1110–Business Applications on PC's, CIS/EDU 1100–Technology for Teachers, or MATH 1900–Scientific Computer Applications.

Student will need to discuss with their advisor (or a CIS instructor) the requirements for proving computer competency and schedule the test or course accordingly. Proof of computer competency must be documented during the first 18 semester hours of course work at Cleveland State.

A list of computer skills required and other information about the computer competency can be accessed from the college website at ([www.clevelandstatecc.edu](http://www.clevelandstatecc.edu)).

**Academic Categories**

The following categories are for information purposes only. For TBR General Education courses, consult the previous section 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 Information 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 and Surveying

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

**Foreign Language**—French and Spanish

**Transfer of General Education Courses**

Please note, as indicated above, some of the courses listed below are not General Education courses and therefore will NOT transfer to TBR colleges. Some Humanities courses, for example, are not considered as General Education courses. Students should consult with their advisor to determine which courses meet the transfer requirements for their senior institution.

**Communication**—English Composition and Public Speaking

**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



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**Regents Online Degree Programs**

Additional degree programs are offered through Cleveland State by the TBR Regents Online Degree Program (RODP). For further information, visit [www.rodip.org/campus/clsc.htm](http://www.rodip.org/campus/clsc.htm) and also refer to pages 22, 32 and 48 of this catalog.



## 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 pages 56-57.

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

<sup>1</sup>Students 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.

<sup>2</sup>Computer 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. Art option students should choose their courses with the approval of the advisor. The students should consult the catalog of the college or university to which transfer is planned.

#### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
ART 1110	Basic Design I	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	3
	Foreign Language	3	3
	History		3
	Mathematics	3	
	Total	15	15
<b>Sophomore<sup>1</sup></b>			
ART 2410	Clay I		3
ART 2510	Portfolio Preparation		1
HUM 1280	Comparative Cultures	3	
PSY 1010	General Psychology	3	
SOC 2010	Introduction to Sociology		3
	Literature (World, English and/or American)	3	3
	<sup>3</sup> History	3	
	Natural/Phy. Science sequence	4	4
	Total	16	14

<sup>1</sup>Sophomore students must compile a portfolio and a final exhibition in order to complete requirements for graduation and/or transfer to a senior institution.

<sup>2</sup>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 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 or students interested in teaching music should consider this curriculum.

All students choosing the Music Option should choose their courses with the approval of the music advisor. The student should consult the catalog of the college or university to which they plan to transfer.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
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
SPE 2310	Public Speaking	3	
	<sup>1</sup> History	3	3
	Mathematics		3
	<sup>2</sup> MUS (Applied)	1	1
	<sup>3</sup> MUS (Music Ensemble)	2	
	Humanities/Fine Arts Elective		3
	Total	15	16
<b>Sophomore</b>			
MUS 2010	Adv. Theory and Harmony I	3	
	Foreign Language Sequence	3	3
	Humanities/Fine Arts Elective		3
	Literature (World, English and/or American)	3	
	Natural/Phy. science sequence	4	4
	Social Science Elective	3	3
	Total	16	13

<sup>1</sup>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.

<sup>2</sup>Applied Music includes MUS 1150-60, MUS 1170-80, MUS 2250-60, MUS 2270-2280 (Voice); MUS 1210-20, MUS 1230-40, MUS 2210-20, MUS 2230-40 (Piano); MUS 1670-80, MUS 1770-1780, MUS 2670-80, MUS 2770-2780 (Guitar).

<sup>3</sup>Music Ensemble includes MUS 1410-20, MUS 2410-20 (Chamber Choir; MUS 1470-80, and MUS 2470-80 (Stage Band).

## 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 pages 56-57.

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

<sup>1</sup>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.

<sup>2</sup>Computer 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

Curriculum guide for students in general agriculture, agricultural education, agricultural business, animal science, horticulture, and other agriculturally related programs.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
AGR 1110	Animal Science		3
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
	Electives	2	
	Total	16	14
<b>Sophomore</b>			
ECON 2110	Principles of Economics (MICRO)	3	
ECON 2120	Principles of Economics (MACRO)		3
MATH 1510	<sup>1</sup> Introductory Statistics		3
MATH 1610	Finite Mathematics	3	
MUS 1030	Music Appreciation	3	
SPE 2310	Public Speaking		3
	<sup>2</sup> History Sequence	3	3
	<sup>3</sup> Humanities/Fine Arts Elective	3	3
	Total	15	15

<sup>1</sup>MATH 1810, 1820, or 1910 may be substituted for MATH 1510.

<sup>2</sup>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.

<sup>3</sup>At least one literature course is required.

## 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
<b>Freshman</b>			
ACC 2010	Principles of Accounting I		3
BUS 1010	<sup>1</sup> Introduction to Business	3	
CIS 1121	Computers in Business	3	
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
	<sup>1</sup> Humanities/Fine Arts Electives		3
	<sup>1</sup> Math Elective	3	
	<sup>1</sup> Natural Science Electives	4	4
	<sup>1</sup> Elective		3
	Total	16	16
<b>Sophomore</b>			
ACC 2020	Principles of Accounting II	3	
BUS 2710	Statistical Methods for Business	3	
ECON 2110	Principles of Economics (MICRO)	3	
ECON 2120	Principles of Economics (MACRO)		3
SPE 2310	Public Speaking		3
	<sup>1</sup> History Electives	3	3
	<sup>1</sup> Humanities/Fine Arts Elective		3
	<sup>1</sup> Literature (World, English or American)	3	
	<sup>1</sup> Elective		1
	Total	15	13

<sup>1</sup>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 Criminal Justice Option

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

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 skills of a person already employed by a criminal justice agency.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
CJP 1010	Overview/Crim. Justice System	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	
	Humanities/Fine Arts Elective		3
	Mathematics		3
	Natural/Phy. Science sequence	4	4
	<b>Total</b>	<b>16</b>	<b>16</b>
<b>Sophomore</b>			
CJP 1210	Correctional Issues & Alternatives		3
CJP 2110	Legal Issues in Criminal Justice Investigations	3	
CJP 2410	Externship in Crim. or Juvenile Justice		4
SOC 2020	Social Problems		3
SPE 2310	Public Speaking	3	
	<sup>1</sup> History	3	3
	Humanities/Fine Arts Elective	3	
	Literature (World, English and/or American)		3
	<b>Total</b>	<b>15</b>	<b>13</b>

<sup>1</sup>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 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
<b>Freshman</b>			
EDU 2000	Introduction to the Teaching Profession		3
ENGL 1010	Composition I		3
ENGL 1020	Composition II		3
ART 1030	Art Appreciation or Music Appreciation		3
MUS 1030	<sup>1</sup> Mathematics	3	3
	<sup>2</sup> History	3	3
	<sup>2</sup> Social Science Electives	3	3
	<b>Total</b>	<b>15</b>	<b>15</b>
<b>Sophomore</b>			
BIOL 1010/1011	<sup>3</sup> Biological Science I		4
BIOL 1020/1021	<sup>4</sup> Biological Science II		4
EDU 1100	Technology for Teachers	3	
SPE 2310	Public Speaking		3
	<sup>2</sup> Literature (World, English and/or American)	3	3
	<sup>2</sup> Electives	6	4
	<b>Total</b>	<b>16</b>	<b>14</b>

<sup>1</sup>MATH 1410 (F) and MATH 1420 (S) are recommended for Elementary Education majors. MATH 1510 is recommended for **all** Education majors. However, electives 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.

<sup>2</sup>Electives 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.

<sup>3</sup>BIOL 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.

<sup>4</sup>The 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 an associate of science degree for transfer toward a bachelor of science degree at another college or university.

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
<b>Freshman</b>			
BIOL 1010/1011	Biological Science I	4	
BIOL 1020/1021	Biological Science II		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
	<b>Total</b>	<b>14</b>	<b>14</b>
<b>Sophomore</b>			
HED 2060	Safety Education/First Aid/CPR	3	
HED 2210	Principles of Nutrition		3
PED 2210	<sup>1</sup> Playground Leadership		3
PED 2310	<sup>1</sup> Physical Education in the Elementary School		3
PSY 1010	General Psychology		3
SPE 2310	Public Speaking	3	
	<sup>2</sup> History	3	3
	Humanities/Fine Arts Elective	3	
	Literature (World, English and/or American)	3	
	Physical Activities	1	1
	<b>Total</b>	<b>16</b>	<b>16</b>

<sup>1</sup>These courses should be taken in the same semester.

<sup>2</sup> 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 an associate of science degree for transfer toward a bachelor of science degree at another college or university.

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
<b>Freshman</b>			
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
BIOL 1010/1011	Biological Science I	4	
BIOL 1020/1021	Biological Science II		4
MATH 1510	Introduction to Statistics		3
HSS 1130	<sup>1</sup> Substance Abuse		3
SOWK 1050	<sup>1</sup> Introduction to the Field of Social Welfare	4	
SOWK 2010	<sup>1</sup> The Family Experience	3	
SPE 2310	Public Speaking		3
	<b>Total</b>	<b>14</b>	<b>16</b>
<b>Sophomore</b>			
HSS 1320	<sup>1</sup> Aging in America and Elder Care or		3
HSS 1330	<sup>1</sup> Interviewing Skills in Social Work Practice		
HSS 2050	<sup>1</sup> Crisis and Mental Health		3
	<sup>2</sup> History	3	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 2060	<sup>1</sup> Social Welfare Policy and Programs		3
	<b>Total</b>	<b>15</b>	<b>15</b>

<sup>1</sup>Students planning to transfer should consult the catalog of their senior institution to determine which discipline (HSS or SOWK) they should register under. These courses may be registered as HSS or SOWK.

<sup>2</sup>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 an associate of science degree and transfer to senior institutions to earn a bachelor of science degree in mathematics.

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
<b>Freshman</b>			
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MATH 1900	Scientific Computer Applications	3	
MATH 1910	<sup>1</sup> Calculus I	4	
MATH 1920	<sup>1</sup> Calculus II		4
MATH 1925	Mathematics Lab		1
MUS 1030	Music Appreciation	3	
PHYS 2110/2111	University Physics I		4
	<sup>2</sup> History Sequence	3	3
	Total	16	15
<b>Sophomore</b>			
ECON 2110	Principles of Economics (MICRO)	3	
ECON 2120	Principles of Economics (MACRO)		3
MATH 2010	Linear Algebra		3
MATH 2110	<sup>3</sup> Calculus III	4	
MATH 2120	Differential Equations		3
PHYS 2120/2121	University Physics II	4	
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Electives	3	3
	Total	14	15

<sup>1</sup>MATH 1915 and MATH 1925 are required for UTC and recommended for UTK and TTU.

<sup>2</sup>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.

<sup>3</sup>MATH 1510 is recommended by some senior institutions.

## Associate of Science Natural Science Option

Students planning to enter biology, 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.

This guide reflects the core graduation requirements for TBR schools, but does not provide the transfer student with all of the prerequisites for junior level courses. Please consult the footnotes and the pre-professional advisor.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
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
CIS 1110	Bus. Applns. on PC's		3
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MATH 1810	<sup>1</sup> Calculus for Bus. & Life Sci. I	3	
	Total	14	14
<b>Sophomore</b>			
PHYS 2010/2011	<sup>2</sup> College Physics I	4	
PHYS 2020/2021	<sup>2</sup> College Physics II		4
PSY 1010	General Psychology	3	
SOC 2010	Introduction to Sociology		3
SPE 2310	Public Speaking		3
	<sup>3</sup> History Sequence	3	3
	Humanities/Fine Arts Elective	6	3
	Total	16	16

<sup>1</sup>Some senior institutions require additional Math courses and some require MATH 1910 and 1920.

<sup>2</sup>Some senior institutions may require PHYS 2110 and 2120.

<sup>3</sup>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****Physical Science–Chemistry**

The following curriculum guide reflects core graduation requirements, but does not provide the transfer student with prerequisites for junior level courses. Please consult the footnotes and a chemistry advisor.

**Summary of Required Hours**

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
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	<sup>1</sup> Calculus for Business & Life Sciences I	3	
MATH 1820	<sup>1</sup> Calculus for Business & Life Sciences II		3
MUS 1030	Music Appreciation	3	
PHYS 2110/2111	<sup>2</sup> University Physics I Social Science	3	4
	Total	16	14
<b>Sophomore</b>			
CHEM 2010/2011	Organic Chemistry I	4	
CHEM 2020/2021	Organic Chemistry II		4
PHYS 2120/2121	<sup>2</sup> University Physics II	4	
SPE 2310	Public Speaking		3
	<sup>3</sup> History	3	3
	Humanities/Fine Arts Elective	3	3
	Social Science Elective		3
	Total	14	16

<sup>1</sup>Some senior institutions require MATH 1910 and 1920 and additional mathematics courses.

<sup>2</sup>PHYS 2010/2011 and 2120/2121 are recommended by some institutions and will substitute for PHYS 2110/2120.

<sup>3</sup>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****Physical Science–Physics**

The following curriculum guide reflects core graduation requirements, but does not provide the transfer student with prerequisites for junior level courses. Please consult the footnotes and a physics advisor.

**Summary of Required Hours**

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
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	4	
MATH 1920	Calculus		4
MATH 1915	Symbolic Calculator Lab	1	
MATH 1925	Microcomputer Lab		1
MUS 1030	Music Appreciation	3	
PHYS 2110/2111	University Physics I		4
	Total	15	16
<b>Sophomore</b>			
MATH 2110	<sup>2</sup> Calculus III		4
PHYS 2120/2121	University Physics II		4
SPE 2310	Public Speaking		3
	<sup>4</sup> History	3	3
	Humanities/Fine Arts Elective	3	3
	Social Science Elective	3	3
	Total	17	12

<sup>1</sup>MATH 1915 and MATH 1925 are required for UTC and recommended for UTK and TTU.

<sup>2</sup>MATH 1900 and 2010 are recommended for most senior institutions.

<sup>3</sup>PHYS 2130/2131 is required at some most senior institutions and ASTR 1010 and 1020 are recommended.

<sup>4</sup>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 an associate of science degree for transfer toward a bachelor of science degree at senior institutions.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MATH 1900	Scientific Computer Applications	3	
MATH 1910	<sup>1</sup> Calculus I	4	
MATH 1920	Calculus II		4
MATH 1925	Microcomputer Lab	1	
MUS 1030	Music Appreciation		3
PHYS 2110/2111	University Physics I	4	
	<sup>2</sup> Humanities/Fine Arts Elective		3
	Total	14	14
<b>Sophomore</b>			
ECON 2110	Principles of Economics (MICRO)	3	
ECON 2120	Principles of Economics (MACRO)		3
MATH 2010	Linear Algebra		3
MATH 2110	Calculus III	4	
MATH 2120	Differential Equations		3
PHYS 2120/2121	University Physics II	4	
SPE 2310	Public Speaking	3	
	<sup>3</sup> History Sequence	3	3
	<sup>2</sup> Humanities/Fine Arts Elective		3
	Total	17	15

<sup>1</sup>MATH 1915 and MATH 1925 are required for UTC and recommended for UTK and TTU.

<sup>2</sup>At least one literature course is required.

<sup>3</sup>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-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 catalog of the senior institutions for specific requirements.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
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 1510	<sup>1</sup> Introductory Statistics	3	
SOC 2010	Introduction to Sociology		3
	Total	14	14
<b>Sophomore</b>			
CIS 1110	Bus. Applications on PC's		3
PSY 1010	General Psychology	3	
SPE 2310	Public Speaking		3
	<sup>2</sup> Advanced Biology	4	4
	<sup>3</sup> History Sequence	3	3
	Humanities/Fine Arts Elective	6	3
	Total	16	16

<sup>1</sup>MATH 1810 will substitute if required by some senior institutions or professional programs.

<sup>2</sup>Most senior institutions recommend some combination of BIOL 2230/2231, BIOL 2010/2011 and BIOL 2020/2021.

<sup>3</sup>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**

The following curriculum guide reflects the core graduation requirements, but does not provide the transfer student with all of the prerequisites for junior level courses. Please consult the footnotes and the pre-professional advisor.

**Summary of Required Hours**

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
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	<sup>1</sup> Calculus for Business and Life Sciences I	3	
PSY 1010	General Psychology		3
	Total	14	14
<b>Sophomore</b>			
CHEM 2010/2011	Organic Chemistry I	4	
CHEM 2020/2021	Organic Chemistry II		4
PHYS 2010/2011	<sup>2</sup> College Physics I	4	
SOC 2010	Intro. to Sociology		3
SPE 2310	Public Speaking		3
	<sup>3</sup> History Sequence	3	3
	Humanities/Fine Arts Elective	6	3
	Total	17	16

<sup>1</sup>Some professional schools require MATH 1910 and 1920.

<sup>2</sup>Some professional schools also require PHYS 2020 and PHYS 2110 and 2120.

<sup>3</sup> 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-Engineering Option**

This program is provided for students who plan to earn an associate of science degree and transfer to a senior institution to earn a bachelor of science degree in most fields of engineering.

The following curriculum guide reflects core graduation requirements but does not provide the transfer student with prerequisites for junior level courses. Please consult the footnotes<sup>1</sup> and a pre-engineering advisor.

**Summary of Required Hours**

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
CHEM 1110/1111	<sup>2</sup> General Chemistry I	4	
CHEM 1120/1121	<sup>3</sup> General Chemistry II		4
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
MATH 1900	Scientific Computer Applications	3	
MATH 1910	<sup>4</sup> Calculus I	4	
MATH 1920	<sup>4</sup> Calculus II		4
MUS 1030	Music Appreciation	3	
PHYS 2110/2111	<sup>5</sup> University Physics I		4
	Total	17	15
<b>Sophomore</b>			
ECON 2110	Principles of Economics (MICRO)	3	
ECON 2120	Principles of Economics (MACRO)		3
MATH 2110	Calculus III	4	
MATH 2120	<sup>6</sup> Differential Equations		3
PHYS 2710	<sup>7</sup> Engineering Mechanics: Statics	3	
PHYS 2720	<sup>8</sup> Engineering Mechanics: Dynamics		3
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective	3	3
	<sup>9</sup> History Sequence	3	3
	Total	16	18

<sup>1</sup>ERG 2010 is required for all bachelor of science degrees in engineering.

<sup>2</sup>Both CHEM 1110 and 1120 are required at UTK and TTU.

<sup>3</sup>PHYS 2120/2121 will substitute for CHEM 1120/1121 for UTC.

<sup>4</sup>MATH 1915 and MATH 1925 are required for UTC and recommended for UTK and TTU.

<sup>5</sup>PHYS 2120/2121 is also required for most bachelor of science degrees in engineering.

<sup>6</sup>MATH 2010 is required/recommended for most bachelor of science degrees in engineering.

<sup>7</sup>PHYS 2610/2610 is required for most bachelor of science degrees in engineering.

<sup>8</sup>CHEM 2010 will substitute for PHYS 2720 for chemical engineering majors.

<sup>9</sup>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-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.

## Pre-Medical Technology and Pre-Pharmacy Options

The following curriculum guide reflects the core graduation requirements, but does not provide the transfer student with all of the prerequisites for junior level courses. Please consult the footnotes and the pre-professional advisor.

This is a transfer program and upon completion students may apply for admission to professional colleges of medicine or health sciences<sup>1</sup> to continue to work toward degrees or senior institutions of higher education in continuing preparation for such application. Consult the pre-pharmacy requirements of the institutions to which you might apply.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
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	<sup>2</sup> Calculus for Bus. and Life Sci. I	3	
PSY 1010	General Psychology		3
	Total	14	14
<b>Sophomore</b>			
CHEM 2010/2011	Organic Chemistry I	4	
CHEM 2020/2021	Organic Chemistry II		4
PHYS 2010/2011	<sup>3</sup> College Physics I	4	
SPE 2310	Public Speaking		3
	<sup>4</sup> History Sequence	3	3
	Humanities/Fine Arts Elective	6	3
	Economics		3
	Total	17	16

<sup>1</sup>University of Tennessee and Auburn pharmacy schools require a three-year pre-professional program.

<sup>2</sup>Some senior institutions require additional MATH courses and some require MATH 1910 and 1920.

<sup>3</sup>Some senior institutions also require PHYS 2020 while others require PHYS 2110 and 2120.

<sup>4</sup>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-Physical Therapy Option

This is a transfer program. Upon completion, students will receive an associate of science degree and may apply for admission to institutions that confer bachelor's degrees in pre-physical therapy or related areas. Physical Therapy programs are currently all graduate level studies.

The curriculum guide listed below indicates the courses required by most senior institutions that offer Physical Therapy programs. It is not a complete listing of all courses commonly required that are offered by Cleveland State Community College. These 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
<b>Freshman</b>			
BIOL 1110/1111	<sup>1</sup> 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
PSY 1010	General Psychology	3	
SPE 2310	Public Speaking		3
	<sup>2</sup> Humanities/Fine Arts Elective		3
	<sup>3</sup> Mathematics Elective		3
	Total	14	16
<b>Sophomore</b>			
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 Development		3
	<sup>4</sup> History Sequence	3	3
	<sup>2</sup> Humanities/Fine Arts Elective	3	
	Literature (World, English and/or American)		3
	Total	17	14

<sup>1</sup>Some Physical Therapy programs require both semesters of General Biology. Students should discuss this requirement with the advisor to determine if BIOL 1120/1121 should be taken.

<sup>2</sup>The advisor will help the student select the appropriate course.

<sup>3</sup>The advisor will help the student select the appropriate course. Some Physical Therapy programs require two courses in mathematics.

<sup>4</sup>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. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.



## Associate of Science Teaching Option

This program is provided as a guide for students who plan to earn an associate of science degree for transfer to one of the TBR institutions (APSU, ETSU, MTSU, UM, TTU and TSU) to apply toward a bachelor of science degree with certification K–6. See page 64 for K–12, Associate of Science Education Option.

To transfer to these institutions you must also complete the following degree requirements:

- 1) attainment of 2.75 cumulative grade point average;
- 2) successful completion of Praxis I; and 3) satisfactory rating on an index of suitability for the teaching profession.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
ASTR 1020	Astronomy		4
EDU 2000	Introduction to the Teaching Profession	3	
ENGL 1010	Composition I	3	
ENGL 1020	Composition II		3
GEOG 1025	World Geography	3	
MATH 1410	Math for Elementary School Teachers I	3	
MATH 1420	Math for Elementary School Teachers II		3
POL 2110	Introduction to American Government and Politics	3	
PSY 2110	Human Growth and Development	3	
	Natural/Physical Science	4	
	Total	16	16
<b>Sophomore</b>			
ART 1030	Art Appreciation or		3
MUS 1030	Music Appreciation		3
ECED 2060	Development of the Exceptional Child	3	
HIST 2010	American History	3	
HIST 2020	American History		3
MATH 1510	Introductory Statistics	3	
SPE 2310	Public Speaking		3
	Humanities Elective	3	
	Literature (World, English or American)	3	
	Natural/Physical Science	4	
	Total	16	12

This program is transferable to TBR institutions: Austin Peay State University, East Tennessee State University, Middle Tennessee State University; University of Memphis, Tennessee Technological University, and Tennessee State University. Check with your advisor if you plan to transfer to a University of Tennessee institution as the course requirements may differ.

## 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.

The 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 degree programs.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
AGR 1110	Animal Science		3
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 1510	<sup>1</sup> Introductory Statistics	3	
	Total	17	14
<b>Sophomore</b>			
AGR 2110	Veterinary Assistant Practicum		2
BIOL 2230/2231	Microbiology	4	
PSY 1010	General Psychology	3	
SOC 2010	Introduction to Sociology		3
SPE 2310	Public Speaking		3
	<sup>2</sup> History Sequence	3	3
	Humanities/Fine Arts Elective	6	3
	Total	16	14

<sup>1</sup>MATH 1810 will substitute if required by some senior institutions or professional programs.

<sup>2</sup>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. To transfer to a U.T. system institution, students should refer to the articulation agreement with that particular college.



**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.

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 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.

**Summary of Required General Education Hours**

**Courses in each general education category *must* be selected from the list on pages 56–57.**

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

<sup>1</sup>Consult pages 56-57 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.

**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 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.

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

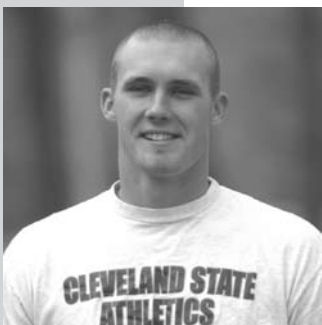
**Summary of Required Hours**

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
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 Business Taxes		2
BUS 1010	Introduction to Business	3	
BUS 1310	Business Calculations	3	
CIS 1110	Business Applications on PC's		3
	or		
CIS 1121	Spreadsheets/Databases		3
MATH 1510	Introductory Statistics		3
OSA 1610	Keyboarding	2	
	<sup>1</sup> Business Elective		3/2
	<b>Total</b>	<b>16</b>	<b>14/13</b>
<b>Sophomore</b>			
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	
ACC 2532	Accounting Projects in Quickbooks	2	
BUS 2230	Personal Finance	3	
ECON 2110	Prin. of Economics (MICRO)	3	
ENGL 1010	Composition I	3	
MGT 1210	Supervisory Management		3
	<sup>1</sup> Business Elective		3/2
	<sup>2</sup> General Education Elective		3/4
	<sup>3</sup> Humanities/Fine Arts Elective		3
	<b>Total</b>	<b>15</b>	<b>15/18</b>

<sup>1</sup>In consultation with their advisors, students must select an appropriate course in ACC, BUS, CIS, CPE, LAW, MGT and/or OSA.

<sup>2</sup>In consultation with their advisors, students must select an appropriate course from General Education Course Requirements. Consult 2007–2008 Catalog, pages 56–57.

<sup>3</sup>In consultation with their advisor, students must select an appropriate course from Humanities and/or Fine Arts. Consult 2007–2008 Catalog, pages 56–57.



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

This concentration allows students to specialize in several areas of business. Advisors can assist students in making career choices.

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
<b>Freshman</b>			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
BUS 1010	Introduction to Business		3
BUS 1310	Business Calculations	3	
CIS 1121	<sup>1</sup> Spreadsheets/Databases	3	
ENGL 1010	Composition I		3
MGT 1010	Concepts of Management	3	
MGT 1210	Supervisory Management		3
	<sup>2</sup> Electives	3	3
	Total	15	15
<b>Sophomore</b>			
BUS 2020	Business Communications and Report Writing		3
BUS 2100	Marketing and Sales	3	
ECON 2110	Principles of Economics (Micro)	3	
MATH 1510	Introductory Statistics	3	
MGT 2240	Managerial Finance		3
	<sup>2</sup> Electives	3	6/5
	<sup>3</sup> General Education Elective		3/4
	<sup>3</sup> Humanities/Fine Arts Elective	3	
	Total	15	15

<sup>1</sup>In consultation with academic advisor, students may opt for CIS 1110. OSA 1610 is a recommended co- or pre-elective for CIS 1110/1121.

<sup>2</sup>In consultation with academic advisor, student may select electives that meet career/college degree requirements.

<sup>3</sup>In consultation with academic advisor, student may select appropriate courses for General Education core.

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

This concentration provides a student with basic business knowledge and technical skills required to install, administer and maintain computer networks and systems in a business environment.

This program also prepares students for the following industry recognized certifications: CompTIA A+, Network+, and Security+, and Microsoft Certified Professional (MCP), Microsoft Certified Systems Administrator (MCSA), and Microsoft Certified Systems Engineer (MCSE).

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
<b>Freshman</b>			
BUS 1010	Introduction to Business	3	
BUS 1310	Business Calculations		3
CIS 1270	Desktop Operating Systems		3
CIS 1291	Windows Server Networks	1	
CIS 1294	Active Directory Infrastructure		3
CIT 1100	Computer Networking I	3	
CIT 1601	Computer Hardware and Operating Systems		3
CIT 1602	IT Support Functions	3	
ENGL 1010	Composition I		3
OSA 1610	Keyboarding	2	
SPE 2310	Public Speaking		3
	Total	15	15
<b>Sophomore</b>			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
CIS 2100	Co-op/Internship Experience		2
CIS 2101	Network Security	3	
CIS 2293	Planning a Network Infrastructure	3	
CIS 2297	Designing a Network Infrastructure Servers and Network Oper. Sys.		1
CIT 2030	Servers and Network Oper. Sys.	3	
ECON 2110	Principles of Economics (MICRO)	3	
MGT 1210	Supervisory Management	3	
	Humanities/Fine Arts Elective		3
	Mathematics Elective		3
	Total	15	15



## 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
<b>Freshman</b>			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
CIS 1121	Spreadsheets/Databases	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	
	<sup>1</sup> Business Elective		3
	<sup>2</sup> Humanities/Fine Arts Elective		3
	Total	17	15
<b>Sophomore</b>			
BIOL 1010/1011	Biological Science I	4	
BUS 2020	Bus. Com./Report Writing		3
CPE 1010	<sup>3</sup> Cooperative Education I		3
CPE 1011	Job Search Skills	1	
MGT 1210	Supervisory Management	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	
	<sup>1</sup> Business Elective		2
	Total	14	14

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

<sup>2</sup>Please see advisor for assistance with course selection.

<sup>3</sup>Cooperative Education placements in the MT field must be pre-arranged with the Cooperative Education Office before students can enroll in the course. The academic advisor will help determine when the student is prepared for their internship.

## 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
<b>Freshman</b>			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
BUS 1010	Introduction to Business		3
BUS 1310	Business Calculations	3	
CIS 1121	Spreadsheets/Databases	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
<b>Sophomore</b>			
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 2610	Production/Operations Management		3
MGT 2240	Managerial Finance		3
SPE 2310	Public Speaking		3
	<sup>1</sup> Business Elective		3
	Total	13	15

<sup>1</sup>In consultation with their advisor, students must select a course in ACC, BUS, CIS, CPE, LAW, 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
<b>Freshman</b>			
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 1121	Spreadsheets/Databases	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
	Total	17	15
<b>Sophomore</b>			
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

<sup>1</sup>In consultation with their advisor, students must select a course in ACC, BUS, CIS, CPE, LAW, 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 and elementary school teacher's assistant. 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
<b>Freshman</b>			
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
	<sup>1</sup> Natural Science Laboratory		4
	<sup>1</sup> Elective		3
	Total	13	16
<b>Sophomore</b>			
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
	<sup>1</sup> Career Elective		3
	<sup>1</sup> Social/Behavioral Sciences		3
	<sup>1</sup> Humanities/Fine Arts		3
	<sup>1</sup> Elective		3
	Total	14	17

<sup>1</sup>Students 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 Academics/Transfer/Articulation is currently in effect between Cleveland State Community College, Lee University and Tennessee Wesleyan College.

Note: Students in the Early Childhood Education major must make a "C" or better in all required early childhood coursework.



## 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
<b>Freshman</b>			
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	Technical Calculations	3	
INT 1010	Technical Measurements Lab	1	
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	19	16
<b>Sophomore</b>			
MGT 1210	Supervisory Management		3
SPE 2310	Public Speaking	3	
	Career/Technical Electives	9	10
	Total	12	13

## 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
<b>Freshman</b>			
ACC 1010/1020	College Accounting I/II or	3	3
ACC 2010/2020	Principles of Accounting I/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 1500/1501	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
<b>Sophomore</b>			
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

Accredited 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 Information Technology, Construction, Drafting and Design, Electro/Mechanical, Electronics, and Industrial Management.

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.

## Associate of Applied Science Degree Computer Information 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), Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Professional (MCP), and the following CompTIA certifications: Security+, A+, and Network+.

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
<b>Freshman</b>			
CIS 1270	Desktop Operating Systems		3
CIS 1291	Windows Server Networks	1	
CIS 1294	Active Directory Infrastructure		3
CIT 1100	Computer Networking I	3	
CIT 1601	Computer Hardware and Operating Systems	3	
CIT 1602	IT Support Functions	3	
ENGL 1010	Composition I	3	
INT 1100	Introduction to Technology		3
OSA 1610	Keyboarding	2	
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective		3
	<b>Total</b>	<b>15</b>	<b>15</b>
<b>Sophomore</b>			
CIS 2101	Network Security	3	
CIS 2293	Planning a Network Infrastructure	3	
CIS 2297	Designing a Network Infrastructure		1
CIT 2030	Servers and Network Oper. Sys.		3
CIT 2100	Co-op/Internship Experience		2
CPE 1011	Job Search Skills		1
CPE 1012	Succeeding on the Job		1
INT 1000	Technical Calculations	3	
INT 1010	Technical Measurements Lab	1	
INT 2410	Occupational Safety Engineering	2	
MATH 1200	Trigonometry	3	
PHYS 2010/2011	College Physics I		4
	Social Science Elective		3
	<b>Total</b>	<b>15</b>	<b>15</b>

## 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
<b>Freshman</b>			
CST 1010	Construction Techniques and Methods		1
CST 2010	Cost Estimating and Job Analysis		3
CST 2030	Standard Building Codes		3
CST 2040	Renewable Energy	3	
CST 2050	PV Panel Installation	2	
CST 2400	Service Learning Habitat on Site	3	
CST 2610	Energy Efficient Residential Elements		3
CST 2620	Ground Sourced HVAC		3
ERG 2010	Computer Aided Design I (CAD)	3	
INT 1000	Technical Calculations		3
INT 1100	Introduction to Technology	3	
INT 1010	Technical Measurements		1
	<b>Total</b>	<b>15</b>	<b>16</b>
<b>Sophomore</b>			
ARC 2010	Commercial Planning		3
CST 2020	Technical & Legal Aspects of Contracting	2	
CST 2500	Energy Star Residential Ratings		3
ENGL 1010	Composition I	3	
INT 2410	Occupational Safety Engineering	2	
MATH 1200	Trigonometry	3	
PHYS 2010/2011	College Physics I	4	
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective		3
	Mathematics Elective		3
	Social Science Elective		3
	<b>Total</b>	<b>14</b>	<b>15</b>



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

This concentration is designed for those students interested in drafting and design with a choice of emphasis' in Architecture, Civil, and/or Mechanical Drafting. This Program incorporates the knowledge and skills needed to prepare the student for numerous job and career opportunities in their field.

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
<b>Freshman</b>			
ARC 1010	Architectural Drawing I	3	
ARC 1020	Architectural Drawing II		3
ERG 1010	Engineering Graphics	3	
ERG 2010	Computer Aided Design I	3	
INT 1000	Technical Calculations	3	
INT 1010	Technical Measurements Lab	1	
SPE 2310	Public Speaking		3
SUR 1010	Surveying and Mapping	3	
	Social Science Elective		3
	Emphasis Electives		5
	Total	16	14
<b>Sophomore</b>			
ENGL 1010	Composition I		3
ERG 2050	CAD Projects		3
INT 1100	Introduction to Technology	3	
INT 2410	Occupational Safety Engineering	2	
MATH 1200	Trigonometry	3	
PHYS 2010	College Physics I		3
PHYS 2011	College Physics I Lab		1
	Emphasis Elective	3	
	Emphasis Electives		3
	Humanities/Fine Arts Elective	3	
	Technical Elective	3	
	Total	14	16

<sup>1</sup>To be chosen in consultation with the Drafting and Design advisor.

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

(Guided Electives)

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
CST 2030	Standard Building Codes		3
<b>Sophomore</b>			
ARC 1030	Residential 3D		3
ARC 2010	Commercial Planning		3
CST 2010	Cost Estimating and Job Analysis	3	

### Civil Emphasis

(Guided Electives)

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
ERG 2100	CAD Mapping		3
GIS 1010	Geographic Information Systems (GIS)		3
<b>Sophomore</b>			
GPS 1010	Global Positioning Systems (GPS)	3	
SUR 2010	Route Surveying		3

### Mechanical Emphasis

(Guided Electives)

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
ERG 2020	CAD II		3
INT 1030	Print Reading Mechanical		3
<b>Sophomore</b>			
ERG 2030	CAD 3-D	3	
ERG 2040	CAD Customization		3





## 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
<b>Freshman</b>			
EET 1010	Electric Circuits I	3	
EET 1210	Digital Electronics I	3	
ENGL 1010	Composition I		3
INT 1000	Technical Calculations	3	
INT 1030	Print Reading Mechanical		3
INT 1010	Technical Measurements Lab	1	
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	16	16
<b>Sophomore</b>			
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 2310	Heating, Air Cond. & Refrig. I	3	
INT 2410	Occupational Safety Engineering	2	
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective		3
	<sup>1</sup> Technical Elective		2
	Total	14	14

<sup>1</sup>In consultation with academic advisor, student may select electives that meet career/college degree requirements.

## 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
<b>Freshman</b>			
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	Technical Calculations	3	
INT 1010	Technical Measurements Lab	1	
INT 1100	Introduction to Technology	3	
MATH 1200	Trigonometry	3	
	Social Science Elective		3
	Technical Elective		2
	Total	16	14
<b>Sophomore</b>			
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	2	
MGT 2610	Production/Operations Mgt.		3
PHYS 2010/2011	College Physics I	4	
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective		3
	Total	15	15



## Associate of Applied Science Degree Operations Technician Concentration\* (in Industrial Technology Major)

Students interested in an operations 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. All students taking this curriculum will be given the "Compass Test" to discern whether they need remedial or developmental courses in Math and English.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
CIS 1121	<sup>1</sup> Spreadsheets/Databases	3	
ENGL 1010	Composition I	3	
INT 1000	Technical Calculations	3	
INT 1010	Technical Measurements Lab	1	
INT 1030	Print Reading – Mechanical		3
INT 2410	Occupational Safety Engineering	2	
MATH 1510	Introduction to Statistics		3
MGT 1010	Concepts of Management	3	
MGT 1020	Concepts of Management		3
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective		3
	Total	15	15
<b>Sophomore</b>			
BUS 2020	Bus. Com./Report Writing		3
ECON 2110	Principles of Economics (Micro)		3
MGT 1500	Management of Quality		3
MGT 2510	Statistical Process Control	3	
MGT 2610	Production/Operations Mgt.	3	
MGT 2620	<sup>2</sup> Production/Operations Mgt. II		3
MGT 2900	Individualized Studies/Project	2	
	<sup>2</sup> Science Elective	4	
	<sup>3</sup> Science, Math, Technical, CIS or MGT Elective	3	3
	Total	15	15

<sup>1</sup>All students taking this curriculum will be required to take the "computer competency" test. If one should not pass they then must take CIS 1110, Business Applications on PC's before they can take CIS 1121, Spreadsheets/Databases.

<sup>2</sup>Check with your advisor.

<sup>3</sup>These electives can be taken as a series of one-hours classes.

\*title change pending TBR approval.

## 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, stethoscope, a watch that indicates seconds, and testing. Transportation to class and clinical is the responsibility of the student.

The sequence of required courses for student nurses and the admissions requirements are listed on the following page. 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.

Students desiring admission into the CISCC Nursing Program must take the NET Test. To be eligible for admission (**in addition to current criteria:** completing all required Remedial/Developmental requirements, equivalent of high school chemistry and GPA 2.75 on required nursing academics) students must<sup>1</sup> score at least 50 percent on both the reading and math sections (minimum of high school competency). A student may also be eligible to enter the program with a score below 50 percent on the NET Test if they have<sup>2</sup> achieved a 3.0 GPA in all three required science courses (BIOL 2010/2011, BIOL 2020/2021, BIOL 2230/2231).

<sup>1</sup>May attempt NET Test at CISCC maximum of three times.

<sup>2</sup>Student may only repeat the science courses one time.



## Associate of Applied Science Degree Nursing Major

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
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

Credit Hours

Summer

BIOL 2230/2231	Microbiology		4
ENGL 1010	Composition I		3
PSY 2310	Abnormal Psychology		3
Total			10

Credit Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Sophomore</b>			
ENGL 1020	Composition II		
	or	3	
SPE 2310	Public Speaking		
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 LEVEL<sup>1</sup>

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
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

Credit Hours

Summer

BIOL 2230/2231	Microbiology		4
ENGL 1010	Composition I		3
PSY 2310	Abnormal Psychology		3
Total			10

Credit Hours

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

<sup>1</sup>Requirements 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 (CISCC) is a limited enrollment program. Admission to the program is highly competitive and an applicant scoring tool is used to admit eligible applicants when 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. Students **must** meet the following criteria to be eligible for admission (for LPN transition, see LPN Transition below):
- Be accepted for admission to Cleveland State Community College and comply with all college requirements.
  - 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.
  - Have completed a course in high school or college chemistry with a "C" or better prior to the date of admission, not application, to the nursing program.
  - 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 CISCC will be given admission priority over transfer students.
  - Satisfy one of the following four category requirements:
    - High school graduates:
      - Must** have a cumulative GPA of 2.75 or above on a 4.0 scale.
      - Should have completed a unit in general science, a unit in biology and two units in algebra prior to admission into the nursing program.
    - 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.
    - Applicants with previous college credits:
      - 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.
      - 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. Students may be required to undergo a criminal background check prior to clinical experiences if this is required by the clinical agency. If as a result of a required criminal background check a student is prohibited from a clinical affiliate agency, the student may be dismissed from the program.
3. 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.
4. 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.
5. Students will be required to meet all health and safety guidelines of affiliating agencies, including a urine or blood drug screen.
6. 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 admission 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 CISCC’s nursing program or approval of program director.
3. Be admitted to CISCC’s nursing program.
4. Declare intention to pursue the transition curriculum at the time of acceptance into CISCC’s nursing program.
5. Students who have been unsuccessful and are no longer eligible to return to the RN program at CISCC may be reconsidered after being licensed and working for one year as an LPN.

**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 ten 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
<b>Freshman</b>			
BUS 1010	Introduction to Business	3	
CIS 1110	Bus. Applns. on PC’s		3
ENGL 1010	Composition I	3	
OSA 1020	Document Processing		3
OSA 1510	Word Processing I		3
OSA 1610	Keyboarding	2	
OSA 1630	Data Entry	1	
OSA 2310	Records Management		2
OSA 2400	Business Machines	2	
	Social/Behavioral Sci. Elective	3	
	<sup>1</sup> Math or Natural Science		3/4
	Total	14	14/15
<b>Sophomore</b>			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
BUS 2020	Bus. Comm./Report Writing		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		3
	or		
SPE 2310	Public Speaking		3
	<sup>2</sup> Business Electives	4/5	
	Humanities/Fine Arts Elective	3	
	Total	16/17	15

<sup>1</sup>Students must complete all Developmental course work (including Developmental Math courses) before graduation.

<sup>2</sup>In consultation with their advisors, students must select appropriate courses in ACC, BUS, CIS, CPE, LAW, 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 Cleveland State Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, Florida 33756, telephone number (727) 210-2350.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
BIOL 1010/1011	<sup>1</sup> Biological Science I	4	
CIS 1110	Bus. Applns. on PC's	3	
ENGL 1010	Composition I	3	
MOA 1000	Medical Assistant Orientation	1	
OSA 1020	Document Processing		3
OSA 1610	Keyboarding	2	
OSA 2110	Office Procedures & Admin.		3
OSA 2310	Records Management		2
OSA 2510	Medical Terminology	3	
PSY 1010	General Psychology		3
ENGL 1020	Composition II		3
	or		3
SPE 2310	Public Speaking		3
	Total	16	14
<b>Sophomore</b>			
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 2410	Transcription I (Medical)	3	
	Humanities/Fine Arts Elective		3
	Total	16	14

<sup>1</sup>Students may take Anatomy and Physiology in lieu of BIOL 1010 Biological Science 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 (CISCC) is a limited enrollment concentration. Contact the Business Department at (423) 478-6224 or (800) 604-2722, Ext. 224, 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. Remove any deficiencies as a result of admission assessment and complete the appropriate developmental studies courses prior to submitting an application to the Medical Assistant concentration.
  3. 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.
  4. Meet the following requirements:
    - a. Must have received a grade of "C" or better on the science course requirement in the curriculum within ten 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. Students will be required to undergo a criminal background check prior to clinical experiences. If as a result of a required criminal background check, a student is prohibited from a clinical affiliate agency, the student may be dismissed from the program.
- G. 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.
- H. 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.
- I. 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
<b>Freshman</b>			
ACC 2531	Introduction to Quickbooks		1
BIOL 1010/1011	<sup>1</sup> Biological Science I	4	
CIS 1110	Bus. Applns. on PC's	3	
ENGL 1010	Composition I	3	
OSA 1020	Document Processing		3
OSA 1510	Word Processing I		3
OSA 1610	Keyboarding	2	
OSA 2310	Records Management		2
OSA 2510	Medical Terminology	3	
OSA 2520	Advanced Medical Terminology		3
	Total	15	12
<b>Sophomore</b>			
BUS 2310	Entrepreneurship		3
CPE 1010	<sup>2</sup> Cooperative Education I	3	
CPE 1020	Cooperative Education II		3
MOA 2110	Pharmacology	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
	<sup>3</sup> Business Elective		3
	Humanities/Fine Arts Elective	3	
	Social Behavioral Sci. Elective		3
	Total	15	18

<sup>1</sup>Students 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.

<sup>2</sup>Cooperative Education placements in the MT field must be pre-arranged with the Cooperative Education Office before students can enroll in the course. The academic advisor will help determine when the student is prepared for their internship.

<sup>3</sup>In consultation with their advisors, students must select appropriate courses in ACC, BUS, CIS, CPE, LAW, MGT and/or OSA.

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

This program is designed to provide basic office skills with an emphasis on computer software applications.

### Summary of Required Hours

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
<b>Freshman</b>			
ACC 1010	College Accounting I	3	
ACC 1020	College Accounting II		3
BUS 1010	Introduction to Business	3	
CIS 1040	Word	3	
CIS 1121	Spreadsheets Using Excel		3
CIS 1562	Web Site Design		3
CIS 2040	PowerPoint		3
ENGL 1010	Composition I	3	
OSA 1020	Document Processing		3
OSA 1610	Keyboarding	2	
OSA 2400	Business Machines	2	
	Total	16	15
<b>Sophomore</b>			
CIS 2030	Access	3	
CIS 2050	Desktop Publishing		3
CPE 1011	Job Search Skills	1	
CPE 1012	Succeeding on the Job		1
MGT 1010	Concepts of Management		3
	or		3
OSA 2110	Office Procedures and Administration		
OSA 1630	Data Entry		1
OSA 2310	Records Management		2
OSA 2410	Transcription I		3
	or		3
	<sup>1</sup> Business Elective		3
SPE 2310	Public Speaking		3
	Humanities/Fine Arts Elective	3	
	Math or Natural Science Elective	3	
	Social Science Elective	3	
	Total	16	13

<sup>1</sup>In consultation with their advisors, students must select appropriate courses in ACC, BUS, CIS, CPE, LAW, 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.

### Criminal Justice Concentration (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
<b>Freshman</b>			
LETC	<sup>1</sup> LETC Credit (Law Enforcement Training Certificate)		22
	Career Electives		7/8
	Total		29/30
<b>Sophomore</b>			
CIS 1110	Business Applications on PC's		3
ENGL 1010	Composition I	3	
LAW 1010	Basic Law or	3	
CJP 1070	Criminal Law		
LAW 1050	Legal Writing or	3	
CJP 1210	Corrections		
LAW 1040	Legal Research or		3
CJP 2210	Juvenile Justice		
CPE 1010	Cooperative Education or		3/4
CJP 2410	Externship in Criminal Justice		
SPE 2310	Public Speaking	3	
	Humanities/Fine Arts Elective	3	
	<sup>2</sup> Math/Natural Science Elective		3/4
	Social Behavioral Sciences Elective		3
	Total	15	15/16

<sup>1</sup>See the following page for information about the Law Enforcement Training Certificate.

<sup>2</sup>Students must complete all Developmental course work (including Developmental Math courses) before graduation.

## Associate of Applied Science Degree Legal Administrative Assistant Concentration

### (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
<b>Freshman</b>			
BUS 1010	Introduction to Business		3
CIS 1110	Business Applications on PC's		3
ENGL 1010	Composition I		3
LAW 1010	Basic Law		3
LAW 1040	Legal Research		3
OSA 1610	Keyboarding	2	
OSA 1630	Data Entry		1
OSA 2310	Records Management		2
	<sup>1</sup> Career/Technical Elective		3
	Humanities/Fine Arts Elective		3
	Social Behavioral Sciences Elective		3
	Total	14	15
<b>Sophomore</b>			
BUS 2020	Bus. Comm./Report Writing		3
CPE 1010	<sup>2</sup> Cooperative Education I		3
LAW 1050	Legal Writing	3	
MGT 2110	Office Management or		3
OSA 2110	Office Procedures and Admin.		
SPE 2310	Public Speaking	3	
	<sup>1</sup> Career/Technical Electives	9	3
	<sup>2</sup> Natural Science or Mathematics		4/3
	Total	15	16/15

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

<sup>2</sup>Cooperative Education placements in the MT field must be pre-arranged with the Cooperative Education Office before students can enroll in the course. The academic advisor will help determine when the student is prepared for their internship.

<sup>3</sup>Students must complete all Developmental course work (including Developmental Math courses) before graduation.



## 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
<b>Freshman</b>			
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.



## Law Enforcement Training 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 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		14	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 1610	Keyboarding	2	
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
	<sup>1</sup> Business IElective	3	
	<b>Total</b>	<b>14</b>	<b>14</b>

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

**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 1630	Data Entry		1
OSA 2110	Office Procedures & Admin.		3
OSA 2310	Records Management		2
OSA 2410	Transcription I (Legal)		3
	<b>Total</b>	<b>14</b>	<b>15</b>

**Medical Office Clerk Emphasis  
(Office Administration)**

Intended to prepare students for employment in a medical 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	
OSA 1020	Document Processing		3
OSA 1610	Keyboarding	2	
OSA 1630	Data Entry		1
OSA 2050	Legal & Ethical Issues	3	
OSA 2110	Office Procedures & Admin.		3
OSA 2310	Records Management		2
OSA 2510	Medical Terminology	3	
	<sup>1</sup> Business Electives		5/6
	<b>Total</b>	<b>14</b>	<b>14/15</b>

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

**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
	or		3
CIS 1121	Spreadsheets/Databases		3
CPE 1011	Job Search Skills	1	
CPE 1012	Succeeding on the Job		1
OSA 1610	Keyboarding	2	
OSA 1630	Data Entry	1	
	<sup>1</sup> Business Elective		3
	<b>Total</b>	<b>15</b>	<b>15</b>

<sup>1</sup>In consultation with their advisors, students must select an appropriate course from ACC, BUS, CIS, CPE, LAW, MGT or OSA.

**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/Databases		3
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	
	<b>Total</b>	<b>14</b>	<b>14</b>



**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 1110	Bus. Applns. on PC's	3		
CIS 2050	Desktop Publishing		3	
CPE 1011	Job Search Skills		1	
CPE 1012	Succeeding on the Job		1	
OSA 1610	Keyboarding	2		
OSA 1630	Data Entry		1	
OSA 2110	Office Procedures & Admin.		3	
OSA 2310	Records Management		2	
Total		14	14	

**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	
CPE 1011	Job Search Skills	1		
CPE 1012	Succeeding on the Job	1		
INT 1000	Technical Calculations		3	
INT 1010	Technical Measurements Lab		1	
MGT 1020	Concepts of Management		3	
MGT 2510	Statistical Process Control I	3		
OSA 1610	Keyboarding	2		
	Management Elective		3	
Total		13	16	

**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	
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	
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 PC's		3	
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	
OSA 1610	Keyboarding		2	
Total		12	13	

**Architectural Technology Emphasis  
(Workforce Preparedness–Technology)**

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
ARC 1010	Architectural Drawing I		3	
ARC 1020	Architectural Drawing II		3	
ARC 1030	Residential 3D	3		
ARC 2010	Commercial Planning		3	
CPE 1012	Succeeding on the Job		1	
CST 2010	Cost Estimating & Job Analysis		3	
CST 2030	Standard Building Codes		3	
ERG 2010	Computer Aided Design I	3		
ERG 2050	CAD Projects		3	
INT 1000	Technical Calculations		3	
INT 1010	Technical Measurements Lab		1	
INT 1100	Introduction to Technology		3	
Total		16	16	





**Civil 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 2010	Computer Aided Design I	3		
ERG 2050	CAD Projects		3	
ERG 2100	CAD Mapping		3	
GIS 1010	Geographic Information Systems (GIS)	3		
GPS 1010	Global Positioning Systems (GPS)	3		
INT 1000	Technical Calculations	3		
INT 1010	Technical Measurements Lab	1		
INT 1100	Introduction to Technology		3	
SUR 1010	Surveying and Mapping	3		
SUR 2010	Route Surveying		3	
Total		14	15	

**Climate Control Technology Emphasis  
(Workforce Preparedness–Technology)**

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
EET 1010	Electric Circuits I	3		
EET 2010	Electric Machines		3	
EET 2020	Electric Controls		3	
INT 1000	Technical Calculations	3		
INT 1010	Technical Measurements Lab	1		
INT 1100	Introduction to Technology	3		
INT 2310	Heating, Air Cond. & Refrig. I	3		
INT 2320	Heating, Air Cond. & Refrig. II		3	
INT 2330	Energy Management		3	
Total		13	12	

**Construction Technology Emphasis  
(Workforce Preparedness–Technology)**

Summary of Required Hours				
Catalog No.	Course Title	Credit Hours		
		Fall	Spring	
CST 1010	Construction Techniques and Methods	1		
CST 2010	Cost Estimating and Job Analysis		3	
CST 2030	Standard Building Codes		3	
CST 2040	Renewable Energy	3		
CST 2050	PV Panel Installation	2		
CST 2400	Service Learning Habitat on Site	3		
CST 2610	Energy Efficient Residential Elements	3		
CST 2620	Ground Sourced HVAC	3		
ERG 2010	Computer Aided Design I (CAD)	3		
INT 1000	Technical Calculations		3	
INT 1010	Technical Measurements Lab		1	
INT 1100	Introduction to Technology		3	
Total		15	16	

**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	Technical Calculations	3		
INT 1010	Technical Measurements Lab	1		
INT 1310	Welding Technology I		3	
INT 2110	Fluid Power Systems	3		
INT 2210	Commercial Industrial Maint.		2	
Total		13	11	

**Workforce Preparedness  
Technical Certificates  
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	
ERG 2050	CAD Projects		3	
INT 1000	Technical Calculations	3		
INT 1010	Technical Measurements Lab	1		
INT 1030	Print Reading Mechanical		3	
INT 1100	Introduction to Technology		3	
Total		14	15	



**Network Systems Administration Emphasis  
(Workforce Preparedness–Technology)**

This certificate 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, software, and technical skills required to administer and maintain computer networks and systems.

This certificate program prepares the student for the Microsoft Certified Systems Administrator (MCSA) Certification. The MCSA is an industry recognized certificate for managing and troubleshooting system environments running on the Microsoft Windows® XP platform and Microsoft Windows Server System™. In addition to the MCSA, this program also prepares the student for the Microsoft Certified Professional (MCP), CompTIA A+, and Network+. All courses in this program apply toward the Associate of Applied Science Degree in Computers and Information Systems or Computer Information Technology.

The MCSA credential is for professionals who implement, manage, and troubleshoot existing network and system environments based on the Microsoft Windows® 2000 and Microsoft Windows Server 2003 Operating Systems. These individuals typically do not deploy new networks and systems as part of their job function, as is expected of individuals holding the MCSE credential. Unlike MCSE's, MCSA's are not expected to have design skills.

**Network Systems Administration Emphasis  
(Workforce Preparedness–Technology)****Summary of Required Hours**

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
CIS 1270	Desktop Operating Systems		3
CIS 1291	Windows Server Networks	1	
CIT 1100	Computer Networking I	3	
CIT 1601	Computer Hardware and Operating Systems	3	
CIT 1602	IT Support Functions	3	
CIT 2030	Servers and Network Operating Systems		3
	<b>Total</b>	<b>10</b>	<b>6</b>

**Network Systems Design Emphasis  
(Workforce Preparedness–Technology)**

This certificate 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, software, and technical skills required to install and maintain computer networks and systems.

This program prepares the student for the Microsoft Certified Systems Engineer (MCSE) certification. The MCSE is the leading technical certification for designing and implementing the infrastructure for business solutions based on the Microsoft Windows® 2003 platform. In addition to the MCSE, this program also prepares the student for the Microsoft Certified Professional (MCP), CompTIA A+, Network+, Security+, and the Microsoft Certified Systems Administrator (MSCA) certification. All courses in this program apply toward the Associate of Applied Science Degree in Computers and Information Systems or Computer Information Technology.

**Summary of Required Hours**

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
CIS 1294	Active Directory Infrastructure		3
CIS 2101	Network Security	3	
CIS 2293	Planning a Network Infrastructure	3	
CIS 2297	Designing a Network Infrastructure		1
CIS 1270	Desktop Operating Systems		3
CIS 1291	Windows Server Networks	1	
CIT 1100	Computer Networking I	3	
CIT 1601	Computer Hardware and Operating Systems	3	
CIT 1602	IT Support Functions	3	
CIT 2030	Servers and Network Operating Systems		3
	<b>Total</b>	<b>16</b>	<b>10</b>

**Zero Energy Housing Emphasis  
(Workforce Preparedness–Technology)****Summary of Required Hours**

Catalog No.	Course Title	Credit Hours	
		Fall	Spring
CST 2040	Renewable Energy	3	
CST 2050	PV Panel Installation–NABCEP Prep 2	2	
CST 2400	Service Learning–Habitat On-Site	3	
CST 2610	Energy Efficient Residential Element		3
CST 2620	Ground Source HVAC		3
CST 2500	Energy Star Residential Ratings		3
	<b>Total</b>	<b>8</b>	<b>9</b>



## 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 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 pages 56-57.

## 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. Three 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

This is a general information preparation course. It is intended to provide the student an opportunity to further develop academic skills, life management skills, etc. and to become familiar with Cleveland State's campus and resources.

## 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**

Introduction 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. Three 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.) S

**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.) S

**ACC 2531 Introduction to Quickbooks–1 credit**

Introduction to setting up and using Quickbooks Pro software. One hour per week. F, S

**ACC 2532 Accounting Projects in Quickbooks–2 credits**

Projects completed using the Quickbooks accounting package. Students will complete a variety of projects using Quickbooks skills learned in ACC 2531. Two hours per week. (Prerequisite: ACC 2531 or permission of instructor.) F

**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 per 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

**ARC 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–3 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 two hours lab per week. (Corequisite: ERG 2010 or permission of instructor.) F

**ARC 1020 Architectural Drawing II–3 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 two hours lab per week. (Prerequisite: ARC 1010.) S

**ARC 1030 Residential 3D–3 credits**

Modeling in CAD 3D of modern residential construction. Uses of the modeling to provide traditional orthographic views as well as oblique views, scaled views, normal rendering of peripherals, and obtaining specialized views such as full section details. Two hours lecture and two hours lab per week. (Prerequisite: ARC 1020). F

**ARC 1050 History of Architecture–3 credits**

Achievements from primitive times through ancient classical Greece and the classical Roman era. Three hours per week. UD

**ARC 1060 History of Architecture–3 credits**

Achievements from Romanesque and Gothic times through modern architecture. Three hours week. UD

**ARC 2010 Commercial Planning–3 credits**

Design and development of light commercial construction; mechanical and electrical systems; and detail drawings. Two hours lecture, two 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. F

**ART 1120 Basic Design II–3 credits**

Elements, principles, and techniques as they apply to three-dimensional form. (Prerequisite: ART 1110 or permission of instructor.) S

**ART 1210 Drawing I–3 credits**

Materials and techniques of drawing including composition. F

**ART 1220 Drawing II–3 credits**

Drawing as a means of artistic expression with experimentation in various media. (Prerequisite: ART 1210 or permission of instructor.) 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. (Prerequisite: ART 1120 or ART 1210 or ART 1220 or permission of instructor.) F

**ART 2320 Painting II–3 credits**

Techniques and concepts of stylistic development with problems and research in contemporary painting. (Prerequisite: ART 2310 or permission of instructor.) 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. UD



**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. UD

**ART 2510 Portfolio Preparation–1 credit**

This course is designed specifically to help art majors prepare a comprehensive portfolio of their work that will be suitable for submission to a professional degree art program. Students will meet with the instructor approximately six times during the semester. Should be taken during each student's last semester of their sophomore year. 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 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**

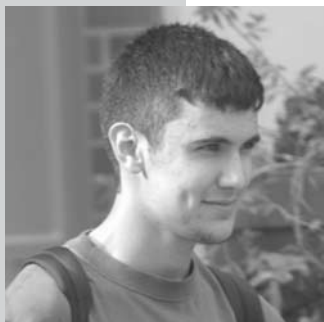
Laboratory to accompany BIOL 1110. Three hours per week. (Corequisite: BIOL 1110.) F, S

**◆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 2110 Introduction to Forestry, Wildlife and Fisheries–3 credits**

History of forestry, wildlife and fisheries practices with introduction to dendrology, silviculture, biometry as well as identification of wildlife and fish species; introduction to wildlife and fisheries management principles and techniques with emphasis on Tennessee. Three hours per week. UD

**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**

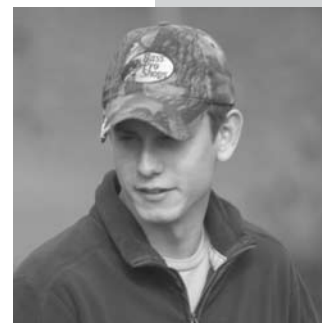
Payroll, taxes, risk management, discounts, markups, simple interest, notes and bank discounts, compound interest, multiple payment plans and depreciation. Three hours per week. F, S

**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 2320 Small Business Management/Marketing Design–3 credits**

Fundamentals of selected principles of marketing management with applications applied to the owner/managers business. Three hours per week. F

**BUS 2330 Small Business Management/Human Resource Management–3 credits**

Designed for small business owners and managers. Fundamental of methodologies for productivity analysis and improvement as they relate to managing human resources of the owner/managers business. Three hours per week. F

**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 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. UD

**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. UD

**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.) UD

**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. May be registered as CIS or EDU. Three hours per week. F

**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/Databases–3 credits**

Electronic spreadsheets using Microsoft Excel software on microcomputers emphasizing business problems. Three hours per week. F, S

**CIS 1270 Desktop Operating Systems–3 credits**

Operation, installation, maintenance, troubleshooting, and repair of a Microsoft Windows Desktop Operating System. Focus will be on the most currently used version of Microsoft Windows Desktop Operating System. This course prepares the student to take Microsoft Exam 70-270. Three hours per week. S

**CIS 1291 Windows Server Networks–1 credit**

Implementing, managing and maintaining a network infrastructure. Includes such topics as IP Addressing, Name Resolution, Network Security, Routing, and Remote Access. Focus will be on the most currently used version of Microsoft Server Operating System. This course prepares the student to take Microsoft Exam 70-



291. Three hours per week. F

**CIS 1294 Active Directory Infrastructure–3 credits**

Planning, implementing, and maintaining a Microsoft Windows Server 2003 Active Directory infrastructure. Topics covered include: planning and implementing an Active Directory infrastructure; managing and maintaining an Active Directory infrastructure; planning and implementing user, computer, and group strategies; planning and implementing group policy; and managing and maintaining group policy. This course prepares the student to take Microsoft Exam 70-294. Three hours per week. 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. S

**CIS 1571 Basic HTML–3 credits**

An introduction to basic HTML programming principles and concepts. Three hours per week. UD

**CIS 1572 Dynamic HTML–3 credits**

Advanced HTML programming principles and concepts including Java Scripting and cascading style sheets. Three hours per week. UD

**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. UD

**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–3 credits**

An introduction to computer science hardware and software concepts and computer software development using a modern object oriented programming language such as JAVA or C++. Algorithms, problem solving

methods, systems development and implementation methodologies are addressed. Three hours per week. UD

**CIS 1720 Introduction to Computer Science II–3 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 per week. (Prerequisite: CIS 1710). UD

**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

**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. UD

**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. UD

**CIS 2100 Co-Op/Internship Experience–2 credits**

Professional development through on-the-job experience in the student's major area of study. The course requires a minimum of 100 hours of supervised employment or volunteer experience. Student must be recommended by the academic advisor before they can be placed. F, S

**CIS 2101 Network Security–3 credits**

This course will provide you with a fundamental understanding of network security principles and implementation. You will learn about the technologies used and principles involved in creating a secure computer networking environment. Topics include: communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. This course prepares the student to take CompTIA Security+ Exam. 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.) UD

**CIS 2293 Planning a Network Infrastructure–3 credits**

Planning and maintaining a Microsoft Windows Server 2003 network infrastructure. Topics covered include: planning and implementing server roles and server



security; planning, implementing, and maintaining routing and remote access; planning, implementing, and maintaining server availability; planning and maintaining network security; and planning, implementing, and maintaining security infrastructure. This course prepares the student to take Microsoft Exam 70-293. Three hours per week. F

**CIS 2297 Designing a Network Infrastructure—1 credit**

Designing a Microsoft Windows Server 2003 Active Directory and network infrastructure. Topics covered include: creating the conceptual design by gathering and analyzing business and technical requirements; creating the logical design for an Active Directory infrastructure; creating the logical design for a network services infrastructure; and creating the physical design for an Active Directory and network infrastructure. This course prepares the student to take Microsoft Exam 70-297. One hour per week. 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

## Computer Information Technology

**CIT 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

**CIT 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

**CIT 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

**CIT 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: CIT 1100.) S

**CIT 1601 Computer Hardware and Operating Systems—3 credits**

Installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and performing preventive maintenance of basic personal computer hardware and operating systems. Topics to be mastered include identifying and installing components for personal computers, portable computers, operating systems, printers, scanners and security components. This course prepares the student to take CompTIA A+ Essentials Exam. F

**CIT 1602 IT Support Functions—3 credits**

The student will install, upgrade, repair, configure, optimize, troubleshoot and perform preventative maintenance on basic personal computer hardware and operating systems. Topics to be mastered included how to support PC hardware and software in a business setting, including installation, troubleshooting and component replacement. This course prepares the student to take the CompTIA A+ 220-602 Exam. F

**CIT 2020 Certification Test Prep—1 credit**

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.)

**CIT 2030 Servers and Network Operating Systems—3 credits**

Windows 2003 Server network operating systems design and implementation, configuration, troubleshooting, repair, installation of device drivers, network connections, network security, system performance monitoring and tuning. S

**CIT 2100 Co-op/Internship Experience—2 credits**

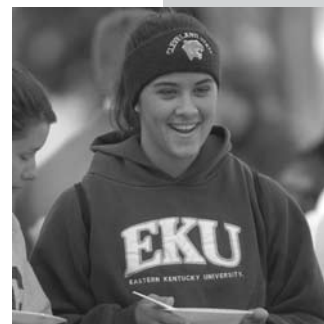
Professional development through on-the-job experience in the student's major area of study. The course requires a minimum of 100 hours of supervised employment or volunteer experience. Student must be recommended by the academic advisor before they can be placed. F, S

**CIT 2800-2899 Special Topics in Computer Service Technology—1-6 credits**

Detail study of a specific topic in computer service technology. UD

**CIT 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





**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 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. 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 2410 Externship in Criminal or Juvenile Justice—4 credits**

Supervised observation during a minimum of 150 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: two 3-credit hour Communication 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 work 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. 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 or volunteer experience in a position related to the student's major (150 hours). F, S

**CPE 1011 Job Search Skills–1 credit**

Skills assessment, résumé 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 1015 Workforce Development–2 credits**

Personal and professional development through coursework combined with on-the-job experience in order to develop work ethics and transitional job skills

in the workplace. The course requires a minimum of 75 hours of supervised employment experience. Students may not also register for CPE 1012, 1013 or 2000. F, S

**CPE 1020 Cooperative Education II–3 credits**  
Supervised employment experience (150 hours). F, S

**CPE 2000 Workforce Development Co-op–3 credits**  
Personal and professional development through coursework combined with on-the-job experience in order to develop work ethics and transitional job skills in the workplace. The course requires a minimum of 150 hours of supervised employment experience. (Students may NOT also register for CPE 1012, 1013, or 1015). F, S

**CPE 2100 Co-Op/Internship Experience–2 credits**

Professional development through on-the-job experience in the student's major area of study. The course requires a minimum of 100 hours of supervised employment or volunteer experience. Student must be recommended by the academic advisor before they can be placed. F, S

**CPE 2010–Cooperative Education III–3 credits**

Supervised employment experience (150 hours). F, S

**CPE 2020–Cooperative Education IV–3 credits**

Supervised employment experience (150 hours). F, S

**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. S

**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. F

**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 2040 Renewable Energy–3 credits**

A comprehensive overview of renewable energies, including comparisons with photovoltaic (pv) electrical generation, solar thermal, wind, biomass and



other alternative fuels. Emphases are placed on the movement from a fossil fuel based economy to an alternative energy economy using solar derived fuels. This ties to design and life style alterations which can result from careful monitoring and utilizing of energy stores available. Site specific suitability, regulations, investments, economics and energy efficiencies are all investigated with regard to life cycle. F

**CST 2050 PV Panel Installation–2 credits**

Basic details of sizing a solar-electric photovoltaic (pv) installation to meet expected energy needs, the techniques of rooftop, pole top or ground rack installation to withstand weather expectations, the need for site specific electronics to change varying DC solar generated electricity to utility grid uniformity of AC electricity, how to work with the needed utility grid inter-tie safety disconnections, battery storage, and the needed electronics, the importance of grounding and other details in preparation for national certification as a pv installer. F

**CST 2060 Energy Efficient Construction–3 credits**

Considerations of modern energy efficient residential construction materials and techniques including site management, indoor air quality and movement, overall efficiency test techniques, and newer panelized foam cored structures including SIPs (OSB-faced foam-core panels), ICF (insulated concrete form) panels and more. Earth-linked (geo-thermal) heat pump installations, including the variations possible in “ground loops” for new and existing residences are examined. S

**CST 2400 Service Learning–Habitat On-Site–3 credits**

This course will enable student to have hands-on involvement in a Habitat project where many of the concepts presented in class are put into practical application. The processes and policies used by the Habitat organization will provide monitoring of student participation and involvement. Three hours on site work per week. F

**CST 2500 Energy Star Residential Ratings–3 credits**

This course addresses Energy Star and Earth Craft ratings, sealing of ductwork, routing ducts through conditioned spaces, water management in foundations, sealed crawlspaces, and general sustainability requirements. It would include the process for evaluating a house for Energy Star certification, including the software used and reports generated.

It prepares the student for national certification as an Energy Rater. Three hours lecture and one hour lab per week. S

**CST 2610 Energy Efficient Residential Elements–3 credit hours**

This course will discuss insulated wall elements such as structural insulated panels (SIPs), insulated poured and pre-cast concrete wall, solar hot water installations, and specialized solar grid-

ted electric codes (NEC 960). Three hour lecture and one hour lab per week. S

**CST 2620 Ground Sourced HVAC–3 credits**

This course addresses closed loop and open loop designs, residential usage of ground source heat pumps, trenching vs. well drilling, ground loop requirements, manual J load analysis to size the ground source system, and desuperheater add-on hot water elements. This course will also have the benefit of a ground source heat pump demonstration project where a unit has been installed in the construction technology laboratory.

Three hour lecture and one hour lab per week. 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

## 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 experience 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 experience 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 experience 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. (Prerequisite: 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 experience required. The class meets three hours per week. (Prerequisite: 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 experience required. The class meets three hours per week. (Prerequisite: 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. (Prerequisite: 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 experience required. The class meets three hours per week. (Prerequisite: 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 ages birth to nine a strong foundation in language and literacy within a developmentally appropriate approach. Field experience required. The class meets three hours per week. (Prerequisite: 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 experience required. The class meets three hours per week. (Prerequisite: 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 experience 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 mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents and other staff. The class meets three hours per week. (Prerequisite: 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 experience 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. (Prerequisite or corequisite: 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. (Prerequisite: 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

### 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

### Education

**EDU 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. May be registered as CIS or EDU. Three hours per week. F

**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—3 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 for 20 hours in public/non-public school settings is required. Three hours per week. F, S

**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.) UD

**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: EET 1010) 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. UD

**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.

Students will be required to meet all health and safety guidelines of affiliating agencies, including a urine or blood drug screen.

Students will be required to undergo a criminal background check prior to clinical internship. If as a result of a required criminal background check a student is prohibited from a clinical affiliate agency, the student may be dismissed from the program.

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.

All 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 physical exam/health verification. Students will be required to wear a uniform to class as well as the clinical experience. Students are required to purchase malpractice insurance through the college at the time of registration for the EMT class.

**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. Ten hours in a hospital emergency room and/or ambulance service per semester. (Prerequisite: EMT 1010.) S

**EMT 1030 EMT–IV Accelerated–16 credits**

This course combines the EMT Basic I and II courses into one semester and incorporates all state mandated content and skills required for EMT-IV licensure. Because of the accelerated nature of this course it is suggested that students have some type of healthcare-emergency experience (fire-fighter, nurse, first responder). Sixteen hours per week. F, S

**EMT 1040 First Responder–4 credits**

This initial training course in the art of pre-hospital emergency medical care follows the guidelines set by the Department of Transportation (D.O.T.). Successful completion enables the individuals trained to assess patients, use AED's, provide emergency care including splinting broken bones, assisting in childbirth and when necessary, move patients without causing injury. Four hours per week. F, 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 20.)

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 21st 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. 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 Customization–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 2100 CAD Mapping–3 credits**

This class is designed for the Surveying CAD user. The student will learn to use the software Land Desktop and

its add-ons, developed by Autodesk, in order to create maps from data taken from survey instruments. This course will also incorporate a group project, depicting a surveying team. One hour lecture and four hours lab per week. (Prerequisite: ERG 2010 and SUR 1010 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

**General Studies****GEN 1100 Student Success–3 credits**

Designed to improve academic skills, life management skills and information about Cleveland State. Topics include time management, 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 or 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 or 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 1025 World Geography—3 credits**

A study of selected world regions; focus on each region's characteristics, problems, and global interrelations. F

**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. UD

**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 of Analytical Photogrammetry. Two hours lecture and two hours lab per week. (Prerequisite: GIS 1010 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 (GPS)—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.) UD

**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 one person 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 A Survey of World Civilization I—3 credits**

A survey of human history from the earliest hominids to 1500, with emphasis on key cultural, economic, political, religious and social events and trends. Three hours per week. F, S

**◆HIST 1120 A Survey of World Civilization II—3 credits**

A survey of human history from 1500 to the present, with emphasis on key cultural, economic, political religious and social events and trends. Three hours per week. F, S

**◆HIST 2010—American History I—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 II–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 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/Social Work

**HSS 1050 Introduction to the Field of Social Welfare–4 credits**

Historical development, Philosophy, values, ethics, the Social Welfare system and the populations served. Fifty supervised volunteer hours in a Social Service Agency will also be required. May be registered as SOWK or HSS. F

**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. May be registered as SOWK or HSS. 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. May be registered as SOWK or HSS. Human Services elective. Three hours per week. S

**HSS 1330 Interviewing Skills in Social Work Practice–3 credits**

A Study of the skills, techniques, methods and procedures used in interviewing clients in a generalist social work setting. The emphasis is on rudimentary intervention skills for the beginning practitioner. May be registered as SOWK or HSS. Human Services elective. Three hours per week. F

**HSS 2010 The Family Experience–3 credits**

An overview of the family system with focus on cultural diversity, problems that arise within the family, and conducting family social work. May be registered as SOWK or HSS. 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. May be registered as SOWK or HSS. Three hours per week. S

**HSS 2060 Social Welfare Policy and Programs–3 credits**

Historical examination of the development of social welfare programs and policies. May be registered as HSS or SOWK. S

**HSS 2801-2899 Special Topics in Human Services–1-6 credits**

Detailed study of a specific topic in human service specialist areas. UD

**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 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 Technical Calculations–3 credits**

A review of foundational math in support of mathematical applications in technical environments to include the use of the technical calculator. Includes the associated calculations for basic mechanical, electrical, and fluid power systems. Fundamental conversion methodology and calculations using exponents, scientific notation, and engineering notation. (Corequisite INT 1010). F, S

**INT 1010 Technical Measurements Laboratory–1 credit**

Includes the major systems of measurements, precision measuring devices, measurement error, tolerance, data tables, and basic elements of mechanical, electrical, and fluid power systems with associated calculations. (Corequisite INT 1000). 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, ethical and environmental impact. This will be a survey class that will give students a look into the processes, materials and work environments of various production facilities in the local area as well as other industries, including construction, in the U.S. and abroad. 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.) UD

**INT 2210 Commercial/Industrial Maintenance–2-3 credits**

Long and short-term preventive maintenance planning of electrical, mechanical, fluid power systems and efficient and organized troubleshooting procedures.

Two credit class is one hour lecture and two hours lab per week; three credit class is 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. F

**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.) S

**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. (Prerequisites: INT 1000 and EET 1110) S

**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 1010) 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. (Corequisite: INT 2340) UD

**INT 2410 Occupational Safety Engineering–2 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. Two 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.) UD

**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**

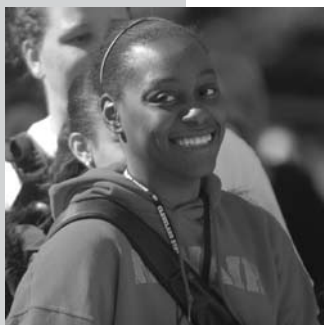
Detailed study of a specific topic in law or paralegal studies. F, S

**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, teams, human resource management, diversity, corporate cultures, control, productivity, international trade, and quality (TQM). 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. UD

**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**

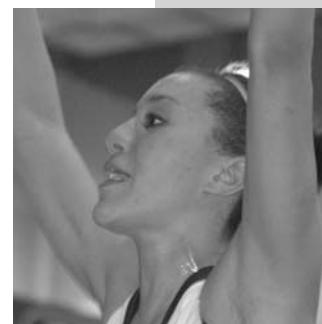
Office management procedures and systems including supervision of employees; analysis and design of information flow; and office layouts. Three hours per week. S

**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 I–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 2620 Production/Operations Management II–3 credits**

Detailed study of current topics important to operations management. Includes the impact of industrial engineering (IE) on manufacturing and its applicability in the state of the art facility. The course is in three phases: (a) IE techniques presented are lean production systems, plant layout, ergonomics in job design, time/motion studies, and Kaizen; (b) supply chain management; and (c) project management using the PC. (Prerequisite: MGT 2610). 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 22.) 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 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 I–3 credits**

Designed for elementary and middle school education majors to develop a thorough understanding of and ability to teach basic mathematics. Logical reasoning, problem solving techniques, number properties, number theory, algorithms, mental arithmetic, estimation, proportional and algebraic reasoning, fractions, decimals and percents. This course satisfies graduation requirements for elementary education majors only. Graphing calculator required—see course syllabus for details. Three hours per week. (Prerequisite: Two years of high school algebra or DSPM 0850). F

**MATH 1420 Math for Elementary School Teachers II–3 credits**

Course content includes Euclidean geometry, probability and statistics for education. This course satisfies graduation requirements for elementary education majors only. Graphing calculator required—see course syllabus for details. Three hours per week. (Prerequisite: MATH 1410). 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**

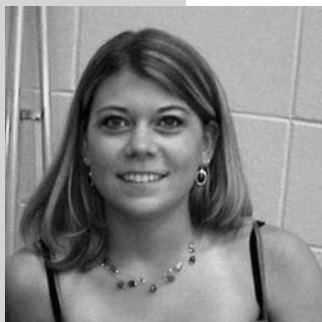
Functions and graphs; systems of linear equations and matrices; linear programming; graphical and simplex methods; sets and counting; logarithmic and exponential functions; mathematics of finance. Graphing calculator required—see course syllabus for details. Three hours per week. (Prerequisite: two years 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. Three hours per week. (Prerequisite: two 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. (Pre-requisite: four 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 non-compensated work experience in a medical facility. S

**MOA 2110 Pharmacology—3 credits**

Prescription and generic names; medical abbreviations; side effects; legal regulations; dosage calculations; writing prescriptions; drug classifications; drugs used for emergency use; principles of preparing and administering oral and parenteral medications; emphasis on top 50 prescribed drugs; effects of medications on body systems and treatment purpose. 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, sterilization, physical therapy, minor surgical procedures, administration of medications, injections, and EKG's; Professional CPR and First Aid. 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, immunology and microbiology; diagnostic procedures in X-rays; IV theory; nutrition; and preparation for Certified Medical Assistant (CMA) exam. 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 sightsinging 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 sightsinging; 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 sightsinging. 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. Includes care of the adult/child with emphasis on oncology, gastrointestinal alterations and maternal-newborn nursing. Three hours lecture and one hour 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. UD

**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 1610 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–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 1610 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.) UD

**OSA 1630 Data Entry–1 credit**

Techniques in touch entry of numeric data using 10-key pad. One hour per week. F, S

**OSA 2010 Pharmacology–2 credits**

Emphasis will be placed on the top 100 Rx drugs, names and classifications of drugs, abbreviations, correct spelling of drug names, specific medications used in medical specialty offices, and use of drug references including the Physicians Desk Reference (PDR). Two hours per week. F

**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

- <sup>1</sup>PHED 1010 Varsity Athletics I**  
**<sup>1</sup>PHED 1020 Varsity Athletics II**  
**<sup>1</sup>PHED 1030 Varsity Athletics III**  
**<sup>1</sup>PHED 1040 Varsity Athletics IV**  
**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 1233 Kickboxing Aerobics–1 credit**  
**PHED 1235 Kickboxing I–1 credit**  
**PHED 1236 Kickboxing II–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 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**  
**PHED 2210 Playground Leadership–3 credits**  
 Activities, policies and programming involved in the organization and direction of a playground program. Three hours per week. S  
**PHED 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  
**PHED 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

<sup>1</sup>Only open to students participating in the varsity athletics program.

nature and scope of leisure behavior and resources upon which they can build their subsequent specializations.

Three hours per week. F

### **PHED 2801-2899 Special Topics in Physical Education –1-6 credits**

Detailed study of a specific topic in physical education. UD

### **PHED 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**

Digital camera systems and operations, exposure control, focal length, electronic flash, digital processing using computer software. Digital camera required. Two hours lecture and two hours lab per week. F

### **PHO 1120 Basic Photography II–3 credits**

Advanced camera systems and operations, lighting techniques and special effects. Digital processing using computer software. 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. Permission of instructor required. 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

## 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.) UD

**◆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/Human Services****SOWK 1050 Introduction to the Field of Social Welfare–4 credits**

Historical development, Philosophy, values, ethics, the Social Welfare system and the populations served. Fifty supervised volunteer hours in a Social Service Agency will also be required. May be registered as SOWK or HSS. F

**SOWK 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. May be registered as SOWK or HSS. Three hours per week. S

**SOWK 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. May be registered as SOWK or HSS. Human Services elective. Three hours per week. S



**SOWK 1330 Interviewing Skills in Social Work Practice–3 credits**

A Study of the skills, techniques, methods and procedures used in interviewing clients in a generalist social work setting. The emphasis is on rudimentary intervention skills for the beginning practitioner. May be registered as SOWK or HSS. Human Services elective. Three hours per week. F

**SOWK 2010 The Family Experience–3 credits**

An overview of the family system with focus on cultural diversity, problems that arise within the family, and conducting family social work. May be registered as SOWK or HSS. F

**SOWK 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. May be registered as SOWK or HSS. Three hours per week. S

**SOWK 2060 Social Welfare Policy and Programs–3 credits**

Historical examination of the development of social welfare programs and policies. May be registered as HSS or SOWK. S

**SOWK 2801-2899 Special Topics in Humanities–1-6 credits**

Detailed study of a specific topic in language, literature, the arts or related areas. UD

**SWOK 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

**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 three 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**

This course is designed to cover the fundamentals of Civil Technology. Coverage of civil techniques include: scaling, symbology, contour mapping, profiles, highway layout and earthwork. Other heavily covered topics include: surveying techniques, legal descriptions, GIS and GPS. Two hours lecture and two hours lab 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.) UD

**SUR 2010 Route Surveying–3 credits**

Route alignment, stationing, design of horizontal and vertical curves, spirals, field layout techniques, cross sections, volume analysis, superelevation, bridge layout, drainage structures, using GPS and state plane coordinates. Two hours lecture and two hours lab per week. (Prerequisite: MATH 1200 and ERG 2100 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



# COURSE DESCRIPTIONS







## ADVISORY GROUPS AND FOUNDATION

Athens Site

Athletics

Business Technology

Early Childhood Education

Emergency Medical Technician

Industrial Technology

Medical Assistant

Nursing

Public and Government Service

Tellico Education Consortium

CSCC Foundation

Board of Trustees

Endowed Scholarships



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## CSCC Foundation

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 provided almost \$2.7 million dollars in scholarships to over 3,600 students attending Cleveland State Community College. In 1986 Cleveland State became the first community college Foundation in Tennessee to reach a million dollar scholarship endowment and the current assets of the Foundation are more than \$5 million dollars. Below are the scholarships that have been endowed since 1976.

### Executive Board

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## Endowed Scholarships

**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 CISCC Alumni Association to honor the wife of Cleveland State's first president.

**The Agape Love Foundation Scholarship**—Established by the Agape Love Foundation.

**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. 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 Brown Stove Works, Inc. Scholarship**—Established by the officers of Brown Stove Works, Inc., K. Harrison Brown, president.

**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 CISCC 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 Carl Cooke Family Scholarship**—Established by the Carl Cooke family: Carl and Martha Cooke, Dan and Janey Cooke and David and Becky Smith.

**The Mr. and Mrs. Jimmy Cooke Scholarship**—Established by Mr. and Mrs. Jimmy Cooke.

**The Cooke Manufacturing Company Scholarship**—Established by Cooke Manufacturing Company; Jimmy Cooke, president.

**The Cooke's Food Store Scholarship**—Established by the three Cooke's Food Stores Inc. of Cleveland.

**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 Scholarships 1 and 2**—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.

**Marilyn Fillers Endowment Scholarship**—Established on her retirement by friends and family to honor her 34 years at Cleveland State Community College.

**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.

**Don Geren Business Incubator Scholarship**—Established by the directors of the Business Incubator to honor his role in its establishment.

**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 Loyd Haile Sr. Memorial Geriatric Nursing Scholarship**—Established by the family and friends of Mr. Haile.

**The Hall Chevrolet Scholarship**—Established by Hall Chevrolet Inc. in memory of M. A. Hall; Jack Hall, president.

**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 Howard H. Kuhns Scholarship**—Established upon the final disbursement of the assets of the Bradley Healthcare Foundation to honor a man who had a major impact on healthcare in Bradley County.

**The L. Quentin Lane Scholarship**—Established by friends and colleagues of Dr. Lane on his retirement from the presidency of Cleveland State.

**The Wilson Ledford Scholarship**—Established upon the final disbursement of the assets of the Bradley Healthcare Foundation to honor a man who had a major impact on healthcare in Bradley County.

**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.

**Professor Sue Haynes Martel Scholarship**—Established by her children as a surprise birthday present to honor her years of teaching at Cleveland State Community College.

**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 McCoin Memorial Scholarship**—Established by Mrs. Evelyn K. McCoin in memory of her husband, a Cleveland physician who practiced medicine for 50 years; increased by friends and family at the time of Mrs. McCoin's death in 1992.

**The Wayne L. McCulley Scholarship**—Established by Dr. Wayne L. McCulley, a dentist and civic leader in Cleveland.

**Courtney F. McGrady Memorial Scholarship**—Established by Brenda McKenzie Lawson to honor one of the founders of Cleveland 100.

**The McKenzie Family Scholarship**—Established by Toby McKenzie and Brenda McKenzie Lawson.

**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 John and Elizabeth Meiler and Bradley Healthcare Foundation Scholarship**—Established upon the final disbursement of the assets of the Bradley Healthcare Foundation to honor those who had a major impact on healthcare in Bradley County.

**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.

**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 Dr. Irene Pace Millsaps Memorial Scholarship**—Established by friends and family to honor a long time employee of Cleveland State Community College upon her untimely death.

**The Elizabeth Brown Milne Memorial Scholarship**—established through a bequest in her will.

**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 CISC 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 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 Pilot Club of Cleveland Scholarship**—Established by the Pilot Club.

**The Pioneer Credit Company Scholarship**—Established by the directors of Pioneer Credit and John Holden, CEO and Foundation trustee.

**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 CISCC 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.

**Gincy Trewhitt Stutz Memorial Scholarship**—Established by family and friend to honor her memory.

**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 William E. “Bill” Torrence Scholarship**

—Established upon the final disbursement of the assets of the Bradley Healthcare Foundation to honor a man who had a major impact on healthcare in Bradley County.

**The Harry Trehwitt and Family (or Children)**

**Scholarship**—Established in 1992 by Harry Trehwitt, Foundation Trustee.

**The Katharine B. Trehwitt Scholarship**—Initiated by the First Cumberland Presbyterian Church of Cleveland to honor Mrs. Trehwitt 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 Ann Vaughn Memorial Scholarship**—Established through a bequest of Ann Vaughn.

**The VFW Scholarship**—Established by the Veterans of Foreign Wars Post 2598 of Cleveland.

**The Edward G. Sharpe Vietnam Veterans Scholarship**—Established by the Edward G. Sharpe Chapter of Vietnam Veterans.

**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.

**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.

**Meredith Lane Carrick Family Scholarship**

—Established by family and friends to honor her memory.

**Bryant and Madge Dupree Memorial Scholarship**

—Established by their daughter, Nancy Boyd, upon her retirement from Cleveland State.

**The Patrick Hanks Scholarship**—Established by his wife to celebrate the 50th birthday of this member of Cleveland State’s first tennis team.

**Barry McCaskill Memorial Scholarship**—Established by friends and family to honor Barry McCaskill, who was chair of the Cleveland State Technology Department at the time of his death.

**Susan Rodriguez Memorial Scholarship**—Established by friends and family to honor Susan Rodriguez who was Cleveland State’s 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.



2007-2008  
Cleveland State  
Community  
College

# CSCC FOUNDATION







**PERSONNEL**

Tennessee Board of Regents  
Administration  
Staff  
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**Governing Board****Tennessee Board of Regents**

The State University and Community College  
System of Tennessee  
1415 Murfreesboro Road  
Nashville, Tennessee 37217

**Chairman (ex officio)**

The Honorable Phil Bredesen  
Governor of the State of Tennessee

**Regents**

Frank Barnett, 2nd Congressional District, 2006-2007

John Boots Jr., Student Representative, 2006-2007

Agenia Clark, 7th Congressional District, 2004-2010

Gregory Duckett, 9th Congressional District,  
2006-2012

Honorable Ken Givens, Commissioner of Agriculture

Judy T. Gooch, 3rd Congressional District, 2005-2011

Jonas Kisber, 8th Congressional District, 2002-2008

Fran Marcum, Vice Chair, 4th Congressional District,  
2004-2010

Scott McMillan, Faculty Representative, 2006-2007

Millard Oakley, 6th Congressional District, 2006-2012

Leslie Parks Pope, 1st Congressional District,  
2001-2007

Dr. Richard Rhoda, Executive Director of the Tennessee  
Higher Education Commission

Howard Roddy, At-Large, East Tennessee, 2004-2010

J. Stanley Rogers, At-Large, Middle Tennessee,  
2006-2012

Honorable Lana Seivers, Commissioner of Education

Robert P. Thomas, 5th Congressional District,  
2005-2009

William H. Watkins Jr., At-Large, West Tennessee,  
2002-2008

**Executive Staff**

Dr. Charles Manning, Chancellor

Dr. Paula Short, Vice Chancellor for Academic Affairs

David Gregory, Vice Chancellor for Administration and  
Facilities Management

Dr. Robert Adams, Vice Chancellor for Business  
and Finance

James King, Vice Chancellor for Vocational-Technical  
Education

Tom Danford, Chief Information Officer

Christine Modisher, General Counsel and  
Board Secretary

Mary Morgan, Director of Communications

Wendy Thompson, Special Assistant to the  
Chancellor

Phyllis Anderson, Executive Assistant to  
the Chancellor

**Cleveland State 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**

Dr. B. Spencer Culbreth, Vice President

Laura Brogden, A.S., C.P.S., Executive Secretary

Lauralyn Franklin, C.P.S., Clerk-Typist

**Office of Finance and Administration**

Dr. Charles Hurley, Vice President

Vivian Rapier, A.S., C.P.S., Executive Secretary

**Office of Student Services**

Dr. Michael Stokes, 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., M.A., C.P.S.,

Coordinator of Evening and Adjunct Faculty

**Office of Institutional Advancement**

Beirné Beaty, Director

Barbara Eaves, A.A.S., C.P.S., Secretary

Michelle Anderson, Grants/Development Specialist

**Office of Institutional Research  
and Assessment**

Marcia Owens, Director

Shirley McDaniel, A.A.S., C.P.S., Research Technician

**Office of Administrative and  
Governmental Services**

Ennis Taylor, Director

September Johnson, Clerk-Typist



**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  
Susan Birdwell, Purchasing Agent  
Amy Norwood, College Information Receptionist  
Nancy Douglas, Bursar  
Amy Kidwell, A.S., B.S., C.P.S., Accounting Clerk  
Amber Plemons, A.A.S., C.P.S., Accounting Clerk  
Barbara Scotton, Coordinator of Student Accounts  
Melissa Lee, A.A.S., Cashier

**Information Technology**

Rick Cumby, Director  
Kitty Beard, Clerk–Typist  
Curtis McNeely, Systems Manager  
Lisa Campbell, Programmer/Analyst  
Bertha Goldston, Programmer/Analyst  
Ted Lee, Programmer/Analyst  
Sandra Redmer, B.S., Computer Operator  
Bill Stark, Systems Analyst  
Bill Clark, A.S., Computer Operations Specialist  
Andy Semak, Manager, Network and PC Support Services  
Wade Maness, A.A.T., PC/Network Technician  
Chris Mowery, B.S., PC/Network Technician

**Plant Operations**

Keith Aldridge, Director  
Mary Calfee, A.A.S., C.P.S., Clerk–Typist  
Gene Queen, Maintenance Worker  
Duane Roof, Electrician  
Terrance Akins, Heating/Air Conditioning Mechanic  
Jennifer Henderson, B.S., Horticulture Technician  
Buck Kerr, Grounds Worker  
Johnny Brogdon, Coordinator/Shipping and Receiving  
Bill Bailey, A.A.S., Maintenance Coordinator  
Clifford Keith, Grounds Foreman  
Leona Watson, Custodian  
Tony Fox, Evening Custodial Foreman  
Anna Atherton, Custodian  
Tim Deibert, Custodian  
Earl Fritts, Custodian  
Susan Johnson, Custodian  
Ricky Walker, Custodian  
John Upchurch, A.A.S., Custodian  
Patsy Woods, Custodian

**Safety and Security**

John Wittmaier, B.S., Coordinator  
Mitchell Cox, Security Guard  
Doyle Duvall, B.S., Security Guard  
Gene Howard, Security Guard  
Donald Upchurch, Security Guard

**Office of Student Services**

Dr. Michael Stokes, Vice President  
Sherry Miller, A.S., C.P.S., Executive Secretary

**Admissions and Records**

Midge Burnette, Director  
Gail Greenwood, Student Records Coordinator  
Clara Beck, A.A.S., Graduation Coordinator  
May Daniel, A.A.S., B.S., C.P.S., Transcript Analyst  
Gail Key, A.S., Veteran's Affairs Coordinator  
Betsy Blankenship, Clerk–Typist  
Stacy Cronin, A.S., Admissions Coordinator  
Doyle Hawkins, A.A.S., C.P.S., Admissions Coordinator

**Advising, Counseling, Career Enhancement, Student Success (ACCESS) Center**

Mark Wilson, Director  
Barbara Nipper, A.S., A.A.S., C.P.S., Secretary  
Cele Curtis, Coordinator of Adult Services  
Jan Peterson, A.A.S., Clerical Coord. for Job Placement  
Amy Derrick, Counselor/Coordinator of Student ADA  
Natalia Williams, Advisor/Coord. of Minority Student Programs  
Judy Nye, Counselor/Coordinator of Testing Services  
Norma Capone, Counselor/Coordinator of Allied Health Careers Outreach Program  
Wanda Huffman, A.A.S., B.S., C.P.S., Testing Technician  
Marlene Teague, A.S., Testing Technician

**Athletics**

Mike Policastro, Athletic Director/Baseball Coach  
Sheila Smith, B.S., Clerical Coordinator–Athletics  
Lee Cigliano, Men's Basketball Coach  
Dan Lumpkin, Women's Basketball Coach  
Suzanne Bayne, Women's Softball Coach

**Enrollment Management**

Holly Trotter-Vincent, Enrollment Management Coord.  
Lee Cigliano, Admissions Recruiter  
Dan Lumpkin, Admissions Recruiter

**Financial Aid**

Geraldine Parks, Director  
Jennifer Evans, B.A.S., C.P.S., Secretary  
Wynonia McKinney, A.S., C.P.S., Financial Aid Coord.  
Jamie Hamby, Counselor  
Judy Price, Counselor

**Marketing and Public Information**

Anthony Bartolo, Director  
Doris Gettis, Clerk–Typist  
Brenda Ellis, Coordinator of Publications  
Christopher Tittle, Web Technician

**Student Life and Leadership**

Jason Sewell, Director  
Suzanne Bayne, Coord. of Student Activities  
Chad Cameron, Fitness Coordinator



**Academic Units****Office of Academic Affairs**

Dr. B. Spencer Culbreth, Vice President  
 Laura Brogden, A.S., C.P.S., Executive Secretary  
 Lauralyn Franklin, C.P.S., Clerk–Typist  
 Patty Weaver, Director, Tellico Education Consortium  
 Michelle Jenkins, A.A.S., C.P.S., Secretary, Tellico Education Consortium  
 Vacant, Director, Athens Site  
 Ginger Givens, B.S., Secretary, Athens Site  
 JoAnne Garner, Evening Coordinator, Athens Site  
 Catherine Hillier, Director, Continuing Education and Training  
 Janet Daniel, B.S., M.B.E., C.P.S., Continuing Education Coordinator

**Business and Technology**

Dr. Frank McKenzie, Dean  
 Joyce Chapman, A.A.S., Secretary  
 Sherra Witt, Chair, Business Department  
 Dan Wallen, Coordinator, *ADVANCE* Option  
 John Cantrell, Business, Industry and Government Specialist and Chair, Technology Department  
 Allan Gentry, Interim Administrative Coordinator of Community Based Job Training Grant  
 Kathy Stutzman, B.S., Clerk–Typist  
 David Laman, Shop Technician  
 Dwight Williams, Interim Instructor/Director of Public Service  
 Jarrett Crawford, Instructor/Assistant Director of Public Service  
 Glendia Ball, B.S., Secretary  
 Rick Platz, Director, Small Business Development Center  
 She'rri McClellan, Small Business Specialist  
 Charlene Maples, Clerk–Typist

**Health and Wellness and Nursing**

Nancy LaBine, Dean and Director of Nursing  
 Joyce Brock, A.S., C.P.S., Secretary  
 Millie Carroll, B.S.N., Laboratory Technician

**Humanities and Social Sciences**

Fred Wood, Interim Dean  
 Vacant, Secretary  
 Janice Casson, Clerk–Typist  
 Scott Redmond, Chair, Humanities Department  
 Laura Simmons, B.S., Language Arts Learning Center Coordinator  
 Connie Baumgardner, B.S., Learning Center Specialist  
 Suzanne Wood, Chair, Social Sciences Department

**Science and Mathematics**

Dr. Charles Wheeler, Dean  
 Dovie Buckner, A.S., B.S., C.P.S., Secretary  
 John Squires, Chair, Mathematics Department  
 David Sands, B.S., Learning Center Specialist  
 Michael Dorset, Chair, Natural Sciences Department  
 Rebecca Locke, B.S., Laboratory Assistant  
 David Guardiani, Developmental Studies Coordinator

**Instructional Technology and Multi–Media Services**

Ronald Paige, Director  
 Ashley Raburn, B.S., 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  
 Slade Scoggins, A.S., Library Clerk





## Administration and Faculty

*Parenthesis indicates year staff member joined Cleveland State.*

### **Adcock, Ken R. (1995)**

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

### **Aldridge, J. Keith (1998)**

Director of Plant Operations and Maintenance

A.A.S. 2001, Cleveland State Community College–  
General Technology

### **Anderson, L. Michelle (2003)**

Grants/Development Specialist

B.A. 1992, East Carolina University–Art History

M.A. 1997, Old Dominion University–Urban Studies

### **Andrews, Sheila Y. (2000)**

Assistant Professor, Technology–Electrical Engineering

B.S.E.E. 1983, Tennessee Technology University–  
Electrical Engineering

### **Augustine, Mathai K. (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

### **Barkley, Charles B. (2004)**

Assistant Professor, Technology

B.S. 1993, Jacksonville State University–Geography

### **Bartolo, Anthony P. (2003)**

Director of Marketing and Public Information

B.F.A. 1981, 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, K. Suzanne (2000)**

Coordinator of Student Activities/Women's Softball  
Coach

B.A. 1999, Brewton-Parker College–Fitness and  
Wellness

M.A. 2005, Tennessee Technological University–  
Education

### **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

### **Benson, Willie E. (1989)**

Assistant Professor, Music

B.M.Ed 1987, East Tennessee State University–Music  
Education

M.M. 1989, University of Arizona-Tucson–Music  
Performance

### **Birdwell, Susan (2006)**

Purchasing Agent

A.S. 1999, Cleveland State Community College–  
General Business

B.S. 2003, University of Tennessee at Chattanooga–  
General Management

### **Bishop, Alvin E. (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)**

Associate Professor, Psychology

B.S. 1972, University of Tennessee–Psychology

M.A. 1973, State University of West Georgia–  
Psychology

### **Brewer Jr., Robert L. (2003)**

Assistant Professor, Biology

B.S. 1990, University of Tennessee at Knoxville–  
Wildlife & Fisheries

M.S. 1999, University of Tennessee at Knoxville–  
Ecology

### **Burnette, Midge A. (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, M. Chad (2002)**

Fitness Center Coordinator

B.S. 2002, Lee University–Health Science and  
Fitness/Wellness

### **Campbell, Lisa (2006)**

Programmer/Analyst

A.S. 1987, Chattanooga State Technical Community  
College–Information Systems Technology

### **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

### **Capone, Norma J. (2006)**

Counselor/Coordinator of Allied Health  
Careers Outreach Program

A.A. 1978, Midlands Technical

Community College–Counseling

B.A. 1979, University of South Carolina–  
Education

M.Ed. 1981, University of South  
Carolina–Vocation Rehabilitation



**Carter, Abigail H. (2006)**

Instructor, Computer Information Technology  
B.S. 1987, Auburn University–Information Systems  
M.B.A. 1993, Brenau University–Management

**Caruth, Janet (1974)**

Librarian I  
B.A. 1969, Northern Illinois University–English  
M.A. 1974, Northern Illinois University–Library  
Science

**Cigliano, Lee M. (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  
Ed.D. 2006, East Tennessee State University–  
Educational Leadership

**Crawford, Jarrett O. (2006)**

Instructor/Assistant Director of Public Service  
A.S. 1978, University of Maryland–Criminal Justice  
B.P.A. 2003, Barry University–Public Administration

**Crockett, Jean M. (1993)**

Associate 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)**

Vice President for Academic Affairs  
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, Ricky D. (1998)**

Director of Information Technology  
B.S. 1981, Tennessee Technological University–  
Psychology

**Cunningham, E. Ann (2001)**

Associate Professor, Computer and Information Sys.  
B.S. 1985, University of Tennessee at Chattanooga–  
Secondary Education: Business  
M.A. 2003, Tennessee Technological University–  
Instructional Leadership

**Curtis, J. Cecile (2002)**

Coordinator, Adult Services  
A.S. 1975, Cleveland State Community College–  
General Transfer  
B.S. 1991, Covenant College–Organizational  
Management

M.Ed. 1996, University of Tennessee at Chattanooga–  
Education

**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, Wendy P. (2005)**

Instructor, Early Childhood Education  
B.S. 1995, East Tennessee State University–Education  
M.S. 1999, East Tennessee State University–Education

**Derrick, Amy L. (1996)**

Counselor, Student ADA Coordinator  
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, M. Nancy (2001)**

Bursar  
A.S. 1977, Cleveland State Community College–  
General Business  
B.S. 1979, Tennessee Wesleyan College–Accounting  
and Business Management

**Eldredge, Shirley A. (1984)**

Business Manager  
A.S. 1979, Cleveland State Community College–  
Business  
B.S. 1981, Middle Tennessee State University–  
Accounting

**Ellis, Brenda M. (1974)**

Publications Coordinator  
A.S. 1974, Cleveland State Community College–  
Secretarial Science  
B.S. 2000, Covenant College–Organizational  
Management

**Ely, Brenda I. (2005)**

Instructor, Nursing  
B.S.N. 1992, University of Tennessee, Chattanooga–  
Nursing

**Everett, Linda N. (1986)**

Administrative Assistant  
A.S. 1973, Cleveland State Community College–  
Secretarial Science  
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 E. (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 A. (2001)**

Assistant Professor, English  
B.A. 1995, Tennessee Wesleyan College–English  
M.A. 1998, Middle Tennessee State University–  
English

**Garner, L. Gayle (1995)**

Associate 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)**

Associate Professor, Computer Information Systems  
B.S. 1997, University of Tennessee at Chattanooga–  
Computer Science  
M.S. 1999, University of Tennessee, Knoxville–  
Computer Science

**Gentry, Allan M. (2007)**

Interim Administrative Coordinator of Community  
Based Job Training Grant  
A.S. 1974, Cleveland State Community College–Pre-  
Engineering  
B.S. 1976, Tennessee Technological University–  
Mechanical Engineering  
M.S. 2002, University of Alabama–Engineering  
Management

**Goldston, Bertha M. (1975)**

Programmer/Analyst  
A.A.S. 1984, Cleveland State Community College–  
Office Careers

**Goslen, Alan H. (1997)**

Librarian I  
B.A. 1973, Texas Christian University–History and  
Government  
M.S. 1995, University of Tennessee–Library Science

**Greenwood, Gail E. (1991)**

Student Records Coordinator  
A.A.S. 1983, Cleveland State Community College–  
Office Careers  
B.A.S. 2000, Tennessee Wesleyan College–Business  
Administration

**Greenwood, Neil V. (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 L. (1989)**

Assistant Professor, Mathematics  
B.A. 1987, Grove City College–Mathematics  
M.A. 1989, University of Pittsburgh–Mathematics

**Hales, Sheila A. (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

**Hamby, Jamie L. (2004)**

Financial Aid Counselor  
B.S. 2000, Carson Newman College–Business  
Administration  
M.A. 2005, Tennessee Technological University–  
Instructional Leadership

**Hamilton, Carol Sue (2006)**

WIA Manager  
B.S. 1975, Tennessee Wesleyan College–Music  
Education

**Hasting, Jayne H. (2003)**

Assistant Professor, English  
B.A. 2000, University of Tennessee at Chattanooga–  
English  
M.A. 2001, University of Tennessee at Chattanooga–  
English

**Higgins, Mark L. (2004)**

Assistant Professor, Speech  
B.S. 1986, University of Washington–Speech  
Communications and Mathematics  
M.S. 1990, University of Massachusetts–  
Communications  
Ph.D. 1994, University of Massachusetts–  
Communications

**Hight, A. Victoria (2003)**

Instructor, Nursing  
B.S.N. 1989, Southern Adventist University–Nursing  
M.S.N. 1999, Andrews University–Nursing

**Hillier, Catherine (2006)**

Director, Continuing Education and Training  
B.A. 1976, University of Guelph–Psychology

**Hite, Carl M. (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, S. Alejandra (2002)**

Instructor, Spanish  
B.A. 1982, University of Chile–Music Education  
M.A. 1989, Akron University–Spanish

**Hurley, Charles A. (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

**Jackson, Jason C. (2006)**

Instructor, Biology  
B.S. 1999, Excelsior College–Biology  
D.C. 2002, Life University–Chiropractic



**Keels, Melinda C. (2006)**

Instructor, Nursing  
A.D.N. 1975, Manatee Community College–Nursing  
B.S.N. 1985, University of Tampa–Nursing  
M.S.N. 1991, University of Tennessee–Nursing

**King, Denice D. (1994)**

Associate Professor, Biology  
B.A. 1980, Carson Newman College–  
Biology  
M.S. 1985, University of Tennessee at  
Knoxville–Microbiology

**Kingsley, Karmon L. (2005)**

Instructor/Director, Medical Assistant Program  
A.A.S. 2000, Cleveland State Community College–  
Office Systems Administration

**LaBine, Nancy (2006)**

Dean of Health/Wellness and Nursing  
B.S.N. 1984, University of Tennessee at Chattanooga–  
Nursing  
M.S.N. 1998, University of Tennessee at Chattanooga–  
Nursing

**Landis, Dawna L. (2006)**

Instructor/Coordinator, Emergency Medical Technician  
E.M.T. Licensure 1999, Roane State Community  
College–Emergency Medical Technician

**Laws, Charles G. (1969)**

Associate Professor, Mathematics  
B.A. 1965, Austin Peay State University–Mathematics  
M.A. 1968, University of Tennessee–Mathematics

**Lee, Ted M. (1995)**

Computer Programmer/Analyst  
A.S. 1983, Chattanooga State Technical Community  
College–Information Systems

**Lumpkin, Dan M. (1997)**

Admissions Recruiter/Women's Basketball Coach  
B.S. 1992, Austin Peay State University–English  
M.A. 1994, Austin Peay State University–English

**Lynn, Mary Evelyn (1999)**

Director of Library Services  
B.S. 1967, University of Tennessee, Knoxville–  
Zoology  
M.S. 1968, Louisiana State University–Library Science

**McClellan, She'rri S. (2007)**

Small Business Specialist  
B.S. 1989, Middle Tennessee State University–  
Psychology

**McCoin, F. Elizabeth (2006)**

Instructor, Biology  
B.S. 1996, Fordham University–Biology

**McCowan, Irene F. (2006)**

WIA Career Specialist  
B.S. 1968, Livingstone College–Busines  
Administration

**McGranahan, Amy P. (2000)**

Assistant Professor, Nursing  
B.S.N. 1992, University of Tennessee,  
Knoxville–Nursing  
M.S.N. 2004, University of Tennessee,  
Knoxville–Nursing

**McKenzie, Frank C. (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 A. (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 B. (1996)**

Associate Professor, Accounting  
B.S. 1982, Oral Roberts University–  
Telecommunications  
M.S. 1987, Oklahoma State University–Accounting  
Certified Public Accountant

**Minutolo, Jennifer S. (2003)**

Assistant Professor, Mathematics  
B.S. 2001, Lee University–Mathematics  
M.A.T. 2003, University of Florida–Mathematics

**Moore, Nancy K. (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 E. (1971)**

Associate Professor, Business  
B.S. 1966, University of Tennessee–Industrial  
Management

M.B.A. 1970, University of Tennessee–Marketing

**Norton, Judy S. (2000)**

Assistant Professor, Nursing  
A.S.N. 1990, Cleveland State Community College–  
Nursing  
B.S.N. 1999, Regents College of New York–Nursing  
M.S.N., 2005, University of Tennessee, Chattanooga–  
Nursing

**Nye, Judy C. (2000)**

Counselor/Coordinator of Testing Services  
B.A. 1981, Lincoln Memorial University–Social Work

**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

**Ormsby, Kelly D. (2004)**

Instructor, English/Developmental Studies  
B.A. 1999, Middle Tennessee State University–English  
M.A. 2004, Middle Tennessee State University–English

**Orr, Harry D. III (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





**Owens, Marcia (2006)**

Director, Institutional Research and Assessment  
B.S. 1986, Tennessee Temple University–Business Administration  
M.Ed. 1995, University of Tennessee at Chattanooga–Guidance and Counseling

**Paige, Ronald D. (2006)**

Director, Instructional Technology and Multi-Media Services  
B.A. 1969, Hartwick College–English Education  
M.S. 1975, State University of New York at Albany–Education

**Pankey, Jana M. (2006)**

Instructor, Human Services/Social Work  
A.S. 1987, Cleveland State Community College–Criminal Justice  
B.S. 1989, Tennessee Wesleyan College–Human Services  
M.S.S.W. 1993, University of Tennessee at Knoxville–Social Work

**Parish, G. Reid (2004)**

Instructor, Art  
B.F.A. 1981, University of Montevallo–Art  
M.A. 1985, Murray State University–Art Ceramics

**Parks, Geraldine W. (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

**Platz, Frederick W. Jr. (1998)**

Director of the Small Business Development Center  
A.B. 1966, Mulenberg College–History  
M.B.A. 1995, Jacksonville University–Business Administration

**Policastro, Michael A. (1993)**

Athletic Director/Baseball Coach  
B.S. 1983, Tennessee Wesleyan College–Health/Physical Education

**Price, Judy L. (1988)**

Counselor/Financial Aid  
A.A. 1981, Lakeland Community College–Liberal Arts  
B.A. 1983, Ohio University–English

**Puckett, Jane R. (2005)**

Assistant Professor, Economics  
A.A. 1973, Wikes Community College–Liberal Arts  
A.A.S. 1975, Wikes Community College–Counselor  
B.S. 1981, Western Carolina University–Business Administration  
M.B.A. 1986, Western Carolina University–Management

**Redmond, Scott A. (2001)**

Assistant Professor, English  
B.S. 1992, Lee University–Theology  
M.A. 1996, University of Tennessee at Chattanooga–English

**Reed, Bryan K. (2004)**

Assistant Professor, History  
B.A. 1991, Lee College–History  
M.A. 1994, East Tennessee State University–History

**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 A. (1998)**

Director of Student Life and Leadership  
B.S. 1993, Tennessee Wesleyan College–Physical Education

M.A. 2001, Tennessee Technological University–Instructional Leadership

Ed.S. 2004, Tennessee Technological University–Instructional Leadership

**Squires, John C. (1990)**

Associate Professor, Mathematics  
B.S. 1986, Iowa State University–Economics  
M.A.T. 1989, Drake University–Mathematics

**Stark, William I. (1993)**

Systems Analyst  
B.A. 1968, Northeastern University–English

**Steele-Wilkinson, Dawn L. (2004)**

Assistant Professor, Nursing  
B.S.N. 1998, Pensacola Christian College–Nursing  
M.S.N. 2002, University of Mobile–Nursing

**Stokes, C. Michael (1992)**

Vice President for Student Services  
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 Admin.

**Taylor, Ennis W. (1987)**

Director of Administrative and Governmental Services  
B.A. 1973, Carson–Newman College–Psychology  
M.S. 1978, University of Tennessee–Educational Psychology

**Thompson, Ryan K. (2006)**

Instructor, History  
B.A. 1997, Brigham Young University–History  
M.A. 2000, University of Connecticut–History

**Trotter-Vincent, Holly M. (2002)**

Enrollment Management Coordinator  
A.S. 1997, Cleveland State Community College–Arts and Sciences

B.S. 1999, Tennessee Technological University–English/Journalism

M.A. 2003, Tennessee Technological University–Education

**Wallen, Daniel L. (2002)**

Instructor/*ADVANCE* Option Coordinator  
B.C.E. 1968, University of Virginia–Chemical Engineering  
M.B.A. 1974, West Virginia University–Business Administration



**Warren, John R. (2000)**

Assistant Professor, 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

**Weaver, Patricia A. (2006)**

Director, Tellico Education Consortium  
B.S. 1980, University of Tennessee at Knoxville–  
Education  
M.A. 2001, Tusculum College–Education

**Webb-Curtis, Susan B. (1988)**

Assistant Professor, 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, Dwight A. (2005)**

Instructor/Interim Director of Public Service  
B.S. 1988, University of Tennessee, Knoxville–  
Business Administration

**Williams, Natalia D. (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 R. (1993)**

Director of the ACCESS Center  
B.S. 1987, Tennessee Technological University–  
Psychology  
M.A. 1988, Tennessee Technological University–  
Educational Psychology and Counselor  
Education  
National Certified Counselor (NCC)

**Wilson, Penni J. (2005)**

Instructor, Biology  
A.S. 1989, Lincoln Land Community College–Biology  
B.A. 1991, Southern Illinois University at Carbondale–  
Biology  
M.S. 1995, Eastern Illinois University–Biology

**Witt, Sherra A. (1977)**

Associate Professor, Office Administration  
B.S. 1969, University of Cincinnati–Business  
Education  
M.A.E. 1974, Ball State University–Business Education

**Womac, Charlie H. (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 A. (1970)**

Interim Dean, Humanities and Social Sciences  
B.A. 1967, University of Chattanooga–English  
Literature  
M.A. 1970, University of Tennessee–English

**Wood, Suzanne A. (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 E. (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)**

Associate 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 L. (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 ten 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 (1978)**

**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 G. (2001)**

Served as Executive Vice President and Dean of the Faculty, 1994–2001; Interim President, 1996; Dean of Academic Affairs, 1992–1994; Professor in Humanities and Social Sciences, 1988–1992; Associate Professor, 1981–1988; Head of Humanities, 1978–1984; Assistant Professor, 1971–1981; Instructor of German, 1968–1971.

### **Boles, Thomas R. †1923–2004 (1985)**

Served as Associate Professor of Music, 1967–1985.

### **Boyd, Nancy D. (2007)**

Served as Associate Professor of Office Administration, 1977–2006; Chair, Business Department, 1995–2001; Assistant Professor, 1971–1977; Coordinator, Business Career Programs, 1974–1976; Instructor, 1968–1971. Adjunct Instructor 2006–2007.

### **Boynton, Paul C. (1982)**

Served as Counselor of Student Personnel, 1968–1982.

### **Bradley, John M. (2005)**

Served as Associate Professor of Speech and English, 1976–1999; Assistant Professor, 1970–1976; Instructor, 1967–1970; Adjunct Instructor, 2000–2004.

### **Chumley, Jere L. (2004)**

Served as Associate Professor of Art, 1967–2003; Coordinator of the Art Department, 1974–2003. Adjunct Instructor, 2004–2005.

### **Cigliano, James M. (2007)**

Served as Vice President for Student Services, 1994–2005; Dean of Student Affairs, 1987–1994; Assistant Dean of Student Affairs, 1984–1987; Associate Dean of Student Affairs, 1981–1984; Dean of Student Personnel Services, 1976–1981; Athletic Director, 1978–1996; Director of Admissions and Records and Financial Aid, 1974–1976; Director of Admissions and Records, 1967–1974. Post retirement assistant with fund-raising and game administration, 2005–2006. Inducted into the Tennessee Junior and Community College Athletic Association Hall of Fame, 2001.

### **Coleman, A. 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 L. (1999)**

Served as Associate Professor of Nursing, 1972–1999.

### **Davis, Norma L. (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.

### **Dean, Harry N. (2004)**

Served as Associate Professor of English, 1971–2003.

### **Eiswerth, Elizabeth L. (1999)**

Served as Director of Nursing, 1996–1999 and Associate Professor of Nursing, 1977–1996.

### **Fillers, Marilyn D. (2003)**

Served as Associate Professor of English, 1968–2003.

### **Guest, Joe W. (1992)**

Served as Associate Professor of Mathematics, 1967–1992.

### **Guy, Buford M. Jr. †1941-1999 (2000)**

Served as Associate Professor of Physics and Astronomy 1968–1999.

### **Johnson, John H. (1996)**

Served as Associate Professor of Business 1976–1996.

### **Johnson, Kathryn W. †1947–1999 (2000)**

Served as Assistant Professor of Biology 1970–1999.

### **Lane, L. Quentin (1985)**

**President Emeritus** (1985)

Served as President, 1978–85; Dean of Instruction, 1973–78; Director of Institutional Research, 1971–1973.

### **Lillard, Roy G. †1913–1991 (1978)**

Served as Head of Social Science, Business and Education Department, 1967–1976.

### **Martel, Sue H. (2000)**

Served as Assistant Professor of Psychology, 1972–2000.

### **Mathai, Thottakara P. (2000)**

Served as Professor of Chemistry 1968–2000; Chair, Natural Sciences Department, 1997–2000; Adjunct Instructor, 2001–2003.

*Parentheses denotes year emeritus status was conferred.*

†deceased



**Mathis, George L. †1916–2000 (1976)**

Served as Dean of Students, 1967–1976.

**McCaskill, Barry S. †1949–2003 (2004)**

Served as Associate Professor of Technology, 1978–2003; Chair of the Technology Department, 1997–2003; Co-Interim Dean of the Division of Business and Technology, 2001–2002; Business, Industry and Government Specialist, Fall 2003.

**McCoin, Ann Y. (2004)**

Served as Professor of Criminal Justice, 1974–2001; Coordinator of Legal Assistant Program, 1981–2001. Adjunct Instructor, 2002–2003.

**Millsaps, Irene P. †1929–2005 (1993)**

Served as Assistant Dean of Physical Sciences and Technologies, 1969–1990; Professor of Mathematics, 1967–1990.

**Nichols, Alex W. †1933–1996 (1995)**

Served as Associate Professor–Computer and Information Systems, 1969–1994; Head of Computer Services Center, 1972–1977.

**Ownby, Mitzi I. (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, Matthew H. †1920–1999 (1993)**

Served as Head of the Technology Division, 1969–1984; Professor of Technical Education, 1969–1989.

**Sesler, Mason B. (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.

**Taylor, Jerome G. (2004)**

Served as Professor of History and Political Science, 1968–2003; Chair of Social Science Department, 1997–2003. Adjunct Instructor, 2003–2004.

**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 1990–2000.

*Parentheses denotes year emeritus status was conferred.*

†deceased







## STUDENT HANDBOOK

Student Support Services  
ACCESS Center  
Allied Health Outreach Program  
Athletics  
Clubs and Organizations  
Cooperative Education  
Disability Support  
Early Alert System  
Fitness Center  
Minority Student Programs  
Student Policies and  
Regulations  
Testing Center  
Tutoring Services

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.



## Student Services

### 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.

### 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.

### ACCESS Center

The ACCESS Center located in Suite 118 of the George L. Mathis Student Center, provides a variety of services to assist students.

**Advising** services for undeclared majors, non-degree students, transient students, and high school early admission students are provided by staff members in the ACCESS Center. Advisement services also include enrollment advising (completing the admissions and enrollment process), providing transfer information from four-year colleges and universities, providing information about Developmental Studies placement, and being the initial point of contact for new and prospective students.

**Counseling** services are provided by staff members to students who want to discuss personal issues in a confidential environment. Counseling services include referrals to outside agencies, personal development programs, mental health screening and awareness programs, and immediate crisis management. Counselors can refer students who are experiencing emotional or mental crises to community agencies for ongoing treatment.

**Career Enhancement** services are provided to students and graduates. Services include career assessment and planning, career information, career fairs, and resume assistance. Students may use the multimedia computer workstations to take career assessments, explore career information, and complete resumes.

**Job Placement** services are also available. Job Placement maintains a listing of part-time and full-time jobs for CSCC students and graduates via *Cougar JobLink*, a web-based placement system. *Cougar JobLink* allows individuals to search for jobs as well as upload and submit resumes to employers 24 hours

a day, seven days a week. To utilize this service, go to: [www.myinterfase.com/cscs/student](http://www.myinterfase.com/cscs/student). For assistance with setting up your *Cougar JobLink* account, come by Room 118 in the Student Center or call (423) 478-6217 or (800) 604-2722, Ext. 361. E-mail inquiries should be sent to [jpeterson@clevelandstatecc.edu](mailto:jpeterson@clevelandstatecc.edu).

**Student Success** programs and services and also offered through the ACCESS Center and are coordinated by designated staff members:

### Adult Student Services

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

- Workshops designed specifically for the nontraditional/adult who is considering attending college. These workshops offer 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.
- College Information Sessions for prospective students and an annual “Welcome to Cleveland State” event for adult students and their families.
- Membership in the Adult Student Organization, a support group for nontraditional students which offers networking opportunities and social activities. Meetings are held on a monthly basis.

For more information, please contact the Coordinator of Adult Services at (423) 478-6217 or (800) 604-2722, Ext. 393.

### Allied Health Outreach Program

The focus of the Allied Health Outreach Program is to promote awareness and encourage academic success for students who are interested in pursuing careers in the health related fields. A variety of resources and programs are available including career counseling, academic planning, workshops, assistance locating allied health opportunities and education/training programs. These activities and programs are offered throughout the year. For more information, contact the Coordinator of the Allied Health Outreach Program at (423) 478-6217 or (800) 604-2722, Ext. 427.

### Disability Support Services

Cleveland State Community College provides services and academic accommodation for students with disabilities. The college uses the Americans with



Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 as guides in making educational programs and college activities available to all students.

Students who have appropriate documentation of a physical, mental, or learning disability and voluntarily self identify are encouraged to register with the Coordinator of Disability Support Services before each semester begins so that special accommodations can be arranged if needed. Personal services are not provided.

The Coordinator of Disability Support Services, in consultation with the student, appropriate professionals and faculty, will develop an accommodation plan based on a case-by-case basis. Examples of services include academic and personal counseling, referral to community resources, providing information for faculty regarding disabilities, advocator for students, providing assistance in securing special materials, equipment, and adaptive aids.

Persons who need information on services available to students with disabilities should contact the Coordinator of Disability Support Services at (423) 478-6217 or (423) 614-8704 (TDD).

### **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, ACCESS Center 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 ACCESS Center, 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.

### **Student Diversity Programs**

Student Diversity 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 Student Diversity 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 Diversity Scholarship Program, and a regular newsletter for minority students are coordinated through this office and offer outlets for communication, networking and support. For more information, contact the Coordinator of Student Diversity Programs at (423) 478-6217 or (800) 604-2722, Ext. 318.

### **Testing Center**

Testing services for the college are provided through the Testing Center. Staff members are responsible for the ACT, COMPASS, GED, NET, and graduation exit exam programs. Please contact the Testing Center located in Room 118 of the George L. Mathis Student Center or phone (423) 478-6217 for a schedule, registration requirements, and the testing fee for each of these standardized exams.

During the academic semester, the Testing Center also provides course-related testing services for students and faculty. Individual make-up exams (if allowed by instructors), Developmental Studies Math retake tests, Video/Internet course exams, RODP proctored tests, and special accommodation tests are administered by testing staff. Additionally, the Testing Center administers the college’s Computer Competency exam and provides proctoring services for individuals in the community who may be students at other institutions. Walk-in testing is available during day and evening hours while classes are in session. Hours of operation are posted in the Testing Center each semester. Testing during college breaks and when classes are not in session is available by appointment. For more information, contact the Coordinator of Testing Services at (423) 478-6217 or (800) 604-2722.

### **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 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 Identification Cards

All students receive a student photo identification card during the orientation/registration process by CISCC. The I.D. card is required to utilize the services of the Library, Fitness Center and Bookstore. It also allows students to attend all college sponsored student activities and athletic events at no charge.

### 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, as well as appointments with various departments on campus, such as admissions or financial aid. 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, Anatomy Society, Art League, Baptist Collegiate Ministries, CSCC Cheerleaders, CSCC Gamers, "The Cherokee Signal" (student newspaper), Computer Aided Design Club, Early Childhood Education Club, Environmental Awareness Club, Human Services Student Organization, International Association of Administrative Professionals, LEAD Organization, Legal Assistant Association, Medical Assistant Student Association, Minority Student

Association, Phi Theta Kappa (Omega Omicron Chapter), Spanish Club, Student Hosts, Student Nurses' Association, Student Senate and United Together.

### Cooperative Education

The Cooperative Education program integrates classroom theory with practical work experience. This program provides students with the opportunity to bridge their academic preparation with on-the-job work experiences.

Classes are available to help students develop job search and work ethic skills (CPE 1011 and 1012). Students also have the opportunity to develop transitional workplace skills through non-major related work placements (CPE 1015 and 2000) and to increase expertise and skills in their career field through a major-related work or volunteer placement (CPE 1010, 1020, 2010 and 2020).

For information about these courses or for help identifying a co-op placement, call (423) 614-8718 or (800) 604-2722, Ext. 718 or stop by the Cooperative Education Office in the Career Education Building, Room 106C. E-mail inquiries can be sent to [coopeducation@clevelandstatecc.edu](mailto:coopeducation@clevelandstatecc.edu). Additional information and answers to frequently asked questions can be obtained from the college's website.

### 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.

- Admissions and Records
- Business Office (Window Only)
- Financial Aid
- Library
- ACCESS Center
- Switchboard

The Testing Center also schedules evening hours each semester. In addition, there is an Evening Campus contact and Adjunct Faculty Coordinator available for evening students. This office is located in Room 107 of the Administration Building and is open until 8 p.m. Monday-Thursday. The office phone number is (423) 473-2397 or (800) 604-2722, Ext. 397.

### Fitness Center

Students have the opportunity to benefit from a variety of activities and programs devoted to healthful living through the CISCC Fitness Center.

The CISCC 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) for physical education activity credit.

The Fitness Center is open to all students, faculty, staff and community members. For more information about the CISCC Fitness Center, contact the Fitness Coordinator in Room 109 of the L. Quentin Lane Gymnasium.





## 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, ping pong, billiards, wiffle ball, basketball, dodgeball, benchpress contest, etc.

The Intramural Program is coordinated by the Office of Student Life and Leadership 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.

## 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** 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), one day, two days or one week depending on the item. Resources may be renewed by accessing a personal web account.

**All fines and charges must be cleared in order to pre-register, register or receive grades and transcripts.**

## Fines

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 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/DVD Circulation policies:

- 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.
- 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.
- 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 accessing a personal web account. To keep a tape beyond a second renewal, you must bring it in for the renewal process.
- 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.
- 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/DVD's**

Charges for lost/damaged videotapes are equal to the replacement price of the item. Video copies are assessed at \$12.50.

### **Library Contact Information**

Library hours are posted on the library's home page: <http://www.clevelandstatecc.edu/library/index.html>. Library telephone number is (423) 478-6209. The Library e-mail address is: [library@clevelandstatecc.edu](mailto:library@clevelandstatecc.edu)

### **Media Center**

The Media Center is located on the first floor 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 prior to 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. Orientation sessions are also conducted at the Athens and Vonore sites prior to each fall semester.

Questions about the CISCC Orientation program should be directed to the ACCESS Center, 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.

### **Student Activities**

Cleveland State offers a wide variety of activities to entertain students during their time on campus. The Student Senate and Student Life and Leadership Office 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 Student Life and Leadership. 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 CISCC 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 Life and Leadership**

The Office of Student Life and Leadership provides facilities, programs and services to meet the recreational, fitness, wellness and personal development



**Resources for Student Issues and Concerns**

<i>Issue</i>	<i>Resource</i>	<i>Contact Information</i>
Express written opinions	Office of the Vice President for Student Services (U-110B)	“How are we serving you” suggestion boxes located in each building.
General Student Issues	Office of the Vice President for Student Services (U-110B)	472-7141, Ext. 218 Email: mstokes@clevelandstatecc.edu
General Academic Concerns	Office of the Vice President for Academic Affairs (A-102)	472-7141, Ext. 201 Email: vpacademics@clevelandstatecc.edu
Grade Appeals	Office of the Vice President for Academic Affairs (A-102)	472-7141, Ext. 201 Email: vpacademics@clevelandstatecc.edu
Diversity	Coordinator of Minority Programs (U-118)	472-7141, Ext. 318 Email: nwilliams@clevelandstatecc.edu
Disability	Coordinator of Disability Services (U-118)	472-7141, Ext. 288 Email: aderrick@clevelandstatecc.edu
Harassment/Discrimination/Threats	Office of the Vice President for Student Services (U-110B)	472-7141, Ext. 218 Email: mstokes@clevelandstatecc.edu
Parking/Safety	Security Office and Office of the Vice President for Student Services (U-110)	618-1720 Email: jwittmaier@clevelandstatecc.edu 472-7141, Ext. 218 Email: mstokes@clevelandstatecc.edu
Parking Citation Appeals	Office of Student Life and Leadership	Appeal forms available at the following locations: Switchboard (Admin. building), Business Office (A-109), Office of Student Services (U-110A), Office of Student Life and Leadership (U-110C) 614-8744 Email: jsewell@clevelandstatecc.edu
Fitness	Fitness Center Coordinator (G-109)	614-8712 Email: ccameron@clevelandstatecc.edu
Study Skills (test taking, time management)	ACCESS Center (U-118)	472-7141, Ext. 453 Email: mwilson@clevelandstatecc.edu
Off Campus Sites–Athens and Vonore	Athens Site  Vonore Site	Athens Site 745-8486 Email: cwoodward@clevelandstatecc.edu Vonore Site 884-6878 Email: pweaver@clevelandstatecc.edu
Cancellation of Classes Due to Weather and Road Conditions	Cleveland State Web site and Switchboard	472-7141 www.clevelandstatecc.edu

needs of the student body. The primary focus of the Office of Student Life and Leadership is to promote the “total college experience” through recruitment, retention, quality of life and success of Cleveland State students. The office will provide intramural, outdoor, fitness/wellness and special event programs to address the needs of a diverse campus community. Activities are coordinated through Room 110 of the Student Center and Room 109 of the Lane Gymnasium.

**Student Newspaper**

“The Cherokee Signal” 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, 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 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 CISCC 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 U-100 or call (423) 472-7141 or (800) 604-2722, Ext. 441.

### Telephone for Student Use

A courtesy telephone is provided for student use at the main switchboard located in the D.F. Adkisson Administration Building. Use of this phone should be limited to three minutes.

### Tutorial Services

Help is available from several sources for students who need assistance in their classes. Any student who is having difficulty in a class should always talk first with the instructor of the class to find out about instructor office hours and how the instructor may assist the student during those times. Also, many course texts have cd, web site references, or other electronic helps available.

Counselors in the ACCESS Center are available to assist students with issues such as time management, note taking, test anxiety/test taking, and other general academic success skills. Students needing help in Math or Science courses should contact the Math Tutorial Center, located in room 212 of the Science Building.

### Math Tutorial Center

The Math Tutorial Center is a free service provided by the college. Students in math and science courses may get help from either the director of the center or peer tutors. Tutoring hours are posted each semester along with a list of classes students may receive help in. Students may contact the center by calling (423) 472-7141, Ext. 335.

### Language Arts Learning Center

The Language Arts Learning Center (LALC), located in rooms 219 and 225 of the Humanities Building, provides resources for students who need help in any language related area. The LALC is open from 8:00 a.m.-4:30 p.m. Monday through Friday with evening hours posted each semester. Students may schedule an appointment by calling (423) 473-2354 or (423) 473-2315. Walk-ins and referrals from instructors are also encouraged.

Students can receive tutoring and academic assistance with writing assignments, reports, research papers, essays, and specifically in English, French, and Spanish. Computer assisted exercises are also available for enhanced practice with grammar and mechanical skills and reading improvement.

Internet access computers are available along with printing privileges and helpful staff and faculty to provide assistance as needed. Our goal is to cultivate the importance of language and writing application in all curriculum areas.





# Student Policies

## Alcoholic Beverage Policy

Cleveland State Community College seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, faculty and staff. In keeping with this objective, the college has established guidelines and policies governing the possession and consumption of alcoholic beverages on college property.

“The use and/or possession of alcoholic beverages on university, community college, technical institute and technology center owned or controlled property shall be prohibited.”

## 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, WDOD-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 should consult each instructor’s syllabus regarding class make-up policies.

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 <http://www.clevelandstatecc.edu/weather>

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 CISCC 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 159 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 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.

a. 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.

b. 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.

c. 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.
- d. 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.
  - e. 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 53 of catalog
Nursing Program Admission.....	page 79
Nursing Program Progression (Nursing Courses).....	page 79
Medical Assistant Admission.....	page 82
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.....	Minimum 2.5 High School GPA Minimum of 19 on the ACT Minimum of 500 on the GED Current student maintaining a 2.5 GPA
Academic Service Scholarship.....	2.9 High School GPA Must be a full-time student Must maintain 2.5 GPA at CSCC Must have taken the ACT
Diversity Scholarship.....	2.0
Tennessee Scholar.....	Must be certified by local chamber Must be a full-time student Must maintain a 2.5 GPA at CSCC
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 Officers.....	2.5
Student Senators.....	2.0
Signal Editor.....	2.25
Phi Theta Kappa Honor Society–Admission and Retention.....	3.0

### 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.

### Illegal Drug Policy

As a result of the Drug-Free Work Act of 1988 (Public Law 100-690), Cleveland State Community College is committed to maintain a drug-free working environment.

### 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.

### Possession and Use of Weapons

Cleveland State Community College prohibits the possession of firearms and other weapons on its premises. **Tennessee**



**State Law prescribes a maximum penalty of five years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property.**

The only exceptions to this policy are:

1. The possession of weapons by law enforcement officers of the city, county, state or federal government (and military personnel as authorized under TCA 39-17-1309) when in the discharge of their official duties.
2. The possession of weapons by students and instructors in the Basic Police Training Program on those occasions wherein the specific training activities of the time require the possession of a weapon or weapons.
3. Specific instructional/ceremonial situations wherein an exception to this policy is determined to be necessary and is authorized by the President.

**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: John Wittmaier, Coordinator of Safety and Security—Security Building; Michael Stokes, Vice-President for Student Services—Mathis Student Center; Patty Weaver, Director of the Vonore Site—Vonore Site; Mark Wilson, Director of the ACCESS Center—Mathis Student Center; Suzanne Bayne, Student Life and Leadership—Mathis Student Center and 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 CISC 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](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp)

### **Smoking and Use of Smokeless Tobacco**

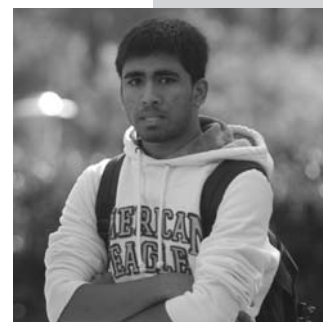
Effective January 1, 1994, the following policy is established relative to smoking and the use of smokeless tobacco (snuff, chewing, etc.) in college facilities and vehicles.

- 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.





CLEVELAND STATE COMMUNITY COLLEGE



## DEFINITIONS/INDEX



◆ **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](http://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 and exams that are located in the front of the catalog.

**Academic Service Award**—Scholarships awarded to high school seniors who have demonstrated meritorious performance.

**Add Period**—Students may add classes at the beginning of each term as indicated in the academic calendar.

**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. 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 CISCC and a four-year college or university to satisfy degree requirements at CISCC 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.

**Associate of Science Degree**—The degree awarded upon completion of the core curriculum for the associate of science degree. This degree is generally designed for students who intend to transfer to a

four-year institution to complete requirements for a bachelor of science degree.

**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.

**Cancelled/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. This test is also used to challenge placement in developmental studies courses for students under 21 years of age.

**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 Period**—A period of time at the beginning of each semester when students can drop classes from their schedules without having a “W” (withdrawal grade) appear on their transcripts. Classes dropped past this period will be indicated as a “W” on the transcript.

**Early Registration**—The earliest opportunity to register for classes 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 to prevent schedules being 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 in a given 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 repaid.

**High School Course Requirements**—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 a group of high school units. See page 21 for more details.

**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.

**Matriculated**—To admit or be admitted into a college.

**Maximum Credit Load**—A student may register for up to 20 credit hours per semester. Any schedule with more than 20 hours must have signed approval of one of the academic deans.

**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.

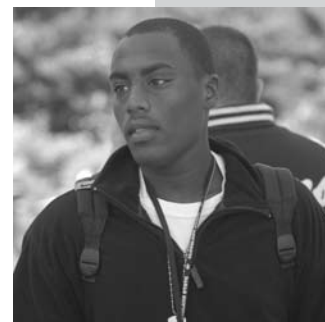
**Non-credit Course**—Any course that does not offer college credit upon completion.

**Off-campus Sites**—In addition to the main campus, courses and services are provided in Athens at 2580 Ingleside Avenue and at the Tellico Education Consortium, 59B 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 in a given 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 repaid. 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 (u 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](http://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.





## Telephone Directory

For Information About:	Department/Person	No. or Ext.	Building/Address	Room
Academic Questions				
Business and Technology		478-6224	<i>Career Education Building</i>	<i>E 115</i>
Health and Wellness and Nursing		478-6228	<i>Career Education Building</i>	<i>E 207</i>
Humanities and Social Sciences		478-6230	<i>Humanities Building</i>	<i>H 119</i>
Science and Mathematics		478-6232	<i>Science Building</i>	<i>S 201</i>
Academic Service Scholarships	Student Services	478-6218	<i>Mathis Student Center</i>	<i>U 110A</i>
ACCESS Center	ACCESS Center	478-6217	<i>Mathis Student Center</i>	<i>U 118</i>
Admissions and Records	Admissions and Records	478-6213/214	<i>Adkisson Admin. Bldg.</i>	<i>A 112</i>
Adult Services	ACCESS Center	472-7141, Ext. 393	<i>Mathis Student Center</i>	<i>U 117</i>
ADVANCE	Business & Technology	478-6245	<i>Career Education Building</i>	<i>E 106D</i>
Advisor Assignments or Changes	Admissions & Records	478-6213	<i>Adkisson Admin. Bldg.</i>	<i>A 112</i>
Application/Catalog Requests	Enrollment Management	614-8734	<i>Mathis Student Center</i>	<i>U 117</i>
Athletics	Athletic Department	478-6219 or 271	<i>Lane Gymnasium</i>	<i>G 112</i>
Books and Supplies	Bookstore	472-7141, Ext. 234	<i>Mathis Student Center</i>	<i>U 101</i>
Business, Industry and Government Training (BIG)	Business & Technology	472-7141, Ext. 433	<i>Career Education Building</i>	<i>T 101</i>
Campus Tours	Enrollment Management	614-8734	<i>Mathis Student Center</i>	<i>U 117</i>
Change of Major	Admissions & Records	472-7141, Ext. 264	<i>Adkisson Admin. Building</i>	<i>A 112</i>
Choosing a Major/Career	ACCESS Center	478-6217	<i>Mathis Student Center</i>	<i>U 118</i>
Clubs and Organizations, Campus Events	Student Life & Leadership	614-8744	<i>Mathis Student Center</i>	<i>U 110C</i>
College Catalogs for Four-Year Institutions	ACCESS Center	478-6217	<i>Mathis Student Center</i>	<i>U 118</i>
Cooperative Education	Business & Technology	614-8718	<i>Career Education Building</i>	<i>E 106C</i>
Counseling (Personal)	ACCESS Center	478-6217	<i>Mathis Student Center</i>	<i>U 118</i>
Courses OnLine (WWW/TOCCC)	COE Multimedia	472-7141, Ext. 416	<i>Adkisson Admin. Bldg.</i>	<i>A 214</i>
Developmental Studies	Academics	472-7141, Ext. 297	<i>Science Bldg.</i>	<i>S 201C</i>
Disability Support Services	ACCESS Center	472-7141, Ext. 288	<i>Mathis Student Center</i>	<i>U 118</i>
Distance Learning Classes (“Smart Classroom”)	COE Multimedia	472-7141, Ext. 416	<i>Adkisson Admin. Bldg.</i>	<i>A 214</i>
Drop/Add/Withdraw	Admissions & Records	478-6214	<i>Adkisson Admin. Bldg.</i>	<i>A 112</i>
Dual Enrollment	Dual Enrollment	472-7141, Ext. 325	<i>Adkisson Admin. Bldg.</i>	<i>A 211B/C</i>
Early Alert Letters/Questions	ACCESS Center	478-6217	<i>Mathis Student Center</i>	<i>U 118</i>
Evening Contact	Cynthia Brooks	472-7141, Ext. 397	<i>Adkisson Admin. Bldg.</i>	<i>A 107A</i>
Financial Aid	Financial Aid Office	472-7141, Ext. 284	<i>Mathis Student Center</i>	<i>U 102</i>
Fitness Center	Student Life & Leadership	614-8712	<i>Lane Gymnasium</i>	<i>G 109</i>
Foundation Scholarships	Inst. Advancement	478-6206	<i>Coleman Bldg.</i>	<i>C 101</i>
Freshmen Orientation	ACCESS Center	478-6217	<i>Mathis Student Center</i>	<i>U 118</i>
GED Official Test	ACCESS Center	478-6217	<i>Mathis Student Center</i>	<i>U 118</i>
Graduation	Admissions & Records	472-7141, Ext. 266	<i>Adkisson Admin. Bldg.</i>	<i>A 112</i>
Job Placement	ACCESS Center	472-7141, Ext. 361	<i>Mathis Student Center</i>	<i>U 117</i>
Law Enforcement Training Center	Law Enforce. Training	472-7141, Ext. 402	<i>Technologies Building</i>	<i>T 121D</i>
Library	Academics	478-6209	<i>Library</i>	
Non-Credit Courses	Continuing Education	472-7141, Ext. 270	<i>Adkisson Admin. Building</i>	<i>A 202</i>
Parking Permits	Information Center	472-7141, Ext. 306	<i>Adkisson Admin. Bldg.</i>	
Pre-College Programs	Dual Enrollment	472-7141, Ext. 325	<i>Adkisson Admin. Bldg.</i>	<i>A 211B/C</i>
President’s Office	President’s Office	478-6200	<i>Adkisson Admin. Building</i>	<i>A 101</i>
Public Information	Marketing & Public Info.	478-6208	<i>Mathis Student Center</i>	<i>U 117</i>
Regents OnLine Degree	ACCESS Center	472-7141, Ext. 393	<i>Mathis Student Center</i>	<i>U 117</i>
Registration	Admissions & Records	478-6214	<i>Adkisson Admin. Bldg.</i>	<i>A 112</i>
Résumé Development/Job Search Preparation	ACCESS Center	478-6217	<i>Mathis Student Center</i>	<i>U 118</i>
Security	Fin. & Administration	478-6236 or 202	<i>Security Building</i>	
Small Business Development Center		478-6247	<i>Technologies Building</i>	<i>T 126B</i>
Student Insurance Information	Student Services	478-6218	<i>Mathis Student Center</i>	<i>U 110A</i>
Student Senate		472-7141, Ext. 441	<i>Mathis Student Center</i>	<i>U 100</i>
Student Services		478-6218	<i>Mathis Student Center</i>	<i>U 110A</i>
Testing Services	ACCESS Center	478-6217	<i>Mathis Student Center</i>	<i>U 118</i>
<i>The Signal</i> Student Newspaper		472-7141, Ext. 425	<i>Mathis Student Center</i>	<i>U 110E</i>
Trade Adjustment Act	ACCESS Center	472-7141, Ext. 393	<i>Mathis Student Center</i>	<i>U 117</i>
Transcript Request Information	Admissions & Records	478-6214	<i>Adkisson Admin. Bldg.</i>	<i>A 112</i>
Transfer Evaluations	Admissions & Records	472-7141, Ext. 264	<i>Adkisson Admin. Bldg.</i>	<i>A 112</i>
Tuition Fees/Fines	Business Office	478-6239	<i>Adkisson Admin. Bldg.</i>	<i>A 109</i>
Tutorial Services	Mathematics	472-7141, Ext. 335	<i>Mathis Student Center</i>	<i>U 118</i>
Veteran’s Benefits	Student Services	472-7141, Ext. 265	<i>Mathis Student Center</i>	<i>U 117G</i>
Video Courses/Lib. Services	Library	478-6209	<i>Library</i>	
Workforce Investment Act	ACCESS Center	472-7141, Ext. 393	<i>Mathis Student Center</i>	<i>U 117</i>

Main Campus: 3535 Adkisson Drive, P.O. Box 3570, Cleveland, Tenn. 37320-3570  
Telephone 472-7141 or (800) 604-2722

Athens Site: 2580 Ingleside Avenue, Athens, Tenn. 37303  
Telephone 472-7141, Ext. 463 or 745-8486

Vonore Site: (Tellico Education Consortium), 59B Excellence Way, Vonore, Tenn. 37885  
Telephone 472-7141, Ext. 480, 884-6878 or (865) 671-1378



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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.

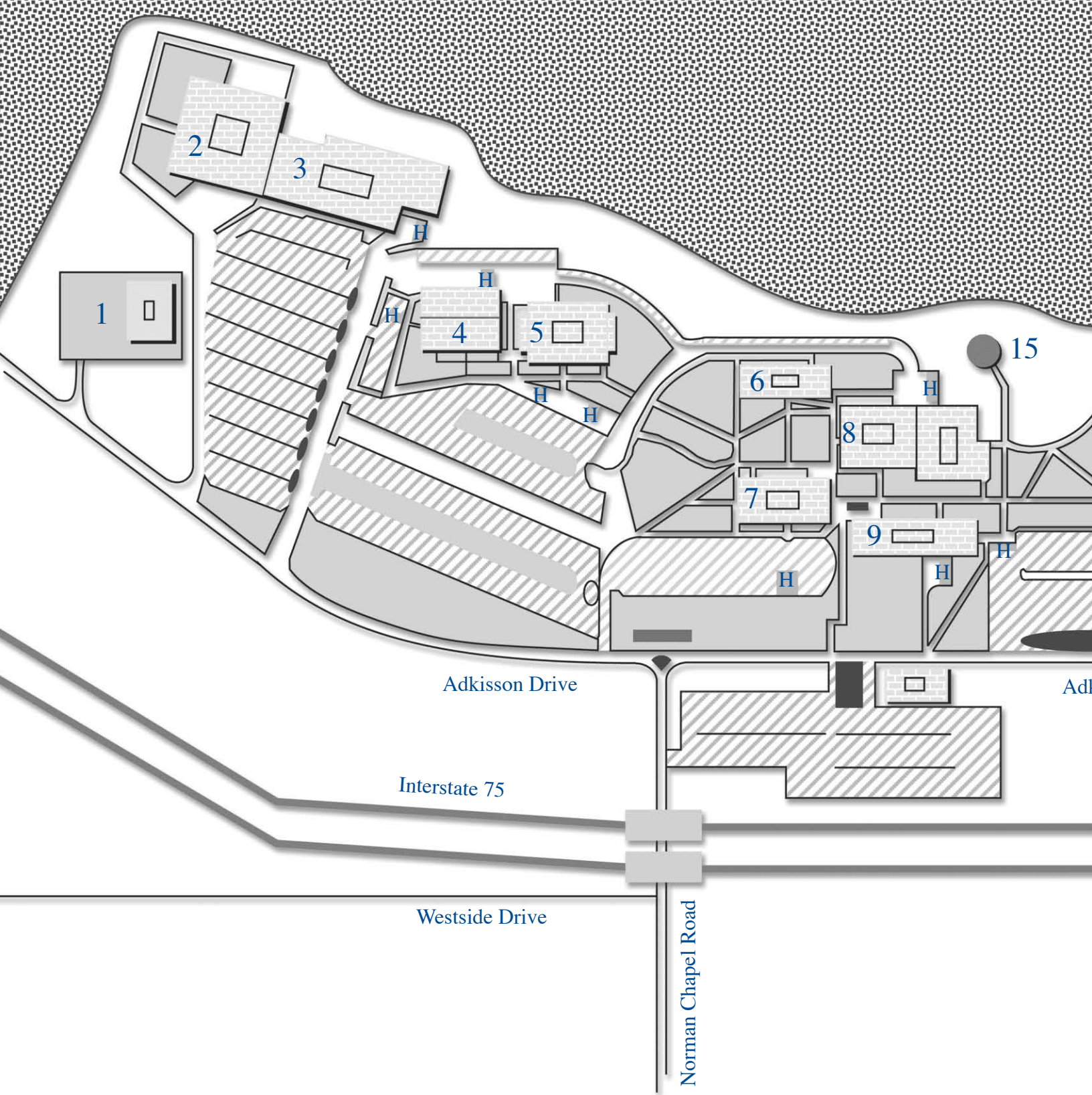
Cleveland State Community College is one of 45 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 two-year colleges and 26 Tennessee Technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

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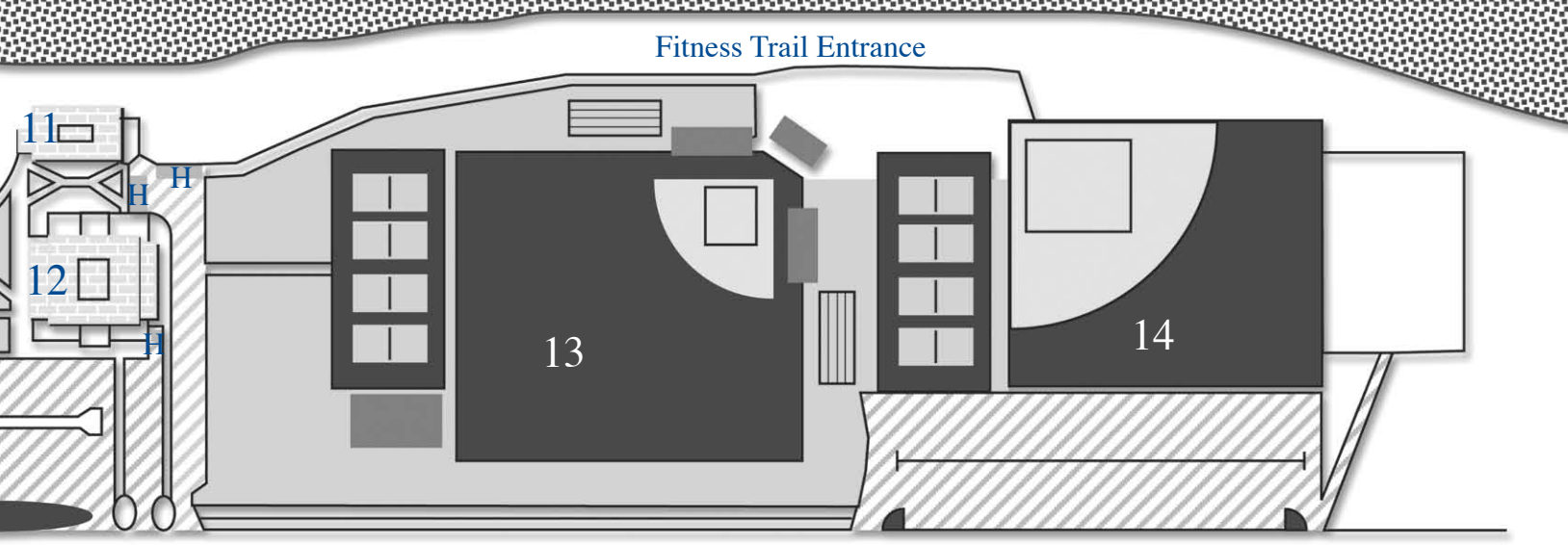
CSCC/MR/07051/4/30/07





# Cleveland State Community College Campus Map





Adkisson Drive

Interstate 75



# Legend

1. Maintenance Building (M)
2. Cleveland/Bradley Business Incubator
3. Technology Building (T)
4. A. Ray Coleman Community Services Building (C)
5. Career Education Building (E)
6. Science Building (S)
7. D.F. Adkisson Administration Building (A)
8. George L. Mathis Student Center (U)
9. Library Building (L)
10. Security Building (S)
11. Mary T. Barker Humanities Building (H)
12. L. Quentin Lane Gymnasium (G)
13. Cougar Baseball Field
14. Lady Cougars Softball Field
15. Buford Guy Observatory (O)

-  Student & Staff Parking
-  Handicap Parking



The college is located between Exits 25 and 27 on I-75, 30 miles northeast of Chattanooga.

Exit 25 traveling North from Chattanooga:

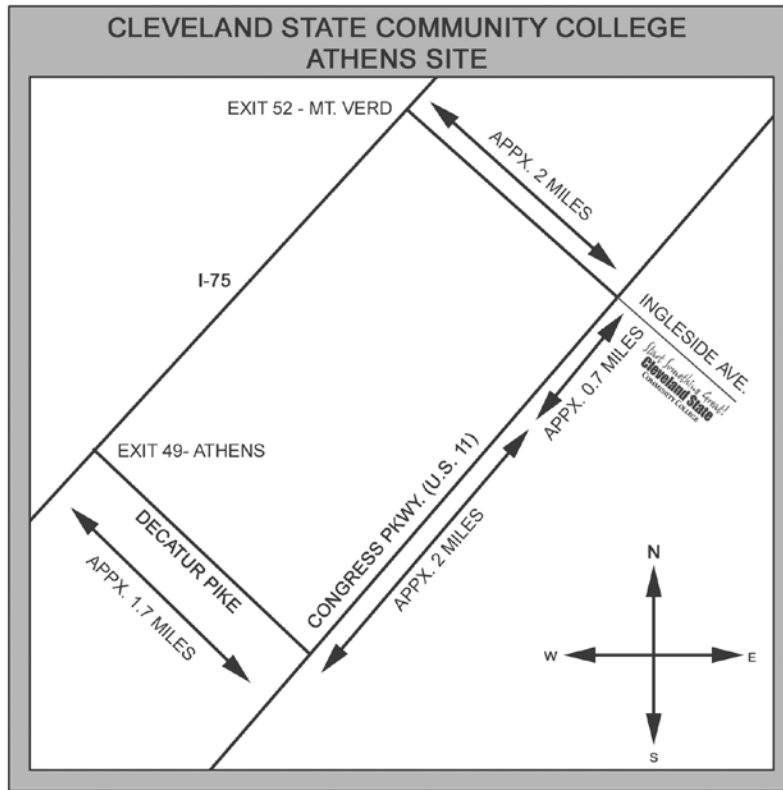
- turn left at the end of the exit ramp on to 25th Street;
- turn left at the first light on to Westside Drive;
- go approx. one mile;
- turn left on to Norman Chapel going under I-75; (straight ahead you will see our entrance sign).

Exit 27 traveling South from Athens:

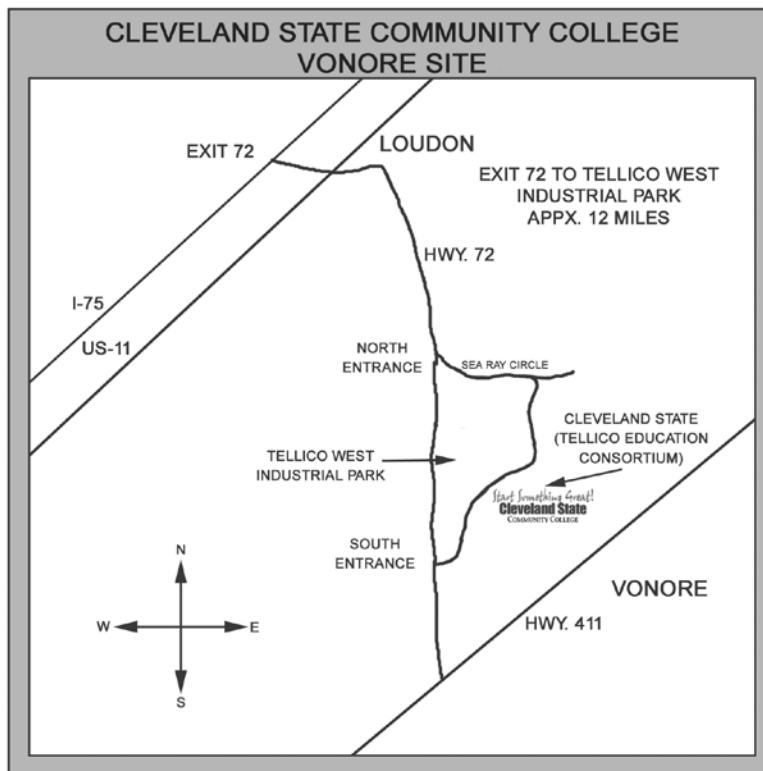
- turn right at the end of the exit ramp on to Paul Huff Parkway;
- turn left at the light on to Adkisson Drive;
- the college is on the right approx. one mile.







**Directions to the Athens Site:** from Cleveland and Chattanooga take I-75 North to Exit 52. Bear right onto Mt. Verd Road (Rt. 305) toward Athens. Go straight through the first traffic light and turn right into the small shopping center (2580 Ingleside Avenue).



**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.



2007–2008  
Cleveland State  
Community  
College



*(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  
Fax: (423) 478-6255**

**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 2007-2008

TRANSCRIPT REQUEST FORM



Celebrating Our Past; Planning for Your Future.



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**40<sup>th</sup>**  
ANNIVERSARY  
1967-2007

**Cleveland State**  
COMMUNITY COLLEGE

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