



Columbia State  
COMMUNITY COLLEGE

# 2014-2015 Catalog



[ColumbiaState.edu](http://ColumbiaState.edu)

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

# Information Directory

**Columbia State Community College**  
**1665 Hampshire Pike · Columbia, TN 38401**  
**(931) 540-2722 · [www.columbiastate.edu](http://www.columbiastate.edu)**

**Incident Weather Line: (931) 540-2515**

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Academic and Student Programs and Services . . . . .	Margaret Smith, Executive Vice President - Provost . . . . .	(931) 540-2520
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Disability Services . . . . .	Wynn Gooch, Coordinator . . . . .	(931) 540-2857
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Financial and Administrative Services . . . . .	Kenneth R. Horner, Vice President . . . . .	(931) 540-2530
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Human Resources / Affirmative Action . . . . .	Randy Elston, Director . . . . .	(931) 540-2521
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Information Technology . . . . .	Emily Siciensky, Associate Vice President . . . . .	(931) 540-2704
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Institutional Research . . . . .	Rion McDonald, Director . . . . .	(931) 540-2523
Instructional Support, Distance Learning, and University Services . . . . .	Marilia Gerges, Director . . . . .	(931) 540-2618
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Lewisburg Site . . . . .	Elizabeth McDow, Director . . . . .	(931) 359-0351
Library . . . . .	Kathy Breeden, Director . . . . .	(931) 540-2560
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Marketing and Public Relations . . . . .	Amy Spears-Boyd, Director . . . . .	(931) 540-2516
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Records . . . . .	Sharon Joyce Bowen, Director . . . . .	(931) 540-2581
Science, Technology and Mathematics Division . . . . .	Dearl Lampley, Dean . . . . .	(931) 540-2710
Student Services . . . . .	Cecelia Johnson, Associate Vice President . . . . .	(931) 540-2570
Teaching and Learning Center, Columbia . . . . .	Anne Reeves, Tutor Coordinator . . . . .	(931) 540-1302
Teaching and Learning Center, Williamson . . . . .	Gena Ryan, Coordinator . . . . .	(615) 790-5670
Testing Services . . . . .	Patricia Harlan, Coordinator . . . . .	(931) 540-2569
Williamson County Center . . . . .	Ralph Walker, Director . . . . .	(615) 790-4400

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

The Columbia State Community College Catalog and Student Handbook is published by the Academic and Student Programs and Services office, in conjunction with Student Services and Marketing and Public Relations.

Columbia State is a two-year college, serving a nine-county area in southern Middle Tennessee with locations in Columbia, Franklin, Lawrenceburg, Lewisburg and Clifton. As Tennessee's first community college, Columbia State is committed to increasing access and enhancing diversity at all five campuses. Columbia State is a member of the Tennessee Board of Regents, the sixth largest higher education system in the nation.

# Campus Locations

## Columbia

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

## Clifton Site

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

## Lawrence County Center

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

## Lewisburg Site

980 South Ellington Parkway  
Lewisburg, TN 37091  
(931) 359-0351  
Fax: (931) 560-4118

## Williamson County Center

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

# Accrediting Agencies

Columbia State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate of Arts degree, Associate of Fine Arts degree, Associate of Science degree, Associate of Applied Science degree, Associate of Science in Teaching degree, and Technical Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Columbia State Community College.

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

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

## **Accounting, Business Administration, Business Management, Economics, Information Systems Technology**

Accreditation Council for Business Schools and Programs  
11520 West 119th Street  
Overland Park, Kansas 66213  
(913) 339-9356  
[www.acbsp.org](http://www.acbsp.org)

## **Radiologic Technology**

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

## **Emergency Medical Technology**

Committee on Accreditation of Educational Programs for the EMS Professions  
8301 Lakeview Pkwy Suite 111-312  
Rowlett, Texas 75088  
(817) 283-9403  
[www.caahep.org](http://www.caahep.org)

## **Respiratory Care**

Commission on Accreditation of Respiratory Care (CoARC)  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835  
[www.coarc.com](http://www.coarc.com)

## **Nursing**

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 500  
Atlanta, Georgia 30326  
(404) 975-5000  
Fax: (404) 975-5020  
[www.nlnac.org](http://www.nlnac.org)

## **Veterinary Technology**

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



## President's Welcome

Dear Students,

On behalf of the faculty and staff of Columbia State Community College, I want to extend a warm welcome to all new and returning students. We are pleased that you have chosen Columbia State as your college.

We are a student-centered college. Columbia State is committed to providing you with a learning environment that supports your success and that will help you meet your educational goals. To that end, this 2014-2015 Catalog has been prepared to include information that will assist you in applying to the College, registering for classes, applying for financial aid, and mapping out your academic path - information that will assist you in being successful.

Education is a lifelong process and we welcome the opportunity to help you meet your academic, career and life goals. You will find the outstanding faculty and staff of C-State to be exciting, energetic, dedicated, helpful, and available to assist you with any questions you may have. The Admissions office, Financial Aid office, other college offices, and your assigned advisor are here to assist you and to provide you with a rich college experience.

While you are here at Columbia State, I hope that you become involved – participate in and/or attend many of the extracurricular activities that will enhance your learning. Through myChargerNet, the campus-student Internet connection, you will be notified of weekly events which include plays, art exhibits, concerts, athletic events, competitions, curriculum/academic societies, and Student Government Association (SGA) activities.

I encourage you to become a member of the President's Leadership Society. It is a program that enhances your college and academic experiences through workshops, fieldtrips, teambuilding/leadership activities and much more. This is an organization that I am personally involved with.

To help ease transition, we urge you to complete your degree or certificate and graduate prior to transferring or entering the workplace.

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

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

Sincerely,

Janet F. Smith, Ph.D.  
President



## Tennessee Board of Regents

Mr. John Morgan, Chancellor

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# Important Dates

These calendars are subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

## Fall Semester 2014

### Academic Calendar

Part of Term in Class Schedule	Classes Begin	Classes End	Last Day to Apply for New Students	Last Day to Apply for Returning Students	Final Exams
Full Term	August 25	December 5	August 8	August 18	December 6 -12
1st 5 weeks	August 25	September 27	August 8	August 18	Final exams in short terms are given on the last class.
1st 7 weeks	August 25	October 11	August 8	August 18	
2nd 5 weeks	September 29	November 4	September 12	September 22	
2nd 7 weeks	October 15	December 12	September 26	October 6	
3rd 5 weeks	November 5	December 12	October 21	October 29	

Dates for all part of term are posted online at [www.columbiastate.edu/refunds-drops-withdrawals](http://www.columbiastate.edu/refunds-drops-withdrawals). To be eligible for application deadline extension, returning students can have no new transfer college coursework since last attending Columbia State. Final grades for this semester will be available in myChargerNet on December 19.

### Registration Calendar

Priority Registration for currently enrolled students is April 7 - 13. Registration for Fall 2014 opens April 14 for all admitted students. Register early to ensure class availability.

Fall 2014 Part of Term	Last Day to Register without Late Fee	Last day to Add a Class during this Part of Term	Last day to Drop, Withdraw or Change to Audit
Full Term	August 19	August 26	November 5
1st 5 weeks	August 19	August 25	September 16
1st 7 weeks	August 19	August 25	September 25
2nd 5 weeks	September 29	September 29	October 23
2nd 7 weeks	October 15	October 15	November 22
3rd 5 weeks	November 5	November 5	November 29

### Tuition and Fees Calendar

Fall 2014 Part of Term	Payment Due	Refunds		
		100%	75%	25%
Full Term	August 13	August 24	September 7	September 21
1st 5 weeks	August 13	August 24	August 28	September 2
1st 7 weeks	August 13	August 24	August 30	September 5
2nd 5 weeks	September 26	September 28	October 3	October 7
2nd 7 weeks	October 10	October 14	October 21	October 29
3rd 5 weeks	November 4	November 4	November 9	November 14

## Financial Aid Calendar

Priority Financial Aid Processing for Fall 2014 semester is July 30. If you financial aid forms are not complete by this date, students should be prepared to pay their tuition and fees by the payment deadline to maintain their class schedules.

Fall 2014 Part of Term	Awards Posted	Disbursements Available No Later Than
Full Term	September 8	September 22
1st 5 weeks	September 8	September 22
1st 7 weeks	September 8	September 22
2nd 5 weeks	October 10	October 24
2nd 7 weeks	October 28	November 11
3rd 5 weeks	November 17	December 1

Posting and disbursement dates are contingent on faculty confirming enrollment by verifying student participation in a class prior to census date. Students must attend on the first day of class in order to receive disbursements according to this schedule.

## Class Holidays and Campus Closings

August 18	Convocation (All offices closed)
September 1	Holiday: Labor Day (Campus closed)
October 13 - 14	Fall Break (Classes do not meet)
October 14	Professional Development Day (Offices closed)
November 26	Thanksgiving Holiday (Classes do not meet)
November 27 - 30	Thanksgiving Holiday (Campus closed)
December 24 - January 1	Seasonal Holiday (Campus closed)

## Graduation Calendar

December 2014 Graduation	
September 12	Submit Intent to Graduate for December 2014
December 13 at 10:00 a.m.	Graduation Ceremony

## Spring Semester 2015

### Academic Calendar

Part of Term in Class Schedule	Classes Begin	Classes End	Last Day to Apply for New Students	Last Day to Apply for Returning Students	Final Exams
Full Term	January 20	May 1	January 9	January 12	May 2 - 8
1st 5 weeks	January 20	February 21	January 9	January 12	Final exams in short terms are given on the last class.
1st 7 weeks	January 20	March 7	January 9	January 12	
2nd 5 weeks	February 23	April 4	February 9	February 16	
2nd 7 weeks	March 16	May 8	March 2	March 9	
3rd 5 weeks	April 6	May 8	March 23	March 30	

Dates for all parts of term are posted online at [www.columbiastate.edu/refunds-drops-withdrawals](http://www.columbiastate.edu/refunds-drops-withdrawals). To be eligible for application deadline extension, returning students can have no new transfer college coursework since last attending Columbia State. Final grades for the Spring 2015 semester will be available in myChargerNet on May 18.

## Registration Calendar

Priority Registration for currently enrolled students is November 10 - 16. Registration for Spring 2015 opens November 17 for all admitted students. Register early to ensure class availability.

Spring 2015 Part of Term	Last Day to Register without Late Fee	Last day to Add a Class during this Part of Term	Last day to Drop, Withdraw or Change to Audit
Full Term	January 13	January 21	April 2
1st 5 weeks	January 13	January 20	February 10
1st 7 weeks	January 13	January 20	February 19
2nd 5 weeks	February 23	February 23	March 21
2nd 7 weeks	March 16	March 16	April 20
3rd 5 weeks	April 6	April 6	April 27

## Tuition and Fees Calendar

Spring 2015 Part of Term	Payment Due	Refunds		
		100%	75%	25%
Full Term	January 7	January 19	February 2	February 15
1st 5 weeks	January 7	January 19	January 23	January 27
1st 7 weeks	January 7	January 19	January 25	January 31
2nd 5 weeks	February 20	February 22	February 27	March 4
2nd 7 weeks	March 13	March 15	March 22	March 29
3rd 5 weeks	April 3	April 5	April 9	April 13

## Financial Aid Calendar

Priority Financial Aid Processing for Spring 2015 semester is November 25. If you financial aid forms are not complete by this date, students should be prepared to pay their tuition and fees by the payment deadline to maintain their class schedules.

Spring 2015 Part of Term	Awards Posted	Disbursements Available No Later Than
Full Term	February 3	February 17
1st 5 weeks	February 3	February 17
1st 7 weeks	February 3	February 17
2nd 5 weeks	March 9	March 23
2nd 7 weeks	March 30	April 13
3rd 5 weeks	April 20	May 4

Posting and disbursement dates are contingent on faculty confirming enrollment by verifying student participation in a class prior to census date. Students must attend on the first day of class in order to receive disbursements according to this schedule.

## Class Holidays and Campus Closings

December 24 - January 1	Seasonal Holiday (Campus closed)
January 12	Convocation (All offices closed)
January 19	Holiday (Martin Luther King Day) - College closed
March 9 - 15	Spring Break (No classes)

## Graduation Calendar

May 2015 Graduation	
February 9	Submit Intent to Graduate for May 2015
May 9 at 10 a.m.	Graduation Ceremony

## Summer Semester 2015

### Academic Calendar

Part of Term in Class Schedule	Classes Begin	Classes End	Last Day to Apply for New Students	Last Day to Apply for Returning Students	Final Exams
Term 1 (10 weeks)	June 1	August 7	May 15	May 22	Final exams are given on the last class day.
1st Term (5 weeks)	June 1	July 2	May 15	May 22	
2nd Term (5 weeks)	July 6	August 7	June 19	June 26	

The Summer Semester will begin May 11 and end August 7. Date for all parts of term are posted online at [www.columbiastate.edu/refunds-drops-withdrawals](http://www.columbiastate.edu/refunds-drops-withdrawals). To be eligible for application deadline extension, returning students can have no new transfer college coursework since last attending Columbia State. Final grades for the Summer 2015 semester will be available in myChargerNet on August 14.

### Registration Calendar

Priority Registration for currently enrolled students is April 6 - 12. Registration for Summer 2015 opens April 13 for all admitted students. Register early to ensure class availability.

Summer 2015 Part of Term	Last Day to Register without Late Fee	Last Day to Add a Class during this Part of Term	Last Day to Drop, Withdraw or Change to Audit
Term 1 (10 weeks)	May 28	June 1	July 15
1st Term (5 weeks)	May 28	June 1	June 21
2nd Term (5 weeks)	July 6	July 6	July 27

### Tuition and Fees Calendar

Summer 2015 Part of Term	Payment Due	Refunds		
		100%	75%	25%
Term 1 (10 weeks)	May 26	May 31	June 8	June 17
1st Term (5 weeks)	May 26	May 31	June 4	June 8
2nd Term (5 weeks)	July 2	July 5	July 9	July 13

## Financial Aid Calendar

Priority Financial Aid Processing for Summer 2015 semester is May 8. If your financial aid forms are not complete by this date, students should be prepared to pay their tuition and fees by the payment deadline to maintain their class schedules.

Summer 2015 Part of Term	Awards Posted	Disbursements Available No Later Than
Term 1 (10 weeks)	June 15	June 30
1st Term (5 weeks)	June 15	June 30
2nd Term (5 weeks)	July 20	August 3

Posting and disbursement dates are contingent on faculty confirming enrollment by verifying student participation in a class prior to census date. Students must attend on the first day of class in order to receive disbursements according to this schedule.

## Class Holidays and Campus Closings

May 25	Holiday: Memorial Day (Campus closed)
July 3	Holiday: Independence Day (Campus closed)

# General Information

## Vision

As Tennessee's first community college, Columbia State will continue to build on its heritage of excellence through innovation in education and services that foster success and brings distinction and recognition for the quality and effectiveness of the college.

## Core Values

At Columbia State Community College we value ...

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

## Statement of Mission

Columbia State Community College enhances the lives of citizens and the communities of southern middle Tennessee through teaching, learning and student success.

## History

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

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

The two-story Frank G. Clement Building was completed in 1969, and the maintenance building was remodeled and enlarged in 1970. In 1971, the Jones Student Center was enlarged and an athletic track was built. In February 1972, the John W. Finney Memorial Library was completed. In the spring of 1976, the Health Sciences Building was completed. On August 10, 1989, the Natatorium, a mini-olympic indoor swimming pool, was dedicated. The most recent building, the Waymon L. Hickman Building, was completed in 2001. In 2011 Columbia State completed a redesign of the original Natatorium into a Wellness Center.

In January 1988, Columbia State began offering courses in the Yates Vocational Center in Franklin. In 1994, the facility was

transferred to the Tennessee Board of Regents, providing a permanent location for the College's Williamson County Center. Three additional semi-permanent sites have since been established in leased facilities: the Lawrence County Center, opened in 1988; the Lewisburg Site, opened in 1996; and the Clifton Site, opened in 1997.

The Northfield Workforce Development and Conference Center opened in 2011. Columbia State offers courses at this site currently. The Advanced Integrated Industrial Technology (AIIT) and Emergency Medical Services (EMS) programs exist at this site and these program faculty maintain regular office hours at this location. For more information about the AIIT program call (931) 540-2711. For more information about EMS programs call (931) 626-3883.

## Campus Locations

### Columbia Campus

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

### Clifton Site

The Clifton Site, established to provide access to post-secondary education to the citizens of Wayne County and surrounding areas, is located at 795 Main Street at the intersection of Highway 114 and Main Street in Clifton, Tennessee. The site offers credit classes and degree programs, business and industry training, and other community services. The Clifton Campus serves as a Southern Middle Tennessee Entrepreneur Center (SMTEC), one of nine regional entrepreneurial accelerators that have been established throughout Tennessee to assist entrepreneurs. SMTEC provides mentoring, education and training, strategic and technical support, and assistance identifying sources of capital for small businesses. For more information, call (931) 676-6966; fax (931) 676-6941; or email [clifton@columbiastate.edu](mailto:clifton@columbiastate.edu).

### Lawrence County Center

The Lawrence County Center offers traditional and nontraditional educational opportunities for the citizens of Lawrence County and the surrounding areas. Courses are offered throughout daytime, afternoon, and evening hours as well as Saturdays. Evening services are available during the regular semester. Workforce development non-credit classes are also available throughout the year. The Center is located adjacent to the Lawrence County High School campus at 1620 Springer Road, Lawrenceburg, Tennessee. For more information, call (931) 766-1600; fax (931) 766-1602; or email [lawrenceburg@columbiastate.edu](mailto:lawrenceburg@columbiastate.edu).

### Lewisburg Site

The Lewisburg Site, located at 980 South Ellington Parkway in Lewisburg, offers credit classes for students in Marshall and surrounding counties. Additional non-credit training programs, both general interest and employment-related, are conducted

throughout the year. For more information, call (931) 359-0351; fax (931) 560-4118; or email [lewisburg@columbiastate.edu](mailto:lewisburg@columbiastate.edu).

### **Williamson County Center**

The Williamson County Center provides both traditional and nontraditional educational opportunities for the citizens of Williamson County and surrounding areas. Courses are offered throughout the day, afternoon, and evening hours as well as Saturdays. Additional non-credit programs, both general interest and employment related, are available throughout the year. The Center is located at 104 Claude Yates Drive, adjacent to Franklin High School, off Hillsboro Road in Franklin, Tennessee. For more information, call (615) 790-4400; fax (615) 790-4405; or email [franklin@columbiastate.edu](mailto:franklin@columbiastate.edu).

### **Evening Services**

The Evening office, located in room 109 in the Warf Building on the Columbia campus, coordinates cohort programs and evening learning communities and assists in coordinating some evening student events and resources. This office is open 4:15 p.m. until 8:00 p.m. (Monday - Thursday). Questions about evening programs of study at the Columbia campus may be sent to [eveningservices@columbiastate.edu](mailto:eveningservices@columbiastate.edu). Evening services are also available at all of the College's campus locations.

### **Limitations and Reservations**

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

The course offerings and requirements of this institution are continually under examination and revision. This catalog presents course offerings and requirements in effect at the time of publication but does not guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

Current information about offerings and requirements may be obtained from the following offices:

- Admission Requirements: Admissions office
- Course Offerings: Department or division offering the courses
- Degree Requirements: Records office
- Fees and tuition: Business Services office

Columbia State provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the College, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. The institution does not warrant or represent that any student who completes a course or program of study will

necessarily acquire any specific skills or knowledge or will be able to successfully pass or complete any specific examination for any course, degree, or license.

### **Misrepresentation of Academic Credentials**

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

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

### **Nondiscrimination on the Basis of Gender in Education Programs and Activities**

It is the policy of Columbia State that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of sex. Columbia State shall ensure that equal opportunity and nondiscrimination exist on the basis of sex for students in all education programs and activities, including but not limited to, the following: (1) recruitment and admission; (2) academic, extracurricular, research, occupational training, health-related training, and other education programs; (3) rules on student life activities; (4) housing; (5) facilities; (6) access to course offerings; (7) counseling; (8) financial assistance; (9) employment assistance; (10) health and insurance benefits and services; (11) rules on marital or parental status; and (12) athletics.

Inquiries concerning this statement, its application to students, or any regulations subsequently developed should be directed to the Director of Human Resources, Room 116, Pryor Administration Building, Columbia State Community College, 1665 Hampshire Pike, Columbia, TN 38401, (931) 540-2521.

# Admission to the College

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

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

Some specialized programs have specific admission requirements in addition to the College's general admission requirements. Acceptance to the College does not constitute admission to these programs (see "Programs with Special Admission Requirements," p. 20).

Individuals wishing to take non-credit courses do not need to apply for admission but may enroll directly through the Center for Workforce Development (see "General Requirements for Admission to Non-Credit Courses," p. 19).

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

## Selective Service

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

## Medical or Health Information

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

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

By state law (TCA § 49-6-5001), immunizations are not required if they "conflict with the parents' or guardians' (or individuals over 18) religious tenets and practices, affirmed under penalties of perjury." A *Certificate of Immunization* form, completed and signed by a licensed doctor of medicine or osteopathy, or an official copy of a State Health Department or military immunization record, must be returned to the Admissions office. Students who do not provide the

properly completed certificate prior to registration for their second semester will not be allowed to register until acceptable documentation is on file. Once the documentation is on file, the Records office will not issue or reproduce immunization or medical records from these agencies. Requests for this information must be directed to the issuing agency concerned.

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

## The Tennessee Eligibility Verification for Entitlement Act

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

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

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

## General Requirements for Admission to Credit Studies

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

## First-Time Applicants

To ensure adequate time for processing applications, the applicant should submit an *Application for Admission* and satisfactory scholastic credentials by the application deadline (see "Important Dates," p. 9) for the semester in which enrollment is planned. The applicant must include a list of all educational institutions attended beginning with high school. In general, admission to the College in credit studies is granted to qualified applicants only after all required documents are received by the Admissions office.

## Former Columbia State Students

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

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

## Admission Requirements for Specific Credit Classifications

### Undergraduate Degree Students

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

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

1. **High School Graduates** must meet the academic assessment requirements and submit the following:
  - a. a completed *Application for Admission*. Applicants are required to submit a one-time nonrefundable fee of \$10 with their initial *Application for Admission*.
  - b. an official transcript reflecting graduation from high school. The high school must forward the transcript directly to the Admissions office. Tennessee public high school graduates' transcripts must include a notation indicating the student passed any required state proficiency examinations. The transcript of a home school student should be an official copy from an affiliated organization as defined by state law (TCA § 49-50-801). Transcripts from independent home school students must be accompanied by certification of registration with the superintendent of the local education agency, which the student would otherwise attend. Students unable to provide a satisfactory secondary school credential may substitute an acceptable High School Equivalency Diploma (GED® or HiSET®).
  - c. ACT or SAT test scores (required of those under 21 years of age and others seeking admission to selected programs). These scores are used only for advancement and placement.
2. **Non-High School Graduates** (students who have not graduated from high school) must comply with academic assessment requirements and must:
  - a. be at least 18 years old.
  - b. submit a completed *Application for Admission*. Applicants are required to submit a one-time nonrefundable fee of \$10 with their initial application for admission.
  - c. submit an official transcript of scores for the High School Equivalency Diploma (GED® with a composite score of a least 450 or HiSET® with a composite of at least 45 and no sub-test score below 8.)  
Certified copies must be forwarded directly to the Admissions office at Columbia State from the issuing agency.
  - d. submit ACT or SAT scores (required of those under 21 years of age and others seeking admission to selected programs). These scores are used only for advancement and placement.

**Transfer Students** are students that have been previously enrolled in an institution of higher education other than Columbia State. Transfer students must be eligible to reenter the school from which they are transferring. Students who are on current dismissal from a previous institution may be admitted as a transfer student on probation.

After application is made to Columbia State and all supporting documentation is received, transfer credit evaluations are conducted (see "Acquiring Credit," in the Academic information section p. 33).

All transfer students must:

1. submit a completed *Application for Admission*. Applicants are required to submit a one-time nonrefundable fee of \$10 with their initial *Application for Admission*.
2. submit official transcripts from all previously attended institutions of higher education. Certified copies must be forwarded directly to the Admissions office at Columbia State from the issuing institution. Transcripts carried by the student may be used for advising and course selection but are not acceptable for full admission and transfer of credit.
3. submit an official high school transcript showing graduation or a High School Equivalency Diploma (GED® with a composite score of a least 450 or HiSET® with a composite of at least 45 and no sub-test score below 8) if less than 60 semester credits have been transferred, or when deemed necessary for placement.
4. undergo assessment and placement if the student does not meet a stated course prerequisite or basic academic competencies.
5. students with ACT or SAT scores that are dated within three years of the first class day of the semester for which the student plans to enroll may choose to submit such scores for use in assessment of academic placement.

### Non-Degree Students

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

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

Non-degree students cannot become candidates for a degree or certificate until they have changed their classification to undergraduate degree student.

High school students admitted as non-degree students who wish to continue at Columbia State after graduation from high school must reapply for admission and be formally admitted to the College as degree students. Non-degree students who have previously taken credit courses at Columbia State and who return to the College after being absent for one semester (excluding summer) must file an application for readmission and submit any required documentation.

**Audit Students** are students who wish to sit in a credit course without earning credit. Students who wish to audit a course(s) must obtain approval of the dean of the academic division in which the course(s) is offered. Approval is granted on an individual class basis according to available space and is limited to unrestricted classes. Students are required to complete an *Application for Admission*. Applicants are required to submit a one-time nonrefundable fee of \$10 with their initial *Application for Admission*.

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

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

Students who **have not attended** an institution of higher education must submit an official high school transcript or High School Equivalency Diploma (GED® or HiSET®). Students who **have attended** an institution of higher education must submit an official transcript from the last institution attended.

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

**Adult Special Students** are students at least 21 years of age who have not graduated from high school, or have not earned a High School Equivalency Diploma (GED® with a composite score of at least 450 or HiSET® with a composite of at least 45 and no sub-test score below 8) and who do not wish to be admitted as undergraduate degree students.

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

1. schedule an interview with the Chief Enrollment Services Officer (or designee) or the Director of the center/site where the student plans to attend.
2. submit a completed *Application for Admission*. Applicants are required to submit a one-time nonrefundable fee of \$10 with their initial *Application for Admission*.

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

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

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

### High School Students

High school students may be eligible to enroll in college courses as non-degree students while completing high school. They may take classes as approved by their high school and for which they meet the prerequisites as defined in the Columbia State catalog (see the "Course Descriptions" section, p. 177.)

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

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

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

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

To continue in dual enrollment, students must maintain a 2.0 cumulative college GPA.

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

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

Academically talented/gifted students must submit the following:

1. completed *Application for Admission*. Applicants are required to submit a one-time nonrefundable fee of \$10 with their initial *Application for Admission*.
2. signed letter of consent from student's parent/guardian.
3. official high school transcript.
4. signed letter of recommendation/consent from the high school's principal which includes verification that coursework with Columbia State is required in the student's Individual Education Program (IEP).

**International Students**

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

1. completed *Application for Admission*. Applicants are required to submit a one-time non-refundable fee of \$10 with their initial *Application for Admission*.
2. official copies of academic records from secondary schools, colleges, or universities accompanied by notarized or certified English translation of these documents. Minimum admission requires completion of the secondary school. A syllabus for each class to be considered for course substitution should accompany college transcripts.
3. all applicants whose native language is not English must submit Test of English as a Foreign Language (TOEFL) scores or its equivalent directly from the testing agency. Scores more than two years old are not acceptable. The minimum score of 500 is required on the paper based TOEFL, 173 on the computer based TOEFL or 61 on the internet based TOEFL. Additional institutional placement assessment may be required of all international students.
4. financial support to show financial capability of first year fees which consist of the current cost of attendance for an out-of-state, full-time, off campus housed student. Amounts typically increase each year. Expenses do not include tuition/fees for the optional summer term. Transportation to/from the College is not included. Additional funds are required for spouse and or dependents.
5. tuberculosis immunization certification from a licensed physician or other qualified medical authority; must be certified 30 days prior to registering. Failure to submit such certification shall result in denial of further enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment.
6. proof of two doses of Measles, Mumps, and Rubella (MMR) and Varicella (chickenpox) vaccines.
7. complete a waiver form provided by the College that includes detailed information about Hepatitis B infection.
8. documentation substantiating official status with the US Citizenship and Immigration Service (Passport, Visa, I-20s, I-94, etc.).

**Additional requirements for admission include:**

1. as a condition of admission and continued enrollment, students must purchase health insurance coverage through the TBR's Student/Scholar Health and Accident Insurance Plan if they do not otherwise have adequate coverage. Adequate coverage shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Student/Scholar Health and Accident Insurance Plan.
2. students must become familiar with the regulations of the US Citizenship and Immigration Service and assume responsibility for complying with these regulations. Documents are due to the Admissions office by November 15 for the spring semester or July 15 for the fall semester.

**Permanent Residents** - International students who are permanent residents must submit a copy of the front and back of their permanent resident card and meet all applicable admission

requirements stated for classification as undergraduate degree students or non-degree students.

**General Requirements for Admission to Non-Credit Courses**

Individuals register for non-credit courses through the Center for Workforce Development office. For more information, call (931) 540-2660. Admission to the College is not required. Admission is required, however, if a non-credit student wants to enroll in a credit course (see "Admission Requirements," p. 16). The Center for Workforce Development office awards continuing education units to participants of qualifying non-credit courses.

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

**Tennessee Board of Regents and University of Tennessee Admission Standards**

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

English .....	4 units
Mathematics	
Algebra I and II .....	2 units
Geometry or Higher.....	1 unit
Additional Math .....	1 unit
Natural Science .....	3 units
United States History*.....	1 unit
European History, World History .....	1 unit
<u>or</u> World Geography	
Single Foreign Language .....	2 units
Visual <u>or</u> Performing Arts .....	1 unit

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

**Policy and Procedures for Mandatory Placement of Students**

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

Students scoring 19 or above on the ACT reading with ACT English subscores of 18 or above and ACT math subscores of 19 or above (SAT: 460 verbal, 460 math) are eligible to pursue college-level credit courses. Students who do not have scores sufficient to place into college-level courses will be placed into Learning Support courses accordingly. Students scoring below 13 on the ACT Reading, English or Math subscores will not be eligible to enroll in the corresponding Learning Support courses. These students should visit the Learning Support web page for recommended steps to improve placement. For placement

purposes, ACT or SAT scores must be dated within three years prior to the first day of the first semester of enrollment.

Transfer students who have credit in college-level math have met math and reading placement requirements. Transfer students who have credit in college-level English have met English and reading placement requirements. Transfer students who have credit earned and posted in any approved general education college level course have met reading placement requirements. Students who do not have appropriate scores are required to take either the ACT, SAT or COMPASS test.

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

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

## Programs with Special Admission Requirements

### Health Science Programs

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

1. Advanced Emergency Medical Technology
2. Emergency Medical Technology - (Basic)
2. Emergency Medical Technology - Paramedic
3. Nursing
4. Radiologic Technology
5. Respiratory Care
6. Veterinary Technology

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

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

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

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

After the student has completed all college and program admission requirements, the student's application will be reviewed by the program's admissions committee. The program director will notify all students in writing concerning the disposition of their application. Class size is limited by space availability. Acceptance is not automatic, and continuation after admission is not guaranteed. Student progress is continually evaluated. (See the continuation policy in the catalog description of each health science program.) Students enrolled in these programs must participate in clinical experiences at various hospitals, clinics, laboratories, professional offices and/or other types of facilities. Transportation to and from these clinical experiences is the sole responsibility of the student. Columbia State does not assume liability for personal injury or property damage incurred while en route to and from these facilities.

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

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

**Criminal background checks and routine drug screens are required by several clinical training sites as condition of participation in clinical education. Based on the results of the criminal background check, a clinical affiliate may determine to not allow one's presence at their facility. This could result in a student's inability to successfully complete the requirements of a specific course and the program. Additionally, a criminal background may preclude licensure or employment. More information is available from the program director.**

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

### Commercial Entertainment Program

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

### Film Crew Technology

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

# Institutional Fees and Refunds

## General Information

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

Expenses are assessed and payable by the semester since each semester is a separate unit of operation. Registration is not complete until all fees have been paid (which means all checks have cleared the bank), and no student may be admitted to classes without having met his or her financial obligations. The Business Services office on the Columbia campus or the administrative office at any of the College's campus locations will accept payment by cash, check, MasterCard, Visa, American Express or Discover Card. There is a \$30 non-refundable charge for any returned check given to the College. No student may enroll, graduate, or receive a transcript until all accounts are settled. The term "account" includes any indebtedness to the College.

To help meet educational expenses each semester, Columbia State offers the opportunity to enroll in an automatic payment plan through QuickPAY/e-Cashier. It is not a loan; therefore, there is no debt and no interest or finance charges are assessed. For a \$25 enrollment fee, the Nelnet Management Company will automatically deduct payment on the 5th of each month (except for summer semester which is deducted on the 20th) from a designated checking or savings account, or the student may have the payment charged to a credit card. For more information go to [www.mycollegepaymentplan.com/csc](http://www.mycollegepaymentplan.com/csc).

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

## Expenses

### Registration Fees - Tennessee Residents

Maintenance fees are assessed on a per-semester-hour basis. Maintenance fees are determined annually by the Tennessee Board of Regents. Maintenance fees for in-state students for 2014-2015 are \$147 per hour for the first 12 hours and \$29 per hour for each additional hour.

### Exceptions:

1. Certain statutory fee exceptions exist for dependents and spouses of military personnel who were killed, died as a direct result of injuries received, or were officially reported as being either a prisoner of war or missing in action while serving honorably as a member of the United States armed forces during a qualifying period of armed conflict. Contact the Financial Aid office to verify eligibility.
2. Persons who are totally disabled, persons 65 years of age or older, and persons reaching 65 during the semester who are domiciled in Tennessee are eligible to enroll in courses for credit at a reduced rate; however, all other special and incidental fees apply.
3. Totally disabled persons and persons 60 years of age or older who are domiciled in Tennessee are eligible to enroll in courses, subject to space available, as audit students without payment of tuition, maintenance, or registration fees. However, the application fee is required. These students must contact the Records Office to register and can register only after the due date of Tuition/Fee Payment (see "Important Dates", p. 9).
4. Maximum fees do not apply to special offerings between terms, concentrated courses during a term, and summer term courses.

### Audit Students

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

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

### Registration Fees - Non-residents of Tennessee

Maintenance fees for non-residents of Tennessee for 2014-2015 are \$608 per hour for the first 12 hours and \$121 per hour for each additional hour.

**Residency Classification** - Residency decisions are in compliance with the Tennessee Board of Regents Policy No. 3:05:01:00 entitled Regulations for Classifying Students in In-State and Out-of-State for the Purposes of Paying College or University Fees and Tuition and for Admission Purposes. Students are classified as in-state or out-of-state for the purpose of assessing fees and tuition based on regulations established by the Tennessee Board of Regents. Contact admissions or enrollment services for a copy of the policy and residency application.

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

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

For more information on this act or documentation needed to verify "state benefit" eligibility, please contact the admissions office. The responsibility for residency classification rests with the director of recruitment and admissions and all requests must be sent to the director. Residency classification may be appealed to the associate vice president for student services.

**Special Course Fee**

Health Sciences Academic Course Fee of \$25 per credit hour will be assessed to all students enrolled in Health Science courses which include Nursing, Radiologic Technology, Respiratory Care, Emergency Medical Services and Veterinary Technology.

**Non-Credit Courses**

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

**Summer Term Fees**

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

**Books and Supplies**

Since the cost of books and supplies varies from one program to another and from semester to semester, only an average book cost can be included in the catalog. The average cost of books and supplies is approximately \$700 per semester. Books and supplies may be purchased from the Barnes & Noble college bookstore located on the Columbia and Franklin campuses.

**Application Fee (Non-refundable)**

Applicants are required to submit a one-time non-refundable fee of \$10 with their initial *Application for Admission*. An application fee is not assessed for non-credit courses.

**Late Registration Fee (Non-refundable)**

A non-refundable late registration fee of \$25 will be assessed for any student who does not complete registration within the period designated by the College.

**Exceptions:**

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

**Credit by Exam Fee (Non-refundable)**

A fee of \$15 per credit hour is charged for each exam a student takes to obtain "Credit by Exam."

**Credit for Prior Learning Fee (Non-refundable)**

A fee of \$15 per credit hour is charged for any credit awarded for prior learning.

**Technology Access Fee (Non-refundable)**

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

**International Education Fee (Non-refundable)**

An International Education Fee of \$10 per semester is charged to support international educational opportunities and experiences. International educational fees are refundable only in situations where maintenance fees are refunded at 100%.

**Replacement of Lost ID Card (Non-refundable)**

A non-refundable fee of \$1 is charged to replace a lost ID card.

**Individual Instruction in Music**

A fee of \$60 per credit hour is charged for all individual instruction courses in music. Music fees will be refunded on the same basis as maintenance fees.

**Online Course (Web-Asynchronous)**

A fee of \$37 per credit hour will be charged for each Columbia State Internet course.

**Regents Online Degree Program (RODP) Course Fee**

A fee of \$59 per credit hour will be charged for each RODP course. For more information, go to "Tuition and Fees" at [www.rod.org](http://www.rod.org) or go to [www.columbiastate.edu/tuition-fees-costs](http://www.columbiastate.edu/tuition-fees-costs).

**Nursing Challenge Exam (Non-refundable)**

Achievement test fees are charged based on the cost of the tests taken and are payable over the course of study.

**Parking Fines (Non-refundable)**

All parking fines are payable in the Business Services office and double if not paid before the semester ends. Student records will be encumbered until all fines are cleared. Appeals should be submitted to the associate vice president for student services in writing within five (5) days from the date of the citation.

**Campus Access Fee (Non-refundable)**

A campus access fee of \$10 per semester is included in the registration fees. This covers the cost of one parking decal. Additional decals may be purchased at a cost of \$1 per decal.

**Student Activity Fee (Non-refundable)**

A fee of \$3 per semester is charged to support student activities.

**Returned Checks (Tuition, fees, etc.)**

The Columbia State Business Services office will notify the student immediately upon receipt of returned or non-negotiable checks. The student will have 10 days to redeem returned checks.

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

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

**Other Fees (Non-refundable)**

American College Testing (Residual) . . . . .	\$ 35
Compass Challenge Fee. . . . .	\$ 20
High School Equivalency Exam: HiSET® . . . . .	\$ 75
High School Equivalency Exam: Pearson Vue GED®. . . . .	\$ 75
Non-Tennessee Board of Regents Proctoring Services . . . . .	\$ 25
Nursing Challenge Exam . . . . .	\$ 220
Nursing Challenge Exam Optional Portion . . . . .	\$ 170
Praxis Series: Core Academic	
Skills for Educators . . . . .	Varies according to the test

**e-Rate**

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

**Institutional Refunds**

1. Maintenance Fee Refunds and Adjustments
  - a. Refunds are 100% for courses canceled by the institution.
  - b. Changes in courses involving the adding and dropping of equal numbers of student credit hours for the same term at the same time require no refund or assessment of additional maintenance fees.
  - c. The fee adjustment for withdrawals or drops during regular terms (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. There is no fee adjustment after the 25% period ends. Dropping or withdrawing from classes during either the 75% for the 25% fee adjustment period will result in a fee adjustment of assessed maintenance fees based on the total credit hours of the final student enrollment as described in item j. below.
  - d. For summer sessions and other short terms, the 75% fee adjustment period and the 25% fee adjustment period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.
  - e. All fee adjustment periods will be rounded to whole days and the date on which each fee adjustment period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.

- f. A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.
  - g. A 100% refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.
  - h. A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined through institutional error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. The director of records must certify in writing that this provision is applicable in each case.
  - i. When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75% and 25% fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.
  - j. The fee adjustment is calculated as the difference between (1) the cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled) with total costs not to exceed full-time tuition. For students dropping courses resulting in a change from full-time status to part-time status, a fee adjustment in the tuition and fees will result only if the new calculated charges are less than the original charges. Not all drops/withdrawals will result in a fee adjustment.
2. Out-of-State Tuition Refunds and Fee Adjustments  
The fee adjustment provision for out-of-state tuition is the same as that for maintenance fees. A 75% fee adjustment period and the 25% fee adjustment period will follow the same dates as the fee adjustment periods for maintenance fees. When 100% of maintenance fees are refunded, 100% of out-of-state tuition is also refunded. Calculation procedures are the same as those specified for maintenance fees.

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

# Financial Assistance

## General Information

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

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

Financial aid applications and forms are available on the web at [www.columbiastate.edu/financial-aid](http://www.columbiastate.edu/financial-aid), in the Financial Aid Office on the Columbia campus, or in the administrative office at any of the College's campus locations.

Programs that Columbia State offer include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study
- Federal Direct Loans
- Federal Direct Plus
- Tennessee Lottery Scholarships
- Various Academic and Performance Scholarships
- VA Educational Benefits

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

Educational Costs-Expected Family Contribution=Financial Need

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

Need analysis is determined by the U.S. Department of Education by using information provided on the FAFSA. The FAFSA is used to determine student eligibility for federal, state, institutional, and private financial aid programs. The FAFSA may be filed after January 1 each year and at the very latest, must be received by June 30 of the following year.

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

## Application Procedures

To apply for most financial aid programs, a student must:

1. Complete and submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using Columbia State's school code (003483) after January 1 of each year.

2. The FAFSA must be completed by March 15 to be considered for priority aid and processing at Columbia State.
3. An additional application is required for Federal Work Study and Federal Direct Loans and may be obtained from the Columbia State financial aid web site or in the Financial Aid office.

## Methods of Selection

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

A percentage of Federal Supplemental Education Opportunity Grant (FSEOG) funds will be reserved for students first enrolling for the Spring Semester. These funds will be awarded on a first-come, first-served basis. FSEOG funds are awarded to students with the greatest need and are eligible for a Federal Pell Grant. Eligible students with a "0" family contribution are given first priority. FSEOG and Federal Work Study funds remaining at the end of Spring semester will be used to assist eligible students with Summer semester costs.

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

Awarding of loans under the Federal Direct Student Loan Program are made following determination of eligibility upon student requests.

All state programs are awarded as students are determined eligible.

## Eligibility

To be eligible for federal student aid, a student must meet all of the following criteria:

- Have a high school diploma or a High School Equivalency Diploma (GED® or HiSET®).
- Have a valid Social Security number.
- Have financial need.
- Be a U.S. citizen or eligible non-citizen.
- Be enrolled or accepted for enrollment for the purpose of obtaining a degree or certificate.
- Be registered with Selective Service, if required.
- Must certify that you will use federal financial aid only for educational purposes.
- Must not be in default on a federal student loan or must not owe money on a federal grant.
- Make satisfactory academic progress.

## Federally Funded Financial Aid Programs

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

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

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

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

#### **Federal Supplemental Educational Opportunity Grant -**

Undergraduates with exceptional financial need maybe eligible for these SEOG funds. Eligibility is determined by the Financial Aid office based on financial need and available funds. Pell eligible students with a "0" family contribution whose FAFSA was received by March 15 will receive first priority.

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

#### **Student Loans**

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

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

**Federal Direct Student Loan (Unsubsidized)** - Does not require a student to demonstrate financial need. The U.S. Department of Education does not pay interest on unsubsidized loans. The financial aid department will determine the amount of the unsubsidized loan based on the cost of attendance minus other financial assistance. For an unsubsidized loan the student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it is paid in full.

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

#### **Federal Direct Parent Loan for Undergraduate Students**

(PLUS) - These loans are available to parents of dependent students regardless of income level if the parents have no adverse credit history. The annual loan limits are based on the cost of attendance minus other financial assistance. The loan will be made co-payable to the school and parents and repayment begins sixty (60) days after the disbursement.

#### **Loan Disbursement**

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

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

#### **How to Apply**

Columbia State Community College does not automatically package loans. In order to apply for a Federal Direct Loan a student must:

- Complete the FAFSA
- Complete a *Columbia State Direct Loan Request* form.
- First-time borrowers to Columbia State must:
  1. Complete Direct Loan Entrance Counseling.
  2. Complete Direct Master Promissory Note.
- Returning students who have never borrowed a direct student loan must:
  1. Complete Direct Loan Entrance Counseling.
  2. Complete Direct Master Promissory Note.

To apply for a Direct Plus Loan:

- Parent will need to complete a *Columbia State Direct Plus Request* form.
- Apply for a Direct Plus with the Department of Education.

Priority processing a fall loan is July 30 and for a spring loan is November 25.

#### **Eligibility**

In order to be eligible for a Federal Direct Loan (Subsidized and Unsubsidized), students must:

1. Be enrolled in at least six credit hours.
2. Be making Satisfactory Academic Progress.
3. Completed Direct Loan Entrance Counseling.
4. Have electronically signed Direct Loan Master Promissory Note.
5. Return *Columbia State Direct Student Loan Request* to the Financial Aid office.

In order to be eligible for a Federal Direct Parent Loan for Undergraduate Students (PLUS):

1. Student must have a completed FAFSA on file with Columbia State.
2. Student must be enrolled in at least six credit hours.
3. Student must be making Satisfactory Academic Progress.
4. Parent must return *Columbia State Direct Plus Loan* application to the Financial Aid office.
5. Parent must have filed a Direct Plus Loan application with the Department of Education.

**Delivery of Loan Proceeds**

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

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

**Veterans Information and Services**

Columbia State is a Servicemembers Opportunity College (SOC) and cooperates with the Veterans Administration in providing educational opportunities for veterans and eligible persons desiring to attend Columbia State under appropriate federal legislation. Students receiving VA education benefits are required to meet the same standard of progress as all other students. Veterans should also be aware of the following additional responsibilities:

1. All veterans are required to complete a *Columbia State Veteran's Request for Certification* each semester of attendance. Failure to do so will result in one's enrollment not being certified for payment. Certification forms are available on the Financial Aid web site.
2. Federal regulations require a student to be seeking a degree/certificate in order to be eligible for veteran's benefits. Students may only take classes that apply to the degree/certificate they are currently seeking at Columbia State. Any other classes taken will not be certified for payment. Please refer to the degree and certificate requirements listed in the catalog for information on eligible classes for one's program.
3. VA will not certify Learning Support classes that are delivered entirely by online methods (Columbia State does not deliver on-line Learning Support classes.)
4. Veteran students being certified for certificate programs must meet the following progress standards:
  - a. Attain a 2.0 GPA for the current semester, or
  - b. Maintain a minimum cumulative GPA as shown below:
    1. GPA must be at least 1.5 after attempting 50% of the certificate program.
    2. GPA must be at least 2.0 above 50% of the certificate program.

Failure to meet these standards will result in being placed on probation for one term; the student will be notified. Failure to meet these standards at the end of the probationary term will result in termination of GI Bill benefits until satisfactory progress is regained.
5. Veteran students must notify school certifying official if they add or drop a course, change degree program, change address, or withdraw from classes.
6. The VA will not pay for the repeat of satisfactorily completed courses.
7. If veteran students do not make satisfactory academic progress, they may be placed on probation or suspension from veteran's benefits.
8. The VA requires Columbia State to give prior credit for any previous education a veteran student may have received. Official academic transcripts from each previous college attended must be on file in the Columbia State Records office. Veteran's benefits can be certified for only one

semester without official academic transcripts being on file. Any subsequent semesters of attendance will not be certified for payment until the required academic transcripts have been received and evaluated by the Records office.

9. Veterans may complete a *Student Veteran/Certain Veteran's Dependent Tuition & Fees Payment Deferment* request to defer tuition and fees at Columbia State. These forms are available in the Financial Aid office or by contacting the VA certifying official. This form must be completed each school semester.

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

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

Questions regarding entitlement, eligibility, or payments from the Department of Veterans Affairs should be directed to 1-888-442-4551. Information regarding the Veterans Benefits Administration or the GI Bill is available at [www.vba.va.gov](http://www.vba.va.gov) or [www.gibill.va.gov](http://www.gibill.va.gov).

For more information on VA benefits, contact Financial Aid in the Jones Student Center or the Williamson County Campus.

**Other Assistance Programs**

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

1. Workforce Development
2. Vocational Rehabilitation

Contact the Financial Aid office for information regarding these programs.

**Satisfactory Academic Progress (SAP) Standards for Federal Financial Assistance**

Federal and state regulations require that students meet certain academic standards to be eligible for financial aid. The basic standards are:

- Students are expected to maintain a satisfactory grade point average;
- Students are expected to successfully complete at least 67% of the classes they attempt; and
- Students are expected to complete their program in a timely manner;

All coursework is evaluated for financial aid purposes whether or not financial aid was received for that work. These standards will be evaluated at the end of each semester. Following is more information on each of the standards listed above.

#### **Term Grade Point Average (Qualitative)**

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

#### **Cumulative Grade Point Average Requirement (Qualitative)**

Students must meet the retention standards of Columbia State in order to maintain eligibility. A student must earn the overall combined Grade Point Average (GPA) below to remain in good standing. The overall GPA includes Learning Support hours. Students in violation of the cumulative GPA requirement may also be on Academic Probation or Academic Dismissal with the Records Office. The Records Office is responsible for reviewing any appeals related to a student who is on Academic Probation or Academic Dismissal.

Associate Degree Programs		
Overall Combined GPA	Hrs	Minimum Cumulative GPA
00.1 – 14.0		No minimum
14.1 – 26.0		1.0
26.1 – 40.0		1.4
40.1 – 48.0		1.7
48.1 – 56.0		1.9
56.0 and above		2.0

Certificate Degree Programs		
Overall Combined GPA	Hrs	Minimum Cumulative GPA
1 - 25%		1.0
26 – 50%		1.5
51% and above		2.0

Students who do not meet the retention standards will automatically be placed on financial aid warning for one semester and may continue to receive financial aid for one payment period. A student who meets the retention standards while on warning status will return to good academic standing. A student who fails to meet the retention standard while on warning status will be considered to be in violation of Satisfactory Academic Progress Standards and will have to appeal in order to regain financial aid eligibility. These students are then placed on a Financial Academic Plan or Financial Aid Probation to assist the student in reaching good standing with Satisfactory Academic Progress (SAP).

#### **Pace: Measurable Progress Requirement (Quantitative)**

Students are expected to maintain progress toward the completion of their degree. Therefore, students must have an overall completion rate of 67% of all college level hours attempted. The completion rate is calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. A grade of "A, B, C, D or P" will be required for successful completion. Grades of "W, I, F, or FA" are not considered completions. Classes that are dropped/withdrawn, repeated, or earn incomplete grades after the semester census date (14th day of classes) are counted as attempted hours.

Students who do not keep pace with this progression requirement will be considered to be making unsatisfactory academic progress.

Students who do not meet the retention standards will automatically be placed on financial aid warning for one semester and may continue to receive financial aid for one payment period. A student who meets the retention standards while on warning status will return to good academic standing. A student who fails to meet the retention standard while on warning status will be considered to be in violation of Satisfactory Academic Progress Standards and will have to appeal in order to regain financial aid eligibility. These students are then placed on a Financial Academic Plan or Financial Aid Probation to assist the student in reaching good standing with Satisfactory Academic Progress (SAP).

#### **Maximum Time Limit: Reasonable Length of Time Requirement**

A reasonable length of time for completion of an educational program is defined as no longer than 150% of the length of the program. For example, students enrolled in a degree program that requires 60 credit hours must complete all requirements by the time they have attempted 90 hours (60 hours x 150% = 90 hours). Students will not be considered to have reached the 150% hour maximum until after the semester in which they reach or exceed the attempted hours allowed. It is important to note that transfer hours accepted by the college count toward the attempted hours. Learning Support hours do NOT count toward the attempted hours.

#### **Learning Support Limit**

Students may receive aid for up to 30 attempted semester hours of Learning Support coursework. Transfer credits will be included in the total hours of eligibility. All attempts including withdrawals and repeats count toward the maximum number of hours attempted. This time limit cannot be appealed!

#### **Repeated Courses**

All credits from repeated courses will be counted toward the maximum hours. Students may repeat a previously passed course once and be eligible for payment on the repeat (2nd attempt). If student passes class, then retakes the class again and receives W grade for 2nd attempt, student is not eligible to receive financial aid again for that class. Grades of W, F, FA and I count as 2nd attempt for class. Students may repeat a failed course until it is passed and be eligible for payment. These students will eventually be in violation of Cumulative GPA, Pace, and/or Maximum Time Frame.

#### **Transfer Students**

All academic transcripts must be received and evaluated by the institution prior to determining Satisfactory Academic Progress Standards for financial aid. Only transfer credits officially accepted by Columbia State Community College will be counted in determining Satisfactory Academic Standards.

#### **Notification**

It is the students' responsibility to stay informed of the Satisfactory Academic Progress Standards and to monitor their progress. This status may be checked at any time on Charger Net. The Financial Aid Office will notify, via E-mail, any student who does not meet the minimum requirements as well as the results of any appeal at the end of each semester. It is the responsibility of the student to check his/her Columbia State E-mail.

**Unsatisfactory Academic Progress**

Failure to meet these standards results in the loss of eligibility of financial aid, including, but not limited to, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Loans, Parent Loan for Undergraduate Students (PLUS), Federal Work Study, Tennessee Student Assistance Award (TSAA) and may also result in the loss of eligibility for the Tennessee Lottery Programs. Once a student becomes ineligible for financial aid due to Unsatisfactory Academic Progress, the student is not eligible to receive these funds until the standards have once again been met or an eligible appeal has been approved. Students must attend classes and pay for these classes from their own resources until the guidelines have been re-established, if eligible appeal not approved.

**Appeal Process**

Any loss of eligibility as a result of this policy may be appealed in writing to the Scholarships and Financial Aid Committee and submitted to the Financial Aid Office. The appeal form is available on Financial Aid website and must be signed by the student. The appeal must include a written statement explaining why student failed to complete classes in good standing AND what has changed to allow the student to be successful in future semesters. Appropriate supporting documentation must be attached. The student will be notified by E-mail of the results of the appeal. It is the responsibility of the student to check his/her Columbia State E-mail. All decisions made by the committee are final.

Students who fail to provide a written statement explaining why they failed to complete classes in good standing AND what has changed to allow them to be successful in future semesters AND documentation, if applicable, will result in appeal being denied. Students are notified via email of an incomplete appeal prior to the committee meeting. It is the responsibility of the student to check his/her Columbia State E-mail. Students have one week from the date on the notification to submit the documentation. Failure to submit the documentation will result in the appeal being denied. Students will be notified via E-mail of the appeal decision. It is the responsibility of the student to check his/her Columbia State E-mail. All decisions made by the committee are final. If an appeal is denied one semester, student can submit another appeal for future semesters.

**Financial Aid Probation**

Students who have appealed and have had their eligibility reinstated, will receive the status of Financial Aid Probation. Students are put on Financial Aid Probation if the student can reach good standing within one semester, have not attended in the past 2 years, or have extreme circumstances (i.e. major illness/injury/surgery, death) which occurred during the last semester the student attended. Any extreme circumstances must be documented. The student may receive aid for one payment period while on probation. After Financial Aid Probation, the student must be making Satisfactory Academic Progress to remain eligible, or file another appeal. The student must then have a Financial Aid Academic Plan designated by the Scholarship and Financial Aid Committee to assist the student in reaching good standing with SAP.

**Appeal Deadlines**

Submission of appeals and supporting documentation must meet the following dates. Appeals submitted after the deadline or without supporting documentation may be held until the next semester for committee review. No classes will be held due to a

pending appeal decision. Dates are subject to change based on the semester start date.

Fall Semester (if violation occurred during the preceding summer semester).....August 19  
Spring Semester..... December 23  
Summer Semester.....May 20

**Academic Plans**

Students receive Financial Aid Academic Plans from the Scholarships & Financial Aid Committee to assist students in reaching good standing with SAP. The Academic Plan may require the student to complete a certain % of classes each semester, get a certain GPA each semester, and/or meet with an academic advisor depending on the student's SAP violation. Students are required to sign/initial a Financial Aid Academic Plan Acknowledgement form indicating the student understands and agrees to the terms of the Academic Plan BEFORE any financial aid disburses for each semester the student is on the Academic Plan. Students remain on the Academic Plan until back in good standing with SAP or the terms of the Academic Plan are not met by the student. If a student fails to meet the Academic Plan terms for one semester, the student is terminated from receiving financial aid until the student achieves good standing with SAP. If a student is terminated, students can regain financial aid eligibility by paying for his/her classes with his/her own resources until back in good standing with SAP. No appeals will be allowed for a student who is terminated from a financial aid due to an Academic Plan violation, no exceptions!!

The Financial Aid Academic Plan Acknowledgement form is mailed to the student along with a letter regarding the appeal decision indicating the terms of the Academic Plan. Letters are mailed to the address on file with the Records Office.

**Termination of eligibility to receive financial aid has no effect on the right to enroll as a student at Columbia State.**

**Appeals not reviewed by Committee** (Reviewed by Scholarships & Financial Aid Chair)

**Maximum Time Frame** – If a student is meeting the Pace & Cumulative GPA guidelines of the SAP policy and is ONLY in violation of maximum time frame, students are granted an extension of hours to complete their degree. Appeal must be complete and documentation included, if applicable.

**Term GPA/Zero Hour Completion violation** – If a student is meeting the Pace & Cumulative GPA guidelines of the SAP policy and is ONLY in violation of Term GPA/Zero Hour Completion, students are placed into Good Standing with SAP. Appeal must be complete and documentation included, if applicable.

**Pace** – If a student can reach good standing within one semester, has not attended in the past 2 years, or has extreme circumstances (i.e. major illness/injury/surgery, death) which occurred during the last semester student attended, a student is placed on Probation for one semester. If the student is still in violation after the Probation semester, the student must re-appeal to be placed on a Financial Aid Academic Plan by the Scholarships & Financial Aid Committee to assist the student in reaching good standing with SAP. Appeals must be complete and documentation included, if applicable. Any extreme circumstances must be documented.

Cumulative GPA violation - If a student can reach good standing within one semester, have not attended in the past 2 years, or have extreme circumstances (i.e. major illness/injury/surgery, death) which occurred during the last semester student attended, students are placed on Probation for one semester. If student still in violation after Probation semester, then student must re-appeal and will then be placed on a Financial Aid Academic Plan by the Scholarships & Financial Aid Committee to assist student in reaching good standing with SAP. Appeal must be complete and documentation included, if applicable. Any extreme circumstances must be documented.

### Financial Aid Class Participation Policy

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

As Columbia State Community College is a school that is not required to take attendance by Title IV, the Financial Aid office determines student participation in enrolled classes on the College defined census date. After this date, a grade of "FA" is used to alert the Financial Aid Department to unofficial withdrawals. Students may no longer be eligible to receive financial assistance for unofficial withdrawals. Students may also be billed for any funds they have received and not earned. The Financial Aid office is notified of official withdrawals following the process outlined on p. 37.

**Students who find it necessary to stop attending class must complete the official withdrawal process (see "Dropping a Class," p. 36 and "Withdrawal," p. 37).**

### Return of Title IV Funds Policy

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

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

A student's withdrawal date is:

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

Students may withdraw from all classes using myChargerNet. Refunds on all institutional charges (tuition and fees) are calculated by using the refund policy published on page 21 of the

catalog. Refunds calculated by Columbia State as the result of students who drop classes but who do not totally withdraw from the institution will be refunded to the student.

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

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

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

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

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

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

The Financial Aid office will notify the student of the amount of repayment within 30 days of determining the student's withdrawal. The Financial Aid office will determine the withdrawal date after the end of the earlier of (1) the payment period, (2) the academic year, or (3) the student's educational program depending on the type of withdrawal, official or unofficial. The student has 30 calendar days after notification to make a repayment in full or make satisfactory repayment arrangements with Columbia State's Business Services office.

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

*NOTE: Students are responsible for making federal grant repayments. THEY MUST ALSO REPAY COLUMBIA STATE FOR ANY FUNDS RETURNED TO THE U.S. DEPARTMENT OF EDUCATION ON THEIR BEHALF. Students may submit a written appeal for a refund to the school's Business Services office for extenuating circumstances surrounding their withdrawal from school. For more information about the College's refund policy, please see "Institutional Refunds," p. 21.*

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

## State Funded Financial Aid Programs

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

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

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

### Tennessee Lottery Scholarships and Grants

Tennessee Lottery Scholarships are provided through the Tennessee Education Lottery Scholarship Program. The student must complete the Free Application for Federal Student Aid (FAFSA). The results are sent to the Tennessee Student Assistance Corporation (TSAC) to determine eligibility. Processing deadlines for these scholarships are September 1 for the fall semester and February 1 for the spring semester.

**Following are the types of Lottery Scholarships available and the basic eligibility requirements.** [http://www.tn.gov/collegepays/mon\\_college/lottery\\_scholars.htm](http://www.tn.gov/collegepays/mon_college/lottery_scholars.htm)

**HOPE Scholarship** - Tennessee resident one (1) year prior to application deadline; must be admitted to and enroll in at least 6 hours within 16 months of graduation from an eligible high school, home school or High School Equivalency Diploma (GED® or HiSET®); minimum 21 ACT (Composite)/980 SAT on a national test date OR 3.0 final weighted GPA for entering freshmen graduating from eligible public or category 1, 2 or 3 private high schools; High School Equivalency Diploma (GED® or HiSET®). students must have the minimum ACT/SAT test scores as stated above AND meet additional eligibility requirements.

**General Assembly Merit Scholarship (GAMS)** - This is a supplement to the HOPE Scholarship; students may receive either Aspire Award or GAMS, but not both; minimum 29 ACT (Composite)/1280 SAT on national test date and 3.75 final weighted GPA for entering freshmen graduating from eligible public or category 1, 2, or 3 private high schools.

**Aspire Award** - This is a supplement to the HOPE Scholarship; students must be HOPE eligible; students may receive either Aspire Award or GAMS, but not both; parents' or independent students' (and spouse's) adjusted gross income must be \$36,000 or less on IRS tax form.

**HOPE Access Grant** - Tennessee resident one (1) year prior to application deadline; must be admitted to and enroll in at least 6 hours within 16 months of graduation from an eligible high school; must have an 18-20 ACT (Composite)/860-970 SAT on a national test date and a minimum 2.75 final weighted GPA for entering freshmen and parents' or independent student's (and spouse's)

adjusted gross income must be \$36,000 or less on IRS tax form.

**HOPE Scholarship for Non-Traditional Students** - Tennessee resident one (1) year prior to application submission; minimum 25 years of age and student's (and spouse's) adjusted gross income must be \$36,000 or less on IRS tax form and must enroll in an eligible postsecondary institution as an entering freshman or have not been enrolled for at least two (2) years after last attending any postsecondary institution and have not earned a baccalaureate degree; "must earn their way into" the HOPE scholarship program by attempting 12 hours on their own (continuously enrolled every fall and spring semester and maintain satisfactory academic progress) and achieve a minimum 2.75 GPA.

**HOPE Foster Child Tuition Grant** - Students must be eligible for the HOPE Scholarship or HOPE access Grant; students who were in the custody of the Department of Children's Services for at least one year after their 14th birthday and shall present official certification from the Department of Children's Services that the student meets the eligibility requirements.

**Tennessee Student Assistance Awards** - These grants are made available to Tennessee residents who are attending a Tennessee college/university, Pell Grant eligible, and U.S. citizens. These grants are based on financial need, but funds are limited.

For further information and eligibility requirements regarding the Tennessee Lottery Scholarship Program or Tennessee Student Assistance Awards, please contact the Financial Aid Office.

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

## Institutional Funded Financial Aid Programs

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

students are expected to work in accordance with the schedule set by their supervisor excluding the student's class schedules. Failure to perform suitable work will result in loss of employment.

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

To be considered for a Columbia State scholarship, a student must:

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

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

**Academic Service Scholarships** - Authorized by the Tennessee Board of Regents, these scholarships pay the tuition for full-time students per academic semester. Residents of Tennessee who are recent graduates of a Tennessee high school may apply. Applications must be submitted to the Financial Aid office by March 15. The scholarships are not applicable for the summer term.

Academic Service Scholarships are awarded on the basis of scholastic achievement. Students with a minimum high school grade point average of 2.9 or the equivalent, and an ACT composite score of 19 are eligible to apply. Recipients of Academic Service Scholarships are required to work 75 hours each semester on campus.

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

**Opportunity Scholarships** - The purpose of the Opportunity Scholarship is to provide opportunity for disadvantaged students and enhance institutional diversity. Scholarships are awarded based on financial need and available funds. Completion of the FAFSA is required. This scholarship covers tuition and mandatory fees for a limited number of part-time and full-time students. The scholarship is renewable contingent upon maintaining at least a 2.0 GPA for each semester attended.

**Foundation Scholarships** - These private scholarships, available through the Columbia State Foundation, are made possible

through the generosity of individuals, businesses and organizations. Scholarship application must be submitted to the Financial Aid office by March 15.

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

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

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

## Additional Financial Aid Information

### Reporting Aid Received From Sources Other Than Columbia State

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

### Verification

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

If selected, certain documents such as Federal Income Tax Transcripts, w2's or a verification worksheet may be requested. Students selected for verification must complete all required procedures by the end of the academic year or end of their enrollment period or by June 30, whichever comes first. No financial aid funds will be disbursed until all verification requirements have been met and processed.

### Selective Service

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

### Special Circumstances

If a family's financial circumstances change due to death, disability, long-term unemployment, and/or excessive medical or dental expenses, the student may be eligible for an adjustment to their aid package. Applications are available on the Columbia State

**Awarding of Financial Aid**

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

**Payment of Awards and Refunds**

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

**Institutional Fees and Refunds**

See "Institutional Fees and Refunds," p. 21.

**Financial Aid is not available for students who:**

1. Are pursuing a short-term or institutional certificate (less than 16 credit hours).
2. Are Non-degree seeking.
3. Are auditing classes.
4. Are undergraduate special students.
5. Are adult special students.
6. Are transient students.

**Student Consumer Rights and Responsibilities**

As a financial aid consumer, students have the right to:

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

As a financial aid consumer, students have the responsibility to:

- Complete applications correctly and on time.
- Read and understand all materials from the Financial Aid office and other financial aid agencies; keep copies of all forms and materials submitted.
- Know and comply with the rules governing one's aid programs.
- Comply with the provisions of any promissory note and all other agreements signed.

- Register for the number of credit hours required, participate in registered classes, and maintain satisfactory academic progress.
- Report any of the following changes: withdrawal from college, transfer to another college, name change, student address change or parents address change.
- Request personal assistance about financial aid questions or the information provided by financial aid personnel.

**Consumer Information**

In compliance with federal regulations pertaining to the Student Right-to-Know and Campus Security Act, all prospective and currently enrolled students have access to institutional information regarding campus safety and security, crime statistics, Family Educational Rights and Privacy Act provisions, financial aid programs and policies, retention and graduation data, and other topics. Information is available on the Columbia State web site, in the student handbook, or it can be obtained from the Student Services office.

**How to Contact the Financial Aid Office**

If you have questions or need assistance in applying for financial aid, please contact: Enrollment Services Financial Aid, Jones Student Center, phone (931) 540 - 8267, or by emailing [financialaid@columbiastate.edu](mailto:financialaid@columbiastate.edu).

# Academic Information

## Student Classifications

### Undergraduate Degree Students

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

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

### Non-Degree Students

Students earning credit but who are not presently pursuing a degree or certificate are classified as non-degree students. The classifications for these students are listed under Non-Degree Students on p. 17.

### Non-Credit Students

Students enrolled in non-credit courses through The Center for Workforce Development office are classified as non-credit students.

## Student Records

### Permanent Student Records

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

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

### Social Security Number Use

Columbia State requires assignment of an individual student number for internal identification of each student's record. The College began using the social security number as the student identification number prior to January 1, 1975 and the federal law allows continued use of this number. However, the primary internal identification for student records is a randomly selected eight digit number beginning with the letter "A" that has been created for students, faculty, and staff to protect an individual's social security number. Students are still required to disclose their social security number when they apply for admission on the application form. The social security number is then converted to the random number for privacy. If at the time of application, a student wishes not to disclose the social security number, the institution will assign a unique social security number for the student's use. Please note that if the student expects to receive federal and/or state financial assistance, the student may be

required to disclose the social security number. For prompt and accurate retrieval of records, students and alumni may be required to give their social security number. While in most cases, current students will be able to complete their business with the College through myChargerNet by use of a user id and password, occasionally when the social security number may be required. Student identification numbers, whether a social security number or an assigned number, are used administratively within the College and are not given to third parties without the express consent of the student.

## Acquiring Credit

### Unit of Credit

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

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

### Transfer Credit

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

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

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

Effective Summer 2015, transfer credit will be given for all courses in which passing grades are achieved, including the grade of "D". For students enrolled prior to Summer 2015, only grades of "C" or higher are accepted. Credit will only be given for grades of "P" if the course is comparable to a Columbia State course graded on a "pass/fail" basis.

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

External credit received for advanced placement from a transfer institution for CLEP, CEEB, ACT, etc., may also be accepted and awarded for advanced placement at Columbia State upon receipt

of official documentation (score reports, etc.) directly from the testing agency. Additional detailed information regarding transfer credit policies may be found at [www.columbiastate.edu/policies-procedures](http://www.columbiastate.edu/policies-procedures).

### External Credit

A maximum of 42 semester hours credit earned through any combination of external credit may apply toward a degree. Possible sources of external credit include (1) credit by examination, (2) military service/armed services schools, (3) high school articulated courses, (4) Colleges of Applied Technology (TCAT) and/or other non-collegiate institutions, (5) Department of Labor apprenticeship programs, and (6) prior learning.

To receive external credit, the following conditions apply:

1. Applicants must not have received any grade, with the exception of a "W", in similar titled courses for which credit is awarded.
2. Credit is awarded only in areas offered within the current curriculum of the College and related to the student's educational program.
3. Credit is awarded only for those learning experiences in which it can be documented that all the outcomes for specific courses in an approved degree program have been met.

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

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

#### 1. External Credit by Examination

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

Requests for all other external credit are submitted to the director of records after the student has been admitted to the College and registered for courses. External credit is evaluated by the division dean and, if credit is earned, recorded on the student's record. Comprehensive subject examinations are evaluated at the departmental level and with approval of the division dean are forwarded, with recommendations, to the Records office. However, these exams will not be administered until a student has earned 12 hours (excluding Learning Support courses) of resident credit at the College.

**CLEP:** Applications and information on the CLEP are available by writing the College Level Examination Program, Box 6600, Princeton, New Jersey 08541-6600, by calling (609) 771-7865, or by accessing [www.collegeboard.com](http://www.collegeboard.com). Prior to 2001, credit is awarded for acceptable scores received on subject examinations only. CLEP discontinued the classification of Subject exams and General exams with the transition to computer-based testing in 2001. Therefore, any acceptable test scores reported after 2001 will be reviewed for applicability to comparable Columbia State courses.

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

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

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

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

BUSN 1310	Business Communication	3
INFS 1010	Computer Applications	3
BUSN 1380	Supervisory Management	3
OFA 103	Keyboarding	1
OFA 132	Records Management	3

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

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

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

Prior to taking the examination, the student must complete an *Application for Permission to Take Credit by Examination* request (available in the division offices) and pay the Business Services office the fee established for "credit by examination." Upon offering the examination, the instructor must photocopy the receipt for payment of the fees and attach it to the *Credit by Examination Grade Report*. Upon evaluation of the examination, the instructor must submit the *Credit by Examination Grade Report* and the photocopy of the receipt to the appropriate division dean. Upon approval by the division dean and the Executive Vice President-Provost the *Credit by Examination Grade Report* and the photocopy of the receipt are submitted to the Records office. *Credit awarded prior to the last day of final exams will be posted in that semester. Credit awarded after the last day of final exams will be posted in the following semester.*

#### 2. External Credit for Military Service/Schools

Columbia State is a SOC (Servicemembers Opportunity College) institution and awards up to two hours of physical education credit

for active military service provided that the DD-214 form is submitted to the Records office. The DD-214 must verify a minimum of six months of active duty before one semester hour of physical education credit is awarded.

Credit may be awarded for attendance at military schools and job classifications based upon recommendations from the Office of Educational Credit of the American Council on Education. Military service credit is awarded provided that proper documentation supporting service-related educational experiences is presented to the director of records before the end of the second term of enrollment and information is submitted to the V.A. certifying official.

### 3. Dual Credit for Specific High School Courses

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

1. Meet all regular admissions requirements of Columbia State as published in the Catalog.
2. Provide official transcript of work completed at the high school.
3. Attend the Columbia State Community College testing day and complete a comprehensive subject assessment for each credit requested or meet assessment requirements as stated.
4. Pass the assessment requirements for each course for which credit is requested.
5. Enroll at Columbia State within two (2) years of the date of graduation from high school.
6. Contact the Science, Technology and Mathematics Division at Columbia State to request the credit.

The number of articulated dual credit courses is very limited and specific to each school district. For more information about the articulation program, consult a high school guidance counselor or the Science, Technology and Mathematics Division dean at Columbia State.

### 4. External Credit through Colleges of Applied Technology (TCAT)

Students who have completed a diploma program consisting of at least 1125 contact hours at a TCAT within the last three (3) years may receive up to 30 credit hours toward the General Technology or Health Sciences Majors, A.A.S. degree. This credit may count toward the A.A.S. degree but will carry no quality points and will not count in the calculation of the grade point average. Transfer of articulated credit from Columbia State to other institutions is at the discretion of the receiving institution.

Credit will not be awarded by Columbia State until students have successfully completed fifteen (15) hours of college-level work at Columbia State and all required Learning Support courses. Students should contact the Science, Technology and Mathematics division dean for more information.

### 5. External Credit for Department of Labor Apprenticeship Program

Students who have completed a recognized Department of Labor apprenticeship program may receive block credit for up to 15 hours toward the General Technology Major, A.A.S. degree. This credit may count toward the A.A.S. degree but will carry no quality points and will not count in the calculation of the grade point average. Transfer of articulated credit from Columbia State to other institutions is at the discretion of the receiving institution.

Credit will not be awarded by Columbia State until students have successfully completed fifteen (15) hours of college-level work at Columbia State and all required Learning Support courses. Students should contact the Science, Technology and Mathematics Division dean for more information.

### 6. External Credit for Prior Learning

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

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

Students seeking prior learning credit should first contact the Retention Coordinator for Science, Technology and Mathematics, to obtain a *Request for Prior Learning Credit Portfolio Consideration* form. The completed request form will be reviewed by a faculty member in the discipline for which credit is sought and the division dean. If they agree that the prior learning experiences justify granting credit, the student will be asked to provide a portfolio of relevant experiences. After verifying the portfolio, the faculty member will complete a *Granting of Credit for Prior Learning* form and forward it for approval by the division dean and executive vice president - provost for academic and student programs and services. Upon approval, the executive vice president - provost will submit the form to the director of records for posting of the credit into the student's academic record. The credit will be posted after the student has paid the applicable fees (see "Credit for Prior Learning Fee," p. 22) and has successfully completed twelve (12) semester credit hours at the College and will not apply toward meeting residency requirements for graduation.

### Transcript of Credits

Students who attend Columbia State may request a copy of their permanent academic record (transcript). There is no charge for transcripts; however, the Records office may set a limit on a reasonable number of copies that may be processed at any time and may also establish a nonrefundable charge for the cost of producing transcripts in excess of that number. All transcript requests must be made in writing by mail or fax or through the online transcript request. Telephone requests are not accepted and electronic mail (e-mail) requests are only accepted if the student

scans and emails the signed request form. Students may also call the transcript information line at (931) 540-2550 for instructions on obtaining transcripts. No transcripts will be released for or to a student who has any financial obligations with the College or who has not completed all admissions requirements.

The Records office does not issue or reproduce transcripts from other institutions of higher or secondary education. Requests for transcripts or work taken at other colleges, universities, or high schools must be directed to the institution concerned.

## Registration for Courses

### Full-time Student Semester Hour Load

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

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

An overload may be requested by completing the *Registration and Overload Request* form (available on myChargerNet) and obtaining an advisor's signature and the approval of one of the following: an academic division dean, extended campus director, or the associate vice president for faculty, curriculum and programs.

### Registration Procedures

Students must observe registration procedures and complete registration on the dates posted (see "Important Dates," p. 9) in the catalog or on the Columbia State Web page. Students who register after the official registration period must pay a late registration fee. Registration following the period established as the last date to register and last day to add a class (adjustment period) is permitted only in exceptional cases and requires the approval of the instructor, curricular coordinator or the division dean. Students are not officially enrolled until all registration requirements are completed and all fees are paid.

For eligible students, online registration is available through myChargerNet, which is accessed from [www.columbiastate.edu](http://www.columbiastate.edu). Columbia State conducts Priority Registration (pre-selection of classes) for current students. Registration information is emailed to all current students to inform them of their day to priority register. Students have an assigned advisor who will assist in course selection. Registration is conducted for first-time and readmitted students during the open registration period as listed (see "Important Dates," p. 9). Student orientations are scheduled before the Fall and Spring semesters to assist new and transfer students in registering for classes. The Columbia State web site each semester also has information on applying for admission or readmission, testing requirements, paying fees, and dropping and adding classes.

## Change of Registration Procedures

Students are advised to carefully read the following regulations and procedures applicable to drop, add or withdrawal. Registration for courses implies that the student has entered into a contract to complete each course's requirements. Should conditions make it necessary for the student to leave any class or leave the College

completely, the student must officially change his or her registration status. Failure to do so will result in a failing grade, "F," on the student's permanent record.

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

### Cancellation of Scheduled Classes

Columbia State reserves the right to cancel any scheduled class. When this occurs, it is the student's responsibility to check his/her schedule by accessing their myChargerNet account or the emailed canceled class listing.

### Dropping a Class

Dropping a class can occur through the "last day to drop a class or withdraw" for the regular/full semester (see "Important Dates," p. 9). Additional drop dates apply for other short term session courses and appear on the Columbia State web page at [www.columbiastate.edu/refunds-drops-withdrawals](http://www.columbiastate.edu/refunds-drops-withdrawals).

Students may drop most classes by using myChargerNet. However, to drop under the following circumstances students must come in person to the Records office or to one of the College's campus locations:

1. to drop a course after the last official date to drop (includes RODP courses).
2. to drop any course which the student is auditing.
3. to drop when the student's account has a hold flag or encumbrance.

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

1. Obtain the *Change of Registration* form and enter required information. This form is available at all College campus locations, and on the college's web page, [www.columbiastate.edu/records/forms](http://www.columbiastate.edu/records/forms).
2. Acquire applicable signatures:
  - a. instructor if dropping after the last official date to drop (includes RODP courses) or an email from the instructor for RODP courses.
  - b. RODP contact if dropping after the last official date to drop.
3. Present form to the Records office.

### Adding a Class

Adding a class is permitted through the "Adjustment Period for Registered Students," for the regular/full semester (see "Important Dates," p. 9). Additional add dates apply for other short term session courses appear on the Columbia State web page at [www.columbiastate.edu/refunds-drops-withdrawals](http://www.columbiastate.edu/refunds-drops-withdrawals). Students may add most classes by using myChargerNet. However, to add a course under the following circumstances students must come in person to the Records office, or to one of the College's campus locations:

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

### Change To or From Audit

Qualified credit students who register for audit may change to credit prior to the end of the adjustment period (see "Important

Dates", p. 9). This may be done on a *Change of Registration* form by marking "Change from Audit to Credit" and submitting the completed form to the Records office or any of the College's campus locations. Students cannot change from audit to credit after the adjustment period.

Any time prior to the deadline for dropping or withdrawing, students may change from credit to audit in lieu of dropping a course, except for RODP courses. RODP courses cannot be audited per [www.rodpcollege.org/degree-programs-courses/course-listings](http://www.rodpcollege.org/degree-programs-courses/course-listings). This may be done on a *Change of Registration* form by marking "Change from Credit to Audit" and submitting the completed form to the Records office or any of the College's campus locations.

### Withdrawal

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

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

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

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

1. Obtain the *Change of Registration* form and enter required information.
2. Acquire applicable signatures:
  - a. instructor if dropping after the last official date to drop (includes RODP courses).
  - b. RODP contact if dropping after the last official date to drop.
  - c. contact Financial Aid, if applicable
3. Present form to the Records office.

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

### Grades for Withdrawals and Drops

Following the last day of the registration adjustment period, and not later than two-thirds into the semester (see "Important Dates," p. 9), a student may officially drop a course(s) or withdraw from the College and receive a "W" which means that no hours are completed and the grade point average will not be affected. Students who drop a course or who withdraw from the College after two-thirds of the semester is complete will receive with appropriate signatures a "W" in the course(s) they are passing. Students will receive a failing grade, "F", in the course(s) they are

not passing unless it can be clearly demonstrated that an unusual circumstance or hardship exists. (See "Guidelines for Permitting Late Withdrawal.")

### Guidelines for Permitting Late Withdrawal

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

Students who leave the College under mitigating circumstances without officially withdrawing may later appeal to the instructor for a late withdrawal. This will be permitted only if students can show that withdrawal was under conditions where they could not have been expected to officially withdraw and if the student's have no encumbrances on their financial records.

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

1. Serious illness of the student.
2. Serious illness or death in the student's immediate family.
3. Immediate family or financial obligations which require a change in terms, hours or place of employment which prevents completion of a course.
4. Late withdrawal from a course due to unsatisfactory achievement may be considered a mitigating circumstance if (a) the student can demonstrate good faith effort in the course up to the point of withdrawal; (b) the student can submit evidence that tutoring was sought and a counselor, advisor, or the instructor of the course was consulted regarding an attempt to remedy the unsatisfactory work; (c) the student attempted to drop or withdraw prior to the deadline but was encouraged to continue or was denied approval for withdrawal; or (d) it is determined that the course will not be repeated by the student without successful remedial study to prepare for completion of the course.

### Classroom Behavior

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

### Class Participation Policy

Instructors determine and publish in the syllabus the class attendance policy. Beginning with the first class, faculty record attendance to verify enrollment and eligibility for financial aid. Unless prevented by circumstances beyond their control, students should attend all classes for which they are registered regularly. Regardless of the cause or nature of an absence, students are responsible for all class work covered or assigned during the absence. Policy for evaluating attendance as a part of the course grade and the procedure for making up class work missed during an absence is developed by each instructor. Whenever possible, students should make arrangements in advance for scheduled examinations or class work that will be missed during an anticipated absence.

### Institutional Absence

Students may be granted administrative or "institutional" absence

when the student represents the College at a public event which is in the interest of the College or is engaged in an activity such as a field trip which contributes to the education of the student. In granting an administrative absence, the College disclaims any liability which may occur from the loss of instruction.

## Grades

### Grading System

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

Grade	Interpretation	Quality Points Per Semester	Hour Credit
A	Excellent	4	
B	Good	3	
C	Average	2	
D	Inferior but passing	1	
F	Failure	0	
FA	Unofficial Withdrawal Used to designate those students who stopped attending and did not complete the course. Faculty must indicate the date the student last participated in course-related activities.	0	
I	Incomplete	0	
P	Pass (awarded only to COP classes and nursing clinicals)	0	
W	Withdrew (not a grade). Used when withdrawal is on or prior to last day to drop or withdraw. Withdrawal permitted after the official drop period may reflect a W only if the student is passing at time of withdrawal.	0	
X	Not a grade. Used only when grades are turned in too late to meet processing deadline. (Later changed to reflect a grade.)	0	
AU	Not a grade. (Assigned to official audit.)	0	

The grade point average (GPA) is determined by dividing the total number of quality points acquired by the total number of grade point hours. Repeated courses are excluded from this calculation (see "Course Repeats," p. 39). Credit hours in courses from which a student officially withdraws in good standing (see "Change of Registration Procedures," p. 36) are not considered quality hours attempted.

### Incomplete Grade

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

An incomplete must be removed during the following semester, excluding the summer term. If the incomplete is not removed, the "I" will continue to be computed as an "F". Students must request and complete the assignments required to change the "I" to a

grade. Should this not occur in the following semester, the instructor is no longer obligated to accept the work. The instructor may, at his or her discretion, accept the work later and forward a grade change to the division dean for approval, but there is no obligation under policy to do so.

## Academic Standing

### Transfer and Transient Students

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

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

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

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

### Retention Standards

Dual Enrollment students see "High School Students" on p. 18 for retention policies related to the Dual Enrollment program.

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

- attain a 2.0 grade point average (GPA) for the current semester (see "Grading System" for instructions on calculating GPA), or
- meet minimum cumulative GPA as shown below:

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

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

### Academic Dismissal

Students placed on a first academic dismissal are suspended for one term (not including summer) and are eligible to reenroll on probation as follows by completing an *Application for Admission/Readmission*:

- first dismissal at the end of fall semester: eligible to reenroll the next summer semester

2. first dismissal at the end of spring semester: eligible to reenroll the next spring semester
3. first dismissal at the end of summer semester: eligible to reenroll the next spring semester

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

### Early Readmission for Students on Academic Dismissal

All students (including transfer/transient students) who have been dismissed for successive (back to back) terms are not eligible for early readmission and may not appeal. They will remain on dismissal for a period of one year.

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

1. Students who believe that their circumstances have improved, and they can now be academically successful may continue on probation and register for a maximum of 8 semester hours. They do not have to appeal but they must notify the Records office in writing of their intention to continue.
2. Students who wish to take more than 8 semester hours must submit the *Academic Dismissal Appeal for Additional Hours* form to the Admissions Policies and Appeals Committee. The committee may either sustain the 8 hour limit or allow registration for more hours with one or more of the following stipulations:
  - a. require the repeat courses in which the student earned a failing grade.
  - b. recommend academic or career counseling.

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

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

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

### Course Repeats

Students are permitted to repeat courses in which their final grades are "C" or lower. Students may be permitted to repeat a course in which a grade of "B" or higher was earned only with the approval of the executive vice president - provost for academic and student programs and services as an exception to this policy.

Upon repeating a course, the original credit earned and any quality points acquired are excluded from the cumulative totals on the next grade report. In the event that a student repeats all grades received in the third and all subsequent times will be included in the grade point average.

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

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

### Official Audit of a Course

Students may register in a course for the purpose of audit. Permission to audit is given on the basis of space available and/or discretion of the division dean and can not be processed through Self-Service but requires entry by Records office personnel. However, Learning Support and Regents Online Degree courses may not be taken for audit. Audit students may or may not be required to do all the work assigned; however, they do not take the final examination. Students auditing a course do not receive credit for the course, and a grade is not assigned. Grade reports will carry the symbol "AU" reflecting no credit attempted and no quality points earned. Fees for audit students will be assessed on the same basis as fees for credit students.

### Academic Fresh Start

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

1. Retained grades will be calculated in the Fresh Start QPA/GPA.
2. Courses with "D" or "F" grades must be repeated at the institution when they are required in the student's current major. All remaining courses for the current degree objectives must be completed at the institution. No transient credit will be accepted after invoking Academic Fresh Start.
3. The application of retained credit toward degree requirements will be determined by the requirements currently in effect at the time the academic renewal status is conferred on the student. Specific program regulations must be met.

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

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

## Availability of Grades

Students may review grades for a particular semester by accessing their myChargerNet account on the Columbia State home page at [www.columbiastate.edu](http://www.columbiastate.edu).

## Honors

President's List and Dean's List

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

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

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

## Graduation Honors

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

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

Students who graduate Summa Cum Laude are awarded gold cords to wear at Commencement. Certificate students are not eligible for Summa, Magna, and Cum Laude honors.

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

## Policy on the Awarding of Degrees

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

Students may not graduate before completing all Learning Support course requirements as determined by their placement scores.

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

## Multiple Degrees and Certificates

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

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

Students will not be awarded more than one A.A. or A.S. degree (designed for transfer). Students may be awarded the A.S.T. degree (designed for transfer) if the student was previously been awarded an A.A., A.S. or A.F.A. degree; however, students that previously been awarded the A.S.T. degree are not eligible for the A.A., A.S. or A.F.A. degree. Students will not be awarded a second technical certificate.

## Graduation

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

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

Students are allowed to graduate by the requirements of the catalog under which they entered or any subsequent catalog, provided the catalog containing the program being followed is not more than six years old based on the date of completion of graduation requirements. Students may not elect a catalog from years that they were not enrolled at least one term. Students who have been separated from the College for at least six years but wish to complete their degree by transfer credit or by reenrolling must follow the current catalog.

All students who plan to graduate with a degree must take a general education examination as well as any other examination required by the College or the Tennessee Board of Regents. Students who fail to do so will not graduate and their diplomas will be withheld. Students who have previously graduated from Columbia State Community College or who have earned a bachelor's degree are exempted.

Columbia State holds two graduation ceremonies. They are held in May and December of each year. Students who plan to complete the requirements for graduation must file the *Intent to Graduate or Request for Technical Certificate* form prior to the published deadline (See "Important Dates," p. 9).

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

## Outstanding Student Award

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

## Jo L. Hutton Prize

The Jo. L. Hutton Prize was established by Middle TN Bank to honor the Bank's founder, Jo L. Hutton. The award is presented at Student Honors Convocation to a graduating student from Maury County who has the highest Grade Point Average.

# Academic Programs and Services

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

## Division of Health Sciences

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

## Division of Humanities and Social Sciences

The humanities disciplines serve the entire College by providing opportunities for artistic and intellectual development in classroom and co-curricular activities. The required and elective courses offered are designed to teach students to think critically, to appreciate the record of cultural achievement of humankind, to write and speak effectively and creatively about human experience, and to examine and refine the individual's view of life. Transfer students may select an emphasis in art (studio), English, foreign language, graphic design, humanities, mass communication, music, public relations, speech communication and Theatre Arts.

Social Science courses attempt to acquaint students with the various aspects of human beings in their relations to culture, environment, behavioral patterns, heritage and political institutions. University-parallel emphasis are offered in early childhood education, elementary education, exercise science, history, political science, psychology, social work, and sociology. A certificate is available in basic early childhood education.

## Division of Science, Technology and Mathematics

For those students interested in the business area or in technology and industry-related fields, this division offers numerous options. Students may follow a university parallel track or seek a degree in information systems technology with options in information systems specialist, medical office technology, office information technology and computer networking/cyber security; business or general technology. A career-entry program and a transfer program is available in criminal justice. They may also enroll in a certificate program in business. Advanced Integrated Industrial Technology offers an A.A.S. and certificate for students interested in careers in high tech manufacturing.

Courses in mathematics and science are offered in support of a variety of transfer and applied sciences programs. These courses help students develop the mathematical and scientific skills necessary for job entry or to continue study in a technologic or pure-scientific field. University-parallel emphases are offered in agriculture, biology, chemistry, mathematics, and physics. Moreover, pre-professional emphases are offered in dental hygiene, dentistry, engineering, medicine, pharmacy, and physical therapy.

## Learning Support Program

The Learning Support program is designed to assure students are

college ready to enter the rigors of the college curriculum. Faculty and staff provide assistance to students to help them succeed in meeting required competencies.

Courses are offered in three skills areas: writing, reading, and mathematics. These skill courses are listed in the courses description section of the catalog as 0800 level courses in English, Reading and Mathematics. For additional information on program placement requirements see [www.columbiastate.edu/learning-support](http://www.columbiastate.edu/learning-support).

## Center for Workforce Development

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

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

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

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

## University Center

For those students who desire a degree beyond an Associate degree, Columbia State partners with Middle Tennessee State University, and Trevecca Nazarene University to bring baccalaureate degree programs to the Columbia State campus.

### Partnerships include:

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

**Nursing RN to BSN with Middle Tennessee State University (MTSU)** - Graduates of Columbia State's nursing program have the opportunity to pursue a bachelors degree (BSN) seamlessly through an articulation agreement with MTSU. This unique partnership allows two-year RNs to complete additional general education coursework at community college tuition rates followed by online upper division nursing courses at the university and complete the BSN locally. For more information about the required courses and the GPA minimums for admission to MTSU contact the Health Sciences Division Office at 931-540-2599 or 931-540-2600.

**Agribusiness 2+2 with Middle Tennessee State University -**

All bachelor's degree courses will be held at Columbia State's Lewisburg campus or online. This partnership gives students the opportunity to obtain a bachelor's degree closer to home when they may already have job and family obligations.

**Management and Human Relations (MHR), Master of Science in Management (MSM) and Master of Business Administration (MBA) with Trevecca Nazarene University -**

This B.A. degree program offers students the chance to complete their B.A. on the Columbia State campus in Columbia. Classes meet just one night per week, between 6:00 p.m. and 10:00 p.m. Classes are taken one at a time in sequence, and each class meets for 5 weeks. The program is based on a cohort model and gives students the benefit of building support relationships with their fellow students through the 13 month program. The requirements for admissions to the MHR program include a grade point average of at least a 2.0 for all academic work completed, a minimum age of 23 OR a minimum age of 21 with an associate's degree OR a minimum age of 21 with significant work experience. Students who wish to apply for admission and who do not meet these requirements may apply for conditional acceptance under certain circumstances. Trevecca University also offers a Master of Science in Management (MSM) and a Master of Business Administration (MBA) on the Columbia State campus in Columbia. The MSM program takes approximately 19 months to complete and three additional classes can be added to obtain the MBA in 24 months. For further information on any program and the requirements for admission, go to [www.tnustarthere.org](http://www.tnustarthere.org) or 615-336-9693.

For information on current partnerships, contact the University Center by calling (931) 540-2619 or by accessing [www.columbiastate.edu/admissions/transfer-information/bachelor's-and-master's-on-campus](http://www.columbiastate.edu/admissions/transfer-information/bachelor's-and-master's-on-campus). The University Center is located in room 128 of the Warf Building on the Columbia campus.

**Regents Online Degree Program** - Columbia State, along with other Tennessee Board of Regents system institutions, participates in several Online degree programs through the Regents Online Degree Program (RODP). For more information on these degrees, access the RODP website at [www.rodop.org](http://www.rodop.org). RODP Student Support is available 7:45 a.m. until 4:15 p.m. Monday - Friday in room 128 of the Warf Building on the Columbia campus.

The Online degrees offered by Columbia State include:

- Associate of Applied Science in Professional Studies  
Concentration: Information Technology
- Associate of Applied Science in Early Childhood Education
- Associate of Applied Science in Web Technology
- Web Page Authoring Technical Certificate
- Associate of Applied Science in Criminal Justice
- Associate of Arts in General Studies (\*University Parallel)
- Associate of Science in General Studies (\*University Parallel)
- Associate of Science in General Studies: Elective Concentration for: Teacher Aides/Paraprofessional Preparation (\*University Parallel)

*\*The university parallel associate degree programs are designed for those students ultimately seeking bachelor degrees.*

The following are approved RODP General Education requirements for students admitted Fall 2004 and later.

**Communication (9 hours)**

ENGL 1010: English Composition I -- 3 hours

ENGL 1020: English Composition II -- 3 hours

SPCH 1010: Fundamentals of Speech Communication -- 3 hours

**History (Choose two courses - 6 hours)**

\*HIST 1110: Survey of World History I\*\* -- 3 hours

\*HIST 1120: Survey of World History II\*\* -- 3 hours

HIST 2010: U.S. History I\*\* -- 3 hours

HIST 2020: U.S. History II\*\* -- 3 hours

HIST 2030: Tennessee History\*\* -- 3 hours

**Humanities (Choose 9 hours including 3 hours Literature)**

\*ART 1030: Art Appreciation -- 3 hours

\*ARTH 2010: Survey of Art History I -- 3 hours

\*ARTH 2020: Survey of Art History II -- 3 hours

\*ENGL 2010: Introduction to Literature I: Fiction -- 3 hours

ENGL 2030: Experience of Literature -- 3 hours

ENGL 2110: American Literature I -- 3 hours

ENGL 2120: American Literature II -- 3 hours

\*ENGL 2210: English Literature I -- 3 hours

\*ENGL 2220: English Literature II -- 3 hours

\*ENGL 2410: Western World Literature I -- 3 hours

\*ENGL 2420: Western World Literature II -- 3 hours

HUM 1010: Introduction to Humanities I -- 3 hours

HUM 1020: Introduction to Humanities II -- 3 hours

\*MUS 1030: Music Appreciation -- 3 hours

\*PHIL 121: Elementary Ethics -- 3 hours

\*PHIL 201: Introduction to World Religions -- 3 hours

\*PHIL 1030: Introduction to Philosophy -- 3 hours

\*THEA 1030: Introduction to Theatre -- 3 hours

**Sciences (Choose two courses - 8 hours)**

ASTR 1030: Astronomy and Lab -- 4 hours

BIOL 1010: Biology I and Lab -- 4 hours

BIOL 1020: Biology II and Lab -- 4 hours

BIOL 2010: Human Anatomy and Physiology I -- 4 hours

BIOL 2020: Human Anatomy and Physiology II -- 4 hours

CHEM 1010: Intro to Chemistry I and Lab -- 4 hours

CHEM 1020: Intro to Chemistry II and Lab -- 4 hours

\*ESC 1110: Introduction to Environmental Studies I -- 4 hours

\*ESC 1120: Introduction to Environmental Studies II -- 4 hours

PHYS 1030: Concepts of Physics and Lab -- 4 hours

PSCI 1010: Survey of Physical Science I -- 4 hours

**Mathematics (Choose one - 3 hours)**

MATH 1130: College Algebra -- 3 hours

MATH 1530: Probability and Statistics (non-calculus) -- 3 hours

MATH 1630: Finite Mathematics -- 3 hours

MATH 1710: Precalculus I -- 3 hours

MATH 1720: Precalculus II (Trigonometry) -- 3 hours

MATH 1830: Intuitive Calculus -- 3 hours

MATH 1910: Calculus I -- 3 hours

MATH 1920: Calculus II -- 3 hours

**Social Science (Choose two courses - 6 hours)**

ECON 2010: Macroeconomics -- 3 hours

ECON 2020: Microeconomics -- 3 hours

\*GEOG 2010: World Regional Geography -- 3 hours

POLS 1020: Introduction to Political Science -- 3 hours

POLS 1030: American Government -- 3 hours

PSYC 1030: General Psychology -- 3 hours

SOCI 1010: Introduction to Sociology -- 3 hours

SOCI 1020: Social Problems -- 3 hours

\*SOCI 1120: Introduction to Cultural Anthropology -- 3 hours

SOCI 2010: Marriage and Family -- 3 hours

\*Courses contains at least one component of international content

\*\* Intended for students planning to graduate from a TBR institution.

## Extended Campuses and Programs

The Extended Campuses and Programs office at Columbia State is responsible for coordinating course offerings and services at the College's extended campuses and temporary instructional sites. The office also works with employers, students, and faculty to provide cooperative education opportunities and with K-12 schools to provide dual enrollment and educational outreach programs. Contact extended campuses as follows: Clifton - (931) 676-6966, Lawrenceburg - (931) 766-1600, Lewisburg - (931) 359-0351, Williamson County - (615) 790-4400.

### Cooperative Education

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

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

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

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

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

## Distance Education

Distance education is a method for extending educational opportunities beyond the boundaries of the traditional campus. Columbia State offers a number of courses each semester through non-traditional delivery formats including hybrid courses, two-way video and audio, online (web asynchronous), and web-enhanced courses. These courses have the same course requirements, transferability, and general content as courses with the same designation which are taught through traditional classroom lecture during the full semester and accelerated terms.

Distance education courses are included in each semester's course schedule. For more information, access [www.columbiastate.edu/e-campus](http://www.columbiastate.edu/e-campus).

### Hybrid Courses

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

### Two-way Video and Audio

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

### Online Course (Web-Asynchronous)

Students taking online courses have 24/7 access to the course syllabus, lectures, assignments, discussions, quizzes, file sharing and group collaboration. Regular participation and timely assignment completion is expected just as is required in traditional lecture courses. Students may use campus computer facilities or participate in the course using a personal computer. Prior to registering for online courses, students are advised to complete the "Are you ready for Online courses Self-Evaluation" and check system requirement at [www.columbiastate.edu/e-campus/OnlineCampus](http://www.columbiastate.edu/e-campus/OnlineCampus).

### Web-Enhanced

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

## Dual Enrollment

Columbia State has agreements with a number of high schools that allow qualifying students to earn credit simultaneously during the high school schedule or after the school day. For information, contact the Dual Enrollment Coordinator at (615) 790-4409.

## Planning a Course of Study

### Academic Advising

Although educational decisions are ultimately the student's responsibility, it is important that every student receive academic advising to ensure the best possible choices are made. All Faculty advisors are available to students for consultation and maintain regular office hours for this purpose. Students will be assigned advisors by mid-term of their first semester of study. Students may print a Degree Audit Evaluation by accessing their myChargerNet account. These printouts will indicate the courses remaining toward particular degrees or certificates.

Students are responsible for:

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

### Placement in Courses

It is the responsibility of the advisor and the student to review the student's admissions and testing data and academic record to assure that all course and program prerequisites are met. Students should refer to the "Policy and Procedures for Mandatory Placement of Students," p. 19, for guidelines regarding Learning Support courses. The College may deny registration in a course where the Learning Support prerequisite or any other prerequisite has not been met.

### Planning a Program of Study

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

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

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

**Academic Certificates** requirements vary with each certificate. An academic certificate may require a minimum of 12 semester credit hours to a maximum of one full year of coursework. 25% of the total credits required must be taken from the approved general education course listing. Students seeking an academic certificate must earn a minimum of 50% of the credits required for that certificate in residence at Columbia State with an overall grade point average of at least 2.0. Students can only receive two academic certificates if they receive an A.A. or A.S. and an A.A.S.

**Technical Certificate programs** requirements for the technical certificate of credit varies in required semester hours and can include up to one full year of study in technical specialty courses and are used for skills upgrade or to prepare for licensure examinations. Students seeking a technical certificate must earn a minimum of 50% of the program credits in residence at Columbia State with an overall grade point average of at least 2.0. These courses may result in a technical certificate which is noted on the student's transcript. The courses in these certificates can be applied towards an Associate of Applied Science degree.

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

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

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

Students transferring to a Tennessee Board of Regents (TBR) institution must meet the general education requirements listed below under the "Tennessee Board of Regents' General Education Requirements and Undergraduate Requirements." TBR institutions include all state community colleges, Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, and the University of Memphis.

## General Education Philosophy and Requirements

ENGAGE. LEARN. SUCCEED. CONTRIBUTE.

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

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

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

- Social/Behavioral Sciences

- Humanities/Fine Arts
- Natural Sciences/Mathematics

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

### Tennessee Board of Regents General Education Requirements and Undergraduate Requirements

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee (hereafter identified as the Tennessee Board of Regents System) will subscribe to common general education requirements at the lower-division. These requirements consist of forty-one (41) semester hours in the following subject categories and are required for completion of the Associate of Arts (A.A.), Associate of Fine Arts (A.F.A.), Associate of Science (A.S.), Associate of Science in Teaching (A.S.T.), and all baccalaureate degrees.

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

Courses designated to fulfill general education requirements by Columbia State Community College for the Associate of Arts and Associate of Science Degree Requirements are listed on p. 46.

A complete listing of the courses fulfilling general education requirements for Tennessee Board of Regents institutions is available on their web site at [www.tbr.edu](http://www.tbr.edu).

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

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

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

### Undergraduate Degree Requirements and Provisions

All baccalaureate degrees offered by institutions in the Tennessee Board of Regents System shall require a maximum of 120

semester hours except in certain degree programs in which approval to exceed the maximum has been granted. The programs approved as exceptions to the maximum are identified in institutional catalogs.

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

Credit hours earned in Learning Support courses are institution credit; they are not applicable to credit hours required for any certificate, associate, or baccalaureate degree.

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

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

### Transfer Provisions of General Education Courses

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

1. Students who complete the Associate of Arts or Associate of Science degree and transfer to a university within the Tennessee Board of Regents System will have satisfied all lower-division general education requirements.
2. Students who complete blocks of subject categories will have satisfied the general education requirements for the categories of note. For example, if the eight (8) semester hours of natural sciences are completed, then this block of general education requirement is fulfilled upon transfer to an institution within the Tennessee Board of Regents System. When a subject category is incomplete, a course-by-course evaluation will be conducted, and the student will be subject to specific requirements of the receiving institution.
3. Institutional/departmental requirements of the grade of "C" will be honored. If credit is granted for a course with the grade of "D," any specific requirements for the grade of "C" by the receiving institution will be enforced.
4. In certain cases, specific courses must be taken in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education. In cases where specific courses are required as part of general education for certain majors, the student is responsible for enrolling in the correct courses. Failure to fulfill specific major requirements in lower-division general education may result in the need to complete additional courses.

# Associate of Arts and Associate of Science Degree Requirements

## General Degree Requirements

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

## Degree Requirements<sup>1</sup> for the Associate of Science (A.S.)

### Communications:

**English Composition:** 6 credit hours

ENGL 1010 - Composition I (3 hours)

ENGL 1020 - Composition II (3 hours)

**Speech:** 3 credit hours

SPCH 1010 - Fundamentals of Speech Communication (3 hours)

or

SPCH 1030 - Argumentation and Debate (3 hours)

### Humanities/Fine Arts:

**Literature:** 3 credit hours

**Courses selected from fine arts/humanities\*:** 6 credit hours

**History:** 6 credit hours

Selected in accordance with requirements of the college or university to which the student plans to transfer.<sup>2</sup>

**Social/Behavioral Sciences\*:** 6 credit hours

**Natural Sciences\*:** 8 credit hours

**Mathematics\*:** 3 credit hours

\*See "Courses Satisfying General Education Core Requirements" in the next column or degree program fliers *beginning on page 49 of the catalog* for specific courses meeting this requirement.

**Additional Courses:** 19 credit hours

Courses must be appropriate to the program in which the student plans to major upon transfer as listed under the program of study (Substitutions or waivers require approval.)

**Total:** 60 credit hours

## Courses Satisfying General Education Core Requirements

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

Course ID	Course Name	Credits
<b>History Elective - Choose from the following:</b>		
HIST 1110	Survey of World Civilization I	3
HIST 1120	Survey of World Civilization II	3
HIST 2010	Survey of United States History I	3

Course ID	Course Title	Credits
HIST 2020	Survey of United States History II	3
HIST 2030	Tennessee History	3

### Humanities/Fine Arts Elective - Choose from the following:

ART 1030	Introduction to the Visual Arts	3
ARTH 2010	Survey of Art History I	3
ARTH 2020	Survey of Art History II	3
ENGL 2015	Introduction to Film Studies	3
ENGL 2130	Survey of American Literature	3
ENGL 2230	Survey of British Literature	3
ENGL 2330	Survey of World Literature	3
ENGL 2920	Survey of African American Literature	3
HUM 1130	Arts and Culture I	3
HUM 1131	Arts and Culture II	3
MUS 1030	Music Appreciation	3
PHIL 1030	Introduction to Philosophy	3
PHIL 2030	Introduction to Ethics	3
PHIL 2033	Major World Religions	3
THEA 1030	Intro to Theatre and Performance	3

### Mathematics Elective - Choose from the following:

MATH 1010	Math for Liberal Arts	3
MATH 1530	Elementary Statistics	3
MATH 1630	Finite Math	3
MATH 1710	Precalculus Algebra	3
MATH 1720	College Trigonometry	3
MATH 1830	Applied Calculus	3
MATH 1910	Calculus and Analytic Geometry I	4

### Natural Sciences Elective - Choose from the following:

ASTR 1030	Astronomy	4
BIOL 1030	Introduction to Biology	4
(Note: BIOL 1030 cannot be paired with BIOL 1010, BIOL 1020, BIOL 1110, BIOL 1120, BIOL 2010, or BIOL 2020 to fulfill the science general education requirement.)		
BIOL 1110	General Biology I	4
BIOL 1120	General Biology II	4
BIOL 2010	Human Anatomy and Physiology I	4
BIOL 2020	Human Anatomy and Physiology II	4
CHEM 1110	General Chemistry I	4
CHEM 1120	General Chemistry II	4
PHYS 2010	Elements of Physics I	4
PHYS 2020	Elements of Physics II	4
PHYS 2110	Physics I	4
PHYS 2120	Physics II	4
PSCI 1030	Physical Science	4

### Social/Behavioral Sciences Elective - Choose from the following:

ECON 2010	Macroeconomics	3
ECON 2020	Microeconomics	3
GEOG 1010	Physical Geography I	3
GEOG 1020	Physical Geography II	3
GEOG 2010	World Regional Geography	3
PHED 2120	Essential Lifetime Wellness	3
POLS 1030	American Government	3
POLS 2010	State and Local Government	3
POL 201	Introduction to Politics and Government	3
PSYC 1030	General Psychology	3
PSYC 2130	Life Span Psychology	3
SOCI 1010	Introduction to Sociology	3
SOCI1020	Social Problems	3
SOC 210	Cultural Anthropology	3
SOCI 2010	Marriage and Family	3

<sup>1</sup> See "Tennessee Board of Regents' General Education Requirements and Undergraduate Requirements," p. 45.

<sup>2</sup> Students transferring to a TBR university should take U.S. History; students transferring to other universities should take the sequence required at the university to which they are transferring. Students who lack the required one unit (one year) of American History from high school as an admissions requirements must complete six (6) semester hours of U.S. History or three (3) semester hours of U.S. History and three (3) semester hours of Tennessee History to fulfill the history requirement in general education.

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

General degree requirements for the Associate of Arts degree are the same as those listed for the Associate of Science. In addition, the Associate of Arts requires proficiency in a foreign language equivalent to completion of one year of college-level work. This requirement may be met by completion of six (6) hours of the same foreign language or through credit by exam.

### Tennessee Transfer Pathway Major

In support of the Complete College Tennessee Act of 2010, the Tennessee transfer pathways promote the community college service of transfer preparation and recognize that one of the characteristics of an effective community college provides for success in ensuring that students achieve their goals-momentum toward completion in completing degrees and transferring.

TBR Community College Pathways to University of Tennessee and Tennessee Board of Regents parallel transfer routes are for students who plan to transfer into a TBR or UT university baccalaureate program. *See program fliers for specific information and course requirements for each Tennessee Transfer Pathway beginning on page 49 of the catalog.*

- Accounting
- Agriculture - Agricultural Business
- Agriculture - Animal Science
- Agriculture - Plant and Soil Science
- Art (Studio)
- Biology
- Business Administration
- Chemistry
- Criminal Justice
- Economics
- Engineering, Civil
- Engineering, Mechanical
- English
- Exercise Science
- Foreign Language
- History
- Information Systems
- Mass Communication
- Mathematics
- Music
- Physics
- Political Science
- Pre-Health Professions (Pre-Dentistry, Medicine, Optometry, Pharmacy, and Veterinarian)
- Pre-Occupational Therapy
- Pre-Physical Therapy
- Psychology
- Social Work
- Sociology
- Speech Communication
- Theatre Arts

### Columbia State Community College - General Transfer Major

These degrees are for students who plan to transfer into university baccalaureate program. *See program fliers for specific information and course requirements for each General Transfer Major beginning on page 109 of the catalog.*

- Commercial Entertainment
- Early Childhood Education
- General Transfer, No Emphasis
- Graphic Design
- Humanities
- Public Relations
- Teaching: K-6 (AST degree)\*

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

# Associate of Applied Science Degree and Certificate Requirements

## General Degree Requirements

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

## Associate of Applied Science Degree and Certificate Requirements

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

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

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

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

\*See A.A.S. major for specific courses meeting this requirement.

## Associate of Applied Science Degree (Career-Entry Programs)

The Associate of Applied Science degree is designed for the student who wishes to move directly into the job market after graduation. See *program fliers* for specific information and course requirements for each Associate of Applied Science degree beginning on page 124 of the catalog.

- Advanced Integrated Industrial Technology
  - Option I: Mechatronics
  - Option II: Multi Skilled Technician
- Business
- Criminal Justice Technology
  - Option: Law Enforcement
- General Technology
  - Option I: Business Directed Sequence
  - Option II: Paramedic Directed Sequence

- Health Sciences
- Information Systems Technology
  - Option I: Information Systems Specialist
  - Option II: Medical Office Technology
  - Option III: Office Information Technology
  - Option IV: Computer Networking/Cyber Security
- Medical Informatics
- Nursing
- Radiologic Technology
- Respiratory Care
- Veterinary Technology

## Academic Certificate Programs

Minimum Degree Requirements for Academic Certificates

Academic Certificates requirements vary with each certificate. An academic certificate may require a minimum of 12 semester credit hours to a maximum of one full year of coursework. 25% of the total credits required must be taken from the approved general education course listing. Students seeking an academic certificate must earn a minimum of 50% of the credits required for that certificate in residence at Columbia State with an overall grade point average of at least 2.0. Students can only receive two academic certificates if they receive an A.A. or A.S. and an A.A.S.

- A.A./A.S. General Education Core
- A.A.S. General Education Core
- Pre-Allied Health General Education Core

## Technical Certificate Programs

Minimum Degree Requirements for Technical Certificates

Specific requirements for technical certificates vary. See specific requirements under each certificate. Students seeking a certificate must earn a minimum of 50% of the credits required for that certificate in residence at Columbia State with an overall grade point average of at least 2.0. This includes all classes taken even those not required for the certificate.

These certificates are designed to allow students to gain entry-level proficiency in specific skills. See *program fliers* for specific information and course requirements for each Technical Certificate beginning on page 162 of the catalog.

- Advanced Integrated Industrial Technology
- Basic Early Childhood Education
- Business
- Commercial Entertainment
  - Option I: Songwriting
  - Option II: Performance
- Emergency Medical Services
  - Emergency Medical Technician (Basic)
  - Advanced Emergency Medical Technician (AEMT)
  - Paramedic
- Film Crew Technology

## Program and Career Description:



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

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

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

# ACCOUNTING

Associate of Science degree

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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



# ACCOUNTING

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

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not be paired with another BIOL)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement

MATH 1530\*

#### Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020

#### Major Required Courses

ACCT 1010, 1020  
MATH 1630, 1830  
INFS 1010  
Electives\*\*

\*Students who plan to transfer to University of Tennessee at Knoxville must complete MATH 2050, Calculus-based Probability and Statistics.

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

#### Requirements for Graduation include:

- earning 25% of total program credits in residence at Columbia State,
- cumulative GPA must be 2.0,
- taking the Exit Exam.

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___	History Requirement	3
___ MATH 1630	Finite Math	3
___ INFS 1010	Computer Applications	3
___ ECON 2010	Macroeconomics	3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___	Natural Sciences Requirement	4
___ ECON 2020	Microeconomics	3
___	History Requirement	3
___ MATH 1530	Elementary Statistics	3
		<b>16</b>

#### Second Year – Fall Semester

___	Literature Requirement	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___	Electives**	4
___	Humanities/Fine Arts	3
___ ACCT 1010	Principles of Accounting I	3
		<b>16</b>

#### Second Year – Spring Semester

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

**TOTAL CREDIT HOURS 60**

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

**For more information contact:**  
**Mike Harvey at**  
**[jharvey@cumbiastate.edu](mailto:jharvey@cumbiastate.edu) or 931.540.2679**  
**or**  
**Science, Technology and Math Division office at**  
**931.540.2710**



### Program and Career Description:

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

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

Career and salary information taken from [www.bls.gov](http://www.bls.gov) and [jobs4tn.gov](http://jobs4tn.gov). Check out these web sites for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

### Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

## AGRICULTURE - AGRICULTURAL BUSINESS

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

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement

BIOL 1110  
CHEM 1110

#### Mathematics Requirement

MATH 1530\*

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

#### Social/Behavioral Sciences

ECON 2010, 2020

#### Major Required Courses

AGRI 1010, 1020, 1030\*\*  
Agriculture Elective Options: AGRI 1040 or AGRI 1050\*\*  
MATH 1830  
Electives\*\*\*

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

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

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ ECON 2010	Macroeconomics	3
___ Humanities/Fine Arts		3
___ History Requirement		3
___ AGRI 1020	Introduction to Animal Science**	4
		<b>16</b>

#### First Year – Spring Semester

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

#### Second Year – Fall Semester

___ Literature Requirement		3
___ MATH 1530	Elementary Statistics	3
___ BIOL 1110	General Biology I	4
___ Humanities/Fine Arts		3
___ Agriculture Elective**		3-4
		<b>16-17</b>

#### Second Year – Spring Semester

___ CHEM 1110	General Chemistry I	4
___ MATH 1830	Applied Calculus	3
___ AGRI 1030	Introduction to Plant Science**	3
___ Electives***		2-3
		<b>12-13</b>

#### TOTAL CREDIT HOURS 60

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

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



### Program and Career Description:

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

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

Career and salary information taken from [www.bls.gov](http://www.bls.gov) and [jobs4tn.gov](http://jobs4tn.gov). Check out these web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

### Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

## AGRICULTURE - ANIMAL SCIENCE

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

#### Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement  
BIOL 1110, 1120

Mathematics Requirement  
MATH 1530

Social/Behavioral Sciences (Take 2 courses)  
ECON 2010 or 2020 (required)  
Additional course choices include:  
ECON 2010, 2020 (Cannot be used more than once to satisfy program requirements)  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCI 1010, 1020, 2010

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

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

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

#### Sample Schedule

##### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ BIOL 1110	General Biology I	4
___	History Requirement	3
___ AGRI 1020	Introduction to Animal Science*	4
		<b>14</b>

##### First Year – Spring Semester

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

##### Second Year – Fall Semester

___	Literature Requirement	3
___ MATH 1530	Elementary Statistics	3
___ CHEM 1110	General Chemistry I	4
___	Humanities/Fine Arts	3
___	Social/Behavioral Science	3
		<b>16</b>

##### Second Year – Spring Semester

___ CHEM 1120	General Chemistry II	4
___	Humanities/Fine Arts	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___	Agriculture Electives*	3-4
___	Elective**	0-1
		<b>14</b>

#### TOTAL CREDIT HOURS 60

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

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



### Program and Career Description:

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

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

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

### Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

## AGRICULTURE - PLANT AND SOIL SCIENCE

Major in Tennessee Transfer Pathway with Emphasis in Agriculture - Plant and Soil Science (A.S.)

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement  
BIOL 1110, 1120

Mathematics Requirement  
MATH 1530

Social/Behavioral Sciences (Take 2 courses)  
ECON 2010 or 2020 (required)  
Additional course choices include:  
ECON 2010, 2020 (Cannot be used more than once to satisfy program requirements)  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOC 1010, 1020, 2010

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

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ BIOL 1110	General Biology I	4
___	Humanities/Fine Arts	3
___ AGRI 1020	Introduction to Animal Science*	4
		<b>14</b>

#### First Year – Spring Semester

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

#### Second Year – Fall Semester

___	Literature Requirement	3
___ MATH 1530	Elementary Statistics	3
___ CHEM 1110	General Chemistry I	4
___	Humanities/Fine Arts	3
___ AGRI 1050	Introduction to Soil Science*	4
		<b>17</b>

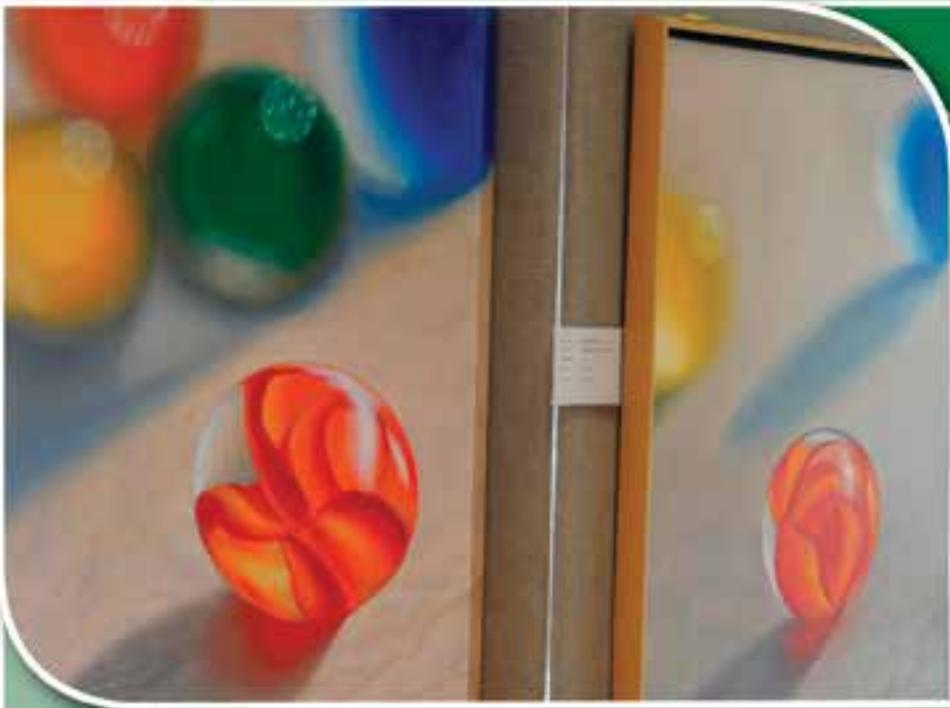
#### Second Year – Spring Semester

___ CHEM 1120	General Chemistry II	4
___	Social/Behavioral Science	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___	History Requirement	3
		<b>13</b>

**TOTAL CREDIT HOURS 60**

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

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



## Program and Career Description:

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

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

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

# ART (STUDIO)

Associate of Art degree

## Transfer Options

Per the Complete College Tennessee Act of 2010, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

## ART (STUDIO)

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

#### Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)  
ENGL 2130, 2230, 2330, 2920  
Two courses in Art History: ARTH 2010 and 2020

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

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

Social/Behavioral Sciences (Take 2 courses)  
ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCL 1010, 1020, 2010

Major Required Courses  
Foreign Language (one-year sequence in a single foreign language)  
ARTP 1010, 1020\*, 1110, 1120  
Studio Art Elective (Take one) ART 2510, 2520, 2610, 2620, 2630, 2710, 2720

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

#### Sample Schedule

##### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ ARTH 2010	Survey of Art History I	3
___ SPAN 1010	Beginning Spanish I	3
___ Mathematics Requirement		3
		<b>15</b>

##### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ SPAN 1020	Beginning Spanish II	3
___ ARTH 2020	Survey of Art History II	3
		<b>15</b>

##### Second Year – Fall Semester

___ Literature Requirement		3
___ History Requirement		3
___ Natural Science Requirement		4
___ ARTP 1010	Drawing I	3
___ ARTP 1110	Two Dimensional Design	3
		<b>16</b>

##### Second Year – Spring Semester

___ Natural Science Requirement		4
___ History Requirement		3
___ ARTP 1020	Drawing II*	3
___ ARTP 1120	Three Dimensional Design	3
___ Studio Art Elective		3
		<b>16</b>

**TOTAL CREDIT HOURS 62**

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

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



### Program and Career Description:

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

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

Career Salary information taken from [www.bls.gov](http://www.bls.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers.

Salaries are not guaranteed.

# BIOLOGY

Associate of Science degree

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# BIOLOGY

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

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement  
BIOL 1110, 1120

Mathematics Requirement  
MATH 1910

Social/Behavioral Sciences (Take 2 courses)  
ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCL 1010, 1020, 2010

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

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

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ BIOL 1110	General Biology I	4
___ CHEM 1110	General Chemistry I	4
___ MATH 1910	Calculus & Analytic Geometry I	4
___ ENGL 1010	Composition I	3
		<b>15</b>

#### First Year – Spring Semester

___ BIOL 1120	General Biology II	4
___ CHEM 1120	General Chemistry II	4
___ MATH 1920	Calculus & Analytic Geometry II <b>or</b>	
___ MATH 1530	Elementary Statistics	3-4
___ ENGL 1020	Composition II	3
		<b>14-15</b>

#### Second Year – Fall Semester

___ CHEM 2010	Organic Chemistry I**	4
___ Literature Requirement		3
___ History Requirement		3
___ Social/Behavioral Science		3
___ Humanities/Fine Arts		3
		<b>16</b>

#### Second Year – Spring Semester

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

### TOTAL CREDIT HOURS 61-62

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

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



## Program and Career Description:

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

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

Career and salary information taken from [www.bls.gov](http://www.bls.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are based on nationwide figures and are not guaranteed.

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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



## BUSINESS ADMINISTRATION

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

#### Program Requirements

*Students may be required to take additional Learning Support courses.*

##### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

##### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

##### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

##### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not be paired with another BIOL)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

##### Mathematics Requirement

MATH 1530\*

##### Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020

##### Major Required Courses

ACCT 1010, 1020  
MATH 1630, 1830  
INFS 1010  
Electives\*\*

\*Students who plan to transfer to University of Tennessee at Knoxville must complete MATH 2050, Calculus-based Probability and Statistics.

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

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in MyChargerNet to determine how these courses apply to this program.

#### Sample Schedule

##### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ MATH 1630	Finite Math	3
___ INFS 1010	Computer Applications	3
___ ECON 2010	Macroeconomics	3
___	History Requirement	3
		<b>15</b>

##### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ MATH 1830	Applied Calculus	3
___ ECON 2020	Microeconomics	3
___	Humanities/Fine Arts	3
___	History Requirement	3
		<b>15</b>

##### Second Year – Fall Semester

___	Literature Requirement	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ ACCT 1010	Principles of Accounting I	3
___ MATH 1530	Elementary Statistics	3
___	Natural Sciences Requirement	4
		<b>16</b>

##### Second Year – Spring Semester

___ ACCT 1020	Principles of Accounting II	3
___	Natural Sciences Requirement	4
___	Humanities/Fine Arts	3
___	Electives**	4
		<b>14</b>

#### TOTAL CREDIT HOURS 60

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

**For more information contact:**  
**Dr. Mary Susan Kennedy at**  
**mkennedy@columbiastate.edu or 931.540.2674**  
**or**  
**Science, Technology and Math Division office at**  
**931.540.2710**



## Program and Career Description:

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

Career	Beginning Salary with BS degree	Experienced Salary Median
Chemical Technician	\$31,210	\$50,340
Chemical Engineer	\$63,140	\$104,180
High School Chemistry Teacher	\$37,910	\$53,540
Chemist	\$41,240	\$66,630

Career and salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

# CHEMISTRY

Associate of Science degree

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# CHEMISTRY

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

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement  
CHEM 1110, 1120

Mathematics Requirement  
MATH 1910

Social/Behavioral Sciences (Take 2 courses)  
ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCL 1010, 1020, 2010

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Humanities/Fine Arts		3
___ CHEM 1110	General Chemistry I	4
___ MATH 1910	Calculus & Analytic Geometry I	4
		<b>14</b>

#### First Year – Spring Semester

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

#### Second Year – Fall Semester

___ Literature Requirement		3
___ Social/Behavioral Science		3
___ PHYS 2110	Physics I	4
___ CHEM 2010	Organic Chemistry I	4
___ History Requirement		3
		<b>17</b>

#### Second Year – Spring Semester

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

### TOTAL CREDIT HOURS 62

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

#### For more information contact:

David White at  
dwhite16@columbiastate.edu or 931.540.2715  
or  
Science, Technology & Math Division office  
at 931.540.2710



## Program and Career Description:

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

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

Career and salary information taken from [www.bls.gov](http://www.bls.gov) and [jobs4tn.gov](http://jobs4tn.gov). Check out these web sites for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

# CRIMINAL JUSTICE

Associate of Art / Associate of Science degree

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# CRIMINAL JUSTICE

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

### Program Requirements

*Students may be required to take additional Learning Support courses.*

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not be paired with another BIOL)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

#### Social/Behavioral Sciences

PSYC 1030  
SOC 1010

#### Major Required Courses

CRMJ 1010, 1020, 2010, 2020  
Electives\*

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

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___	History Requirement	3
___	Humanities/Fine Arts	3
___ CRMJ 1010	Introduction to Criminal Justice	3
___ SOCI 1010	Introduction to Sociology	3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___	Natural Sciences Requirement	4
___ PSYC 1030	General Psychology	3
___	History Requirement	3
___	Mathematics Requirement	3
		<b>16</b>

#### Second Year – Fall Semester

___	Literature Requirement	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	3
___ SPCH 1030	Argumentation and Debate	3
___ CRMJ 1020	Introduction to Legal Process	3
___	Humanities/Fine Arts	3
___ CRMJ 2010	Intro to Law Enforcement	3
		<b>15</b>

#### Second Year – Spring Semester

___ CRMJ 2020	Introduction to Corrections	3
___	Natural Sciences Requirement	4
___	Electives*	7
		<b>14</b>

#### TOTAL CREDIT HOURS 60

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

**For more information contact:  
Frank Miceli at  
fmiceli@columbiastate.edu or  
931.540.2758 or Text 606-627-2991**

**or  
Science, Technology, and Math Division office at  
931.540.2710**



## Program and Career Description:

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

Career	Median Salary with BS degree	Experienced Salary Median
Financial Analyst	\$62,510	\$108,850
Staff Accountant	\$50,340	\$72,500
Marketing Analyst	\$60,800	\$85,310

Career and salary information taken from [www.bls.gov](http://www.bls.gov). Check out this web sites for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

# ECONOMICS

Associate of Science degree

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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



# ECONOMICS

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

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not be paired with another BIOL.)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement

MATH 1530\*

#### Social/Behavioral Sciences

ECON 2010, 2020

#### Major Required Courses

ACCT 1010, 1020  
MATH 1630, 1830  
INFS 1010  
Electives\*\*

\*Students who plan to transfer to University of Tennessee at Knoxville must complete MATH 2050, Calculus-based Probability and Statistics.

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

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

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ ECON 2010	Macroeconomics	3
___ Electives**		4
___ History Requirement		3
___ MATH 1530	Elementary Statistics	3
		<b>16</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ ECON 2020	Microeconomics	3
___ History Requirement		3
___ ACCT 1010	Principles of Accounting I	3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ MATH 1630	Finite Math	3
___ Natural Sciences Requirement		4
___ Humanities/Fine Arts		3
___ ACCT 1020	Principles of Accounting II	3
		<b>16</b>

#### Second Year – Spring Semester

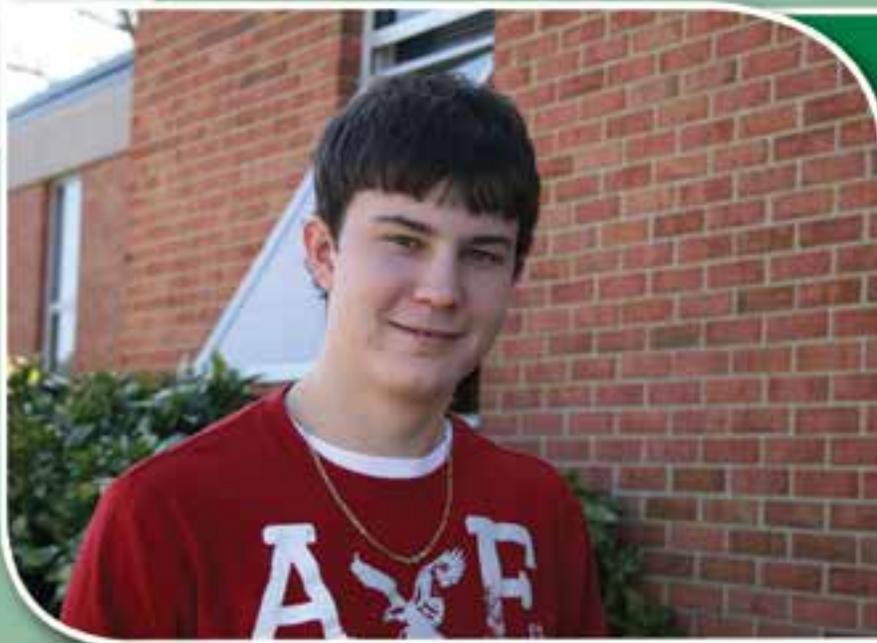
___ Natural Sciences Requirement		4
___ MATH 1830	Applied Calculus	3
___ INFS 1010	Computer Applications	3
___ Humanities/Fine Arts		3
		<b>13</b>

**TOTAL CREDIT HOURS 60**

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

### For more information contact:

**Dearl Lampley at**  
**dlampley@columbiastate.edu or 931.540.2678**  
**or**  
**Science, Technology and Math Division office at**  
**931.540.2710**



## Program and Career Description:

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

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

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

Career and salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

Other schools in the area with civil engineering degrees include Lipscomb University, Vanderbilt University and the University of Alabama at Huntsville (UAH). Students transferring to one of these universities may be required to take additional courses; therefore, students must check with those institutions to find out the program requirements.

# ENGINEERING - CIVIL

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

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement

PHYS 2110, 2120

#### Mathematics Requirement

MATH 1910

#### Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCI 1010, 1020, 2010

#### Major Required Courses

CHEM 1110  
ENGR 2110, 2120  
MATH 1920, 2010, 2110, 2120

#### Requirements for Graduation include:

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

#### For more information contact:

Dr. Glenn Hudson at

chudson4@columbiastate.edu or 931.540.2703

or

David Fawcett at

dfawcett@columbiastate.edu or 931.540.2665

or

Science, Technology & Math Division Office  
at 931.540.2710

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

Students requiring MATH 1000, 1710 and 1720 should take these courses prior to beginning the following pathway to ensure timely completion.

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ MATH 1910	Calculus & Analytic Geometry I	4
___ History Requirement		3
___ PHYS 2110	Physics I	4
		<b>14</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ MATH 1920	Calculus & Analytic Geometry II	4
___ History Requirement		3
___ PHYS 2120	Physics II	4
		<b>14</b>

#### First Year – Summer Semester

___ Literature Requirement		3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
		<b>6</b>

#### Second Year – Fall Semester

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

#### Second Year – Spring Semester

___ MATH 2010	Linear Algebra	3
___ MATH 2120	Differential Equations	3
___ ENGR 2120	Dynamics	3
___ Humanities/Fine Arts		3
___ Social/Behavioral Science		3
		<b>15</b>

**TOTAL CREDIT HOURS 66**

The Associate of Science Civil Engineering Major requires 66 college-level credits. This is a transfer program which was granted an exception to the 60-hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes in the program. Some courses have prerequisites and corequisites. See the Columbia State Catalog for more information.

## Program and Career Description:



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

Career	Beginning Salary with BS degree	Experienced Salary Median
Mechanical Engineers	\$55,340	\$76,430
Electrical Engineers*	\$58,640	\$86,210

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

Career and salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

Other schools in the area with mechanical engineering degrees include Lipscomb University, Vanderbilt University and the University of Alabama at Huntsville (UAH). Students transferring to one of these universities may be required to take additional courses; therefore, students must check with those institutions to find out the program requirements.

# ENGINEERING - MECHANICAL

## Major in Tennessee Transfer Pathway with Emphasis in Mechanical Engineering (A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement

PHYS 2110, 2120

#### Mathematics Requirement

MATH 1910

#### Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCI 1010, 1020, 2010

#### Major Required Courses

CHEM 1110  
ENGR 2110, 2120  
MATH 1920, 2010, 2110, 2120

#### Requirements for Graduation include:

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

#### For more information contact:

Dr. Glenn Hudson at

chudson4@columbiastate.edu or 931.540.2703

or

David Fawcett at

dfawcett@columbiastate.edu or 931.540.2665

or

Science, Technology & Math Division Office  
at 931.540.2710

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

Students requiring MATH 1000, 1710 and 1720 should take these courses prior to beginning the following pathway to ensure timely completion.

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ MATH 1910	Calculus & Analytic Geometry I	4
___ History Requirement		3
___ PHYS 2110	Physics I	4
		<b>14</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ MATH 1920	Calculus & Analytic Geometry II	4
___ History Requirement		3
___ PHYS 2120	Physics II	4
		<b>14</b>

#### First Year – Summer Semester

___ Literature Requirement		3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
		<b>6</b>

#### Second Year – Fall Semester

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

#### Second Year – Spring Semester

___ MATH 2010	Linear Algebra	3
___ MATH 2120	Differential Equations	3
___ ENGR 2120	Dynamics	3
___ Humanities/Fine Arts		3
___ Social/Behavioral Science		3
		<b>15</b>

**TOTAL CREDIT HOURS 66**

The Associate of Science Mechanical Engineering Major requires 66 college-level credits. This is a transfer program which was granted an exception to the 60-hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes in the program. Some courses have prerequisites and corequisites. See the Columbia State Catalog & Student Handbook for more information.



### Program and Career Description:

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

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

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

### Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# ENGLISH

Associate of Art degree

# ENGLISH

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

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

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

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

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

Social/Behavioral Sciences (Take 2 courses)  
ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCI 1010, 1020, 2010

Major Required Courses\*  
ENGL 2130, 2230, 2330  
Foreign Language (two-year sequence in a single foreign language)  
Elective\*\*

\*Any of these literature courses or ENGL 2920 will satisfy the third Humanities/Fine Arts requirement.

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___	Social/Behavioral Science	3
___	Humanities/Fine Arts	3
___	History Requirement	3
___	Foreign Language	3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___	Social/Behavioral Science	3
___	History Requirement	3
___	Foreign Language	3
		<b>15</b>

#### Second Year – Fall Semester

___ ENGL 2130	Survey of American Literature	3
___	Mathematics Requirement	3
___	Natural Science Requirement	4
___	Humanities/Fine Arts	3
___	Foreign Language	3
		<b>16</b>

#### Second Year – Spring Semester

___ ENGL 2230	Survey of British Literature	3
___ ENGL 2330	Survey of World Literature	3
___	Natural Science Requirement	4
___	Foreign Language	3
___	Elective**	1
		<b>14</b>

**TOTAL CREDIT HOURS 60**

Requirements for Graduation include:

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

#### For more information contact:

Susanna Holmes at  
rholmes@columbiastate.edu or 931.540.2779  
or  
Humanities & Social Sciences Division office at  
931.540.2780

## Program and Career Description:



The Exercise Science emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in area of Athletics and Wellness, Teachers of Physical Education, Personal Trainers, Dietitians, and Athletic Trainers. A few examples of career and salary estimates are listed below.

Career	Beginning Salary with BS degree	Experienced Salary Median
Physical Education Teacher	\$32,000 - \$51,000	\$41,000
Personal Trainer	\$17,000 - \$65,000	\$31,000
Exercise Physiologist	\$25,000 - \$65,000	\$45,000
Athletic Trainer	\$25,000 - \$70,000	\$47,500
Dietitian	\$33,000 - \$76,000	\$53,000

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

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# EXERCISE SCIENCE

Associate of Science degree

# EXERCISE SCIENCE

## Major in Tennessee Transfer Pathway with Emphasis in Exercise Science (A.S.)

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement  
BIOL 2010, 2020

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

Social/Behavioral Sciences  
PHED 2120  
PSYC 1030

Major Required Courses  
HED 231, 241  
PHED 2220, 2320  
PHED Activity Courses (Take 2 courses)  
Electives\*

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

Requirements for Graduation include:

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

### For more information contact:

Peri Krichbaum at  
[pkrichbaum@columbiastate.edu](mailto:pkrichbaum@columbiastate.edu) or 931.540.2584  
or  
Humanities & Social Sciences Division office at  
931.540.2780

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ PSYC 1030	General Psychology	3
___ Humanities/Fine Arts		3
___ PHED 2120	Essential Lifetime Wellness	3
___ History Requirement		3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ PHED 2220	Introduction to Exercise Science	3
___ History Requirement		3
___ Humanities/Fine Arts		3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ Mathematics Requirement		3
___ BIOL 2010	Human Anatomy & Physiology I	4
___ HED 241	Principles of Nutrition	3
___ PHED Activity		1
___ Elective*		2
		<b>16</b>

#### Second Year – Spring Semester

___ BIOL 2020	Human Anatomy & Physiology II	4
___ HED 231	Safety & First Aid	3
___ PHED 2320	Care and Prevention of Athletic Injuries	3
___ PHED Activity		1
___ Elective*		3
		<b>14</b>

### TOTAL CREDIT HOURS 60

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



## Program and Career Description:

The Foreign Language emphasis is a two-year program for students planning to complete a bachelor's degree at a four year school. Trained language interpreters and translators have job opportunities in a wide range of fields, including translating documents, conference interpreters, judiciary interpreters, and medical translators as well as teachers and professors in higher education. Most jobs are found in large urban areas like Washington D.C. Examples of jobs and salaries for some occupations are as follows:

Career	Median Experience	High Level Experience
Interpreters/Translators	\$43,300	\$52,000
Conference Interpreters	\$50,000	\$100,000 (specialty areas)
Federal Government Translators	\$38,690	\$79,865 (language specialist)

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

# FOREIGN LANGUAGE

Associate of Art

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# FOREIGN LANGUAGE

## Major in Tennessee Transfer Pathway with Emphasis in Foreign Language (A.A.)

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

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

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

Social/Behavioral Sciences (Take 2 courses)  
ECON 2010, 2020  
GEOG, 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOC 1010, 1020, 2010

Major Required Courses  
Foreign Language (Two-year Sequence in a single foreign language)  
Electives\*

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___	Social/Behavioral Science	3
___	Humanities/Fine Arts	3
___ SPAN 1010	Beginning Spanish I	3
___	Mathematics Requirement	3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___	Social/Behavioral Science	3
___ SPAN 1020	Beginning Spanish II	3
___	Humanities/Fine Arts	3
		<b>15</b>

#### Second Year – Fall Semester

___	Literature Requirement	3
___	History Requirement	3
___	Natural Science Requirement	4
___ SPAN 2010	Intermediate Spanish I	3
___	Elective*	3
		<b>16</b>

#### Second Year – Spring Semester

___	Natural Science Requirement	4
___	History Requirement	3
___ SPAN 2020	Intermediate Spanish II	3
___	Electives*	4
		<b>14</b>

**TOTAL CREDIT HOURS 60**

Please check websites of university departments of foreign language for additional information regarding advisement available to students majoring in foreign language.

**For more information contact:**  
**Ana Basoa-McMillan at**  
**abasoamcmillan@columbiastate.edu or**  
**931.540.2876**

**or**  
**Humanities & Social Sciences Division office at**  
**931.540.2780**



## Program and Career Description:

The History emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in writing, film, historical restoration, secondary education, law, archival management, historic site and museum interpretation, and politics. History majors with advanced higher education degrees can teach at the college level. A few examples of career and salary estimates are listed below.

Career	Entry Level	Median Salary	Experienced Salary
Teacher (Secondary)	\$37,910	\$46,880	\$50,950
Teacher (Post Secondary)	\$28,840	\$49,610	\$59,680
Archivists	\$28,560	\$44,000	\$53,110
Curators	\$29,380	\$36,540	\$46,660

Career and salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# HISTORY

Associate of Art / Associate of Science degree

# HISTORY

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

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

History Requirement  
HIST 2010, 2020

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not take with another BIOL.)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 201  
SOCL 1010, 1020, 2010

Major Required Courses

HIST 1110, 1120, 2030  
Electives\*

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargeNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___	Social/Behavioral Science	3
___	Humanities/Fine Arts	3
___ HIST 2010	Survey of United States History I	3
___	Mathematics Requirement	3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___	Social/Behavioral Science	3
___ HIST 2020	Survey of United States History II	3
___	Humanities/Fine Arts	3
		<b>15</b>

#### Second Year – Fall Semester

___	Literature Requirement	3
___ HIST 1110	Survey of World Civilization I	3
___	Natural Science Requirement	4
___	Elective*	3
___	Elective*	3
		<b>16</b>

#### Second Year – Spring Semester

___	Natural Science Requirement	4
___ HIST 1120	Survey of World Civilization II	3
___ HIST 2030	Tennessee History	3
___	Elective*	3
___	Elective*	1
		<b>14</b>

### TOTAL CREDIT HOURS 60

\*If pursuing the A.A. degree, 6 of the 10 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts degree at universities include demonstrated competency in a foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring.

### For more information contact:

Dr. Barry Gidcomb at  
[bgidcomb@columbiastate.edu](mailto:bgidcomb@columbiastate.edu) or 931.540.2716  
**or**  
Humanities & Social Sciences Division office at  
931.540.2780



## Program and Career Description:

The Information Systems emphasis is a two-year program for students planning to complete a bachelor's degree in Information Systems. Students pursuing careers in systems analysis, database administration, network administration, programming, and Web design should consider this degree. Below are a few examples of career and salary estimates.

Career	Salary Median
Database Administrator	\$72,230
Web Developer	\$52,920
Network and Computer Systems Administrator	\$66,270

Career and salary information taken from [www.bls.gov](http://www.bls.gov). Check out this website for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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



# INFORMATION SYSTEMS

## Major in Tennessee Transfer Pathway with Emphasis in Information Systems (A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not be paired with another BIOL)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement

MATH 1530\*\*

#### Social/Behavioral Sciences

ECON 2010, 2020

#### Major Required Courses

ACCT 1010, 1020  
INFS 1010\*  
MATH 1630, 1830  
Electives\*\*\*

\*Students who plan to transfer to Austin Peay State University, East Tennessee State University, and the University of Tennessee at Chattanooga must complete CISP 1010 and 1020\*\*\*\* instead of INFS 1010 and electives. For these students, the total hours in the Major required courses will be 20 hours and total degree hours will be 61.

\*\*Students who plan to transfer to the University of Tennessee must complete MATH 2050, Calculus-based Probability and Statistics.

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

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___	Natural Sciences Requirement	4
___ INFS 1010	Computer Applications	3
___ ACCT 1010	Principles of Accounting I	3
___	Elective***	3
		<b>16</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___	Natural Sciences Requirement	4
___	History Requirement	3
___ ACCT 1020	Principles of Accounting II	3
___ MATH 1530	Elementary Statistics	3
		<b>16</b>

#### Second Year – Fall Semester

___	Literature Requirement	3
___ MATH 1630	Finite Math	3
___	History Requirement	3
___	Humanities/Fine Arts	3
___ ECON 2010	Macroeconomics	3
		<b>15</b>

#### Second Year – Spring Semester

___ MATH 1830	Applied Calculus	3
___	Humanities/Fine Arts	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ ECON 2020	Microeconomics	3
___	Electives***	1
		<b>13</b>

**TOTAL CREDIT HOURS 60**

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

### For more information contact:

Laurie Pewitt at

lpewitt2@columbiastate.edu or 931.540.2668

or

Science, Technology & Math Division office at  
931.540.2710

## Program and Career Description:



The Mass Communication emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers as a writer, editor, news analyst, as well as a correspondent or desktop publisher. They are also employed in advertising, marketing, promotions, and public relations. Below are some selected occupations.

Career	Median Salary with BS degree	Experienced Salary Median
Writer/Editor	\$57,180	\$64,560
Reporter	\$35,328	\$44,030
Desktop Publisher	\$30,000	\$38,740

Career and salary information taken from [www.bls.gov](http://www.bls.gov). Check out this website for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Transfer Options

Per the Complete College Tennessee Act of 2010, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# MASS COMMUNICATION

Associate of Art / Associate of Science degree

# MASS COMMUNICATION

## Major in Tennessee Transfer Pathway with Emphasis in Mass Communication (A.A., A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not be paired with another BIOL)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

#### Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG, 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCI 1010, 1020, 2010

#### Major Required Courses

COMM 1010, 1020  
Mass Communications Electives (Take 2 courses)  
COMM 1030, COMM 1220, COMM 1240, COMM 2450  
Electives\*

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

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ COMM 1010	Introduction to Mass Communications	3
___ History Requirement		3
___ Mathematics Requirement		3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ COMM 1020	Media Writing	3
___ History Requirement		3
___ Humanities/Fine Arts		3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ Social/Behavioral Science		3
___ Natural Science Requirement		4
___ Mass Communications Elective		3
___ Elective*		3
		<b>16</b>

#### Second Year – Spring Semester

___ Natural Science Requirement		4
___ Humanities/Fine Arts		3
___ Mass Communications Elective		3
___ Electives*		4
		<b>14</b>

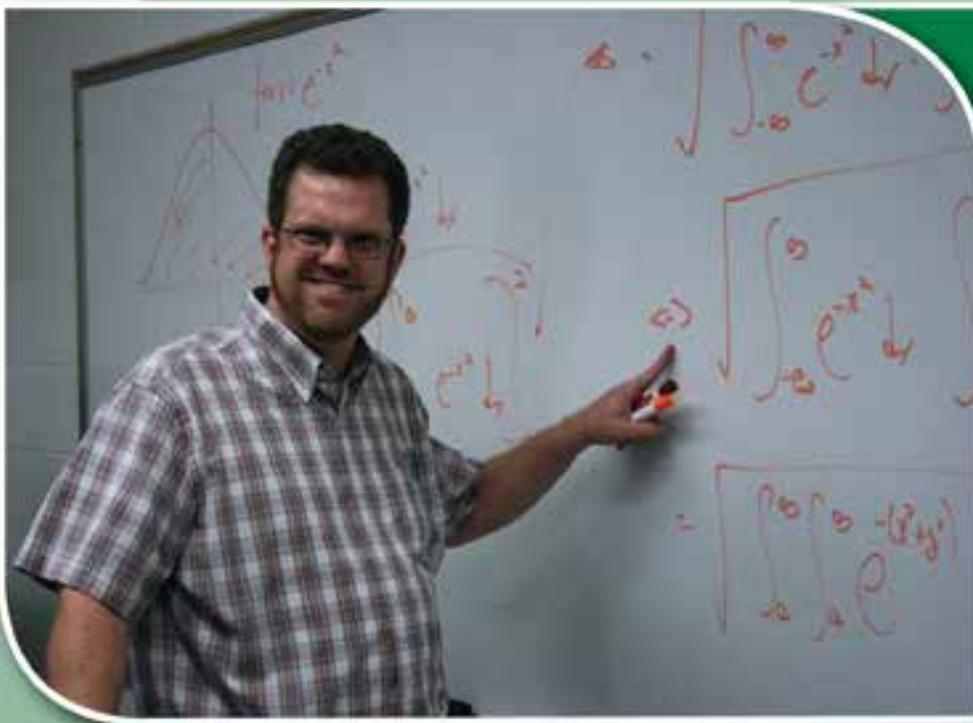
### TOTAL CREDIT HOURS 60

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

For more information contact:  
Lacey Benns-Owens at  
lbenns@columbiastate.edu or 931.540.2875  
or  
Humanities & Social Sciences Division office at  
931.540.2780

## Program and Career Description:

The Mathematics emphasis is a two-year program for students planning to complete a bachelor's degree in Mathematics. Students pursuing careers in actuarial science, operations research, statistics, teaching, and national security should consider this degree. Below are a few examples of career and salary estimates.



Career	Median Salary with BS degree	Experienced Salary Median
Actuary	\$47,360	\$69,250
Statistician	\$38,160	\$62,510
Mathematician	\$35,560	\$64,540

Career and salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

### Transfer Options

Per the Complete College Tennessee Act of 2010, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# MATHEMATICS

## Major in Tennessee Transfer Pathway with Emphasis in Mathematics (A.S.)

### Program Requirements

*Students may be required to take additional Learning Support courses.*

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not be paired with another BIOL)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement

MATH 1910

#### Social/Behavioral Sciences (Take 2 courses)\*

ECON 2010, 2020  
GEOG, 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCL 1010, 1020, 2010

#### Major Required Courses

CISP 1010\*\*  
MATH 1920, 2010, 2110, 2120

\*Students who wish to pursue a concentration in actuarial science available at the University of Tennessee, Chattanooga; Middle Tennessee State University; or Tennessee State University should complete ECON 2010 and ECON 2020 to fulfill the requirement in social/behavioral sciences.

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

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

Students requiring MATH 1000, MATH 1710 and 1720 should take these courses prior to beginning the following pathway to ensure timely completion.

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___	Natural Science Requirement	4
___	Humanities/Fine Arts	3
___	MATH 1910	4
	Calculus and Analytic Geometry I	<b>14</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___	Natural Science Requirement	4
___	MATH 1920	4
	Calculus and Analytic Geometry II	<b>14</b>

#### Second Year – Fall Semester

___	Literature Requirement	3
___	MATH 2110	4
___	Social/Behavioral Science	3
___	History Requirement	3
___	CISP 1010	4
	Computer Science I**	<b>17</b>

#### Second Year – Spring Semester

___	Social/Behavioral Science	3
___	MATH 2120	3
___	MATH 2010	3
___	History Requirement	3
___	Humanities/Fine Arts	3
		<b>15</b>

### TOTAL CREDIT HOURS 60

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

#### For more information contact:

James Smith at  
[jsmith@columbiastate.edu](mailto:jsmith@columbiastate.edu) or 931.766.1481

or

Sciences, Technology and Math Division office at  
931.540.2710



### Program and Career Description:

The Associate of Fine Arts Degree in music provides both a broad liberal arts education and the skills necessary to explore music through its history, composition, theory, and performance. Students pursuing the universal transfer path in music may choose from two areas of emphasis: (1) instrumental education and performance, and (2) choral/vocal education and performance. In conjunction with 35 semester hours of general education requirements, students enroll in 26 semester hours of music courses in the music area of emphasis to complete the Associate of Fine Arts Degree.

Career	Median Experience - Average wage
Music Educators (elementary-high school)	\$53,090 - \$55,050 per year
Musicians/Singers	Number of jobs varies-hourly rate \$23.50
Music Directors/Composers	Hourly rate - \$22.77

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

### Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# MUSIC

Associate of Fine Arts

# MUSIC

## Major in Tennessee Transfer Pathway with Emphasis in Music (A.F.A.)

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts\*

MUS 1030\*\*

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not take with another BIOL.)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

#### Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCI 1010, 1020, 2010

#### Major Required Courses

MUS 1110, 1111, 1120, 1121, 1610, 1620, 2110, 2111  
MUS 1910, 1920, 1930, 1940, 1950, 1960 (Take 8 credit hours)\*\*\*

Take 4 credits of only one of the following courses:

MUS 1130 - This course is required for Instrumental Education and Performance students.  
MUS 1410 - This course is required for Choral/Vocal Education and Performance students.

\*Students will complete the remaining six hours of the humanities requirement, including one course in literature, at universities upon transfer.

\*\*Students who plan to transfer to the University of Memphis should complete a course in literature rather than Music Appreciation.

\*\*\*A student must sign up for their major instrument. Each course may be repeated for a maximum of 4 credits.

Students must successfully complete placement requirements in music theory, ear training, and piano at the university where transfer is planned. Students must also successfully complete required university auditions as appropriate.

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

Students should take MUS 1810 Fundamentals of Music or may attempt to test out of the course prior to beginning the following pathway to ensure timely completion.

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ MUS 1030	Music Appreciation	3
___	History Requirement	3
___ MUS 1610	Class Piano I	1
___ MUS 1130	Instrumental Performance Ensemble <b>or</b>	
___ MUS 1410	College Chorus	1
___ MUS 1910 or MUS 1930 or MUS 1950***		2
		<b>13</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___	Natural Science Requirement	4
___ MUS 1110	Music Theory I	3
___ MUS 1111	Aural Skills I	1
___ MUS 1620	Class Piano II	1
___ MUS 1130	Instrumental Performance Ensemble <b>or</b>	
___ MUS 1410	College Chorus	1
___ MUS 1910 or MUS 1930 or MUS 1950***		2
		<b>18</b>

#### Second Year – Fall Semester

___	History Requirement	3
___	Social/Behavioral Science	3
___	Natural Science Requirement	4
___ MUS 1120	Music Theory II	3
___ MUS 1121	Aural Skills II	1
___ MUS 1130	Instrumental Performance Ensemble <b>or</b>	
___ MUS 1410	College Chorus	1
___ MUS 1920 or MUS 1940 or MUS 1960***		2
		<b>17</b>

#### Second Year – Spring Semester

___	Math Requirement	3
___ MUS 2110	Music Theory III	3
___ MUS 2111	Aural Skills III	1
___	Social/Behavioral Science	3
___ MUS 1130	Instrumental Performance Ensemble <b>or</b>	
___ MUS 1410	College Chorus	1
___ MUS 1920 or MUS 1940 or MUS 1960***		2
		<b>13</b>

**TOTAL CREDIT HOURS 61**

For more information contact:

Dr. Mark Lee at

mlee@columbiastate.edu or 931.540.2874

or

Humanities & Social Sciences Division office at  
931.540.2780



### Program and Career Description:

The Physics emphasis is a two-year program for students planning to complete a bachelor's degree in Physics. Students pursuing careers in physics instruction, basic research, industry, space and earth sciences, or seeking a graduate degree in physics should consider this degree (see <http://www.aip.org/careersvc/pify/indigo.html> for more career information). Below are a few examples of career and salary estimates.

Career	Median Salary with BS degree	Experienced Salary Median
Physicist	\$71,280	\$100,480
Physics Teacher, Postsecondary	\$47,210	\$68,880
Atmospheric & Space Scientists	\$56,520	\$84,860

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

### Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

Other schools in the area with physics degrees include, Lipscomb University, Vanderbilt University, and the University of Alabama at Huntsville (UAH). Students transferring to one of these universities may be required to take additional courses; therefore, students must check with those institutions to find out the program requirements.

# PHYSICS

Associate of Science degree

# PHYSICS

## Major in Tennessee Transfer Pathway with Emphasis in Physics (A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement  
PHYS 2110, 2120

Mathematics Requirement  
MATH 1910

Social/Behavioral Sciences (Take 2 courses)  
ECON 2010, 2020  
GEOG, 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCL 1010, 1020, 2010

Major Required Courses  
CISP 1010\*  
MATH 1920, 2010, 2110, 2120

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

Requirements for Graduation include:

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

### For more information contact:

David Fawcett at  
dfawcett@columbiastate.edu or 931.540.2665  
or  
Sciences, Technology and Math Division office at  
931.540.2710

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

Students requiring MATH 1000, MATH 1710 and 1720 should take these courses prior to beginning the following pathway to ensure timely completion.

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ Humanities/Fine Arts		3
___ History Requirement		3
___ MATH 1910	Calculus and Analytic Geometry I	4
		<b>16</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ History Requirement		3
___ MATH 1920	Calculus and Analytic Geometry II	4
		<b>16</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ MATH 2110	Calculus and Analytic Geometry III	4
___ PHYS 2110	Physics I	4
___ CISP 1010	Computer Science I*	4
		<b>15</b>

#### Second Year – Spring Semester

___ PHYS 2120	Physics II	4
___ MATH 2010	Linear Algebra	3
___ Humanities/Fine Arts		3
___ MATH 2120	Differential Equations	3
		<b>13</b>

### TOTAL CREDIT HOURS 60

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

## Program and Career Description:



The Political Science emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Individuals majoring in political science have a variety of job careers such as lawyers, politicians, and police officers. A few selected careers are listed below.

Career	Median Experience - Average wage
Lawyer	\$124,750
Police Officer	\$52,810
Court Reporter	\$51,960

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

### Transfer Options

Per the Complete College Tennessee Act of 2010, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# POLITICAL SCIENCE

Associate of Art / Associate of Science degree

# POLITICAL SCIENCE

## Major in Tennessee Transfer Pathway with Emphasis in Political Science (A.A., A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not be paired with another BIOL.)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement

MATH 1530

#### Social/Behavioral Sciences

ECON 2010 (required)  
Take one course from the following:  
ECON 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201, POLS 2010 (Cannot be used more than once to satisfy program requirements)  
PSYC 1030, 2130  
SOC 210  
SOCI 1010, 1020, 2010

#### Major Required Courses

POL or POLS Elective (POL 201 or POLS 2010)  
POLS 1030  
Electives\*

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

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ ECON 2010	Macroeconomics	3
___ History Requirement		3
___ Humanities/Fine Arts		3
___ Elective*		3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ POLS 1030	American Government	3
___ Elective*		3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ History Requirement		3
___ Natural Science Requirement		4
___ Humanities/Fine Arts		3
___ Elective*		3
		<b>16</b>

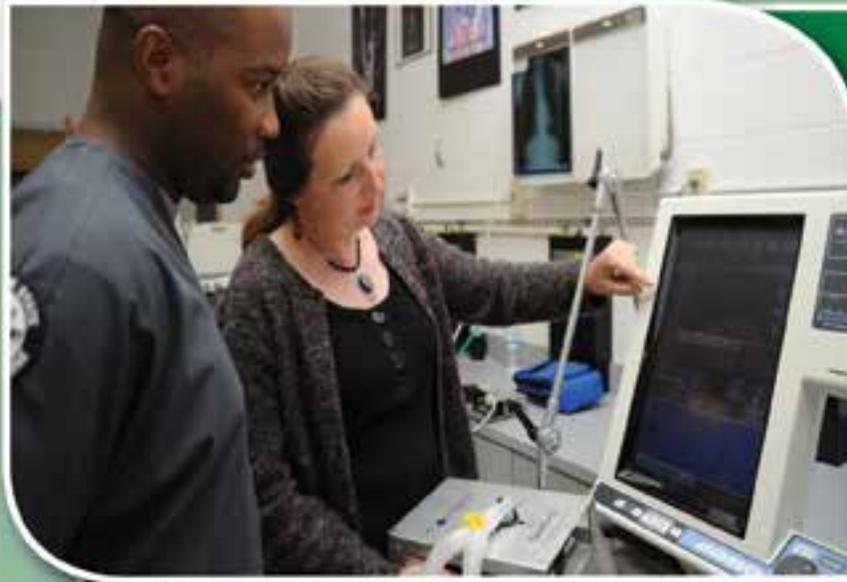
#### Second Year – Spring Semester

___ Natural Science Requirement		4
___ POL or POLS Elective		3
___ MATH 1530	Elementary Statistics	3
___ Elective*		4
		<b>14</b>

### TOTAL CREDIT HOURS 60

\*If pursuing the A.A. degree, 6 of the 13 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

**For more information contact:**  
**Stuart Lenig at**  
**slenig@columbiastate.edu or 931.540.2877**  
**or**  
**Humanities & Social Sciences Division office at**  
**931.540.2780**



## Program and Career Description:

The Pre-Health Professions emphasis is a two-year program for students planning to enter professional schools of medicine, pharmacy, dentistry, veterinarian medicine and optometry. Students pursuing careers in pharmacy may go directly from Columbia State Community College to pharmacy school if accepted. Pre-medicine, Pre-Dentistry, Pre-Veterinarian, and Pre-Optometry students will need additional course work at a university. Below are a few examples of career and salary estimates.

Career	Salaries upon completion of Profession School	Experienced Salary Median
Medical, General Practice	\$82,270	\$172,770
Dentists, General	\$105,420	\$170,690
Pharmacists	\$91,860	\$120,620
Veterinarians	\$54,810	\$74,580
Optometrist	\$66,560	\$107,110

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

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

## PRE-HEALTH PROFESSIONS

### Major in Tennessee Transfer Pathway with Emphasis in Pre-Health Professions (A.S.)

#### Program Requirements

*Students may be required to take additional Learning Support courses.*

##### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

##### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

##### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

##### Natural Sciences Requirement

CHEM 1110, 1120

##### Mathematics Requirement (Take one course)

MATH 1830, 1910\*

##### Social/Behavioral Sciences (Take two courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOC 1010, 1020, 2010

##### Major Required Courses

##### Electives\*\*

(Choose two of the following three sequences)\*\*\*

BIOL 1110, 1120  
CHEM 2010, 2020  
PHYS 2010, 2020 or higher

\* MATH 1910 is highly recommended

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

\*\*\* BIOL and CHEM sequence courses are highly recommended over PHYS sequence courses

#### Sample Schedule

##### First Year – Fall Semester

___ BIOL 1110	General Biology I	4
___ CHEM 1110	General Chemistry I	4
___ MATH Requirement		3
___ ENGL 1010	Composition I	3
		<b>14</b>

##### First Year – Spring Semester

___ BIOL 1120	General Biology II	4
___ CHEM 1120	General Chemistry II	4
___ History Requirement		3
___ ENGL 1020	Composition II	3
		<b>14</b>

##### Second Year – Fall Semester

___ CHEM 2010	Organic Chemistry I <b>or</b>	
___ PHYS 2010	Elements of Physics I***	4
___ Literature Requirement		3
___ Elective**		3
___ Social/Behavioral Science		3
___ Humanities/Fine Arts		3
		<b>16</b>

##### Second Year – Spring Semester

___ CHEM 2020	Organic Chemistry II <b>or</b>	
___ PHYS 2020	Elements of Physics II***	4
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ History Requirement		3
___ Social/Behavioral Science		3
___ Humanities/Fine Arts		3
		<b>16</b>

**TOTAL CREDIT HOURS 60**

Requirements for Graduation include:

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

#### For more information contact:

Mandy Carter-Lowe at  
mcarterlowe@columbiastate.edu or 931.540.2675  
or  
Science, Technology & Math Division Office  
at 931.540.2710

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.



### Program and Career Description:

The Pre-Occupational Therapy emphasis is a two-year program for students planning to enter professional schools of occupational therapy. Students may need to take additional classes at a university prior to being accepted into a professional school. Below are a few examples of career and salary estimates.

Career	Salaries upon completion of Profession School	Experienced Salary Median
Occupational Therapist	\$60,350	\$75,530

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

## PRE-OCCUPATIONAL THERAPY

Associate of Science degree

### Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

## PRE-OCCUPATIONAL THERAPY

Major in Tennessee Transfer Pathway with Emphasis in Pre-Occupational Therapy (A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement

BIOL 1110, 1120

#### Mathematics Requirement

MATH 1530

#### Social/Behavioral Sciences

PSYC 1030  
(Take one course)  
ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 2130  
SOC 210  
SOCL 1010, 1020, 2010

#### Major Required Courses

MATH 1720\*  
BIOL 2010, 2020  
CHEM 1110  
PHYS 2010

\*Math prerequisites will have to be met prior to taking this course.

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

Students requiring MATH 1000 and 1710 should take these courses prior to beginning the following pathway to ensure timely completion.

#### First Year – Fall Semester

___ BIOL 1110	General Biology I	4
___ MATH 1530	Elementary Statistics	3
___ History Requirement		3
___ ENGL 1010	Composition I	3
		<b>13</b>

#### First Year – Spring Semester

___ BIOL 1120	General Biology II	4
___ ENGL 1020	Composition II	3
___ History Requirement		3
___ Social/Behavioral Science		3
		<b>13</b>

#### Second Year – Fall Semester

___ BIOL 2010	Human Anatomy & Physiology I	4
___ Literature Requirement		3
___ CHEM 1110	General Chemistry I	4
___ PSYC 1030	General Psychology	3
___ Humanities/Fine Arts		3
		<b>17</b>

#### Second Year – Spring Semester

___ BIOL 2020	Human Anatomy & Physiology II	4
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ PHYS 2010	Elements of Physics I	4
___ MATH 1720	College Trigonometry	3
___ Humanities/Fine Arts		3
		<b>17</b>

**TOTAL CREDIT HOURS 60\*\***

\*\*Additional hours of coursework may be required prior to acceptance into a professional school. Please check with the institution you wish to transfer to for any prerequisites.

For more information contact:  
Karen Kendall-Fite at  
kendall-fite@columbiastate.edu or 931.540.2696  
or  
Science, Technology & Math Division Office  
at 931.540.2710



## Program and Career Description:

The Pre-Physical Therapy emphasis is a two-year program for students planning to enter professional schools of physical therapy. Students may need to take additional classes at a university prior to being accepted into a professional school. Below are a few examples of career and salary estimates.

Career	Salaries upon completion of Profession School	Experienced Salary Median
Physical Therapist	\$60,350	\$78,430

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

# PRE-PHYSICAL THERAPY

Associate of Science degree

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

## PRE-PHYSICAL THERAPY

Major in Tennessee Transfer Pathway with Emphasis in Pre-Physical Therapy (A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement

BIOL 1110, 1120

#### Mathematics Requirement

MATH 1530

#### Social/Behavioral Sciences

PSYC 1030  
(Take one course)  
ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 2130  
SOC 210  
SOCL 1010, 1020, 2010

#### Major Required Courses

MATH 1720 or higher MATH\*  
(Choose two of the following three sequences, but the BIOL and CHEM sequence is highly recommended)  
BIOL 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020

\*Math prerequisites will have to be met prior to taking this course.

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

Students requiring MATH 1000 and 1710 should take these courses prior to beginning the following pathway to ensure timely completion.

#### First Year – Fall Semester

_____ BIOL 1110	General Biology I	4
_____ MATH 1530	Elementary Statistics	3
_____ History Requirement		3
_____ ENGL 1010	Composition I	3
		<b>13</b>

#### First Year – Spring Semester

_____ BIOL 1120	General Biology II	4
_____ ENGL 1020	Composition II	3
_____ History Requirement		3
_____ Social/Behavioral Science		3
		<b>13</b>

#### Second Year – Fall Semester

_____ BIOL 2010	Human Anatomy & Physiology I	4
_____ Literature Requirement		3
_____ CHEM 1110	General Chemistry I	4
_____ PSYC 1030	General Psychology	3
_____ Humanities/Fine Arts		3
		<b>17</b>

#### Second Year – Spring Semester

_____ BIOL 2020	Human Anatomy & Physiology II	4
_____ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
_____ SPCH 1030	Argumentation and Debate	3
_____ CHEM 1120	General Chemistry II	4
_____ MATH 1720	College Trigonometry	3
_____ Humanities/Fine Arts		3
		<b>17</b>

**TOTAL CREDIT HOURS 60\*\***

\*\*Additional hours of coursework may be required prior to acceptance in to a professional school. Please check with the institution you wish to transfer to for any prerequisites.

**For more information contact:**  
**Karen Kendall-Fite at**  
**kendall-fite@columbiastate.edu or 931.540.2696**  
**or**  
**Science, Technology & Math Division Office**  
**at 931.540.2710**



### Program and Career Description:

The Psychology emphasis is a two-year program for students planning to complete a bachelor's degree at a four year school. The qualities that make a good psychologist are also the qualities that make good business managers, health care workers, educators, or researchers. Psychology majors with advanced higher education degrees can teach at the college level. A few examples of career and salary estimates are listed below.

Career	Education	Median Salary
School Psychologist/Counselor	Master's Degree	\$55,900
Clinical Psychologist	Doctoral or Professional Degree	\$67,650
Post-Secondary Education in Psychology	Masters or Doctoral Degree	\$68,020

Career Salary information taken from [www.bls.org](http://www.bls.org). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

### Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# PSYCHOLOGY

Associate of Art / Associate of Science degree

# PSYCHOLOGY

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

### Program Requirements

*Students may be required to take additional Learning Support courses*

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses – one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement

BIOL 1110, 1120

#### Mathematics Requirement (Take one course)

MATH 1130, 1630\*, 1710\*, 1720\*, 1830\*, 1910\*

#### Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 2130 (can not be used more than once to satisfy program requirements)  
SOC 210  
SOCI 1010, 1020, 2010

#### Major Required Courses

MATH 1530  
PSYC 1030  
Two of the following Psychology courses\*\*  
PSYC 2110 (offered Fall only)  
PSYC 2120 (offered Spring only)  
PSYC 2130  
Electives\*\*\*

\*These Math courses may require a prerequisite MATH course.

\*\*Students should consult the catalog and academic advisor of the institution to which they wish to transfer to determine which of these courses best meets baccalaureate requirements.

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ PSYC 1030	General Psychology	3
___ History Requirement		3
___ Mathematics Requirement		3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	3
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ History Requirement		3
___ Humanities/Fine Arts		3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ MATH 1530	Elementary Statistics	3
___ BIOL 1110	General Biology I	4
___ Humanities/Fine Arts		3
___ Elective***		3
		<b>16</b>

#### Second Year – Spring Semester

___ BIOL 1120	General Biology II	4
___ PSYC Elective		3
___ PSYC Elective		3
___ Electives***		4
		<b>14</b>

**TOTAL CREDIT HOURS 60**

\*\*\*Students pursuing the A.A. degree must complete 6 semester hours of the SAME foreign language.

#### Requirements for Graduation include:

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

**For more information contact:**  
**Dr. Linda Brunton at**  
**lbrunton@columbiastate.edu or 931.540.2759**  
**or**  
**Humanities & Social Sciences Division office at**  
**931.540.2780**



## Program and Career Description:

The Social Work emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Social work is a profession that provides moral, practical, and compassionate leadership in helping people cope and resolve their personal dilemmas. BSW graduates are prepared for immediate entry into direct human service professional positions. A few of the salary and career estimate earnings are listed below.

Career	Entry Level Salary	Experienced Salary
Mental Health and Substance Abuse Social Workers	\$26,250	\$41,790
Child and Family Social Worker	\$27,030	\$39,870
Medical and Public Health Social Worker	\$28,440	\$51,770

Career and salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# SOCIAL WORK

Associate of Art / Associate of Science degree

# SOCIAL WORK

## Major in Tennessee Transfer Pathway with Emphasis in Social Work (A.A., A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement  
BIOL 1010, 1020 or BIOL 1110, 1120

Mathematics Requirement  
MATH 1530

Social/Behavioral Sciences  
PSYC 1030  
SOCI 1010

Major Required Courses  
ECON 2010 or 2020  
POLS 1030  
SOCI 1020 or SWRK Elective  
SWRK 2010  
Electives\*

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ SOCI 1010	Introduction to Sociology	3
___ Humanities/Fine Arts		3
___ History Requirement		3
___ Elective*		3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ PSYC 1030	General Psychology	3
___ History Requirement		3
___ SWRK 2010	Introduction to Social Work	3
		<b>15</b>

#### Second Year – Fall Semester

___ SOCI 1020	Social Problems or SWRK Elective	3
___ MATH 1530	Elementary Statistics	3
___ BIOL 1110	General Biology I	4
___ Humanities/Fine Arts		3
___ Elective*		3
		<b>16</b>

#### Second Year – Spring Semester

___ Literature Requirement		3
___ BIOL 1120	General Biology II	4
___ ECON 2010	Macroeconomics <b>or</b>	
___ ECON 2020	Microeconomics	3
___ POLS 1030	American Government	3
___ Elective*		1
		<b>14</b>

**TOTAL CREDIT HOURS 60**

\*If pursuing the A.A. degree, 6 of the 7 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring.

For more information contact Candace Warner at  
sociologydepartment@columbiastate.edu or

931.540.2775

or

Humanities & Social Sciences Division office at

931.540.2780

or

www.columbiastate.edu/sociology



### Program and Career Description:

The Sociology emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Many employers are attracted to graduates with a sociology background especially for entry level positions in numerous areas of employment. Sociology majors with advanced higher education degrees can teach at the college level. A few examples of career and salary estimates are listed below.

Career	Entry Level Salary	Experienced Salary
Social Scientist Researchers	\$37,920	\$70,830
Social & Community Service Managers	\$31,990	\$62,660
Equal Employment Compliance Officers/Human Resources	\$30,640	\$70,530
Marriage and Family Therapist	\$22,550	38,020

Career and salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov). Check out this website for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

### Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# SOCIOLOGY

Associate of Art / Associate of Science degree

# SOCIOLOGY

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

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not take with another BIOL.)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement

MATH 1530

#### Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210, SOCI 2010 (Cannot be used more than once to satisfy program requirements)

#### Major Required Courses

SOCI 1010, 1020  
\*Sociology Elective (Choose one):  
SOC 210, SOCI 2010  
Electives\*\*

\*Universities will determine whether the sociology elective course counts toward requirements of the Sociology major or as elective credit applied to the requirements of the baccalaureate degree.

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

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RDDP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Sciences		3
___ Humanities/Fine Arts		3
___ History Requirement		3
___ SOCI 1010	Introduction to Sociology	3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Sciences		3
___ History Requirement		3
___ SOCI 1020	Social Problems	3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ MATH 1530	Elementary Statistics	3
___ Natural Science Requirement		4
___ Electives**		5
		<b>15</b>

#### Second Year – Spring Semester

___ Natural Science Requirement		4
___ Sociology Elective*		3
___ Humanities/Fine Arts		3
___ Electives**		5
		<b>15</b>

**TOTAL CREDIT HOURS 60**

\*\*If pursuing the A.A. degree, 6 of the 10 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation websites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

For more information contact Candace Warner at  
[sociologydepartment@columbiastate.edu](mailto:sociologydepartment@columbiastate.edu) or  
 931.540.2775  
 or  
 Humanities & Social Sciences Division office at  
 931.540.2780  
 or  
[www.columbiastate.edu/sociology](http://www.columbiastate.edu/sociology)



## Program and Career Description:

The Speech Communication emphasis is a two-year program for students planning to complete a bachelor's degree in Communications, Speech, or Public Relations. Students pursuing careers in public relations, advertising, law, speech writing, liaison, customer service, or corporate communications should consider this degree. Below are a few examples of career and salary estimates.

Career	Beginning Salary with BS degree	Experienced Salary Median
Advertising Managers	\$36,840	\$85,660
Communications Teachers	\$21,240	\$52,820
Arbitrator/Mediator	\$33,590	\$73,370

Career Salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Transfer Options

Per the *Complete College Tennessee Act of 2010*, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# SPEECH COMMUNICATION

Associate of Art / Associate of Science degree

# SPEECH COMMUNICATION

## Major in Tennessee Transfer Pathway with Emphasis in Speech Communication (A.A., A.S.)

### Program Requirements

*Students may be required to take additional Learning Support courses.*

#### Communications Requirement

ENGL 1010, ENGL 1020  
SPCH 1010

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030,  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not take with another BIOL)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

#### Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOVI 1010, 1020, 2010

#### Major Required Courses

SPCH 1020, 1030, 2020  
SPCH or COMM Elective  
Electives\*

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ Humanities/Fine Arts		3
___ History Requirement		3
___ SPCH or COMM Elective		3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication	3
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ History Requirement		3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ Mathematics Requirement		3
___ Natural Science Requirement		4
___ SPCH 2020	Organizational Communication	3
___ Elective**		2
		<b>15</b>

#### Second Year – Spring Semester

___ Natural Science Requirement		4
___ Humanities/Fine Arts		3
___ SPCH 1020	Interpersonal Communication	3
___ Electives*		5
		<b>15</b>

**TOTAL CREDIT HOURS 60**

\*Students pursuing the A.A. degree must complete 6 semester hours of the SAME foreign language.

#### Requirements for Graduation include:

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

#### For more information contact:

Lacey Benns-Owens at  
lbenns@columbiastate.edu or 931.540.2875

or

Humanities & Social Sciences Division office at  
931.540.2780

## Program and Career Description:

The Theatre Arts emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Students can pursue careers in writing screen plays, acting, television, choreography, and music. A few examples of career and salary estimates are listed below.



Career	Beginning Salary with BS degree	Experienced Salary Median
Actors	Amount varies based on number of jobs	\$29.05 an hour
Choreographers	Amount varies based on number of jobs	\$20.13 an hour
Musicians	Amount varies based on number of jobs	\$28.28 an hour

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

### Transfer Options

Per the Complete College Tennessee Act of 2010, this degree will be transferable to any of the following universities offering a Baccalaureate degree in this major:

- Austin Peay State University
- East Tennessee State University
- Middle Tennessee State University
- Tennessee State University
- Tennessee Tech University
- University of Memphis
- University of Tennessee, Chattanooga
- University of Tennessee, Knoxville
- University of Tennessee, Martin

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

# THEATRE ARTS

## Major in Tennessee Transfer Pathway with Emphasis in Theatre Arts (A.A., A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

#### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

#### Humanities/Fine Arts

THEA 1030  
(Take 2 courses -one must be a literature course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033

#### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not take with another BIOL)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

#### Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

#### Social/Behavioral Sciences

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCL 1010, 1020, 2010

#### Major Required Courses

THEA 1020  
\*Stage Craft I  
THEA Electives (excluding theatre history)  
\*\*Electives

\*Course is not currently available at Columbia State, but will be developed and available by Spring 2015.

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

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ Humanities/Fine Arts		3
___ History Requirement		3
___ THEA 1020	Acting	3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	3
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ History Requirement		3
___ THEA 1030	Intro to Theatre and Performance	3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ Natural Science Requirement		4
___ Mathematics Requirement		3
___ Stage Craft I*		3
___ Elective**		3
		<b>16</b>

#### Second Year – Spring Semester

___ Natural Science Requirement		4
___ THEA Electives		7
___ Elective**		3
		<b>14</b>

### TOTAL CREDIT HOURS 60

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

#### For more information contact:

Dr. Stuart Lenig at

slenig@columbiastate.edu or 931.540.2877

or

Humanities & Social Sciences Division office at  
931.540.2780



Photo taken by Sarah B. Gilliam

### Program and Career Description:

The Commercial Entertainment emphasis is a two-year program for students planning to complete a bachelor's degree in performance, song writing, dance or commercial music. Students pursuing careers in vocal performance, dance, song writing, commercial music production and audio recording should consider this degree. Below are a few examples of career and salary estimates.

Career	Beginning Salary	Experienced Salary Median
Singers/Dancers on Cruise Ships	\$25,800	\$34,750
Songwriters/Composers/ Music Directors	\$36,310	\$62,850
Dancers/Choreographers	\$34,750	\$44,540

Career Salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov) and [www.bls.gov](http://www.bls.gov). Check out these web sites for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

### Transfer Options

This emphasis is not currently a part of the Tennessee Transfer Pathway which is part of "The Complete College Act of 2010", and therefore; it may not be fully transferable to TBR institutions. TBR institutions are all state community colleges, Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, and the University of Memphis.

Since general education and major requirements vary from one transfer institution to another, it is essential that transfer students decide on a transfer institution as soon as possible and refer to the major requirements in that institution's catalog when planning a program of study. The requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

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

# COMMERCIAL ENTERTAINMENT

## Major in General Transfer with Emphasis in Commercial Entertainment (A.A., A.S.)

### Admission Requirements

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

1. All applicants must meet the general requirements for admission to the College and apply for admission as stated in the College catalog.
2. Complete a *Request for Admission to Commercial Entertainment Program* form before the beginning of the semester in which the student plans to enroll in the program.
  - a. Forms are available in the Commercial Entertainment office at the Williamson County Center of Columbia State Community College. Prospective students may call (615) 790-4420 to request that the form be received through the mail.
  - b. Health Requirements
    1. Students must be physically able to participate in dance, drama, and singing.
    2. Prior to participating in stagecraft classes, it is recommended that students have a Tetanus booster if it has been more than five years since their last booster.
3. Commercial Entertainment students must exhibit proficiency in at least one of four areas: dance, drama, singing or music. Upon receipt of the *Request for Admission* form, the program director will contact the student to set an appointment for an audition. Audition appointments will not be scheduled until a completed *Request for Admission* form is received. Due to limited enrollment, early applicants will receive first audition appointment options.
  - a. Appointments for in-person auditions may be scheduled any time before the official registration day for the beginning of the semester. This audition may be recorded by the program director to be used to confer with faculty in the Commercial Entertainment program.
  - b. An applicant may elect to submit a prerecorded audition on CD/DVD. The deadline for submission of prerecorded auditions is August 1 for fall semester and December 1 for spring semester.
4. The audition should showcase the applicant's skill in at least one of the following areas: dance, drama, and/or singing. The following table shows the requirements of the audition for each skill area.

Requirements for Audition

Skill Area	Timeframe	Performance
Dance	1 - 1.5 minutes	Choreographed routine exhibiting proficiency in jazz, tap, or ballet. <ul style="list-style-type: none"> <li>• Dance attire required for the dance audition</li> <li>• Musical accompaniment on CD required.</li> </ul>
Drama	1 minute each	Two contrasting monologues. <ul style="list-style-type: none"> <li>• Do not bring props to the audition.</li> </ul>
Voice	1 - 2 minutes	Pop, country, jazz, or musical theatre selection. <ul style="list-style-type: none"> <li>• Musical accompaniment on CD required.</li> </ul>

5. The number of applicants admitted is determined by space available. Criteria for admissions are an acceptable level of proficiency in one or more of the three skill areas as determined by the program director. The program director will notify all students in writing concerning the disposition of their application within thirty days of their audition.

# COMMERCIAL ENTERTAINMENT

## Major in General Transfer with Emphasis in Commercial Entertainment (A.A., A.S.)

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

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

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

Social/Behavioral Sciences (Take 2 courses)  
ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
SOC 210  
SOCL 1010, 1020, 2010

Major Required Courses  
CEN 207  
MUS 1510, 1810, 1820, 1850, 2350  
Electives (Choose 5 credit hours from the following)  
CEN 135, 136, 200, 203  
MUS 1520, 1800, 1860, 2360  
THEA 1020

Please see the CEN Program Director for advising and scheduling.

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ History Requirement		3
___ MUS 1810	Fundamentals of Music I	3
___ MUS 1850	Musical Keyboarding I	1
___ Guided Electives		2
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ History Requirement		3
___ MUS 1820	Fundamentals of Music II	3
___ Guided Electives		1
		<b>16</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ Natural Science Requirement		4
___ Humanities/Fine Arts		3
___ MUS 2350	Digital Audio Recording	3
___ MUS 1510	Class Voice I	1
___ CEN 207	Entertainment Business	3
		<b>17</b>

#### Second Year – Spring Semester

___ Natural Science Requirement		4
___ Humanities/Fine Arts		3
___ Mathematics Requirement		3
___ Guided Electives		2
		<b>12</b>

**TOTAL CREDIT HOURS 60**

\*Students pursuing the A.A. degree must complete 6 semester hours of the SAME foreign language.

**For more information contact:**

**Cathy Hudnall at  
chudnall@columbiastate.edu or 615.790.4420 or  
Williamson County Center at 615.790.4400**



## Program and Career Description:

The Early Childhood Education emphasis is a two-year program for students planning to receive a two-year A.S. degree or complete a bachelor's degree at a four-year school. A bachelor's degree could lead to teacher certification in pre-k through 3rd grade. An associate's degree could lead to work as a teacher's assistant, or work as a pre-school teacher in day care settings. A few examples of career and salary estimates are listed below. See the Early Childhood Certificate for students wanting classes towards the National CDA required for day-care providers.

Career	Beginning Salary	Experienced Salary Median
Teacher (elementary)	\$33,227	\$47,100
Teacher Assistants	\$15,340	\$22,200
Teacher (pre-school)	\$17,706	\$25,107

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

## Transfer Options

Early Childhood Education is not approved at present with a Tennessee Transfer Pathway. It is not now covered by "The Complete College Tennessee Act of 2010". Therefore, it is important to consult with the four year college you plan to transfer to for that school's recommendation on courses to be taken at the community college level.

Columbia State does have an articulation agreement with Middle Tennessee State University.

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

# EARLY CHILDHOOD EDUCATION

Major in General Transfer with Emphasis in Early Childhood Education (A.A., A.S.)

## Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010

History Requirement  
HIST 2010, 2020

Humanities/Fine Arts  
ART 1030  
MUS 1030  
ENGL 2130 **or** ENGL 2330

Natural Sciences Requirement  
ASTR 1030  
BIOL 1030

Mathematics Requirement  
MATH 1010

Social/Behavioral Sciences  
GEOG 2010  
POLS 1030

Major Required Courses\*  
ECED 1010, 2320  
EDU 201, 222  
MATH 1410

ECED Electives (5 credit hours)\*  
Recommended that students choose from ECED 2310,  
ECED 2340, ECED 2390

\*Earn a "C" or higher in each major required course and ECED electives.

Requirements for Graduation include:

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

This plan will articulate to the MTSU Early Childhood Education Bachelor's degree. Students transferring to MTSU will be required to meet entrance qualifications which include an overall GPA of 2.75 or higher. Students will also be required to pass all parts of the Praxis Core Academic Skills Tests for Educators **or** have an ACT composite of 22 **or** an SAT composite of 1020.

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

## Sample Schedule

### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ ECED 1010	Introduction to Early Childhood Education	2
___ BIOL 1030	Introduction to Biology	4
___ HIST 2010	Survey of U. S. History I	3
___ MATH 1010	Mathematics for the Liberal Arts	3
		<b>15</b>

### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ EDU 201	Introduction to Education	3
___ MATH 1410	Number Concepts for Elementary Education	3
___ HIST 2020	Survey of U. S. History II	3
___ ART 1030	Introduction to the Visual Arts	3
		<b>15</b>

### Second Year – Fall Semester

___ SPCH 1010	Fundamentals of Speech Communication	3
___ ECED Electives		2-3
___ ASTR 1030	Astronomy	4
___ POLS 1030	American Government	3
___ ECED 2320	Infant, Toddler, Child Development	3
		<b>15-16</b>

### Second Year – Spring Semester

___ ENGL 2130 <b>or</b> ENGL 2330		3
___ ECED Electives		3
___ MUS 1030	Music Appreciation	3
___ GEOG 2010	World Regional Geography	3
___ EDU 222	Education of Exceptional Learners	3
		<b>15</b>

**TOTAL CREDIT HOURS 60**

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

**For more information contact:**

**Marian Warren at**  
**mwarren@columbiastate.edu or 931.540.2858**  
**or**  
**Humanities & Social Sciences Division office at**  
**931.540.2780**



### Program and Career Description:

The General Transfer, no emphasis is a two-year program for students who have not decided on a major but are planning to complete a bachelor's degree at a four-year school. This program might also be used if the student's declared major is not available at Columbia State. Some entry-level occupations are available. Some companies prefer to train their employees from the entry-level toward advancement in the organization. A few selected careers are listed below.

Career	Median Experience - Average Wage
Farm Managers	Varies - up to \$64,600
First Line Supervisors - Restaurants	\$29,550
Store Retailers	\$28,680

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

### Transfer Options

This emphasis is not currently a part of the Tennessee Transfer Pathway which is part of the "The Complete College Act of 2010", and therefore; it may not be fully transferable to TBR institutions. TBR institutions are all state community colleges, Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, and the University of Memphis.

Since general education and major requirements vary from one transfer institution to another, it is essential that transfer students decide on a transfer institution as soon as possible and refer to the major requirements in that institution's catalog when planning a program of study. The requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

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



## GENERAL TRANSFER, NO EMPHASIS

### Major in General Transfer, No Emphasis (A.A., A.S.)

#### Program Requirements

Students may be required to take additional Learning Support courses.

##### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

##### History Requirement (Take 2 courses)

HIST 1110, 1120, 2010, 2020, 2030

##### Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

##### Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not take with another BIOL)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

##### Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

##### Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOC 1010, 1020, 2010

##### Major Required Courses

Electives\*

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

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

#### Sample Schedule

##### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ Humanities/Fine Arts		3
___ History Requirement		3
___ Elective*		3
		<b>15</b>

##### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ Elective*		6
		<b>15</b>

##### Second Year – Fall Semester

___ Literature Requirement		3
___ History Requirement		3
___ Natural Science Requirement		4
___ Humanities/Fine Arts		3
___ Elective*		3
		<b>16</b>

##### Second Year – Spring Semester

___ Natural Science Requirement		4
___ Mathematics Requirement		3
___ Electives*		7
		<b>14</b>

#### TOTAL CREDIT HOURS 60

\*If pursuing the A.A. degree, 6 of the 19 elective hours must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

#### For more information contact:

Victoria Gay at  
vgay@columbiastate.edu or 931.540.2859

or  
Humanities & Social Sciences Division office at  
931.540.2780



## Program and Career Description:

The Graphic Design emphasis is a two-year program for students who are planning to complete a bachelor's degree at a four year school. Graphic Designers or graphic artists plan, analyze, and create visual solutions to communication problems. A few selected careers are listed below.

Career	Median Experience - Average wage
Graphic Designer	\$40,520
Computer System Design	\$47,860
Periodical/Book Publishers	\$32,100

Career and Salary information taken from [www.bls.gov](http://www.bls.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Transfer Options

This emphasis is not currently a part of the Tennessee Transfer Pathway which is part of "The Complete College Act of 2010", and therefore, it may not be fully transferable to TBR institutions. TBR institutions are all state community colleges, Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, and the University of Memphis.

Since general education and major requirements vary from one transfer institution to another, it is essential that transfer students decide on a transfer institution as soon as possible and refer to the major requirements in that institution's catalog when planning a program of study. The requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

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

# GRAPHIC DESIGN

Associate of Art / Associate of Science degree

# GRAPHIC DESIGN

## Major in General Transfer with Emphasis in Graphic Design (A.A., A.S.)

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts  
ARTH 2010, 2020  
Take 1 literature class from:  
ENGL 2130, 2230, 2330, 2920

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

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

Social/Behavioral Sciences (Take 2 courses)  
ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCL 1010, 1020, 2010

Major Required Courses  
ART 2620, 2630  
ARTP 1010, 1110, 1120  
Elective\*

Art electives Choose one course from:  
ART 2510, 2610, 2710  
ARTP 1020

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science Requirement		3
___ History Requirement		3
___ ARTP 1110	Two Dimensional Design	3
___ ARTH 2010	Survey of Art History I	3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science Requirement		3
___ ARTH 2020	Survey of Art History II	3
___ ARTP 1120	Three Dimensional Design	3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ History Requirement		3
___ Natural Science Requirement		4
___ ARTP 1010	Drawing I	3
___ ART 2630	Intro to Digital Graphic Arts	3
		<b>16</b>

#### Second Year – Spring Semester

___ Natural Science Requirement		4
___ Mathematics Requirement		3
___ ART 2620	Digital Photography	3
___ ART Elective		3
___ Elective*		1
		<b>14</b>

**TOTAL CREDIT HOURS 60**

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

### For more information contact:

**Herbert Cobb at**  
**hcobb@columbiastate.edu or 931.540.2872**  
**or**  
**Humanities & Social Sciences Division office at**  
**931.540.2780**

## Program and Career Description:



The General Transfer, Humanities emphasis is a two-year program for students who plan to complete a bachelor's degree at a four-year school. Some entry level occupations are available. Some companies prefer to train their employees from the entry level toward advancement in the organization. A Humanities degree could lead to several humanities/social science-related occupations. A few selected careers are listed below:

Career	Median Experience - Average wage
College Instructor	Varies \$41,600 - \$83,960
Market Research Analysts	\$61,070
Archivists	\$45,020
Museum Assistant	\$30,000
Arts Writer/Critic	\$30,000
Meeting and Event Planner	\$40,000

Career Salary information taken from [www.bls.gov](http://www.bls.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Transfer Options

This emphasis is not currently a part of the Tennessee Transfer Pathway which is part of "The Complete College Act of 2010", and therefore; it may not be fully transferable to TBR institutions. TBR institutions are all state community colleges, Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, and the University of Memphis.

Since general education and major requirements vary from one transfer institution to another, it is essential that transfer students decide on a transfer institution as soon as possible and refer to the major requirements in that institution's catalog when planning a program of study. The requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

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

# HUMANITIES

Associate of Art / Associate of Science degree

# HUMANITIES

## Major in General Transfer with Emphasis in Humanities (A.A., A.S.)

### Program Requirements

Students may be required to take additional Learning Support courses.

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2130, 2230, 2330, 2920  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not take with another BIOL.)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCL 1010, 1020, 2010

Major Required Courses

ENGL 2015  
HUM 1130, 1131  
Emphasis Electives (Take 2 courses)  
ART, COMM, FREN, MUS, PHIL, SPAN, THEA\*  
Electives\*\*

\*Suggest ART 2630 for Digital Graphics career, COMM 1010, COMM 1020 or COMM 2450 for Mass Communications careers, and COMM 1400 for Media careers.

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

### For more information contact:

Dr. Stuart Lenig at

slenig@columbiastate.edu or 931.540.2877

or

Humanities & Social Sciences Division office at  
931.540.2780

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ History Requirement		3
___ ART/COMM/FREN/MUS/PHIL/SPAN/THEA elective*		3
___ HUM 1130	Arts and Culture I	3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ ART/COMM/FREN/MUS/PHIL/SPAN/THEA elective*		3
___ HUM 1131	Arts and Culture II	3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ History Requirement		3
___ Natural Science Requirement		4
___ Humanities/Fine Arts		3
___ Humanities/Fine Arts		3
		<b>16</b>

#### Second Year – Spring Semester

___ Natural Science Requirement		4
___ Mathematics Requirement		3
___ ENGL 2015	Introduction to Film Studies	3
___ Humanities/Fine Arts		3
___ Electives**		4
		<b>14</b>

**TOTAL CREDIT HOURS 60**

\*If pursuing the A.A. degree, 6 of the 10 electives must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

Requirements for Graduation include:

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

## Program and Career Description:



The Public Relations emphasis is a two-year program for students planning to complete a bachelor's degree at a four-year school. Public relations specialists serve as advocates for businesses, universities, hospitals, and other organizations. They build and maintain positive relations with the public. A few selected careers are listed below.

Career	Median Experience - Average wage
Management of Businesses	\$55,530
Advertising and Public Relations	\$55,290
Local Government	\$51,340

Career Salary information taken from [www.bls.gov](http://www.bls.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

### Transfer Options

This emphasis is not currently a part of the Tennessee Transfer Pathway which is part of "The Complete College Act of 2010", and therefore; it may not be fully transferable to TBR institutions. TBR institutions are all state community colleges, Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, and the University of Memphis.

Since general education and major requirements vary from one transfer institution to another, it is essential that transfer students decide on a transfer institution as soon as possible and refer to the major requirements in that institution's catalog when planning a program of study. The requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

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



# PUBLIC RELATIONS

## Major in General Transfer with Emphasis in Public Relations (A.A., A.S.)

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

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

Humanities/Fine Arts (Take 3 courses -- one must be a literature course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement (Take 2 courses)

ASTR 1030  
BIOL 1030 (must not take with another BIOL)  
BIOL 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

Social/Behavioral Sciences (Take 2 courses)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOCI 1010, 1020, 2010

Major Required Courses

COMM 1010, 1020, 2450  
Electives\*\*

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

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ Social/Behavioral Science		3
___ History Requirement		3
___ Elective**		3
___ COMM 1010	Introduction to Mass Communications	3
		<b>15</b>

#### First Year – Spring Semester

___ ENGL 1020	Composition II	3
___ SPCH 1010	Fundamentals of Speech Communication	3
___ SPCH 1030	Argumentation and Debate	3
___ Social/Behavioral Science		3
___ Elective**		3
___ COMM 1020	Media Writing	3
		<b>15</b>

#### Second Year – Fall Semester

___ Literature Requirement		3
___ History Requirement		3
___ Natural Science Requirement		4
___ Humanities/Fine Arts		3
___ COMM 2450	Introduction to Public Relations	3
		<b>16</b>

#### Second Year – Spring Semester

___ Natural Science Requirement		4
___ Humanities/Fine Arts		3
___ Mathematics Requirement		3
___ Electives**		4
		<b>14</b>

**TOTAL CREDIT HOURS 60**

\*\*If pursuing the A.A. degree, 6 of the 10 electives must be one-year sequence of the SAME foreign language. Requirements for a Bachelor of Arts Degree at universities include demonstrated competency in foreign language at the intermediate level. Community college students are encouraged to attain intermediate-level competency in foreign language before transferring. Complete information regarding foreign language requirements at each university may be found on the transfer and articulation web sites of the Tennessee Board of Regents and the University of Tennessee System. Community college students are encouraged to be familiar with foreign language requirements at the universities and, if applicable, complete the requirements before transferring.

**For more information contact:**  
Lacey Benms-Owens at  
[lbenns@columbiastate.edu](mailto:lbenns@columbiastate.edu) or 931.540.2875  
or  
Humanities & Social Sciences Division office at  
931.540.2780



### Program and Career Description:

The Associate of Science in Teaching Degree is designed for those students planning to transfer to a four-year school in order to complete a elementary teacher certification (K-6). If you desire to teach high school, you should choose a major in which you desire to teach. For example, if you plan to teach high school history, you should pursue an associate degree with an emphasis in history prior to transferring to a four-year institution.

Career	Beginning Average Salary	Median Average Salary (15 Years Experience)
Elementary School Teacher	\$34,122	\$45,354

Career salary information taken from [www.teateachers.org](http://www.teateachers.org). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

### Transfer Options

Students who want to be certified to teach kindergarten through sixth grade should satisfy the A.S.T. degree requirements, as it is the gateway to making a smooth transition to enrollment in all Tennessee Board of Regents university schools of education. Therefore, students who plan to take upper-level Middle Tennessee State University courses in Columbia should follow this program.

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

TEACHING (K-6) (A.S.T.)

Associate of Science in Teaching degree

# TEACHING (K-6) (A.S.T.)

## Major in Teaching (K-6) (A.S.T.)

### Program Requirements

*Students may be required to take additional Learning Support courses.*

#### Communications Requirement

ENGL 1010, 1020  
SPCH 1010

#### History Requirement (Take 2 courses)

HIST 2010, 2020, 2030

#### Literature Requirement (Take one course)

ENGL 2130, 2230, 2330, 2920

#### Humanities/Fine Arts (Take 2 courses)

Take either: ART 1030 **or** MUS 1030  
and one from the following (do not duplicate courses):

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Natural Sciences Requirement

ASTR 1030  
BIOL 1030  
PSCI 1030

#### Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

#### Social/Behavioral Sciences (Take 2 courses)

Must take: GEOG 2010  
POLS 1030 **or** SOCI 1010

#### Major Required Courses

EDU 201, 221, 222  
MATH 1410, 1420

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

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___	EDU 201	Introduction to Education	3
___	ENGL 1010	Composition I	3
___	MATH 1410	Number Concepts for Elementary Education	3
___	BIOL 1030	Introduction to Biology	4
___	GEOG 2010	World Regional Geography	3
			<b>16</b>

#### First Year – Spring Semester

___	EDU 221	Educational Psychology	3
___	ENGL 1020	Composition II	3
___	SPCH 1010	Fundamentals of Speech Communication	3
___	MATH 1420	Geometry for Elementary Education	3
___	POLS 1030	American Government <b>or</b>	
___	SOCI 1010	Intro to Sociology	3
		Take Praxis Core Tests*	<b>15</b>

#### Second Year – Fall Semester

___	EDU 222	Education of Exceptional Learners	3
___		Literature Requirement	3
___		History Requirement	3
___		Mathematics Requirement	3
___	ASTR 1030	Astronomy	4
			<b>16</b>

#### Second Year – Spring Semester

___	ART 1030	Introduction to Visual Arts <b>or</b>	
___	MUS 1030	Music Appreciation	3
___		History Requirement	3
___	PSCI 1030	Physical Science	4
___		Humanities/Fine Arts	3
			<b>13</b>

**TOTAL CREDIT HOURS 60**

#### Requirements for Graduation include:

- earning 25% of total program credits in residence at Columbia State.
- earning a 2.75 cumulative GPA.
- pass all parts of the Praxis Core Academic Skills Tests for Educators (Reading 156, Writing 162, and Math 150 **or** have an ACT composite of 22 **or** SAT composite of 1020).
- having four Disposition of Suitability forms completed on you.
- taking the Columbia State Exit Exam.
- \* It is recommended that students complete ENGL 1010, MATH 1410 and 1420, and EDU 221 before taking Praxis Core Tests.

**For more information contact:**  
**Dr. Karen Siska at**  
**ksiska@columbiastate.edu or 615.790.5654**  
**or**  
**Humanities & Social Sciences Division office at**  
**931.540.2780**



### Program and Career Description:

The Associate of Applied Science in Advanced Integrated Industrial Technology is a two-year degree program designed to prepare graduates for many different careers related to manufacturing with an emphasis on technology, critical thinking, and problem solving. Students will take courses in the basic fundamentals of engineering technology and move to very advanced applications including robotics.

Career	Beginning Salary	Experienced Salary Median
Industrial Machinery	\$32,750	\$46,780
Maintenance Workers	\$25,460	\$40,110
Electrical/Electronic Engineering Technicians	\$43,450	\$62,360
Maintenance & Repair Workers	\$23,910	\$34,580

Career and salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

### Transfer Options

This degree program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be accepted on certain Baccalaureate degree paths. This program has pathways for articulation of some credit from the Colleges of Applied Technology (TCAT) to transfer toward the Associate of Applied Science degree. Please check with the transfer institution or your advisor for specific details.

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

## ADVANCED INTEGRATED INDUSTRIAL TECHNOLOGY

### Major in Advanced Integrated Industrial Technology (A.A.S.)

Options: Mechatronics  
Multi Skilled Technician

### Program Requirements

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010

#### Humanities/Fine Arts (Take one course)

ART 1030

ARTH 2010, 2020

ENGL 2015, 2130, 2230, 2330, 2920

HUM 1130, 1131

MUS 1030

PHIL 1030, 2030, 2033

THEA 1030

#### Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

#### Social/Behavioral Sciences (Take one course)

ECON 2010, 2020

GEOG 1010, 1020, 2010

PHED 2120

POL 201

POLS 1030, 2010

PSYC 1030, 2130

SOC 210

SOCI 1010, 1020, 2010

#### Major Required Courses

AIT 1001, 1002, 1003, 1101, 1102, 1201, 1202, 1203, 1301,

1302, 1401, 1402, 1403, 1501, 1502, 1503, 1600, 2101, 2102,

2201, 2202, 2205

INFS 1010

PSCI 1030

#### Option 1: Mechatronics

AIT 2001, 2103, 2215, 2300, 2310

#### Option 2: Multi Skilled Technician

AIT 1004, 2001, 2004, 2103

INT 134

Electives\*

\*Note: An elective can be any college-level course. IST 1500 and IST 1750 courses are strongly recommended. TCAT courses may be used for elective hours

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ Mathematics Requirement	3
___ AIT 1001 Basic Electricity	2
___ AIT 1002 Power Development	1
___ AIT 1003 Hydraulic/Pneumatic Fundamentals	1
___ AIT 1301 Principles of Instrumentation	2
___ AIT 1600 Workplace Safety	1
___ INFS 1010 Computer Applications	3
	<b>13</b>

#### First Year – Spring Semester

___ Social/Behavioral Sciences	3
___ AIT 1101 Electrical Power Distribution	1
___ AIT 1102 Fluid Power Distribution	2
___ AIT 1201 Electrical Installation	1
___ AIT 1202 Piping, Pneumatic and Installation	1
___ AIT 1203 Mechanical Installation	1
___ AIT 1302 Integrated Process Control	2
___ AIT 1401 Basic Electrical Controls	2
___ AIT 1402 Basic Pneumatic Controls	1
___ AIT 1403 Basic Hydraulic Controls	1
	<b>15</b>

#### First Year – Summer Semester

___ Humanities/Fine Arts	3
___ AIT 2101 Predictive/Preventive Maintenance and Lubrication	1
___ AIT 2102 Power Transmission Systems	1
	<b>5</b>

#### Second Year – Fall Semester

___ ENGL 1010 English Composition I	3
___ PSCI 1030 Physical Science	4
___ AIT 1501 Intermediate Electrical Controls	2
___ AIT 1502 Intermediate Pneumatic Controls	1
___ AIT 1503 Intermediate Hydraulic Controls	1
___ AIT 2205 Robot Operations	2
___ AIT 2300 (Option 1) Fundamentals of Mechatronic Systems	2
___ INT 134 (Option 2) Machinery Handbook	1
___ AIT 1004 (Option 2) Introduction to Welding	1
	<b>15</b>

#### Second Year – Spring Semester

___ AIT 2103 Advanced Mechanical	2
___ AIT 2001 Integrated Process Management	2
___ AIT 2201 Programmable Logic Controls	2
___ AIT 2202 Programmable Logic Controls Lab	2
___ AIT 2215 (Option 1) Advanced Robot Operations	2
___ AIT 2310 (Option 1) Advanced Mechatronics Systems	2
___ AIT 2004 (Option 2) CNC Programming	2
___ Electives* (Option 2)	2
	<b>12</b>

**TOTAL CREDIT HOURS 60**

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



### Program and Career Description:

This degree is designed to prepare students to enter or advance in the business community. Students will develop a solid foundation in business management, which can be applied in a variety of settings, including retail, hospitality, operations, banking, sales, office management, or starting their own business. Students who plan to pursue a baccalaureate degree in business should follow the Business Administration A.S. or A.A. program.

Career	Starting Salary	Experienced Median Salary
Retail Store Manager	\$33,900	\$46,700
Loan Officer/Counselor	\$23,100	\$35,100
Office Manager	\$40,700	\$56,700
Human Resources Assistant	\$24,600	\$31,700
Administrative Assistant	\$25,900	\$32,500

Career and Salary information is taken from [www.salary.com](http://www.salary.com) and represents a statewide average based on eight cities. Salaries are not guaranteed.

### Transfer Options

Courses in the Business A.A.S. Degree program transfer to other community colleges as part of the Tennessee Board of Regents unified community college effort.

In addition, there are options available to transfer the degree to Trevecca Nazarene University, Lipscomb University and Middle Tennessee State University. Articulation agreements are available at [www.columbiastate.edu/admissions/transfer-information](http://www.columbiastate.edu/admissions/transfer-information).

### Schedule Information

The Business A.A.S. Degree is offered as a traditional program during the day in Columbia and as an accelerated 18-month program in the evening in Columbia, Franklin, Lawrenceburg, and Lewisburg. Select courses are offered at the Clifton Site.

# BUSINESS

Associate of Applied Science degree



## BUSINESS

### Major in Business (A.A.S.) Concentration: Management

#### Program Requirements:

Students may be required to take additional Learning Support courses.

#### Communications Requirement

ENGL 1010  
SPCH 1010

#### Humanities/Fine Arts (Take one course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

#### Social/Behavioral Sciences (Take one course)

ECON 2010 **or** ECON 2020

#### Major Required Courses

ACCT 1010, 1020  
BUSN 1305, 1310, 1320, 1330, 1350, 1380, 2370, 2375, 2380, 2395  
INFS 1010  
Electives\*

\*An elective can be any college-level course. BUSN/IST courses are recommended.

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

#### Sample Schedule - Traditional Program

##### First Year – Fall Semester

___	BUSN 1380	Supervisory Management	3
___	INFS 1010	Computer Applications	3
___	BUSN 1305	Introduction to Business	3
___	ENGL 1010	Composition I	3
___	ACCT 1010	Principles of Accounting I	3
			<b>15</b>

##### First Year – Spring Semester

___	BUSN 1350	Sales and Service	3
___	Elective*		3
___	SPCH 1010	Fundamentals of Speech Communication	3
___	Mathematics Requirement		3
___	ACCT 1020	Principles of Accounting II	3
			<b>15</b>

##### Second Year – Fall Semester

___	BUSN 1310	Business Communication	3
___	Elective*		3
___	Humanities/Fine Arts Requirement		3
___	BUSN 2380	Principles of Marketing	3
___	BUSN 2370	Legal Environment of Business	3
			<b>15</b>

##### Second Year – Spring Semester

___	BUSN 1330	Entrepreneurship	3
___	BUSN 1320	Business Calculations	3
___	BUSN 2395	Business Applications	3
___	ECON 2010	Macroeconomics <b>or</b>	
___	ECON 2020	Microeconomics	3
___	BUSN 2375	Career Success	3
			<b>15</b>

**Total Credit Hours 60**

For more information contact:  
**Dr. Mary Susan Kennedy at**  
**kennedy@columbiastate.edu or 931.540.2674**  
**or**  
**Science, Technology and Math Division office at**  
**stm@columbiastate.edu or 931.540.2710**

## BUSINESS

### Major in Business (A.A.S.) Concentration: Management

#### Course Schedule - Evening Accelerated Program

The majority of the business courses are offered in a hybrid-accelerated format (part classroom/part online, in 5 weeks). Principles of Accounting I is a ten-week hybrid. Legal Environment of Business, Principles of Marketing and Entrepreneurship are online courses. The General Education Requirements are offered in online, traditional, and hybrid formats. *Students may be required to take additional Learning Support courses.*

#### Columbia/Lawrenceburg/Lewisburg (Aug. Start)

##### Fall Semester

___ BUSN 1305 Introduction to Business	3
___ INFS 1010 Computer Applications	3
___ BUSN 1380 Supervisory Management	3
___ General Education Requirement*	3
	<b>12</b>

##### Spring Semester

___ BUSN 1350 Sales and Service	3
___ BUSN 1310 Business Communication	3
___ BUSN 2370 Legal Environment of Business (Online)	3
___ General Education Requirement*	3
	<b>12</b>

##### Summer Semester

___ BUSN 2380 Principles of Marketing (Online)	3
___ Elective**	3
___ ACCT 1010 Principles of Accounting I (10 weeks)	3
___ General Education Requirement*	3
	<b>12</b>

##### Fall Semester

___ ACCT 1020 Principles of Accounting II	3
___ BUSN 2375 Career Success	3
___ Elective**	3
___ General Education Requirement*	3
	<b>12</b>

##### Spring Semester

___ BUSN 1330 Entrepreneurship (Online)	3
___ BUSN 1320 Business Calculations	3
___ BUSN 2395 Business Applications	3
___ General Education Requirement*	3
	<b>12</b>

**TOTAL CREDIT HOURS 60**

\* 15 hours of General Education courses are required:

**Communications** (Take both courses) ENGL 1010, SPCH 1010

**Humanities/Fine Arts** (Take one course) ART 1030, ARTH 2010, 2020, ENGL 2015, 2130, 2230, 2330, 2920, HUM 1130, 1131, MUS 1030, PHIL 1030, 2030, 2033, THEA 1030

**Mathematics** (Take one Course) MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

**Social/Behavioral Sciences** (Take one course) ECON 2010, 2020

\*\*An elective can be any college-level course. BUSN/IST courses are recommended.

Requirements for Graduation include:

- earning 25% of total program credit hours in residence at Columbia State.
- GPA at least 2.0 in program courses.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

#### Franklin (January Start)

##### Spring Semester

___ BUSN 1305 Introduction to Business	3
___ INFS 1010 Computer Applications	3
___ BUSN 1380 Supervisory Management	3
___ General Education Requirement*	3
	<b>12</b>

##### Summer Semester

___ BUSN 1350 Sales and Service	3
___ BUSN 1310 Business Communication	3
___ BUSN 2370 Legal Environment of Business (Online)	3
___ General Education Requirement*	3
	<b>12</b>

##### Fall Semester

___ BUSN 2380 Principles of Marketing (Online)	3
___ Elective**	3
___ ACCT 1010 Principles of Accounting I (10 weeks)	3
___ General Education Requirement*	3
	<b>12</b>

##### Spring Semester

___ ACCT 1020 Principles of Accounting II	3
___ BUSN 2375 Career Success	3
___ Elective**	3
___ General Education Requirement*	3
	<b>12</b>

##### Summer Semester

___ BUSN 1330 Entrepreneurship (Online)	3
___ BUSN 1320 Business Calculations	3
___ BUSN 2395 Business Applications	3
___ General Education Requirement*	3
	<b>12</b>

**TOTAL CREDIT HOURS 60**

**For more information contact:**  
**Dr. Mary Susan Kennedy at**  
**kennedy@columbiastate.edu or 931.540.2674**  
 or  
**Science, Technology and Math Division office at**  
**stm@columbiastate.edu or 931.540.2710**

## Program and Career Description:



The Associate of Applied Science in Criminal Justice is a two-year degree program for students who do not plan to transfer to a four year institution of higher education. Students who successfully complete the A.A.S. degree usually seek employment in the field; some are currently in the field and seek a broader understanding of the discipline. Students pursuing careers in law enforcement, corrections, probation/parole officers, court officers, court officers, investigators, and counseling-oriented professions may want to consider crime and justice as their course of study. Below are a few examples of career and salary information.

Career	Median Salary with BS degree	Experienced Salary Median
Municipal Police Officer	\$41,910	\$73,710
Correction Officer	\$25,920	\$32,000
Court Officers	\$26,010	\$30,700
Investigators	\$39,670	\$91,390
Probation/Parole	\$37,590	\$65,330
Counseling - Positions	\$37,590	\$65,330

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

### Transfer Options

This degree program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details.

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

# CRIMINAL JUSTICE

Associate of Applied Science degree

# CRIMINAL JUSTICE

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

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010

Humanities/Fine Arts (Take one course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences/Mathematics Requirement  
(Take one course)  
ASTR 1030  
BIOL 1030 1110, 1120, 2010, 2020  
CHEM 1110, 1120  
MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910  
PHYS 2010, 2020, 2110, 2120  
PSCI 1030

Social/Behavioral Sciences  
PSYC 1030  
SOC 1010

Major Required Courses  
CJT 1015, 2000  
CRMJ 1010, 1020

Program Electives  
Choose four (4) courses from the following:  
CJT 1040, 1110, 2020, 2030, 2050  
CRMJ 2010, 2020  
POLS 1030

Electives\*

\*Though it is recommended that a student fulfill his or her college-wide electives with non - CJT/CRMJ courses--for example, business, information systems, science, etc. It is acceptable to take CJT/CRMJ as college electives.

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ CRMJ 1020	Intro to the Legal Process	3
___ CRMJ 1010	Intro to Criminal Justice	3
___	Natural Science/Math Requirement	3-4
___	Elective*	3
		<b>15-16</b>

#### First Year – Spring Semester

___ CJT 1015	Criminal Procedure	3
___	CJT/CRMJ/POLS Program Elective	3
___	Humanities/Fine Art	3
___	Elective*	2-3
___	Elective*	3
		<b>14-15</b>

#### Second Year – Fall Semester

___ CJT 2000	Investigative Procedures	3
___ SOCI 1010	Intro to Sociology	3
___	CJT/CRMJ/POLS Program Elective	3
___	Elective*	3
___	Elective*	3
		<b>15</b>

#### Second Year – Spring Semester

___	CJT/CRMJ/POLS Program Elective	3
___	CJT/CRMJ/POLS Program Elective	3
___	PSYC 1030 General Psychology	3
___	Elective*	3
___	Elective*	3
		<b>15</b>

**TOTAL CREDIT HOURS 60**

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

## Program and Career Description:



This cross disciplinary degree program provides an opportunity for students to select a combination of courses from programs that will allow them to meet specific career-related objectives and gain a strong background in general education, including effective communication and problem-solving skills.

### How long is the program?

Columbia State offers a two-year program in General Technology with directed sequences in Business and Paramedic.

### What does the program provide?

- Ability to create a more personalized degree program
- Pathway for students who have earned an approved Colleges of Applied Technology (TCAT) diploma to be awarded 30 hours of block credit
- Opportunity for students who hold a current Tennessee Paramedic license to receive up to 32 hours credit and pursue a college degree
- Option for students who have successfully completed a recognized Department of Labor apprenticeship program to receive block credit for up to 15 hours

### How is the job market?

The benefits of this degree in the market place will be career advancement over non-degree employees. Because this degree is individualized to meet a student's academic and career goals, career examples are not provided. For the career of your interest, career salary information may be obtained from [www.bls.gov](http://www.bls.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for your career. Salaries are not guaranteed.

### Transfer Options

This degree program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details.

Since general education and major requirements vary from one transfer institution to another, it is essential that transfer students decide on a transfer institution as soon as possible and refer to the major requirements in that institution's catalog when planning a program of study. The requirements of the emphasis may be modified upon request to meet the requirements in that major at a specific transfer college or university.

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

# GENERAL TECHNOLOGY

## Business Directed Sequence

### Program Requirements

*Students may be required to take additional Learning Support courses.*

#### Communications Requirement

ENGL 1010  
SPCH 1010 or SPCH 1030

#### Humanities/Fine Arts (Take 1 course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Mathematics Requirement (Take 1 course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

#### Social/Behavioral Sciences (Take 1 course)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOC 1010, 1020, 2010

#### Major Required Courses

ACCT 1010  
BUSN 1310 or ENGL 1020  
BUSN 1380, 2375  
GENT 291  
INFS 1010

Electives\*\**: 29 credit hours from the disciplines listed or TCAT diploma or DOL apprenticeship completion:*

ACCT, AGRI, AIT, ASTR, BIOL, BIT, BUS, BUSN, CEN, CHEM, CIS, CISP, CJT, COP, CRMJ, CSCI, ECON, EMT, ENGR, ERG, FCT, GENT, INFS, INT, IST, MATH, MKT, OFA, PHYS, PSCI

### Sample Schedule

#### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ BUSN 1380	Supervisory Management	3
___ INFS 1010	Computer Applications	3
___ Electives**		6
		<b>15</b>

#### First Year – Spring Semester

___ Mathematics Requirement		3
___ BUSN 1310	Business Communication <b>or</b>	
___ ENGL 1020	Composition II	3
___ Electives**		9
		<b>15</b>

#### Second Year – Fall Semester

___ Humanities/Fine Arts		3
___ ACCT 1010	Principles of Accounting I	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ Electives**		6
		<b>15</b>

#### Second Year – Spring Semester

___ BUSN 2375	Career Success	3
___ GENT 291	General Technology Capstone	1
___ Social/Behavioral Science		3
___ Electives**		8
		<b>15</b>

**TOTAL CREDIT HOURS 60**

\*\*Students who have successfully completed a recognized Department of Labor apprenticeship program may receive block credit for up to 15 hours toward the General Technology degree. Students who have earned a Colleges of Applied Technology (TCAT) diploma may be awarded 30 hours of block credit toward the General Technology degree.

#### Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in MyChargerNet to determine how these courses apply to this program.

#### For more information contact:

**Dr. Sandra Serkownek at**  
**sserkownek@columbiastate.edu or 931.540.2673**  
**or**  
**Science, Technology & Math Division office at**  
**931.540.2710**

# GENERAL TECHNOLOGY

## PARAMEDIC DIRECTED SEQUENCE

### Program Requirements

Students may be required to take additional Learning Support courses.

Non-EMT courses may be taken before, during or after the paramedic certificate.

#### Communications Requirement

ENGL 1010  
SPCH 1010 or SPCH 1030

#### Humanities/Fine Arts (Take 1 course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

#### Mathematics Requirement (Take 1 course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

#### Social/Behavioral Sciences

PSYC 2130

#### Major Required Courses

BIOL 2010, 2020  
BUSN 1380  
EMT 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221 (students holding a current Tennessee Paramedic license may receive up to 32 hours of credit)  
GENT 291  
INFS or IST Elective

#### Requirements for Graduation include:

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

#### For more information contact:

Dr. David Caughen at

[dcaughen1@columbiastate.edu](mailto:dcaughen1@columbiastate.edu) or  
931.540.2686 or 931.626.3883

or

Health Sciences Division office at  
931.540.2600 or 931.540.2599

or

[healthsciences@columbiastate.edu](mailto:healthsciences@columbiastate.edu)

### Sample Schedule

#### First Year – Fall Semester

___ EMT 210	Paramedic Theories I	5
___ EMT 211	Fundamentals of Paramedic Practice I	1
___ EMT 212	Pre-hospital Emergency Pharmacology	2
___ EMT 213	Advanced Cardiac Care	1
___ EMT 214	Clinical Practice I	3
		<b>12</b>

#### First Year – Spring Semester

___ EMT 215	Paramedic Theories II	5
___ EMT 216	Fundamentals of Paramedic Practice II	1
___ EMT 217	Pediatric and OB Emergencies	2
___ EMT 218	Advanced Trauma Life Support	1
___ EMT 219	Clinical Practice II	3
		<b>12</b>

#### First Year – Summer Semester

___ EMT 220	Field Internship	4
___ EMT 221	Fundamentals of Paramedic Practice III	4
		<b>8</b>

#### Second Year – Fall Semester

___ ENGL 1010	Composition I	3
___ BIOL 2010	Human Anatomy & Physiology I	4
___ Mathematics Requirement		3
___ PSYC 2130	Life Span Psychology	3
		<b>13</b>

#### Second Year – Spring Semester

___ BIOL 2020	Human Anatomy & Physiology II	4
___ BUSN 1380	Supervisory Management	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ INFS or IST Elective		1
___ GENT 291	General Technology Capstone	1
___ Humanities/Fine Arts		3
		<b>15</b>

**TOTAL CREDIT HOURS 60**

Students who have earned an approved Colleges of Applied Technology (TCAT) diploma may be awarded 30 hours of block credit toward the General Technology degree. Students who hold a current Tennessee Paramedic license may receive up to 32 hours of credit.

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.



## Program and Career Description:

This A.A.S. degree provides an articulated pathway for students who are trained and/or credentialed in a Health Science area to earn a degree. The Health Sciences A.A.S. education/career option combines general education course work with credits awarded to completers of diplomas and/or equivalent health career training certificates/licenses. The degree may be an option for students with Health Science training from technical certificates, Tennessee Colleges of Applied Technology (TCAT) diplomas, military training, or hospital-based licensure programs. Students with licensure/certification may receive credit toward this degree for prior learning.

### How long is the program?

The degree can be completed in two full time semesters by students who transfer in a diploma/certificate/credential which equates to 30 hours of credit. Students who are balancing work and school may elect to distribute the course requirements over a longer period of time.

### What does the program provide?

This degree primarily serves students who have already earned a credential in a Health Science field and are looking for career advancement. The degree serves a wide variety of health science clusters, including those in the growing fields of Therapeutic Services, Diagnostics, and Health Information. The degree may be viable for students with certifications in the areas of medical/clinical assistant, pharmacy technician/assistant, dental assistant or surgical technician.

### How is the job market?

Graduates of the A.A.S. degree in Health Sciences will be employed in various Health Science fields. Specific job-related supply and demand information is dependent upon the career path selected. Job related career and salary information for the chosen career field may be accessed via [www.bls.gov](http://www.bls.gov). Health Science fields are projected to be among the top ten growing occupations areas for the foreseeable future based on both state and national employment projections.

### Transfer Options

This degree program is not designed for transfer to a four year college or university. However, some four year institutions may award transfer credit for some or all of this degree. Transfer credit is awarded at the discretion of the receiving institution. Students are advised to inquire directly with advisors at the university level regarding expectations for transfer.

In addition to seamless transfer between public higher education institutions in Tennessee, Columbia State has forged relationships with private and out-of-state universities and colleges which allow a Bachelor's degree to be started at Columbia State and finished at a participating institution. These agreements are available at [www.columbiastate.edu/admissions/transfer-information](http://www.columbiastate.edu/admissions/transfer-information).

# HEALTH SCIENCES

Associate of Applied Science degree

# HEALTH SCIENCES

## Major in Health Sciences (A.A.S.)

### Program Requirements

Students and advisors will develop customized degree completion plans. General education courses will be selected from the common core list approved by TBR. All students will take ENGL 1010. Students may be required to take additional Learning Support courses.

Communications Requirement  
ENGL 1010

Humanities/Fine Arts (Take 1 course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Mathematics/Natural Science Requirement  
(Take 1 course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910  
(Take both courses)  
BIOL 2010, 2020

Social/Behavioral Sciences (Take 1 course)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOC 1010, 1020, 2010

Health Sciences Elective\* (Take 1 course)

HSC 291, HSC 292, HSC 293

Major Field Core\*\* (30 credit hours)

Computer Requirement (Take 1 course)

INFS 1010  
IST 1500, 1750, 2090, 2400, 2630, 2730, 2750, 2800, 2810, 2850,  
2930, 2950

Electives\*\*\* (4 - 6 credit hours)

\*A minimum of one Health Sciences-related course is required as a guided elective. Students may choose between HSC 291 (1 credit hour), HSC 292 (2 credit hours), or HSC 293 (3 credit hours) depending upon which courses are offered in a particular semester and how many credits the student needs to complete degree requirements.

\*\*\*Electives will be determined in consultation with a faculty advisor and based on the student's academic record, employment experience, and career goals. For example, electives may be in the natural sciences or business depending upon the student's career aspirations.

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Course Sequence

#### First Semester

___ ENGL 1010	Composition I	3
___	Mathematics Requirement	3
___	Humanities/Fine Arts Requirement	3
___ BIOL 2010	Human Anatomy & Physiology I	4
___	Elective***	3
		<b>16</b>

#### Second Semester

___	HSC Elective (291, 292, 293)*	1-3
___	Computer Requirement	3
___	Social/Behavioral Science Requirement	3
___ BIOL 2020	Human Anatomy & Physiology II	4
___	Elective***	1-3
		<b>14</b>

#### Transfer Credit for Recognized Health Science Diploma/ Credential

___	Major Field Core**	<b>30</b>
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### TOTAL CREDIT HOURS 60

\*\*Major field core credits awarded for earned health sciences diploma/credential. Students who have earned a Tennessee Colleges of Applied Technology (TCAT) or equivalent diploma may be awarded up to 30 hours of block credit toward the Health Sciences A.A.S. degree. The total number of credit hours accepted to meet this requirement will depend on the program of study completed and the institution attended.

#### Requirements for Graduation include:

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

### For more information contact:

Health Sciences Division office at:  
931.540.2599 or 931.540.2600



### Program and Career Description:

The Information Systems Technology program is a two-year program to prepare students for employment or advancement in the information technology community. Skills obtained in this program could be applied in a variety of settings, including helpdesk support, network/computer technician, office manager, or executive assistant. It is specifically designed for the student who plans to enter the workforce after graduation. Students who plan to pursue a baccalaureate degree Information Systems or Office Administration should follow the Information Systems A.S. or Business Administration or Accounting, A.S. programs.

Career	Salary Median
User Support Specialist	\$44,726
Network Support	\$55,650
Administrative Assistant	\$29,250
Medical Secretary	\$28,740

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

### Transfer Options

This degree program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details.

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



## INFORMATION SYSTEMS TECHNOLOGY

### Major in Information Systems Technology (A.A.S.)

#### Program Requirements

Students may be required to take additional Learning Support courses.

##### Communications Requirement

ENGL 1010  
SPCH 1010 **or** SPCH 1030

##### Humanities/Fine Arts (Take one course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

##### Mathematics Requirement (Take one course)

MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

##### Social/Behavioral Sciences (Take one course)

ECON 2010 **or** 2020

##### Major Required Courses

ACCT 1010  
BUSN 1310, 2375  
INFS 1010  
IST 2090, 2400, 2630, 2990\*\*

##### Major Required Courses in Information Systems Specialist Option:

CISP 1010, 1020\*\*  
IST 1500, 1750, 2730, 2800, 2930\*\*

##### Major Required Courses in Medical Office Systems Option:

BUSN 1320  
HED 221 **or** 231  
OFA 101, 205, 240, 242, 281

##### Major Required Courses in Office Information Systems Option:

BUSN 1320, 1350, 1380  
OFA 101, 205, 210  
Elective\*

##### Major Required Courses in Computer Networking/Cyber Security Option:

CISP 1010\*\*  
IST 1500, 1750, 2750, 2810\*\*  
Computer Networking Option: IST 2850 and IST 2950\*\*  
Cyber Security Option: CJT 1015 and CJT 2050

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

\*\* CISP and IST courses have very limited offerings and should be considered first in registration.

#### Requirements for Graduation include:

- earning 25% of total program credit hours in residence at Columbia State.
- GPA at least 2.0 in program courses.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

#### Information Systems Specialist Option

#### Sample Schedule

##### First Year – Fall Semester

___ INFS 1010	Computer Applications	3
___ Mathematics Requirement		3
___ ENGL 1010	Composition I	3
___ IST 1500	Computer System Essentials**	3
___ Humanities/Fine Arts		3
		<b>15</b>

##### First Year – Spring Semester

___ IST 2090	Database Applications**	3
___ IST 1750	Computer Networking I**	3
___ CISP 1010	Computer Science I**	4
___ BUSN 1310	Business Communication	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
		<b>16</b>

##### Second Year – Fall Semester

___ IST 2400	Spreadsheet Applications**	3
___ ACCT 1010	Principles of Accounting I	3
___ CISP 1020	Computer Science II**	4
___ IST 2800	Database Development**	3
___ IST 2630	Web Page Development and Design**	3
		<b>16</b>

##### Second Year – Spring Semester

___ IST 2730	Advanced Web Page Development**	2
___ IST 2930	Computer Science III**	2
___ BUSN 2375	Career Success	3
___ ECON 2010	Macroeconomics <b>or</b>	
___ ECON 2020	Microeconomics	3
___ IST 2990	Project Integration Capstone**	3
		<b>13</b>

**TOTAL CREDIT HOURS 60**

#### For more information contact:

Laurie Pewitt at  
lpewitt2@columbiastate.edu or 931.540.2668  
**or**  
Science, Technology and Math Division office at  
931.540.2710

## INFORMATION SYSTEMS TECHNOLOGY

### Major in Information Systems Technology (A.A.S.)

#### Medical Office Technology Option

##### Sample Schedule

###### First Year – Fall Semester

___ INFS 1010	Computer Applications	3
___ Mathematics Requirement		3
___ ENGL 1010	Composition I	3
___ OFA 101	Introduction to Word Processing	3
___ OFA 240	Medical Terminology	3
		<b>15</b>

###### First Year – Spring Semester

___ IST 2090	Database Applications**	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ ACCT 1010	Principles of Accounting I	3
___ BUSN 1310	Business Communication	3
___ BUSN 1320	Business Calculations	3
		<b>15</b>

###### Second Year – Fall Semester

___ IST 2630	Web Page Development and Design**	3
___ OFA 242	Medical Transcription	3
___ ECON 2010	Macroeconomics <b>or</b>	
___ ECON 2020	Microeconomics	3
___ IST 2400	Spreadsheet Applications**	3
___ BUSN 2375	Career Success	3
		<b>15</b>

###### Second Year – Spring Semester

___ HED 221 <b>or</b> HED 231		3
___ OFA 281	Medical Office Assistant	3
___ OFA 205	Business Documents & Publishing	3
___ Humanities/Fine Arts		3
___ IST 2990	Project Integration Capstone**	3
		<b>15</b>

**TOTAL CREDIT HOURS 60**

#### Office Information Technology Option

##### Sample Schedule

###### First Year – Fall Semester

___ INFS 1010	Computer Applications	3
___ Mathematics requirement		3
___ ENGL 1010	Composition I	3
___ OFA 101	Introduction to Word Processing	3
___ BUSN 1380	Supervisory Management	3
		<b>15</b>

###### First Year – Spring Semester

___ IST 2090	Database Applications**	3
___ OFA 205	Business Documents and Publishing	3
___ ACCT 1010	Principles of Accounting I	3
___ BUSN 1310	Business Communication	3
___ BUSN 1320	Business Calculations	3
		<b>15</b>

###### Second Year – Fall Semester

___ IST 2630	Web Page Development and Design**	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ ECON 2010	Macroeconomics <b>or</b>	
___ ECON 2020	Microeconomics	3
___ IST 2400	Spreadsheet Applications**	3
___ BUSN 2375	Career Success	3
		<b>15</b>

###### Second Year – Spring Semester

___ OFA 210	Event Management	3
___ BUSN 1350	Sales and Service	3
___ Elective*		3
___ Humanities/Fine Arts		3
___ IST 2990	Project Integration Capstone**	3
		<b>15</b>

**TOTAL CREDIT HOURS 60**

Requirements for Graduation include:

- earning 25% of total program credit hours in residence at Columbia State.
- GPA at least 2.0 in program courses.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

**For more information contact:**

**Laurie Pewitt at**

**lpewitt2@columbiastate.edu or 931.540.2668**

**or**

**Science, Technology and Math Division office at  
931.540.2710**

## INFORMATION SYSTEMS TECHNOLOGY

### Major in Information Systems Technology (A.A.S.)

#### Computer Networking/Cyber Security Option

#### Sample Schedule

##### First Year – Fall Semester

___ INFS 1010	Computer Applications	3
___ Mathematics	Requirement	3
___ ENGL 1010	Composition I	3
___ IST 1500	Computer System Essentials**	3
___ Humanities/Fine Arts		3
		<b>15</b>

##### First Year – Spring Semester

___ IST 2090	Database Applications**	3
___ IST 1750	Computer Networking I**	3
___ CISP 1010	Computer Science I**	4
___ BUSN 1310	Business Communication	3
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
		<b>16</b>

##### Second Year – Fall Semester

___ IST 2400	Spreadsheet Applications**	3
___ IST 2750	Computer Networking II**	3
___ IST 2810	Computer Security**	2
___ ACCT 1010	Accounting I	3
___ IST 2630	Web Page Development and Design**	3
		<b>14</b>

##### Second Year – Spring Semester

___ BUSN 2375	Career Success	3
___ ECON 2010	Macroeconomics <b>or</b>	
___ ECON 2020	Microeconomics	3
___ IST 2990	Project Integration Capstone**	3

#### (Options for Last 6 hours)

##### Computer Networking Option:

___ IST 2850	Computer Networking III**	3
___ IST 2950	Computer Networking IV**	3

**OR** **15**

##### Cyber Security Option:

___ CJT 1015	Criminal Procedure	3
___ CJT 2050	Introduction to Cyber Security	3
		<b>15</b>

**TOTAL CREDIT HOURS 60**

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

#### Requirements for Graduation include:

- earning 25% of total program credit hours in residence at Columbia State.
- GPA at least 2.0 in program courses.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

#### For more information contact:

Laurie Pewitt at  
 lpewitt2@columbiastate.edu or 931.540.2668  
 or  
 Science, Technology and Math Division office at  
 931.540.2710

# MEDICAL INFORMATICS

Associate of Applied Science degree



## Program and Career Description:

The Associate of Applied Sciences in Medical Informatics prepares graduates for career entry in computer technician positions in healthcare settings. Students' develop technical and non-technical communication skills, tools/application use, legal aspects of medical office technologies, and the nuances of electronic medical record keeping, reimbursement, and billing practices. The Developer concentration emphasizes health information management in the information technology environment. The Technician concentration integrates healthcare and information technology.

### How long is the program?

Medical Informatics (MEDI) program completion requires 4-5 semesters of full time study. Students with applicable prior college credit may be able to complete in less than two years. Students may work with an Advisor to develop a personalized academic plan for part-time study over an extended period. This program is an open enrollment opportunity and may be started during any semester. The prerequisite nature of courses may result in some courses being offered only during specific semesters.

### What does the program provide?

The Medical Informatics A.A.S. degree provides the training needed to move rapidly into the healthcare workplace. Possible job titles for completers might include implementation support specialist, implementation manager, technical and software support staff member and trainer. Generally, positions fall into three job fields: Information Technology professional, health information management professional and clinical informatician.

### How is the job market?

Graduates of the A.A.S. degree in Medical Informatics will be eligible for employment in various medical settings. Specific job-related supply and demand information is dependent upon the career path selected. Job related career and salary information for the chosen career field may be accessed via [www.bls.gov](http://www.bls.gov). Health Science fields are projected to be among the top ten growing occupational areas for the foreseeable future based on both state and national employment projections.

### Transfer Options

The Medical Informatics associate of applied science degree is designed for career-entry. However, some universities may accept some or all of the course work for transfer. Transfer credit is awarded at the discretion of the receiving institution. Students are advised to inquire directly with advisors at the university level regarding expectations for transfer.

[www.columbiastate.edu/medinfo](http://www.columbiastate.edu/medinfo)

# MEDICAL INFORMATICS

## Major in Medical Informatics (A.A.S.)

### Program Requirements

*Students may be required to take additional Learning Support courses.*

Communications Requirement  
ENGL 1010

Humanities/Fine Arts (Take 1 course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Science Requirement (Take both courses)  
BIOL 2010 **and** BIOL 2020

Social/Behavioral Sciences (Take 1 course)  
PSYC 1030 **or** PSYC 2130

Major Required Courses  
CIS 193  
HIT 115, 125, 250  
INFS 1010  
IST 2090, 2630, 2800, 2990  
OFA 240, 281

Option 1: Medical Informatics Developer  
INFS 113, 173  
IST 2730  
Elective\*

Option 2: Medical Informatics Technician  
IST 1500, 1750, 2750

\*Advisor Guided Elective

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

### Course Sequence

#### First Year - Fall Semester

___ BIOL 2010	Human Anatomy & Physiology I	4
___ ENGL 1010	English Composition I	3
___ INFS 1010	Computer Applications	3
___ OFA 240	Medical Terminology	3
		<b>13</b>

#### First Year - Spring Semester

___ BIOL 2020	Human Anatomy & Physiology II	4
___ HIT 115	Introduction to Health Information Tech	4
___ IST 2090	Database Applications	3
___ INFS 113	(Option 1) Programming in Visual Basic <b>or</b>	
___ IST 1500	(Option 2) Computer System Essentials	3
		<b>14</b>

#### First Year - Summer Semester

___ HIT 125	Computer Applications in HIT	3
___ HIT 250	Legal Aspects of Health Information	3
		<b>6</b>

#### Second Year - Fall Semester

___ OFA 281	Medical Office Assistant	3
___ CIS 193	Introduction to Linux	3
___ IST 2800	Database Development	3
___ IST 2630	Web Page Development and Design	3
___ INFS 173	(Option 1) Programming in C# <b>or</b>	
___ IST 1750	(Option 2) Computer Networking I	3
		<b>15</b>

#### Second Year - Spring Semester

___ Humanities/Fine Arts Requirement		3
___ IST 2990	Project Integration Capstone	3
___ Social/Behavioral Sciences Requirement		3
___ IST 2730	(Option 1) Advanced Web Page Dev.	2
___ Elective*	(Option 1)	1
___ IST 2750	(Option 2) Computer Networking II	3
		<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>60</b>

**For more information contact:**

[www.columbiastate.edu/medinfo](http://www.columbiastate.edu/medinfo)  
Health Sciences Division Office, Walter 112 or  
[healthsciences@columbiastate.edu](mailto:healthsciences@columbiastate.edu) or  
931.540.2599 or 931.540.2600



## Program and Career Description:

Registered Nurses assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. RNs administer nursing care to ill, injured, convalescent, or disabled patients and advise patients on health maintenance and disease prevention or management. Registered nursing is a profession that requires licensing by a state board of nursing. The RN is required to observe professional standards of practice and adhere to a code of ethics.

### How long is the program?

Columbia State offers a traditional 4 semester pathway and a 3 semester track for qualifying LPNs.

### What does the program provide?

- Affordable pathway to a career in nursing.
- Classroom instruction in vital areas prior to clinical rotations.
- Hands-on experiences at clinical sites within approximately 60 miles of Columbia State.
- Opportunities for introductory rotations in specialty areas (Obstetrics, Labor & Delivery, Newborn Nursery, Mental Health, Pediatrics).
- Skills competencies in campus labs including Human Patient Simulators.
- Numerous scholarship opportunities offered.

### How is the job market?

Nursing is poised to change the face of health care as never before. Demand for quality Registered Nurses continues to escalate. Employment of RNs is projected to grow 19% from 2012 to 2022, faster than the average for all occupations according to the Bureau of Labor Statistics ([www.bls.gov](http://www.bls.gov)). Median income was \$65,470 in May 2012. The middle 50% earned between \$60,000 - \$74,000.

Career	Beginning Salary	Experienced Salary Median
Registered Nurse (TN)	\$43,670	\$55,110
Registered Nurse (US)	\$45,040	\$65,470

Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

### How do I apply to the Nursing Program?

All nursing program candidates must first complete all Columbia State admission requirements.

Students seeking admission to the traditional program must additionally:

- Complete and submit an application to the Nursing program (February & August annually)
- Attach copy of ACT/SAT composite score
- At minimum, grade of C or better in BIOL 2010 (Anatomy & Physiology I) within past 5 years
- Minimum GPA 2.5 (on 4.0 scale). Attach unofficial copies of transcripts of all previously attempted college credit to the nursing application.

LPN entering as Option A or B via the Career Mobility Track:

- Successfully pass the challenge examination for nursing (Foundations of Nursing for Option A; Foundations of Nursing and Childbearing for Option B)
- Document minimum 6 months work experience as an LPN in a health care setting
- Minimum GPA 2.5 (on 4.0 scale) including pre-requisite general education courses.

[www.columbiastate.edu/nursing](http://www.columbiastate.edu/nursing)

### Opportunities

Columbia State's nursing program prepares graduates for the National Council Licensure Examination-RN (NCLEX) administered by state boards of nursing. Graduates may pursue additional formal education (certifications, BSN or MSN degrees) at other institutions through traditional or online formats. Future employers may also offer on the job training in various specialty areas.

# NURSING

## Major in Nursing (A.A.S.)

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

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

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

The faculty of the department of nursing are committed to achieving the following goals:

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

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

1. Communicate with others using appropriate verbal and non-verbal methods.
2. Plan and revise nursing care using the nursing process.
3. Implement/facilitate nursing care with safety and skill.
4. Demonstrate acceptance of professional responsibility.
5. Function as a contributing member of the health care team.

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

### Accreditation

The Nursing Program has full approval from the Tennessee Board of Nursing. The program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 500  
Atlanta, Georgia 30326  
(404) 975-5000  
Fax: (404) 975-5020  
[www.nfnac.org](http://www.nfnac.org)

Once applications are screened, students will be notified of admission status. If an application is determined not to meet minimum admission criteria, the student will receive a "not eligible for admission" letter. Nursing applicants are admitted twice a year (during Fall and Spring terms) into the Nursing Program.

To remain eligible for admission, applicants must maintain a grade point average of 2.5 or better.

**Criminal background checks (may include finger printing) and routine drug screens are required by most clinical affiliate sites as a condition of participation in clinical education. Based on the results of the criminal background check, a clinical affiliate may determine to not allow a student's presence at their facility. This could result in the student's inability to successfully complete the requirements of a specific course and the program. More information is available from the program director.**

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

### Admissions Requirements

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

1. Meet all College general requirements for admission as a degree-seeking student as stated in the catalog.
2. Completion of all required Learning Support courses in reading, writing and math prior to submitting an admission application to the Nursing Program.
3. Prior to submission of Nursing program applications:
  1. Traditional: Complete Anatomy and Physiology I (BIOL 2010)
  2. LPN A or B: Complete Anatomy and Physiology I & II (BIOL 2010 and BIOL 2020) & General Psychology (PSYC 1030)
4. ACT or SAT exam results are required of all applicants, regardless of educational experience or age. Applicants should have a minimum ACT composite score of 19 or a minimum SAT score of 900. Lower composite scores will be considered for admission if all required Learning Support courses are completed.

## NURSING

5. Earned a cumulative college-level grade point average of 2.5 or above on a 4.0 scale for all prior college level course work.
  6. If a Nursing Program applicant has been enrolled in any other Nursing Program within three years of the date of application, the nursing courses will be evaluated for possible transfer credit on an individual basis.
    - a. A grade of "C" or better is required for all transferred nursing courses.
    - b. Transfer students are accepted on a space available basis.
  7. In cases of transfer or re-admission, if three or more years have elapsed since enrollment in a Nursing Program, the nursing courses must be repeated.
  8. If five or more years have elapsed the following requirements apply.
    - a. Anatomy and Physiology courses must be repeated.
    - b. All current application/enrollment requirements apply.
  9. In compliance with the Americans with Disabilities Act, all applicants and admitted students must be, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program outlined below in the Core Performance Standards of Admission and Progression developed by the Southern Council on Collegiate Education for Nursing and adopted by all Nursing Programs in the Tennessee Board of Regents system (TBR Policy 2.03.00.00 II B 6).
    - a. Communication abilities sufficient for interaction with others in verbal, nonverbal and written form.
    - b. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
    - c. Critical thinking ability sufficient for appropriate clinical judgment and utilization of the nursing process.
    - d. Physical abilities sufficient to move from room to room and maneuver in small spaces.
    - e. Strength to perform patient care and assist with patient mobility.
    - f. Gross and fine motor abilities sufficient to provide safe and effective nursing care.
    - g. Auditory ability sufficient to monitor and assess health needs.
    - h. Visual ability sufficient for observation and assessment necessary to provide safe and effective nursing care.
    - i. Tactile ability sufficient for physical assessment and intervention.
    - j. Ability to be responsive within appropriate time periods.
- start of the program. Some clinical facilities require a two-step TB Skin Test.
- b. Evidence of the following:
    1. Immunity of the following through positive titer.
      - a. Rubella.
      - b. Hepatitis B
      - c. Varicella Zoster (chicken pox).
      - d. Rubeola
      - e. Mumps
    2. Tetanus/diphtheria booster within the past ten years.
    3. Seasonally current Influenza vaccination.
    3. Other vaccinations which may be required for specific clinical affiliates.
  2. Basic Cardiac Life Support (BCLS) Requirements: All students must submit evidence of a current BCLS certification (must include two-person CPR) for the health care professional. BCLS certification classes are offered by Columbia State Community College or the American Heart Association.
  3. Malpractice Insurance: Malpractice insurance is required for all clinical nursing courses. A group policy is available. The fee is assessed annually as a part of registration.
  4. Health Insurance: Students are responsible for all costs incurred related to health problems, including injuries occurring during clinical experiences. Students must provide evidence of health insurance coverage to be eligible to participate in clinical activities.
  5. Criminal Background Check (may include finger printing) and Routine Drug Screen results submitted per instructions provided. Clinical agencies may deny a student access to the facility based on the results of the background check or the drug screen. This could result in a student being unable to successfully complete the requirements of a course or the program.

### Admissions Procedure

1. Submit the following to the Admissions office:
  - a. Completed *Application for Admission* to the College
  - b. official college transcripts
  - c. high school transcripts or High School Equivalency Diploma - HSE (GED<sup>®</sup> or HiSET<sup>®</sup>).
  - d. ACT or SAT exam results
2. Submit a completed *Nursing Program Application* to the Health Sciences/Nursing office (William R. Walter Bldg., 112). Forms are available in the Health Sciences/Nursing office or on the Nursing Program Web page ([www.columbiastate.edu/nursing](http://www.columbiastate.edu/nursing)). Applications are accepted in February for Fall admission and August for Spring admission. Applications must be received in the Health Sciences/Nursing office on the Columbia campus before 4:00 p.m. on the last business day of the month (February or August) for the term that the student is seeking admission. Faxed applications are not accepted. Any applications received after the 4.00 p.m. deadline will be returned to the person submitting the application.
3. If an applicant does not meet the admission criteria, he/she will be notified in writing. When the eligibility requirement is met, the applicant will have to resubmit his/her application.
4. Applicants who are admitted will be notified in writing.

### Additional Requirements for Applicants Offered Admission

Once admitted, students are required to submit documentation of the following entry requirements prior to the first day of nursing classes. If the documentation is not completed prior to the first day of classes, students will not be permitted to start the Nursing Program.

1. Health Requirements: All nursing students must submit evidence of good health by returning a completed *Physical Examination* form. Forms are given to the students once admitted into the Nursing Program. All students must have the following.
  - a. Documented negative TB Skin Test and/or Chest X-Ray yearly. TB Skin Tests must be within three months of the

## NURSING

Applicants are required to respond to the Nursing Program in writing indicating intent to accept admission by the deadline date listed in their letter.

5. Applicants will be removed from consideration for admission if their responses are not received in the Health Sciences/Nursing office by the deadline date. Students are responsible for promptly notifying the Nursing Program office of any change in name, mailing address, phone number, etc., in order to facilitate contact during the application process.
6. If applicant has been enrolled in another Nursing Program, the following requirements also apply
  - a. Submit a *Nursing Program Transfer Request Application* in lieu of a *Nursing Program Application*.
  - b. Submit official transcripts with appropriate course descriptions to the Nursing Program director.
  - c. Request a letter of eligibility from the dean/director of the previous Nursing Program, to be mailed to the Nursing Program director.
7. Admissions decisions are currently made based upon final course grades in Anatomy & Physiology I, ACT/SAT composite scores, and cumulative GPA on all attempted college credits.

### Continuation Requirements

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

1. Maintain a passing grade of "C" or better in all nursing courses.
2. Maintain satisfactory performance in all clinical laboratory assignments.
3. Earn a grade of "C" or better in each required science course.
4. Maintain a minimum GPA of 2.0 for each semester.
5. Maintain professional conduct in the classroom and clinical laboratory.
6. Maintain BCLS certification.
7. Submit annual TB skin test results to the Health Sciences/Nursing office.

Note: The following courses are designed to be corequisites. Regardless of the grade previously earned, if either course must be repeated both courses must be repeated: NUR 1126 and NUR 1128, NUR 1127 and NUR 1128, NUR 2116 and NUR 2118, NUR 2117 and NUR 2118, NUR 2125 and NUR 2128.

Students who fail to meet the continuation requirements stated above are academically disqualified from program continuation. Students who exit the program for academic reasons may be qualified to continue taking non-nursing courses at Columbia State. Students are not permitted to register in nursing courses without readmission to the program.

### Readmission Requirements

A student who exits the program prior to beginning the second semester (Nursing II) is not eligible to seek readmission to the program. A formal appeal based on extenuating circumstances may be considered for readmission into the first semester.

Only one readmission into the 2nd, 3rd, or 4th semesters of the Nursing Program is permitted. Readmission to the program is not guaranteed, regardless of the reason for dismissal. Students are readmitted on a space available basis for each nursing course. Students who seek readmission within a three year period may be readmitted into the course they were enrolled at the point of exit. If three years or more have elapsed since enrollment in nursing courses, all nursing courses must be repeated. An *Exit Interview* form must be on file to be eligible for readmission.

1. To be eligible for readmission, the student's overall college-level grade point average should be at least a 2.0 or higher. Students on academic probation are not eligible for readmission.
2. An exit interview should have been completed during the term the student withdrew or failed a course. Students who fail a course or withdraw after completing the semester must complete the exit interview no later than 6 weeks following the end of the semester in which they were enrolled.
3. All clinical access requirements, included but not limited to criminal background check, finger printing, and routine drug screening must be resubmitted prior to re-entry by any student who exits the program for any reason and is subsequently readmitted, regardless of the length of time a student is out of the program.

### Readmission Procedure

1. Complete a *Readmission Application* and return the form to the Health Sciences/Nursing office (William R. Walter Bldg., 112).
2. Complete an *exit interview* with documentation to the Nursing Program director stating the reason(s) for withdrawal or failure and the actions the student will take to ensure success in the program if readmitted. This documentation must be submitted before a student will be considered for readmission.
3. The Nursing Department Admissions Committee or Nursing Program director may elect to interview students seeking readmission. Applicants will be notified by mail when and where the interviews will be held.
4. If eligible, students will be placed on a waiting list for an available seat in a specific nursing course.
5. Students who are readmitted may be asked to validate clinical skills and/or knowledge obtained from previous nursing courses as outlined by the faculty.
6. Inquires regarding readmission status should be directed to the Nursing Program director.

### LPN Career Mobility Ladder (Option A or B)

#### Major in Nursing (A.A.S.)

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

The Career Mobility Ladder Options A & B are articulation plans for the licensed practical nurse (LPN). Qualified LPNs can complete the Associate of Applied Science degree in nursing requirements in three semesters of study. LPNs are admitted on a space available basis.

# NURSING

## Admission Requirements

In addition to the admission requirements for the Major in Nursing, licensed practical nurses seeking admission through the Career Mobility Tract Option A or B must meet the following admission requirements.

1. Meet all College general requirements for admission as a degree-seeking student as stated in the catalog
2. Successfully pass the challenge examination for nursing within three (3) years prior to the semester seeking entry.
  1. Option A: Foundations of Nursing
  2. Option B: Foundations of Nursing and Nursing Care During Childbearing.
3. Worked at least 6 months as an LPN in a health care setting.
4. Complete prerequisite course requirements prior to the semester requesting entry.
5. Earned a cumulative grade point average of 2.5 or above on a 4.0 scale for academic subjects.

## Admission Process

1. Submit the following to the Admissions office:
  - a. official college transcripts
  - b. high school transcripts or High School Equivalency Diploma - HSE (GED® or HiSET®).
  - c. ACT or SAT exam results (Applicants should have a composite score of 19 or higher. A composite score below 19 will be accepted if all required Learning Support courses are completed.
2. Submit a completed Nursing Program LPN Mobility Application to the Health Sciences/Nursing office (William R. Walter Bldg., 112). Forms are available in the Health Sciences/Nursing Office or on the Nursing Program web page ([www.columbiastate.edu/nursing](http://www.columbiastate.edu/nursing)).
3. Submit documentation of work as an LPN in a health care setting for at least 6 months.
4. Complete an interview with the Nursing Program director or designee, if requested.
5. Complete prerequisite courses successfully, "C" or better required for sciences.
6. Once admitted, students are required to submit the same documentation for health and CPR requirements, malpractice insurance, and health insurance as other nursing students by the first day of nursing classes. If the documentation is not completed prior to the first day of classes, students will not be permitted to start the Nursing Program.

## Continuation Requirements

The same continuation requirements apply to all students in Nursing. These are stated under "Continuation Requirements" listed under the Major in Nursing (A.A.S.).

## Requirements for Graduation include:

- earning 25% of total program credit hours in residence at Columbia State.
- GPA of at least 2.0 in program courses.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

## Program Requirements

**Note: Students may elect to complete any or all non-NUR course work prior to Admission into the Program.**

*The courses below are applicable to degree requirements. Students may be required to take additional Learning Support courses.*

### Communications Requirement

ENGL 1010 or 1020  
SPCH 1010 or SPCH 1030

### Humanities/Fine Arts (Take 1 course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement (BIOL 2010 and 2020 must have been completed no more than five years prior to start of program)

BIOL 2010\*, 2020\*\*, 2230

\*BIOL 2010 must be completed prior to admission to the Nursing Program.

\*\*BIOL 2020 must be completed prior to admission to the Career Mobility Tract Option A and B.

### Social/Behavioral Sciences

PSYC 1030\*\*\*, 2130

\*\*\*PSYC 1030 must be completed prior to admission to the Career Mobility Tract Option A and B.

Core Courses (Nursing courses must be repeated if three or more years have elapsed since completion)

NUR 1115, 1118, 1126, 1127, 1128, 121, 122, 2116, 2117, 2118, 2125, 2128, 2188, 2189, 2198, 2199

### Additional Pre-requisite for Career Mobility Tract Option A:

- Foundations of Nursing LPN Challenge Exam

### Additional Pre-requisite for Career Mobility Tract Option B:

- Foundations of Nursing & Childbearing LPN Challenge Exam

# NURSING

## Course Sequence

	Traditional	LPN Option A (Pre-Requisites)	LPN Option B (Pre-Requisites)
	Pre-Requisite: BIOL 2010 Human Anatomy & Physiology I 4		
<b>First Semester</b>  <b>Note: Students may elect to complete any or all non-NUR course work prior to Admission into the Program.</b>	___ NUR 1115 Nursing Foundations Practice 5 ___ NUR 121 Math Applications for Nursing 1 ___ NUR 1118 Nursing I Clinical and Skills Lab 2 ___ BIOL 2020 Human Anatomy & Physiology II 4 ___ PSYC 1030 General Psychology 3 <b>Total 15</b>	___ Foundations of Nursing LPN Challenge Exam ___ BIOL 2010 Human Anatomy & Physiology I 4 ___ BIOL 2020 Human Anatomy & Physiology II 4 ___ PSYC 1030 General Psychology 3 <b>Total 11</b>	___ Foundations of Nursing and Childbearing LPN Challenge Exam ___ BIOL 2010 Human Anatomy & Physiology I 4 ___ BIOL 2020 Human Anatomy & Physiology II 4 ___ PSYC 1030 General Psychology 3 <b>Total 11</b>
<b>Second Semester</b>	___ NUR 1126 Basic Medical - Surgical Nursing 3 ___ NUR 1127 Health of Women and Infants (Not required for Option B) 2 ___ NUR 1128 Nursing II Clinical 2 ___ NUR 122 Pharmacology 2 ___ BIOL 2230 Microbiology 4 ___ PSYC 2130 Lifespan Psychology 3 <b>14-16</b>		
<b>Third Semester</b>	___ NUR 2116 Intermediate Med-Surg Nursing 4 ___ NUR 2117 Psychiatric/Mental Health Nursing 2 ___ NUR 2118 Nursing III Clinical 3 ___ NUR 2188 Applying Surgical Concepts 1 ___ NUR 2189 Applying Psychiatric Concepts 1 ___ ENGL 1010 Composition I <b>or</b> ENGL 1020 Composition II 3 ___ Humanities/Fine Arts Elective* 3 <b>17</b>		
<b>Fourth Semester</b>	___ SPCH 1010 Fundamentals of Speech Communication <b>or</b> SPCH 1030 Argumentation and Debate 3 ___ NUR 2125 Advanced Med-Surg Nursing 6 ___ NUR 2128 Nursing IV Clinical 3 ___ NUR 2198 Applying Pediatric Concepts 1 ___ NUR 2199 Applying Medical Concepts 1 <b>14</b>		
<b>Total Credit Hours 66</b>			

**For more information contact:  
Barbara Blum at  
bblum@columbiastate.edu or 931.540.2609  
or Health Sciences Division office at  
931.540.2600 or 931.540.2599  
or  
www.columbiastate.edu/nursing**

\*Humanities/Fine Arts (Take one course)  
ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

## RADIOLOGIC TECHNOLOGY

Associate of Applied Science degree



## Program and Career Description:

Radiologic Technology is a health profession that involves producing diagnostic images of patient's internal structures for use by the radiologist or referring physician in diagnosing medical problems and disorders. As a professional, the radiographer is required to observe the ethical and professional standards expected of all persons involved in caring for patients in health care settings.

## How long is the program?

Columbia State offers a 22-month, full scope program in Radiologic Technology.

## What does the program provide?

- Classroom instruction in crucial areas prior to clinical rotations.
- Hands-on training at clinical sites within approximately 60 miles of Columbia State.
- Clinical competencies that exceed American Registry of Radiologic Technologists requirements.
- Graduates experience excellent career mobility.
- Opportunities for introductory rotations in specialty modalities such as ultrasound, magnetic resonance imaging (MR), computed tomography (CT), radiation therapy, nuclear medicine, and cardiac catheterization.
- Encouragement toward life-long learning through involvement in local, state, and national conferences and organizations.

## How is the job market?

Those qualified to perform more than one type of imaging procedure, for example MR, CT, and Mammography, will have the best employment opportunities. The American Society of Radiologic Technologists 2013 salary survey, based on survey responses, reports a national mean annual compensation of \$53,680 and a mean in Tennessee of \$46,750.

Career	Beginning Salary	Experienced Salary Median
Radiologic Technologists (TN)	\$36,420	\$54,020
Radiologic Technologists (US)	\$37,060	\$54,620

Salaries are not guaranteed and vary dramatically by area of the country, state, and community as well as setting (ie, hospital, clinic, or physician's office.)

[www.columbiastate.edu/radiologic-technology](http://www.columbiastate.edu/radiologic-technology)

## Opportunities

Columbia State's 22-month program prepares graduates for the national registry examination in radiography administered by the American Registry of Radiologic Technologists (ARRT). Graduates may pursue additional formal education (certificates, BS or MS degrees) at other institutions through traditional or online formats. Future employers may also offer on the job training in various specialty areas.

# RADIOLOGIC TECHNOLOGY

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

**(Designed for the student who does not intend to transfer into a baccalaureate degree program. Many B.S. Radiologic Science programs do accept the A.A.S. degree along with certification by the ARRT as part of their academic entry requirements.)**

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

Program enrollment is limited by clinical education settings capacity and interview or admission is not guaranteed. Formal interviews with the Radiologic Technology Advisory Committee are held in the spring each year. New classes begin the second summer term. Applicants should schedule a preliminary interview/orientation in the summer or fall to allow sufficient time for completion of all required forms prior to February 1 of the following year. Applicants with the highest combined academic potential scores and preliminary interview/orientation scores who have completed all admission requirements will be considered for interviews with the committee.

Following the formal interviews, applicants will be notified of their admission status by the Radiologic Technology department. Those students accepted to the program will receive instructions on how to complete these requirements prior to clinical orientation.

Criminal background checks and routine drug screening are requirements at most affiliated clinical training sites. Based on the results of the criminal background check or drug screen, an affiliated clinical site may determine to not allow a student's presence at their facility. This could result in the inability to successfully complete the requirements of a specific course and the program. More information is available from the program director.

### Notice of Felony or Misdemeanor Convictions

The American Registry of Radiologic Technologists (ARRT) has stringent rules regarding misconduct and eligibility to take the national registry exam. If you have been convicted of any felony or misdemeanor offense(s), you may complete the pre-application review process with the ARRT prior to program enrollment to avoid delays and uncertainty regarding certification eligibility. The pre-application review form is downloadable from the Ethics section of ARRT's Web site at [www.rrt.org](http://www.rrt.org) or by phoning ARRT at (651) 687-0048. The application for certification by the ARRT asks the following questions: "Have you ever been convicted of a misdemeanor, felony, or a similar offense in a military court-martial?" "Have you had any license, registration, or certification denied, revoked, suspended, placed on probation, or subject to discipline by a regulatory authority or certification board (other than ARRT)?" "Have you ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification requirements?"

*In the event that a student or graduate of the Radiologic Technology Program is concerned about ARRT eligibility, it is the sole responsibility of the student or graduate to certify eligibility with the ARRT.*

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

### Accreditation

The Radiologic Technology Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education  
in Radiologic Technology  
20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182  
312.704.5300 • [www.jrcert.org](http://www.jrcert.org)

Accreditation guidelines concerning program requirements, standards, general information, etc., are contained in the Standards for an Accredited Educational Program in Radiologic Sciences published by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and available in faculty offices and accessible via the JRCERT Web site at [www.jrcert.org](http://www.jrcert.org). The Standards and additional program information are available in the *Radiologic Technology Applicant Handbook* located Online at [www.columbiastate.edu/radiologic-technology](http://www.columbiastate.edu/radiologic-technology).

### Mission Statement

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

Fulfillment of the program's mission is assessed by the degree to which the following goals and objectives are achieved by students, graduates, and/or the program:

- Goal 1: Students will demonstrate clinical competence in the performance of diagnostic radiographic procedures
  - 1.1 Students will accurately position patients for radiographic examinations.
  - 1.2 Students will select appropriate exposure factors for radiographic exams.
  - 1.3 Students will apply the principles of radiation protection to the patient, self and others.
- Goal 2: Students will develop and demonstrate communication skills
  - 2.1 Students will utilize acceptable verbal skills in the clinical setting.
  - 2.2 Students will demonstrate oral and written communication skills.
- Goal 3: Students will develop critical thinking and problem solving skills applicable to radiography
  - 3.1 Students will modify routine imaging parameters based on patient condition and environmental conditions.
  - 3.2 Students will evaluate images for diagnostic quality.
- Goal 4: Students will exhibit professionalism
  - 4.1 Students will exhibit desirable work ethic behaviors.
  - 4.2 Students will develop the habit of lifelong learning.
- Goal 5: Graduates will contribute to the needs of the medical

# RADIOLOGIC TECHNOLOGY

imaging community

- 5.1 Admitted students will successfully complete the program.
- 5.2 Graduates will successfully complete the national certification examination.
- 5.3 Graduates will accept positions in radiography and related modalities.
- 5.4 Graduates will express satisfaction with their radiography education.
- 5.5 Employers will express satisfaction with graduates as entry-level radiographers.

The program mission and goals are consistent with the mission and goals of the college. Achievement of the goals are measured by the program's Outcomes Assessment plan completed annually.

## Admission Requirements

1. Meet all college general requirements for admission as a degree-seeking student as stated in the catalog and be admitted to the college.
2. Review "Programs with Special Admissions Requirements," p. 20 in the Columbia State Catalog.
3. Completion of all required Learning Support courses in reading, writing, and math by the end of the fall semester prior to the year in which admission is sought.
4. ACT or SAT exam results are required of all applicants. Applicants must have an ACT composite score of 19 or higher (equivalent to an SAT score of 900 or higher).
5. Have earned a cumulative grade point average (GPA) of 2.5 or above on a 4.0 scale for academic subjects. The high school GPA is used for students who have earned less than 12 college credit hours. An applicant who has not earned 12 credit hours of college-level credit that has no high school GPA must have an average standard score of at least 450 on the GED<sup>®</sup> or 45 on the HiSET<sup>®</sup>.
6. Schedule, attend, and complete a preliminary interview/orientation. Go to [www.columbiastate.edu/radiologic-technology](http://www.columbiastate.edu/radiologic-technology) and select "Preliminary Interview/Orientation Sign Up." Preliminary Interview/Orientation are conducted approximately every 10-14 days from late-July to early January. You should receive a ticket for the preliminary interview/orientation. Print this ticket to bring with you to the preliminary interview/orientation. Applicants will receive all paperwork and a full explanation of the program and profession. Attend a preliminary interview/orientation at the earliest possible date to give yourself ample time to submit required materials by the February 1 deadline.
7. Program application requirements listed above must be completed before February 1. This includes the two *Letter of Recommendation* forms provided at the preliminary interview/orientation, completion of the clinical observation assignment and review of the *Radiologic Technology Applicant Handbook* available Online at [www.columbiastate.edu/radiologic-technology](http://www.columbiastate.edu/radiologic-technology). The handbook contains the *Radiologic Technology Student Policy Manual*, a copy of the *Standards* adopted by the JRCERT, the *Radiography Practice Standards*, the ARRT's *Standard of Ethics*, and an estimated cost sheet. The applicant must also return the observation documentation.
8. Applicants must be able to physically manipulate and operate equipment, manipulate patients, and visually assess patients, test results, and the working environment. They must be able to clearly communicate, both verbally and in writing, make appropriate judgment decisions in emergency or other situations, and demonstrate emotional stability and psychological health in day-to-day interaction with patients, their family members, and personnel.
9. In compliance with the Americans with Disabilities Act, students are encouraged to register with the Office of Counseling/Disability Services for possible assistance with accommodations. It is the student's responsibility to voluntarily and confidentially provide appropriate documentation regarding the nature and extent of a disability. Students requesting accommodation are (strongly) encouraged to contact the office of Disability Services at (931) 540-2857 at the beginning of the semester.
10. College credit for Human Anatomy & Physiology I & II and the required college level math course (Elementary Statistics or Pre-Calculus Algebra) must be within the past five years to count toward the Radiologic Technology degree or the course(s) must be repeated.

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

11. Once admitted, students are required to submit documentation of the following entry requirements prior to the first day of clinical assignment. If the documentation is not completed prior to the first day of clinical assignment, students will not be permitted to go to clinical.
  - a. Health Requirements: All radiologic technology students must submit evidence of good health by returning a completed *Physical Examination* form. Forms are given to the student upon acceptance into the program. All students must have a:
    1. Documented negative TB skin test and/or chest x-ray yearly. TB skin tests must be within three months of the start of the program.
    2. Evidence of Immunity for:
      - a. Rubella (positive titer).
      - b. Varicella zoster (chicken pox) (positive titer).
      - c. Rubeola titer (positive titer).
      - d. Tetanus/diphtheria booster within the past ten years.
      - e. Hepatitis B
      - f. Seasonally current Influenza immunization
  - b. Basic Cardiac Life Support (BCLS) Requirements: All students must submit evidence of a current BCLS certification (must include two-person CPR) **for the health care professional**. BCLS certification classes are offered by Columbia State Community College, health care organizations, or the American Heart Association.
  - c. Malpractice insurance is required for all radiology clinical practicum courses. A group policy is available. The fee is assessed annually as a part of the registration fees.
  - d. Health insurance is required. Students must provide evidence of health insurance coverage before clinical assignments may begin.
  - e. Criminal background checks and routine drug screens are required at most affiliated clinical training sites as a condition of participation in clinical education. Based on

# RADIOLOGIC TECHNOLOGY

the results of these tests, an affiliated clinical site may determine to not allow your presence at their facility. This could result in the inability to successfully complete the requirements of a specific course and the program. More information is available from the program director.

- f. Attend an educational session related to the benefits of the Hepatitis B vaccine and, if not already immunized, complete the vaccination series. Students are required to provide results of a titer documenting levels of immunity to program or institutional officials.

## Admission Procedures

1. Submit the following to the Admissions office.
  - a. Completed *Application for Admission* to the College.
  - b. Official college transcripts from all colleges previously attended.
  - c. High school transcripts or High School Equivalency Diploma - HSE (GED<sup>®</sup> or HiSET<sup>®</sup>).
  - d. ACT or SAT exam results.
2. Schedule and attend an preliminary interview/orientation listed at [www.columbiastate.edu/radiologic-technology](http://www.columbiastate.edu/radiologic-technology).
3. Submit completed program application forms received at an preliminary interview/orientation.
4. If an applicant does not meet the admission criteria, he/she will be notified in writing. If the applicant wishes to complete his/her file and application to establish eligibility for consideration the following year, remaining requirements must be submitted and the program director must be notified of the intent in writing.

## Continuation Requirements

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

1. Earn a "C" or higher in each radiologic technology course and each required math and science course.
2. Maintain a minimum GPA of 2.0 after admission and prior to enrollment as well as during each term of enrollment in the program.
3. Maintain professional conduct as outlined in the *Radiologic Technology Student Policy Manual*.
4. Enroll in all required general education courses during (or before) the semester listed in the curriculum outline.
5. Submit annual TB skin test results to the Health Sciences Records Clerk's office in the William R. Walter Bldg. on the Columbia campus.
6. Maintain evidence of uninterrupted medical insurance coverage in designated program/institutional offices.

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

## Readmission Requirements

Only one readmission into the Radiologic Technology Program is permitted. Readmission into the Radiologic Technology Program after dismissal is not guaranteed, regardless of the reason for dismissal. A student who wishes to apply for readmission must do so, in writing, within 90 days of dismissal from the program. Regardless of the reason for dismissal, it is the sole responsibility of the student to request readmission in writing to the program director. The advisory committee for the Radiologic Technology Program will make a readmission decision after reviewing all student records and interviewing the student.

Due to the rapid change of technology in the field of radiology:

1. If three or more years has elapsed since enrollment in the program, the radiology courses must be repeated.
2. If five or more years have elapsed since previous college enrollment or completion of the following courses, these requirements apply:
  - a. Anatomy and Physiology courses must be repeated.
  - b. Required college level math course (Elementary Statistics or Pre-Calculus Algebra) must be repeated.
  - c. All current application/enrollment requirements will apply and must be met.
3. A *Conference Record* form completed upon the student's dismissal from the program must be on file to be eligible for readmission.

## Readmission Procedures

1. Submit a written readmission request to the program director within 90 days of dismissal from the program.
2. Provide written documentation to the Radiologic Technology Program director stating the reason(s) for withdrawal or failure and indicate actions the student has followed to ensure success in the program if readmitted. This documentation must be submitted before a student's application for readmission will be considered.
3. The Radiologic Technology Program director will notify the student by mail when and where the interview will be held.
4. The Radiologic Technology Program director will notify the student by mail of his/her readmission status once the readmission process has been completed.

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

# RADIOLOGIC TECHNOLOGY

## Program Requirements

The courses below are applicable to degree requirements. Students may be required to take additional Learning Support courses.

### Communications Requirement

ENGL 1010 or 1020 and  
SPCH 1010 or SPCH 1030

### Humanities/Fine Arts (Take 1 course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

### Natural Sciences Requirement (Take 2 courses)

BIOL 2010 and 2020\*

### Mathematics Requirement (Take 1 course)

MATH 1530 or 1710\*

\*Biology and math courses must have been completed no more than five years prior to start of the program.

### Social/Behavioral Sciences (Take 1 course)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOC 1010, 1020, 2010

### Core Courses

INFS 1010  
RAD 101, 106, 112, 113, 121, 122, 123, 190,  
241, 251, 281, 291, 292, 294, 295

Readmission/Transfer Students: See details in catalog. All RAD courses must be repeated if three or more years have elapsed since prior enrollment.

### For more information contact:

[radtech@columbiastate.edu](mailto:radtech@columbiastate.edu)

or

Health Sciences Division office at 931.540.2600

or 931.540.2599

or

[www.columbiastate.edu/radiologic-technology](http://www.columbiastate.edu/radiologic-technology)

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

## Course Sequence

### First Year – Summer Semester

___ RAD 101	Introduction to Radiography	2
___ RAD 112	Image Production I	2
___ Social/Behavioral Sciences		3
		<b>7</b>

### First Year – Fall Semester

___ RAD 113	Image Production II	2
___ RAD 121	Radiographic Positioning I	3
___ MATH 1530	Elementary Statistics <b>or</b>	
___ MATH 1710	Precalculus Algebra	3
___ ENGL 1010	Composition I <b>or</b>	
___ ENGL 1020	Composition II	3
___ BIOL 2010	Human Anatomy & Physiology I	4
___ INFS 1010	Computer Applications	3
		<b>18</b>

### First Year – Spring Semester

___ RAD 106	Radiation Physics	2
___ RAD 122	Radiographic Positioning II	2
___ RAD 123	Contrast Media Procedures	2
___ RAD 190	Radiologic Practicum I	3
___ BIOL 2020	Human Anatomy & Physiology II	4
___ Humanities/Fine Arts		3
		<b>16</b>

### Second Year – Summer Semester

___ RAD 291	Radiologic Practicum II	6
		<b>6</b>

### Second Year – Fall Semester

___ RAD 241	Radiographic Special Procedures	2
___ RAD 292	Adv. Radiation Physics & Radiobiology	2
___ RAD 294	Radiologic Practicum III	8
___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
		<b>15</b>

### Second Year – Spring Semester

___ RAD 251	Survey of Medical & Surgical Diseases	2
___ RAD 281	Radiation Protection & Radiologic Seminar	2
___ RAD 295	Radiologic Practicum IV	8
		<b>12</b>

**TOTAL CREDIT HOURS 74**

### Requirements for Graduation include:

- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in program courses.
- cumulative GPA must be at least 2.0 or higher
- taking the Exit Exam.



## Program and Career Description:

A Respiratory Therapist is a health care professional that assists physicians in diagnosis, evaluation, monitoring, treatment and rehabilitation of patients with disorders affecting the cardio-respiratory system. Registered Respiratory Therapists also educate patients, families and communities on topics relating to the cardio-respiratory system. For more information, visit [www.columbiastate.edu/respiratory-care](http://www.columbiastate.edu/respiratory-care).

### How long is the program?

Columbia State offers a two-year program in Respiratory Care.

### What does the program provide?

- Hands-on training at area Middle Tennessee health care facilities.
- Community service activities.
- Participation in the Respiratory Care Club.
- Involvement in professional meetings.
- Low student-to-teacher ratio.

### How is the job market?

Demand for Respiratory therapists is anticipated to grow 19% thru 2022 according to the Bureau of Labor statistics ([www.bls.gov](http://www.bls.gov)). Median income was \$55,870 (\$26.86/hr) in May 2012.

Career	Beginning Salary	Experienced Salary Median
Respiratory Therapist (TN)*	\$36,000	\$59,900
Respiratory Therapist (US)*	\$41,000	\$75,400

\*Career Salary information taken from [www.acinet.org](http://www.acinet.org) in May 2012. Check out these web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed and vary dramatically by area of the country, state, and community as well as setting (ie, hospital, clinic, or physician's office.) Salaries are not guaranteed.

[www.columbiastate.edu/respiratory-care](http://www.columbiastate.edu/respiratory-care)

### Opportunities

Graduates are eligible to take the National Board for Respiratory Care (NBRC) credentialing exams to become Registered Respiratory Therapists (RRTs). Graduates are commonly employed at Middle Tennessee health care facilities including adult, pediatric and neonatal intensive care units.

# RESPIRATORY CARE

Associate of Applied Science degree

# RESPIRATORY CARE

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

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

The program provides clinical experiences at several middle Tennessee health care facilities. These experiences include working with newborns, children, adults and geriatric patients. Clinical experiences are obtained in such areas as general care, intensive care, emergency room and pulmonary diagnostics. Additionally, students attend respiratory care professional meetings and participate in community service activities. Transportation to and from the various venues is the responsibility of the student.

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

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

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

Multiple clinical affiliates require satisfactory results from a drug screen prior to the start of clinical training. A positive drug screen will result in the student being excluded from clinical attendance. In this case the student will be counseled to withdraw or will ultimately earn a failing grade based on inability to complete the clinical requirements of the program. Students are also subject to random drug screening throughout the program.

### Accreditation

The Respiratory Care Program at Columbia State Community College is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Commission on Accreditation for Respiratory Care (CoARC)  
1248 Harwood Road  
Bedford, TX 76021-4244  
817-283-2835  
[www.coarc.com](http://www.coarc.com)

### Program outcomes include:

The goal of the program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

In order to achieve the program goals the program has adopted the following outcomes:

1. Students will pass a multi-part comprehensive examination similar to the national credentialing examinations prior to graduation.
2. Graduates will pass the credentialing examinations at or above the national rate.
3. Graduates will receive satisfactory performance evaluations from their employers within the first year after graduation.

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

### Admission Requirements

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

1. Meet all College admission requirements.
2. Complete all entrance examinations such as the ACT/SAT or placement exam as required by the College prior to the application deadline.
3. Complete all Learning Support courses as determined by the College or obtain a permanent waiver.
4. Possess a cumulative grade point average of 2.0 or above on a 4.0 scale for academic subjects. Learning Support courses are not included as part of the GPA.
5. The Respiratory Care Program complies with all Americans with Disabilities Act requirements. All students will be provided reasonable accommodations regarding physical and mental limitations. In keeping with the accreditation standards outlined by CoARC, all students must possess the physical and emotional abilities required of a respiratory therapist. These abilities include, but are not limited to, the following:
  - a. Physical strength necessary to carry common objects, push or move common equipment, move and reposition patients in bed, perform CPR, etc.
  - b. Manual dexterity required to assemble common equipment, perform skills such as intubation, arterial puncture, etc.
  - c. Auditory ability to hear alarms, listen to breath sounds, measure blood pressure, etc.
  - d. Visual acuity necessary to differentiate colored alarms, read information from various types of electronic monitors, record data onto electronic and print media, etc.
  - e. Verbal abilities to effectively communicate necessary information to others.

## RESPIRATORY CARE

- f. Possess a command of the English language necessary to effectively communicate verbally and in writing with patients, families and other health care workers. An English proficiency test may be required of those who use English as a second language.
  - g. Perform the duties of a respiratory therapist under the stress of medical emergencies, death and dying, natural disasters, etc.
6. College credit for Human Anatomy and Physiology I & II must be within the past five years to count toward the Respiratory Care degree or the courses must be repeated

### Admission Procedures

1. Submit the following to the Admissions office:
  - a. Completed *Application for Admission* to the College.
  - b. Official college transcripts.
  - c. High school transcripts or High School Equivalency Diploma (GED® or HiSET®).
  - d. ACT/SAT or placement exam results as required by the College.
2. Attending a program orientation session is strongly encouraged. Orientation gives an overview of the profession and the program selection criteria, important components of the program and continuation criteria. Orientation sessions are scheduled throughout the year. Contact the program director for dates and times.
3. Submit program application to the Respiratory Care Program director by the application deadline.
4. Attend an interview, by appointment, with program faculty once all other application requirements have been completed.

### Continuation Requirements

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

1. Earn a "C" or higher in each respiratory care course.
2. Satisfactorily complete each clinical skill evaluation.
3. Complete the required math and science courses no later than the semester listed on the program of study.
4. Earn a "C" or better in each required math and science course.
5. Maintain a cumulative 2.0 GPA or better, excluding Learning Support courses.
6. Maintain professional conduct as outlined in the program's student handbook.
7. Prior to the start of clinical rotations each student must provide documentation regarding a physical exam, current immunization, proof of health insurance, possession of malpractice insurance, criminal background check and drug screening. See the program's student handbook for details.
  - a. Health Requirements: All students must submit evidence of good health by returning a completed *Physical Examination* form. Forms are given to the students once admitted into the Respiratory Care program.
  - b. All students must have:
    1. Documented initial negative TB skin test and chest x-ray. TB skin tests must be repeated annually.
    2. Evidence of Immunity for:
      - a. Rubella (German measles or 3 day measles), (positive titer).

- b. Varicella zoster (chicken pox) (positive titer).
- c. Rubella titer (measles), (positive titer).
- d. Tetanus/diphtheria booster within the past ten years.
- e. Mumps (positive titer).

The complete list of requirements is given on the *Physical Examination* form.

- c. CPR Requirements: All students must submit evidence of completion of an American Heart Association Healthcare Provider Basic Life Support course, AHA, BLS-HCP, which does not expire until after graduation.
  - d. Malpractice Insurance: Malpractice insurance is required for all clinical courses. A group policy is provided with the fee assessed with tuition each fall.
  - e. Health Insurance: Students are responsible for all costs incurred related to health problems, including injuries occurring during clinical experiences. Students are required to maintain health insurance while in the program and provide verification prior to the start of clinical training.
  - f. Criminal background check: All students must have a criminal background check performed within 90 days prior to the start of clinical training. Depending on the finding of the background check a student may not be allowed to start or finish clinical training requiring the student to withdraw from the program.
  - g. Drug screening: All students must have a drug screen performed within 90 days prior to the start of clinical training. Depending on the results of the drug screen a student may not be allowed to continue in the program.
8. Meet/comply with the requirements of clinical affiliates regarding students.
  9. All math and science courses must be completed with a "C" or better no later than the semester listed in the program of study and possess a GPA of 2.0 or higher, excluding Learning Support courses.

Students who do not meet the continuation requirements described above will be unable to continue in the program and required to withdraw. Students who withdraw from the Respiratory Care program may still be eligible to continue as a student of the College. Depending on the circumstances, students may have the option to apply for readmission to the program at a later date. Refer to "Readmission" below. A maximum of two program admissions are allowed.

### Readmission into the Program

Readmission into the program is not guaranteed. Readmission is based on available space and the circumstances of withdrawal or dismissal. Students seeking readmission must submit a formal, written request to the program director and an updated program application at least 60 days prior to the beginning of the semester for which they desire to enroll. Didactic knowledge and clinical skills may be retested in order to determine placement. Previously completed classes may need to be repeated. Other activities may need to be completed as a condition for readmission depending on the circumstances of withdrawal. Consult the program's student handbook and program director for further details.

## RESPIRATORY CARE

All admission and continuation requirements apply to those seeking readmission. Due to the rapid technological changes in respiratory care, a gap of three or more years will necessitate repeating all respiratory care education courses. Additionally, Anatomy and Physiology I & II courses which are more than 5 years old must be repeated.

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

#### Transfer

Students wanting to transfer into the program must follow the admission requirements outlined above. Additionally, the program director or the director of clinical education from the previous program must provide a letter of recommendation. Transfer into the program will be based on space availability and the circumstances of the transfer. Admission into the program based on transfer is not guaranteed. Students must make application to the program at least 60 days prior to the beginning of the semester they desire to enroll.

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

Students must have completed, with a "C" or better, all required math and science courses as outlined in this catalog. Anatomy & Physiology I and II courses that are more than 5 years old must be repeated. Due to the rapid technological changes in respiratory care, those having a three or more year gap in their respiratory care education must repeat all Respiratory Care courses.

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

#### CRT-to-RRT

Those with the CRT credential wanting to continue their education and become registry eligible must follow the admission requirements outlined above. Admission into the program is not guaranteed. Students must make application to the program at least 60 days prior to the beginning of the fall semester. Specific requirements include:

1. Satisfy the "Admission Requirements" and "Continuation Requirements" of the program as listed above.
2. Provide documentation of current ACLS provider training that does not expire prior to the anticipated graduation date.

The CRT-to-RRT applicant must complete the last two semesters of Respiratory Care courses at Columbia State Community College. The applicant may request to test out of Clinical Practice III.

# RESPIRATORY CARE

## Program Requirements

The courses below are applicable to degree requirements. Students may be required to take additional Learning Support courses.

Communications Requirement:

ENGL 1010 or 1020  
SPCH 1010

Humanities/Fine Arts (Take 1 course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

Natural Sciences Requirement\*

BIOL 2010, 2020, 2230

\*BIOL 2010 and 2020 must have been completed no more than five years prior to start of program.

Mathematics Requirement (Take 1 course)

MATH 1530 **or** 1710

Social/Behavioral Sciences (Take 1 course)

PSYC 1030 **or** 2130

Core Courses\*\*

RCT 101, 102, 120, 130, 150, 191, 192, 212, 221, 242, 252, 293, 294

\*\*Respiratory Care courses must be repeated if three or more years have elapsed since completion.

Requirements for Graduation include:

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

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

## Course Sequence

### First Year – Fall Semester

___ RCT 101	Fundamentals of Respiratory Care I	4
___ BIOL 2010	Human Anatomy & Physiology I	4
___ MATH 1530	Elementary Statistics <b>or</b>	
___ MATH 1710	Precalculus Algebra	3
___ ENGL 1010	Composition I <b>or</b>	
___ ENGL 1020	Composition II	3
___ Social/Behavioral Science		3
		<b>17</b>

### First Year – Spring Semester

___ RCT 102	Fundamentals of Respiratory Care II	4
___ RCT 120	Respiratory Care Pharmacology	2
___ RCT 191	Clinical Practice I	1
___ BIOL 2020	Human Anatomy & Physiology II	4
___ BIOL 2230	Microbiology	4
		<b>15</b>

### First Year – Summer Semester

___ RCT 130	Intensive Care Monitoring	4
___ RCT 150	Arterial Blood Gases	4
___ RCT 192	Clinical Practice II	3
		<b>11</b>

### Second Year – Fall Semester

___ RCT 221	Mechanical Ventilation	4
___ RCT 242	Respiratory Pathophysiology	3
___ RCT 293	Clinical Practice III	4
___ Humanities/Fine Arts		3
		<b>14</b>

### Second Year – Spring Semester

___ RCT 212	Pulmonary Functions/Seminar	4
___ RCT 252	Neonatal/Pediatric Respiratory Care	4
___ RCT 294	Clinical Practice IV	4
___ SPCH 1010	Fundamentals of Speech Communication	3
		<b>15</b>

**TOTAL CREDIT HOURS 72**

**For more information contact:**

**R. David Johnson at**

**david.johnson@columbiastate.edu or 931.540.2663**

**or**

**Health Sciences Division office at 931.540.2600**

**or 931.540.2599**

**or**

**www.columbiastate.edu/respiratory-care**



## Program and Career Description:

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

### How long is the program?

Columbia State offers a two-year (21-month) full scope program in Veterinary Technology.

### What does the program provide?

- Classroom instruction, laboratory, and clinical experiences.
- Competencies that exceed American Veterinary Medical Association requirements.

### How is the job market?

The first job for about 90% of graduate veterinary technicians is in private practice, with companion animal practice leading the list. However, the demand for veterinary technicians in other fields is growing rapidly. The Bureau of Labor Statistics projects employment for veterinary technicians nationally to increase by 36% from 2008 - 2018 because of the relatively few veterinary technology graduates each year. The profession is expected to experience continued growth through a combination of increased demand by facilities for the skills of licensed technicians as well as opportunities created when current technicians advance, opt for additional formal education, or retire. Employment of veterinary technicians is typically stable during periods of economic decline or recession.

Career	Beginning Salary	Experienced Salary Median
Veterinary Technicians (TN)	\$23,240	\$31,470
Veterinary Technicians (US)	\$27,970	\$40,550

Career Salary information taken from [www.bls.gov](http://www.bls.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

[www.columbiastate.edu/veterinary-technology](http://www.columbiastate.edu/veterinary-technology)

### Opportunities

Opportunities exist in the following areas:

- Teaching
- Pharmaceuticals
- Biomedical Research
- Military Services
- Humane Societies
- Diagnostic Laboratories
- Zoo/Wildlife Medicine
- Veterinary Supply Sales

# VETERINARY TECHNOLOGY

Associate of Applied Science degree

# VETERINARY TECHNOLOGY

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

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

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

Program enrollment is limited due to facility constraints and admission is not guaranteed. New classes begin only in the fall semester. Applicants should contact program faculty early in the year to allow adequate time for completion of all required forms. Review of applications will begin February 15 annually. Eligible candidates who have complete college and program applications will be invited to interview with the admissions committee. Applicants who submit materials after February 15 may be considered on a space available basis. All Learning Support requirements must be completed by the end of the Spring Semester prior to beginning Veterinary Technology classes in the Fall semester.

Clinical skills in veterinary technology are obtained through completion of practicum objectives at affiliated veterinary facilities throughout middle Tennessee. Over 500 hours of supervised clinical experience are required and students must provide their own transportation to and from facilities. Clinical sites will be assigned to the student by program faculty to provide exposure to a variety of animal species. Assignment locations are not based solely on proximity to the student's place of residence.

Clinical background checks are required by a few affiliated clinical training sites. Based on results of the criminal background check, an affiliated clinical site may determine to not allow your presence at their facility. The Veterinary Technology program does not require a criminal background check as part of admissions. After graduating from the program, the State Board of Veterinary Medical Examiners will require a background check upon application for licensure. More information is available from your program director.

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

### Accreditation Information

The Veterinary Technology Program at Columbia State is accredited by the American Veterinary Medical Association.

American Veterinary Medical Association  
1931 N. Meacham Road, Suite 100  
Schaumburg, IL 60173-4360  
1-847-925-8070

### Admission Requirements

Candidates for admission must have a high school diploma or High School Equivalency Diploma (GED® or HiSET®) and must be admitted to the College before being considered for admission to the program.

As early as possible, the student should contact a member of the program faculty for information on advising and the application process. The student may also wish to schedule a campus tour and arrange a meeting with program faculty. Tours can be scheduled by calling 931.540.2766. For the latest information on campus tours go to: [www.columbiastate.edu/admissions/campus-tours](http://www.columbiastate.edu/admissions/campus-tours).

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

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

The following are requirements of the Veterinary Technology Program:

1. Students applying to the program must have a minimum GPA of 2.0 to be eligible.
2. Complete all Veterinary Technology Program application forms.
3. Complete a formal personal interview with the program director of Veterinary Technology and/or the selection committee. Applicants are evaluated during the interview process based on the following criteria: professional appearance, academic ability, previous experience, reasoning skills, personal interaction skills, and motivation.
4. Complete an eight-hour observation of the activities and duties of a licensed veterinary technician.
5. Report, in writing, any felony convictions.
6. Thoroughly review the *Veterinary Technology Program Student Policy Manual*, available on the Columbia State web site and in the Library, prior to being admitted into the Veterinary Technology Program. This action must be documented by signing a verification form provided by the Veterinary Technology Program.
7. Complete all Learning Support requirements in reading, writing and math as indicated by the institutional placement guidelines (ACT or COMPASS) by the end of the Spring semester prior to enrolling in Veterinary Technology classes for the Fall semester.

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

Review of applications will begin February 15 annually. Applicants who submit materials after February 15 may be considered on a space available basis. Class size is limited. All Learning Support requirements must be completed by the end of the Spring Semester prior to beginning Veterinary Technology classes in the Fall semester. If the class has not been filled to capacity by the end of the Summer Semester, students completing their Learning Support requirements at the end of the Summer semester may be considered on an individual basis.

# VETERINARY TECHNOLOGY

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

## Continuation Requirements

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

1. Earn a "C" or higher in each Veterinary Technology course.
2. Earn a "C" or higher in AGRI 1020, AGRI 1025, and BIOL 2230 in order to continue in the program.
3. Earn a "C" or higher in clinical practice, which is considered satisfactory performance in clinical assignment.
4. Maintain a GPA of 2.0 or higher.
5. Enroll in and successfully complete all required general education courses during (or before) the semester listed in the curriculum outline.
6. Maintain professional conduct as outlined in the *Veterinary Technology Program Student Policy Manual*.

Students who do not meet the continuation requirements above are ineligible to progress in the Veterinary Technology Program. These students may be qualified to continue courses in the College, but will not be permitted to register in a Veterinary Technology course without readmission to the program.

## Readmission to the Program

Readmission to the Veterinary Technology Program after dismissal is not guaranteed, regardless of the reason. A student who wishes to apply for readmission must do so in writing, at least 60 days prior to the beginning of the semester in which the student would like to reenroll. After reviewing all student records, the Veterinary Technology faculty will determine whether the student will be readmitted to the program. Students dismissed from the program a second time may not be readmitted. Due to the rapid change of technology in the field of veterinary medicine, an elapsed time period of five years or more shall necessitate repeating all Veterinary Technology courses.

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

# VETERINARY TECHNOLOGY

## Program Requirements

The courses below are applicable to degree requirements. Students may be required to take additional Learning Support courses.

### Communications Requirement

ENGL 1010, 1020  
SPCH 1010 or SPCH 1030

### Humanities/Fine Arts (Take 1 course)

ART 1030  
ARTH 2010, 2020  
ENGL 2015, 2130, 2230, 2330, 2920  
HUM 1130, 1131  
MUS 1030  
PHIL 1030, 2030, 2033  
THEA 1030

### Natural Sciences Requirement

BIOL 2230  
BIOL 1110 or 1120 (Take 1 course)

### Social/Behavioral Sciences (Take 1 course)

ECON 2010, 2020  
GEOG 1010, 1020, 2010  
PHED 2120  
POL 201  
POLS 1030, 2010  
PSYC 1030, 2130  
SOC 210  
SOVI 1010, 1020, 2010

### Major Required Courses

AGRI 1020, 1025  
VET 102, 112, 113, 191, 192, 193, 201, 202, 203, 251

Note: Learning Support math requirement(s) must be satisfied even if you do not intend to take a college-level math course.

### Requirements for Graduation include:

- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in program courses, AGRI 1020, AGRI 1025, and BIOL 2230.
- cumulative GPA must be at least 2.0.
- taking the Exit Exam.

## Course Sequence

### First Year – Fall Semester

___ ENGL 1010	Composition I	3
___ AGRI 1020	Introduction to Animal Science	4
___ BIOL 1110	General Biology I <b>or</b>	
___ BIOL 1120	General Biology II	4
___ VET 112	Veterinary Technology Orientation I	4
		<b>15</b>

### First Year – Spring Semester

___ BIOL 2230	Microbiology	4
___ AGRI 1025	Livestock Management	3
___ ENGL 1020	Composition II	3
___ VET 113	Veterinary Technology Orientation II	4
		<b>14</b>

### First Year – Summer Semester

___ VET 102	Animal Anatomy	4
___ VET 191	Clinical Practicum I	2
___ VET 201	Veterinary Lab Procedures I	5
		<b>11</b>

### Second Year – Fall Semester

___ SPCH 1010	Fundamentals of Speech Communication <b>or</b>	
___ SPCH 1030	Argumentation and Debate	3
___ VET 192	Clinical Practicum II	5
___ VET 202	Veterinary Lab Procedures II	5
___ VET 251	Pharmacology	3
		<b>16</b>

### Second Year – Spring Semester

___ Humanities/Fine Arts Elective		3
___ Social/Behavioral Science Elective		3
___ VET 193	Clinical Practicum III	5
___ VET 203	Veterinary Lab Procedures III	5
		<b>16</b>

### TOTAL CREDIT HOURS 72

Any non-VET classes may be taken prior to program enrollment. Once enrolled in the Vet Tech program, students will not be permitted to postpone any non-VET, general education course(s). Should any course not be offered at Columbia State during the term indicated, program officials will assist students in re-ordering courses to complete all requirements.

### For more information contact:

[vettech@columbiastate.edu](mailto:vettech@columbiastate.edu)

or

Health Sciences Division office at  
931.540.2600 or 931.540.2599

or

[www.columbiastate.edu/veterinary-technology](http://www.columbiastate.edu/veterinary-technology)

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.



## Program and Career Description:

The Technical Certificate in Advanced Integrated Industrial Technology is a one-year program designed to prepare graduates for many different careers related to manufacturing with an emphasis on technology, critical thinking, and problem solving. Students will take courses in the basic fundamentals of industrial technology and move to more advanced applications including Programmable Logic Controls.

Career	Beginning Salary	Experienced Salary Median
Industrial Machinery	\$32,750	\$46,780
Maintenance Workers	\$25,460	\$40,110
Electrical/Electronic Engineering Technicians	\$43,450	\$62,360
Maintenance & Repair Workers	\$23,910	\$34,580

Career and salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

This technical certificate will be an embedded certificate within the Advanced Integrated Industrial Technology A.A.S. degree. Upon successful completion of the certificate program, students will be afforded the opportunity to complete industry certification exams.

### Required Courses

___ AIT 1001	Basic Electricity	2 hours
___ AIT 1102	Fluid Power Distribution	2 hours
___ AIT 1003	Hydraulic/Pneumatic Fundamentals	1 hour
___ AIT 1401	Basic Electrical Controls	2 hours
___ AIT 1402	Basic Pneumatic Controls	1 hour
___ AIT 1403	Basic Hydraulic Controls	1 hour
___ AIT 1302	Integrated Process Control	2 hours
___ AIT 1501	Intermediate Electrical Controls	2 hours
___ AIT 1502	Intermediate Pneumatic Controls	1 hour
___ AIT 1503	Intermediate Hydraulic Controls	1 hour
___ AIT 2201	Programmable Logic Controls	2 hours
___ AIT 2202	Programmable Logic Controls Lab	2 hours

### Requirements for Certificates include:

- Total certificate hours must be at least 19
  - earning 50% of total program credits in residence at Columbia State
  - Cumulative GPA must be at least 2.0\*\*
- \*\*This includes all classes taken even those not required for the certificate.

**For more information contact:**  
**Dearl Lampley at**  
**[dlampley@columbiastate.edu](mailto:dlampley@columbiastate.edu) or**  
**931.540.2678**  
**or**  
**Science, Technology and Math**  
**Division office at 931.540.2710**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our web site at <http://www.columbiastate.edu/IR/Gainful%20Employment/AIIT/gedt.html>.



## Program and Career Description:

The Basic Early Childhood Education Certificate program prepares individuals to work with children birth through third grade and their families in a variety of childcare settings. The program provides early childhood development instruction based upon criteria developed by the National Association for the Education of Young Children (N.A.E.Y.C.).

This certificate is designed for the student who does not intend to transfer into a baccalaureate degree program.

Career	Beginning Salary	Experienced Salary Median
Child Care Workers	\$17,680	\$24,000

Career and salary information taken from [www.bls.gov](http://www.bls.gov). Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers.

Salaries are not guaranteed.

Graduates from the program should be prepared to individually and successfully complete the National Child Development Associate (C.D.A.) credentialing process. The classes are part of the process meeting competency goals for the national certificate but are also designed for any Early Childhood college student. The certificate from Columbia State Community College is not the C.D.A. certificate or public school teaching certificate. This certificate is not eligible for financial aid.

Some courses in the Basic Early Childhood Certificate Program are electives in the General Transfer, Early Childhood Education Emphasis Associate of Art (A.A.) / Associate of Science (A.S.) degree and are articulated to the Bachelor Degree (B.S.) in Early Childhood at Middle Tennessee State University as program electives. ECED 2335, Initial Practicum, is not accepted as a transfer course. Students must have at least at 3.0 grade in Early Childhood Education courses in the degree plan.

### Required Courses

ECED 2310	Safe, Healthy Learning Environments	3 hours
ECED 2315	Early Childhood Curriculum	3 hours
ECED 2340	Family Dynamics and Community Involvement	3 hours
ECED 2335	Initial Practicum	3 hours

### Requirements for Certificates include:

- Total certificate hours must be at least 12
  - Earning 50% of total program credits in residence at Columbia State.
  - Cumulative GPA must be at least 2.0\*
- \* This includes all classes taken even those not required for the certificate.

### For more information contact:

Marian Warren at  
[mwarren@columbiastate.edu](mailto:mwarren@columbiastate.edu) or 931.540.2858

or

Humanities & Social Sciences Division office at:  
 931.540.2780





## Program and Career Description:

This certificate is designed to prepare students to advance in the business community by providing them basic knowledge and skills in business management. Courses from this program may be applied to the Associate of Applied Science degree in Business or General Technology.

Career	Starting Salary	Experienced Salary Median
Retail Assistant Store Manager	\$23,800	\$32,100
Customer Service Representative	\$22,000	\$26,800
General Clerk	\$20,200	\$24,600

Career and salary information taken from [www.salary.com](http://www.salary.com) and represents a statewide average based on eight cities. Salaries are not guaranteed.

### Program Requirements

The Business Technical Certificate may be completed during the day on the Columbia campus or in an accelerated format in the evening, in Columbia, Franklin, Lawrenceburg, and Lewisburg. Students in the accelerated format may complete the certificate in one year. *Students may be required to take additional Learning Support courses.*

#### First Semester

___ BUSN 1305	Introduction to Business	3
___ INFS 1010	Computer Applications	3
___ BUSN 1380	Supervisory Management	3

#### Second Semester

___ BUSN 1350	Sales and Service	3
___ BUSN 1310	Business Communication	3
___ BUSN 2370	Legal Environment of Business	3

#### Third Semester

___ BUSN 2380	Principles of Marketing	3
___ Elective*		3
___ ACCT 1010	Principles of Accounting I	3

\*Note: An elective can be any college-level course. BUSN/IST courses are strongly recommended.

Requirements for Certificates include:

- Total certificate hours must be at least 27
  - earning 50% of total program credits in residence at Columbia State
  - Cumulative GPA must be at least 2.0\*\*
- \*\*This includes all classes taken even those not required for the certificate.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our web site at <http://www.columbiastate.edu/IR/Gainful%20Employment/Business/ged.html>.

For more information contact:  
**Dr. Mary Susan Kennedy at**  
**[kennedy@columbiastate.edu](mailto:kennedy@columbiastate.edu) or 931.540.2674**  
 or  
**Science, Technology and Math Division office at**  
**[stm@columbiastate.edu](mailto:stm@columbiastate.edu) or 931.540.2710**



Photo taken by Sarah B. Gilliam

## Program and Career Description:

The Commercial Entertainment Technical Certificate is designed for students who want to enter the entertainment field immediately upon receiving the certificate as a performer (singer/dancer) or songwriter, and provides a balanced approach to the skills needed to seek employment in this field. Courses in the Commercial Entertainment certificate program may be applied toward the Commercial Entertainment associate degree program. Below are a few examples of career and salary estimates.

Career	Beginning Salary	Experienced Salary Median
Singers/Dancers on Cruise Ships	\$25,800	\$34,750
Songwriters/Composers/ Music Directors	\$36,310	\$62,850
Dancers/Choreographers	\$34,750	\$44,540

Career Salary information taken from [www.jobs4tn.gov](http://www.jobs4tn.gov) and [www.bls.gov](http://www.bls.gov). Check out these web sites for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Transfer Options

This certificate program is not designed for transfer to a four year college or university. However, some agreements are in place that will allow credit to be given for a portion or the entirety of this degree path. Please check with the transfer institution or your advisor for specific details.

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

# COMMERCIAL ENTERTAINMENT

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

## Admission Requirements

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

1. All applicants must meet the general requirements for admission to the College and apply for admission as stated in the College catalog.
2. Complete a *Request for Admission to Commercial Entertainment Program* form before the beginning of the semester in which the student plans to enroll in the program.
  - a. Forms are available in the Commercial Entertainment office at the Williamson County Center of Columbia State Community College. Prospective students may call (615)790-4420 to request that the form be received through the mail.
  - b. Health Requirements
    1. Students must be physically able to participate in dance, drama, and singing.
    2. Prior to participating in stagecraft classes, it is recommended that students have a Tetanus booster if it has been more than five years since their last booster.
3. Commercial Entertainment students must exhibit proficiency in at least one of four areas: dance, drama, singing or music. Upon receipt of the *Request for Admission* form, the program director will contact the student to set an appointment for an audition. Audition appointments will not be scheduled until a completed *Request for Admission* form is received. Due to limited enrollment, early applicants will receive first audition appointment options.
  - a. Appointments for in-person auditions may be scheduled any time before the official registration day for the beginning of the semester. This audition may be recorded by the program director to be used to confer with faculty in the Commercial Entertainment program.
  - b. An applicant may elect to submit a prerecorded audition on CD/DVD. The deadline for submission of prerecorded auditions is August 1 for fall semester and December 1 for spring semester.

4. The audition should showcase the applicant's skill in at least one of the following areas: dance, drama, and/or singing. The following table shows the requirements of the audition for each skill area.

Requirements for Audition

Skill Area	Timeframe	Performance
Dance	1 - 1.5 minutes	Choreographed routine exhibiting proficiency in jazz, tap, or ballet. <ul style="list-style-type: none"> <li>• Dance attire required for the dance audition.</li> <li>• Musical accompaniment on CD required.</li> </ul>
Drama	1 minute each	Two contrasting monologues. <ul style="list-style-type: none"> <li>• Do not bring props to the audition.</li> </ul>
Voice	1 - 2 minutes	Pop, country, jazz, or musical theatre selection. <ul style="list-style-type: none"> <li>• Musical accompaniment on CD required.</li> </ul>

5. The number of applicants admitted is determined by space available. Criteria for admissions are an acceptable level of proficiency in one or more of the three skill areas as determined by the program director. The program director will notify all students in writing concerning the disposition of their application within thirty days of their audition.

# COMMERCIAL ENTERTAINMENT

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

## Program Requirements

### Major Required Courses

CEN 207  
MUS 1510, 1810, 1820, 1850, 2350

### Songwriting Option

CEN 135, 136  
MUS 1860, 2360

### Performance Option

CEN 102, 200, 205, 216  
MUS 1520, 1800  
Take one hour from the following:  
CEN 101, 107, 109, 111, 203

Please see the Commercial Entertainment Program Director for Advising and scheduling of classes.

### Requirements for Certificates include:

- Total certificate hours must be at least 24
- earning 50% of total program credits in residence at Columbia State
- Cumulative GPA must be at least 2.0\*

\*This included all classes taken even those not required for the certificate.

## Sample Schedule

### First Year – Fall Semester

___ MUS 1810	Fundamentals of Music I	3
___ MUS 2350	Digital Audio Recording	3
___ MUS 1510	Class Voice I	1
___ MUS 1850	Musical Keyboarding I	1

### Songwriting Option

___ CEN 135	Commercial Songwriting I	3
___ MUS 1860	Musical Keyboarding II	1

### Performance Option

___ CEN 102	Dance Performance and Production Lab	1
___ MUS 1800	Choral Lab	1
___ CEN 200	Audition/Showcase Techniques	2
		<b>12</b>

### First Year – Spring Semester

___ MUS 1820	Fundamentals of Music II	3
___ CEN 207	Entertainment Business	3

### Songwriting Option

___ CEN 136	Commercial Songwriting II	3
___ MUS 2360	Digital Music Production	3

### Performance Option

___ CEN 216	Professional Audition	1
___ MUS 1520	Class Voice II	1
___ CEN 205	Basic Construction/Stagecraft	3
___ CEN Elective		1
		<b>12</b>

**TOTAL CREDIT HOURS 24**

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information please visit our Web site at: <http://www.columbiastate.edu/IR/Gainfu%20Employment/CEN/gecdt.html>.

**For more information contact:**  
**Cathy Hudnall at**  
**chudnall@columbiastate.edu or 615.790.4420**  
**or**  
**Williamson County Center at 615.790.4400**

## Program and Career Description:



The Emergency Medical Technician-Basic (EMT) is an entry-level Emergency Medical Technician. EMT is intended for fire station employees and/or private non-emergent transport. The EMT renders life support to patients at the scene of their injuries or illnesses and prepares these patients for transport to the hospital.

The Advanced Emergency Medical Technician (AEMT) renders basic and advanced life support to patients at the scene of their injuries or illness and continues this treatment while transporting these patients to the hospital. Additional studies include pharmacological interventions, tracheobronchial suctioning of an already intubated patient and intravenous therapy.

# EMERGENCY MEDICAL SERVICES (EMS) EMT BASIC - ADVANCED

## Licensure Eligibility and Technical Certificates

### How long is the program?

Columbia State offers both the Technical Certificate in Emergency Medical Technician-Basic (EMT) and Technical Certificate in Advanced Emergency Medical Technician (AEMT). Each technical certificate is an intensive one-semester learning experience.

### What does the program provide?

- Challenging academic courses facilitated by EMS professionals,
- Extensive clinical rotations in numerous acute care facilities, ambulance services, and fire stations across middle Tennessee,
- Opportunities to attain knowledge and skills necessary for licensure and career success,
- Support and encouragement from both faculty and fellow cohort members.

### How is the job market?

No accurate national data exists which separates salaries for EMTs and AEMTs. Reported base salaries do not include overtime and extra shifts commonly worked by EMTs and AEMTs. The best information regarding salaries may be obtained by contacting EMS providers in the desired geographic area and inquiring about entry level salaries. Additional information about education requirements and preferred work styles may be obtained from [www.jobs4tn.gov](http://www.jobs4tn.gov).

[www.columbiastate.edu/emt-paramedic](http://www.columbiastate.edu/emt-paramedic)

### Opportunities

Upon successful completion of the EMT-Basic technical certificate, candidates are eligible to sit for the National Registry's written and practical examinations. Upon successful completions of examinations and other licensure requirements, the student will be eligible for the State of Tennessee EMT license or may advance into the AEMT certificate.

Upon successful completion of the AEMT technical certificate, candidates are eligible to sit for the National Registry's written and practical examinations. Upon successful completion of examinations and other licensure requirements, the student will be eligible for the State of Tennessee AEMT license.

## EMERGENCY MEDICAL SERVICES (EMS) EMT BASIC - ADVANCED

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

### Emergency Medical Technician - Basic (EMT) Technical Certificate

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

1. Complete application for admission to the College by submitting the following to the Admissions office.
  - a. completed *Application for Admission*
  - b. official college transcripts
  - c. high school transcripts or High School Equivalency Diploma-HSE (GED<sup>®</sup> or HiSET<sup>®</sup>)
  - d. proof of immunization with two doses of Measles, Mumps, and Rubella (MMR) vaccines administered on or after the first birthday.
2. Must be eligible to enroll in 0800 level Learning Support or college-level Math, English, and Reading. Competency in these areas may be validated by sub-scores of at least 13 in Math, 13 in Reading, and 13 in English on the ACT or through institutional placement testing using the Compass Exam given by Testing Services.
3. Must be at least 18 years of age.

To successfully complete the courses/certificates, students must receive clearance from affiliates to participate in clinical education, develop skills, complete objectives, and master required competencies.

1. Criminal background checks and drug screens are required by most clinical affiliates.
2. A clinical affiliate may choose to deny a student access to participate in clinical rotations at their facility based on the results of a student's background check or drug screen results.
3. If a student is denied access to **any** clinical affiliate site, the student will not be allowed to complete the clinical requirements of the program.
4. For more information about the background check and drug screening process, you may contact program faculty.

Once enrolled, students are required to submit documentation of a completed *Physical Examination* form with all required health work. For a checklist of requirements and copies of forms to be submitted, visit [www.columbiastate.edu/emt-paramedic/incoming\\_students](http://www.columbiastate.edu/emt-paramedic/incoming_students). Documentation of all requirements must be submitted before students will be allowed to schedule clinical rotations.

#### Applicable to EMT Technical Certificate and AEMT Technical Certificate:

Applicants who have been convicted of a crime other than a minor traffic violation may be ineligible for licensure by the State of Tennessee. For more information, contact the State of Tennessee Department of Health Division of EMS at <http://health.state.tn.us/ems>.

Criminal background checks and routine drug screens are required by several affiliate clinical training sites as a condition of participation in clinical education. Based on the results of the criminal background check and drug screen, an affiliated clinical site may elect not to allow an individual student to participate in clinical at the facility. This could result in inability to successfully complete the requirements of a specific course and program. More information is available from program officials.

### Advanced Emergency Medical Technician (AEMT) Technical Certificate

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

1. Applicants must meet the general requirements for admission to the College and apply for admission as stated in the College catalog.
2. Must be eligible to enroll in 0800 level Learning Support or college-level Math, English, and Reading. Competency in these areas may be validated by sub-scores of at least 13 in Math, 13 in Reading, and 13 in English on the ACT or through institutional placement testing using the Compass Exam given by Testing Services.
3. Must be at least 18 years of age.
4. Must be currently licensed as an Emergency Medical Technician in the State of Tennessee or have successfully completed an EMT education program within 120 days of beginning the AEMT program and have successfully completed a Tennessee EMS Board approved EMT competency written and practical examination.
5. EMTs who have shown competency in basic knowledge and skills through completion of Board approved written and practical examination and wish to progress to AEMT training without obtaining an EMT license shall submit evidence of good moral character (two letters of reference). Such evidence shall attest to the EMT's good moral character and be two recent (within the preceding 12 months) original letters from medical professionals attesting to the applicant's personal character. Preferably, one letter should be from current employer and the second letter should be a character reference. In the situation of unemployment, two character letters may be submitted. Family references will not be accepted.
6. Meet other Admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation, Office of Emergency Medical Services.

Once confirmed for AEMT courses, students are required to submit documentation of the following entry requirements. If the documentation is not completed prior to the first day of classes, students will not be allowed in the clinical setting.

- a. Completed *Physical Examination* form (the form will be provided by the program director).
- b. Evidence of a current Basic Cardiac Life Support (BCLS) certification (must include two-person CPR) for the health care professional.
- c. Evidence of personal health insurance coverage.
- d. All necessary health records required by clinical affiliates.

## EMERGENCY MEDICAL SERVICES (EMS) CURRICULUM

Students may be required to take additional Learning Support courses.

Class Information for EMT and AEMT certificates:

- Classes are offered on an intense 15 week schedule (10 weeks in summer semester)
- Students are also required to complete 96 hours of clinical rotations during their enrollment
- Students are admitted on a first qualified, first admitted basis
- Students must contact program faculty directly to register for classes

### Emergency Medical Technician - Basic (EMT) Technical Certificate

#### Required Courses

EMSB 1601 EMT Medical Emergencies and EMS Operations	6
EMSB 1602 EMT Trauma and Medical Emergencies	6
EMSB 1101 EMT Medical Skills Lab	1
EMSB 1102 EMT Trauma and Medical Skills Lab	1
EMSB 1111 EMT Clinical	1
EMSB 1112 EMT Field Internship	1
<b>Semester Credit Hour Total</b>	<b>16</b>

Upon successful completion, the candidate is eligible to receive a Technical Certificate and challenge the National Registry exam to obtain National Certification as an EMT and Tennessee State licensure as an EMT or may advance into the AEMT Technical Certificate.

### Advanced Emergency Medical Technician (AEMT) Technical Certificate

**Prerequisite:** Applicants must be currently licensed as an Emergency Medical Technician in the State of Tennessee or have successfully completed an EMT education program within 120 days of beginning the AEMT program and have successfully completed a Tennessee EMS Board approved EMT competency written and practical examination.

#### Required Courses

EMSA 1501 Advanced EMT Medical Emergencies	5
EMSA 1502 Advanced EMT Trauma and Medical Emergencies	5
EMSA 1201 Advanced EMT Medical Skills Lab	2
EMSA 1202 Advanced EMT Trauma and Medical Skills Lab	2
EMSA 1111 Advanced EMT Clinical	1
EMSA 1112 Advanced EMT Field Internship	1
<b>Semester Credit Hour Total</b>	<b>16</b>

Upon successful completion of the AEMT technical certificate, candidates are eligible to sit for the National Registry's written and practical examinations. Upon successful completion of examinations and other licensure requirements, the student will be eligible for the State of Tennessee AEMT license.

Requirements for the EMT and AEMT Technical Certificates include:

- Total certificate hours must be at least 16
- earning 50% of total program credits in residence at Columbia State.
- Cumulative GPA must be at least 2.0\*
- \*This includes all classes taken even those not required for this certificate.

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our web site at: [www.columbiastate.edu/emt-paramedic](http://www.columbiastate.edu/emt-paramedic).

**Those who plan to progress in EMS are encouraged to take advantage of the option for the Paramedic Technical Certificate. (See the Paramedic Technical Certificate flyer for detailed information).**

### Paramedic Technical Certificate

Students may be required to take additional Learning Support courses.

**Prerequisite:** Applicants must be licensed in Tennessee as an AEMT or eligible for state Licensure prior to acceptance in the program.

#### Semester One

EMT 210	Paramedic Theories I	5
EMT 211	Fundamentals of Paramedic Practice	1
EMT 212	Pre-hospital Emergency Pharmacology	2
EMT 213	Advanced Cardiac Care	1
EMT 214	Clinical Practice I	3

#### Semester Two

EMT 215	Paramedic Theories II	5
EMT 216	Paramedic Practice II	1
EMT 217	Pediatric and OB Emergencies	2
EMT 218	Advanced Trauma Life Support	1
EMT 219	Clinical Practice II	3

#### Semester Three

EMT 220	Field Internship (240 hrs.)	4
EMT 221	Fundamental of Paramedic Practice III	4

**Total credit hours 32**

Requirements for the Paramedic Technical Certificate include:

- Total certificate hours must be at least 32
- earning 50% of total program credits in residence at Columbia State.
- Cumulative GPA must be at least 2.0\*
- \*This includes all classes taken even those not required for this certificate.

**Those who plan to progress in EMS are encouraged to see program officials about degree advancement options.**

**For information regarding EMS certificates or degree options check our website:  
[www.columbiastate.edu/emt-paramedic](http://www.columbiastate.edu/emt-paramedic)**

**For more information on EMT and AEMT Technical Certificates contact:  
Eric McCullough at  
[emccullough1@columbiastate.edu](mailto:emccullough1@columbiastate.edu) or  
931.540.2792 or 931.626.4855**

**For more information on the Paramedic Technical Certificate contact:  
Dr. David Cauthen at  
[dcauthen1@columbiastate.edu](mailto:dcauthen1@columbiastate.edu) or  
931.540.2686 or 931.626.3883**

**Health Sciences Division office at  
931.540.2600 or 931.540.2599**

## Program and Career Description:



Paramedics are health care professionals trained in the advanced skills needed for rendering care to the critically ill or injured patient in the pre-hospital, industry or emergency room setting. Candidates for Paramedic school are AEMTs who seek enhanced and expanded skills. Paramedics perform all of the procedures described above for EMTs and AEMTs plus give oral or intravenous drugs, read EKGs (electrocardiograms), do endotracheal intubations, and use additional complex equipment.

# EMERGENCY MEDICAL SERVICES (EMS) PARAMEDIC

## Licensure Eligibility and Technical Certificate

### How long is the program?

Columbia State's Paramedic program is delivered over three semesters (12 months.)

### What does the program provide?

- Challenging academic courses facilitated by EMS professionals.
- Extensive clinical rotations in numerous acute care facilities, ambulance services, and fire stations across middle Tennessee.
- Opportunities to attain knowledge and skills necessary for licensure and career success.
- Support and encouragement from both faculty and fellow cohort members.

### How is the job market?

No accurate national data exists which separates salaries for various levels of EMS credentials. Reported base salaries do not include overtime and extra shifts commonly worked. The best information regarding salaries may be obtained by contacting EMS providers in the desired Emergency Medical Services area and inquiring about entry level salaries. Additional information about education requirements and preferred work styles may be obtained from [www.bls.gov](http://www.bls.gov).

Career	Annual Base Salary
EMT	\$32,000
Paramedic	\$39,000

[www.columbiastate.edu/emt-paramedic](http://www.columbiastate.edu/emt-paramedic)

### Opportunities

Upon successful completion of the Paramedic curriculum, candidates are eligible to sit for the examinations for National Registry Certification and Tennessee Paramedic licensure.

### Effective Fall 2015:

The Tennessee Board of Regents (TBR) statewide common curriculum for Emergency Medical Services: Paramedic (EMSP) will be implemented Fall 2015. The course names/IDs, student credit hours, and curriculum sequence will change dramatically. Students working toward beginning Paramedic school in Fall 2015 should make direct contact with program officials for information and advisement.

## EMERGENCY MEDICAL SERVICES (EMS) PARAMEDIC

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

### Paramedic Technical Certificate

National and State Accreditation through Committee on Accreditation of Educational Programs for the EMS Profession (CoAEMSP) & Tennessee Department of Health Division of Emergency Medical Services.

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

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

The program is 12 months in length. All applicants must be licensed in Tennessee as an AEMT or eligible for state license prior to acceptance into the program. If eligible for licensure, the AEMT license *must* be obtained prior to starting the program.

**Applicants who have been convicted of a crime other than a minor traffic violation may be ineligible for licensure by the State of Tennessee. For more information, contact the State of Tennessee Department of Health Division of EMS at: <http://health.state.tn.us/ems>.**

**Criminal background checks and routine drug screens are required by several affiliate clinical training sites as a condition of participation in clinical education. Based on the results of the criminal background check and drug screen, an affiliated clinical site may elect not to allow an individual student to participate in clinical at the facility. This could result in inability to successfully complete the requirements of a specific course and program. More information is available from program officials.**

#### Admission Requirements

1. Due to enrollment limitations, and the Tennessee Emergency Medical Services (EMS) regulations 1200-12-1-.13 governing admission requirements, applications are screened using established selection criteria as outlined below.
2. In compliance with the State of Tennessee EMS Regulation 1200-12-1-.13 and the Americans with Disabilities Act, all applicants and admitted students must, with reasonable accommodation, be able to:

- a. lift a minimum of 125 lbs.
  - b. visually assess patients in the work environment to include detecting auditory and color changes, as well as unusual odors.
  - c. communicate both verbally and in writing using the English language.
  - d. make appropriate judgments in emergency situations.
  - e. demonstrate emotional stability.
  - f. demonstrate psychological health in day-to-day interactions with patients, their family members and other personnel.
3. Applicants must have demonstrated basic reading, writing, and math competencies as defined in the Admission Process below.
  4. Once admitted, students are required to submit documentation of the following entry requirements by August 1. If the documentation is not completed prior to the first day of fall classes, students will not be allowed in the clinical setting.
    - a. Completed *Physical Examination* form (the form will be provided by the program director).
    - b. Evidence of a current Basic Cardiac Life Support (BCLS) certification (must include two-person CPR) for the health care professional.
    - c. Evidence of personal health insurance coverage.
    - d. All necessary health records required by clinical affiliates.

#### Admission Process

1. Applicants must meet the general requirements for admission to the College and apply for admission as stated in the College catalog.
2. Must be eligible to enroll in 0800 level Learning Support or college-level Math, English, and Reading. Competency in these areas may be validated by sub-scores of at least 13 in Math, 13 in Reading, and 13 in English on the ACT or through institutional placement testing using the Compass Exam given by Testing Services.
3. All applicants must submit a completed application to the EMS department between January 1 and March 31.
4. Applicants must submit two letters of recommendation. One letter should be from the current employer. The second letter should be a character reference. Two letters of character reference may be used if currently unemployed.
5. Prior to admission, all applicants will take an AEMT Entrance examination.
6. Applicants will be interviewed by the Paramedic Program's selection committee.
7. Admission decisions will be made by June 1. Admitted students will begin the program in the fall semester.

## EMERGENCY MEDICAL SERVICES (EMS) PARAMEDIC

### Selection Criteria

Applicants must obtain an overall average of 2.5 out of 5 points in the following areas of the application process: Advanced Emergency Medical Technician entrance examination, math test, and oral interview to be eligible for admission into the Paramedic Program.

1. AEMT entrance examination will be evaluated as follows:
 

96 - 100	=	5 points
92 - 95	=	4 points
88 - 91	=	3 points
84 - 87	=	2 points
80 - 83	=	1 point
Below 80	=	0 points
2. The Math test and AEMT test are averaged together for the final cut score, and evaluated based on the rubric provided by the State of Tennessee.
3. Oral Interviews: Each member of the selection committee will evaluate the applicant in the areas of interpersonal skills, knowledge, professional characteristics and experience. Each member will score the applicant overall using a scale of 1-5 points. The scores from each member will then be averaged to obtain an interview score.

### Retention Requirements

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

### Graduation Requirements

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

### Readmission Requirements

Readmission to the Paramedic Program after dismissal is not guaranteed, regardless of the reason for dismissal. A student who wishes to apply for readmission must do so in writing to the program director at least 90 days prior to the desired readmission date. Readmission decisions will be made on an individual basis. An interview with the program director is required before readmission. Regardless of the reason for dismissal, it is the sole responsibility of the student to request readmission in writing to the program director. Students who have been unsuccessful in completing the program after two attempts, will not be eligible for readmission.

### Health Sciences A.A.S. Degree

Those who plan to progress in EMS are encouraged to see program faculty to take advantage of the option for Paramedic Technical Certificate completers to earn an Associate of Applied Science in Health Sciences (See the A.A.S. Health Sciences flyer for detailed information) by completing the following courses:

BIOL 2010 - Human Anatomy and Physiology I  
 BIOL 2020 - Human Anatomy and Physiology II  
 ENGL 1010 - Composition I  
 Health Sciences Elective (Take one course)\*  
 Humanities/Fine Arts (Take one course)\*\*  
 INFS or IST Elective (Take one course)\*\*\*  
 Mathematics Requirement (Take one course)\*\*\*\*  
 Social/Behavioral Elective (Take one course)\*\*\*\*\*  
 SPCH 1010 - Fundamental of Speech Communication **or**  
 SPCH 1030 - Argumentation and Debate  
 Electives (4-6 credit hours)

\*HSC 291, 292, 293

\*\*ART 1030, ARTH 2010, 2020, ENGL 2015, 2130, 2230, 2330, 2920, HUM 1130, 1131, MUS 1030, PHIL 1030, 2030, 2033, THEA 1030

\*\*\*INFS 1010, IST 1500, 1750, 2090, 2400, 2630, 2730, 2750, 2800, 2810, 2850, 2930, 2950

\*\*\*\*MATH 1010, 1530, 1630, 1710, 1720, 1830, 1910

\*\*\*\*\*ECON 2010, 2020, GEOG 1010, 1020, 2010, PHED 2120, POL 201, POLS 1030, 2010, PSYC 1030, 2130, SOC 210, SOCI 1010, 1020, 2010

## EMERGENCY MEDICAL SERVICES (EMS) CURRICULUM

Students may be required to take additional Learning Support courses.

Class Information for EMT and AEMT certificates:

- Classes are offered on an intense 15 week schedule (10 weeks in summer semester)
- Students are also required to complete 96 hours of clinical rotations during their enrollment
- Students are admitted on a first qualified, first admitted basis
- Students must contact program faculty directly to register for classes

### Emergency Medical Technician - Basic (EMT) Technical Certificate

#### Required Courses

EMSB 1601 EMT Medical Emergencies and EMS Operations	6
EMSB 1602 EMT Trauma and Medical Emergencies	6
EMSB 1101 EMT Medical Skills Lab	1
EMSB 1102 EMT Trauma and Medical Skills Lab	1
EMSB 1111 EMT Clinical	1
EMSB 1112 EMT Field Internship	1
<b>Semester Credit Hour Total</b>	<b>16</b>

Upon successful completion, the candidate is eligible to receive a Technical Certificate and challenge the National Registry exam to obtain National Certification as an EMT and Tennessee State licensure as an EMT or may advance into the AEMT Technical Certificate.

### Advanced Emergency Medical Technician (AEMT) Technical Certificate

Prerequisite: Applicants must be currently licensed as an Emergency Medical Technician in the State of Tennessee or have successfully completed an EMT education program within 120 days of beginning the AEMT program and have successfully completed a Tennessee EMS Board approved EMT competency written and practical examination.

#### Required Courses

EMSA 1501 Advanced EMT Medical Emergencies	5
EMSA 1502 Advanced EMT Trauma and Medical Emergencies	5
EMSA 1201 Advanced EMT Medical Skills Lab	2
EMSA 1202 Advanced EMT Trauma and Medical Skills Lab	2
EMSA 1111 Advanced EMT Clinical	1
EMSA 1112 Advanced EMT Field Internship	1
<b>Semester Credit Hour Total</b>	<b>16</b>

Upon successful completion of the AEMT technical certificate, candidates are eligible to sit for the National Registry's written and practical examinations. Upon successful completion of examinations and other licensure requirements, the student will be eligible for the State of Tennessee AEMT license.

Requirements for the EMT and AEMT Technical Certificates include:

- Total certificate hours must be at least 16
- earning 50% of total program credits in residence at Columbia State.
- Cumulative GPA must be at least 2.0\*
- \*This includes all classes taken even those not required for this certificate.

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our web site at: [www.columbiastate.edu/emt-paramedic](http://www.columbiastate.edu/emt-paramedic).

**Those who plan to progress in EMS are encouraged to take advantage of the option for the Paramedic Technical Certificate.**

### Paramedic Technical Certificate

Students may be required to take additional Learning Support courses.

Prerequisite: Applicants must be licensed in Tennessee as an AEMT or eligible for state Licensure prior to acceptance in the program.

#### Semester One

EMT 210	Paramedic Theories I	5
EMT 211	Fundamentals of Paramedic Practice	1
EMT 212	Pre-hospital Emergency Pharmacology	2
EMT 213	Advanced Cardiac Care	1
EMT 214	Clinical Practice I	3

#### Semester Two

EMT 215	Paramedic Theories II	5
EMT 216	Paramedic Practice II	1
EMT 217	Pediatric and OB Emergencies	2
EMT 218	Advanced Trauma Life Support	1
EMT 219	Clinical Practice II	3

#### Semester Three

EMT 220	Field Internship (240 hrs.)	4
EMT 221	Fundamental of Paramedic Practice III	4
<b>Total credit hours</b>		<b>32</b>

Requirements for the Paramedic Technical Certificate include:

- Total certificate hours must be at least 32
- earning 50% of total program credits in residence at Columbia State.
- Cumulative GPA must be at least 2.0\*
- \*This includes all classes taken even those not required for this certificate.

**Those who plan to progress in EMS are encouraged to see program officials about degree advancement options.**

**For information regarding EMS certificates or degree options check our website:  
[www.columbiastate.edu/emt-paramedic](http://www.columbiastate.edu/emt-paramedic)**

**For more information on EMT and AEMT Technical Certificates contact:  
Eric McCullough at  
[emccullough1@columbiastate.edu](mailto:emccullough1@columbiastate.edu) or  
931.540.2792 or 931.626.4855**

**For more information on the Paramedic Technical Certificate contact:  
Dr. David Cauthen at  
[dcauthen1@columbiastate.edu](mailto:dcauthen1@columbiastate.edu) or  
931.540.2686 or 931.626.3883**

**Health Sciences Division office at  
931.540.2600 or 931.540.2599**

## Program and Career Description:

The Film Crew Technology Program (FCT) is especially designed for individuals who want to enter the motion-picture business as "below-the-line" crew (the technicians that perform the majority of work on a motion-picture production). The FCT Program was started in 2008 as part of the Film Incentive plan for the State of Tennessee. The curriculum is constantly influenced by the Director of the FCT Program and the FCT Board of Directors.

This certificate is designed for the student who does not intend to transfer into a baccalaureate degree program.



Photo taken by Preston Phillips

Career	Beginning Salary	Experienced Salary
Audio & Video Equipment Technician	\$19.57 per hour	\$ 22.46 per hour

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

# FILM CREW TECHNOLOGY

## Technical Certificate

The Film Crew Technology program trains students in motion-picture lighting, grip, art department, HD cinematography, Digital Information Technician, sound and post-production (editing). For students wanting to enter the motion-picture industry or transfer to a four-year film program this program is extremely advantageous. The FCT program utilizes the latest technology and techniques commonly used in the professional motion-picture industry and is the only program in the State of Tennessee with professional working Grip/Electric production vehicle.

The program begins every August and is currently limited to 16 students per year. Please see the Film Crew Program Director for Advising and scheduling of classes.

# FILM CREW TECHNOLOGY

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

## Admission Requirements

Program applicants are selected once a year for Fall Semester start. Students interested in applying to the Film Crew Technology program should follow the procedures listed below:

1. All applicants must meet the general requirements to the College and apply for admissions as stated in the College catalog.
2. Complete a Request for Admission to Film Crew Technology Program form before the beginning of the semester in which the student plans to enroll in the program.
  - a. Forms are available upon request from the Program Director. Please email [rridley1@columbiastate.edu](mailto:rridley1@columbiastate.edu) or call (615) 790-4410.
3. Program Requirements:
  - a. Prior to admission in the program, students must be able to visually assess colors and be able to determine the difference between red, blue, green and white.
  - b. Upon completion of the program, students must be able to meet the following physical requirements that are standard to crew positions in the motion picture industry:
    1. Lift up to 80 lbs.
    2. Climb a ladder of at least 20 feet.
    3. Be able to stand for minimum of 2 hours.

If you have completed Regents Online Degree Program (RODP) courses, run a degree audit from the student tab in myChargerNet to determine how these courses apply to this program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information please visit our Web site at: <http://www.columbiastate.edu/IR/Gainful%20Employment/FCT/gedt.html>.

## Course Sequence

### Fall Semester

___ CEN 205	Basic Construction/Stagecraft	3
___ FCT 1010	Set Equipment and Machinery	3
___ FCT 1012	Intro Entertainment Tech	2
___ FCT 1013	Motion Picture Safety and Etiquette	3
___ FCT 1211	Fundamentals Electricity	2
___ FCT 2010	Set Construction <b>or</b>	
___ FCT 2040	Advanced Electric	3

### Spring Semester

___ FCT 1020	Basic Grip	3
___ FCT 1210	Fundamentals of Lighting Tech	3
___ FCT 2020	Advanced Grip	3
___ FCT 2025	Motion Picture Sound Recording	2
___ FCT 2030	Film and Video Lighting	3

### Summer Semester

___ FCT 2050	Film and Production Lab	3
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**TOTAL CREDIT HOURS 33**

Requirements for Certificates include:

- Total certificate hours must be at least 33
- earning 50% of total program credits in residence at Columbia State
- Cumulative GPA must be at least 2.0\*

\*This included all classes taken even those not required for the certificate.

**For more information contact:**

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# Course Descriptions

Explanation of Code following each course description:

(T) This course is part of the Tennessee Transfer Pathway for all public colleges.

(NT) This course is not designed to transfer.

(TE) This course is a transfer course that may apply as an elective by a receiving institution.

## Accounting

**ACCT 1010 Principles of Accounting I** (3)  
This course includes a study of basic accounting principles, accrual accounting, the accounting cycle, equipment accounting, financial statements for sole proprietors, and an introduction to corporations. (T)

**ACCT 1020 Principles of Accounting II** (3)  
An expansion of ACCT 1010 with an emphasis on corporations. Topics include corporate accounting, bonds, statement of cash flows, managerial and cost accounting, financial statement analysis, and capital investment analysis. (Prerequisite: ACCT 1010.) (T)

## Advanced Industrial Integrated Technology

**AIT 1001 Basic Electricity** (2)  
Introduces electrical power systems used in industry. Provides introductory theory and application of DC/AC circuits, control transformers, and operation of DC power supplies. Lecture/Lab (NT)

**AIT 1002 Power Development** (1)  
Introduces electrical power systems used in industrial settings, including basic theory and application of DC generators, alternators, and electric motors. (Prerequisite: permission of instructor.) Lecture/Lab (NT)

**AIT 1003 Hydraulic/Pneumatic Fundamentals** (1)  
Introduces basic theory and application of hydraulic and pneumatic industrial power systems. (Prerequisite: permission of instructor.) Lecture/Lab (NT)

**AIT 1004 Intro to Welding** (1)  
Through the methods of lecture and labs, the student will be introduced to electric and gas welding and cutting. The student will be provided with the fundamental principles of joining ferrous and non-ferrous metals, welding and cutting processes, equipment operation, and safety procedures. The student will develop the skills to safely use oxy-acetylene cutting equipment and the skills to use the Shielded Metal Arc Welding (SMAW) process in all positions. Training will also be included in plasma cutting and an introduction to shop fabrication equipment. (NT)

**AIT 1101 Electrical Power Distribution** (1)  
Provides instruction in the use of electrical power as it applies in industry. Includes AC/DC circuit analysis, AC power generation and three-phase distribution systems, and transformers. (Prerequisite: AIT 1001 or permission of instructor.) Lecture/Lab (NT)

**AIT 1102 Fluid Power Distribution** (2)  
Provides instruction in the use of hydraulic and pneumatic power as it applies to industry. Includes basic principles of pressure and flow, basic hydraulic/pneumatic circuits including pumps, valves, cylinders, and motors. Lecture/Lab (NT)

**AIT 1201 Electrical Installation** (1)  
Focuses on the installation of electrical industrial systems, including print reading, wiring/box selection component installation, raceways and conduit, control wiring, and wiring techniques. Lecture/Lab (NT)

**AIT 1202 Piping, Pneumatic, and Installation** (1)  
Focuses on the installation of pneumatic industrial systems, including interpretation of drawings and diagrams, fabrication of pipe and pipe fittings, pneumatic supply lines, piping safety, and pipe installation for pneumatic systems. (Prerequisite: permission of instructor.) Lecture/Lab (NT)

**AIT 1203 Mechanical Installation** (1)  
Includes motor and machine mounting, speed, torque, power measurement, and various lifting and rigging techniques. Lecture/Lab (NT)

**AIT 1301 Principles of Instrumentation** (2)  
Introduces measurement and instrumentation concepts and applications by examining the four main components of instrumentation: temperature, pressure, flow, and level. Lecture/Lab (NT)

**AIT 1302 Integrated Process Control** (2)  
Covers measurement and instrumentation concepts and applications and introduces the concept of loop controls and the proper calibration of loops. Examines the importance of PID controllers in a control loop. Lecture/Lab (NT)

**AIT 1401 Basic Electrical Controls** (2)  
Provides instruction in the integrated application of basic electrical controls including electrical motor controls with starting, reversing, and stopping devices. Lecture/Lab (NT)

**AIT 1402 Basic Pneumatic Controls** (1)  
Introduces the student to pneumatic speed control circuits. Uses air pressure regulators and flow controls to obtain cylinder speeds. Lecture/Lab (NT)

**AIT 1403 Basic Hydraulic Controls** (1)  
Provides instruction in hydraulic speed and pressure control; includes flow control valves, metering circuits, pressure reducing valves, and sequence valves. (Prerequisite: AIT 1003 or permission from instructor.) Lecture/Lab (NT)

**AIT 1501 Intermediate Electrical Controls** (2)  
Provides instruction in the integrated application of advanced industrial controls for electrical systems. Emphasizes variable frequency drives, proximity sensors, SCR speed controls. (Prerequisite: AIT 1401 or permission from instructor.) Lecture/Lab (NT)

**AIT 1502 Intermediate Pneumatic Controls** (1)  
Provides instruction in the integrated application of advanced industrial controls for pneumatic systems. Emphasizes pneumatic logic circuits. (Prerequisite: AIT 1402 or permission from instructor.) Lecture/Lab (NT)

**AIT 1503 Intermediate Hydraulic Controls** (1)  
Provides instruction in the integrated application of advanced industrial controls for hydraulic circuits. Emphasizes hydraulic synchronization circuits and multi-pressure circuits. (Prerequisite: 1403 or permission from instructor.) Lecture/Lab (NT)

**AIT 1600 Workplace Safety** (1)  
Focuses on industrial safety practices. Includes personal safety and equipment, hazard recognition, and safeguards. Covers electrical safety procedures and hazardous materials. Emphasizes OSHA rules and regulations. Lecture (NT)

**AIT 2001 Integrated Process Management** (2)  
Emphasizes project team organization. Introduces the following concepts: cycle time, production time, first pass yield, and barrier identification. Lecture/Lab (NT)

**AIT 2004 CNC Programming** (2)  
This course introduces CNC machining. The student will use safe practices operating the CNC machines. The student will learn CNC programming. The student will be able to identify parameters for material selection and use basic setup techniques for machining projects. Students should be able to explain operator safety, machine protect ion, data input, program preparation, and program storage. Students will complete a project on a CNC mill. (NT)

**AIT 2101 Predictive/Preventive Maintenance and Lubrication** (1)  
Focuses on maintenance techniques and procedures used with advanced and highly technical industrial machinery. Lecture/Lab (NT)

**AIT 2102 Power Transmission Systems** (1)  
Focuses on maintenance techniques and procedures used with advanced and highly technical industrial machinery including v-belt and shaft drives, couplings, chain drives, bearings and seals, brakes and clutches. Lecture/Lab (NT)

**AIT 2103 Advanced Mechanical** (2)  
Focuses on troubleshooting techniques necessary for advanced and highly technical industrial machinery. Lecture/Lab (NT)

**AIT 2201 Programmable Logic Controls** (2)  
Underlying principles and applications of programmable logic controllers including installation, logic fundamentals, and numbering systems; basic programming of inputs, outputs, timers, and counters comparators, basic data manipulation, and safety circuits of industrial PLCs. (Prerequisite: AIT 1401 or permission from instructor.) Lecture (NT)

**AIT 2202 Programmable Logic Controls Lab** (2)  
Provides practical applications of programmable logic controllers including installation, logic fundamentals and numbering systems; basic programming of inputs, outputs, timers, and counters, comparators, basic data manipulation, and safety circuits of industrial PLCs. (Corequisite: AIT 2201.) Lab (NT)

**AIT 2205 Robot Operations** (2)  
The course covers the tasks that an operator, technician, engineer or programmer needs to set up and program a FANUC Robotics Handling Tool Software Package. Lecture/Lab (NT)

**AIT 2215 Advanced Robotics** (2)  
This course deals with the advanced applications of robotics in a manufacturing environment. Students will learn the advanced principles of mechanical construction, electronics, sensors, motors and robot programming culminating in an end-of-semester robot project. (NT)

**AIT 2300 Fundamentals of Mechatronic Systems** (2)  
The class provides students with basic skills and fundamental knowledge of sophisticated automation systems and includes a focus on mechanics, electrical, fluid/pneumatic and computers, and the integration of such to achieve machine movement and control. (NT)

**AIT 2310 Advanced Mechatronics** (2)  
This course provides students with advanced knowledge and skills in the integration of mechanics, electrical, pneumatic, hydraulic, robotics, and computer networking to develop a comprehensive and cohesive production sequence. (NT)

## Agriculture

**AGRI 1010 Introduction to Agricultural Business** (3)  
Scope, importance, and relationship of agribusiness to the general economics as well as practical applications of agribusiness, and an introduction to the theories of agricultural economics. (T)

**AGRI 1020 Introduction to Animal Science** (4)  
A basic study of the anatomy and physiology of farm animals. The fundamentals of feeding, genetics, marketing, animal health, and meat production will be discussed, as well as the scope of the animal industry in today's society. 3 hrs. lecture, 2 hrs. lab. (T)

**AGRI 1025 Livestock Management** (3)  
The management practices involved in the production of swine, beef cattle, and sheep. Topics include crossbreeding, breeding, feeding, dehorning, castration, vaccinating, diseases, internal and external parasite control, marketing and the facilities needed. Students are assigned animals to care for and manage throughout the semester. (Prerequisite: AGRI 1020.) 2 hrs. lecture, 2 hrs. lab. (TE)

**AGRI 1030 Introduction to Plant Science** (3)  
A study of the anatomy and physiology of cultivated plants used in agriculture. The factors affecting plant growth such as insects, weeds, diseases, and fertility will also be included. 2 hrs. lecture, 2 hrs. lab. (T)

**AGRI 1040 Introduction to Agricultural Engineering** (3)  
A general study of the field of agricultural engineering. Areas of study include farm buildings and related structures, fundamentals of electricity, farm power and machinery, and the principles of land measuring and surveying. 2 hrs. lecture, 2 hrs. lab. (TE)

**AGRI 1050 Introduction to Soil Science** (4)  
A study of the properties of soil—its origin, classification, and physical and chemical composition. Lab exercises deal with soil minerals, soil structure, and soil moisture; the effects of liming and fertilizing and their influence on plant growth. 3 hrs. lecture, 2 hrs. lab. (T)

## Art

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

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

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

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

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

**ART 2620 Digital Photography** (3)  
An emphasis on digital camera techniques, accessories, and specific problems. Individual projects and assignments will be critiqued. Studio time is available for students. (TE)

**ART 2630 Introduction to Digital Graphic Arts** (3)  
An introduction to computer graphics software and techniques. Students will learn fundamental skills in graphic design, digital imaging and illustration using industry standard graphics software. (TE)

**ART 2632 Digital Graphics II** (3)  
This course focuses on motion graphics or time-based art. Adobe Flash is the leading software for the creation of online-based, interactive media. In this course you learn the tools and concepts of this program and its many interactive possibilities, including drawing, image, text, animation, sound, and basic action-scripting integration. Also, you can explore the steps in creating Flash productions from start-to-finish, including site map and navigation building, button making, output, optimization, and testing. (TE)

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

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

## Art History

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

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

## Art Performance

**ARTP 1010 Drawing I** (3)  
An introduction to the materials and techniques of drawing. 2 hrs. lecture, 4 hrs. studio. (T)

**ARTP 1020 Drawing II** (3)  
Emphasis on drawing as a means of artistic expression. (Prerequisite: ARTP 1010.) 2 hrs. lecture, 4 hrs. studio. (T)

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

**ARTP 1120 Three Dimensional Design** (3)  
An emphasis on color theory, space, and three-dimensional problems. 2 hrs. lecture, 4 hrs. studio. (T)

## Astronomy

**ASTR 1030 Astronomy** (4)  
This is a survey course in Astronomy, covering the history of astronomy, the solar system and its formation, the Sun and stars, and galaxies. (Prerequisites: 2 years of high school algebra and satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Math.) 3 hrs. lecture, 3 hrs. lab. (TE)

## Biology

**BIOL 1030 Introduction to Biology** (4)  
A survey course in biology. This course provides an introduction to the biological sciences, including the scientific method, structure and function of cells, genetics, diversity of life, and ecology. Primarily designed for non-science majors, whose program of study requires one semester of biological science combined with a semester of chemistry, physics, physical science or astronomy. BIOL 1030 cannot be paired with any other BIOL course to fulfill the natural science general education requirements. Students will receive only elective credit for BIOL 1030 if any other General Education BIOL class is completed. (Corequisite or Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading, Writing, and Math.) 3 hrs. lecture, 2 hrs. lab. (TE)

**BIOL 1110 General Biology I** (4)  
An introductory course emphasizing scientific methodology, principles of cellular biology (structure, function, metabolism, and cellular division), genetics and evolution. (Prerequisite: Satisfactory placement test scores. Corequisite: All required Learning Support Reading, Writing and Math.) 3 hrs. lecture, 2 hrs. lab.(T)

**BIOL 1120 General Biology II** (4)  
A continuation of the study of the structure and function of living organisms and includes the plant and animal kingdoms. Emphasis is placed on tissues, systems, and comparative physiology. Ecology is also included. (Prerequisite: BIOL 1110 and Satisfactory placement test scores. Corequisite: All required Learning Support Reading, Writing and Math. ) 3 hrs. lecture, 2 hrs. lab. (T)

**BIOL 2010 Human Anatomy and Physiology I** (4)  
Fundamentals of cellular biology are introduced to the student in preparation for later emphasis on the human integument, skeletal, muscular, and nervous systems. Chemistry, tissues, and special senses are included. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading, Writing and Math .) 3 hrs. lecture, 2 hrs. lab. (T)

**BIOL 2020 Human Anatomy and Physiology II** (4)  
A study of the structure and function of the human excretory, reproductive, endocrine, circulatory, lymphatic, digestive, and respiratory systems with final emphasis on the interrelationships of the various systems. Metabolism, development, and immunity are also included. (Prerequisite: BIOL 2010 and satisfactory placement test scores or completion of all Competencies in Learning Support Reading, Writing and Math.) 3 hrs. lecture, 2 hrs. lab. (T)

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

## Business

**BUS 2165 Current Topics in Business Management** (1)  
This course deals with a specific topic of special interest in business management. Course content and credit will be determined by academic

departments and announced in the printed course schedule. This course may be repeated for credit only if a different topic is covered. (This course is not designed for transfer.) (NT)

**BUS 2265 Current Topics in Business Management** (2)  
This course deals with a specific topic of special interest in business management. Course content and credits will be determined by academic departments and announced in the printed course schedule. This course may be repeated for credit only if a different topic is covered. (This course is not designed for transfer.) (NT)

**BUS 2365 Current Topics in Business Management** (3)  
This course deals with a specific topic of special interest in business management. Course content and credits will be determined by academic departments and announced in the printed course schedule. This course may be repeated for credit only if a different topic is covered. (This course is not designed for transfer.) (NT)

**BUSN 1300 Personal Finance** (3)  
This course helps students to define and reach personal financial goals. Topics may include: planning, budgeting, taxes, credit, housing, insurance, investing and retirement planning. (TE)

**BUSN 1305 Introduction to Business** (3)  
This course provides an introduction to the business environment. Topics may include business ownership and organization, management, marketing, business ethics, accounting, economics, finance, and business careers. (TE)

**BUSN 1310 Business Communications** (3)  
This course is a study of the principles, practices, and mechanics of various types of effective written and oral business communications. (NT)

**BUSN 1320 Business Calculations** (3)  
This course is a study of the application of mathematics to solve problems related to routine business operations. Topics may include insurance, taxes, consumer credit, retail applications, investments, and introductory statistics. (Prerequisites: INFS 1010 and satisfactory placement test scores or completion of all competencies in Learning Support Math.) (NT)

**BUSN 1330 Entrepreneurship** (3)  
This course explores the strategies necessary to start and operate a business. Topics may include development of a business plan and strategies in marketing, management, finance, accounting, customer service, and operations. (NT)

**BUSN 1350 Sales and Service** (3)  
This course is an introduction to the fundamentals of customer service and selling. Topics may include developing and conveying a positive attitude, identifying buying motives and customer needs, developing and delivering a sales presentation, customer approaches, sales strategies, and cultivating repeat business through service. (NT)

**BUSN 1380 Supervisory Management** (3)  
This course provides for the development of supervisory ability and judgement through a presentation of the principles and techniques of effective supervision. Topics may include functions of a supervisor, communication, motivation, training, and the changing workplace. (NT)

**BUSN 2300 Business Ethics** (3)  
This course introduces basic ethical theories and value systems and applies these perspectives to moral issues, problems, and situations which arise within the business environment. (NT)

**BUSN 2340 Human Resource Management** (3)  
This course is a study of principles of human resource management, which may include equal employment law and the recruitment, selection, and development of the human resources. (NT)

**BUSN 2370 Legal Environment of Business** (3)  
This is a study of the principles of the American legal system as they relate to the conduct of business in society. (NT)

**BUSN 2375 Career Success** (3)  
This course is a study of concepts, traits, and skills needed to be successful in the workplace. Positive self-image, professional image, business etiquette, interpersonal skills, and career plans will be addressed. Interview, resume, and job search skills will also be covered. (NT)

**BUSN 2380 Principles of Marketing** (3)  
This course is a study of basic marketing principles and practices, including the selection of target markets and the development of the marketing mix (produce, price, promotion, and place of distribution). (NT)

**BUSN 2395 Business Applications** (3)  
This course reintroduces students to management skills essential in today's competitive business world. Teamwork, oral and written communication skills will be emphasized. A business simulation will be an integral part of the course. The course will be one of the final business classes in the student's curriculum and will apply every aspect of the student's previous coursework. (Corequisite or Prerequisite: ACCT 1020). (NT)

## Chemistry

**CHEM 1110 General Chemistry I** (4)  
The study of matter, nomenclature of inorganic compounds, stoichiometric calculations, structure of atoms, bonding, the gaseous state, solutions, and nuclear chemistry. (Prerequisites: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading, Writing and Math.) 3 hrs. lecture, 3 hrs. lab. (T)

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

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

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

## Commercial Entertainment

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

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

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

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

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

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

**CEN 125 Principles and Techniques of Dance Performance** (1)  
Study of principles and techniques of dance performance through practical

application of performing skills. In-depth work in body awareness, development of mental discipline, and understanding the psychological aspects involved in nonverbal communication. Experience in working with a choreographer and performing in both laboratory and concert settings. One hour weekly lecture and movement plus a minimum of sixty clock hours in a movement laboratory. Course may be repeated for a maximum of four credits. (NT)

**CEN 135 Commercial Songwriting I** (3)  
The study and composition of song forms, lyrics, and musical styles, and their application to country, pop, and other trends in commercial music. (Prerequisites: Students expected to sing or play guitar or piano. This course is only open to CEN Department majors or permission of the instructor.) (NT)

**CEN 136 Commercial Songwriting II** (3)  
A continuation of Songwriting I with emphasis on more focused writing of material, advanced songwriting techniques, in-depth song development, and exploration of musical styles and genres. Attention will be given to music publishing, songplugging, and exploring commercial avenues for song placement. (Prerequisite: CEN 135 or permission of the instructor.) (NT)

**CEN 200 Audition/Showcase Techniques** (2)  
A course designed to prepare students for competitive auditions and singer-songwriter showcases. Topics include selection of songs and dances that will best showcase the student's individual talents, resume development, publicity photos, strategies, and job opportunities. Students will participate in auditions or showcases suitable for prospective employers and venues. (Prerequisite: permission of the instructor.) (TE)

**CEN 203 Choreography I** (1)  
Rendering of movement improvisation, compositional elements, music, and production to achieve the total choreographic offering. Lectures and

discussions on the creative process leading to the student's selection of thematic material for choreographic exploration and development.(NT)

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

**CEN 205 Basic Construction/Stagecraft** (3)  
Introduction to the principles and techniques of scenic construction required to build and install props, scenery and other physical supports for sets from blueprints, photographs, or drawings. Topics include tool use, material selection, appropriate construction techniques, site maintenance/restoration, safety and personal tool kits. The course emphasizes the skills required for collaborative efforts in set and prop construction and includes work assignments in a supervised environment outside of class to complement lectures. Upon completion, students should be able to demonstrate skills necessary to assist in constructing and painting sets and props. 1 hr. lecture, 3 hrs. lab/practical work experience. (NT)

**CEN 207 Entertainment Business** (3)  
Survey of the business practices in the entertainment industry as they relate to employees. Topics include implications of different types of employment, making the deal and contracts, issues related to freelancing, self-marketing and working with agents. The course also explores the role of professional organizations, unions, and performing rights organizations and their influence on standard practices in the entertainment industry. Upon completion, students will be able to demonstrate a working vocabulary and knowledge of basic employee practices in the industry as they relate to the various crafts and venues. (TE)

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

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

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

**CEN 230 Digital Video Editing** (3)  
The study and practical application of editing music videos using Final Cut Pro for the songwriter, vocalist, and instrumentalist. Students should expect to spend at least two additional hours per week on team-based assignments. (Corequisite: MUS 2350.) (NT)

## Communications

**COMM 1010 Intro to Mass Communications** (3)  
General orientation to the field of mass communications. Survey of basic journalism, broadcasting, public relations, advertising, photography, film and recording. (Prerequisite: satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (T)

**COMM 1020 Media Writing** (3)  
Theory and practices of writing for print and electronic media according to the techniques, styles, and formats of various media. (Prerequisite: Completion of all Competencies in Learning Support Writing and Reading, and COMM 1010 or permission of the instructor.) (T)

**COMM 1030 Introduction to Electronic Media** (3)  
This course examines the organization, structure, development, function, social aspects and history of new media. Developing and emerging new systems and methods of video and audio communication are studied including contemporary texts, articles, and breaking news regarding new technology, new regulation, new methods, and new uses of these emerging media formats. Emphasis will be placed on Internet, cable, satellite and other formats. (TE)

**COMM 1240 Intro to Broadcasting** (3)  
General orientation to the field of broadcasting, including the structure, function, social and historical aspects of broadcasting. (Course is offered Spring only.) (Prerequisites: COMM 1010 and COMM 1020.) (TE)

**COMM 1400 Introduction to Screenwriting** (3)  
The class will critically review scripts, write scripts and make short films based on student composed scripts. (TE)

**COMM 2450 Intro to Public Relations** (3)  
This course introduces the principles, theories and common practices in the field of public relations. The history and the roles public relations play in our society will be examined. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Writing and Reading.) (TE)

## Computer Science Programming

**CISP 1010 Computer Science I** (4)  
This course provides an introduction to computer programming in a contemporary high-level language. Both concepts and applications of actual programming in an event-driven. Graphical User Interface environment will be addressed. Emphasis is placed on problem analysis, use of structured programming techniques, data types, variable declaration, functions, and data files. (Prerequisites: 19 Math ACT, or completion of all competencies in Learning Support Math.) (T)

**CISP 1020 Computer Science II** (4)  
This course provides advanced development of concepts and skills introduced in CISP 1010. Attention will be directed to object oriented programming techniques, enhanced programming logic skills, design of effective interfaces for a GUI application in an event-driven environment and use of advanced data file concepts. (Prerequisite: CISP 1010.) (T)

## Cooperative Education

**COP 201-206 Cooperative Education** (1-6)  
This course is a practical work experience in an industry or business related to the student's major field of study. Close liaison is maintained between employer and co-op staff to ensure maximum benefit to the student. This course should allow students to explore the field in which they feel their vocational interests lie and determine whether it is suitable for them. This course may be used as a general elective upon advisor's approval. Students

will be required to work a minimum of 60 hours for each credit hour earned. Students may repeat co-op courses to a maximum total of six credit hours. GRADING OF CO-OP COURSES IS ON A PASS/NO PASS BASIS. (Prerequisite: permission of the instructor required.) (NT)

**COP 201 Cooperative Education** (60 hours minimum) (1)

**COP 202 Cooperative Education** (120 hours minimum) (2)

**COP 203 Cooperative Education** (180 hours minimum) (3)

**COP 204 Cooperative Education** (240 hours minimum) (4)

**COP 205 Cooperative Education** (300 hours minimum) (5)

**COP 206 Cooperative Education** (360 hours minimum) (6)

## Criminal Justice Technology

**CJT 1015 Criminal Procedure** (3)  
This course endeavors to help students understand decisions of the United States Supreme Court that have had an impact upon federal, state and local criminal justice agencies. These cases and decisions are studied in order that the students might have an opportunity to understand the Supreme Court's approach to analyzing search and seizure issues. Such understanding is essential for persons who are or will become engaged in criminal justice professions. It is important that these individuals be aware of the content and significance of new decisions to those previously rendered. (NT)

**CJT 1020 Criminal Evidence** (3)  
Students will learn the basic rules governing the admissibility of criminal evidence including classification of evidence. The rules applied to privileged communications, hearsay and exceptions to the hearsay rule, as well as the application of criminal evidence rules to the criminal justice process are included. This course will emphasize the study of pertinent case law. (NT)

**CJT 1030 Introduction to Criminology** (3)  
A study of the factors involved in crime and criminal behavior. Social, cultural, and economic variables will be used as the basis of study. (NT)

**CJT 1040 Juvenile Justice** (3)  
A study of youth crimes. This course will familiarize students with the historical development of juvenile justice, Tennessee juvenile code, and prevention programs. (NT)

**CJT 1110 Supervision/Management in Law Enforcement** (3)  
A study of the organizational structure and management procedures of criminal justice agencies. Special emphasis will be placed on personnel procedures, supervision, training, and relationships with associated organizations. (NT)

**CJT 2000 Investigation Procedures** (3)  
Investigation Procedures is a study of the fundamentals of criminal investigation. Learners will examine the methods and techniques law enforcement officers utilize in the detection and investigation of crime. (NT)

**CJT 2020 Terrorism/Counterterrorism** (3)  
This course is designed to introduce students to the basic principles and practices of terrorism and counterterrorism. (NT)

**CJT 2030 Crime Scene Investigation** (3)  
This course is an introductory study designed to familiarize students with basic crime scene investigation techniques. (NT)

**CJT 2040 Hostage Negotiation** (3)  
This course is designed to introduce students to the basic principles of conflict resolution and the practices associated with critical incidents such as hostage negotiations. (NT)

**CJT 2050 Introduction to Cyber Security** (3)  
This is an introductory course designed to familiarize students with the concepts of cyber security. The course will prepare students for succeeding courses in cyber security and forensics. (NT)

**CJT 2051 Digital Forensic Investigation** (3)  
This course is designed to introduce students to the basic concepts of digital

forensic investigation. (NT)

**CJT 2900 Special Problems: Law Enforcement** (3)  
Course is designed to permit the student to study and/or experience a particular problem in the field of law enforcement. (NT)

**CJT 2910 Practicum in Criminal Justice** (3)  
This course is designed to provide students who are interested in entering the criminal justice field an opportunity to learn from professional who work in the courts, district attorney's office, public defender's office, investigative agencies, correctional facilities, police departments, social work and counseling-type agencies thus gaining access and experience from practitioners who can assist in providing direction, learning, and opportunities for employment. (NT)

**CJT 2999 Communication Skills for Criminal Justice Professionals**(3)  
This course is designed to reinforce specific writing and communication skills in Criminal Justice students. This course serves as the capstone for the CJT Program in that students will be expected to demonstrate skills acquired through all other coursework in written and verbal presentations, reports, etc. (NT)

**CRMJ 1010 Introduction to Criminal Justice** (3)  
This study is an introductory course designed to familiarize students with the criminal justice system. Emphasis is placed on understanding the nature, functions, and limits of law. Special attention will be given to the criminal justice process, from arrest to final disposition. The course will prepare students for succeeding courses in the criminal justice program. (T)

**CRMJ 1020 Introduction to Legal Process** (3)  
This course will introduce students to the history and development of the criminal law, elements essential to criminal law, types of criminal offenses and types of criminal defenses. The Tennessee State Code will be utilized extensively. (T)

**CRMJ 2010 Introduction to Law Enforcement** (3)  
History, philosophy and practices of American Law Enforcement, including the development and objectives of the American Police System with an emphasis on organization of local, state and federal law enforcement agencies. This course will also survey career opportunities and qualifications required for entry level positions. (T)

**CRMJ 2020 Introduction to Corrections** (3)  
A survey of the historical development of corrections in the United States with a look at the intervening and underlying methods of corrections, and generally both institutional and community-based correctional programs. An in-depth study of probation and parole is also included. (T)

## Early Childhood Education

**ECED 1010 Introduction to Early Childhood Education** (2)  
An Introduction to the early childhood profession including an emphasis on professionalism and developmentally appropriate practice. Includes an overview of history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to eight. Field experiences required. (TE)

**ECED 2310 Safe, Healthy, Learning Environments** (3)  
A study of the basic principles and practices of safety, health and nutrition as they relate to the early childhood setting, home, and community for children ages birth to eight. Also included is a study of principles of creating appropriate learning environments for young children. Field experiences required. (TE)

**ECED 2315 Early Childhood Curriculum** (3)  
A study of developmentally appropriate practices and the teacher's role in supporting development of young children ages birth to eight. An emphasis on curriculum planning including goals, environment, roles of teachers and parents, materials, and settings. Field experiences required. (TE)

**ECED 2320 Infant, Toddler, Child Development** (3)  
The study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of the child, birth to eight. Laboratory observation and interaction. (TE)

**ECED 2340 Family Dynamics and Community Involvement** (3)  
The role of the family and community in the physical, cognitive, social, and

emotional growth of the child in a diverse society. Includes benefits of and strategies for developing positive, reciprocal relationships with families in an early childhood setting ages birth to age eight. Field experiences required. (TE)

**ECED 2335 Initial Practicum** (3)  
Initial Practicum is a supervised practicum which includes a minimum of 30 clock hours in instruction and 45 clock hours in a clinical site approved by the Department (accredited agency, 3-Star, or Department-approved site). These hours may be completed in the student's employment site with Department approval. The course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy and that promotes optimum learning for young children ages birth through 8. (TE)

**ECED 2365 Final Practicum** (3)  
Final Practicum is a supervised clinical experience with a minimum of 15 clock hours in instruction and 90 clock hours in a Clinical Site approved by the Department (accredited agency, 3-Star, or Department-approved site). Up to 45 hours may be completed in the student's employment site with Department approval. Focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth through eight. (TE)

**ECED 2390 Creative Development** (3)  
This course provides strategies for promoting creative development of the child ages birth to eight. Students will gain an understanding of the concept of creativity: what it is, why it is important, and how the development of creativity in young children can be encouraged. Emphasis is on the development of creativity in relation to art, music, language, movement, and dramatic arts. Field experiences required. (TE)

**ECED 2130 Clinical Practicum I** (2)  
Supervised practicum with a minimum of 15 clock hours in seminar and 45 clock hours in early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy, and promotes optimum learning for young children ages birth to eight. (NT)

## Economics

**ECON 2010 Macroeconomics** (3)  
Provides basic understanding of modern economic society; fundamental economic concepts; measurement, determination and growth of national income; determination of employment and price level; principles of money and banking; monetary and fiscal policies; economics of less developed countries; comparative economic systems. (T)

**ECON 2020 Microeconomics** (3)  
Provides basic understanding of modern economic society; fundamental microeconomics concepts; consumer and firm behavior; market structure and allocation of resources; pricing of productive resources; antitrust economics, labor economics; public economics and international economics. (T)

## Education

**EDU 100 Creating College Success** (3)  
Creating College Success seeks to provide students with information, ideas, strategies, techniques, and experiences that encourage and support student success. Specific topics include orientation to college programs and services, life/time management, improving concentration and memory, teaching and learning styles, listening, reading and taking effective notes, test-taking and importance of academic advisement, critical thinking, stress management for academic success and communications skills. This course may not be taken for credit if a student has taken DSPS 0800 without the approval of the Dean of Humanities and Social Sciences. (TE)

**EDU 201 Introduction to Education** (3)  
Introduction to Education is a general survey course in which students explore the historical, philosophical, sociological, and psychological foundations of education. Students will also use technology tools, including basic computer skills--Windows, Internet, word processing, and presentation skills--in ways that are integrated in contemporary learning environments. Students are required to complete a 12-hour field study in an approved classroom. (Prerequisites: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (TE)

**EDU 221 Educational Psychology** (3)  
Educational Psychology is a study and application of the principles of growth and development, learning theory, and assessment techniques in the classroom setting. Pre-service teachers will use integrative technology, including computer word processing, databases, spreadsheets, and presentation tools, so that they will be acquainted with its use to improve student learning, as well as to help teachers become more productive. Students are required to complete a 6-hour field study in an approved classroom. (Prerequisites: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (TE)

**EDU 222 Education of Exceptional Learners** (3)  
Education of Exceptional Learners is designed to increase the student's understanding of the psychology and education of the exceptional child. This course is not a methodology course, but it will provide an overview of the range of exceptional characteristics that exist and the effects of these on learning. The physical, mental, emotional, behavioral and social traits of children and adolescents will be discussed. Students will gain an understanding of pertinent federal and state legislation (Individuals with Disabilities in Education Act, Section 504 of the Rehabilitation Act) by which some children and adolescents are considered exceptional and identified as such. Other topics will include legal issues, giftedness, as well as diversity of culture and language. Pre-service teachers will also apply computers and related technologies to support instruction in appropriate grade levels and subject areas for exceptional learners. They will also complete an 8-hour field study in an approved inclusive or special education classroom. (Prerequisites: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (TE)

**EDU 225 Educational Technology for Teachers** (3)  
This course is designed for students pursuing a career in education, 21st century classroom training, teachers who are novice users of the current technology found in most 21st century classrooms, and current teachers who want to improve their knowledge of how to use technology in the classroom. Additional lab work required. (TE)

## Emergency Medical Services

**Students must be admitted in the Emergency Medical Services (EMS) Program before they can register for EMS or EMT courses.**

**EMSB 1101 EMT Medical Skills Lab** (1)  
EMT Medical Skills Lab is a laboratory based course utilizing scenarios to emphasize EMS operations, communications, documentation, medical/legal/ethical considerations, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, behavioral emergencies, assisting with medication administration, and successful assessment of patients with a variety of medical concerns. This course includes application of principles and processes discussed in EMT Medical Emergencies. (Prerequisites Admission to the EMT Program) (Corequisite: EMSB 1601 and EMSB 1111.) (NT)

**EMSB 1102 EMT Trauma and Medical Skills Lab** (1)  
EMT Trauma and Medical Skills Lab is a laboratory based course utilizing scenarios to emphasize obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, trauma and shock. (Prerequisites or Corequisites: EMSB 1601, EMSB 1101, EMSB 1111, EMSB 2602, and EMSB 1112 depending on delivery schedule.) (NT)

**EMSB 1111 EMT Clinical** (1)  
EMT Clinical is the one of two clinical courses designed to allow the student to meet all psychomotor and affective outcomes for the clinical requirements of an EMT program and build upon the concepts and knowledge learned in EMT Medical Emergencies and EMS Operations. (Prerequisites Admission to the EMT Program) (Corequisite: EMSB 1601 and EMSB 1111.) (NT)

**EMSB 1112 EMT Field Internship** (1)  
EMT Field Internship is the one of two clinical courses designed to allow the student to meet all psychomotor and affective outcomes for the clinical requirements of an EMT program and build upon the concepts and knowledge learned during prior and/or concurrent courses. (Prerequisites or Corequisites: EMSB 1601, EMSB 1101, EMSB 1111, EMSB 1602, and EMSB 1102 depending on delivery schedule.) (NT)

**EMSB 1601 EMT Medical Emergencies and EMS Operations** (6)  
EMT Medical Emergencies and EMS Operations is the one of two lecture

courses designed to provide the student with the knowledge of an entry-level Emergency Medical Technician (EMT). This course includes the following topics: Emergency Medical Responder-National Educational Standards competencies, roles and responsibilities of the EMT, workforce safety, wellness, public health, communications, documentation, EMS operations, medical/legal/ethical considerations, fundamental anatomy and physiology, life span development, fundamental pathophysiology, patient assessment, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies. (Prerequisites: Admission to the EMT Program) (Corequisite: EMSB 1101 and EMSB 1111.) (NT)

**EMSB 1602 EMT Trauma and Medical Emergencies** (6)  
EMT Trauma and Medical Emergencies is the one of two lecture courses designed to provide the student with the knowledge of an entry-level Emergency Medical Technician (EMT). This course includes the following topics: obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, trauma and shock. Trauma and shock will include the following topics: bleeding, soft tissue injuries, head and spine injuries, face and neck injuries, chest injuries, abdominal and genitourinary injuries, and orthopedic injuries. (Prerequisites or Corequisites: EMSB 1601, EMSB 1101, EMSB 1111, EMSB 1102, and EMSB 1112 depending on delivery schedule.) (NT)

**EMSA 1111 Advanced EMT Clinical** (1)  
The Advanced EMT Clinical is one of two courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of an Advanced Emergency Medical Technician program and build upon the concepts and knowledge gained during prior and/or concurrent courses. (Corequisites: EMSA 1501 and EMSA 1201.) (NT)

**EMSA 1112 Advanced EMT Field Internship** (1)  
The Advanced EMT Field Internship is the one of two courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of an Advanced Emergency Medical Technician program and build upon the concepts and knowledge gained during prior and/or concurrent courses. (Prerequisites or Corequisites: EMSA 1111, EMSA 1502, and EMSA 1202 depending on delivery schedule.) (NT)

**EMSA 1201 Advanced EMT Medical Skills Lab** (2)  
The Advanced EMT Medical Skills Lab is the one of two laboratory based courses intended to focus the student on developing skills related to theory presented in didactic classes taken as co-requisites for this course. This laboratory experience will utilize scenarios to emphasize airway maintenance, medication administration, and successfully assessing patients with a variety of medical concerns. (Corequisites: EMSA 1501 and EMSA 1111.) (NT)

**EMSA 1202 Advanced EMT Trauma and Medical Skills Lab** (2)  
The Advanced EMT Trauma and Medical Skills Lab is one of two laboratory based courses intended to focus the student on developing skills related to theory presented in didactic classes taken as co-requisites for this course. This laboratory experience will utilize scenarios to emphasize airway maintenance, medication administration, and successfully assessing patients with a variety of medical concerns. (Prerequisites or Corequisites: EMSA 1201, EMSA 1502, and EMSA 1112 depending on delivery schedule.) (NT)

**EMSA 1501 Advanced EMT Medical Emergencies** (5)  
The Advanced EMT Medical Emergencies is the one of two lecture courses which includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. This course includes the following topics: Emergency Medical Responder and Emergency Medical Technician-National Educational Standards competencies, roles and responsibilities of the AEMT, workforce safety, wellness, public health, communications, documentation, medical/legal/ethical considerations, anatomy and physiology, life span development, pathophysiology, patient assessment, critical thinking, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies. (Corequisites: EMSA 1201 and EMSA 1111.) (NT)

**EMSA 1502 Advanced EMT Trauma and Medical Emergencies** (5)  
The Advanced EMT Trauma and Medical Emergencies is one of two lecture courses which includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients.

This course includes the following topics: obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, EMS operations, trauma and shock. Trauma and shock will include the following topics: bleeding, soft tissue injuries, head and spine injuries, face and neck injuries, chest injuries, abdominal and genitourinary injuries and orthopedic injuries. (Prerequisites or Corequisites: EMSA 1501, EMSA 1202, and EMSA 1112 depending on delivery schedule.) (NT)

**EMT 116 Basic EMT-IV Clinical Practice** (Institutional Credit) (1)  
Supervised clinical application of knowledge and skills developed in EMT 118. Emphasis is on initiation of intravenous therapy, patient assessment, basic airway management, communication, and treatments used to treat trauma emergencies. (Prerequisite: Currently holds Tennessee licensure as an EMT Basic.) (Corequisite: EMT 118.) Minimum of 48 clinical hours a semester. (NT)

**EMT 118 Basic EMT Intravenous (IV) Therapy** (Institutional Credit) (3)  
This course provides EMT Basics who seek EMT IV licensure the knowledge, skills, and competencies consistent with the state of Tennessee EMS regulations. This course emphasizes the acquisition of principles, techniques and skills related to intravenous therapy including fluid and electrolytes and acid-base balance. Other topics include but not limited to review of EMT roles and responsibilities, EMS systems, medical legal considerations, patient assessment, telecommunications, and assessment and treatment of the trauma patient. (Prerequisite: Current Tennessee EMT-Basic License.) (Corequisite: EMT 116.) 2 hrs. lecture, 2 hrs. lab. (NT)

*Students must be admitted into the Paramedic Program before they can register for any 200 level courses.*

**EMT 210 Paramedic Theories I** (5)  
This course focuses on anatomy and physiology, the normal pathophysiology of human systems, and how these systems are related during medical emergencies. This course emphasizes the pathophysiologic changes that occur during common medical emergencies and treatment modalities based on these changes. It also includes math applications associated with prehospital pharmacology and medical terminology. (Prerequisites: High school diploma or minimum score of 450 on the GED®, eighteen (18) years of age, and satisfactory placement test scores or basic completion of all Competencies in Learning Support Reading, Writing and Math. (Corequisites: EMT 211, 212, 213 and 214.) 5 hrs. lecture. (NT)

**EMT 211 Fundamentals of Paramedic Practice I** (1)  
Study of skills necessary to perform advanced pre-hospital care and practical applications of those advanced skills required to perform safely in the clinical settings. Emphasis on skills needed to treat medical emergencies taught in Paramedic Theories I and Advanced Cardiac Care. (Corequisites: EMT 210, 212, 213 and 214.) 3 hrs. lab per week. (NT)

**EMT 212 Pre-hospital Emergency Pharmacology** (2)  
A study of the fundamentals of drug therapy, drug administration, legalities, dosage calculations, and detailed discussion of specific drug actions, indications, contraindications, dosages, routes, and other essential information. The course also discusses specific drug selections for specific medical emergencies. (Corequisites: EMT 210, 211, 213 and 214.) 2 hrs. lecture. (NT)

**EMT 213 Advanced Cardiac Care** (1)  
A study of the management of common cardiac emergencies in accordance with American Heart Association (AHA) guidelines and the recognition of stable and unstable dysrhythmias, their hemodynamic effects and the advanced treatment of patients suffering catastrophic cardiac insufficiencies and arrest. (Corequisites: EMT 210, 211, 212 and 214.) 3 hrs. lab per week. (NT)

**EMT 214 Clinical Practice I** (3)  
Supervised clinical application of skills developed in EMT 211. Emphasis is on patient assessment and treatment modalities of common medical emergencies. (Corequisites: EMT 210, 211, 212 and 213.) 150 clinical hrs. per semester. (NT)

**EMT 215 Paramedic Theories II** (5)  
This course focuses on anatomy and physiology, the normal pathophysiology of human systems, and how these systems are related during common trauma, behavioral and geriatric emergencies. This course emphasizes the pathophysiologic changes that occur during these emergencies and treatment modalities based on these changes. It also includes math

applications associated with prehospital pharmacology and medical terminology. (Prerequisite: EMT 210.) (Corequisites: EMT 216, 217, 218 and 219.) 5 hrs. (NT)

**EMT 216 Fundamentals of Paramedic Practice II** (1)  
Study of skills necessary to perform advanced pre-hospital care and practical applications of those advanced skills required to perform safely in the clinical settings. Emphasis on skills needed to treat trauma, geriatric, pediatric, behavioral and obstetrical emergencies taught in Paramedic Theories II, Pediatric and OB Emergencies, and Advanced Trauma Life Support courses. (Prerequisite: EMT 210.) (Corequisites: EMT 215, 217, 218 and 219.) 3 hrs. lab per week. (NT)

**EMT 217 Pediatric and OB Emergencies** (2)  
This course focuses on the pediatric medical and trauma emergencies with emphasis on growth and development of the child as it relates to approach and treatment. The course also discusses normal and complicated pregnancies with an emphasis on childbirth and emergencies associated with childbirth in the pre-hospital setting. (Prerequisite: EMT 210.) (Corequisites: 215, 216, 218 and 219.) 2 hrs. lecture. (NT)

**EMT 218 Advanced Trauma Life Support** (1)  
This course focuses on the recognition of potential problems related to mechanism and kinetics of injury. This course also includes the management of common traumatic emergencies in accordance with Prehospital Trauma Life Support guidelines. (Prerequisite: EMT 210.) (Corequisites: EMT 215, 216, 217 and 219.) 3 hrs. lab per week. (NT)

**EMT 219 Clinical Practice II** (3)  
Supervised clinical application of skills developed in EMT 216. Emphasis is on patient assessment and treatment modalities of common trauma, geriatric, pediatric, behavioral, and obstetrical emergencies. (Prerequisite: EMT 214.) (Corequisites: EMT 215, 216, 217 and 218.) 150 clinical hrs. per semester. (NT)

**EMT 220 Field Internship** (4)  
Final one-on-one supervised application of paramedic skills developed in the paramedic courses, with an emphasis on leadership and interpersonal skills. This internship is completed with an Advanced Life Support service. Selection of preceptors will be made and approved by the program director. (Prerequisite: EMT 215.) (Corequisite: EMT 221.) 240 practicum/precepted hrs. per semester. (NT)

**EMT 221 Fundamentals of Paramedic Practice III** (4)  
This course focuses on the complete assessment and management techniques of medical and trauma emergencies. It also includes treatment modalities, math applications associated with prehospital pharmacology, and medical terminology. Emphasis is on National Registry skills to include IV initiation, medication administration, endotracheal intubation, and all EMT-B and EMT-P skills competencies. It also places emphasis in leadership, interpersonal skills, and critical thinking in the prehospital emergency environment. (Prerequisite: EMT 215.) (Corequisite: EMT 220.) 2 hrs. lecture, 6 hrs. lab per week. (NT)

## Engineering

**ENGR 2110 Statics** (3)  
A study of vector algebra, resultants, centroids, equilibrium, moments of inertia, and virtual work. (Corequisite or Prerequisite: MATH 1910.) (T)

**ENGR 2120 Dynamics** (3)  
A study of kinematics, kinetics, Newton's laws, work-energy principle, impulse-momentum principle, vibrations. (Corequisite or Prerequisite: MATH 1920.) (T)

## Engineering Graphics

**ERG 101 Engineering Graphics** (3)  
This course introduces the student to graphics communication. Visualization, projection techniques, standards, and conventions will be learned through freehand sketches and the use of a computer. 2 hrs. lecture, 2 hrs. lab. (NT)

**ERG 103 Solid Modeling with CAD** (2)  
This course is designed to introduce the student to computerized three-dimensional (3D) drafting or solid modeling. This course may not be taken for credit if a student has completed ERG 101 using the equivalent software. (Prerequisite: Drafting experience.) 1 hr. lecture, 2 hrs. lab. (NT)

**ERG 127 Geometric Dimensioning and Tolerancing** (2)

A study of principles and applications of the latest techniques in geometric dimensioning and tolerancing using the national standards ANSI Y14.5M. Concepts of shape and size description of machine parts with several types of fits and tolerances using geometric symbols will be studied. Students will gain an appreciation of national standards in relationship to the production of a quality product. (NT)

**ERG 151 Computer Assisted Design/Drafting** (3)

This course is designed to introduce the student to computerized two-dimensional (2D) drafting. This course may not be taken for credit if a student has completed ERG 101 using the equivalent software. (Prerequisite: Drafting experience.) 3 hrs. lecture/lab. (NT)

**English**

*Dual Enrollment students are not eligible to take 0800 level courses.*

**ENGL 0800 Learning Support Writing I** (3)

This course focuses on writing competencies that demonstrate mastery of such essential writing topics as purpose, audience analysis, organization, supporting details, language skills, grammar and punctuation, and the writing process. Based on diagnostic scores, student writing assignments will be at the paragraph or essay level. To successfully complete the Learning Support Writing requirements and meet prerequisites for ENGL 1010, students must reach a mastery level on an essay assignment with supporting documentation. The student must master one of the two required Learning Support Writing Competencies to receive a passing grade for this course. (This course is institutional credit only.) (Prerequisite: 13 to 17 Writing ACT or comparable placement test score.) 3 hrs. lecture/lab. (NT)

**ENGL 0802 Learning Support Writing II** (2)

A continuation of ENGL 0800, this course allows a student to complete the second writing competency to exit Learning Support Writing without repeating content material from ENGL 0800. Students are required to attend a scheduled lab class until mastery of the documented essay exit competency is completed. (This course is institutional credit only.) (Prerequisite: Mastery level of Learning Support Writing outcomes at the 1st competency Mastery point level.) 2 hrs. lecture/lab. (NT)

**ENGL 1010 Composition I** (3)

The ENGL 1010 course introduces students to writing and evaluating argumentative essays; developing awareness of rhetorical techniques used in persuasive writing; and applying argumentative elements and research in assigned papers. Students who are planning to pursue an A.A., A.S. or an A.S.T. degree must take this course as a degree requirement. (Prerequisite: satisfactory ACT or satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (T)

**ENGL 1020 Composition II** (3)

The ENGL 1020 instructs students in the development of writing skills beyond the levels of proficiency required in ENGL 1010, with emphasis on interpretation and evaluation of literature (short fiction, poetry, and drama) and more advanced research methods. (Prerequisite: ENGL 1010.) (T)

**ENGL 1070 Technical Writing** (3)

The principles of effective technical communication are applied to a broad variety of assignments from brief memos and summaries to detailed formal reports and proposals. (Prerequisite: satisfactory ACT or placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (TE)

**ENGL 2015 Introduction to Film Studies** (3)

The study of World Cinema, focuses on terminology, analyses of film techniques, genres, historical periods, and narrative styles. Course work includes writing and speaking assignments. (T)

**ENGL 2130 Survey of American Literature** (3)

Survey of American Literature is a reading course that focuses on critical analysis of representative works from the Colonial era to the present. (Prerequisite: ENGL 1020.) (T)

**ENGL 2230 Survey of British Literature** (3)

Survey of British Literature is a reading course that focuses on critical analysis of representative works from Beowulf to the present. (Prerequisite: ENGL 1020.) (T)

**ENGL 2330 Survey of World Literature** (3)

Survey of World Literature is a reading course that focuses on critical analysis of representative works from the ancient world to the present. (Prerequisite: ENGL 1020.) (T)

**ENGL 2910 Creative Writing** (3)

Theory and practice of the creation of fiction, drama, and poetry by the analysis of models and student manuscripts. (Prerequisite: satisfactory ACT or placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (TE)

**ENGL 2920 Survey of African American Literature** (3)

African American Literature studies oral and written stories of African American writers from the 18th century through the Harlem Renaissance to present times, including well-known authors like Zora Neale Hurston, Langston Hughes, Martin Luther King, Jr., and others. Students analyze major themes like alienation, identity, double-consciousness, racism, classism, rebellion, revolt and escape. They evaluate these works for their literary merit, becoming aware of the personal, social, artistic and literary values of African American authors; furthermore they discover connections among these stories, poems, and speeches and their own experience. (Prerequisite: ENGL 1010 or ACT English 32 or SAT Verbal 720 or completion of all Competencies in Learning Support Writing.) (T)

**Film Crew Technology****FCT 1010 Set Equipment and Machinery** (3)

Introduction to equipment and machinery generally used on sets and in studios. The course emphasizes working familiarity of equipment and machinery and for each: explores safe usage and behavior, safety issues and common unsafe practices. Upon completion, students should be able to recognize generally used equipment and machinery on sight and specify their general usage and safety. (Prerequisite: FCT 1012.) 6 hrs. lab. (NT)

**FCT 1012 Introduction to Entertainment Technology** (2)

Overview of the entertainment production industry and discussion of current

trends, technical terminology, working methods, and processes associated with a variety of venues. The course explores career opportunities in the stage and film industry with special emphasis on relationships between various job categories, and roles of "below the line" production crews. Upon completion, students should be able to demonstrate knowledge of working conditions in the industry and define and appropriately use industry specific terms. (Corequisite: FCT 1013 and FCT 1014.) (NT)

**FCT 1013 Motion Picture Safety and Etiquette** (3)

Survey of health and safety issues, practices, regulations and etiquette associated with working in the motion picture industry. The course emphasizes safe uses and behaviors for working on stages, sets and studios. The course also addresses use of hazardous materials, the identification and mitigation of hazards and unsafe practices as well as emphasizing situation-appropriate behavior, conflict resolution, working effectively in teams, and applicable regulations/laws regarding workplace behavior. Topics include inclement weather issues, ventilation, shop and location conditions, electrical system safety, fire safety equipment and procedures, current OSHA/EPA standards and other hazards associated with entertainment productions as well as proper behavior, dress, and etiquette in the workplace. Upon completion, students should be able to demonstrate working knowledge of safety issues, practices, and regulations applicable to entertainment venues. (Corequisite: FCT 1012.) (NT)

**FCT 1020 Basic Grip** (3)

Study of grip terminology, behaviors, skills and equipment as related to motion-picture production. The course covers various grip/support packages used in different environments for studio and location. Students will learn to set up, operate and break down grip equipment and rigging, erect and dismantle scaffolding; load, unload, position, and strike scenery, settings, and scenic equipment; support and move cameras during shooting. Upon completion, students should be able to execute basic grip directions given by the key grip. (Prerequisite: FCT 1010.) (NT)

**FCT 1210 Fundamentals of Lighting Technology** (3)

Introduction to lighting techniques, practices and equipment. This course covers the basic principles of lighting theory and how variables in lighting can be used to control the production environment. Topics include basic physics of lighting, lighting combinations, lighting effect, forms of color correction, different lighting situations, and lighting safety. Upon completion,

students should be able to demonstrate an understanding of technical lighting terms, principles of light, lighting crew protocol, and lighting manipulation. (Prerequisite: FCT 2040). (NT)

**FCT 1211 Fundamentals of Electricity** (2)  
Introduction to DC and AC circuits, electromagnetic devices, electronic components, and analog and digital circuits. Upon completion, the student will be able to demonstrate a working knowledge of electricity, wiring, distribution systems and safety relevant to the entertainment industry. (Corequisite: FCT 1012.) 1 hr. lecture, 2 hrs. lab. (NT)

**FCT 2010 Set Construction Laboratory** (3)  
Advanced construction techniques with an emphasis on set construction, scheduling, problems and budgeting. Work on productions outside of class is required. Upon completion, the student should be able to assist in all fields related to the fabrication and decoration of sets and props. (Prerequisites: FCT 1014 and CEN 205 or permission of the instructor.) 6 hrs. lab. (NT)

**FCT 2020 Advanced Grip** (3)  
Advanced coverage of grip/support packages used in studio work and on location. The course emphasizes strategies necessary to anticipate shooting needs and problem solving. Topics include advanced coverage of lighting and camera dollies, control and management of undesirable sound, and rigging with emphasis on safety issues. Upon completion, students should be able to execute grip directions given by the key grip, cinematographer and/or director of photography. (Corequisite: FCT 1020 or permission of the instructor.) 1 hr. lecture, 4 hrs. lab. (NT)

**FCT 2025 Motion Picture Sound Recording** (2)  
Introduction to sound recording techniques, practices and equipment. This course covers the basic principles of audio theory and techniques used in recording sound on location and in studio environments but in production and post-production applications. Topics include basic physics of sound, digital recording devices, boom microphones and wireless sound devices. Upon completion, students should be able to demonstrate an understanding of technical audio terms, recording techniques and basic principles of capturing live audio. (Prerequisites: FCT 1010 and FCT 1012). 1 hr. lecture, 2 hrs lab. (NT)

**FCT 2030 Film and Video Lighting** (3)  
Application of lighting principles to film and video formats. Emphasis is placed on terminology, color theory and correction, film lighting techniques, practices, and equipment. The course requires students to set up, move, operate, and break down lighting equipment. Students are required to work as a lighting technician on approved film sets. Upon completion, students should be able to demonstrate an understanding of camera terms and equipment, lighting crew protocol, applications of lighting theory to film, assist on studio/location shoots and be able to execute basic directions given by the gaffer. (Prerequisite: FCT 1211.) (Corequisite: FCT 1210 or permission of the instructor.) 1 hr. lecture, 4 hrs. lab. (NT)

**FCT 2040 Advanced Electric** (3)  
Study of electrical equipment and distribution techniques. The course covers terminology, equipment, power distribution, safety, execution of lighting diagrams, and other aspects of providing electrical capabilities on location and in the studio. The course also explores digital information common to motion-picture production. Upon completion, the student should be able to assist with electric and digital information needs on location or in a studio. (Prerequisite: FCT 1211.) 1 hr. lecture, 4 hrs. lab. (NT)

**FCT 2050 Film Production Laboratory** (3)  
Practical experience in a variety of crew positions with student and/or professional film productions. This production-based capstone experience will require that the student assist in a crew role on 1-2 college or professional film productions for a minimum of 180 hours. Upon completion, students should be able to demonstrate professional skills needed to pursue careers as technical crew members in the film and video industry. (For graduating students completing the FCT Program.) (Prerequisite: Permission of the instructor.) Minimum of 180 hours a semester. (NT)

## French

**FREN 1010 Beginning French I** (3)  
Essentials of French elementary grammar, pronunciation, conversation, and simple readings. Laboratory required. (T)

**FREN 1020 Beginning French II** (3)

Continuation of Beginning French I. (Prerequisite: FREN 1010 or permission of the instructor.) Laboratory required. (T)

**FREN 2010 Intermediate French I** (3)  
Reading intermediate French texts, grammar review, and oral practice. (Prerequisite: FREN 1020 or permission of the instructor.) Laboratory required. (T)

**FREN 2020 Intermediate French II** (3)  
A continuation of intermediate French I, with emphasis on French readings and oral practice. (Prerequisite: FREN 2010 or permission of the instructor.) Laboratory required. (T)

## General Technology

**GENT 291 General Technology Capstone** (1)  
This is the capstone course for general technology majors. Students will evaluate their personal strengths and weaknesses, in addition to their opinions and knowledge regarding different leadership and management styles in various workplace scenarios will also be discussed. Furthermore, each student will make a presentation about a topic of interest in their chosen career field and demonstrate their overall understanding of program competencies. (NT)

## Geography

**GEOG 1010 Physical Geography I** (3)  
An introduction to the natural features of the earth and their relationship to man. The course concentrates on the solar system, map reading and weather, climate analysis, and the forces shaping the earth's surface, including erosion, volcanism, and diastrophism. (T)

**GEOG 1020 Physical Geography II** (3)  
A detailed analysis of the worldwide crises of overpopulation and the resulting demands on food and environment. A study of earth resources is included. Air, water, waste, and noise pollution are also examined. (Course is offered Spring only.) (T)

**GEOG 1030 Introduction to Cultural Geography** (3)  
This course covers spatial variation in human activity. Topics include geographic extent of population characteristics, languages, religions, economics, and governments. Most emphasis will be placed on the present although some past cultural landscapes will be recalled. (T)

**GEOG 2010 World Regional Geography** (3)  
A survey of the economic, cultural, and physical traits characteristic of developing and developed nations. Developing nations examined are Latin America, Africa, and Asia. Developed nations explored are North America, Europe, Japan, Australia, and former Soviet Union republics. (T)

## German

**GERM 1010 Elementary German I** (3)  
Introduction to German language and culture with emphasis in elementary grammar, reading, writing, speaking, and aural comprehension. (TE)

**GERM 1020 Elementary German II** (3)  
A continuation of the German language. This course focuses on the development of basic communication skills in German. (Prerequisite: GERM 1010.) (TE)

## Health

**HED 221 Personal Health** (3)  
A study of personal health problems including communicable diseases, nutrition, degenerative diseases, and fitness. This course will include knowledge of basic human vital signs. (Course is offered Fall only.) (TE)

**HED 231 Safety and First Aid** (3)  
Focuses on the development of a safety attitude and understanding of individual responsibility in personal and community programs for accident prevention and control. Students are expected to acquire knowledge and skills for the emergency care of individuals. Successful completion entitles student to the American Heart Association certification. (T)

**HED 241 Principles of Nutrition** (3)  
Focuses on the nutritive value and function of food in the body, including personal and family nutritive requirements. (T)

## Health Information Technology

### HIT 115 Introduction to Health Information Technology (4)

This course is designed to introduce students to the principles of health information management. The development, content and management of the medical record will be explored as well as a basic overview of health care delivery systems. Emphasis is placed on hospital and medical staff organizations; patient record content; procedures in filling, numbering and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; regulatory and accrediting agencies; and the transition to an electronic record. (NT)

### HIT 125 Computer Applications in Health Information Technology (3)

This course provides students with knowledge and understanding of the various computer applications and information systems that are encountered in health information departments; Topics for discussion include clinical vocabularies, data repositories (including the various registries), master patient indices, health information abstracting, transcription, the computerized patient record, voice recognition technology and scanning. The use of databases, data collection methods, and the importance of data quality will be discussed. (Prerequisite: HIT 115) (NT)

### HIT 250 Legal Aspects of Health Information (3)

This course is designed to assist students with an understanding of the legal principles that govern the health information field. Emphasis is placed on concepts and principles of the law, the health record as a legal document, confidentiality, informed consent, release of information and current trends in health legislation. (Prerequisites: HIT 115) (NT)

## Health Sciences

### HSC 291-293 Health Sciences Capstone - Leadership in Health Care (1-3)

Courses are designed to focus on theory and application for the development of strategies and skills in preparing health sciences practitioners to pursue leadership roles. Courses allow students to engage in independent study of selected topics in a seminar or symposium format. Student will be involved in the selection, presentation, and discussion of relevant topics. Student attainment of competencies will be demonstrated using active learning methods including personal portfolios, presentations, and discussions. Expectations for depth and breadth of student mastery of concepts vary by course (291, 292, and 293). (Prerequisite: Sophomore standing in a Health Science degree program or holds a certificate/diploma in a health related discipline or instructor permission.) (NT)

### HSC 291 Health Sciences Capstone - Leadership in Health Care (1) (15 hours minimum)

### HSC 292 Health Sciences Capstone - Leadership in Health Care (2) (30 hours minimum)

### HSC 293 Health Sciences Capstone - Leadership in Health Care (3) (45 hours minimum)

## History

### HIST 1110 Survey of World Civilization I (3)

Survey of World Civilization I foundations of the modern world from the first civilizations through the seventeenth century. Topics include western and non-western classical civilizations, the Middle Ages, and the age of absolutism. (Course is offered Fall only.) (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading.) (T)

### HIST 1120 Survey of World Civilization II (3)

Major world events from the age of revolution to the present. Topics include the French Revolution, the "ism's" of the nineteenth century, the world wars of the twentieth century, and the world today. (Course is offered Spring only.) (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading.) (T)

### HIST 2010 Survey of United States History I (3)

The colonial period, winning independence, constitutional development, physical expansion, growing sectionalism, Civil War and reconstruction. (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading.) (T)

### HIST 2020 Survey of United States History II (3)

Industrialization, populism and progressivism, imperialism, World War I, the

depression and the New Deal, World War II, the post-war period and contemporary issues. (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading.) (T)

### HIST 2030 Tennessee History (3)

A survey of Tennessee history and its people from the 18th century with an emphasis on political, economic, and social developments in a regional and national context. (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading.) (TE)

### HIST 2991 Special Topics in History (1)

Special Topics in History is an in-depth study of a selected history topic, including relevant political, social, cultural and/or economic development and issues. (Prerequisite: 3 credit hours of HIST courses.) (TE)

## Humanities

### HUM 1130 Arts and Culture I (3)

A survey course on art and culture from Ancient Civilizations up to the Renaissance with an emphasis on the interaction of architecture, art, culture, literature, and daily life. (T)

### HUM 1131 Arts and Culture II (3)

A survey course on art and culture from the Renaissance to the contemporary era with an emphasis on the interaction of architecture, art, culture, literature, and daily life. (T)

## Industrial Technology

### INT 122 Fundamentals of Work Teams (3)

A study of the concepts and procedures used in developing efficient work teams. Topics covered include team organization and selection, setting and achieving team goals, and creative problem solving. The benefits of the team concept in increasing individual and group productivity will also be addressed. (NT)

### INT 124 Hydraulic and Pneumatic Systems (3)

Introduces the theory of fluid power and basic circuits using cylinders, valves, accumulators, filters, pumps, motors, etc. as they are used in the current industrial applications. Hands-on experience will be given using cut-aways, standard components, and test stands. 2 hrs. lecture, 2 hrs. lab. (NT)

### INT 126 Numerical Control Concepts (3)

An introduction to the use of numerical control machines for manufacturing processes. Computer controlled devices will also be included. (NT)

### INT 127 Vibration Analysis and Predictive Maintenance (3)

An introduction to the basic theory, tools, and application of vibration analysis, oil analysis, thermography, and ultrasonic analysis. The use of equipment and hands-on experiences are included. 2 hrs. lecture, 2 hrs. lab. (NT)

### INT 128 Advanced Hydraulics/Pneumatics (3)

An advanced course in the theory and design of practical hydraulics and pneumatics circuits. Hands-on experience using test stands and commercial components is included. (Prerequisite: INT 124.) 2 hrs. lecture, 2 hrs. lab. (NT)

### INT 134 Machinery Handbook (1)

Introduces the student to the reference handbook used in manufacturing processes. Topics covered include locating specific items in the manual, different types of manufacturing processes, industry standards for manufacturing, and the metric system. (NT)

### INT 135 Tool and Die Design (3)

Covers theory in the design of metal cutting tools. The course is designed to give students the basic knowledge of the principles, tools, and commercial standards of single point, fixture, and design. (NT)

### INT 136 Tool and Die Technology (3)

A study of the technology of the different manufacturing processes, including drills, lathes, and milling machines. (Prerequisite: INT 135.) (NT)

### INT 137 Mechanical Power Transmission (3)

A study of the different mechanical means by which power is transmitted from one location to another. Topics discussed will include gears, motors,

chain and belt drives, and applications. (NT)

**INT 141 Blueprint Reading** (3)  
Interpretations of various prints found in a manufacturing environment. This includes projection theory, dimensioning, shape description and representation of fabrication methods. (NT)

**INT 152 Process Control** (1)  
This course introduces the concepts and techniques of process control used in the manufacturing environment. Production processes will be analyzed based on the interpretation of control charts for variables and attributes. Charts, such as X bar, R, and fraction defective charts, will be studied. Control charts will be used to identify the causes of variation in a production process. (NT)

**INT 210 Engineering Economy** (3)  
Economic evaluation of alternatives, industrial and personal. Interest, time value of investments, depreciation and income taxes, break-even cost analysis and replacement analysis. (Prerequisite: MATH 1710.) (NT)

**INT 212 Plant Layout and Materials Handling** (3)  
Materials handling classification and procedures, selection of equipment, receiving and shipping areas, plant layout problems, and techniques, such as line balancing and plant location factors. (NT)

**INT 213 Operations Management** (3)  
Operations Management is a study of the management of systems or processes that create goods and/or provide services. Topics to be covered include quality management, forecasting, facility location, capacity and layout, human resources, project management, inventory systems, and any other current and relevant topics. The topics will be taught using both quantitative and qualitative methods. (Prerequisites: Satisfactory ACT score and one (1) year of high school algebra or completion of all Competencies in Learning Support Math.) (NT)

**INT 226 Numerical Control Concepts II** (3)  
This course introduces the student to advanced levels of CNC programming used in manufacturing processes. Topics included are G-Code programming, computer aided manufacturing (CAM), conversational machining programming languages and familiarity with CNC machining utilizing both the CAM and conversational programming languages and how they apply relative to G-Code programming. (Prerequisites: ERG 101 and INT 126.) 3 hrs. lecture/lab.(NT)

**INT 231 Time and Motion Study** (3)  
Design of work methods, including analysis and improvement. Determination of time standards by stopwatch technique, work sampling technique and standard data technique. (NT)

**INT 251 Statistical Quality Control** (3)  
Statistical quality analysis of processes utilizing control chart techniques, process capability, and other "tools of quality." (Prerequisite: MATH 1710.) (NT)

## Information Systems

**INFS 1010 Computer Applications** (3)  
This course provides hands-on experience using commercial software packages for business applications. Topics include microcomputer system components, operating systems, word processing, spreadsheets, and presentation software. Keyboarding skills are highly recommended. (T)

## Information Systems Technology

**IST 1500 Computer System Essentials** (3)  
Cisco IT Essentials: PC Hardware and Software provides a comprehensive overview of computer hardware and software and an introduction to advanced concepts in computing. Topics include the internal components of a computer, assembling a computer system, installing an operating system, troubleshooting using system tools and diagnostic software, connecting to the Internet, and sharing resources in a network environment. This course integrates virtual learning tools to supplement classroom learning and provide an interactive "hands-on" experience. (NT)

**IST 1750 Computer Networking I** (3)  
CCNA 1: Network Fundamentals is the first of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course introduces the architecture, structure, functions, components, and models of

the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes.(Prerequisite: IST 1500.) (NT)

**IST 2090 Database Applications** (3)  
An introduction to the concepts and syntax of relational database management systems for microcomputers. Topics include data modeling, database design concepts including normalization, and their application through the creation of tables, queries, forms and reports using the tools provided in a relational DBMS. (Prerequisite: INFS 1010.) (NT)

**IST 2400 Spreadsheet Applications** (3)  
A study of advanced features of spreadsheets and various advanced techniques for analyzing and manipulating data in spreadsheets. Emphasis will be placed on business math topics such as: the time value of money and the related topics of compound interest, annuities, bonds, and loans. (Prerequisites: INFS 1010 and 19 Math ACT or completion of all competencies in Learning Support Math.) (NT)

**IST 2630 Web Page Development and Design** (3)  
This course will cover the fundamental concepts of Web page design and creation, Web graphics, and how the Internet and World Wide Web works. Students will design and develop Web pages using Web page editing/publishing software and optimize images for Web pages. Basic Web pages containing scripts and simple Java applets will be created using Web page editing software. (Prerequisite: INFS 1010.) (NT)

**IST 2730 Advanced Web Page Development** (2)  
This course will cover advanced Web coding concepts and how to add an extra layer of usability to a Web page using a current scripting language or tool including server-side programming, database processing, and web server systems. Building upon fundamental web site design and client-side development skills, this course expands into the server side technologies, frameworks, and integration with external applications. (Prerequisite: IST 2630.) (NT)

**IST 2750 Computer Networking II** (3)  
CCNA 2: Routing Protocols and Concepts is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) designation. This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Students complete a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs in each chapter. Packet Tracer activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand. (Prerequisite: IST 1750.) (NT)

**IST 2800 Database Development** (3)  
This course introduces students to data management using Relational Database Management Systems (RDBMS). Course covers data modeling techniques used to design databases. Students will create, modify, and update databases using Structured Query Language (SQL). (Course is offered Fall only.) (Prerequisite: IST 2090.) (NT)

**IST 2810 Computer Security** (2)  
This course covers the theory and practice of computer security. Security in operating systems, networks, and data systems will be covered, with an emphasis on data protection. Cryptographic techniques and tools are surveyed and applied to security problems, including shared key, public key, key exchange, and digital signature (RSA, DSS, etc.). An organizational or process view of security is applied throughout the course, separating policy from organizational procedure. From this course, students can expect to gain an understanding of applying basic computer security theory to common problems found in the business world today. (Prerequisites: IST 1750.) (NT)

**IST 2850 Computer Networking III** (3)  
 CCNA 3: LAN Switching and Wireless is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. (Prerequisite: IST 2750.) (NT)

**IST 2930 Computer Science III** (2)  
 This course is designed to teach programming and logic utilizing the current software development tools and a .NET programming language. Emphasis will be placed on variable usage, data types, decisions, and repetition. (Prerequisite: CISP 1010.) (NT)

**IST 2950 Computer Networking IV** (3)  
 CCNA 4: Accessing the WAN is the last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course discusses the WAN technologies and network services required by converged applications in enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. (Prerequisite: IST 1750.) (NT)

**IST 2990 Project Integration Capstone** (3)  
 This is the capstone experience for Information Systems Technology majors. It has an internship component and is intended to integrate practical work experience with the cumulative knowledge and skills obtained during the student's education. The student learns to set objectives and measure performance against those objectives in a business setting through a structured reporting process with the instructor. Students must have sophomore standing and permission of instructor to register for this course. (Prerequisites: Sophomore standing and permission of instructor.) (NT)

**IST 2999 Current Topics in Information Systems Technology** (3)  
 This course is a study of current developments in the field of Information Systems Technology and special topics not covered in other courses. This course may be repeated one time for credit with permission of the instructor and only if a different topic is covered. (NT)

## Marketing

**MKT 204 Principles of Retail Management** (3)  
 A study of the retail management decision areas, known as the retail mix: physical facilities, pricing, merchandise, promotion, and service. Methods used by a retail manager in organizing, controlling, and leading the organization toward its objectives are also covered. (NT)

## Mathematics

**Dual Enrollment students are not eligible to take 0800 level courses.**

**MATH 0800 Learning Support Mathematics I** (3)  
 This course will allow students to develop and show mastery of the outcomes required for entry into college-level mathematics which include: real number sense and operations, operations with algebraic expressions, analyze graphs, solve equations, and modeling and critical thinking. Students must show competency in all five TBR approved mathematics outcomes before enrolling in college-level mathematics. The student must show competency in three out of five Learning Support Mathematics outcomes to earn a passing grade in this course. (This course is institutional credit only.) (Prerequisite: 13 to 18 Math ACT or comparable placement test score.) 3 hrs. lecture/lab. (NT)

**MATH 0802 Learning Support Mathematics II** (2)  
 This course is a continuation of MATH 0800 for students who have not demonstrated competency in all five Learning Support Mathematics outcomes. (This course is institutional credit only.) (Prerequisite: Successful

completion of at least three of the five outcomes from MATH 0800.) 2 hrs. lecture/lab. (NT)

**MATH 0900 Elementary Geometry** (3)  
 A study of deductive and inductive reasoning, properties of two and three dimensional figures, and congruence, similarity, and symmetry of geometric figures. This course meets the 1989 high school admissions requirement in geometry. (This course is institutional credit only.) (NT)

**MATH 1000 Essentials of Algebra** (3)  
 An algebra course containing a review of selected algebraic concepts; functions, polynomials, factoring, rational expressions and equations, rational exponents, radicals, quadratic equations; properties and graphs of functions; and exponential and logarithmic functions and equations. Methods of solving real-world applications are integrated throughout the course content. Essentials of Algebra is designed to provide students with skills which support their success in upper college-level curricula and enable them to achieve their educational goals. Upon earning a grade of "C" or better, the student becomes eligible to enter either MATH 1710 (Precalculus Algebra) or MATH 1630 (Finite Mathematics). (This course does not fulfill the General Education core requirements for graduation or transfer.) (Prerequisite: 19 to 21 Math ACT or satisfactory placement test scores or completion of all Competencies in Learning Support Math.) (TE)

**MATH 1010 Mathematics for the Liberal Arts** (3)  
 Mathematics as applied to real-life problems selected from such topics as logic, set theory, consumer mathematics, statistics, probability, counting methods of apportionment, and voting schemes. This course is designed to expand the student's appreciation of how mathematics applies to quantitative problems that originate in many fields, and the student will learn strategies for solving some of these problems. (Prerequisite: 19 Math ACT or satisfactory placement test scores or completion of all Competencies in Learning Support Math.) (T)

**MATH 1410 Number Concepts for Elementary Education** (3)  
 A study of the concepts and methods of arithmetic, set theory, number theory, numeration systems, and algebraic techniques and functions. This course is primarily designed for elementary education majors. (Prerequisite: 19 Math ACT or satisfactory placement test scores or completion of all Competencies in Learning Support Math.) (TE)

**MATH 1420 Geometry for Elementary Education** (3)  
 This course will cover topics in measurement, congruence, similarity, translations, graphing, curves in a plane, angles, three dimensional geometry, networks, constructions, translations and rotation, and coordinate geometry. (Prerequisite: 19 Math ACT or satisfactory placement test scores or completion of all Competencies in Learning Support Math.) (TE)

**MATH 1530 Elementary Statistics** (3)  
 An introduction to elementary statistical methods. Topics covered include mean, standard deviation, standard scores, probability of events, binomial and normal distribution, linear correlations, sampling, hypothesis testing, goodness of fit, analysis of variance. (Prerequisite: 19 Math ACT or Satisfactory placement test scores or completion of all Competencies in Learning Support Math and Reading.) (T)

**MATH 1630 Finite Mathematics** (3)  
 An introduction to finite mathematics, including linear, polynomial, exponential, and logarithmic functions, linear systems of equations and inequalities, mathematics of finance (interest, annuities, amortization), linear programming, and matrix algebra with applications in these areas. (Prerequisite: 22 Math ACT or satisfactory placement test scores or MATH 1000.) (T)

**MATH 1710 Precalculus Algebra** (3)  
 A precalculus course including, but not limited to, selected algebraic topics pertaining to: properties and graphs of polynomial, rational, exponential, logarithmic, and other functions (including piecewise-defined functions); solving systems of equations (with applications); matrices in the context of solving systems of linear equations; sequences; and series. (Prerequisite: 22 Math ACT or satisfactory placement test scores or MATH 1000.) (T)

**MATH 1720 College Trigonometry** (3)  
 A study of trigonometric functions with applications. Topics covered include trigonometric graphs, identities, inverse functions, vectors, complex numbers, exponential and logarithmic functions, right and oblique triangle with applications. (Course is offered Spring only.) (Prerequisite: 22 Math ACT with four years of high school math which includes precalculus or

MATH 1710 or special permission of the mathematics department.) (T)

**MATH 1830 Applied Calculus** (3)  
A survey of differential and integral calculus with applications. Topics include limits, the derivative, differentiation techniques, exponential and logarithmic functions, integration, applications of differentiation and integration. For students not planning to major in engineering or mathematics. (Prerequisite: 22 Math ACT with four years of high school math which includes precalculus or MATH 1630 or MATH 1710 or special permission of the mathematics department.) (T)

**MATH 1910 Calculus and Analytic Geometry I** (4)  
Limits, derivatives of algebraic, trigonometric, logarithmic, and exponential functions, applications of derivatives, antiderivatives and indefinite integrals. (Prerequisite: 22 Math ACT with four years of high school mathematics which includes precalculus or MATH 1710 and MATH 1720 or special permission of the mathematics department.) (T)

**MATH 1920 Calculus and Analytic Geometry II** (4)  
Definite integral, applications of the definite integral, techniques of integration, indeterminate forms, infinite sequences and series, and parametric equations and polar coordinates. (Course is offered Spring only.) (Prerequisite: MATH 1910.) (T)

**MATH 2010 Linear Algebra** (3)  
An introduction to topics in linear algebra including linear systems, matrices and matrix algebra, determinants, vectors and vector spaces, inner product spaces, eigenvalues and eigenvectors, and linear transformations. (This course does not fulfill the General Education core requirements for graduation or transfer.) (Course is offered Spring only.) (Prerequisite: MATH 1910.) (T)

**MATH 2110 Calculus and Analytic Geometry III** (4)  
Three dimensional analytic geometry and vectors, partial derivatives, multiple integrals, vector calculus. (Course is offered Fall only.) (Prerequisite: MATH 1920.) (T)

**MATH 2120 Differential Equations** (3)  
Methods of solving linear differential equations, applications, series solutions, systems of linear differential equations, graphical and numerical methods, and Laplace transforms. (Course is offered Spring only.) (Prerequisite: MATH 2110.) (T)

## Music

**MUS 1030 Music Appreciation** (3)  
An introduction to music with emphasis on developing listening skills. A broad spectrum of musical styles is covered including contemporary trends and a synopsis of Western music history. (Corequisite or Prerequisite: Satisfactory placement test scores and completion of all Competencies in Learning Support Reading and Writing.) (T)

**MUS 1110 Music Theory I** (3)  
A study of basic materials in music theory, such as notation, rhythms, intervals, scales, triads, and key signatures. (Course is offered Spring only.) (Prerequisite: MUS 1810 with a grade of C or higher or satisfactory score on theory diagnostic exam taken prior to the beginning of the fall semester.) Corequisite: MUS 1111.) (T)

**MUS 1111 Aural Skills I** (1)  
Singing diatonic melodies in both major and minor keys using scale degree numbers, rhythmic reading including division of the beat in simple and compound meters, melodic dictation of scale wise melodies and arpeggiation of tonic and dominant, interval recognition, harmonic dictation of I, II, IV and V chords, rhythmic dictation in simple and compound meters. (Corequisite: MUS 1110) (T)

**MUS 1120 Music Theory II** (3)  
A study of harmony and melody including chord symbols and types; basic harmonic progressions; four-voice texture; non-chord tones; harmonic progressions and inversions. (Course is offered Fall only.) (Prerequisite: MUS 1110.) (Corequisite: MUS 1121.) (T)

**MUS 1121 Aural Skills II** (1)  
Continued singing with scale degree numbers, diatonic melodies of more advance difficulty, including minor key melodies and adding alto and tenor clefs, melodic dictation including all diatonic intervals and disjunct melodies, harmonic dictation including all diatonic chords and recognition of non-chord

tones, rhythmic dictation using more complex rhythmic division in simple and compound time. (Corequisite: MUS 1120) (T)

**MUS 1130 Instrumental Performance Ensemble** (1)  
Instrumental Performance Ensemble is designed to allow students the opportunity to advance their musical skills by performing classical, popular and jazz music at various college functions. Course may be repeated for a maximum of 4 credit hours. Four semesters of this course are required for music majors with an instrumental emphasis. (For all students: an audition is required prior to registration.) (T)

**MUS 1410 College Chorus** (1)  
College Chorus is a vocal ensemble that rehearses and performs choral literature representative of various historical periods and styles. Course is open to all Columbia State students and may be repeated for a maximum of 4 credits. (The course meets 3 hours per week.) Four semester hours are required for music majors with a vocal emphasis. (For all students: an audition is NOT required but singing experienced is preferred.) (T)

**MUS 1510 Class Voice I** (1)  
Small group instruction in basic vocal techniques of commercial music. These techniques include posture, breath control, tone quality and diction. Some music-reading skills expected. Course may be repeated for a maximum of two credits. (Prerequisite: Admission into the Commercial Entertainment Program.) 1 hr. lecture/lab. (TE)

**MUS 1520 Class Voice II** (1)  
Continuation of vocal techniques in Class Voice I, with additional study of vocal flexibility, uniform tone quality, repertoire, and extending the vocal range. Course may be repeated for a maximum of two credits. (Prerequisite: MUS 1510.) 1 hr. lecture/lab. (TE)

**MUS 1610 Class Piano I** (1)  
Instruction in the rudiments of piano including such skills as notereading, basic chord progressions, coordination exercises, penta scales and simple keyboard repertoire. Course is open to all students. This is a required course for music majors. 2 hrs. lecture/lab. (T)

**MUS 1620 Class Piano II** (1)  
Keyboard skills include harmonization of melodies, transposition, sightreading, basic chord progressions, scales and arpeggios in both major and minor keys and more advanced keyboard repertoire. Course is open to all students. This is a required course for music majors. (Prerequisite: MUS 1610). 2 hrs. lecture/lab. (T)

**MUS 1800 Choral Lab** (1)  
Ensemble performance of commercial selections. Practice in sight reading will be given. Actual performance presentations will be included in the course. Class meets 3 hours per week. Course may be repeated for a maximum of 4 credits. (TE)

**MUS 1810 Fundamentals of Music I** (3)  
Provides the student with basic knowledge of notation, scales, keys, rhythm and intervals. Practice in sight singing, dictation and part-writing will be given. (TE)

**MUS 1820 Fundamentals of Music II** (3)  
A continuation of Fundamentals of Music I. Triads and their inversion, voice leading, part writing and musical analysis will be studied along with further practice in sight singing and dictation. (Prerequisite: MUS 1810.) (TE)

**MUS 1850 Musical Keyboarding I** (1)  
Acquaints beginning piano students with the keyboard. Includes such skills as note reading, basic chords for harmonization of melodies, improvisation and basic exercises for development of coordination and technique. (TE)

**MUS 1860 Musical Keyboarding II** (1)  
A continuation of MUS 1850 with exercises for development of coordination and technique, transposition, repertoire and sight reading. (TE)

**MUS 1910 Individual Piano I** (2)  
Private instruction in piano beginning at the student's level of proficiency. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (T)

**MUS 1920 Individual Piano II** (2)  
Intermediate private instruction in piano. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (Prerequisite: MUS 1910 or permission of the instructor.) (T)

**MUS 1930 Individual Voice I** (2)  
Private instruction in voice beginning at the student's level of proficiency. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (T)

**MUS 1940 Individual Voice II** (2)  
Intermediate private instruction in voice. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (Prerequisite: MUS 1930 or permission of the instructor.) (T)

**MUS 1950 Individual Guitar I** (2)  
Private instruction in guitar beginning at the student's level of proficiency. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (T)

**MUS 1960 Individual Guitar II** (2)  
Intermediate instruction in guitar. One hour lesson per week. Course may be repeated for a maximum of 4 credits. (Prerequisite: MUS 1950 or permission of the instructor.) (T)

**MUS 2110 Music Theory I** (3)  
A study of harmony and melody in chromatic styles; Neapolitan and augmented sixth chords; modulation; ninth chords; eleventh and thirteenth chords; concluding with a study of the final expansion of the major-minor tonality system; added tones; quartal harmony; synthetic scales; polytonality; pandiatonicism; form and style analysis; serial composition; avant-garde styles. (Course is offered Spring only.) (Prerequisite: MUS 1120.) (Corequisite: MUS 2111) (T)

**MUS 2111 Aural Skills III** (1)  
Singing chromatic melodies with secondary harmonies and modulation, melodic dictation including modulation to closely related keys, interval recognition, rhythmic reading including subdivision of the beat in simple and compound meters and syncopation, chord quality identification. (Corequisite: MUS 2110.) (T)

**MUS 2140 Advanced Private Instruction** (2)  
For students who wish to continue studying an instrument on which they have received prior instruction. Course may be repeated for a maximum of 4 credits. (Prerequisite: permission of the Humanities and Social Sciences Division dean.) (TE)

**MUS 2200 History of Musical Theatre** (3)  
A study of the history of style and techniques of dance for musical, comedy, opera, television, and stage plus choreography for these forms. (Course is offered Spring only.) (TE)

**MUS 2210 Survey of Music Literature** (3)  
A comprehensive course exploring significant composers and their compositions. The course begins with works from the 14th century and extends through the 20th century. An extensive amount of listening will be required. (TE)

**MUS 2330 Electronic Music I** (3)  
Principles of electronic digital sound synthesis, history of electronic music, programming the digital music, use of computer music program(s), electronic composition and contemporary trends in digital music. (Prerequisite: permission of the instructor.) (TE)

**MUS 2350 Digital Audio Recording** (3)  
This course is designed to further develop MIDI sequencing skills as well as introduce the concepts of digital audio recording. Development is encouraged in the qualities necessary to obtain professional work in the commercial music industry. Along with development, special attention is given to selecting material appropriate to the student's skill level. Students should expect to spend at least two additional hours per week on team-based lab assignments. (Course is offered Fall only.) (This course is only open to CEN Department majors or permission of instructor.) (NT)

**MUS 2360 Digital Music Production** (3)  
The study and practical application of producing music compositions for the songwriter, vocalist, and instrumentalist. This course gives an overview of the pre-production, in-production, and post-production aspects of recording music and original material. Course topics include: demo budgeting for musicians, proper protocol for working with session musicians, digital audio mixing and mastering techniques, and conversion of audio files to multiple formats. Student should expect to spend at least two additional hours per week on team-based lab assignments. (Course is offered Spring only.) (NT)

## Nursing

**Students must be accepted into the Nursing Program before they can register for NUR courses.**

**NUR 121 Math Applications for Nursing** (1)  
This course focuses on the arithmetic of dosages and solutions used by the practicing nurse. Topics include the metric, apothecary, and household systems, dosages in units and milliequivalents, dry powdered drugs and calculations of IV flow rates. (Corequisites: NUR 1115 and NUR 1118 or permission of the Nursing Program director.) 1 hr. per week. (NT)

**NUR 122 Pharmacology** (2)  
Pharmacology introduces major classifications of drugs. The study of each classification will include general characteristics, mechanism(s) of action, expected results, side effects, and nursing implications. Application of the nursing process will be included throughout this course. Representative drugs for each category will be identified. (Prerequisite: Completion of NUR 1115, NUR 1118, NUR 121 or permission of the Nursing Program director.) (Corequisites or Prerequisites: NUR 1126, NUR 1127 and NUR 1128.) 2 hrs. lecture per week; 30 hrs. total. (NT)

**NUR 294 Coordinated Cooperative Student Externship** (6)  
An elective clinical practicum of planned and supervised clinical experiences will be given in association with an R.N. mentor. Seminar and independent research study will be utilized to meet course requirements for work-study experience. Students will spend approximately 300 hours in a clinical affiliate on day, evening, or weekend shifts. Enrollment is limited to qualified students (see Nursing Program director). (Prerequisite: A minimum of a "C" average in NUR 1115, NUR 1126, NUR 1127, NUR 121 and NUR 122.)

**NUR 1115 Nursing Foundations Practice** (5)  
This course, the first of a series of four courses, introduces students to knowledge, processes and skills needed to plan and give nursing care to patients. The concepts on which the nursing curriculum is developed are introduced and will be integrated throughout successive courses. These include stress-adaptations, basic needs, nursing process, growth and development, communication, history and trends, pharmacology, management, and legal and ethical issues. Course content focuses on basic human needs for elimination, circulation, oxygen, temperature control, comfort, sleep, stimulation, activity-exercise, salt-water balance, and biological safety. Alterations in basic needs are included. Successful completion of NUR 1115, NUR 1118, and NUR 121 are necessary in order to move to the next semester. (Prerequisites: Admission to the Nursing Program [see College Catalog]; BIOL 2010.) (Corequisites: NUR 1118, NUR 121, BIOL 2020 and PSYC 1030.) 5 hrs. lecture per week. (NT)

**NUR 1118 Nursing I Clinical and Skills Lab** (2)  
This course, the first of a series of four clinical courses, introduces students to knowledge, processes and skills needed to plan and give nursing care to patients. All basic nursing skills except IV therapy are introduced. Campus laboratory experiences are designed to assist the student to develop assessment, cognitive and psychomotor skills related to basic needs and alterations in basic needs. Clinical experiences are designed to assist the students in applying the nursing process to the healthcare of adults in meeting altered basic needs in long term and acute care facilities. (Prerequisite: BIOL 2010.) (Corequisites: NUR 1115, NUR 121, BIOL 2020 and PSYC 1030.) 4 hrs. clinical, 2 hrs. campus lab. (NT)

**NUR 1126 Basic Medical-Surgical Nursing** (3)  
This course continues to focus on patients' basic needs with emphasis on the nursing process to establish and maintain a safe environment. Students are introduced to basic concepts of medical-surgical nursing including: fluid and electrolytes, nutritional support, and nursing care of patients with neoplasms. The course covers alterations in health related to special sensory disorders and men's reproductive health. All units contain physical, cultural and psychological stressors which are considered as co-contributors to the development of various disease processes. Development stages, pharmacology, nutrition, communication, history, trends, community and legal/ethical are integrated throughout the course. Specific stressors interfering with regulation, nutrition, homeostasis, elimination and adaptive coping patterns are examined in terms of the nursing process. Specific patient problems and the influence on other basic needs, as described by Maslow, are identified. (Prerequisites: NUR 1115, NUR 1118, NUR 121, BIOL 2010, BIOL 2020, and PSYC 1030. Corequisites: NUR 1128. Corequisite or Prerequisite: NUR 122, NUR 1127, BIOL 2230, and PSYC 2130.) 3 hrs. lecture per week. (NT)

**NUR 1127 Health of Women and Infants (2)**

This course continues to focus on patients' basic needs with emphasis on the nursing process to establish and maintain a safe environment. Students are introduced to the childbearing patient and family, and issues affecting women's and infant's health. All units contain physical and cultural factors that may contribute to the development and treatment of disease processes. Childbearing content will focus on basic needs of the childbearing patient and family, with the main focus on the nursing process throughout the antepartal, intrapartal, post-partal and neonatal period. Common complications of all phases of the childbearing cycle are included. Coexisting conditions that influence pregnancy are introduced and considered in depth in succeeding courses. Pharmacology, nutrition, community resources, legal/ethical issues, communication and cultural factors are integrated throughout the course. (Prerequisites: NUR 1115, NUR 1118, NUR 121, BIOL 2010, BIOL 2020, and PSYC 1030. Corequisite: NUR 1128. Corequisite or Prerequisite: NUR 122, NUR 1126, BIOL 2230, and PSYC 2130.) 2 hrs. lecture per week (NT).

**NUR 1128 Nursing II Clinical (2)**

This is the second clinical course that continues to focus on basic needs with emphasis on nursing interventions to establish and maintain a biologically and chemically safe environment. All IV therapy nursing skills are covered. Clinical laboratory provides experiences in applying the nursing process to meeting selected basic needs of patients in the general hospital setting and to childbearing families. The main focus of the childbearing clinical experiences will be on nursing interventions utilized during the normal antepartal, intrapartal, post-partal and neonatal period. Common complications of all phases of the childbearing cycle are included. (Prerequisites: NUR 1115, NUR 1118, NUR 121, BIOL 2020 and PSYC 1030. Corequisite or Prerequisites: NUR 1126, NUR 1127, NUR 122, BIOL 2230 and PSYC 2130.) 6 hrs. clinical per week. (NT)

**NUR 2116 Intermediate Med-Surg Nursing (4)**

This course introduces the student to nursing care for patients of all ages. The course covers alterations in health related to immune disorders; hematopoietic disorders; endocrine disorders; gastrointestinal disorders; hepatic, pancreatic, and biliary disorders; and renal/urinary disorders. All units contain physical, cultural and psychological stressors which are considered as co-contributors to the development of various disease processes. Development stages, pharmacology, nutrition, communication, history, trends, community and legal/ethical threads are integrated throughout the course. Specific stressors interfering with regulation, nutrition, homeostasis, elimination and adaptive coping patterns are examined in terms of the nursing process. Specific patient problems and the influence on other basic needs, as described by Maslow, are identified. (Prerequisites: NUR 1126, NUR 1127, NUR 1128, NUR 122, all science classes and PSYC 2130. Corequisite: NUR 2118. Corequisite or Prerequisite: NUR 2117, NUR 2188 and NUR 2189.) 4 hrs. lecture per week. (NT)

**NUR 2117 Psychiatric/Mental Health Nursing (2)**

This course introduces the students to psychiatric nursing care. Specific psychiatric disorders will be discussed in depth, as well as psychiatric disorders throughout the life span. General principles of psychiatric/mental health nursing will be presented. All units contain physical, cultural and psychological stressors which are considered as co-contributors to the development of various illnesses. Development stages, pharmacology, nutrition, communication, history, trends, community and legal/ethical are integrated throughout the course. (Prerequisites: NUR 1126, NUR 1127, NUR 1128, NUR 122, all science classes and PSYC 2130. Corequisite: NUR 2118. Corequisites or Prerequisite: NUR 2116, NUR 2188, and NUR 2189.) 2 hrs. lecture per week. (NT)

**NUR 2118 Nursing III Clinical (3)**

This clinical course introduces the students to nursing care for patients of all ages with stressors affecting: alterations in mental health and behavior, autoimmune disorders, endocrine, hepatic, biliary, gastrointestinal, urinary/renal, and hematopoietic functioning. Specific alterations in health interfering with regulation, nutrition, homeostasis, elimination and adaptive coping patterns are examined in terms of the nursing process. Clinical experiences provide opportunities for the application of the nursing process to the care of the child and adult populations in medical centers, mental health facilities and other clinical agencies. The student is guided in the application of management principles in organization and providing nursing care for greater numbers of patients and/or patients with higher acuity needs. In addition, various outpatient clinical facilities are utilized to augment clinical laboratory experiences. (Prerequisites: NUR 1126, NUR 1127, NUR 1128, NUR 122, all science classes and PSYC 2130.

Corequisites or Prerequisite: NUR 2116, NUR 2117, NUR 2188 and NUR 2189.) 9 hrs. clinical per week. (NT)

**NUR 2125 Advanced Med-Surg Nursing (6)**

This course is the final course in the program of study. It provides learning experiences in caring for patients of all ages with stressors of respiratory, cardiovascular, musculoskeletal, neurosensory and special sensory function. Concepts and principles of management, as well as various methods of delivery of nursing care, are included. The nursing process is the framework for theory and clinical practice. Specific alterations in health and their influence on basic needs, as described by Maslow, are identified. Attention is given to psychological, social, cultural and physical contributions to the development of these alterations in health. Since alterations in health of each of these systems may result in life crisis and require changes in lifestyle patterns, attention is given to crisis intervention, coping with chronic illness, body image changes, and altered family patterns in illness. Developmental stages, life-span concepts, pharmacology, nutrition, communication, history trends, legal/ethical aspects and community resources are integrated. (Prerequisites: NUR 2116, NUR 2117, and NUR 2118. Corequisite: NUR 2128. Corequisites or Prerequisite: NUR 2188, NUR 2189, NUR 2198, and NUR 2199.) 6 hrs. lecture per week. (NT)

**NUR 2128 Nursing IV Clinical (3)**

This is the final clinical course in the program of study. It provides learning experiences in caring for patients of all ages with stressors of respiratory, cardiovascular, musculoskeletal, neurosensory, and special sensory function. Concepts and principles of management, as well as various methods of delivery of nursing care, are included. The nursing process is the framework for clinical practice. Developmental stages, life-span concepts, pharmacology, nutrition, communication, history trends, legal/ethical aspects and community resources are integrated. Clinical experiences are provided to assist students in applying the nursing process and Maslow's hierarchy of needs in the care of individuals and groups of patients in general hospitals, and other clinical agencies. Application of management principles to groups of patients is implemented during the semester. (Prerequisites: NUR 2116, NUR 2117, NUR 2118, NUR 2188 and NUR 2189. Corequisite: NUR 2125. Corequisites or Prerequisite: NUR 2198 and NUR 2199.) 9 hrs. clinical per week. (NT)

**NUR 2188 Applying Surgical Concepts (1)**

This course focuses on the integration of all theory and clinical objectives, including the transition from student nurse to graduate nurse. The major emphasis will be on surgical clinical scenarios. Topics to be covered will include care of the perioperative patient, pain management in adults, dosage calculations, and the application of intravenous therapy principles. (Prerequisites: NUR 122, NUR 1126, NUR 1127 and NUR 1128.) (Corequisites: NUR 2116, NUR 2117, NUR 2118, and NUR 2189.) (NT)

**NUR 2189 Applying Psychiatric Concepts (1)**

This course focuses on the integration of all theory and clinical objectives, including the transition from student nurse to graduate nurse. The major emphasis will be on psychiatric/mental health nursing clinical scenarios. Topics to be covered will include bipolar disorder, suicide, schizophrenia, Alzheimer's, nursing research, resume writing, communication, professionalism, licensure and continuing education. (Prerequisites: NUR 122, NUR 1126, NUR 1127 and NUR 1128.) (Corequisites: NUR 2116, NUR 2117, NUR 2118, and NUR 2188.) (NT)

**NUR 2198 Applying Pediatric Concepts (1)**

This course focuses on the integration of all theory and clinical objectives, including the transition from student nurse to graduate nurse. The major emphasis will be on pediatric nursing clinical scenarios. Topics to be covered will include end of life, pain, IV calculations, dosage calculations, pediatric medication administration and immunizations. (Prerequisites: NUR 2116, NUR 2117, NUR 2118, NUR 2188, and NUR 2189.) (Corequisites: NUR 2125, NUR 2128 and NUR 2199.) (NT)

**NUR 2199 Applying Medical Concepts (1)**

This course focuses on the integration of all theory and clinical objectives, including the transition from student nurse to graduate nurse. The major emphasis will be on medical nursing clinical scenarios. Topics to be covered will include end of life, time management/delegation and medical economics. (Prerequisites: NUR 2116, NUR 2117, NUR 2118, NUR 2188, and NUR 2189.) (Corequisites: NUR 2125, NUR 2128 and NUR 2198.) (NT)

## Office Administration

**OFA 101 Introduction to Word Processing** (3)  
This course is for development of techniques in touch typing and the introduction of skills involved in presentation of the keyboard, and the various parts of the computer. The emphasis is on formatting business documents, proper technique, speed and accuracy. (NT)

**OFA 103 Keyboarding** (1)  
This course introduces the student to touch keyboarding with an emphasis on developing correct techniques, building speed and accuracy. (Course may be waived if 1/2 unit of high school keyboarding credit has been earned.) (NT)

**OFA 132 Records Management** (3)  
This course is a study of the proper management, storage, retrieval, and disposal of records. Application of filing classification skills using the Association of Records Managers and Administrators' filing rules is covered. Procedures for electronic storage and retrieval are also introduced. (Course is offered Fall only.) (Prerequisite: INFS 1010.) (NT)

**OFA 205 Business Documents and Publishing** (3)  
This course is a study of the various types of business documents and the methods used to publish the documents. Course topics include generating form letters, mailing labels, and directories; creating documents with tables, charts, and watermarks; creating brochures and newsletters using columns, and graphics; creating reference documents and online forms; and generating other documents created in an office setting. Word processing and desktop publishing software will be used in the course. (Course is offered Fall only.) (Prerequisite: INFS 1010 and OFA 101.) (NT)

**OFA 210 Event Management** (3)  
This is an introductory class that will provide the student insight into the industry of special events and the role the meeting and event professional plays in it. Topics include vendors, contracts, fundraising, budgeting, ethics and more. (NT)

**OFA 240 Medical Terminology** (3)  
A study of the language of the allied health sciences and medicine with emphasis on body systems, prefixes, suffixes, root terms, pronunciation and spelling. (NT)

**OFA 242 Medical Transcription** (3)  
Medical documents are transcribed from dictated material with emphasis on productivity and accuracy. (Prerequisites: OFA 101 and OFA 240.) (NT)

**OFA 245 Legal Terminology** (3)  
An introduction to legal terminology through the study of definitions and application of terms within the context of relevant, up-to-date subject matter. (NT)

**OFA 246 Legal Transcription** (3)  
Students will transcribe legal documents from voice dictation using computer and transcribers. (Prerequisites: OFA 101 and OFA 245.) (NT)

**OFA 281 Medical Office Assistant** (3)  
A study of the career of a medical office assistant including medical ethics, communications, billing and collections, and insurance in the medical office. (Prerequisite: INFS 1010.) (NT)

## Philosophy

**PHIL 1030 Introduction to Philosophy** (3)  
An introduction to the basic problems of philosophy and a consideration of representative types of philosophical thought concerning people, nature, knowledge, and values. (Prerequisite: satisfactory placement test scores or completion of all Competencies in Learning Support Reading or permission of the instructor.) (TE)

**PHIL 1033 Introduction to Logic and Critical Thinking** (3)  
This course presents a basic introduction to the various forms of reasoning used to make and to analyze the validity and soundness of arguments. This course focuses both on informal and formal logical processes. (TE)

**PHIL 2030 Introduction to Ethics** (3)  
This course is designed to introduce the student to various ethical theories

and to show how they apply in both personal and social situations. Emphasis will also be placed on different types of professional problems involving ethical concerns. (TE)

**PHIL 2033 Major World Religions** (3)  
This course presents a survey of the five major world religions today--including, their historical development, their basic tenets, their rituals and practices and their cultural influences. (TE)

## Physical Education

**PHED 1010 Golf** (1)  
Acquaints the beginning player with correct swing, selection and use of various clubs, and basic skills with practice application on the golf course. (Course is offered Spring only.) (TE)

**PHED 1110 Tennis I** (1)  
Emphasis on basic strokes, movement, rules, terminology and play techniques for the beginner. (Course is offered Fall only.) (TE)

**PHED 1120 Tennis II** (1)  
Improvement and refinement of strokes and serve. Strategy, tactics, and game procedures for competition. (Course is offered Spring only.) (Prerequisite: PHED 1110 or permission of the instructor.) (TE)

**PHED 1210 Physical Conditioning** (1)  
Instruction and practice in maintaining personal physical fitness through exercise and aerobic activity. (TE)

**PHED 1212 Yoga** (1)  
Anyone who's interested in learning about yoga and how to perform yoga exercises is welcome to enroll in this class. This course will not require you to have previous experience in any particular area but you should have a high school reading level. No books will be required. The will meet in the Wellness Center. Learn the rules, fundamentals, skills and strategies of yoga. Learn how to correctly execute required skills and techniques as well as to use the equipment/facilities safely. Understand how kinesiology relates to a healthy individual lifestyle. (TE)

**PHED 1214 Introduction to Martial Arts/Self Defense** (1)  
This is a physical activity for men and women. This course is designed to teach the study of coordinating mind and body in the practice of martial arts and self-defense "mentality" is also stressed. The class will meet in the Wellness Center. (TE)

**PHED 1310 Racquetball** (1)  
Instruction and actual practice in the fundamentals of play, essential rules, basic etiquette, and safety for play. (TE)

**PHED 1510 Softball** (1)  
Provides an overview of fundamental skills (catching, hitting and throwing), rules and safety of the game. (TE)

**PHED 1610 Volleyball** (1)  
Emphasis on fundamental skills and techniques used in volleyball. Limited tournament play. (Course is offered Spring only.) (TE)

**PHED 1710 Badminton** (1)  
Emphasis on fundamental skills, basic strategies, rules, and etiquette for play. Exposure to playing tournaments. (Course is offered Fall only.) (TE)

**PHED 1810 Soccer** (1)  
Introduces basic fundamentals and techniques for play. Little or no experience is necessary. (TE)

**PHED 1910 Touch Football** (1)  
Development of skills in basic fundamentals and techniques through team play. (TE)

**PHED 2010 Weight Training** (1)  
Various training programs are presented. Emphasis on warm-ups, stretching, individual exercises, running, and use of weight machines. Encourages continuation and self-discipline of exercise. (TE)

**PHED 2020 Intro. to Physical Educ., Recreation and Sport Mgmt.** (3)  
A study of the scope of opportunities the sport and recreation industry presents; the historical, psychological, sociological, and philosophical foundations of sport; and management and organizational concepts and

their application in sport and recreation enterprises. Ideal for students majoring in sports management, recreation, exercise, fitness management, physical education or athletic training. (Course is offered Spring only.) (NT)

**PHED 2120 Essential Lifetime Wellness** (3)  
Students will discover their fitness levels and will learn how to maintain fitness levels. Students will be evaluated for strength, flexibility, aerobic fitness, body fat and lung capacity. An exercise and nutrition program will be developed to meet the needs of the individual. Participants in the course will also learn how to reduce personal health risk factors, improve nutrition, control stress, and learn about cultural differences and its impact on health and wellness. (T)

**PHED 2220 Introduction to Exercise Science** (3)  
This course is designed to help students appreciate the importance of physical activity, to introduce the discipline of kinesiology and help students understand its relationship to physical activity, and to expand student knowledge of physical activity professions. (Prerequisites: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Math.) (Corequisite or Prerequisite: Learning Support Writing.) (T)

**PHED 2320 Care and Prevention of Athletic Injuries** (3)  
The student will develop a knowledge of prevention, treatment, and basic rehabilitation of common athletic injuries as commonly seen at the interscholastic level of competition. In addition, the student will be exposed to negligence and liability issues in respect to athletic injuries. (Prerequisites: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Math.) (Corequisite or Prerequisite: Learning Support Writing.) (T)

**PHED 2520 Contemporary Dance** (1)  
Introduces dances which are currently popular in this country. (TE)

**PHED 2610 Archery** (1)  
Basic skills (stance, drawing, aiming, releasing) with strategy of shooting. Correct and safe handling of tackle are emphasized. (TE)

**PHED 2710 Basketball** (1)  
Fundamental skills, rules, and strategies of play. (TE)

## Physical Science

**PSCI 1030 Physical Science** (4)  
An introductory course on selected topics in chemistry and physics. (Prerequisites: 2 years of high school algebra and satisfactory placement test scores, or completion of all Competencies in Learning Support Reading and Math.) 3 hrs. lecture, 2 hrs. lab. (TE)

## Physics

**PHYS 2010 Elements of Physics I** (4)  
The study of the fundamental laws of mechanics, fluids, sound, and heat. (Corequisite or Prerequisite: MATH 1710, or permission of the instructor.) 3 hrs. lecture, 3 hrs. lab. (T)

**PHYS 2020 Elements of Physics II** (4)  
The study of the fundamental laws of electricity and magnetism, optics, and modern physics. (Prerequisite: PHYS 2010.) 3 hrs. lecture, 3 hrs. lab. (T)

**PHYS 2110 Physics I** (4)  
The study of mechanics and heat. (NOTE: Credit cannot be given for both Physics I and Elements of Physics I or II.) (Corequisite or Prerequisite: MATH 1910.) or (Corequisites: MATH 1720 and MATH 1910 with permission of the Dean of Science, Technology and Math.) 3 hrs. lecture, 3 hrs. lab. (T)

**PHYS 2120 Physics II** (4)  
The study of electricity and magnetism, waves, optics and modern physics. (Prerequisite: PHYS 2110); (Corequisite or Prerequisite: MATH 1920.) 3 hrs. lecture, 3 hrs. lab. (T)

## Political Science

**POL 201 Introduction to Politics and Government** (3)  
An examination of the nature of political activity, the concept of the nation-state, comparative political systems (democratic and authoritarian), world politics and the discipline of political science. (TE)

**POLS 1030 American Government** (3)

A study of democratic theory, the Constitution, federalism, free speech, interest groups, political parties, voting behavior, the presidency, Congress and the Supreme Court. (T)

**POLS 2010 State and Local Government** (3)  
A study of state and local government in Tennessee with a general survey of state and local government in the United States. (Course is offered Spring only.) (TE)

## Psychology

**PSYC 1030 General Psychology** (3)  
One-semester survey course that provides an introduction to the scientific study of behavior and mental processes. Topics include history and research methods, biological aspects of psychology, variations of consciousness, cognitive processes, human development, and personality, motivation, social psychology, and psychological disorders and therapies. Credit may not be earned in both PSY 203 and PSY 101 or PSY 102. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (T)

**PSYC 2110 Psychology of Adjustment** (3)  
The study of personal and social adjustment as it relates to coping with the demands of everyday life. Topics include self-awareness, healthy management of stress and emotions, interpersonal relationships, the grieving process, and communication techniques. Methods to cultivate personal growth and effective adjustment will be presented. (Course is offered Fall only.) (T)

**PSYC 2120 Social Psychology** (3)  
An introduction to social psychology including interpersonal attraction, interaction between people, person perception, aggression, prosocial behavior, conformity, obedience, attitudes, prejudice, and group processes. (Course is offered Spring only.) (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (T)

**PSYC 2130 Life Span Psychology** (3)  
Psychological and physiological growth and development of the human organism beginning with conception and continuing through aging and death. Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading and Writing.) (T)

## Radiologic Technology

*Students must be admitted into the Radiologic Technology Program before they can register for RAD courses.*

**RAD 101 Introduction to Radiography** (2)  
Provides students with an introduction to radiologic technology. Acquaints students with ethical principles involved in relationships with patients, radiologists, attending physicians, and members of the hospital staff. An introduction to cultural diversity is also included. Medical terminology will be covered as it applies to the specialty of radiology. Emphasizes nursing procedures and techniques used in the radiology department. (NT)

**RAD 106 Radiation Physics** (2)  
An in-depth study of the concepts of radiation physics. Emphasis will be placed on the X-ray machine, circuitry, the X-ray tube and photon production, X-ray interaction with matter, X-ray emission, beam restriction, grids, radiographic film, and image quality. (NT)

**RAD 112 Image Production I** (2)  
This course is designed to provide students with the basic principles of formulating radiographic techniques, image production, and exposure. The student will develop practical exposure techniques and be able to recognize and evaluate qualitative factors in clinical radiographic images. An introduction to both digital and conventional radiography is included. (NT)

**RAD 113 Image Production II** (2)  
This course provides details of the principles of radiographic exposure techniques. It is a continuation of RAD 112, Image Production I, and includes analyzing the image, comparing exposure systems, special imaging systems, PACS, computed radiography and the imaging modalities. In addition, darkroom procedures including chemistry, processing, and quality control will be covered. (Prerequisite: RAD 112.) (NT)

**RAD 121 Radiographic Positioning I** (3)  
Instruction in the anatomy and positioning of the structures and organs of the body, supplemented with practical application in the energized lab and clinical education setting. Precise and detailed information on the various positions will be provided. 3 hrs. lecture, 1 hr. lab and approximately 120 hours over the course of the semester in clinical orientation. (NT)

**RAD 122 Radiographic Positioning II** (2)  
Instruction in the anatomy and positioning of the additional structures of the human body. Classroom instruction is supplemented by practical application in the radiographic lab. 2 hrs. lecture and 1 hr. lab per week. (NT)

**RAD 123 Contrast Media Procedures** (2)  
Anatomy and positioning of the upper and lower gastrointestinal tract, biliary system, and urinary system. Included in this course is an introduction to other modalities using contrast media as well as contrast media reactions. (NT)

**RAD 190 Radiologic Practicum I** (3)  
Provides practical clinical experience in diagnostic radiology. Students will be given the opportunity to achieve competency in specific procedures by performing the assigned procedures under direct supervision. Students will be assigned approximately 15 hours per week in a clinical education setting on day and evening shifts. (NT)

**RAD 241 Radiographic Special Procedures** (2)  
Acquaints students with more advanced imaging procedures using contrast media, including biliary, urinary, reproductive, circulatory, and central nervous systems. Also included are studies using computed tomography, magnetic resonance imaging, and computed radiography. Quality assurance is also covered. (NT)

**RAD 251 Survey of Medical and Surgical Diseases** (2)  
Designed to familiarize students with pathology, injuries, and diseases of the human body commonly encountered in a variety of imaging modalities. Research and team skills are enhanced through group projects. Includes review of the radiologic technologist's role in modification of routines in imaging and treatment of the patient with pathologic conditions. (NT)

**RAD 281 Radiologic Review Seminar** (2)  
This course provides students with an assessment of core knowledge mastery, identification of strengths and weaknesses, and remediation opportunities. Included will be a review of all areas covered in the American Society of Radiologic Technologists (ASRT) curriculum and the American Registry of Radiologic Technologists (ARRT) content outline. Practice tests assess understanding, clinical decision-making skills, and readiness for the certification exam. Students will also demonstrate entry level competencies for professional employment. (NT)

**RAD 291 Radiologic Practicum II** (6)  
Provides additional experience in a clinical education setting. Under indirect supervision, students will continue to perform and document exams in which competency has already been achieved. Demonstration of competency will be required in additional procedures performed under direct supervision. Students will be assigned approximately 37.5 hours per week in a clinical education setting on day and evening shifts. (NT)

**RAD 292 Advanced Radiation Physics and Radiobiology** (2)  
Offers an in-depth study of radiation concepts and radiobiology. Includes review of the impact of technical factors and image processing practices using both screen-film and digital capture methods. An overview of specialized medical imaging and fluoroscopic equipment is provided. The effects of radiation on the human body will be explored including monitoring and exposure reduction for patient, personnel, and the public. (NT)

**RAD 294 Radiologic Practicum III** (8)  
Provides additional opportunities for practical experience in a clinical education setting. Students continue to perform competencies obtained through Practicums I and II under indirect supervision, focusing on proficiency. Students will be given the opportunity to achieve competency in more difficult procedures performed routinely in medical imaging, under direct supervision. Clinical assignments total approximately 30 hours per week on day and evening shifts and may include modality rotations. (NT)

**RAD 295 Radiologic Practicum IV** (8)  
Provides students with practical experience in diagnostic radiology and special modalities within medical imaging. Students will continue to perform all previously achieved competencies under indirect supervision, and will

complete remaining required competencies under direct supervision. Successful completion of this course, as well as RAD 251 and 281, will ensure that the student has been given the opportunity to meet or exceed entry-level technologist requirements. Clinical assignments total approximately 30 hours per week on day and evening shifts and will include modality rotations. (NT)

## Reading

*Dual Enrollment students are not eligible to take 0800 level courses.*

**READ 0800 Learning Support Reading I** (3)  
This course focuses on reading completion that demonstrates mastery of essential topics such as vocabulary development, literal comprehension, and inferential comprehension. Student reading assignments will be based on a diagnostic reading assessment. Upon successful completion of the READ 0800 course, the student will have the ability to read, comprehend, and analyze college entry-level passages. The student must master one of the two required Learning Support Reading Competencies to receive a passing grade for this course. (Prerequisite: 13 to 18 Reading ACT or comparable placement score.) (This course is institutional credit only.) 3 hrs. lecture/lab. (NT)

**READ 0802 Learning Support Reading II** (2)  
This course is a continuation of the READ 0800 course. This course allows a student to complete additional lab time in the Learning Support Reading lab to obtain the mastery level required to exit Learning Support Reading without repeating content material from READ 0800. The student is required to attend a scheduled lab 2 hours per week until exit mastery level is documented at the critical reading and analysis stage of college entry-level passages. (Prerequisite: Mastery level of Learning Support Reading outcomes at the 1st of two competency levels.) (This course is institutional credit only.) 2 hrs. lecture/lab. (NT)

## Respiratory Care

*Students must be admitted into the Respiratory Care Program before they can register for RCT courses.*

**RCT 101 Fundamentals of Respiratory Care I** (4)  
Fundamentals of Respiratory Care I provides an introduction to respiratory care as a profession, credentialing and licensure. Basic respiratory care procedures, medical terminology, communication, legal and ethical aspects of patient care, patient's rights, vital signs, body mechanics, isolation, disinfection, and sterilization will be presented. The course will also review the production, storage, and safety of medical gases and piping systems. Gas laws and gas physics will be discussed as they relate to respiratory care. Oxygen, hyperbaric, helium-oxygen, and carbon dioxide-oxygen therapies will be presented as well as humidity and aerosolized medication therapies, basic patient assessment, the effects of altitude on patient care and the effects of smoking. 3 hrs. lecture, 3 hrs. lab per week. (NT)

**RCT 102 Fundamentals of Respiratory Care II** (4)  
Fundamentals of Respiratory Care II presents basic respiratory care modalities such as hyperinflation and bronchial hygiene therapies, and the equipment needed to perform the procedures. Additionally, sputum collection and the effects of aging on patient care will be reviewed. Common laboratory values, thoracic imaging and airway devices will be reviewed. (Prerequisites: A "C" or better must have been achieved in RCT 101, BIOL 2010 and MATH 1530 or MATH 1710.) 3 hrs. lecture, 3 hrs. lab per week. (NT)

**RCT 120 Respiratory Care Pharmacology** (2)  
The Respiratory Care Pharmacology course involves the study of different classes of drugs that affect the cardio-respiratory system. Pharmacodynamics, routes of administration, and drug calculations are included. Indications, mode of action, adverse reactions, and assessment of effectiveness will be reviewed for each drug class. (Prerequisites: RCT 101, BIOL 2010, and MATH 1530 or MATH 1710.) (NT)

**RCT 130 Intensive Care Monitoring** (4)  
Intensive Care Monitoring involves the study of basic dysrhythmias and their effects on the body and includes hemodynamic assessment and advanced cardiac life support (ACLS) provider training will be provided. (Prerequisites: BIOL 2020 and 2230; RCT 102, 120 and 191.) 3 hrs. lecture, 3 hrs. lab per week. (NT)

**RCT 150 Arterial Blood Gases** (4)

The Arterial Blood Gas course provides an in-depth study of the basic physiology of oxygen and carbon dioxide transport. Blood sampling and analysis techniques will be developed. Interpretation of arterial blood gas values and their application to patient care will be presented. (Prerequisites: RCT 102, 191 and 120.) 3 hrs. lecture, 3 hrs. lab. (NT)

**RCT 191 Clinical Practice I** (1)

Clinical Practice I provides an introduction to respiratory care in the acute care hospital. Competence is to be obtained in medical gas therapy, incentive spirometry, humidity and aerosol therapy, and aerosolized drug therapy. (Prerequisite: RCT 101.) 8 hrs. supervised clinical experience per week. (NT)

**RCT 192 Clinical Practice II** (3)

Clinical Practice II is an application of topics discussed in previous and current respiratory care courses in the healthcare setting. Competence is to be obtained in arterial blood sampling, IPPB and CPPD. Clinical experience will be obtained in blood gas analysis and machine maintenance and QC. (Prerequisites: RCT 102, 120 and 191.) 24 hrs. supervised clinical experience per week. (NT)

**RCT 212 Pulmonary Functions/Seminar** (4)

The Pulmonary Functions/Seminar course studies the application, performance, and interpretation of complete pulmonary function studies and exercise testing. Other topics presented include metabolic assessment, bronchoscopy, and pulmonary rehabilitation. The student's overall respiratory care knowledge will be assessed using comprehensive exams. Preparation for national credentialing exams will also be provided. Successful completion of this course requires passing a comprehensive exam styled after the national written registry exam. (Prerequisites: RCT 221, 242 and 293.) 3 hrs. lecture, 3 hrs. lab. (NT)

**RCT 221 Mechanical Ventilation** (4)

Mechanical ventilation discusses the techniques of mechanical ventilation including initiation, management and weaning, airway care, chest tube systems, ventilator graphic analysis, extubation and end of life issues. (Prerequisites: RCT 130, 150 and 192.) 3 hrs. lecture, 3 hrs. lab. (NT)

**RCT 242 Respiratory Pathophysiology** (3)

The Respiratory Pathophysiology course studies the etiology, pathophysiology, presentation and treatment of common pulmonary diseases and sleep disorders. Disease presentation and treatment will in part be presented, practiced and assessed by using various computer training programs. (Prerequisites: RCT 130, 150 and 192.) 3 hrs. lecture. (NT)

**RCT 252 Neonatal/Pediatric Respiratory Care** (4)

The Neonatal/Pediatric Respiratory Care course studies the etiology, pathophysiology, presentation and treatment of common neonatal and pediatric pulmonary diseases. Fetal lung development and the birth process will be reviewed giving special emphasis to pulmonary changes, complications, and newborn assessment. Disease presentation and treatment will in part be presented, practiced and assessed by various computer training programs. Neonatal mechanical ventilation techniques will be discussed. Pediatric advanced life support (PALS) provider training will be provided. (Prerequisites: RCT 221, 242 and 293.) 3 hrs. lecture, 3 hrs. lab. (NT)

**RCT 293 Clinical Practice III** (4)

Clinical Practice III is an application of topics discussed in previous and current respiratory care courses in the healthcare setting. Competence is to be obtained in the initiation, maintenance, weaning, extubation of patients being mechanically ventilated and suctioning. Sleep testing will also be presented. (Prerequisites: RCT 130, 150 and 192.) 24 hrs. supervised clinical experience per week. (NT)

**RCT 294 Clinical Practice IV** (4)

Clinical Practice IV is an application of topics discussed in previous and current respiratory care courses in the healthcare setting. Clinical experience will be gained in neonatal and pediatric mechanical ventilation techniques, pulmonary function testing, intubation and bronchoscopy. 24 hrs. supervised clinical experience per week. (Prerequisites: RCT 221, 242 and 293.) (NT)

**Social Work****SWRK 2010 Introduction to Social Work** (3)

This course provides an introduction to the social work profession. Because the field of social work draws on the academic disciplines of sociology and psychology, students will gain insight into the social and environmental factors that influence individual lives. Students will become acquainted with the challenges and rewards of social work. Social service agencies, as well as current social policies, will also be discussed. Other topics will include social work practice in family and children's services, healthcare, schools, criminal justice, substance abuse, and workplace settings. (T)

**Sociology****SOC 210 Cultural Anthropology** (3)

Cultural Anthropology is the study of human culture across global societies. This course involves a comparative examination of human cultures across time and space and will introduce students to history, methods, and theories of anthropology. Primary attention will be given to the topics of religion, marriage and kinship, economics, warfare, and globalization. (TE)

**SOCI 1010 Introduction to Sociology** (3)

Sociology is the systematic study of human society. This introductory course will provide an assessment of how social forces, institutions, and inequality influence human interaction. Topics of study include: culture, crime, economy, government, media, family, religion, education, race, ethnicity, poverty, and gender. (T)

**SOCI 1020 Social Problems** (3)

This sociology course examines quality of life issues and contributing factors to social problems with a focus on deviance and inequality. Topics of study include sexual deviance, crime and violence, substance abuse, poverty, and inequality of gender, race, and ethnicity. Problems in government and the economy, along with global social problems, such as war, terrorism, and environmental issues will also be covered. (Prerequisite: Students are strongly encouraged to take SOCI 1010 prior to taking SOCI 1020.) Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Writing.) (T)

**SOCI 2010 Marriage and Family** (3)

This course examines the family as a social institution with an emphasis on both men's and women's changing roles in the American family. Topics will include: family background, mate selection, sexuality, family finances, effective relationship communication, parenthood, marital conflict, relationship abuse and violence, and issues concerning stepfamilies. (TE)

**Spanish****SPAN 1010 Beginning Spanish I** (3)

Essentials of Spanish elementary grammar, pronunciation, conversation, and simple readings. Laboratory required. (T)

**SPAN 1020 Beginning Spanish II** (3)

Continuation of Beginning Spanish I. (Prerequisite: SPAN 1010 or permission of the instructor.) Laboratory required. (T)

**SPAN 2010 Intermediate Spanish I** (3)

Reading intermediate Spanish texts, grammar review, and oral practice. (Prerequisite: SPAN 1020 or permission of the instructor.) Laboratory required. (T)

**SPAN 2020 Intermediate Spanish II** (3)

A continuation of Intermediate Spanish I with emphasis on Spanish readings and oral practice. (Prerequisite: SPAN 2010 or permission of the instructor.) Laboratory required. (T)

**Speech****SPCH 1010 Fundamentals of Speech Communication** (3)

A course in interpersonal/intrapersonal aspects of communication focusing on public speaking (persuasive, informative, media, and small group) presentations. Also covers communication history, critical thinking, multicultural and mass media communication styles. (Prerequisite: ENGL 1010 or 25 ACT English.) (T)

**SPCH 1020 Interpersonal Communication** (3)  
The study and practice of dynamic interactions amongst individuals and groups. Foci include transactions at work, tasks, and committees to achieve meaningful results: activities, outcomes, recommendations and decisions. (T)

**SPCH 1030 Argumentation and Debate** (3)  
This course introduces students to logical and rhetorical analyses of speech, writing, and thinking. The greatest emphasis will be in understanding the nature of logical proof, although ethical proof must be considered as well. (Prerequisite: ENGL 1010 or 25 ACT English.) (T)

**SPCH 2020 Organizational Communication** (3)  
Basic principles of communication within organizations. Topics and activities may include organizational/communication theory, group problem solving, case studies, interviewing, and formal presentations. (Prerequisite: ENGL 1010.) (TE)

## Stage Crew Technology

**SCT 1010 Rigging and Fly Systems** (3)  
Advanced instruction in the principles and practices of the stage technician. The student will practice the installation of temporary and permanent stages, safe operation of ladders, lifts, scaffolds, stage equipment, hardware and tools for installation and operation of scenery and stage drapery. Topics include traps, wagons, settings for overhead rigging, hardware, knots, roping, counterweights and motorized flying systems for scenery and curtains, and winches, chain hoists and trusses. Upon completion, the student will be able to assist with installation and operation of stages and associated rigging and fly systems. (Prerequisites: CEN 205 and FCT 1014 or permission of the instructor.) (1 hr. lecture, 3 hrs. lab.) (NT)

**SCT 1030 Sound for Stage Productions** (3)  
Introduction to the use of sound in entertainment, sound theory, methods and equipment for stage and live events. Emphasis is placed on terminology, protocol, cabling, troubleshooting, mixing skills, and the use and maintenance of sound equipment. The course requires work outside of the classroom applying the principles learned in the practical application of theater sound for production. Upon completion, the student will be able to assist with sound production in theater and stage venues. (1 hr. lecture, 4 hrs. lab.) (NT)

**SCT 2010 Advanced Stagecraft Laboratory** (3)  
Advanced construction techniques with an emphasis on stage construction, scheduling, problems and budgeting. Work on productions outside of class is required. Upon completion, the student should be able to assist in all fields related to the fabrication and decoration of sets and props. (Prerequisites: CEN 205 and FCT 1014 or permission of the instructor.) (6 hrs. lab) (NT)

**SCT 2020 Scenic Techniques Laboratory** (3)  
Advanced coverage of techniques, materials and tools used to paint scenery. The course explores color theory, various media, proper preparation of surfaces, and painting techniques and examines the ways these are used in various entertainment venues including theater and film. Assigned practical work in supervised production activities outside of class is required. Upon completion, students should be able to assist with painting of props and sets for a variety of entertainment venues. (Prerequisite: CEN 205 or permission of the instructor.) (6 hrs. lab) (NT)

**SCT 2030 Stage Lighting** (3)  
Application of lighting principles to theater and event venues. Topics include hanging, alignment, focusing, maintenance, and operation of various types of stage lighting fixtures, robotic lighting and computerized control of lights. Students are required to work as a lighting technician at approved venues. Upon completion, students should be able to demonstrate an understanding of stage lighting theory and applications, and assist with theatrical and event productions. (Prerequisites: FCT 1210 and FCT1211 or permission of the instructor.) (1 hr. lecture, 4 hrs. lab.) (NT)

**SCT 2040 Stage Production Laboratory** (4)  
Practical experience in the machinations of backstage operations of a theater as a crew member for a minimum of 120 hours. The concentration of the course will vary depending on the skills of the student and the needs of the theater production. (Prerequisite: Permission of the instructor.) Minimum of 120 hours a semester. (NT)

## Study Abroad

**STA 2010 Humanities Study Abroad Experience** (3)  
Study abroad credit can be awarded to students who participate in approved Tennessee Consortium for International Studies coursework. (TE)

**STA 2030 Social/Behavioral Science Study Abroad Experience** (3)  
Study abroad credit can be awarded to students who participate in approved Tennessee Consortium for International Studies coursework. (TE)

## Theatre

**THEA 1020 Acting** (3)  
An introduction to basic acting techniques fundamental to performance in theatre and media. Emphasizes improvisation, scene study, script analysis, character study (introducing English, Stanislavskian and Brechtian technique) and the history of acting/performance art. Students engage in laboratory exercises as well as public performance. (T)

**THEA 1030 Intro to Theatre and Performance** (3)  
An introduction to the theatre arts including acting, directing, playwriting with a brief overview of technical theatre, theatrical history, allied media (film/television), and performance. Students study plays from theatre history, write reviews of actual productions, and experience lab work in theatre. (T)

**THEA 1040 Special Topics in Theatre** (1)  
In this course will will expose students to different topics in theatre history, practice, and emerging trends and ideas in the field. (T)

**THEA 1430 Acting II** (3)  
A study of the classic primary texts, performance art works, and methodologies of performance to evaluate performance works. Study and skill building in acting, performance methods, new art formats, video and stage media. Students will explore western and non-western approaches to performance through critical analysis and will develop a greater awareness of the expressive forms of humanistic performance. (TE)

**THEA 2430 Musical Drama and Speech** (3)  
Principles and practices governing the actor's use of voice, body, and imagination for musical performances. Scene work. (Prerequisite: Satisfactory placement test scores or completion of all Competencies in Learning Support Reading.) (TE)

## Veterinary Technology

*Students must be admitted into the Veterinary Technology Program before they can register for VET courses.*

**VET 102 Animal Anatomy** (4)  
This course provides an overview of the anatomy and physiology of selected domestic animal species using an organ-system approach. Clinical applications relative to organ systems are made when applicable. The cat is used as the primary dissection model. (Prerequisite: VET 113.) (Corequisites: VET 191 and 201.) 3 hrs. lecture, 3 hrs. lab. (NT)

**VET 112 Veterinary Technology Orientation I** (4)  
The lecture component of this course introduces the student to veterinary hospital operation, professional standards and ethics. The lab component includes restraint, introduction to lab procedures, equipment identification, medical terminology, and administration of medications. (Corequisites or Prerequisites: AGRI 1020 and BIOL 1110 or BIOL 1120.) 3 hrs. lecture, 3 hrs. lab. (NT)

**VET 113 Veterinary Technology Orientation II** (4)  
The lecture component of this course introduces the student to medical nursing concepts, laboratory procedures, and animal health care. The lab component is a continuation of VET 112 with more emphasis on nursing skills and laboratory procedures. (Prerequisite: VET 112.) (Corequisite or Prerequisite: BIOL 2230.) 3 hrs. lecture, 3 hrs. lab. (NT)

**VET 191 Clinical Practicum I** (2)  
Practical experience in veterinary clinics and/or related facilities. Students complete an average of approximately 12 hours of clinical practicum per week. (Prerequisite: VET 113.) (Corequisites: VET 102 and 201.) (NT)

**VET 192 Clinical Practicum II** (5)  
Practical experience in veterinary clinics and/or related facilities. (Prerequisites: VET 102, 191 and 201.) (Corequisites: VET 202 and 251.) 16 hrs. clinical practicum per week. (NT)

**VET 193 Clinical Practicum III** (5)  
Practical experience in veterinary clinics and/or related facilities. (Prerequisites: VET 192, 202 and 251.) (Corequisite: VET 203.) 16 hrs. clinical practicum per week. (NT)

**VET 201 Veterinary Lab Procedures I** (5)  
The lecture component of this course introduces the student to surgical nursing concepts, small and large animal medical nursing, aseptic technique, and surgical instrumentation. The lab component of this course readies the student to assist the veterinarian in performing surgery, by introducing anesthesia and operation of the anesthesia machine, nursing procedures during the surgical process, and an introduction to radiographic procedures. (Prerequisite: VET 113.) (Corequisites: VET 102 and 191.) 3 hrs. lecture, 6 hrs. lab. (NT)

**VET 202 Veterinary Lab Procedures II** (5)  
A continuation of VET 201. An introduction to surgical nursing, anesthetic techniques, and radiography. Includes a study of the course, development, treatment, prevention, and control of infectious and non-infectious diseases (Prerequisites: VET 102, 191 and 201.) (Corequisites: VET 192 and 251.) 3 hrs. lecture, 6 hrs. lab. (NT)

**VET 203 Veterinary Lab Procedures III** (5)  
A continuation of VET 202. Emphasis upon laboratory animal care, advanced radiographic techniques, exotic animal care, microbiology techniques, and clinical pathology. Skills introduced in previous courses will be refined. Field trips will be used when appropriate. (Prerequisites: VET 192, 202 and 251.) (Corequisite: VET 193.) 3 hrs. lecture, 6 hrs. lab. (NT)

**VET 251 Pharmacology** (3)  
Introduction to the major drug classifications. Use and control of, measurements and conversion factors, and methods of drug action and interaction used in small and large animal practice. (Prerequisites: VET 102, 191 and 201.) (Corequisites: VET 192 and 202.) (NT)

# Employee Directory

## Faculty

- BAKER, MARY LOUISE (1993)  
*Associate Professor of Mathematics*  
 A.S., Motlow State Community College - Mathematics (1988)  
 B.S., Middle Tennessee State University - Mathematics (1990)  
 M.S.T., Middle Tennessee State University - Mathematics (1993)
- BASOA-McMILLAN, ANA (1998)  
*Director of International Education and Associate Professor of English/Spanish*  
 B.A., University of Santiago, Spain - English (1986)  
 M.A.T., Middle Tennessee State University - Spanish (1994)  
 A.B.D., University of Santiago, Spain - English (1988)
- BENNS-OWENS, LACEY (2001)  
*Associate Professor of Communications*  
 A.A., Rendlake College - Liberal Arts (1996)  
 B.S., Southern Illinois University - Speech Communications (1998)  
 M.S., Southern Illinois University - Speech Communications (2000)
- BOOTH, MATTHEW (2014)  
*Instructor of Economics*  
 B.S., University of North Carolina at Chapel Hill - Math and Linguistics (1995)  
 M.S., Middle Tennessee State University - Economics (2010)
- BREW, HOLLY (2004)  
*Associate Professor of Business*  
 B.A., Central Washington University - Family and Consumer Studies (1997)  
 M.B.A., Lipscomb University - Business Administration (2003)
- BREWER, MARISSA (2006)  
*Clinical Coordinator and Assistant Professor of Radiologic Technology*  
 A.A.S., Columbia State Community College - Radiologic Technology (1998)  
 B.S., Midwestern State University - Radiologic Sciences (2012)
- BROCK, BABETTE (2008)  
*Assistant Professor of Nursing*  
 A.S., Columbia State Community College - Nursing (1973)  
 B.S.N., University of Alabama, Huntsville - Nursing (1999)  
 M.S.N., University of Alabama, Huntsville - Nursing (2007)
- BRUNTON, LINDA L. (1981)  
*Professor of Psychology*  
 B.S., Eastern Kentucky University - Psychology (1979)  
 M.A., Eastern Kentucky University - Psychology (1981)  
 Ed.D., Tennessee State University - Psychology (1992)
- CARLOUGH, CHRISTOPHER (2013)  
*Instructor of Emergency Medical Technology*  
 A.A.S., Columbia State Community College - EMT/Paramedic (2011)  
 B.S., Rutgers University - Ceramic Engineering (1982)  
 M.B.A., Oklahoma City University - Business Administration (1993)
- CARTER-LOWE, MANDY (2000)  
*Associate Professor of Biology*  
 B.S., Murray State University - Biology and Chemistry (1996)  
 M.S., Middle Tennessee State University - Biology (1999)
- CAUTHEN, DAVID (2007)  
*Program Director and Assistant Professor of Emergency Medical Technology*  
 EMT-Paramedic Certificate, Manatee County Vocational Technical School (1983)  
 B.A., Trevecca Nazarene University - Theology (1997)  
 M.A., Trevecca Nazarene University - Theology (2001)  
 M.A., California Coast University - Psychology (2002)  
 Ph.D., California Coast University - Psychology (2007)
- COBB, HERBERT (2003)  
*Associate Professor of Art*  
 B.F.A., University of Tennessee, Knoxville - Studio Art (1991)  
 M.F.A., University of Memphis - Art (1995)
- CONNER, LOUIS M. (1988)  
*Director of Athletics and Instructor of Physical Education*  
 A.S., Columbia State Community College - Health and Physical Education (1971)  
 B.S., University of North Alabama - Health and Physical Education (1974)  
 M.S.S., United States Sports Academy - Sports Management (1999)
- COOK, RITA JOAN (2001)  
*Associate Professor of English and Education*  
 B.S.Ed., University of North Alabama - Physical Education (1993)  
 B.S., University of North Alabama - English (1994)  
 M.A., University of North Alabama - English (1998)
- DARRELL, MICHAEL (2004)  
*Assistant Professor of Mathematics*  
 B.S., Middle Tennessee State University - Mathematics (1992)  
 M.S., Middle Tennessee State University - Mathematics (2003)
- DE LA MER, JAN (2011)  
*Assistant Professor of History*  
 B.S., University of Nevada, Reno - History (1970)  
 M.A., University of Nevada, Reno - History (1980)  
 Ph.D., University of California, Berkeley - History (1999)
- DENNY, STEPHEN (2011)  
*Instructor of Emergency Medical Technology*  
 Certificate, Columbia State Community College - Paramedic (1998)  
 A.S., Columbia State Community College - Paramedic (2002)  
 B.S., University of Tennessee, Knoxville - Hotel and Restaurant Management (1993)  
 M.S., Eastern Kentucky University - Safety, Security/Emergency Management (2014)
- DEVERS, DANIEL (2007)  
*Assistant Professor of Computer Information Systems*  
 B.S., East Tennessee State University - Biology (2004)  
 M.S., East Tennessee State University - Computer Science (2006)
- DOWLEN, SPENCE (2004)  
*Associate Professor of Biology*  
 B.S., University of Arizona - Nuclear Engineering (1985)  
 M.S., Middle Tennessee State University - Biology (2002)
- DULANEY, WESTON (2014)  
*Assistant Professor of Biology*  
 B.S., King University - Biology and Chemistry (2005)  
 M.S., Vanderbilt University - Biological Sciences (2010)

EVERHART, LISA (2009)

*Associate Professor of Nursing*

B.A., University of North Dakota - Advertising (1992)

M.S.N., Vanderbilt University - Nursing (1999)

FAWCETT, DAVID (1997)

*Associate Professor of Physics and Mathematics*

B.S., University of Louisville - Physics (1988)

M.S., University of Louisville - Physics (1994)

M.S., Middle Tennessee State University - Mathematics (2003)

FISHER, ALAN (2012)

*Associate Professor of Computer Information Systems*

B.S., Pennsylvania State University - Electrical Engineering (1977)

M.S., Union College - Computer Science (1990)

FLAGEL, THOMAS (2008)

*Assistant Professor of History*

B.A., Loras College - History (1989)

M.A., Kansas State University - European History (1992)

M.A., Creighton University - International Relations (1993)

FLEMING, KAE B. (1988)

*Dean, Health Sciences Division and Professor of Radiologic Technology*

A.A.S., Columbia State Community College - Radiologic Technology (1986)

R.T. (R), American Registry of Radiologic Technologists (1986)

B.S., College of St. Francis - Health Arts (1991)

M.B.A., Middle Tennessee State University - Business Administration (1998)

Ed.D., Lipscomb University - Learning Organizations and Strategic Changes (2012)

GAILANI, KRISTY (2009)

*Assistant Professor of Nursing*

B.S., University of Illinois - Psychology (1978)

B.S., University of Illinois - Nursing (1983)

M.S., Saint Louis University - Nursing (1994)

GANTER, EMILIE (1993)

*Associate Professor of English*

B.A., Cornell University - History (1979)

M.A., Syracuse University - Creative Writing (1989)

GASKILL, EMILY (2006)

*Associate Professor of Music*

B.S., University of Alabama - Occupational Therapy (1975)

B.M.E., Mississippi University for Women - Music Education (1980)

M.M.E., Belmont University - Music Education (1995)

GAY, VICTORIA (1993)

*Dean, Humanities and Social Sciences Division, Director of Learning Support and Associate Professor of English*

B.A., Middle Tennessee State University - Foreign Language (1982)

M.A., Middle Tennessee State University - English (1995)

GIDCOMB, BARRY D. (1985)

*Professor of History*

A.S., Columbia State Community College - History (1978)

B.S., Middle Tennessee State University - History (1981)

M.A., Middle Tennessee State University - History (1985)

D.A., Illinois State University - History (2000)

GORDON, CLIFFORD (2014)

*Instructor of Art*

A.A., Chattanooga State Community College - Studio Art (1999)

B.A., Tennessee State University - Studio Art (2001)

M.A., Memphis College - Studio Art (2004)

HALL, BRITTANY (2011)

*Assistant Professor of English*

B.A., University of Virginia's College at Wise - History (2007)

M.A., East Tennessee State University - English (2010)

HALLQUIST, TOM (2007)

*Assistant Professor of Communications*

B.A., Northern Michigan University - History and Sociology (1970)

M.A., Bethel College and Seminary - Communications (2002)

HARDIN, JEFF (1994)

*Professor of English*

B.S., Austin Peay State University - English (1990)

M.F.A., University of Alabama, Tuscaloosa - Creative Writing (1993)

HARDISON, RICHARD (1999)

*Associate Professor of Mathematics*

B.S., Tennessee Technological University - Civil Engineering (1989)

M.A., Tennessee Technological University - Curriculum and Instruction (1994)

HART, MARILYN (1998)

*Associate Professor of Nursing*

A.D.N., University of Tennessee - Nursing (1970)

B.A., George Peabody College - Sociology (1974)

M.S.N., Vanderbilt University - Nursing (1980)

Ed.S., Middle Tennessee State University - Education (1985)

HARVEY, JOHN MICHAEL (1990)

*Assistant Professor of Accounting*

A.S., Motlow State Community College - General Business (1980)

B.S., Tennessee Technological University - Accounting (1981)

M.B.A., Middle Tennessee State University - Business Administration (1986)

C.P.A. (Inactive), State of Tennessee - (1987)

HOBBS, CURTIS DALE (2012)

*Instructor of Mathematics*

B.S., Vanderbilt University - Chemical Engineering (2009)

M.S., Tennessee Technology University - Mathematics (2012)

HOBBY, MICHELLE ROSE (2013)

*Instructor of Radiology Technology*

A.A.S., Columbia State Community College - Radiologic Technology (2008)

B.S., East Tennessee State University - Radiography (2012)

HOLMES, SUSANNA (1990)

*Associate Professor of English*

B.A., Western Kentucky University - English (1974)

M.A., Western Kentucky University - English (1976)

HOPPER, NANCY JOHNSON (1993)

*Program Director and Associate Professor of Radiologic Technology*

A.A.S., Columbia State Community College - Radiologic Technology (1989)

R.T. (R), American Registry of Radiologic Technologists (1989)

B.S., Saint Joseph's College of Maine - Radiologic Science (2000)

M.S., Saint Joseph's College of Maine - Education (2013)

HUDNALL, CATHY (1996)

*Program Director and Assistant Professor of Commercial Entertainment*

B.A., Dominican College of SanRafael - Music (1989)

M.A., Middle Tennessee State University - Music (1998)

HUDSON, CHARLES GLENN (2007)  
*Associate Professor of Mathematics*  
 B.S., Georgia College - Physics (1973)  
 M.S., Auburn University - Physics (1975)  
 Ph.D., Auburn University - Physics / Math (1977)

JACKSON, DEMARCUS I. (2006)  
*Assistant Professor of Psychology*  
 A.A., Hopkinsville Community College - General Studies (1998)  
 B.S., Austin Peay State University - Psychology and Philosophy (2001)  
 M.S., Capella University - Educational Psychology and Developmental Psychology (2003)

JANAKIRAMAN, DEEPA (2011)  
*Instructor of Computer Information Systems*  
 M.S., Middle Tennessee State University - Computer Science (2007)

JOHNSON, DANIEL (2004)  
*Associate Professor of Communications*  
 B.F.A., University of Southern Mississippi - Theatre (1976)  
 M.A., Southwestern Baptist Theological Seminary - Communication (1985)

JOHNSON, R. DAVID (2000)  
*Program Director and Associate Professor of Respiratory Care*  
 A.S., Aquinas Junior College - Respiratory Care (1978)  
 B.S., Tennessee State University - Respiratory Care (1984)  
 M.Ed., Middle Tennessee State University - Education (2011)

KATZ, LOUISE (1992)  
*Professor of Psychology*  
 B.S., University of the State of New York - Liberal Arts (1990)  
 M.S., Tennessee State University - Guidance & Counseling (1991)  
 Ph.D., Tennessee State University - Psychology (1999)  
 Licensed Psychologist / HSP (Tennessee) (2000)

KENDALL-FITE, KAREN (1996)  
*Associate Professor of Biology*  
 Medical Technology (ASCP), Vanderbilt University Medical Center School of Allied Health (1978)  
 B.S., Middle Tennessee State University - Biology (1975)  
 M.S., Middle Tennessee State University - Biology (1993)

KENNEDY, MARY SUSAN (1981)  
*Professor of Marketing*  
 B.A., Vanderbilt University - French (1978)  
 M.B.A., Southern Methodist University - Business Administration (1979)  
 Ph.D., University of Memphis - Business Administration (1994)

KITTELL, DEBORAH (2008)  
*Associate Professor of Learning Support Reading and College Success*  
 A.G.S., Mott Community College - General Studies (1992)  
 B.A., University of Michigan - Business Administration (1995)  
 M.A., Tennessee Technological University - Curriculum and Instruction (2001)  
 Ph.D., Tennessee Technological University - Exceptional Learning (2007)

KRICHBAUM, PERI (2008)  
*Assistant Professor of Health and Physical Education and Wellness Center Coordinator*  
 B.S., Montclair State University - Physical Education (1987)  
 M.S., Indiana State University - Physical Education and Athletic Training (1990)

LAMPLEY, DEARL (1998)  
*Dean, Science, Technology and Mathematics Division and Associate Professor of Agriculture*  
 B.S., University of Tennessee, Knoxville - Agriculture (1979)  
 M.S., University of Tennessee, Knoxville - Agriculture (1981)

LEE, MARK (1993)  
*Professor of Music*  
 B.M., Florida State University - Music (1983)  
 M.M., Memphis State University - Music (1986)  
 M.A., Vanderbilt University - Music (2000)  
 Ph.D., Vanderbilt University - German (2007)

LENIG, STUART (1992)  
*Professor of Communications and Drama*  
 B.A., Northern Arizona University - Humanities (1975)  
 M.A., Arizona State University - English (1977)  
 M.A., Occidental College - Theatre Arts and Rhetoric (1983)  
 M.F.A., University of Virginia - Drama (1989)  
 M.S., Middle Tennessee State University - Mass Communications (2005)  
 M.A., Austin Peay State University - Communications (2011)  
 Ph.D., Tulane University - English (2006)

MAJOR, ROGER (1999)  
*Clinical Director and Associate Professor of Respiratory Care*  
 B.A., Oakwood College - Biology (1979)  
 Certificate in Respiratory, University of South Alabama (1984)

MALONE, ANGELA (2008)  
*Assistant Professor of Biology*  
 B.S., University of Tennessee, Martin - Biology (1998)  
 M.S., Middle Tennessee State University - Biology (2002)

MANNS, SHELLEY (2002)  
*Assistant Director of Learning Support and Associate Professor of English*  
 B.A., Tennessee State University - English (1998)  
 M.A., Tennessee State University - English (2000)

MASHBURN, CAROLYN ANN (2010)  
*Instructor of Nursing*  
 A.A.S., Columbia State Community College - Nursing (1987)  
 B.S.N., Tennessee State University - Nursing (2001)  
 M.S.N., Austin Peay State University - Nursing Education (2012)

MASSEY-HOLT, VIRGINIA (2011)  
*Assistant Professor of Nursing*  
 M.S.N. Vanderbilt University - Nursing (2009)

McCORD-ACKLIN, CHERYL (1989)  
*Assistant Professor of Psychology*  
 B.A., Spellman College - Psychology (1979)  
 M.A., Fisk-Emery University - Psychology (1982)

McCOY, MEREDETH (1993)  
*Instructor of Mathematics*  
 B.S., Oakwood College - Mathematics (1991)

McCULLOUGH, ERIC (2011)  
*Instructor of Emergency Medical Technology*  
 A.S., Columbia State Community College - EMS (2004)  
 A.A.S., Columbia State Community College - General Technology (2005)  
 B.A., Middle Tennessee State University - English (2008)  
 M.E., Lipscomb University - Instructional Technology (2014)

MEWBOURN, GREGORY (2011)  
*Assistant Professor of History*  
 B.S., University of North Alabama - History/Political Science (1995)

- M.A., University of North Alabama - Secondary Education (2002)  
M.A., University of North Alabama - History (2011)
- MICELI, FRANK (2012)  
*Program Director and Associate Professor of Criminal Justice Technology*  
M.S., City University of New York - Criminal Justice (1983)  
M.S., Columbia University - International Affairs (1992)
- MILLER-TOOTHAKER, DEBORAH (2013)  
*Assistant Professor of Geography*  
B.A., University of Toledo - Anthropology (1994)  
M.A., University of Toledo - Geography and Planning (1996)  
Ph.D., Louisiana State University - Geography (2004)
- MITCHELL, BEVERLY (1990)  
*Professor of English*  
B.A., Hendrix College - Languages (1976)  
M.F.A., University of Arkansas - Literary Translation (1982)
- MURRAY, MARILEE (2012)  
*Instructor of Mathematics*  
B.S., University of Michigan - English (2010)  
B.S., University of Michigan - Mathematics (2010)  
M.S., Bowling Green State University - Mathematics (2012)
- OETTEL, LAURA (2008)  
*Assistant Professor of Nursing*  
B.S.N., University of Tennessee, Knoxville - Nursing (1985)  
M.S.N., Bellarmine University - Nursing (2003)
- PERLEY, SANDRA W. (1993)  
*Associate Professor of Nursing*  
A.A.S., Columbia State Community College - Medical Laboratory Technology (1980)  
M.S.N., Vanderbilt University - Acute/Critical Care Nursing (1991)  
C.S., American Nursing Credentialing Center - Medical Surgical Nursing (1997)
- PEWITT, LAURIE (2004)  
*Associate Professor of Business Information Technology*  
A.S., Columbia State Community College - General Transfer (1998)  
B.S., Middle Tennessee State University - Information Systems (2000)  
M.S., Middle Tennessee State University - Accounting & Information Systems (2002)
- POOLE, JON ALLENE (2008)  
*Assistant Professor of Nursing*  
B.S.N., University of Alabama, Birmingham - Nursing (1977)  
M.S.N., Boston University - Nursing (1980)
- RICHARDS, SANDRA NICOLE (2012)  
*Program Director and Assistant Professor of Veterinary Technology*  
B.S., August State University - Biology (2001)  
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- RIDLEY, READ (2008)  
*Program Director and Instructor of Film / Stage Crew Technology*  
B.S., Middle Tennessee State University - Mass Communications (1993)
- ROBERTSON, DIANE H. (1987)  
*Associate Professor of Reading*  
A.S., Columbia State Community College - English (1983)  
B.S., Middle Tennessee State University - English (1984)  
M.Ed., Peabody College of Vanderbilt University - Reading (1985)
- RUSSELL, SUSAN M. (1992)  
*Professor of Nursing*  
A.A., University of South Florida - General Education (1973)  
A.B., Indiana University - Psychology (1975)  
B.S.N., Indiana University - Nursing (1979)  
M.S.N., University of Illinois - Psychiatric Nursing (1982)  
Ed.D., Tennessee State University - Curriculum & Instruction (2008)  
Adult Psychiatric-Mental Health Clinical Nurse Specialist  
Certified Nurse Educator, National League for Nursing (2008)
- SEATON, ALESHA (2014)  
*Instructor of Biology*  
B.S., Philander Smith College - Biology (2009)  
M.S., Tennessee State University - Biological Science (2011)
- SENEFELD, JAMES L. (1985)  
*Professor of English*  
B.S., Ball State University - English, History (1968)  
M.A., Ball State University - English (1971)  
Ph.D., Ball State University - English (1977)
- SERKOWNEK, SANDRA B. (1988)  
*Professor of Industrial Technology*  
A.S., Columbia State Community College - Pre-Engineering (1983)  
B.S., Tennessee Technological University - Mechanical Engineering (1985)  
M.S., University of Tennessee - Industrial Engineering (1994)  
Ph.D., Indiana State University - Technology Management (2012)
- SISKA, KAREN A. (1978)  
*Professor of Education*  
B.A., David Lipscomb College - Speech (1972)  
M.Ed., Middle Tennessee State University - Guidance and Counseling (1973)  
N.C.C., National Board for Certified Counselors (1983)  
Ph.D., Peabody College of Vanderbilt University - Higher Education Administration (1984)
- SMITH, JAMES (1998)  
*Associate Professor of Mathematics*  
B.S., Troy State University - Mathematics (1994)  
M.S., University of South Alabama - Mathematics (1996)
- SMITH, JUDY B. (1988)  
*Associate Professor of Nursing*  
B.S.N., University of North Carolina - Nursing (1977)  
M.S.N., University of Alabama, Huntsville - Adult Acute Care, Nursing Education (1988)
- STENSON, LATASHA (1998)  
*Assistant Professor of English*  
B.S., Tennessee State University - Arts and Sciences (1993)  
M.A., Tennessee State University - English (1996)
- STREET, GEORGETTA (2010)  
*Assistant Professor of Nursing*  
A.A.S., Columbia State Community College - Nursing (1985)  
B.S.N., Excelsior College - Nursing (2003)  
M.S.N., University of Alabama, Huntsville - Nursing (2006)
- SUTHERLAND, CARA (2010)  
*Instructor of Mathematics*  
B.S., Freed Hardeman University - Mathematics (2000)  
M.S.T., Middle Tennessee State University - Mathematics (2008)
- THYM, ROBERT (2012)  
*Instructor of English*  
B.A., Vanderbilt University - English (1981)  
M.A., Middlebury College - English (1986)

WARNER, CANDACE (2003)  
*Associate Professor of Sociology*  
 B.A., Mississippi University for Women - Music-Commercial (1999)  
 M.S., Valdosta State University - Sociology (2002)

WARREN, MARIAN (2000)  
*Program Director and Associate Professor of Early Childhood Education*  
 B.S., Drake University - Education (1970)  
 M.S., Pacific University - Education (1972)  
 E.C.H. Certification, Western Illinois University (1994)

WESTLEY, JUDITH (2012)  
*Instructor of English*  
 B.A., Mount Holyoke College - English (1983)  
 M.A., Columbia University - English (1984)  
 M.F.A., Warren Wilson College - Creative Writing (2008)

WHITE, DAVID (2010)  
*Assistant Professor of Chemistry*  
 B.S., University of North Alabama - Chemistry / Education (1983)  
 M.A., University of Alabama, Birmingham - Chemistry (1995)  
 Ed.S., University of Alabama, Birmingham - Chemistry (2002)

WITT, LOREN (2010)  
*Assistant Professor of Biology*  
 B.A., Goucher College - Biology - (1997)  
 M.S., University of the Incarnate Word - Biology (1999)

WOOD, GREG (1992)  
*Associate Professor of English*  
 B.A., Tennessee Temple University - English (1980)  
 M.A., Middle Tennessee State University - English (1985)

WRIGHT, ANDREW (2011)  
*Assistant Professor of Mathematics*  
 B.S., Appalachian State University - Pure Mathematics (2009)  
 M.S., Appalachian State University - Mathematics (2011)

YORK, WENDY (2008)  
*Assistant Professor of Business Information Technology*  
 A.S., Volunteer State Community College - Business Education (1990)  
 B.S., Middle Tennessee State University - Business Education (1992)  
 M.B.E., Middle Tennessee State University - Business Education (1999)

YOUNG, JAMES (1992)  
*Assistant Professor of Nursing*  
 A.S., University of Tennessee, Nashville - Nursing (1975)  
 B.S., Canisius College - Biology (1959)  
 M.S., Fordham University - Biology (1962)  
 Ph.D., University of Rochester - Anatomy (1968)

## President Emeritus

O. Rebecca Hawkins, December 1996 - February 2008

## Professional Staff

ANDERSON, IRIS (2009)  
*Coordinator, Human Resources*  
 B.S., Lipscomb University - Management (1986)  
 M.B.A. Middle Tennessee State University - Business Administration (1994)

ARNOLD, JON (2007)  
*Interim Coordinator, Purchasing/Financial Analyst*

A.A.S., Columbia State Community College - Business Technology (2005)  
 C.P.S., International Association of Administrative Professionals (2009)

BACKER, ALAN (2014)  
*Interim Librarian, Williamson County Center*  
 B.A., University of Alabama, Huntsville - History (2006)  
 M.A., University of Alabama, Huntsville - History (2009)  
 M.A., University of Alabama, Huntsville - Library and Information Sciences (2013)

BLUM, BARBARA (2003)  
*Program Director, Nursing*  
 R.N., St. Joseph Mercy School - Nursing (1974)  
 B.S.N., University of Michigan - Nursing (1990)  
 M.S.N., University of Phoenix - Nursing (2005)

BOLLINGER, KENNETH (2001)  
*Coordinator, Theater and Event Services, Instructional Support and Evening Services*  
 A.S., Columbia State Community College - Business (1995)  
 B.S., Tennessee State University - Speech Communication and Theatre (1997)

BOOTH, JUSTIN (2008)  
*Systems Administrator, Information Technology*

BORREN, TAMMY (1995)  
*Director of Planning and Institutional Effectiveness*  
 B.S., Belmont College - Mathematics (1991)  
 M.S.T., Middle Tennessee State University - Mathematics (1994)  
 M.S., Middle Tennessee State University - Accounting (2004)

BOWEN, SHARON JOYCE (1981)  
*Director, Records*  
 A.S., Columbia State Community College - General Transfer (1978)  
 B.B.A., Middle Tennessee State University - Office Management (1981)  
 M.Ed., Trevecca Nazarene College - Administration and Supervision (1990)

BRADLEY, JOAN (1988)  
*Computer Programmer Analyst, Information Technology*  
 A.S., Columbia State Community College - Data Processing (1981)

BRADY, JON (2013)  
*Director TN Highway Safety Training Center, Workforce Development*  
 B.A., Trevecca Nazarene University - Management and Human Relations (2013)

BREEDEN, KATHY (2000)  
*Director, Library*  
 B.S., University of Tennessee, Knoxville - Journalism (1975)  
 M.S., University of Tennessee, Knoxville - Library Science (1977)

BREWER, DORIS J. (1991)  
*Payroll Supervisor / Accountant I, Business Services*  
 A.A.S., Columbia State Community College - Office Administration (1991)  
 B.B.A., Middle Tennessee State University - Accounting (2005)  
 C.P.S., International Association of Administrative Professionals (1993)

BULLOCK, CHIQUITA (1989)  
*Retention Coordinator, Humanities and Social Sciences Division*  
 A.A.S., Columbia State Community College - Accounting Technology (1989)

B.A., Trevecca Nazarene University - Management and Human Relations (1999)  
M.A., Antioch University - Management (2005)

COCHRAN, MOLLY (2012)  
*Alumni/Community Relations and Events, Office of Advancement*  
B.S., Murray State University - Advertising (1997)  
M.S., Murray State University - Mass Communication (1999)

COLLINS, BRIAN (2012)  
*Men's Basketball Coach*  
B.S., Belmont University - Physical Education (2006)  
M.S., Tennessee State University - Sports Administration (2009)

COOPER, BENJAMIN (2013)  
*Academic Coach, Student Support Services (TRIO)*  
B.A., Baylor University - History (1998)  
M.A., University of North Alabama - Education (2006)  
M.A., University of North Alabama - History (2010)

CORN, MICHAEL R. (2009)  
*Baseball Coach*  
B.S., Coker College - Physical Education (1998)

CURTIS, BARBARA ELAINE (1975)  
*Associate Vice President, Business Services*  
A.A., Martin College - Liberal Arts (1972)  
B.B.A., Middle Tennessee State University - Accounting (1982)  
M.B.A., Middle Tennessee State University - Business Administration (1998)  
C.P.A. (Inactive), State of Tennessee (1987)

DOSS, STEPHANIE (2013)  
*Technician, Veterinary Technology*  
A.A.S., Snead State Community College - Veterinary Technology (2003)

EADY, ECHELL (2014)  
*Project Coordinator, RxTN*  
B.S., DePaul University - Political Science (1992)  
M.S., Governors State University - Educational Administration (2001)

ELSTON, RANDY (2008)  
*Director, Human Resources*  
A.S., Southern Illinois University - Aviation Technology (1967)  
B.S., Southern Illinois University - Industrial Technology (1970)

FLEMING, BRENT (2004)  
*Coordinator, Administrative Computing and DBA, Information Technology*  
A.S., Columbia State Community College - Computer Information Systems (1999)

GERGES, MARILIA (1992)  
*Director, Instructional Support, Distance Learning, University Services*  
B.S., Campinas State University - Brazil - Agricultural Engineering (1980)  
M.S., Michigan State University - Agricultural Engineering Technology (1984)  
Ph.D., Michigan State University - Agriculture and Extension Education (1991)

GOOCH, A. WYNN (2013)  
*Disability Services Counselor, Counseling and Disability Services*  
B.S., University of Tennessee, Martin - Business (2002)  
M.S., Auburn University - Rehabilitation Counseling (2011)

GOODNIGHT, BRIDGET (2012)  
*Women's Basketball Coach*  
A.A.S., Northwest Mississippi Community College (1994)  
B.S., Blue Mountain College - Biology and Chemistry (1996)  
M.S., Delta State University - Health, Physical Education (2002)

HALL, DAVID (2011)  
*Director of Maintenance, Facility Services*  
A.S. Columbia State Community College - Pre-Engineering (1987)  
B.S. Tennessee Technology University - Mechanical Engineering (1989)

HALL, LAUREN F. (1986)  
*Assistant Business Manager, Business Services*  
B.S.B.A., University of Alabama, Huntsville - Accounting (1986)  
M.B.A., Middle Tennessee State University - Business Administration (1998)  
C.P.A. (Inactive), State of Tennessee (1990)

HARLAN, PATRICIA W. (1982)  
*Coordinator, Testing Services*  
A.A.S., Columbia State Community College - Office Administration (1980)  
B.B.A., Middle Tennessee State University - Office Management (1982)  
M.A., Trevecca Nazarene University - Organizational Management (1998)

HARRIS, HALEY (2013)  
*Record Transcript Analyst, Enrollment Services*  
B.B.A., Mississippi University for Women - Management Information Systems (2009)

HENSON, CHRISTOPHER (2012)  
*Development Officer, Fund Development, Office of Advancement*  
B.S., Wingate University - Sports Medicine (1994)  
M.S., University of North Carolina at Pembroke - Organizational Leadership (1997)

HOLMAN, DENISE (2014)  
*Coordinator, Veterans, Financial Aid*  
B.B.A., Middle Tennessee State University - Business Management (2004)  
M.B.A., Middle Tennessee State University - Business Management (2012)

HOLT, RUTH ANN (1994)  
*Director, Clifton Site and Lawrence County Center*  
B.A., University of North Alabama - English (1989)  
M.A.Ed., University of North Alabama - English (1991)  
Ed.S., Middle Tennessee State University - Administration and Supervision (2008)

HONN KIMBERLY (2013)  
*Accountant I, Business Services*  
B.S., Martin Methodist College - Accounting and Business (2006)  
M.B.A., Tennessee Technology University - Accounting (2010)

HORNER, KENNETH R. (1977)  
*Vice President, Financial and Administrative Services*  
A.S., Columbia State Community College - General Transfer (1972)  
B.S., Middle Tennessee State University - Accounting (1974)  
M.B.A., Memphis State University - Business Administration (1987)  
C.P.A. (Inactive), State of Tennessee (1976)

HURTE, BRIDGETTE (2008)  
*Coordinator, Student Services, Williamson County Center*  
B.S., University of Southern Mississippi - Speech / Language Pathology (1995)

- M.Ed., University of Southern Mississippi - Counseling (2001)
- JACKSON, SHANNA L. (2010)  
*Dean, Extended Services and Williamson Campus*  
B.S., Florida Agricultural and Mechanical University - Business Administration (1992)  
M.B.A., Florida Agricultural and Mechanical University - Management (1993)  
Ed.D., Tennessee State University - Administration and Supervision (2007)
- JOHNSON, CECELIA (1988)  
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B.S., Austin Peay State University - English (1971)  
M.Ed., Middle Tennessee State University - Guidance and Counseling (1979)  
Ed.S., Middle Tennessee State University - Curriculum and Instruction (1996)
- JOHNSON, CHERRY (2014)  
*Director, Financial Aid*  
B.A., Middle Tennessee State University - Mass Communication (1980)  
M.A., Bethel College - Education Specialties (2003)
- JONES, CARL (2013)  
*Print & Digital Communications Coordinator, Marketing and Public Relations*  
B.A., Auburn University - Visual Arts (1988)
- LACHER, TERRI (2011)  
*Clinical Laboratory Technician, Nursing*  
B.S., Middle Tennessee State University - Nursing (2005)
- LAMBERT, AMANDA (2013)  
*Interim Admissions Counselor, Admissions and Recruitment*  
B.S., University of Tennessee at Martin - Individual and Family Wellness (2002)  
M.A., University of Tennessee at Martin - Community/Mental Health Counseling (2009)
- LAY, BETHANY (2010)  
*Executive for Advancement and Executive Director CSCC Foundation, Office of Advancement*  
B.S., Freed Hardeman University - Education (1988)  
M.A., Concordia University Chicago - Curriculum and Instruction (1994)  
Ed.S., Tennessee State University - Administration and Supervision (2003)
- LENIG, JONI (1987)  
*Associate Vice President, Faculty, Curriculum and Programs*  
A.S., Columbia State Community College - Mathematics (1984)  
B.S., Middle Tennessee State University - Mathematics (1985)  
M.S., Middle Tennessee State University - Computer Science (1987)
- LEWIS, MATT (2007)  
*Enrollment Services Operations Manager, Enrollment Services*  
A.S., Columbia State Community College - Mass Communications (2001)  
B.S., Middle Tennessee State University - Professional Studies (2006)  
M.Ed., Middle Tennessee State University - Education (2011)
- LINDSEY, LORI (2012)  
*Coordinator, Tennessee Grants and Scholarships, Financial Aid*  
A.S., Columbia State Community College - Physical Education (2005)  
B.S., Martin Methodist College - Physical Education (2007)
- LITTRELL, JOHNNY (2012)  
*Women's Softball Coach*
- LONG, DEBBIE (2006)  
*Analyst, Human Resources*  
B.S., University of Tennessee, Martin - Business Administration (1990)  
M.B.A., University of Phoenix - Business Administration (2003)
- LUTTRELL, KAY G. (1987)  
*Computer Programmer Analyst, Information Technology*  
A.A.S., Columbia State Community College - Data Processing (1980)
- LYNCH, HEATHER (2013)  
*Completion Coach, RxTN*  
B.S., Middle Tennessee State University - Organizational Communication (2009)
- MARTIN, CHRISTA F. (1979)  
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A.A.S., Columbia State Community College - Data Processing (1975)  
B.B.A., Middle Tennessee State University - Information Systems (1976)  
M.S., Middle Tennessee State University - Information Systems (1988)  
Ed.D., Nova Southeastern University - Higher Education Leadership (2012)
- MASSEY, KATHY (1999)  
*Technician, Veterinary Technology*  
A.A.S., Columbia State Community College - Animal Hospital Technology (1981)
- McCORMICK, SONJA (1993)  
*Coordinator, Records*  
A.S., Columbia State Community College - Sociology (1985)  
B.A., Austin Peay State University - Sociology (1987)  
M.A., Western Kentucky University - Sociology (1989)
- McDONALD, RION (2009)  
*Director, Institutional Research*  
B.S., University of Southern Mississippi - Business Administration (1995)  
M.A., University of Alabama, Birmingham - Education (1997)  
M.A., University of Alabama - Economics (2006)
- McDOW, ELIZABETH (1987)  
*Director, Lewisburg Site*  
B.S., University of Montevallo - Physical Education (1973)  
M.Ed., Middle Tennessee State University - Administration and Supervision (1988)
- MEADE, ELLEN B. (1986)  
*Network Systems Analyst, Information Technology*  
B.S., University of Alabama - Computer Science (1981)
- MEYER, KATHRYN (2014)  
*Grants and Prospect Research Development Officer, Office of Advancement*  
B.A., Emory University - History (2010)  
M.A., Vanderbilt University - Higher Education Policy (2013)
- MOORE, DAWN (2013)  
*Coordinator/Advisor for President's Leadership Society and Student Government Association*  
B.A., Mississippi State University - Education (1984)  
J.D., University of Mississippi - School of Law (1988)

NELMS-CLARK, SHERICA (2010)

*Director, Student Support Services, TRiO*

B.S. Middle Tennessee State University - Political Science (1997)

M.Ed. Tennessee State University - Education Administration and Supervision (2001)

Ed.D., Lipscomb University - Learning Organizations and Strategic Changes (2012)

NORAGON, TAMMY (2011)

*Coordinator, Technical Support, Financial Aid*

B.S., Wichita State University - Business Administration (2003)

PILLOW, FRED LESLIE (2010)

*Career Counselor, Student Services*

B.S., Tennessee State University - Communications (1994)

PUJOL, KELLEY (2013)

*Coordinator, Evening Services and Cohort Programs*

M.A., University of Denver - Creative Writing (2008)

Ed.D., Trevecca University - Leadership and Professional Practice (2012)

RAY, REGINA (2000)

*Coordinator, Veterans and Scholarships, Financial Aid*

A.A.S., Columbia State Community College - Business Technology (2000)

B.S., Martin Methodist College - Accounting (2007)

REEVES, ANNE (2007)

*Tutor Coordinator, Teaching and Learning Center*

B.S., Middle Tennessee State University - Mass Communications (1987)

RICHARDS, ANITA KAYE (2007)

*Retention Coordinator, Science, Technology and Mathematics Division*

A.S., Columbia State Community College - General Transfer (1997)

B.S., Middle Tennessee State University - Interdisciplinary Studies (1999)

ROBERTSON, ADAM (2013)

*Student Services Coordinator, Lawrence County Center*

B.S., University of North Alabama - Elementary Education (2007)

M.S., Mississippi State University - Counselor Education: Student Affairs Administration (2009)

ROSE, ANGELA (2008)

*Retention Coordinator, Health Sciences*

A.S., Columbia State Community College - General Transfer (2002)

B.B.A., Belmont University - Business Administration (2007)

M.Ed., Middle Tennessee State University - Education (2011)

ROUSH, KAREN (2013)

*Assistant to the President for Special Projects, President's Office*

A.S., Barton County Community College - Business (1995)

B.B.A., Fort Hays State University - Business Administration/Accounting (1995)

M.S., Pittsburg State University - Technical Teacher Education (1999)

Ed.S., Pittsburg State University - Educational Specialist (2007)

RYAN, GENA (2010)

*Coordinator, Teaching and Learning Center - Franklin*

B.S., Murray State University - Elementary Education (1983)

M.A., Austin Peay State University - Educational Administration / Supervision (1987)

SCOTT, ANNE (2005)

*Librarian I, Library*

B.A., University of Alabama, Huntsville - Communications (1986)

M.L.S., University of Alabama - Library Service (1988)

SICIENSKY, EMILY (2004)

*Associate Vice President, Information Technology*

B.S., Middle Tennessee State University - Psychology (1973)

M.B.A., Western New England University - Business Administration (1985)

SLAUGHTER, EMMY (2014)

*Enrollment Recruiter, Enrollment Services*

B.S., University of Florida at Gainesville - Telecommunication (2004)

SMITH, CHERYL (2013)

*Nursing Clinical Coordinator, Health Sciences*

A.A.S., Columbia State Community College - Nursing (1985)

B.S.N., University of North Alabama - Nursing (1992)

M.S.N., University of Phoenix - Nursing (2004)

SMITH, JANET F. (2008)

*President*

B.S., Austin Peay State University - Health and Physical Education (1969)

M.A., Austin Peay State University - Curriculum and Instruction (1971)

Ph.D., Peabody College of Vanderbilt University - Higher Education Administration (1983)

SMITH, MARGARET D. (2009)

*Executive Vice President - Provost, Academic and Student Programs and Services*

B.S., Austin Peay State University - English and Speech / Theater (1970)

M.A., Austin Peay State University - English (1975)

Ph.D., Peabody College of Vanderbilt University - Higher Education Administration (1981)

SPEARS-BOYD, AMY (2008)

*Director, Marketing and Public Relations*

A.A., Columbia State Community College - English (1999)

B.S., Middle Tennessee State University - Mass Communication (2002)

M.Ed., Middle Tennessee State University - Education (2011)

ST. PIERRE, JOLINA (2012)

*Public Relations Coordinator, Marketing and Public Relations*

A.S., Columbia State Community College - Mass Communications (2009)

B.S., Middle Tennessee State University - Mass Communications (2011)

SUMMERVILLE, RUSSELL (2012)

*Pryor Art Gallery Curator, Office of Advancement*

B.A., Colorado State University - Behavioral Science (1971)

SZTAPKA, MICHAEL (2007)

*Enrollment Recruiter, Enrollment Services*

A.A., Mesa Community College - General Studies (1997)

B.A., DePaul University - English (2000)

M.Ed., Middle Tennessee State University - Education (2011)

TRYBALSKI, ROBERT (2003)

*Coordinator, Instructional Technology Support Services*

B.A., Trevecca Nazarene University - Management and Human Relations (2002)

M.S., Middle Tennessee State University - Mass Communication (2005)

WALKER, RALPH (1992)  
*Director, Williamson County Center*  
 B.S., Austin Peay State University - Geology (1982)  
 M.A.Ed., Austin Peay State University - Curriculum and Instruction (1990)

WILLIAMS, RONDA (2014)  
*Enrollment Recruiter, Enrollment Services*  
 B.A., University of Mount Union - Communications and Mass Media (2002)  
 M.A., University of Akron - Organizational Communications (2004)

WINTERS, GLENNA (2000)  
*Professional and Instructional Development Specialist, Instructional Support*  
 A.A.S., Columbia State Community College - General Technology (2007)

WINTERS, TOM (2000)  
*Network Administrator, Information Technology*  
 A.S., Nashville State Technical Institute - Computer Technology (1984)

YATES, BETTY (1988)  
*Executive Assistant to the President*  
 A.A.S., Columbia State Community College - Office Administration (1990)  
 C.P.S., International Association of Administrative Professionals (1995)

## Support Staff

ALEXANDER, WILLIAM (2000)  
*Security Guard I, Facility Services*

ANDERSON, MARGARET W. (1995)  
*Secretary II, Library*  
 Certificate, Alexander City Junior College - Secretarial Science (1977)  
 C.P.S., International Association of Administrative Professionals (1996)

ARMSTRONG, DEBORAH (1987)  
*Processing Clerk, Enrollment Services*

ARMSTRONG, PEGGY (2005)  
*Custodian, Facility Services*

BAILEY, BETTY (2010)  
*Testing Assistant, Testing Services*  
 A.S., Columbia State Community College - General Transfer (2006)  
 B.S., Austin Peay State University - History (2008)

BASSHAM, DEAN (2010)  
*Custodian, Facility Services*

BERRY, RORY (2004)  
*Library Assistant III, Library*  
 A.S., Columbia State Community College - General Transfer (1989)  
 B.S., Athens State University - Liberal Studies (2001)

BOBO, EUGENIA (1995)  
*University Center and RODP Student Support Specialist*  
 A.A.S., Columbia State Community College - Accounting (1988)  
 A.S., Columbia State Community College - General Transfer (1980)  
 B.S., Middle Tennessee State University - Professional Studies (2006)  
 C.P.S., International Association of Administrative Professionals (1996)

M.Ed., Middle Tennessee State University - Education (2011)

BOOKER, CHARLES A. (1992)  
*Custodial Lead Worker, Williamson County Center*

BOSHERS, LINDA (1988)  
*Administrative Secretary, Academic and Student Programs and Services*  
 A.S., Columbia State Community College - Business (1986)  
 C.P.S., International Association of Administrative Professionals (1995)

BRASHER, ROBERT A. (2012)  
*Custodial Lead Worker, Clifton Site*

BREWER, ERIN (2013)  
*Accounting Clerk II, Business Services*  
 B.A., University of North Alabama - Sociology (2003)

BULLOCK, WARNELLA (1994)  
*Account Clerk III, Purchasing*

CARDIN, JOE THOMAS (2006)  
*Maintenance Mechanic, Facility Services*  
 A.S., Columbia State Community College - General Transfer (2012)

CASON, RANDAL (2009)  
*Security Guard I, Facility Services*  
 A.S., Columbia State Community College - General Transfer (1983)  
 B.S., Middle Tennessee State University - Psychology/Sociology (2010)

CONANT, SHARON (2014)  
*Secretary II, Health Sciences*  
 CPS, International Association of Administrative Professionals (2008)

COOPER, DAVID (2006)  
*Maintenance Mechanic, Facility Services*

CRAWFORD, JACKIE (2006)  
*Processing Clerk, Enrollment Services*  
 A.A.S., Columbia State Community College - Business Technology (2004)  
 A.S., Columbia State Community College - General Transfer (2006)

DAVIDSON, NANCY (2013)  
*Account Clerk II, Business Services*  
 B.S., Georgia Southwestern State University - Business/Accounting (1980)

DAVIS, DIANE (2012)  
*Secretary/Clerk, Access and Diversity*  
 A.S., Columbia State Community College - General Transfer (2010)  
 B.A., Trevecca Nazarene University - Management and Human Relations (2014)

DERRYBERRY, LIVIA (1980)  
*Records Clerk, Health Sciences Division*  
 B.S.E.E., Austin Peay State University - Elementary Education (1974)  
 C.P.S., International Association of Administrative Professionals (2000)

DUNCAN, JENNIFER (2008)  
*Processing Clerk, Enrollment Services*  
 A.A.S., Columbia State Community College - Office Administration (1997)  
 C.P.S., International Association of Administrative Professionals (2010)

- ESTES, DEBBORA (2004)  
*Custodian, Facility Services*
- FINCH, JENNA (2013)  
*Technical Clerk, RxTN*  
B.S., Western Michigan University - Education (1970)
- GAIRRETT, JOLENE (2012)  
*Enrollment Services Customer Service Clerk, Enrollment Services*  
A.S., Columbia State Community College - General Transfer (2008)  
B.S., Middle Tennessee State University - Liberal Studies (2011)
- GALLOWAY, RON (1996)  
*Computer Lab Technician, Information Technology*
- GOOCH, KIMBERLY (2014)  
*Interim Accounts Payable Clerk, Accounts Payable*
- GUM, KATHRYN (2000)  
*Administrative Secretary, Student Services*  
A.S., Columbia State Community College - Professional Studies (2004)  
C.P.S., International Association of Administrative Professionals (2001)
- GWIN, KELLIE (2000)  
*Processing Clerk, Enrollment Services*  
A.S., Columbia State Community College-General Transfer (2001)
- HAGAN, ELIZABETH (2014)  
*Secretary III, Advancement*
- HALTER, JAYNE (2005)  
*Help Desk/Administrative Coordinator, Information Technology*  
A.A.S., Columbia State Community College - General Technology (2007)  
B.A., Trevecca Nazarene University - Management & Human Relations (2013)
- HARDY, NANCY (1999)  
*Secretary II, Learning Support*  
A.A.S., Kingsborough Community College - Secretarial Science (1990)
- HARPER, SHIRLEY (1999)  
*Secretary II, Williamson County Center*
- HARTSFIELD, MELANIE LYNNE (2006)  
*Account Clerk III, Business Services*  
B.B.A. Athens State University - Business Administration (2004)
- HAYES, LILLIAN (1989)  
*Custodial Lead Worker, Lawrence County Center*
- HOLT, BRENT (2013)  
*Utility/Grounds Worker, Facility Services*
- HUMPHREY, JAMES (1998)  
*Maintenance Utility Worker, Facility Services*
- KEETON, CRYSTAL (2005)  
*Learning Center Specialist, Lawrence County Center*  
A.S., Columbia State Community College - Business (2000)
- KEETON, PATRICIA (2001)  
*Custodian, Facility Services*
- KELLMAN, PENELOPE (2003)  
*Secretary II, Humanities and Social Sciences Division and Science, Technology and Mathematics Division*  
C.P.S., International Association of Administrative Professionals (2006)  
A.S., Columbia State Community College - General Transfer (2012)
- KROUSE, TRAVIS (2013)  
*Customer Service Clerk, Enrollment Services*  
B.A., Lipscomb University - Bible (2008)
- MAXWELL, LAUREN (2003)  
*Account Clerk II/Lead Cashier, Business Services*
- McGREW, M. HELEN (1994)  
*Maintenance Mechanic, Facility Services*
- McLUEN, MARY (2003)  
*Learning Center Specialist, Williamson County Center*  
B.S., Winona State University - Physical Education / Health (1964)  
M.S., Winona State University - Physical Education (1969)
- MOORE, RODNEY (2004)  
*Custodian, Facility Services*
- MOORE, WANDA K. (1980)  
*Lead Worker, Records*  
A.A.S., Columbia State Community College - Office Administration (1990)
- NEAL, YOLANDA C. (1997)  
*Secretary II, Student Services*  
A.S., Columbia State Community College - Early Childhood Education (1999)  
B.S., Indiana Institute of Technology - Business Administration (2001)
- NOLAN, JOHN (1995)  
*Custodial Lead Worker, Facility Services*
- OGILVIE, YOLANDA (2011)  
*Testing Assistant, Testing Services*  
A.A.S., Columbia State Community College - Office Administration (1999)  
B.A., Trevecca Nazarene University - Management (2005)
- POBST, SUSAN (2014)  
*Campus Receptionist/Operator*  
B.A., Covenant College - Elementary Education (1986)
- POE, RENEE (2008)  
*Library Assistant II, Library*
- POLK, RICKY (1989)  
*Custodian, Facility Services*
- RAY, DANNIE (2009)  
*Custodian, Facility Services*
- RIDGEWAY, TINA (2013)  
*Secretary, TRiO*  
Certificate, Columbia State Community College - Medical Transcriptionist (1999)
- ROGERS, TIMOTHY (2008)  
*Learning Center Specialist, Lewisburg Site*  
A.S., Columbia State Community College - General Transfer

- (2006)  
B.S., Middle Tennessee State University - Liberal Studies ((2014)
- SCOTT, DEBBIE (1999)  
*Mail and Inventory Clerk II, Facility Services*
- SEWELL, MARION DEAN (2014)  
*Utility/Grounds Worker, Facility Services*
- SHARP, THERESA (2012)  
*Interim Secretary, Center for Workforce Development*  
B.B.A., Middle Tennessee State University - Business (1981)
- SLAUGHTER, WILLIAM (1999)  
*Security Guard I, Facility Services*
- SNOVER, DORIS (2008)  
*Security Guard I, Facility Services*
- STINNETT, KELLY (1992)  
*Administrative Secretary, Faculty, Curriculum and Programs*  
A.A.S., Columbia State Community College - Office Administration (1991)  
C.P.S., International Association of Administrative Professionals (1995)
- TAYLOR, PATRICK (2011)  
*Custodial Lead Worker, Lewisburg Site*
- THURSTON, SANDRA (1998)  
*Secretary II, Advancement*  
A.A.S., Columbia State Community College - Business Management (2008)  
C.P.S., International Association of Administrative Professionals (2002)
- TKACZYK, HOLLY (2006)  
*Library Assistant III, Library*  
B.A., Michigan State University - English (1990)
- TOMLIN, LLOYD (1998)  
*Computer Lab Technician, Information Technology*
- WATT, LAURA (2007)  
*Secretary II, Humanities and Social Sciences Division*  
B.A., Middle Tennessee State University - History (2005)  
C.P.S., International Association of Administrative Professionals (2009)
- WERNER, FREDA (1993)  
*Secretary II, Science, Technology and Mathematics Division*  
A.A.S., Columbia State Community College - Office Administration (1991)  
C.P.S., International Association of Administrative Professionals (1995)
- WESTMORELAND, MAX (2002)  
*Mail Courier, Facility Services*  
A.A.S., Columbia State Community College - Industrial Technology (1983)  
B.B.A., Cumberland University - Business Administration (1987)
- WILLIAMS, BILL (2012)  
*Electronic Media Technician, Instructional Technology Support Services*  
A.S., Columbia State Community College - Mass Communications (2008)  
B.S., Middle Tennessee State University - Electronic Media Production (2010)
- WOODY, KATRINA (2011)  
*Secretary II, Health Sciences Division*  
A.A.S., Columbia State Community College - Office Administration (2007)  
C.P.S., International Association of Administrative Professionals (2012)
- WORKMAN, NIETA (2000)  
*Custodian, Facility Services*

# Columbia State Foundation

On June 22, 1965, the State board of Education approved Columbia as the site of Tennessee's first community college. At last, a college education would be more accessible for the residents of South Central Tennessee.

The Columbia State Community College Foundation was formed in 1971 as an institutionally related, yet independently chartered and separate 501(c) (3). Trustees are leaders in Columbia State's service area who contribute their time, experience, funds, and wisdom in selfless services to the College and community.

## Mission

The Columbia State Foundation's mission is to support and partner with Columbia State to positively impact our communities and student success through the maintenance and enhancement of resources. This is achieved by excellence in relationship building, fundraising, and investment management.

## 2013-2014 Executive Board

Mr. Barry White, *Chair*  
 Mr. Patrick Gilbert, *Vice-Chair*  
 Dr. Ken Moore, *Immediate Past Chair*  
 Mr. Waymon Hickman, *ex-officio, Honorary Foundation Trustee*  
 Mr. Kenneth R. Horner, *ex-officio, Treasurer*  
 Ms. Bethany Lay, *ex-officio, Executive Director/Secretary*  
 Dr. Janet F. Smith, *ex-officio*  
 Dr. Dustin Flowers, Development Committee, *Chair*  
 Mr. Harvey Church, Development Committee, *Vice-Chair*  
 Ms. Johnnie Ruth Elrod, Investment/Finance Committee, *Vice-Chair*  
 Mr. John Carroll, Investment/Finance Committee, *Chair*  
 Mr. Brian Williams, Trustees Committee, *Chair*  
 Rev. Trent Ogilvie, Trustees Committee, *Vice-Chair*

## Foundation Board

Iris Anderson	Anthony Kimbrough
Charlotte Battles	Elizabeth (Liz) Lovell
Mike Bottoms	Bill Marbet
Pearl Bransford	Chaz Molder
John Carroll	Yolanda Neal
Blake Clark	Jerry Pigg
Michael Darrell	Keith Powell
Larry Dorning	Ben Rudd
Dr. Paul Gaddis, Sr.	Judith Strickland
Debbie Hardy	Con Vrailas
Craig Holland	Stephen Webb
Shane Hughes	Will Wilson
Kirk Kelso	Jerry Winton

# Columbia State Office of Alumni Relations

Alumni Relations is within the Office of Advancement. The purpose of the Office of Alumni Relations is to cultivate, maintain, and deepen relationships between Columbia State Community College and its current and future alumni. The Office of Alumni Relations is committed to connecting with alumni and keeping alumni connected to the College. We strive to provide programs, events, and communication that increase the visibility of the College, provide alumni with opportunities to give back and volunteer, foster lifetime engagement, loyalty, pride, and support for Columbia State. The Columbia State Alumni Relations Office invites all graduates to stay connected to the College.

The Office of Alumni Relations is supported by the Alumni Relations Advisory Committee which is made up of a maximum of 20 members who represent the nine county service area, alumni currently living outside of the region, and alumni who are employed as Columbia State Faculty and staff. The Alumni Relations Advisory Council enhances the work of the Office of Alumni Relations, promotes Columbia State within the community with an emphasis on engaging alumni and utilizes member talents to participate in college initiatives to strengthen alumni relations.

# Advisory Committees and Clinical Instructors

## Advisory Committees

### Advanced Integrated Industrial Technology

Thomas Collins, Assurance Operations, Lawrenceburg, TN  
Lynn Funk, TN Aluminum Processors, Mt. Pleasant, TN  
Roger Fuller, Modine Inc., Lawrenceburg, TN  
Mark Jent, Modine, Inc., Lawrenceburg, TN  
Donna King, Cosmolab, Lewisburg, TN  
Albert Kirstiens, Mt. Pleasant Power Systems, Mt. Pleasant, TN  
Brian Stockholm, Precision Laser, Lynnville, TN  
Bill Phillips, Swarco, Columbia, TN  
Gary Wedlake, Wedlake Industries, Hohenwald, TN

### Business Management

Harvey Church, Maury County President, First Farmers and Merchants Bank  
Jami Gesselle, HR Coordinator, Integrity  
Tracy Jones, Business Analyst, HCA Healthcare  
Bryan Riddle, Dealer Satisfaction Specialist, Nissan  
Jim Robinson, Heritage Bank  
Andy Slatken, Owner & Operator, Chik-Fil-A  
Allison Spader, Vice President, Graphic Label Solutions  
Neal Townsend, CAO, Tennessee Farm Bureau

### Commercial Entertainment

James I. Elliott, Chair, Songwriting, Mike Curb College of Entertainment & Music Business, Belmont University  
Tom Lawrence, WAKM Radio  
Tom McBryde, Musical Director, Dollywood  
Tammy Pierchoski, CEO, STARR and Host/Regional Sales Representative, Pulaski TV Today-Channel 3  
Melissa Reiersen, Communications Manager, City of Franklin  
Ron Shuff, Owner, Shuff's Music Store  
Lisa Silver, Grammy Nominated Songwriter and Recording Artist

### Criminal Justice

Dana Ausbrooks, Attorney, Franklin, TN  
Donnie Harville, Vanderbilt University Police Department  
Margaret Peggy Hubbard, Owner, State Farm Agency  
Paul Kraft, Attorney, Spring Hill, TN  
Kevin Martin, CJT December 2012 Graduate, Columbia State

### Emergency Medical Services - Paramedic

Donnie Bear, Director, Dickson County EMS  
Lee Anne Boeringer, TN State EMS Representative  
Tom Brewer, Managing Director, Workforce Development and Conference Center at Northfield  
Scott Giles, MD, Medical Director; AirEvac  
Jeffrey Guy, MD, Chief Medical Officer; Centennial Women's and Children's Hospital  
Kae Fleming, Dean, Health Sciences, Columbia State Community College  
Holly Kunz, ED Director, Maury Regional Hospital  
Michael Wallace, Williamson Medical Center EMS  
Greta Woodall, RN, Southern Hills Medical Center, Department of Emergency  
Paramedic Student Representative

### Film Crew Technology

Wes Craven, Midnight Entertainment, California  
Demetria Kalodimos, WSMV Channel 4 News and Genuine Human Productions, Nashville  
Sandy King, Storm King Productions, California  
Diego Martinez, Millennium Studios., Louisiana  
Bob Raines, Tennessee Film and Music Commission, Nashville  
Doug Rice, DR & A Inc., Nashville  
Kenny Spidler, MedFocus LLC., Brentwood  
Steve Womack, Watkins Film School, Nashville

### Information Systems Technology

Becky Bauer, Administrative Assistant, Pleasant Heights Baptist Church  
Cheney Beckman, Maury Regional Medical Center  
Rhonda Booker, Coordinator of CTE, Williamson County Schools  
Jim Cochran, Owner, Big Dogs Computer Services  
Satish Dave, CIO, Med Solutions, Inc.  
Lori Decker, Recruiter, IBEX Global  
Shawn Gean, Systems Analyst, FiServ, Inc.  
Tim Joyce, Assistant HR Director, State of TN, Department of Safety  
Pryor Manning, Information Systems Manager, Nissan North America  
Brent Shults, Application Engineer, Take Care Health Systems  
Michael Spivey, Chief Information Officer, Williamson Medical Center  
Clay Stewart, Site Director, IBEX Global

### Nursing

Pam Browning, Regional Nursing Director, Tennessee Department of Health, South Central Region, Columbia  
Carol Bolton, Chief Nursing Officer, Crockett Hospital, Lawrenceburg  
Bethany Crutcher, Director of Nursing, NHC-Cool Springs, Franklin  
Shirley Derryberry, Director of Nursing, NHC-Lewisburg, Lewisburg  
Palysayanne Inthavong, Director of Nursing, Life Care, Columbia  
Deborah Lumpkins, Vice President - Nursing, Maury Regional Medical Center, Columbia  
Karen Martin, Director of Nursing, Marshall Medical Center, Lewisburg  
Lori Orme, Director of Nursing, Williamson Medical Center, Franklin  
Ann Patton, Unit Educator, Baptist Hospital, Nashville  
Diane Peery, Director of Nursing, Wayne Medical Center, Waynesboro  
Tammy Peter, Director of Nursing, NHC-Franklin, Franklin  
Sherry Richardson, Director of Nursing, Tennessee Technology Center, Hohenwald  
April Sherwood, Director of Nursing, NHC-Hillview, Columbia  
Helen Smith, Inservice Coordinator, Crockett Hospital, Lawrenceburg  
Tina Wilkes, Director of Nursing, NHS-Columbia

### Radiologic Technology

Kevin Ambrose, RN, Maury Regional Medical Center, Columbia  
Carrie Belew, R.T.(R), Crockett Hospital, Lawrenceburg  
Barbara Brown, M.S.N., A.P.R.N.-B.C., The Heart Group, Brentwood  
Larry Buchanan, R.T.(R)(CT), Maury Regional Medical Center, Columbia  
Pat O. Coleman, B.S., R.T.(R), Maury Regional Medical Center, Columbia  
Dana Fuhs, R.T. (R)(CT)(MR), Premier Radiology, Brentwood  
Shane Garner, B.S., R.T. (R)(MR), Vanderbilt One Hundred Oaks Imaging, Nashville  
+James Grippo, M.D., Maury Regional Medical Center, Columbia  
John Henderson, R.T.(R), Horizon Medical Center, Dickson

Mike Johnson, R.T.(R), Horizon Medical Center, Dickson  
 Kelly King, R.T.(R), Marshall Medical Center, Lewisburg  
 Sarah Pierce, B.S., R.T.(R), RDMS, RVT, Hillside Hospital, Pulaski  
 Gary T. Podgorski, M.D., Maury Regional Medical Center, Columbia  
 Joey Riddle, R.T.(R), Maury Regional Medical Center, Columbia,  
 Committee Chair  
 Karla Roman, R.T.(R), Vanderbilt Bone and Joint Clinic, Franklin  
 Carlotta Solomon, R.T.(R), Lincoln Medical Center, Fayetteville  
 Christi Thompson, R.T.(R)(M), Wayne Medical Center, Waynesboro  
 Raqual P. Waters, Community Member, Columbia State Community  
 College  
 Kristy Watkins, R.T.(R)(M), Heritage Medical Center, Shelbyville  
 Gwen Wright, R.T.(R), Middle Tennessee Bone and Joint Clinic, Columbia  
 Radiologic Technology Sophomore Class Rep., Columbia State  
 Radiologic Technology Freshman Class Rep., Columbia State

### Respiratory Care

Anna Ambrose, R.R.T., Director of Respiratory Care, Vanderbilt University  
 Medical Center, Nashville  
 Cheryl Burney-Jones, R.R.T., Director of Respiratory Care, Monroe  
 Carell Jr. Children's Hospital at Vanderbilt University Medical Center, Nashville  
 Derrick Cox, R.R.T., Manager of Pulmonary Services, St. Thomas West,  
 Nashville, TN  
 John Freeman, R.R.T., Manager of Respiratory Care, St. Thomas Mid-  
 Town, Nashville, TN  
 Mike Jarrell, R.R.T., Respiratory at Home, Manchester  
 Twan Lansden, R.R.T., Director of Respiratory Care, Williamson Medical  
 Center, Franklin  
 Vickie Marci, R.R.T., Supervisor of Respiratory Care, St. Thomas  
 Rutherford, Murfreesboro  
 Dana Thomas, R.R.T., Director of Respiratory Care, Crockett Hospital,  
 Lawrenceburg  
 Christi Wright, R.R.T., Director of Respiratory Care, Maury Regional  
 Medical Center, Columbia  
 John Freels, MD, Medical Director, Columbia  
 Thomas Quinn, MD, Medical Director, Columbia  
 Maura Lipp, MD, Medical Director, Columbia  
 Manerva Covarrubias, MD, Medical Director, Columbia  
 Respiratory Care Sophomore Class Representative, Columbia  
 State  
 Respiratory Care Freshman Class Representative, Columbia State

### Rx-Tennessee

Amy Bridges, Coordinator, Laboratory Outreach Coordinator  
 Alanna Harris, CNA Instructor, Lawrence County High School  
 Douglas D. Harris, Sr., M.Ed., Community Relations Manager, Western  
 Governors University Tennessee  
 Brenda Sewell, Coordinator of Adult Services & Technology, South Central  
 Tennessee Workforce Alliance  
 Cheryl A. Smith, MSN, RN, Clinical Coordinator, Columbia State  
 Community College  
 Sherry Stout, CNA Instructor, Loretto High School

### Veterinary Technology

Deanna Bayless, LVMT, Ardmore, Tennessee  
 Warren Gill, Ph.D., Middle Tennessee State University  
 Phillip Gordon, DVM, Tennessee Department of Agriculture  
 Mary Kirby, LVMT, Franklin, TN  
 Steve Ladd, DVM, Hillsboro Animal Hospital  
 Louis Limbo, DVM, Pet Emergency Clinic, Columbia  
 Herbert McCollum, DVM, Priest Lake Veterinary Hospital  
 Amy Nunally, LVMT, Vanderbilt University

Reita Parham, Butler Animal Health  
 Joe Pearson, CAO, Tennessee Farm Bureau Federation  
 Kevin Thompson, Research Center Director, Mid TN Agricultural Research  
 and Educational Center  
 Ray Wakefield, DVM, Lewisburg, Tennessee  
 Carolyn Whitsett, LVMT  
 Veterinary Technology Freshman Class Representative,  
 Columbia State  
 Veterinary Technology Sophomore Class Representative,  
 Columbia State

## Clinical Instructors

### Radiologic Technology

Rachel Adams, R.T.(R), Middle Tennessee Bone and Joint Clinic  
 Amy Allen, R.T.(R), Middle Tennessee Bone and Joint Clinic  
 Jaimie Anderson, R.T.(R), Maury Regional Medical Center  
 Cassie Armstrong, R.T.(R) (CT) Hillside Hospital  
 Carrie Belew, R.T.(R), Crockett Hospital  
 Melissa Brackett, R.T.(R), Crockett Hospital  
 Kamilla Brewer, R.T.(R), Crockett Hospital  
 Kristy Bugg, B.S., R.T. (R)(M), Heritage Medical Center  
 David Campbell, R.T.(R), Maury Regional Medical Center  
 Tricia Cherry, R.T. (R) (M), Vanderbilt Cool Springs Imaging  
 Franklin Cole, R.T.(R)(CT), Wayne Medical Center  
 Pat O. Coleman, B.S., R.T.(R), Maury Regional Medical Center  
 Ali R. Daniel, R.T.(R), Crockett Hospital  
 Brad Dunivan, R.T.(R), Heritage Medical Center  
 Denny Edney, R.T.(R)(CT)(MR), Horizon Medical Center  
 Tabatha Emerson, R.T.(R), Maury Regional Medical Center  
 Candy Giles, R.T.(R), Maury Regional Medical Center  
 Trint Hagan, R.T.(R)(CT), Crockett Hospital  
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## 2014-2015 Student Handbook



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# Student Services

The Student Services program at Columbia State is an integral part of the College program with the development of the student as the central theme. Emphasis is placed on the needs and concerns of the individual and his/her progress toward personal, educational, and occupational goals. Services provided include entry services, support services, and student transition services. Entry services assist students in obtaining access to personal, educational, and developmental services while students are enrolled at Columbia State. Transition services assist students in moving from Columbia State to senior colleges and universities or to employment. College activities are provided to assist students in developing culturally, socially, and educationally.

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Student Government Association and President's Leadership Society .....	Jones Student Center 156
Student Services Office.....	Jones Student Services 147
Security Department .....	Facility Services Building
Student Success Counseling .....	Jones Student Center 157
Student Success Services/TRiO .....	Jones Student Center 149 and Lawrence County
Teaching and Learning Center.....	Warf 237
Testing Center.....	Jones Student Center 132

# Campus Information and Services: A to Z

## Academic Advising

Incoming freshmen and transfer students may be advised by faculty or professionals in Student Services or at the extended campuses during the required orientation programs. Currently enrolled and re-enrolling students who have been assigned faculty advisors are requested to contact their faculty advisors or division deans for assistance. Transient students should see an admissions recruiter for direction.

Students seeking advising on the Columbia campus during evening hours (after 4:15 pm), may contact the Evening Services office (Warf 109). Students seeking advising at Columbia State's extended campuses should see the director, evening administrative assistant, or a faculty member at that location.

## Adding and Dropping Courses

You may officially add or drop course(s) within the times indicated on the academic calendar. If you add, you may be subject to additional tuition and fees. The date on which you drop will affect the amount of refund to which you may be entitled. If you receive financial aid, contact the Financial Aid Office prior to dropping, as the change may have implications for your aid.

## Admissions

The Enrollment Services office serves individuals who are interested in enrolling at Columbia State by providing general enrollment information, admissions counseling, and campus tours. Additionally, this office is responsible for processing admissions, international, and residency applications. For complete details on admissions requirements, consult the current College catalog. The Enrollment Services office is located in Jones Student Center 103 in Columbia. For more information on enrollment, call (931) 540-2790 or visit the nearest Columbia State campus.

## Alcohol and Other Drugs

See *Drug-Free Communities*.

## Attendance

Students are expected to attend class regularly and on time. Refer to course syllabus for specific guidelines.

## Bookstore

The Barnes & Noble College Bookstore (Columbia Campus, Jones Student Center 165 and Williamson County Center) is open at hours convenient to day and evening students. In addition to renting and selling textbooks, selling manuals and supplies for college courses, the bookstore offers Columbia State clothing, laptops and tablets, the buy-back of used books and manuals, as well as gift items.

## Bulletin Boards and Sign Posting

### Posters

Posters to be distributed on campus must be approved by the Student Services office (Jones Student Center 164), or by the campus director on all extended campuses. Posters must include the name of the sponsoring organization, time, date, and location of the event. All notices should be on bulletin boards; not on doors, windows, or walls. It is the responsibility of the person or group to take down posters after the event has taken place.

### Bulletin Boards/Digital Signage

The use of campus bulletin boards and digital signage is limited to affiliated individuals and groups and to official use by the institution.

Bulletin boards and digital signage may be designated for use by specific individuals or groups, such as faculty, students, student organizations, etc. Persons authorized to use a bulletin board, the types of materials which may be posted on a board, the maximum size and duration of any posters, and any other special conditions on use should be approved prior to the use of the board.

Approval for bulletin board and digital signage use is obtained in the Student Services office or in the director's office at other campuses.

## Business Services

The staff in Business Services are available to assist students and their families with information regarding financial accounts, fee payments, refunds, financial aid refunds, fines and citations. The Columbia office is in Pryor Administration Building. Campus directors and staff at extended campuses also assist with business concerns.

## Campus Tours

Individuals or groups desiring campus tours should contact Enrollment Services to schedule. Send email to [admissions@columbiastate.edu](mailto:admissions@columbiastate.edu) or call 931-540-2790.

## Change of Major

Students who need to change majors should contact their advisor and complete the Change of Major form. The advisor should submit the completed form to Enrollment Services.

## Change of Address

Log on ChargerNet, click on Student Tab and go the Personal Information tab to change address and telephone numbers.

## Child Care Services

Columbia State Community College does not provide child care services; however, in an effort to aid our students in locating child care assistance, the Student Services office has prepared a list of individual licensed providers. The list includes child care agencies near each of the Columbia State campus locations. Be aware that these listings are neither college-supervised nor college-inspected facilities. This information may be obtained in the Student Services office or in the director's office on all extended campuses.

## Children on Campus

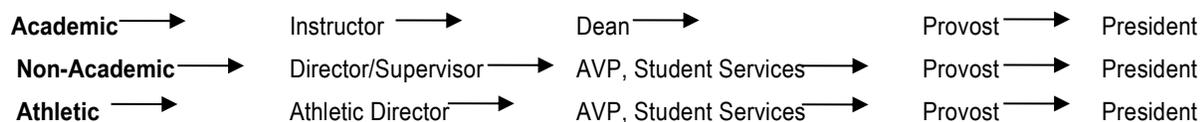
See *Minors on Campus*.

## Commencement

Columbia State hosts two commencement ceremonies annually to celebrate student success and program completion. The spring exercise in May is for students who complete degree requirements in May. Students who finish in summer or fall participate in the December ceremony.

## Complaints

Students or prospective students who wish to file a complaint about services rendered or about violations of law should start with the level at which the complaint is rooted. If staff members in the department do not resolve the concern satisfactorily, students are at liberty to move through the chain of command until the issue is resolved.



Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going online and filing out the form electronically at <http://www.tbr.edu/contact/default.aspx?id=2936>. Under Tennessee's open records law all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500 ([www.sacscoc.org](http://www.sacscoc.org)).

Complaints of fraud, waste, or abuse may be made by email at [reportfraud@tbr.edu](mailto:reportfraud@tbr.edu) or by calling the Tennessee Comptroller's Hotline for Fraud, Waste, and Abuse at 1-800- 232-5454.

Veterans, Service members, and eligible dependents may report negative experiences with educational institutions through the online complaint system. The data entered into the system gives the federal government the information needed to identify and address unfair, deceptive, and misleading practices and ensure high quality academic and student support services are available. (<http://www.benefits.va.gov/GIBILL/Feedback.asp>)

## **Computer Account**

Students are assigned an account for their use while attending Columbia State. Accounts are to be held private and credentials such as usernames and passwords may not be shared with others. This account will provide the user with access to electronic mail and computer resources at Columbia State. This account is also used for access to Online Campus courses offered through Columbia State.

## **Counseling**

The Student Success Counseling program offers students assistance with setting goals, stress management, time management, making the transition to college, test anxiety, campus and community referrals, and making connections to peer support. For more information on Student Success Counseling, call (931) 540-2572.

## **Disability Services**

Disability Services provides support services especially designed to meet the needs of students with disabilities, and provides reasonable accommodations enabling qualified disabled students to participate fully in campus life. To qualify for services, students must provide the department with official documentation of the disability and discuss their specific needs for each class. Subsequently, staff members make a determination to ensure equal educational opportunity within the academic and/or technical requirements of the program, based on an individual's specific disability.

Columbia State provides disability support services in a variety of ways. Examples of these services include, but are not limited to, coordinating community resources, providing information for faculty regarding disabilities, serving as an advocate for students, and securing special adaptive equipment and aids. These services are offered to assist students with disabilities in realizing their goals. Students needing accommodations are urged to contact Disability Services several weeks before a semester begins to allow time for special services to be arranged. More information about services is available on Columbia State website or by contacting the Disability Services office at (931) 540-2857.

## **Distressed or Disturbed Students or Others**

Columbia State is committed to providing a safe learning environment. All members of the Columbia State Community are encouraged to be alert to unusual or aberrant behavior of students, employees, visitors, contractors, or others. Therefore, any distressing, disturbing, threatening, or dangerous student behavior should be reported to the Associate Vice President for Student Services or another College staff person; comparable behavior of others should be reported to the Director of Human Resources. Report the incident as soon as possible. If there is perceived imminent danger, call 911 and then call Campus Security at 9-797-7669. Work with the staff person to complete an Incident Report so that it can be submitted to the Associate Vice President for Student Services in Jones 164. If the incident occurred at another campus, contact the campus administrative staff.

After the Associate Vice President for Student Services receives the report, the Student Assistance Coordinating Committee will conduct a safety assessment. The Committee assists in addressing situations where individuals are displaying dangerous or threatening behaviors that potentially impede their own or others' ability to function successfully or safely. Next, the Committee will draft an appropriate response plan that takes the nature of the behavior, the severity of the safety risk, and the needs of the individual into consideration. Individuals submitting reports should not expect detailed information about the disposition of their submission, as the issues may involve due process or confidentiality rights of the reported individual.

The Committee also acts as a clearinghouse for campus behaviors. A single event might not appear to be problematic; however, when the Committee recognizes a pattern of inappropriate behavior on the part of an individual across classes or other interactions, then they can take steps to assist the student and protect the campus community. Therefore, report every incident, even if the same individual has been reported previously.

## Drug-Free Communities

The following policy applies to all Columbia State Community College employees, including faculty and students, in compliance with the provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et. seq.) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, et. seq.).

It is the policy of Columbia State to strictly prohibit the unlawful use and/or possession of alcoholic beverages and/or any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance on College-owned, controlled, or leased property. The unlawful use, abuser, or distribution of alcohol or illicit drugs are prohibited during any College-related activity including off-campus trips. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in this handbook and/or in the *Columbia State Policies and Procedures*.

### Legal Sanctions

*Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either:*

- distribution or possession at or near a school or college campus, or
- distribution to persons under 21 years of age.

Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417 (21 U.S.C. 801, et. seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of 21, such offense being classified a Class A misdemeanor (T.C.A. 39-15-404).

The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days, or a fine of not more than \$50, or both (T.C.A. 39-17-310).

### Institutional/School Sanctions

Columbia State will impose the appropriate sanctions on any employee or student who fails to comply with the terms of this policy.

#### Employees

As a condition of employment, each employee, including student employees, must abide by the terms of this policy and must notify their department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. A conviction includes a finding of guilt, a plea of *nolo contendere* or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to notify of conviction may include one or more of the following:

- termination;
- suspension;
- mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- recommendation for professional counseling;
- referral for prosecution;
- letter of warning; and/or,
- probation.

#### Students

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- expulsion;
- suspension;

- mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- referral for prosecution;
- probation;
- warning; and/or,
- reprimand.

## Dual Enrollment

Dual enrollment is a program that allows eligible high school students to earn college credit while they are still in high school.

## Emergencies

### Messages

Students may not receive phone calls at the College. In the event of an emergency a student will be contacted in class to return a phone call. The caller will be asked the nature of the emergency in order to determine if the call warrants the student being removed from class. At the Columbia campus, all emergency messages should be directed to the Student Services office (931) 540-2570. At the extended campuses, emergency messages should be forwarded to the office of the director the administrative offices.

### Procedures

Emergency procedures are posted in all facilities at all Columbia State locations. During emergency situations, students are expected to stay calm, listen for instructions, and follow the designated procedures. For a complete listing of policies related to this area, please refer to the website at <http://www.columbiastate.edu/emergency> or contact the Student Services office (931) 540-2570.

## Employment

Students have the opportunity to earn and learn while participating in campus and community work-study programs. Contact the Financial Aid Office for additional information.

## Enrollment Services

Staff members in Enrollment Services focus on all of the processes that help students get off to a good start and record their academic career at Columbia State. Services include recruitment, admissions, records, and financial aid.

## Evening Services

Evening services are provided at every Columbia State campus location. The Evening Services office at the Columbia campus (Warf 109) is available 4:15 p.m. to 8 p.m. Monday - Thursday. For more information on services, call (931) 540-2862. For hours and available services on other campus locations, contact the administrative office at the respective campus.

## Financial Aid

The Financial Aid program is designed to help students who would find it difficult or impossible to attend Columbia State without financial assistance. The College offers a comprehensive program of financial aid in the form of scholarships, part-time employment on campus and in the community, grants, loans, and Veterans benefits.

Columbia State places major emphasis upon financial need, academic achievement, character, and promise of future success. Although Columbia State will assist all qualified students as resources permit, aid should be viewed only as supplementary to the efforts of the family and student. Primary responsibility for financing an education lies with the student.

Information regarding who should apply for financial aid, the application process and types of financial aid can be obtained in the Financial Aid office (Jones Student Center 103), or in the administrative office at any of the Columbia State extended campuses. For complete details on applying for financial aid, consult the current College catalog or the website.

### Student Consumer Rights Information

The financial aid applicant is responsible for obtaining, completing, and filing each year the proper financial aid application on a timely basis. The applicant has the right to seek and receive full information and counsel from the director

of financial aid (Jones Student Center 103), in regard to any financial aid matter. The applicant must, without exception, report any of the following changes to the Financial Aid office:

- withdrawal from the college,
- transfer to another college,
- name change,
- address change of student or parent if applicable.

If student loans have been received, an exit interview must be arranged with the Financial Aid office when graduating or withdrawing from the college. Failure on the aid recipient's part to do exit counseling will result in a hold being placed on the student's record and refusal of future financial aid awards.

## Food Services and Vending

A private contractor, whose purpose is to provide students with a quality food program, operates the cafeteria on the Columbia campus.

Vending machines are operated for the benefit of students, and are located in various facilities on all campuses. The cashiers at all campus locations are responsible for vending machine reimbursement.

## Graduation

See *Commencement*.

## Guns/Weapons on Campus

In accordance with Tennessee State law, all firearms, including hunting weapons or weapons typically displayed in vehicle windows, shall be prohibited on school property. Persons carrying or possessing a weapon of any kind shall be subject to felony charges with a maximum sentence of six years' imprisonment and a fine not to exceed \$3000. This provision does not apply to officers in the county, city, or state charged with the enforcement of the laws of the state when in the discharge of their official duties.

## Housing

Under Tennessee Board of Regents policy, Columbia State Community College assumes no responsibility for student housing. This institution is a commuter college and has no dormitories, fraternity, or sorority housing.

Even though the College is unable to assume responsibility for student housing, the College is vitally concerned with the welfare and well-being of all students, and desires they have accommodations commensurate with their needs. A housing referral list, which includes apartments in the Columbia area, is available in the Student Services office.

The prospective student and parents should be aware that these listings are neither college-supervised nor college-inspected accommodations. Students should plan to arrive in the community in advance of final registration dates to find suitable housing.

## Identification Cards

All students taking credit courses must obtain a student identification card. Identification cards are available at no charge from the library in Columbia or from the administrative office on any of the extended campuses. Misplaced cards can be replaced. Identification cards should be retained for every semester of attendance; however, they must be revalidated each academic year. This card is required of students for identification, computer lab use, checking out library materials and some bookstore purchases. Additionally, it allows a student to attend all College activities open to the student body at no charge or at student rates.

## Inclement Weather

In the event that classes are dismissed, cancelled, or otherwise closed due to weather conditions, appropriate notification will be given to local television and radio stations, and on the college Web site at [www.columbiastate.edu](http://www.columbiastate.edu). Additionally, this information will be posted on the campus weather line at (931) 540-2515. Postings for extended campuses will be made available at the specific campus location. Students attending noncredit classes should contact the Center for Economic and Workforce Development at (931) 540-2660 for class cancellations.

In cases where Columbia State continues operations, students are encouraged to use their own discretion. If students are absent due to such conditions, they will be provided a reasonable opportunity to make up missed assignments.

## Insurance

Student health insurance is available through an independent company. Students interested in receiving information should contact the Student Services office, Jones Student Center 146.

## Library

The John W. Finney Memorial Library provides access to the books, journals, newspapers, electronic resources, and other materials that support the curriculum and fulfill the information and research needs of the students, faculty, and staff of the College. The library provides access to a range of information resources appropriate to the curriculum and other aspects of the College's mission, offers appropriate reference and instructional services related to the library's materials and networks, and shares information resources reciprocally with other libraries and institutions in the area, state, region, and nation.

The 23,900 square-foot Columbia facility, opened in 1972, is named for the late John Wesley Finney, a Columbia resident and member of the State Board of Education, whose leadership was instrumental in establishing a community college for this area. The library provides seating for 200 students on two floors. In addition to a microform reading room and a special collections room, the first floor of the library has a reference collection, a current periodicals reading area, an audiovisual lab, and a computer lab for accessing electronic information. The second floor has a conference room, a library-instruction room and computer lab, and stacks for the library's circulating book collection.

The library print collection has some 70,000 volumes, with strong holdings in history, literature, the social sciences, nursing, and allied health technology. Over 300 periodical titles are received including scholarly journals, general interest magazines, and local, state, and national newspapers. The library also subscribes to over 40 research databases.

The library offers individualized research assistance, as well as instructional classes and orientations. Through the interlibrary loan service, books and other materials may be obtained from other libraries. During fall and spring semesters, library hours are 7:45 a.m. to 8:00 p.m., Monday through Thursday; 7:45 a.m. to 4:15 p.m., on Friday. Check postings for Saturday hours, summer hours, and holiday closings.

In addition to the library on the Columbia campus, libraries are also maintained at Clifton, Lawrence County, Lewisburg, and Williamson County. These locations have basic reference collections, a browsing collection of journals and newspapers, and computer access to electronic databases. Hours at these locations may vary; check with extended campuses individually for hours of operation.

## Lost and Found

All lost articles should be reported to the Student Services office, Room 147 or to the administrative office at any of the extended campuses as soon as possible. A complete description of the lost item is required prior to being returned. All found articles will be dated and held for claim for three months. Any items not claimed within three months will be discarded.

## Mascot

Columbia State's mascot is the Charger, a strong, fast horse trained for battle.

## Minors on Campus

Students and employees are not approved to leave minors unsupervised on Columbia State campuses. Minors are not allowed to accompany parents to class without the prior approval of the instructor.

In certain circumstances, minors may be on campus for classes held for their benefit (programs for the academically talented, field trips, etc.). At such times, it is expected that the instructor or responsible adult will await their parents' arrival. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the minors and to monitor the enforcement where feasible. In all circumstances related to minors on campus, it is the expectation of the institution that good judgment be exercised in preventing disruption of the learning environment.

## Orientation

All new degree-seeking first-time college students and transfer students are required to participate in the new student orientation program. Sessions are held throughout the year at each Columbia State location. This program provides students with information about registration, student services, student activities, and College policies. For more information on new student orientation, call the Enrollment Services office (931) 540-2790.

## Records

The Records office (Jones Student Center 103) is responsible for student name change, social security number changes, change of registration forms, change of major forms, transcript requests, enrollment verifications, and final graduation evaluation and certification (including academic/technical certificates). Additionally, this department is responsible for the evaluation of college transcripts for transfer credit and external credit by exam evaluations (CLEP, CEEB-Advanced Placement, ACT, CPS, and Military Service/Schools). MyChargerNet student registration-related problems may be reported to this department.

## Safety and Security

The Department of Safety and Security at Columbia State Community College is committed to preserving a safe and secure environment for students of the College. The Columbia campus has security personnel on duty 24 hours a day, seven days a week.

Students on all Columbia State campuses are expected to assume reasonable responsibility for personal safety. Use common sense, safety practices such as:

- walking in groups
- reporting suspicious activities
- keeping money, books and other personal items protected
- locking car doors when leaving
- wearing safety belts
- observing speed limits
- and generally being alert to personal welfare

These practices will help to preserve personal safety. Refer to additional safety information on the college website under *Safety and Emergency Plan*. The plan includes directions for bomb threats, natural disasters, and threats of violence and criminal behavior; among other things.

## Smoking/ Tobacco Use

The following policy has been established relative to smoking/tobacco use in College facilities and vehicles:

### College Buildings

Smoking and the use of tobacco products are prohibited in all buildings on the Columbia campus.

### College Grounds

Smoking is permitted outside of buildings in designated locations. Areas where smoking is permitted will be designated by appropriate signage and ash urns will be provided in these locations. Generally, smoking is not permitted within ten (10) feet of any building entrance.

*All students are expected to observe and respect "No Smoking" areas.*

### College Vehicles

Smoking is prohibited in all College-owned vehicles.

### Extended Campuses

Smoking at all extended campuses is regulated by the organization(s) controlling those individual facilities.

### Enforcement Policy

Smoking regulations will be enforced under the provisions of TBR Policy 3:02:00:01. This policy requires adherence to College and TBR regulations designed to protect the rights of all students from any conduct which constitutes a danger to any person's health or well-being. *Violation of smoking regulations will be enforced through normal administrative student conduct policies.*

## Solicitation

No solicitation and/or sales related to or affecting students are permitted on the campus without securing prior approval from the associate vice president for student services or his/her designee.

## Student Center

The Jones Student Center is open on class days for the enjoyment of students. The facilities include food services, bookstore, meeting rooms, and lounge. Additionally, the Student Center houses the following offices: Student Services office,

Enrollment Services, Career Services, Disability Services, Student Government Association, Student Leadership, Student Success Counseling, Student Support Services (TRiO) and Testing Services.

The Jones Student Center is open from 7:45 a.m. to 6:00 p.m., Monday through Thursday and 7:45 a.m. through 4:15 p.m. Friday, during regularly scheduled semesters. Arrangements for the use of meeting rooms in the Center are scheduled through the Student Services office (931) 540-2570.

## Study Abroad/International Education

To improve international education and cultural awareness, Columbia State offers on-campus and field-based programs. Seminars, performances, and curricular offerings enrich campus life. Study abroad affords student participation in learning opportunities in other countries while earning college credit. Limited scholarships for qualified applicants are available. For additional information, contact the Director of International Education at (931) 540-2876.

## Teaching and Learning Center

The Teaching and Learning Center at the Columbia campus is located in Warf 237 (931) 540-1302, and the Teaching and Learning Center at the Franklin campus is located in Yates 110 (615) 790-5671. The Teaching and Learning Center is an academic tutoring and computer services facility designed to support the academic needs of students. The Teaching and Learning Center provides both professional and peer tutoring, as well as professional online tutoring, free of charge to all Columbia State students. Services include tutoring for all levels of writing, math, and science. Questions regarding tutoring services should be emailed to [tutoring@columbiastate.edu](mailto:tutoring@columbiastate.edu).

Also available in the Teaching and Learning Center are many online tutorials and instructional programs, word processing, Internet access, email, and much more. For more information on the availability of tutors, software programs, and hours of operation, visit the Teaching and Learning Center Web site at [www.columbiastate.edu/tlc](http://www.columbiastate.edu/tlc), or go to Student Services on Columbia State's Web site.

## Testing Services

The staff in the Testing Services office is responsible for the administration of the ACT, COMPASS, Graduate Assessment, and various other group tests which assist the student in planning his/her program of study. Testing Services also provides proctoring services on the Columbia campus to support Distance Education, the Regents Online Degree Program and ADA proctoring needs.

Additionally, Columbia State is an official testing center for the GED® (General Educational Development) assessment and the HiSET (High School Equivalency Test). Persons who have not received a high school diploma and wish to apply for a certificate of equivalency may take one of the equivalency tests. Satisfactory scores on the test enable the individual to apply to his/her high school for an equivalency diploma.

For more information on testing services, call (931) 540-2821. For test proctoring information and testing services at extended campuses, please contact staff at the respective campus location.

## Tuition and Fees

Columbia State is a state-funded, two-year college. Tuition and fees are governed by the Tennessee Board of Regents. Fees are set annually at the June meeting of the Board and are announced by July 1 of each academic year. For the most recent fees, see the current College catalog.

## Tutoring

See *Teaching and Learning Center*.

## Veterans' Financial Assistance

A Veterans Aid representative is available to assist eligible Veterans in the completion of necessary forms, program planning, and in making appropriate certifications to the Veterans Administration. For complete details about Veteran's benefits, please contact Financial Aid in Jones Student Center, room 103.

## Visitors

All nonstudent visitors to the College facilities must abide by the following regulations:

- Nonstudent visitors may not be in laboratories or other hazardous areas (as defined by the College or individual College personnel) at any time unless they are escorted by a member of the College staff for brief business visits.
- Nonstudent visitors may not be in any of the computer labs unless they are escorted by a member of the College staff for brief business visits.
- All nonstudents must have instructor approval prior to visiting classrooms.

## Voter Registration

One of the most precious rights and responsibilities U.S. citizens have is the right to vote for their leaders. In order to vote, you must be registered.

To register to vote:

- You must be a U.S. Citizen
- You must be a resident of Tennessee
- You must be at least 18 years old on or before the next election, and
- You must have not been convicted of a felony, or if you have, your voting rights must have been restored.

The voter registration form and information about registration requirements can be found at the Tennessee Secretary of State's web site ([www.tn.gov/sos/elections](http://www.tn.gov/sos/elections)).

## Website

Information on Columbia State policies, student services, and class schedules may be obtained by visiting our Web site at [www.columbiastate.edu](http://www.columbiastate.edu).

## Writing to Learn Matters

*Writing to Learn Matters* is a focus on writing as a means of improving academic achievement and success among first-year students. Instructors will make assignments relevant to the course, and students will think through the main ideas and respond in short writings.

# Student Life, Leadership and Activities

## Athletics

Columbia State Community College is a member of the National Junior College Athletic Association and the Tennessee Junior and Community College Athletic Association and maintains a strong program of intercollegiate sports. Team sports include men's basketball, women's basketball, baseball, and women's softball.

All athletic offices are located in the Webster Athletic Center on the Columbia campus.

### Equity in Athletics

All coeducational institutions of higher education that participate in any federal student financial aid program (i.e., Federal Pell, Federal SEOG, and Federal SSIG Grants; Federal Work Study; and Federal Family Education, Federal Perkins, and William D. Ford Federal Direct Loans) and have intercollegiate athletic programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382, are required that certain equity in athletic information, based on the previous reporting year, be available for inspection by students, prospective students, and the public by November 1 of each year. This information is available in the Student Services office or the Athletics office (Webster Athletic Center 212).

## College Committees

Students participate in the governance of Columbia State through service on college standing committees. The president of the Student Government Association recommends the appointment of students to all standing committees at the beginning of each academic year. Additionally, students have the opportunity to effect change at the state level through service on Tennessee Board of Regents subcommittees or as a regent on the full board. These appointments are made by the president for the College and are rotated among the colleges, universities, and colleges of applied technology in the system.

## Student Activities and Organizations

The College is dedicated to scheduling extracurricular activities and sponsoring student organizations which promote the development of the total individual.

### Student Activities

Each academic year, the Student Services office sponsors a variety of social, cultural, and leadership programs for the enrichment of the College community. Additionally, this office offers a wide-range of intramural activities. Intramurals allow for physical or nonphysical involvement with activities ranging from ping-pong tournaments to flag football and volleyball.

It is the goal of Student Services to get students involved and to assist them in meeting their peers in a more casual setting. If you would like to be involved in student activities, please contact the Student Services office for approval forms and procedures at least 48 hours prior to the date of the event. Additional approval time may be required for activities which involve college funding, fund-raising, distribution of literature, demonstrations, or rallies.

### Student Activity Fee

Students at Columbia State pay a required student activity fee which provides compensation for scheduled activities. Additionally, the fee allows for students to receive admission to athletic events at a discounted student rate. Columbia State student identification card is required.

### Student Government Association

Members of the Student Government Association (SGA) are the student-elected representatives for the overall student body. The SGA meets biweekly to discuss issues of importance to Columbia State students. The SGA is responsible for making recommendations concerning student policies and activities to the associate vice president of student services. Because the SGA meetings are open to the public, students are encouraged to voice their concerns and opinions.

The SGA consists of a president, vice president, secretary/ treasurer, and senators. Any student at Columbia State is eligible to run for an office in the SGA. Students interested in participating in the SGA election process must contact the Student Leadership Coordinator for complete information on eligibility.

## Clubs and Organizations

Student organizations should promote social and academic development and must abide by the guidelines as indicated in the student handbook. All student organizations must be open to all students of the institution who qualify for membership. No student(s) shall be denied access to or membership in any student activity or organization by reason of race, religion, creed, color, gender, sexual orientation, age, handicap, veteran status, or national origin.

Student organizations not meeting the guidelines as indicated in Columbia State Policies and Procedures may have their applications revoked.

Any group of students who desires to become an organization officially recognized by the College must submit a formal application to the Student Services office.

### Columbia State organizations are as follows:

- Anime/Video Club
- CSCC Cinema Society
- Chargers Student Radiographer Association
- Columbia State Fishing Team
- Gay – Straight Alliance
- Inter –Cultural Life
- Lambda Beta (Honor Society for Respiratory Care Students)
- Lambda Nu (Honor Society for Radiography Students)
- NAVTA (Student Chapter of the North American Veterinary Technician Association)
- PTK - Phi Theta Kappa (International Honor Society)
- Respiratory Care Crew
- SKD – Sigma Kappa Delta (International English Honor Society)
- STEM Club (Science, Technology, Education, Math Club)
- SNA - Student Nursing Association - Columbia and Franklin
- Trio Leaders

Visit [www.columbiastate.edu/student-organizations](http://www.columbiastate.edu/student-organizations) for more information regarding recognized student organizations

## Fitness Facilities

### Wellness Center

The Wellness Center is a state-of-the-art facility for Columbia State students and employees that houses treadmills, recumbent bicycles, weights and other fitness equipment. Users must use their photo identification cards to gain access to the Center, which is located in Webster Gymnasium in Columbia. Group classes such as Zumba, Piloxing, and Yoga are also offered for a nominal fee. Hours are 8:00 a.m. to 6:30 p.m., M-R; 8:00-12, F. during fall and spring semesters.

### Track

The outside track is located behind Webster Gymnasium in Columbia. Four (4) rotations around the track equate to one mile. The inside track in the Webster Gymnasium basement requires twelve (12) rotations to complete one (1) mile.

### Tennis Courts

Five tennis courts are near Webster Gymnasium. Students and employees are free to use whenever the courts are not reserved for classes or for special groups.

### Volleyball Court

The volleyball court is located across from the Wellness Center at Webster Gymnasium. Columbia State students may show their photo identification card to borrow equipment from the Wellness Center.

## Honors and Awards

Students who excel in academics and service are honored at annual award ceremonies during the spring semester.

## Publications

All student publications at Columbia State Community College are approved and coordinated through the Marketing and Public Relations office (Pryor Administration Building 107) and the Student Services office.

# Student Rights and Responsibilities

As a student at Columbia State, you possess basic freedoms, privileges and rights guaranteed to all persons by the law. You are also subject to the same rules of accountability and the same limitations imposed by law on all persons.

There are a number of established policies and regulations and student-right-to-know information, developed by the College, as well as the Tennessee Board of Regents, that exist for the welfare of both students and the College. This information is detailed in this Columbia State Community College Catalog and Student Handbook.

Although the College provides this information to the student, it is the student's responsibility to become familiar with the policies and regulations outlined in College publications. Students needing clarification on any of these policies or regulations should contact the associate vice president for student services at (931) 540- 2762.

## Student Right-to-Know and Campus Security Act

The Student Right-to-Know and Campus Security Act of 1990, as amended in 1991, requires colleges and universities to disclose certain information to current and prospective students.

### Student Right-to-Know

Institutions are required to make the persistence, completion or graduation rates of certificate and degree-seeking, full-time students available.

### Crime Statistics

Pursuant to the provisions of Tennessee Public Chapter No. 317, an act known and cited as the "College and University Security Information Act," the following information is available on our Web site ([www.columbiastate.edu/crime-statistics](http://www.columbiastate.edu/crime-statistics)) or will be provided to you upon request from the Student Services office (Jones Student Center 164):

- Annual crime statistics and crime rates for crimes occurring on the Columbia State campuses as reported to and compiled by the Tennessee Bureau of Investigation for each of the most recent three (3) years.
- Copies of the Board of Regents policies and procedures on campus security.

This information is not designed to serve as an agreement of contractual arrangement for providing security services to the members of the campus community, nor to guarantee an individual's personal safety when utilizing any college facilities or grounds or when utilizing any off-campus locations as a student or employee of Columbia State, including, but not limited to, classes, meetings, performances, visits, field trips, sporting events, parades, and other community functions.

## Student Rights and Freedoms

The Tennessee Board of Regents Policy 3:02:04:00 defines the institution's responsibility in the academic rights and freedoms of the student.

### Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Tennessee Board of Regents institutions have developed policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

### Freedom of Access to Higher Education

The admissions policies of each Tennessee Board of Regents institution are a matter of institutional choice, provided that each institution makes clear the characteristics and expectations of students which it considers relevant to success in the

institution's program. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each institution should be open to all students who are qualified according to its admissions standards. The facilities and services of a Tennessee Board of Regents institution should be open to all of its enrolled students.

### **In the Classroom**

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. *Protection of Freedom of Expression* - Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. *Protection Against Improper Academic Evaluation* - Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. *Protection Against Improper Disclosure* - Certain information about students is protected from public disclosure by federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

## **Student Grievance Procedures**

### **Definitions**

#### **Academic Grievances**

An academic grievance is a difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he is being treated unfairly.

#### **Non-Academic Grievances**

A non-academic grievance is a difference of opinion or dispute between a student and instructor, administrator, staff member, or another Columbia State Community College student pertaining to the interpretation and/or application of the policies and procedures of the College and the Tennessee Board of Regents. In addition to the interpretation and application of policies and procedures, nonacademic grievances shall include all grievances except those pertaining to instruction and classroom management. They may pertain to student governance issues, student activities, arbitrary and capricious management decisions, or other concerns that students might present for redress.

### **Procedures**

#### **Academic Grievances**

The student should first discuss the matter with his/her instructor. If the matter is not resolved by this discussion, the student should bring the complaint, in writing, to the appropriate division dean. If the student is still not satisfied, the student may appeal in writing to the executive vice president - provost for academic and student programs and services. The executive vice president - provost will investigate and notify the student in writing of the outcome of the appeal. The executive vice president - provost may appoint a committee to review and resolve the issue.

#### **Non-Academic Grievances**

The student should first address to the staff member directly. If the student is not satisfied, the matter should be brought in writing to the staff member's supervisor. If the student is still not satisfied, he/she should present the grievance in writing to the associate vice president for student services. If the grievance is not satisfactorily resolved, the associate vice president for student services may appoint a committee to resolve the matter; or may initiate institutional hearing procedures to resolve the complaint. The associate vice president will inform the student in writing of the results. The student may appeal the decision to the President within five (5) business days of receipt of the results. The committee's decision may be appealed to the president. The president's decision is final.

It is the policy of Columbia State Community College that substantive and procedural due process shall be applied in all matters pertaining to the rights of students. Substantive due process addresses the constitutional rights of the individual and procedural due process is an affirmation of this protection. Every effort will be exhausted to resolve student grievances in an amicable and due process manner.

## Grade Appeal Procedure

If a student believes the assignment of a course grade was based on discrimination, arbitrary or capricious action, or any reason not related to academic performance, a procedure exists whereby a student may appeal the grade.

The appeal must be initiated within one (1) semester following the term during which the grade was received. The appeal process includes the following steps that must be initiated by the student:

1. Contact the instructor to ensure that no calculation or administrative error has occurred. If the student cannot schedule a meeting with the instructor, the student should contact the division dean who will schedule the meeting between the instructor and the student. (If the student is in an academic or health sciences' program, the respective program director should be contacted before contacting the division dean.) The only exceptions to this procedure are when the instructor is no longer employed by the College or is unavailable so that it is impossible to complete this step within thirty (30) calendar days.
2. If the student believes an appeal is warranted after consulting with the instructor, the student may appeal to the division dean. The division dean will attempt to resolve the grade conflict within fifteen (15) working days.
3. If the appeal cannot be satisfactorily addressed at this level, the student may appeal in writing to the executive vice president - provost for academic and student programs and services within five (5) working days after notification by the division dean. This appeal should clearly state the basis for the appeal, the evidence for the appeal, and any supporting data. The executive vice president - provost will review the records and notify the student of the results of the review.

## Student Conduct and Discipline

### Institution Policy Statement

Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students.

In fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, Columbia State has developed the following policies that are consistent with Tennessee Board of Regents regulations. In addition, students are subject to all federal, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the College may enforce its own regulations regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

For the purpose of these policies, a "student" shall mean any person who is admitted and/or registered for study at the College for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the policies governing student conduct. Students are responsible for compliance with the Student Conduct and Discipline policies and with similar institutional policies at all times.

For the purpose of these policies, "class days" shall mean regular business days when classes are in session.

Disciplinary action may be taken against a student for violation of the policies which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. Institutions may enforce their own policies regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.

These policies, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

Students in health science programs are required to complete clinical objectives as a major component of the educational experience. Clinical objectives can only be completed at designated clinical facilities that enter into contractual agreements with the Institution to provide experiences for students. As outlined in clinical affiliation agreements, students are subject to facility expectations for behavior and conduct during clinical rotations. These expectations may include random drug screens and criminal background checks. Per program policies, any students denied access by a clinical facility based on established criteria will be unable to complete clinical objectives for the program of study and will be ineligible to continue enrollment.

Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "education records" and are confidential within the meaning of those Acts.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

### **Disciplinary Offenses**

Institutional disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by Columbia State Community

College, Individual, or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

1. Conduct Dangerous to Self or Others. Any conduct, or attempted conduct, which constitutes a danger to any person's health, safety, or personal well-being, including, but not limited to, the following:
  - A. Physical and/or verbal abuse,
  - B. Threats and/or intimidation,
  - C. Harm inflicted on self;
2. Hazing. Hazing means any intentional or reckless act, on or off the property, of the College by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
3. Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;
4. Obstruction of or Interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional, program, event, or facility including the following:
  - A. Any unauthorized occupancy of facilities owned or controlled by Columbia State or blockage of access to or from such facilities,
  - B. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by Columbia State,
  - C. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of the College, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;
5. Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;
6. Theft, Misappropriation, or Unauthorized Sale of Property;
7. Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
8. Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;
9. Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
10. Alcoholic Beverages. The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages

present and available for consumption; it also includes any violation of any term of the Columbia State Drug/Alcohol-Free Communities Statement and Policy. Pursuant to Tennessee Code Annotated §49-7-146, Columbia State is required to notify a parent of a student under age twenty-one (21) if the student "has committed a disciplinary violation" with respect to the use of possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or any rule or policy of Columbia State, except as prohibited by the Federal Education Rights and Privacy Act (FERPA). The trigger for notification will be 1) a plea of guilty to the applicable code of conduct violation, or 2) a final finding of guilt pursuant to the disciplinary procedures.

11. Drugs. The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property or property owned or controlled by an affiliated clinical site. Pursuant to Tennessee Code Annotated §49-7-146, Columbia State is required to notify a parent of a student under age twenty-one (21) if the student "has committed a disciplinary violation" with respect to the use of possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or any rule or policy of Columbia State, except as prohibited by the Federal Education Rights and Privacy Act (FERPA). The trigger for notification will be 1) a plea of guilty to the applicable code of conduct violation, or 2) a final finding of guilt pursuant to the disciplinary procedures.
12. Drug Paraphernalia. The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property or property owned or controlled by an affiliated clinical site.
13. Public Intoxication. Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance.
14. Gambling. Unlawful gambling in any form.
15. Financial Irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution.
16. Unacceptable Conduct in Disciplinary Proceedings.  
Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness.
17. Failure to Cooperate with Institutional Officials. Failure to comply with directions of institutional officials acting in the performance of their duties.
18. Violation of General Rules and Regulations. Any violation of the general rules and regulations of the College as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
19. Attempts, Aiding and Abetting. Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission. Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution.
20. Violations of State or Federal Laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
21. Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution.
22. Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law.
23. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 5:01:02:00, 2:02:10:01 and TBR Guideline P-080; All matters involving allegations of impermissible discrimination, harassment or retaliation will be governed by the procedures outlined in Tennessee Board of Regents

Guideline P-080 Subject: Discrimination and Harassment- Complaint and Investigation Procedure or an institutional policy that reflects the current requirements of that Guideline.

24. Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:
  - A. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution.
  - B. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/ examination. The term academic exercise includes all forms of work submitted for credit or hours.
  - C. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
25. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for any Columbia State facility without proper authorization.
26. Violations of conduct requirements described in handbooks for specific programs of study.
27. Litter. Dispersing litter in any form onto the grounds or facilities of the campus.
28. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value.
29. Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:
  - A. Use of another person's identification to gain access to institutional computer resources.
  - B. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems.
  - C. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file.
  - D. Unauthorized transfer of a computer or network file.
  - E. Use of computing resources and facilities to send abusive or obscene Correspondence.
  - F. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system.
  - G. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official.
  - H. Violation of any published information technology resources policy.
  - I. Unauthorized peer-to-peer file sharing.
  - J. Any violation of the terms of the Columbia State Policy No. 07:04:00 Use of Information Technology Resources.
30. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present.
31. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution.
32. Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means.
33. Smoking Violations. Violation of any Columbia State and/or TBR smoking or other tobacco use rules or policies.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at Columbia State for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the awarding of a degree is

actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.02, Disciplinary Offenses. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## Academic And Classroom Misconduct

### Academic Misconduct

1. The faculty member teaching the class has primary responsibility for control over student classroom behavior in that class.
2. Faculty are expected to maintain academic integrity and an environment conducive to learning within the classroom. In doing so, they are expected to adhere to college definitions for academic dishonesty and classroom misconduct and to the procedures to be followed in the event a student is accused of either. For a description of these, refer to the Columbia State Community College Student Handbook (see "Student Conduct and Discipline").
3. The faculty member may order the immediate and temporary removal or exclusion from the classroom of any student engaged in academic misconduct. In doing so, the faculty member must inform the student of his or her right to due process and of the procedures to follow in order to appeal the removal. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the College.
4. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students responsible for academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to exercise Summary Academic Discipline.

### Summary Academic Discipline

An instructor who has good cause to believe that a student engaged in academic misconduct in connection with a course taught by the instructor or an examination proctored by the instructor, or his or her designee may choose to exercise Summary Academic Discipline as outlined below:

1. The instructor will gather information relevant to the misconduct, discuss with the division dean, and meet with the offending student, presenting the information relevant to the misconduct and explaining the sanction imposed.
2. A student's grade in the course, or the assignment or examination affected by the alleged academic misconduct may be lowered to any extent, including a grade of "F" as long as the failing grade is proportional to the nature and extent of the academic misconduct.
3. If the instructor assigns a lower grade or an F or zero to the student because of academic misconduct, the instructor must complete the top half of the Student Academic Misconduct Form and submit to the division dean. The form includes the violations and the sanctions imposed.
4. The division dean must notify the student of the actions and of the appeals process that is available if the student opts to appeal the instructor's decision. The dean must also send a copy of the written notification to the Executive Vice President-Provost and the Associate Vice President, Student Services of the action to advise the student of his or her right to appeal the Summary Academic Discipline to the Executive Vice President-Provost. The student should continue to attend class during the appeals process.
5. After being confronted with information relevant to academic misconduct, the accused student may accept the sanction imposed by the instructor, or he/she may initiate the appeal of summary academic discipline within five (5) class days. If he/she accepts the instructor-imposed sanction, he/she also waives the right to an appeal, and the decision of the instructor will be final.

### Student Appeal of Summary Academic Discipline

If a student believes he/she has been erroneously accused of academic misconduct or if he/she believes the actions or sanctions are too severe for the incident, the student may appeal an exercise of Summary Academic Discipline to the division dean. The student must contact the division dean in writing within five (5) class days of receipt of notification of the summary action.

The division dean will forward the appeal to the Executive Vice President-Provost within five (5) class days. The Executive Vice President-Provost may adjudicate the case, or he/she may, at his or her sole discretion, appoint an Academic Misconduct Appeals Committee to review and resolve the issue within five (5) class days of having received the appeal from the division dean. The committee will consist of at least three faculty members and two students, all of whom shall serve for the duration of the appeal. The committee should arrive at a decision within thirty (30) class days, absent good cause.

The Academic Misconduct Appeals Committee will then determine when the appeal hearing will be held. **The student must be notified of the date, time and location of the hearing so he/she can be in attendance.** The student should be notified as soon as possible, but given a minimum of one week's notice. The student will be advised of the following rights applicable at the hearing:

1. The right to present his/her information. However, the student's nonattendance, absent good cause, will not hinder the Committee from meeting and making a decision.
2. The right to be accompanied by an advisor. The hearing committee may restrict the advisor's right to speak at the hearing.
3. The right to call witnesses in his or her behalf.
4. The right to confront witnesses against him or her.
5. The method and time limitations for appeal, if any are applicable.

The committee will then conduct the appeal hearing, consider all of the information presented and make a decision by simple majority vote. The committee can either uphold or overturn the sanctions of the instructor. If the committee upholds the sanction, the decision will be reported to the Executive Vice President-Provost and, for record maintenance, to the Associate Vice President, Student Services. If the committee decides to overturn the sanctions of the instructor, the student must receive grades on all assignments and the course in accordance with the normal grading policies of the instructor (unless some other instance of academic misconduct occurs).

The Executive Vice President-Provost will send the student a written copy of the decision of the Academic Misconduct Appeals Committee within five class days of the Committee's decision.

The student will be advised of his or her right to appeal to the President of Columbia State within five (5) class days following receipt of the academic misconduct appeals committee's decision. Appeals must be made in writing. The President will make a determination within ten (10) class days. The decision of the President is final.

A student who is found responsible for academic misconduct will not be permitted to withdraw from the course to avoid Summary Academic Discipline.

A student who is found responsible for academic misconduct may be subject to additional disciplinary sanctions imposed by the Associate Vice President, Student Services or the Student Discipline and Procedures Committee if he/she is found to be involved in multiple incidents that involve other classes or other students.

### **Classroom Misconduct**

Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, laptop computers, tablets, games, etc.).

Faculty establish class attendance and punctuality requirements, subject to state or federal laws, and inform students of those requirements, along with the consequences for failing to meet those requirements, through the published syllabi for each course.

In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury, or incapacitating illness), for which students were unable to make immediate contact with faculty, the student may contact the Office of Student Services for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## Disciplinary Sanctions

Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these policies or the general policies of an institution, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institutional officials.

### Sanctions that may be imposed include, but are not limited to:

1. Restitution. Restitution may be required in situations which involve destruction, damage or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;
2. Warning. The Associate Vice President, Student Services may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;
3. Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these regulations and provides notice that that any further violation(s) may result in more serious penalties;
4. Service to the Institution or Community. A student, or student organization, may be required to donate a specified number of service hours to Columbia State performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing College property);
5. Specified Educational/Counseling Program. A student or student organization may be required to participate in a specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;
6. Apology. A student or student organization may be encouraged to issue an apology that is appropriate for the circumstances and relates to the behavior giving rise to the disciplinary offense;
7. Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action.
8. Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in Columbia State or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.
9. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;
10. Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;
11. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter Columbia State property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
12. Revocation of Admission, Degree, or Credential;
13. Interim Suspension. As a general rule, the status of a student or student organization accused of violation of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, any other member of the institution its guests, property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student, or

14. student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;
15. Any alternate sanction deemed necessary and appropriate to address the misconduct.

The President of the College is authorized, at his or her discretion, to uphold the decision, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases. The decision of the President is final.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.04 Disciplinary Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and or applicable law(s), the TBR rule, policy and/or law will control. History– Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## Traffic and Parking

Columbia State has implemented institutional Traffic and Parking Policies which govern traffic and parking on all of the campuses. The purpose of these policies is to facilitate the orderly and efficient flow of traffic, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. Institutional policies are published annually through signage and in the Columbia State Traffic and Parking Policies brochure, the Student Handbook, and on the Columbia State website.

The driver of a vehicle not properly parked in designated areas may be subject to a fine.

A campus access fee will be charged per semester to all students. Each student will be given one parking decal at no charge. Additional or replacement permits may be secured from the Office of Student Services for a fee. Students at extended campuses may secure their permits from the administrative staff at the respective campuses.

Parking decals should be placed on outside lower-left corner (driver side) of the rear window.

### General Parking Information:

Rules of courtesy and safety require that all drivers pull into their parking spaces, leave vehicles between the painted lines and refrain from blocking entrances, exits, or walkways. Valuables and keys should never be left in vehicles.

### Designated Parking

#### Visitors

- Visitors may park in marked areas
- Visitor parking permits should be secured from the Office of Student Services or Campus Directors' offices for conferences and extended visits.

#### Faculty and Staff

- Faculty and staff may park in the designated lots immediately in front of the Pryor Administration Building, south of the Clement Building, west of the Jones Student Center, along the street access from the gymnasium, and in front of the Walter Building in Columbia.
- At all the campus locations, employee spaces are designated by blue lines.

#### Students

- Students may park in either of four large lots north of the Pryor Building, west of the Jones Student Center, and south of the Clement Building at the Columbia campus.
- At all campus locations, student spaces are designated by white lines.
- Cycles should be parked in designated spaces at various locations across all of the campuses.

#### Disabled

- Spaces for persons with disabilities are provided at several locations across all campuses.
- Disabled tag must be displayed when parked in these spaces.

### Fines/Penalties

All fines are payable in the Business Office. All unpaid tickets double in cost at the close of each semester.

#### Fines assessed for violations are as follows:

No Valid Permit Displayed	\$25.00
No Parking areas	\$15.00
Visitor parking areas	\$10.00
Faculty/Staff parking areas	\$10.00

The fine for disabled/handicapped parking violations is established by statute and will be adjusted as required. Columbia State reserves the right to tow any vehicle that is parked improperly.

## Appeals

All appeals are made to the Associate Vice President, Student Services within five (5) class days. If the student disagrees with the Associate Vice President's disposition, he or she may request of the Chair of the Student Discipline and Procedures Committee a hearing within five (5) class days of receipt of the Associate Vice President's disposition.

When such a hearing is initiated, the following procedures shall apply:

1. In five class days, the student shall be advised, in writing, of the breach of regulation(s) of which she/he is charged.
2. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation. A hearing date will be scheduled within 10 class days after the student receives notification of the charges.
3. The student shall be advised of the following rights applicable at the hearing:
  - A. The right to present his or her information.
  - B. The right to be accompanied by an advisor. The Committee may restrict the advisor's right to speak during the hearing.
  - C. The right to call witnesses in his or her behalf,
  - D. The right to confront witnesses against him or her, and
  - E. The student shall be advised of the method and time limitations for appeal, if any are applicable
4. The Student Discipline and Procedures Committee shall be charged to hear relevant information, to make findings of fact, to make decisions based on those facts, and to submit in writing the decision to the Associate Vice President, Student Services within thirty (30) class days of receipt of the appeal.
5. The Student Discipline and Procedures Committee is appointed by the President and consists of four active faculty members, four alternate faculty members, two student members, the Director of Financial Aid, and two non-voting, ex-officio members, the Executive Vice President-Provost and the Associate Vice President, Student Services, all of whom shall serve for two years or until leaving the college, whichever comes first.
6. Any individual on the Committee who has an interest in the case should disqualify himself or herself.
7. All hearings shall be closed unless the student or organizations requests an open hearing in writing.
8. The student shall receive a written copy of the decision of the Committee hearing from the Associate Vice President, Student Services within five (5) class days of the hearing and shall be advised of his/her right to appeal the decision of the Student Discipline and Procedures Committee to the President of the College.
9. A student may appeal a decision of the Student Discipline and Procedures Committee to the President of the College by writing the President within five (5) class days of receipt of the Committee's decision.
10. The President of the College is authorized, at his or her discretion, to uphold the decision, to intervene in order to negotiate a mutually acceptable resolution to any parking fines or penalties, or subsequently to convert any fines or penalties to a lesser amount or sanction, or to rescind any previous finding, in appropriate cases. The decision of the President is final.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/ or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## Disciplinary Procedures

In the implementation of TBR regulations related to the discipline and conduct of students, Columbia State insures the constitutional rights of students by providing a system of procedures which afford the protection of due process of law. Columbia State has enacted policies that are compliance with TBR Policy 3:02:01:00, as well as applicable state and federal law. All disciplinary procedures are affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

### TUAPA

All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 9-8-01 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of through the informal adjudication by the Associate Vice President, Student Services or through the Columbia State institutional hearing process.

### Institutional Hearings

For matters not subject to the requirements of TUAPA or when a student has waived his/her right to a TUAPA hearing, Columbia State vests the authority to hear student/organizational misconduct or traffic/parking violations with the Associate Vice President, Student Services, or designee, and with the Student Discipline and Procedures Committee.

The steps to resolution are as follows:

1. Preliminary Conference. Misconduct involving the violation of College regulations shall be reported to the Associate Vice President, Student Services or appropriate designee. Within five (5) class days of the reported allegation, the Associate Vice President for Student Services shall call the accused student to a preliminary conference where the student shall be informed of the charges against him/her and apprised of his/her rights as stated in these policies. The Associate Vice President, Student Services or appropriate designee shall investigate the validity of alleged misconduct within fifteen (15) class days of the reported charge.
2. Following completion of the informal investigation, the Associate Vice President, Student Services or appropriate designee may:
  - A. Determine that there is an insufficient basis, in fact, and dismiss the matter; or
  - B. Conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of college privileges would be appropriate; or
  - C. Conclude that there is a sufficient factual basis for discipline and that discipline, including the possibility of suspension or expulsion or removal of college privileges, would be appropriate.
3. The Associate Vice President, Student Services or appropriate designee may, after an informal investigation, notify the student in writing of the charge(s), as well as the options for adjudication of the case within five (5) class days. The due process rights associated with each option will also be included. The student will have five class days following receipt of written notification to select an option. The options are as follows:
  - A. Disposition by the by the Associate Vice President, Student Services. In discipline cases other than academic dishonesty, a student or organization may request that the Associate Vice President, Student Services adjudicate the case informally. The student will have the opportunity to present argument and information on his or her behalf. The Associate Vice President, Student Services will inform the student of the findings, the basis for the conclusions, and impose discipline specified in Disciplinary Sanctions as he/she deems to be appropriate. The student or organization will be informed in writing of the specific disciplinary offenses and sanctions within 10 class days. In informally adjudicated cases, the decision of the Associate Vice President will be final.
  - B. No contest of the case.
  - C. Student election of the use of informal adjudication or to not contest the case requires that the student waive, in writing, his/her right to due process. Selection of one option constitutes waiver of all other options.
  - D. Discipline and Procedures Committee hearing. A student or organization may choose to have the case heard by the Student Discipline and Procedures Committee. If such a hearing is initiated, the following procedures shall apply:
    - a. The student or organization shall be advised, in writing, of the breach of regulation(s) of which she/ he is charged.
    - b. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation. A hearing date will be scheduled with- in 10 class days after the student or organization receives notification of the charges.
    - c. The student shall be advised of the following rights applicable at the hearing:
      - i. The right to present his or her case. However, the student's nonattendance, absent good cause, will not hinder the Committee from meeting and making a decision.
      - ii. The right to be accompanied by an advisor (for example, a friend, family member, faculty or staff member). The advisor must agree to abide by the confidentiality restrictions set forth in the proceedings. The Committee may restrict the advisor's right to speak during the hearing.
      - iii. The right to call witnesses in his or her behalf,
      - iv. the right to confront witnesses against him or her, and
      - v. The student shall be advised of the method and time limitations for appeal, if any is applicable.
  - E. The Student Discipline and Procedures Committee shall be charged to hear relevant information, to make findings of fact, and to make decisions based on those facts.
  - F. The Student Discipline and Procedures Committee is appointed by the President and consists of four active faculty members, four alternate faculty members, two student members, the Director of Financial Aid, and two non-voting, ex-officio members, the Executive Vice President-Provost and the Associate Vice President, Student Services, all of whom shall serve for two years or until leaving the college, whichever comes first.
  - G. Any individual on the Committee who has an interest in the case should disqualify himself or herself.
  - H. All hearings shall be closed unless the student or organizations requests an open hearing in writing.

- I. The student or organization shall receive a written copy of the decision of the Committee hearing with any sanctions within five class (5) days of the hearing and shall be advised of his or her right to appeal the decision of the Student Discipline and Procedures Committee.
- J. If a student, absent good cause, fails to return the Election of Waiver of Hearing Procedures Form in a timely manner, the student will be deemed to have waived a right to the processes described above and Columbia State may proceed as it deems, in its sole discretion, appropriate in the circumstances.
  - a. Interim Suspension Hearings: Hearings conducted with regard to interim suspensions imposed pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for imposition of the interim suspension.
  - b. Alternative Resolution Procedures: Columbia State is authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of disciplinary matters, with the consent of all relevant parties. Alternative resolution methods may include, but are not limited to, mediation, diversion programs, and/or negotiated resolutions.

## Appeal Procedures

### **Appeal of decision of a hearing held pursuant to TUAPA.**

A student's right to appeal a decision resulting from a hearing held pursuant to the TUAPA shall be governed by the provisions of the TUAPA.

### **Appeal of decision of Student Discipline and Procedures Committee.**

A student may appeal a decision of the Student Discipline and Procedures Committee to the President of the College. The appeal must be filed in writing within five (5) class days of receipt of the Committee's decision.

The President of the College is authorized, at his or her discretion, to uphold the decision, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases. The decision of the President is final.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

# General Policies

## Acquired Immune Deficiency Syndrome

As outlined in College Policy 01-02, students who have been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or a positive Human T-Lymphotropic Virus (HLTV-III)/Human Immunodeficiency Virus (HIV) antibody test, will be permitted to participate in classes so long as they are physically able.

## Drug Free Schools Policy

The following policy applies to all Columbia State Community College employees, including faculty and students, in compliance with the provisions of the Drug-Free Workplace Act of 1988 (41701, et. seq.) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, et.seq.).

It is the policy of Columbia State to strictly prohibit the unlawful use and/or possession of alcoholic beverages and/or any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance on College-owned, controlled, or leased property. The unlawful use, abuse, manufacture, or distribution and/or possession of alcohol or illicit drugs are prohibited during any College-related activity including off-campus trips. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in this handbook and/or the *Columbia State Policies and Procedures Manual*.

### Legal Sanctions

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either:

- distribution or possession at or near a school or college campus, or
- distribution to persons under 21 years of age.

Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417 (21 U.S.C. 801, et. seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of 21, such offense being classified a Class A misdemeanor (T.C.A. 39-15-404).

The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days, or a fine of not more than \$50, or both (T.C.A. 39-17-310).

### Institutional/School Sanctions

Columbia State will impose the appropriate sanctions on any employee or student who fails to comply with the terms of this policy.

#### Employees

As a condition of employment, each employee, including student employees, must abide by the terms of this policy and must notify their department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. A conviction includes a finding of guilt, a plea of *nolo contendere* or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to notify of conviction may include one or more of the following:

- termination;
- suspension;
- mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- recommendation for professional counseling;

- demotion
- letter of warning; and/or,
- probation.

### **Students**

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- expulsion;
- suspension;
- mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- probation;
- warning; and/or,
- reprimand.

**Drug and Alcohol Awareness.** A cursory description of the health risks associated with the use of beverage alcohol and illicit drugs are as follows:

### **Alcohol**

Use or abuse of alcohol is the most neglected health problem in the United States today. Alcoholism is a complex, progressive disease in which the use of alcohol interferes with health, social and economic functioning. Untreated, alcoholism results in physical incapacity, permanent mental damage, and/or premature death.

According to the Summary Health Statistics for U.S. Adults: National Health Interview Survey, 2012, 51% of adults 18 years and over are current regular drinkers (at least 12 drinks in the past year). Alcohol is involved in one-third of all suicides, half of all murders, half of all traffic deaths, and one-fourth of all other accidents, and is involved in over 50% of all arrests, including sexual assaults. Use of alcohol during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome. Drinking is implicated in cancer, heart disease, liver disease, gastrointestinal disease, negative effects on sleep, and other illnesses. Beverage alcohol can damage all body organs, leading to liver, heart and digestive problems, circulatory system interference, personality disorders, reproductive problems, and central nervous system disorders such as poor vision, loss of coordination, memory loss, loss of sensation, mental/physical disturbances, and permanent brain damage. The physical and psychological changes that occur as a result of addiction to alcohol can pave the way for addiction to pharmacologically similar (mood-altering) drugs.

### **Illicit Drugs**

Illicit drugs are natural and synthetic chemical substances used to affect body processes, like the mind and nervous system. The use of illicit drugs results in many of the health risks that are involved with alcohol use. However, specifically, the illicit use of drugs increases the risk of: mental deterioration, death from overdose, physical and mental dependence or addiction, hepatitis and skin infections from needle use, psychotic reactions, inducement to take stronger drugs, brain damage, danger of "flashback phenomenon," hallucinations, unconsciousness, deep depression, distortion of time and space, permanent damage to the lungs, brain, kidneys and liver, death from suffocation or choking, anemia, amnesia, AIDS, and other infections. If used excessively, the use of alcohol and drugs singly or in certain combinations may cause death.

### **Drug and Alcohol Counseling, Treatment, Rehabilitation Programs, and Employee Assistance Programs**

The Student Success Counselor will assist students and/or employees who now have or have had a drug and/or alcohol problem. The procedures are:

- To encourage the individual with a problem to seek the assistance of a qualified drug/alcohol therapist or seek treatment from a drug treatment center or mental health center;
- To provide information to the individual regarding treatment resources in the surrounding area and how to secure their services. Description materials are provided when available detailing the facility, length of stay, cost, etc.;
- To assist the student and/or employee in making the initial contact with an outside agency or to provide ongoing emotional support.

Several public and private drug and alcohol rehabilitation centers are located in the Columbia State service area. They provide medical treatment if indicated and include individual, group, and family counseling.

### **Harassment**

Columbia State Community College will not condone sexual, racial, or other forms of harassment of students, employees of the College, or applicants for employment.

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law.

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course, or activity;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance / educational experience, or creating an intimidating, hostile, or offensive work/educational environment.

Generally, racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin.

Generally, harassment on the basis of religion, handicap, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with an individual's academic efforts, employment, or participation in institutionally-sponsored activities. Such harassment also includes any activity which creates an intimidating, hostile, or demeaning environment.

In situations that require immediate action, because of safety or other concerns, the institution can take any disciplinary action which is appropriate, e.g., suspension with pay, pending the initiation of the investigation by the affirmative action officer, the Director of Human Resources. Individuals who feel they have been harassed are encouraged to contact the Director of Human Resources (Pryor Administration Building 116). The Associate Vice President for Student Services will be called upon to investigate incidents in which students feel that they have been harassed as a result of the actions of another student (Jones Student Center 147).

## Information Technology Resources at Columbia State

The Information Technology office at Columbia State supports computing and information technology resources across all campuses. Information Technology resources include hardware, software, user accounts, electronic mail, local and wide area networks, connectivity among all campus sites, and access to the Internet. Information Technology (IT) also provides a help desk service during normal class hours from 7:45 a.m. until 5:15 p.m., Monday through Friday. The Helpdesk is located in the basement of the Finney Memorial Library, on the Columbia campus. The IT office administrates the functions of the general purpose computing labs, as well as the Lab Monitor program. For more information on the Helpdesk, the general purpose computer labs, or the Lab Monitor program, call the Helpdesk at (931) 540- 2650, or email [helpdesk@columbiastate.edu](mailto:helpdesk@columbiastate.edu). You may also find information on IT and locations of the computer labs at [www.columbiastate.edu](http://www.columbiastate.edu)

### General Purpose Computing Labs and Columbia State User Accounts

The mission of Columbia State Multipurpose Computer Lab (CMPCL) is to provide computer technology service and support to the faculty, staff and students that form the Columbia State community. The CMPCL provides users with access to the computer lab equipment supervised by Instructors and supported by Lab Monitors. The equipment includes microcomputers, printers, supplies, application software and software documentation. A current Columbia State account (PVT Account) is required for access. The Columbia State faculty and Information Technology staff oversees the use of this equipment and provide the general problem-solving services. The Information Technology staff provides hardware and software installation, modification and maintenance. The services are primarily designed to help users with computing operations. Columbia State Multipurpose Lab facilities are available in Warf 108, Warf 108A, Warf 201, Warf 206, Clement 214, CLS102 (Clifton), LBS103 (Lewisburg), LCC114 (Lawrenceburg), LCC115 (Lawrenceburg), Yates108 (Franklin), Yates107 (Franklin,) and the Waymon L. Hickman Building (WLHB130). Information Technology staff members provide support to all labs.

### Using Multipurpose Computer Labs

1. Computers are available on a first-come, first-served basis. Moreover, labs are reserved when formal classes are in session. Other than these reserved times, all use of the lab depends on availability of equipment. (Other workshops, classes and ad hoc use may be scheduled.)
2. A variety of programs (software) are available for use in the lab. These programs have been specifically configured for Columbia State computers and peripherals. No software may be copied to or from any PC without special permission from the Associate Vice President for Information Technology.
3. All PCs have USB connection for a jump drive and a writeable CD for data storage. Students may purchase jump drives and blank CD's at the College Bookstore. Students are advised not to store data on the hard drive unless instructed by their faculty. Files stored without prior permission are subject to deletion.

**LAB GUIDELINES**

1. Columbia State staff, students and authorized users are welcome to use the computer equipment for class assignments and class related work.
2. Computer "CHAT" and GAME playing are low priority usage. Class assignment, related work and computer maintenance have high priority over game playing. Users should release machines if needed.
3. DO NOT
  - access pornographic, X-rated or other sites that may be considered obscene or offensive to others
  - display obscene pictures, profanity or other pornography.
  - interfere with other people's computer work.
  - use more than one (1) machine per person.
  - access other people's files.
  - change, add to or otherwise modify machine unit settings or software setup (including, but not limited to, screen savers, color, background). Changes made for class assignment must be revised when complete.
  - tamper with machine lock and unlock mechanism.
  - bring or consume food, drink or tobacco products in the lab.
4. Unattended (under 11) or disruptive (any age) children are not allowed in the lab.
5. No loitering in the lab.
6. Columbia State ID, photo ID or verification of approved usage can be requested at any time.
7. The user is responsible for backup of personal work.
8. Personal printing that is not a class assignment must be approved (see your instructor or the Associate Vice President for Information Technology).
9. Do not remove cables, power cords, mouse, keyboards, etc.
10. Users should remain QUIET during open lab periods so as not to disturb the productive work of others.
11. Columbia State is NOT responsible for problems caused by computer viruses, improper use of the equipment, or loss of data due to equipment malfunction or any other reason.
12. Columbia State is not responsible for any personal items left in the computer lab. This includes, but is not limited to: IDs, class assignments, books, personal items, keys etc.
13. When using a Columbia State computer to access other sites, the user must abide by all policies at the remote site.
14. You will be asked to leave the lab (IMMEDIATELY) upon breaking any of the above guidelines. Other penalties may be imposed including loss of lab privileges.

**Computer Resources and Facilities Usage Guidelines**

1. All computer software and/or documents developed by students, faculty, staff, or others on college time and/or equipment becomes the property of Columbia State Community College. Computing documents may be examined or disclosed by this college if there is reason to suspect violation of college policies.
2. Purchase of all computer hardware or software by any department must be approved by the Associate Vice President for Information Technology.
3. The computer labs are open to all Columbia State faculty, students and staff on a first-come first-served basis during open periods. Students in scheduled classes have first priority on the equipment during their assigned lab periods.
4. All systems to be written by Information Technology personnel must be planned and requested through the office of the Associate Vice President for Information Technology before the fiscal year in which work is to begin. Work requiring minimal programming effort should be requested directly through the Associate Vice President for Information Technology via proper form with required signatures.
5. Access to the computer room is restricted and any entry must be accompanied by an Information Technology staff member.
6. Tours of the computer room are conducted with advance notice and only under the supervision of the Associate Vice President for Information Technology or designated Information Technology staff member.
7. Columbia State assigned accounts are the property of Columbia State Community College and account usage may be monitored at any time without prior notice. Computer facilities may be used for college educational and administrative purposes only.

Computer facilities at Columbia State are available to all students, faculty, and staff upon written application. The applicant is the authorized user. Approved authorization may not be shared with others. Other users may receive computer access upon written application and approval by the Associate Vice President for Information Technology. It is the responsibility of Information Technology personnel to maintain a stable operational environment for all users and to provide security for all programs and files currently residing on available computer systems. Cooperation of all users in the form of ethical and responsible behavior is required at all times so that all may share resources freely and equitably.

The following rules and regulations are to define all users' limitations. These rules are separate and apart from the code of conduct as approved by the Tennessee Board of Regents. Any violations shall be termed "computer misuse", and the offender shall be referred to the respective college office for disciplinary action.

1. A computer account may not be used by anyone other than the applicant(s) and for any purpose other than that stated on the application form. A user may not attempt to learn the password of any other user and may not attempt to alter or destroy the files belonging to others.
2. An individual may not access or copy the program(s) or data belonging to other individual(s) or to Columbia State without permission.
3. Equipment, programs and data provided by Columbia State may not be taken to other sites without written permission from the Associate Vice President for Information Technology.
4. An individual may not tamper with or change any switch setting on any devices without approval from an Information Technology staff member. A user may not unplug a Columbia State computer system from the network, and plug their personal computer into the network.
5. A user may not monopolize any available resource to the extent of denying others fair use. Any non-productive use of the computer, i.e., game-playing, chat, etc. will be restricted to time intervals designated by Information Technology staff.
6. Use of the Columbia State computer system for conducting personal business is prohibited.
7. An individual may not load software onto any computer without permission of the Associate Vice President for Information Technology. The request to load software must be accomplished by documentation indicating such duplication is permitted by software license. A copy of the software license for any application must be kept in the Information Technology office in Warf 110.
8. Use of unlicensed software is prohibited. Software license(s) should be verified by the Associate Vice President for Information Technology.
9. Computer resources must not be used for any unlawful purposes. It is NOT acceptable to transmit or receive threatening, obscene, or harassing materials.

The dispositions listed below (not an all-inclusive list) are examples drawn from the sanctioned policy of the Tennessee Board of Regents Code of Conduct:

1. Revoking of the individual's right to use the computer, either on a temporary or permanent basis
2. probation, suspension or expulsion
3. Financial assessment for computer services
4. Legal prosecution

In the event that other college regulations are violated, additional penalties may be imposed. Unauthorized use of the computer by an individual other than a member of the college community may be adjudged a felony, and the individual may be liable to legal prosecution.

### **Guidelines for Student Use of Information Technology Resources**

The primary purpose of Columbia State Community College's Information Technology resources is to support the educational mission of the College. Information Technology staff members are responsible for maintaining a stable operating environment for all users, and provides security for access to all programs and files residing on Columbia State computers. Cooperation in the form of ethical and responsible behavior is required at all times so that resources may be shared freely and equitably.

The following rules and regulations are to outline all users' limitations. These rules are separate and apart from the code of conduct as approved by the Tennessee Board of Regents. The policies of the Tennessee Board of Regents are to be followed by each student. A copy of this policy may be found at the Tennessee Board of Regents Web site at <http://www.tbr.edu/policies/default.aspx?id=4862>.

Any violations shall be termed "computer misuse" and the offender shall be referred to the respective College office for appropriate disciplinary actions.

1. Allowing access to your account to another individual is not allowed. The account may not be used for any other purpose outside of College educational or administrative purposes. A user may not attempt to gain access to another's account, or alter, or destroy files belonging to others.
2. Copying programs or data belonging to Columbia State for one's personal use is strictly prohibited and may violate copyright or license agreements.
3. A student may not tamper with or alter any settings on any Columbia State computer, nor may a user tamper with or disconnect any existing computer from the Columbia State network.
4. Any non-productive work (games, social media, etc.) will be restricted by Information Technology staff. A user may not monopolize a resource to the extent of denying others fair access.
5. Installation of software or connection of hardware to any Columbia State computer is restricted to Information Technology staff. Use of computer resources to interrupt normal College operations and networks, including the introduction of viruses, electronic mail spam, sending chain letters, or monopolizing or intentionally damaging equipment is prohibited.
6. The unauthorized downloading, copying, or distribution of materials (i.e., proprietary music, video, software, or database information) via Information Technology resources is prohibited.
7. Student users should be aware that course instructors have primary responsibility for the maintenance of academic integrity. Cases involving academic dishonesty (i.e., plagiarism, cheating, etc., and/or facilitating such an act) should be reported to the Associate Vice President for Information Technology.

8. Computer and Information Technology resources must not be used for any unlawful purpose. Use of unlicensed software on Columbia State computers is strictly prohibited. It is not acceptable to transmit or receive threatening, obscene, vulgar, sexually explicit or harassing materials. Intentional failure to observe policies governing the use of Information Technology resources can result in suspension of user privileges, or other disciplinary actions. In addition, violations may result in referral for prosecution by federal, state, or local authorities.

### **FERPA: Confidentiality of Student Records**

Columbia State Community College complies with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the confidentiality of personally identifiable educational records of students. Student rights are as follows:

1. The right to inspect and review his/her educational records within 45 days of the day the College receives a request for access. Students should submit to the Director of Records, the dean, head of the academic department, or other appropriate official, written requests that indicate the record(s) they wish to inspect. The College official—the Director of Records, Dean, department head, or other appropriate professional—will notify the student of the time and place the record(s) they wish to inspect will be available for review.
2. The right to request an amendment of his/her educational records that the student believes is inaccurate or misleading. Students should write the appropriate College official who is responsible for the record and clearly identify the part of the record that they desire changed, and explain why the current reading is inaccurate or misleading. The adjudicating official will notify the student of the College's decision. If the College does not elect to amend the record as requested, the communication will advise the student of his/her right to a hearing regarding the request for amendment. Information regarding hearing procedures will also be included. After the hearing, if the College still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to consent to disclosures of personally identifiable information contained in his/her educational records, except to the extent that FERPA authorizes disclosure without consent. Under the provisions of FERPA, the College may disclose directory information to any person requesting it without the consent of the student. Directory information may include the student's name, address, telephone number, date and place of birth, enrollment status (full-time or part-time, or withdrawn), major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational institution attended. Examples of such disclosures include, but are not limited to, play-production programs, honors recognition lists, graduation programs, and athletic activity sheets and programs.
4. The right to file a complaint with the U.S Department of Education concerning alleged failures by Columbia State to comply with the requirements of FERPA. The name and address of the office that oversees FERPA may be obtained from the Director of Records.

Students may request that "Directory Information" be withheld from anyone except Columbia State school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Columbia State Foundation; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

In most instances, the College will require written permission from the eligible student in order to release any information from the student's education record. FERPA allows for disclosure of records, without consent, to the following parties or under the following conditions:

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies, and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Students wishing to refuse disclosure must submit a request for Non-Release of Directory Information to the Records office (Jones Student Center 101), after registering for classes. This request will remain in effect until the student signs a form to cancel the request.

## Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student, or volunteers at an institution of higher education in the State of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form, and deliver it to TBI headquarters in Nashville.

As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this State of committing a sexual offense, or who is or has been convicted in another state or another country, or who is or has been convicted in a federal or military court of committing an act which would have constituted a sexual offense if it had been committed in this State. A "sexual offense" means the commission of acts including, but not limited to, aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and State laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution in the Campus Security office. Information is also available on the TBI's Web site listing of sex offenders located on the Internet at <http://www.ticic.state.tn.us/sorinternet/sosearch.aspx>.

## Sexual Misconduct

This policy is intended to provide a single, easily accessible and user-friendly document for students, employees, and others affected by sexual misconduct to find information regarding the rules and procedures of Columbia State Community College related to the offenses defined herein.

This policy is adopted by Columbia State Community College specifically to address the offenses defined herein. All other forms of sex discrimination including sexual harassment are also strictly prohibited. Allegations that are not within the scope of this policy are subject to the procedures described in TBR Guideline P-080 as adopted and implemented by Columbia State Policy 05:01:00 *EEO, AA, Discrimination and Nepotism*.

### I. Scope: These procedures shall be utilized by:

- A. Any employee or student who has been a victim of sexual misconduct, regardless of sexual orientation or gender identity/expression;
- B. Former employees or students if the conduct took place during the time of employment or enrollment at Columbia State and the conduct has a reasonable connection to the institution;
- C. All third parties with whom Columbia State has an educational or business relationship and the conduct has a reasonable connection to the institution;

### II. Definitions

- A. Consent—an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.
- B. Dating Violence—violence against a person when the accuser and accused are dating, or have dated, or have or had a sexual relationship. "Dating" and "dated" do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to:
  1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
  2. Placing the accuser in fear of physical harm;
  3. Physical restraint;
  4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser;
  5. Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601(5)(c); or,
  6. Placing a victim in fear of physical harm to another person: friends, family, or associate.
- C. Domestic Violence Victim—violence against a person when the accuser and accused:
  1. Are current or former spouses;
  2. Live together or have lived together;
  3. Are related by blood or adoption;
  4. Are related or were formally related by marriage;

5. Are adult or minor children of a person in a relationship described above; or
- D. Domestic Violence – includes, but is not necessarily limited to:
  1. Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
  2. Placing the accuser in fear of physical harm;
  3. Physical restraint;
  4. Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
  5. Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-60.
  6. Placing a victim in fear of physical harm to another person: friends, family, or associate.
- E. Sexual Assault—the nonconsensual sexual contact with the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.
- F. Sexual Misconduct—for the purposes of this policy, "sexual misconduct" is defined as dating violence, domestic violence, stalking, and sexual assault.
- G. Stalking—a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- H. Harassment -conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose – TCA § 39-17-315.

### III. Prohibition of Sexual Misconduct

Sexual misconduct is a form of sexual discrimination prohibited by Title IX. Columbia State is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in this policy, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault. Columbia State strictly prohibits these offenses. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to this policy.

### IV. Immediate Actions a Victim Should Take

- A. In the immediate aftermath of a sexual assault, domestic violence, dating violence or similar event, the most important thing is for the victim to get to a safe place.
- B. When a feeling of safety has been achieved, the victim should seek medical attention, regardless of his or her decision to report the crime to the police. It is very important for the victim of sexual assault to seek medical attention immediately so that the victim can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries.
- C. A victim has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.
- D. Valuable physical evidence can be obtained from the victim and the victim's clothing. A victim should make every effort to save anything that might contain the offender's DNA. Therefore, a victim should not:
  1. Bathe or shower;
  2. Wash his/her hands;
  3. Brush his/her teeth;
  4. Use the restroom;
  5. Change clothes;
  6. Comb hair;
  7. Clean up the crime scene; or
  8. Move anything the offender may have touched.
- E. Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.
- F. Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators.

### V. Reporting Sexual Misconduct

The College encourages victims of sexual violence to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. Though reports will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

- A. Reporting Confidentially - If a victim chooses to report an incident of sexual misconduct in a confidential manner,

the victim can report the incident to the Director of Student Success Counseling who is a licensed counselor and is required by Tennessee State law to maintain confidentiality of a victim:

Director of Student Success Counseling  
Jones Student Center – Rm 157  
931-540-2572

If the victim chooses to report in a confidential manner, the College may be unable to conduct an investigation into the matter or pursue disciplinary action against the alleged offender.

- B. Filing an Institutional Complaint - Reports of acts of sexual misconduct to any other employee of the College must be reported to the Title IX Coordinator, and the College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.
1. The College shall not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.
  2. Before a complainant reveals any information to an employee, the employee must ensure that the complainant understands the employee's reporting obligations.
  3. If the complainant wants to maintain confidentiality, the employee must direct the victim to confidential resources as detailed in IV. A.
  4. If the complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the complainant that the College will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.
  5. An institutional complaint can be filed directly with either or both of the following:
 

<p>Title IX Coordinator Mr. Randy Elston 1665 Hampshire Pike Columbia, TN 38401 Pryor Administration Bldg – Rm 108 <a href="mailto:relston@columbiastate.edu">relston@columbiastate.edu</a> (931) 540-2521</p>	<p>Associate VP of Student Services Ms. Cecelia Johnson 1665 Hampshire Pike Columbia, TN 38401 Jones Student Center – Rm 146 <a href="mailto:cjohnson@columbiastate.edu">cjohnson@columbiastate.edu</a> (931) 540-2762</p>
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- C. Filing a Criminal Complaint - Contact local law enforcement where the assault occurred. The local law enforcement agency will determine the subsequent steps. An advocate from Center of Hope can assist in the reporting process.
- D. Filing an Anonymous Complaint -Filing an anonymous report will assist the institution with compiling statistical information that can call attention to the number of incidents that occur at the College. If the victim's identity is not known, no subsequent appropriate services will be made available. The suspect will not be notified that a report was filed if no name is revealed. The report will be sent to the Chief of Security for recording and tracking of incidents on and around the College.
- To file an anonymous report, use one of the following ways:
1. Call the Sexual Violence Hotline at 931-540-2503
  2. Send by mail to:  
Title IX Coordinator  
Columbia State Community College  
1665 Hampshire Pike  
Columbia, TN 38401

## VI. Role of Title IX Coordinator

- A. The College's Title IX Coordinator is responsible for overseeing all Title IX incidents reported to the institution and for implementation of this policy, including but not limited to, identifying and addressing any systemic gender-based harassment, discrimination, and sexual misconduct. The Title IX Coordinator's responsibilities include, but are not limited to, the following:
1. Investigation or oversight of investigations of allegations related to Title IX;
  2. Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees;
  3. Coordination with local law enforcement on matters related to allegations related to sexual misconduct;
  4. Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating sexual misconduct;
  5. Coordination and oversight of training for employees related to their responsibility when they are aware of sexual misconduct;
  6. Coordination and oversight of annual training for investigators, decision makers, hearing officers and hearing committee members on the issues related to sexual misconduct and on how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability; and
  7. Attending appropriate training annually on topics related to responding to or investigating allegations of sexual misconduct.
- B. The Title IX Coordinator may designate deputies and investigators ("designees") to assist in carrying out any of

the responsibilities related to implementing this policy.

The Title IX Coordinator shall report at the beginning of each new school year to TBR's Office of General Counsel the name of and contact information for the College's Title IX Coordinator.

## VII. Investigation Requirements and Procedures

- A. All proceedings will include a prompt, fair, and impartial investigation and result. The College will provide the respondent and complainant equitable rights during the investigative process.
- B. All complaints of sexual misconduct shall be presented to the Title IX Coordinator for investigation and appropriate disposition.
- C. Mediation between the complainant and respondent will never be considered an appropriate resolution in sexual misconduct cases.
- D. Initiating an investigation
  1. Immediately upon receipt of a complaint the Title IX Coordinator will communicate with the complainant to determine and implement reasonable interim measures, if necessary. Absent good cause, within three (3) business days of receipt of a report of sexual misconduct the Title IX Coordinator or designee shall attempt to get a written statement from the complainant that includes information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complainant should be encouraged to complete a complaint form and submit a detailed written report of the alleged incident.
  2. When the complainant chooses not to provide a written complaint, the Title IX Coordinator or designee will still investigate and take appropriate action.
  3. Both before and during the pendency of the investigations, the Title IX Coordinator shall consult with the complainant and consider what, if any, interim measures may be necessary.
  4. Complaints made anonymously or by a third party will be investigated to the extent possible.
  5. After consultation with TBR General Counsel, if the Title IX Coordinator determines that the complaint contains an allegation of sexual misconduct, the Title IX Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.
  6. The Title IX Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint.
  7. Only one person shall be identified as the investigator for a complaint.
  8. Investigations shall be conducted by officials who do not have a conflict of interest or bias for or against the complainant or respondent.
  9. If the complainant or respondent believes the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for that belief to the College's executive vice president – provost. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The provost will determine if the facts warrant the appointment of a different investigator and respond to the party in writing within three (3) business days, absent good cause. The decision of the provost shall be final.
- E. What the Investigation Should and Should Not Entail
  1. Once the investigator receives the complaint, the investigator shall notify the complainant in writing of his/her rights and request a meeting.
  2. The investigator shall also notify the respondent in writing of the complaint and his/her rights and request a meeting with the respondent.
  3. The investigator shall notify the complainant, respondent and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action. In addition, the investigator shall advise all interviewees that they should contact the investigator immediately if they believe they are being retaliated against.
  4. The investigation shall include interviews with both the complainant and respondent, unless either declines an in-person interview.
  5. The complainant and respondent shall be provided with the same opportunities to have others present during an interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.
  6. The College will not limit the choice of advisor for either the complainant or respondent; however, the investigator may limit the participation of advisors during the investigation.
  7. The investigation shall include interviews with relevant witnesses identified by the complainant and respondent or any other potential, relevant witness made known to the investigator via other means.
  8. The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.
  9. The investigator is expected to request a list of relevant witnesses and evidence from complainant and respondent and take such into consideration.
  10. The investigator shall not consider any evidence about the complainant's prior sexual conduct with anyone other than the respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

**VIII. Outcome of Investigation and Determination of Appropriate Action**

- A. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the complainant, the response of the respondent, corroborating or non-corroborating statements of the witnesses, review of other evidence obtained, and conclusions that may be drawn from the evidence gathered.
- B. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation.
- C. The report shall be delivered to the appropriate decision maker.
  - 1. If the respondent is an employee, the decision maker shall be the vice president of financial and administrative services.
  - 2. If the respondent is a student, the decision maker shall be the executive vice-president/ provost.
- D. After review of the report, the decision maker shall make a determination based on a preponderance of the evidence presented as to whether or not a violation of this policy occurred.
- E. The decision maker's determination shall be communicated in writing simultaneously to the complainant and respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

**IX. Timeframe for Conducting the Investigation**

- A. Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within this sixty (60) day timeframe, absent good cause, it is expected that the investigator will conclude the investigation, that the investigator will present a report to the decision maker, and that the investigator will notify the parties in writing of decision maker's determination.
- B. If the investigator or decision maker determines that additional time is needed, both parties shall be notified in writing of the delay, the anticipated date that the investigation will be concluded, and the reasons for such delay.
- C. If either party determines that additional time is needed, that party shall request such in writing to the investigator. The written request for additional time shall include the reasons for the requested delay and the number of additional days needed. The investigator shall make every reasonable effort to respond to the request for additional time within two (2) business days following receipt of the request and shall notify both parties in written as to whether or not the request is granted.

**X. Institutional Hearing**

- A. Either party may request an institutional hearing on the determination that a policy violation did or did not occur by providing written notice of the request to the investigator within ten (10) business days of receipt of the decision maker's decision.
- B. If a request is not received within ten (10) days, the decision maker's determination is final.
- C. The hearing may be held before either a hearing officer or hearing committee. The President of the College shall determine whether to proceed with a hearing officer or hearing committee and shall appoint individuals to serve in those capacities. The hearing officer and all hearing committee member shall receive, at a minimum, annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- D. If the complainant or respondent believes the hearing officer or any hearing committee member has a conflict of interest, that party must submit a written explanation of the reason for that belief to the provost. The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The provost will determine if the facts warrant the appointment of a different hearing officer or committee member and respond to the party in writing within three (3) business days, absent good cause. The decision of the provost shall be final.
- E. If such a hearing is requested, every reasonable effort shall be made to conclude the hearing and resolve the appeal, including any appeal to the President, within thirty (30) days following the College's receipt of the party's request for a hearing
- F. The parties to the hearing may not engage in formal discovery.
- G. Each party is entitled to have an advisor of choice available; however, the advisor may not participate in the proceeding other than to render advice to the party.
- H. The College will not limit the choice of advisor for either the complainant or respondent.
- I. The complainant and respondent shall be timely notified in writing of all meetings relevant to the proceeding.
- J. The hearing officer or chair of the hearing committee shall control the procedures of the hearing with due consideration given to the parties' requests related to procedures such as, but not limited to, limitations on cross-examinations, recesses so the parties may consult with their advisors, and scheduling of hearings. The hearing officer or chair of the hearing committee shall conduct the proceedings in a manner that does not allow the respondent to directly question the complainant in person.
- K. The hearing officer or hearing committee shall use a preponderance of the evidence standard when reaching a decision.
- L. Absent good cause, within five (5) business days of the close of evidence, the hearing officer or committee shall issue a written determination as to whether or not a violation of this policy occurred and the justification for this decision.
- M. Each party shall be simultaneously notified of the hearing officer or committee's decision in writing, which shall include notice of their rights to appeal the hearing officer's or committee's determination to the President.

**XI. Appeal of Hearing Decision to the President**

- A. If either party chooses to appeal the hearing officer's/committee's decision, the party shall notify the investigator in writing of the decision to appeal within five (5) business days of receipt of the hearing officer's/committee's determination.
- B. If a written request for appeal is not received within five (5) days, the decision of the hearing officer/committee is final.
- C. The appealing party(ies) must explain why it is believed the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case.
- D. The President will issue a written response to the appeal as promptly as possible. This decision will constitute the College's final decision on the complaint.

## **XII. Effect of a Finding of a Violation of this Policy**

- A. If a final decision has been made that a policy violation occurred, the respondent shall be referred to the appropriate personnel for a determination of discipline.
- B. The appropriate personnel will be determined by the status of the respondent. If the respondent is a student, then the matter shall be referred to the associate vice president of student services. If the respondent is an employee, the matter shall be referred to the director of human resources.
- C. If the respondent is a student, the College will follow the procedures for disciplining students as described in TBR Policy [3:02:00:01 General Regulations on Student Conduct & Disciplinary Sanctions](#) and Columbia State Policy 02:07:00 *Student Conduct in the Classroom*.
- D. If the respondent is an employee, the College will follow the procedures related to disciplining employees as described in applicable employee policies.
- E. Notwithstanding any policy to the contrary, the following additional requirements apply to disciplinary actions related to violations of this policy:
  - 1. The complainant shall receive sufficient notice of and be allowed to attend any meeting or hearing during the disciplinary process.
  - 2. The complainant shall be allowed to have an advisor of her/his choice attend any meeting or hearing.
  - 3. The complainant shall be allowed to testify at any hearing during the disciplinary process, even if neither party intends to call the complainant as a witness during the case-in-chief.
  - 4. The complainant shall be allowed access to any evidence presented during any disciplinary meeting or hearing.
  - 5. The Title IX Coordinator or designee shall be appointed as the complainant's contact person for any questions or assistance during the disciplinary process.
  - 6. The complainant shall receive written notice of the outcome of the disciplinary process.
- F. If a final decision has been made that a policy violation occurred, the Title IX Coordinator or designee shall determine if any remedies are required to address the campus-wide environment, taking into consideration the impact of an incident of sexual misconduct on the campus as a whole and on specific groups or areas on campus. For example, the Title IX Coordinator or designee may determine that specific training is needed for a student group whose members have been accused of sexual assault.

## **XIII. Interim Measures**

- A. In situations that require immediate action because of safety or other concerns, the College will take any reasonable administrative action that is appropriate. Examples of such interim actions include, but are not limited to:
  - 1. Providing an escort to ensure that the complainant can move safely between classes and activities;
  - 2. Ensuring that the complainant and respondent do not attend the same classes;
  - 3. Providing access to counseling services;
  - 4. Providing or assisting in providing medical services;
  - 5. Providing academic support services, such as tutoring; and
  - 6. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.
  - 7. These remedies may be applied to one, both, or multiple parties involved.
- B. Student respondents may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. The College shall follow TBR Policy [3:02:00:01 General Regulations on Student Conduct & Disciplinary Sanctions](#) and Columbia State Policy 02:07:00 *Student Conduct in the Classroom* before placing a student respondent on interim suspension.
- C. Employee respondents may be, consistent with Human Resource policies, placed on administrative leave pending the outcome of the matter.

## **XIV. Education and Prevention Programs**

- A. The College will engage in comprehensive educational programming to prevent sexual misconduct. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:
  - 1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
  - 2. Defines what behavior constitutes domestic violence, dating violence, sexual assault and stalking;
  - 3. Defines what behavior and actions constitute consent to sexual activity in the State of Tennessee;
  - 4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault and

- stalking against a person other than the bystander; and
5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

#### XV. Assistance for Victims of Sexual Misconduct: Rights and Options

- A. Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual misconduct and will provide each victim with a written explanation of her/his rights as a member of the College.
- B. Additionally, in the Tennessee court system, a victim of domestic violence, dating violence, sexual assault and stalking has the following rights: the right to confer with the prosecution, right to be free from intimidation, harassment and abuse throughout the criminal justice system, the right to be present at all proceedings where the defendant has the right to be present, the right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly, the right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person, the right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence, the right to restitution from the offender and the right to be informed of each of the rights established for victims. Information related to these rights may be found at [Tennessee District Attorneys Victim Rights](#).
- C. Protection from abuse orders may be available through [TNCOURTS.gov](#), with forms found at: [Order of Protection Forms](#), and additional information related to such orders may be found at [Tennessee Coalition to End Domestic & Sexual Violence](#).
- D. The College does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings.

#### XVI. Resources for Victims of Sexual Misconduct

The resources listed below are not exhaustive or limited to victims who wish to make an official report or participate in an institutional hearing, police investigation or criminal prosecution. However, in cases where a victim wishes to maintain complete confidentiality, the victim should review carefully Section V. A. "Reporting Confidentially," related to the limits on the College's ability to maintain confidentiality.

##### A. On-Campus Resources

Office of Director of Student Success Counseling	Jones Student Center Room 157	(931) 540-2572 Email. XXX
Campus Security	Facility Services	(931) 797-7669
Sexual Violence Hotline	After Normal Business Hours	(931) 540-2503
Office of the Title IX Coordinator	Director of Human Resources	(931) 540-2521
Conduct Officer	Associate VP of Student Services	(931) 540-2762

##### C. In the Columbia Area

<a href="#">Police - City of Columbia</a>	800 Westover Drive, Columbia, TN 38401	(931) 380-2720
<a href="#">Sheriff - Maury County</a>	1300 Lawson White Dr. Columbia, TN 38401	Emergency: (931) 388-5151 Non-emergency (931) 380-5733
<a href="#">Maury Regional Hospital &amp; Medical Center</a>	1224 Trotwood Ave Columbia, TN 38401	(931) 381-1111
Center of Hope	241 Park Plus Dr. Columbia, TN 38401	(931) 381-8580
<a href="#">TNCOURTS.gov</a>	Administrative Office of the Courts 511 Union St. Suite 600 Nashville, TN 37219	<a href="#">Order of Protection Forms</a>
Maury County Circuit Court	41 Public Square Columbia, TN 38401	(931) 375-1201

##### D. In the Franklin Area

Police - City of Franklin	Police - City of Franklin	(931) 380-2720
Sheriff – Williamson County	408 Century Court, Franklin, TN 37064	(615) 790-5560
Williamson Medical Center	4321 Carothers Parkway, Franklin, TN 37067	(931) 381-1111
Center of Hope	241 Park Plus Dr. Columbia, TN 38401	(931) 381-8580
<a href="#">TNCOURTS.gov</a>	Administrative Office of the Courts 511 Union St. Suite 600 Nashville, TN 37219	<a href="#">Order of Protection Forms</a>

Williamson County Circuit Court	Williamson County Judicial Center 135 4th Ave South Franklin, TN 37064	(931) 790-5454
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## E. In the Lawrenceburg Area

Police - City of Lawrenceburg	233 West Gains St. Lawrenceburg, TN 38464	(931) 762-2276
Sheriff – Lawrence County	240 West Gains St NBU #8 Lawrenceburg, TN 38464	(931) 762-3626
Crockett Hospital	1607 S. Locust Ave. Lawrenceburg, TN 38464	(931) 762-6571
Center of Hope	241 Park Plus Dr. Columbia, TN 38401	(931) 381-8580
<a href="http://TNCOURTS.gov">TNCOURTS.gov</a>	Administrative Office of the Courts 511 Union St. Suite 600 Nashville, TN 37219	<a href="#">Order of Protection Forms</a>
Lawrence County Circuit Court	240 West Gains St. NBU 12 Lawrenceburg, TN 38464	(931) 762-4142

## F. In the Lewisburg Area

Police - City of Lewisburg	101 Water St. Lewisburg, TN 37091	(931) 359-4040
Sheriff – Marshall County	209 1st Ave N. Lewisburg, TN 37091	(931) 359-6122
Marshall Medical Center	1080 N. Ellington Parkway Lewisburg, TN 37091	(931) 359-6241
Center of Hope	241 Park Plus Dr. Columbia, TN 38401	(931) 381-8580
<a href="http://TNCOURTS.gov">TNCOURTS.gov</a>	Administrative Office of the Courts 511 Union St. Suite 600 Nashville, TN 37219	<a href="#">Order of Protection Forms</a>
Lawrence County Circuit Court	302 Marshall County Courthouse Lewisburg, TN 37091	(931) 359-0536

## G. In the Clifton Area

Police - City of Clifton	142 Main St Clifton, TN 38425	(931) 676-3435
Sheriff – Wayne County	1016 Andrew Jackson Dr. Waynesboro, TN 38485	(931) 722-3615
Wayne County Medical Center	103 J.V. Mangubat Drive Waynesboro, TN 37091	(931) 722-5411
Center of Hope	241 Park Plus Dr. Columbia, TN 38401	(931) 381-8580
<a href="http://TNCOURTS.gov">TNCOURTS.gov</a>	Administrative Office of the Courts 511 Union St. Suite 600 Nashville, TN 37219	<a href="#">Order of Protection Forms</a>
Lawrence County Circuit Court	302 Marshall County Courthouse Lewisburg, TN 37091	(931) 359-0536

**Online Resources:**

State Coalition Against Rape – <http://tncoalition.org/>

State Coalition Against Domestic Violence – <http://tncoalition.org/>

National Domestic Violence Hotline – <http://www.thehotline.org/> - LGBTQ survivors of sexual or domestic violence and minority women survivors of sexual or domestic violence

Pandora's Project – <http://www.pandys.org/malesurvivors.html> -Male survivors of rape and sexual abuse

Rape, Abuse and Incest National Network – <http://www.rainn.org>

U. S. Department of Justice – <http://www.justice.gov/ovw/sexual-assault>

Department of Education, Office of Civil Rights - <http://www2.ed.gov/about/offices/list/ocr/index.html>

**Retaliation**

The College, its officers, employees, or agents are strictly prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising his or her rights or responsibilities under any provision of this policy. Retaliation will result in disciplinary measures, up to and including termination or expulsion.

# Columbia State Community College Alma Mater

## *Lighting Our Way*

Lyrics by Julie Lumpkins Basler, 2008  
Music by Robert Luciano, 2008

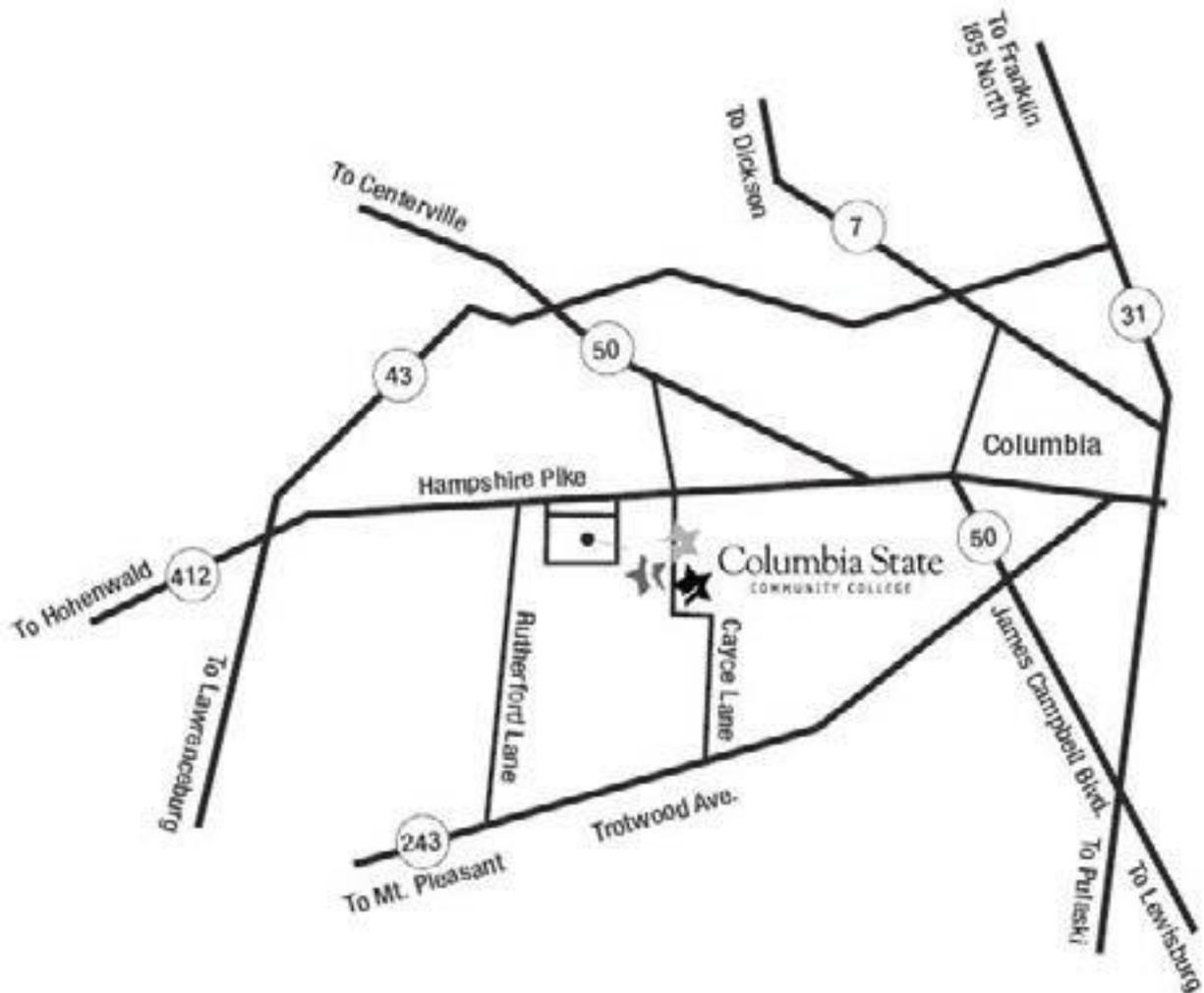
Precious are the days we spend at Columbia State  
Many and strong are the ties that we create  
Friendships that last forever  
Insight and truth that bind us together

As the light's been lit within us  
We take the light before us  
Columbia State, Columbia State Community College  
Securing our hope and building our knowledge

As we sing in praise remembering the days  
Accomplishing our dreams aiming high  
We face our future valiantly  
We embrace community proudly

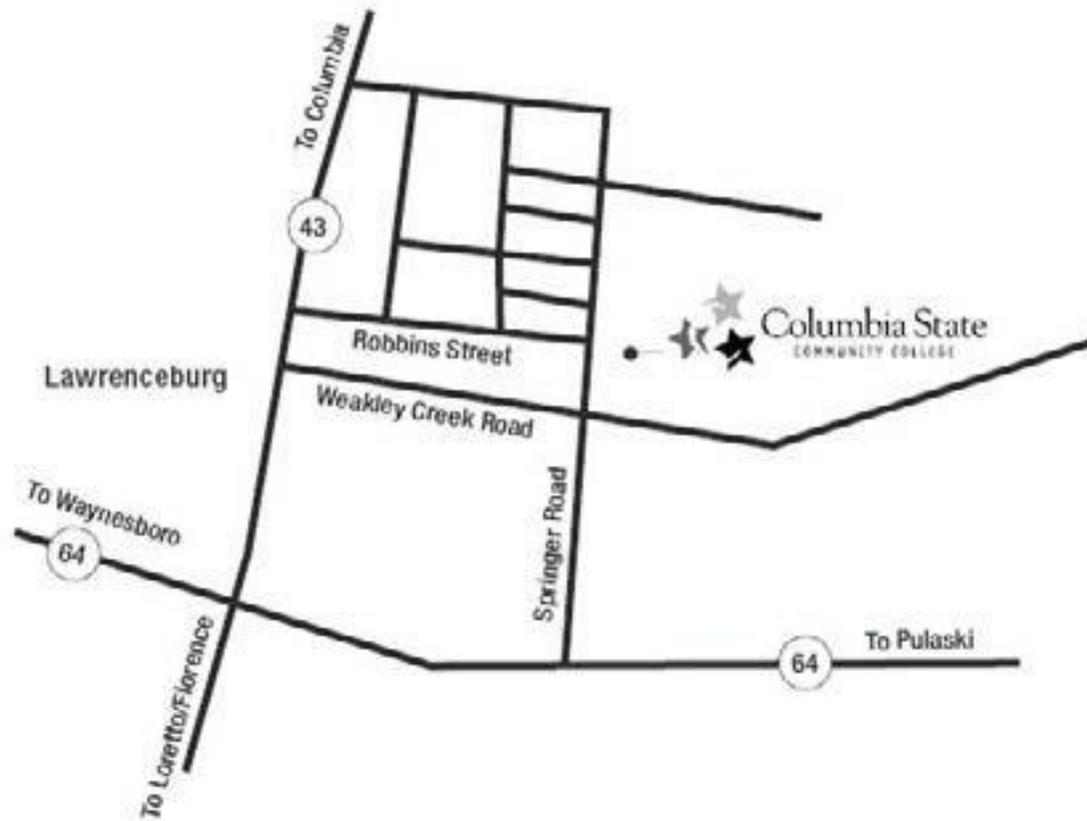
As the light's been lit within us  
We take the light before us  
Columbia State, Columbia State Community College  
Securing our hope and building our knowledge

# Columbia

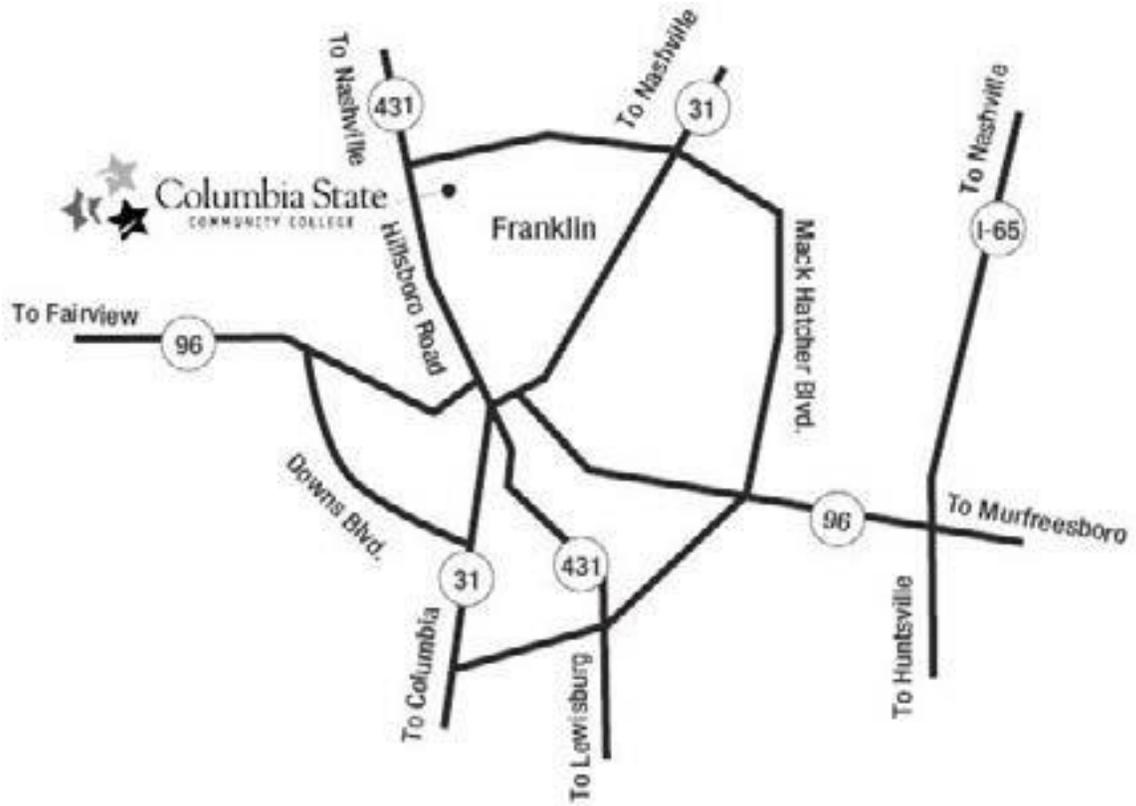


Columbia  
1665 Hampshire Pike  
Columbia, TN 38401  
931-540-2722

# Lawrence County



Lawrence  
County 1620  
Springer Road  
Lawrenceburg, TN 38464  
931-766-1600



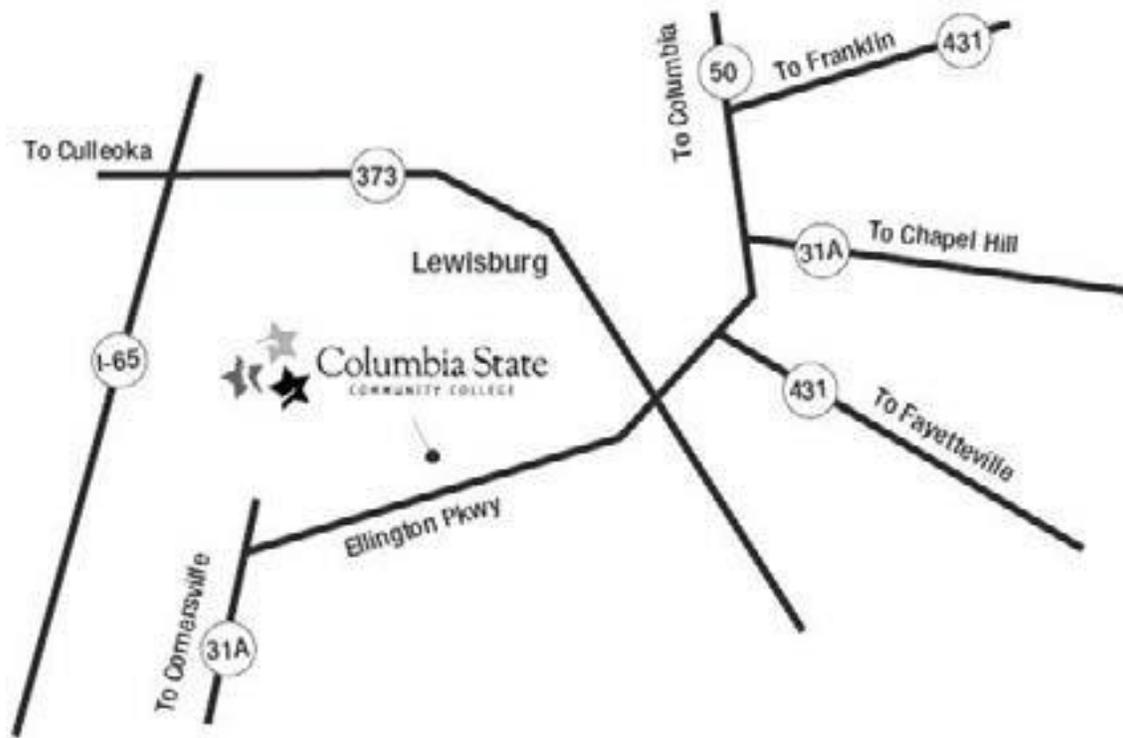
Williamson County  
104 Claude Yates Drive  
Franklin, TN 37064  
615-790-4400

# Clifton



Clifton  
795 Main Street  
Clifton, TN 38425  
1-888-346-6581

# Lewisburg



Lewisburg  
980 South Ellington Parkway Lewisburg, TN  
37091  
931-359-0351