



The seal of Lane College is circular, featuring a central figure holding a book and a staff. The text "LANE COLLEGE" is arched across the top, "JACKSON TENNESSEE" is in the center, and "1882" is at the bottom. The motto "VERITAS NON VIDERI" is written around the inner edge of the seal.

# LANE COLLEGE

545 Lane Avenue  
Jackson, Tennessee 38301  
Telephone: 731.426.7500  
[www.lanecollege.edu](http://www.lanecollege.edu)

Lane College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097: Telephone number 404-679-4501) to award the Bachelor of Arts and the Bachelor of Science Degrees.

The program in teacher education of the College is approved by the Tennessee State Department of Education.

Lane College has membership in the following organizations and associations:

- Tennessee College Association
- Tennessee Independent Colleges and Universities
- National Association of Church-Related Colleges
- American Association of Collegiate Registrars & Admissions Officers
- The College Fund/UNCF
- American Council on Education
- Council of Independent Colleges
- Council for Opportunity in Education
- National Association of College and University Business Officers
- National Association for Equal Opportunity in Higher Education

Lane College does not practice or condone discrimination, in any form, against students, employees or applicants on the grounds of race, color, national origin, religion, gender, age, or disability. Lane College commits itself to positive action to assure equal opportunity regardless of those characteristics.

The College reserves the right to withdraw or change the information contained in this catalog. The President of the College has final authority in its interpretation.

## PRESIDENT'S MESSAGE



I am pleased to welcome you to the hallowed grounds of Lane College — an institution founded in 1882 with little more than hope and hard work by Bishop Isaac Lane. This is an institution with a long tradition of respect for the power of education to transform lives, a related commitment to the *power* of each student's potential, and a successful record of preparing some of America's and the world's greatest leaders. So, whether you are a new or returning student, I congratulate you on the commitment you have made to your future by choosing to be a member of the Lane College Family.

As we celebrate our 125<sup>th</sup> anniversary, we have grown more, by far, over the past six or seven years than in any previous period of our history. Enrollment has increased from 672 in fall 2001 to an expected 1550 in fall 2007. We have acquired 34 tracts of land since 2000, and nearly doubled the size of the campus. We have our own radio station — 98.7 WLCD (Wonderful Lane College Dragons) with internet streaming capability any where in the world. We have two brand new residence halls and a new dining hall — all built from the ground up -- and plenty of on-campus parking space. Every room in the residence halls has internet connections. We've converted the present dining hall into the Grand Student Center with 110 personal computers, personal study carrels, and comfortable space for quiet leisure and socializing. And we've closed Laconte Street to vehicular traffic in order to create an "Old Town" pedestrian mall with brick paving, attractive benches, and beautiful landscaping.

Bishop Lane would be proud of our progress. But, he would also be pleased to know that we have at the same time held true to our Sacred Mission of educating the mind and the spirit. Thus, we adhere to a philosophy that heralds the aristocracy of the intellect and requires respect for authority, women, and elders; regular class attendance; mandatory Chapel; a dress code; and zero tolerance for illegal drugs, alcohol abuse, weapons, and fighting.

In spite of our illustrious past and vigorous present, please know that our greatest days are yet to come. I am happy that you are a part of this history-in-the-making, and I extend my best wishes for a productive, life-changing stay at Lane College. At the same time that you are creating a legacy of educational success for yourself and your family, and becoming a productive citizen and lifelong learner, you will develop and retain an unfettered loyalty *to alma mater* — the Red and Blue.

May God continue to bless you and your loved ones throughout your matriculation - and beyond.

Sincerely yours,

*Wesley Cornelious McClure*

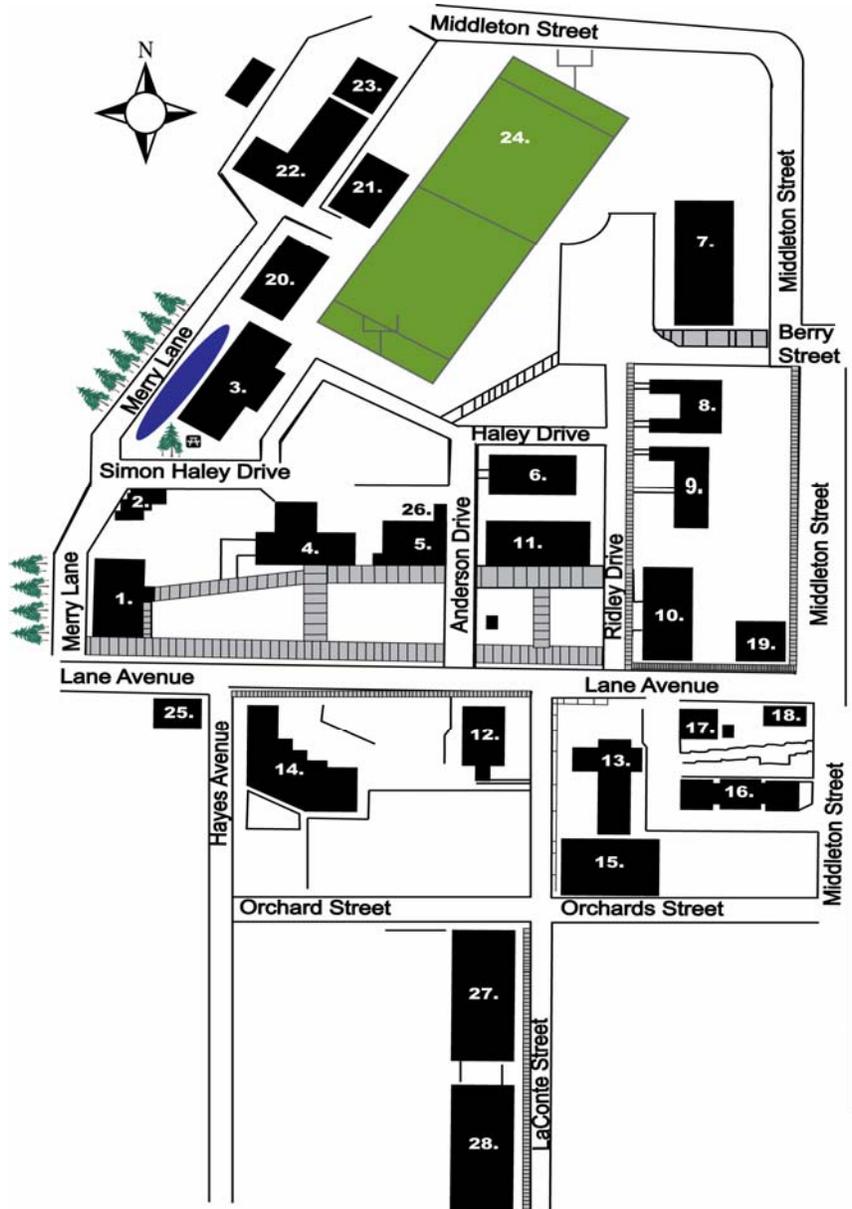
Wesley Cornelious McClure '64  
PRESIDENT

## BOARD OF TRUSTEES

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Jackson, TN  
DR. SATISH MAHAJAN (*Faculty Representative*)  
MR. MARK ROGERS (*Student Representative*)

# The Lane College Campus



- |                                   |   |
|-----------------------------------|---|
| @ The Pond at the Plain           | 14. Chambers-McClure Academic Center        |
| 1. J.K. Daniels Conference Center | 15. New Cafeteria (Phillips Hall)           |
| 2. Central Heating Plant          | 16. Beck Apartments                         |
| 3. J.F. Lane Health Building      | 17. Mary Johnson House                      |
| 4. Bray Administration Building   | 18. Spiritual Life Center                   |
| 5. Saunders Hall                  | 19. St. Paul C.M.E. Church                  |
| 6. O.L. Greer-Armour Hall         | 20. Meeting Hall and Production Center      |
| 7. Graves Hall                    | 21. Motor Pool                              |
| 8. Berry Music Hall               | 22. <i>The Archives</i>                     |
| 9. Stone Hall                     | 23. Physical Plant                          |
| 10. Hamlett Hall                  | 24. Football Field                          |
| 11. Cleaves Hall                  | 25. Perry House                             |
| 12. Kirkendoll Student Center     | 26. Security Station                        |
| 13. Smith Hall                    | 27. New Men's Residence Hall (The Orchards) |
|                                   | 28. New Women's Residence Hall (The Edens)  |

## TABLE OF CONTENTS

<b>GENERAL INFORMATION</b>	<b>7-14</b>
Academic Calendars, General Directory, History of the College, Purpose of the College, Physical Facilities	
<b>TUITION, FEES, and FINANCIAL AID</b>	<b>14-21</b>
Tuition and Fees, Deferred Payment, Grants, Loans, Scholarships, Veteran Benefits	
<b>ADMISSIONS and ENROLLMENT</b>	<b>21-24</b>
Deadlines, Requirements, Early Admissions Program, Readmission, Adding Courses, Course Availability, Course Load, Repeating a Course, Withdrawal from Course, Withdrawal from the College	
<b>STUDENT LIFE and SERVICES</b>	<b>24-29</b>
Career Planning and Placement, Communication Arts Laboratory, Counseling Center, Disability Services, Food Services, Fraternities and Sororities, Honor Societies, Insurance Programs, Intercollegiate Athletics, Intramural Sports, Library/Learning Resource Center, Mathematics Laboratory, Media Center, Publications, Religious Life, Residential Life, Standards of Conduct and Disciplinary Offenses, Student Complaint Policy and Procedures, Student Government Association, Student Health Center, Student Support Services, Teacher Education Curriculum Laboratory, Writing Laboratory	
<b>ACADEMIC REGULATIONS</b>	<b>30-37</b>
<b>ACADEMIC DIVISIONS and PROGRAMS</b>	<b>37-70</b>
Academic Divisions, Summary of Major Requirements, General Studies, Liberal Studies and Education, Teacher Education Program, Business and Social and Behavioral Sciences, Natural and Physical Sciences, Lane Evening Accelerated Program (LEAP)	
<b>COURSES of INSTRUCTION</b>	<b>71-93</b>
<b>ADMINISTRATION, STAFF, and FACULTY</b>	<b>94-98</b>
<b>INDEX</b>	<b>99</b>

## Fall 2007 Academic Calendar

### August

8	Faculty Report at 8:00 a.m.
9-10	Pre-School Conference and Workshops
14	Residence Halls Open for Freshmen
15	Freshman Assessment Tests and Advisement, 8:00 a.m.
16	Residence Halls Open for Upperclassmen
16	Freshman Registration, 1:00 -- 6:00 p.m.
17	Syllabi due in Academic Affairs Office
17-18	Upperclassmen Registration
19	Attend St. Paul C.M.E. Church, 11:00 a.m.
20	Classes begin
27	Last day to initiate and complete registration
27	Last day to ADD classes
27	Last day to DROP without financial penalty

### September

3	Labor Day Holiday
4	Classes resume at 8:00 a.m.
5	Opening Convocation
20	Graduate and Professional School Day

### October

8-12	Mid-Semester Examinations
15-20	Homecoming Week
20	Homecoming Game

### November

2	Last day to DROP with grade of "W"
5-9	Pre-registration for 2008 spring semester
5	Last day to clear "I" (Incomplete) grades
14	Annual Thanksgiving Service
16	General Sophomore Proficiency Testing Day
20	Classes end for Thanksgiving Holiday at 5:00 p.m.
26	Classes resume at 8:00 a.m.
27	Last day to DROP with grade of "WP" or "WF"
28	Christmas Worship Service
30	Final Examinations

### December

2	College Choir Christmas Concert
3-6	Final Examinations
7	Christmas Vacation begins. Residence halls close at 5:00 p.m.
7	Grades Due in Registrar's Office

## Spring 2008 Academic Calendar

### January

7	Opening Faculty Conference
7	Residence Halls Open at 8:00 a.m.
8	Registration
9	Classes Begin
14	Dr. Martin Luther King, Jr. Holiday
16	Last date to DROP without financial penalty
16	Last Day to Initiate and Complete Registration
16	Last Day to ADD Classes

### February

1	Black History Month Begins
4-8	Religious Emphasis Week
25-29	Mid-Semester Examinations

### March

2	Founder's Day
10-14	Pre-Registration for Fall 2008 semester
13	Concert Choir Spring Concert
14	Last Day to DROP with Grade of "W"
14	General Sophomore Proficiency Testing Day
18	Senior Exit Exams
20	Spring Break Begins at 5:00 p.m.; Residence Halls Close at 7:00 p.m.
30	Residence Halls Open at 8:00 a.m.
31	Classes Resume at 8:00 a.m.

### April

16	Honors Convocation
16	Last Day to Clear Incompletes
17-18	Senior Examinations
21	Senior Grades Due in Registrar's Office
21-25	Final Examinations
27	Baccalaureate and Commencement Exercises
28	Grades Due in Registrar's Office
29	Post-School Conference

## Summer 2008 Academic Calendar

<b>April</b>	30	Summer Registration
<b>May</b>	1	Classes Begin (Late Registration Fee Assessed)
	2	Last Day to Initiate and Complete Registration
	2	Last Day to ADD Classes
	2	Last Day to DROP Without Financial Penalty
	22-23	Mid-Term Examinations
	26	Memorial Day Holiday
	30	Last day to DROP with grade of "W"
<b>June</b>	11-12	Final Examinations
	13	Grades Due in Registrar=s Office
	15	Summer Commencement

# INFORMATION DIRECTORY

Telephone: (731) 426-7500

## **PRESIDENT**

**(731) 426- 7595**

## **Executive Vice President**

**(731) 426-7645**

## **Vice President for Business and Finance**

**(731) 426-7539**

Accounting

(731) 426-7525

Cashier's Office

(731) 426-7550/7551

Financial Aid

(731) 426-7537

Payroll and Purchasing

(731) 426-7526

Personnel

(731) 426-7541

Student Loan Management

(731) 426-7563

## **Vice President for Academic Affairs**

**(731) 426-7552**

Chair, Division of Natural and Physical Science

(731) 426-7608

Chair, Division of Liberal Studies and Education

(731) 426-7621

Chair, Division of Business, Social, and Behavioral Sciences

(731) 426-7630

Admissions

(731) 426-7533

Information Technology

(731) 426-7604

Library/Learning Resource Center

(731) 426-7654

Registrar

(731) 426-7600

## **Vice President for Student Affairs**

**(731) 426-7522**

Athletics

(731) 426-7568

Career Planning and Placement

(731) 426-7584/  
425-2554

Counseling Center

(731) 426-7578

Health Services

(731) 426-7521

Residential Life

(731) 426-7521

## **Vice President for Institutional Advancement**

**(731) 265-1716**

Alumni Affairs

(731) 265-1716

Institutional Research

(731) 426-7599

Public Relations

(731) 426-7595

Research and Development

(731) 421-4686

## GENERAL INFORMATION

### HISTORY OF THE COLLEGE

In 1882, Lane College, then the "C.M.E. High School," was founded by the Colored Methodist Episcopal Church in America. Looking to the establishment of this enterprise as early as November 1878, Reverend J.K. Daniels presented a resolution to establish a school at the Tennessee Annual Conference held in the old Capers Chapel C.M.E. Church in Nashville, Tennessee, and presided over by Bishop William H. Miles, the first Bishop of the C.M.E. Church. The resolution was adopted amid much applause. The Conference at once appointed a committee to solicit means with which to purchase grounds and to inaugurate plans to carry forward the proposed work. Reverends C.H. Lee, J.H. Ridley, Sandy Rivers, and J.K. Daniels constituted this committee.

Owing to the great yellow fever epidemic of 1878, the committee was handicapped and did not accomplish very much. Meanwhile, Bishop Isaac Lane came to take charge of the Tennessee Conference as presiding Bishop. He met with the committee, gave advice, and helped to formulate plans for the founding of the school. On January 1, 1880, Lane purchased four acres in the eastern part of the City of Jackson for \$240. Thus began a work that has been a powerful factor in the uplift of people throughout the south, the nation, and the world.

The institution began its first session in November 1882, as the "C.M.E. High School," with Miss Jennie E. Lane, daughter of the Founder, as the first teacher. In January 1883, Professor J.H. Harper of Jackson, Tennessee, took over the work and carried out the unexpired term of Miss Lane after her marriage to Mr. Nelson Caldwell Cleaves, a C.M.E. minister. The Reverend Charles Henry Phillips, later to be elected a Bishop in the C.M.E. Church, succeeded Reverend Harper in September 1883.

It was during the administration of Reverend Charles Henry Phillips that the school was chartered under the laws of the State of Tennessee, and its name changed to Lane Institute on June 22, 1884. This action was one of the first significant changes in the development of the School. The curriculum focused primarily on preparing "preachers and teachers."

In May 1887, the first class graduated from Lane Institute under the Leadership of Professor T.J. Austin who served from 1886-1887. The names of the five-member graduating class were: N. Caldwell Cleaves, Isaiah C. Davis, Ida Lane Burrows, Marie E. Payne, and Edward E. Smith. Also in 1887, Reverend T.F. Saunders, a member of the Memphis, Tennessee Conference of the Methodist Episcopal Church, South, was appointed the first President of Lane Institute and made numerous contributions to the School. It was during this period that the need for a college department was discerned. The College Department was organized in 1896, and at that time, the Board of Trustees voted to change the name from Lane Institute to Lane College. The College Department broadened

the curriculum by its organization into the classical, the natural and physical sciences, and mathematics.

In 1903, Reverend James Albert Bray, later to be elected a Bishop in the C.M.E. Church, was elected President. He held that position until 1907. During his tenure, the present Administration Building was erected. President Bray was succeeded by Dr. James Franklin Lane, the son of the Founder. Dr. Lane served with distinction for thirty-seven years. During his administration, the College improved its educational facilities and its physical plant. In addition, the College attracted the attention of several philanthropic agencies such as the General Education Board of the Rosenwald Foundation and the Board of Missions of the Methodist Episcopal Church, South. These agencies and boards gave liberal contributions to the educational program of the College.

In 1936, Lane College was approved by the Southern Association of Colleges and Secondary Schools and given a "B" rating. Lane College was given an "A" rating by this Association in 1949. In December 1961, Lane College was admitted into full membership in the Southern Association of Colleges and Secondary Schools.

With the passing of President J.F. Lane on December 11, 1944, Reverend Peter Randolph Shy, who was later to be elected a Bishop of the C.M.E. Church, was elected as the Acting President until Dr. D.S. Yarbrough was elected President in 1945. Dr. Yarbrough served until 1948. He was succeeded by Professor James H. White. Professor Richard H. Sewell, Dean of Instruction, was elected the Acting President in 1950 and served until Reverend Chester Arthur Kirkendoll was elected President in July of the same year. Dr. Kirkendoll served with distinction for twenty years until his election as a Bishop of the C.M.E. Church in May 1970.

During his tenure, the College became fully accredited by the Southern Association of Colleges and Schools. Smith Hall, Graves Hall (formerly known as Jubilee Hall), Hamlett Hall, and the Student Union Building were erected.

Dr. Herman Stone Jr., who served as the Dean of the College for ten years, was elected President in July 1970. He assumed office on September 1, 1970. During his presidency, Lane College's accreditation was reaffirmed twice by the Southern Association of Colleges and Schools. In addition, the J.F. Lane

Health and Physical Education building was added to the facilities of the College. After serving for sixteen years as President, Dr. Stone retired in May of 1986. He was succeeded by Dr. Alex A. Chambers, who was elected President in May 1986, and took office on June 1, 1986.

The College's accreditation was reaffirmed by the Commission on Colleges of the Southern Association of Colleges and Schools in 1991, under the leadership of Dr. Chambers. The College also received a grant from the United States Department of Interior as a part of the Historical Preservation Program to restore Cleaves Hall,

Saunders Hall, the J.K. Daniels Building, and the Old President's Home to their original appearance. These buildings, in addition to the Bray Administration Building and the Old Central Heating Plant, comprise the Lane College Historic District. This designation was given by the Department of the Interior in 1988. On March 18, 1992, after a short illness, Dr. Chambers passed away.

Dr. Arthur L. David, a 1960 graduate of Lane College who was serving as Dean of the College, was appointed Interim President by the Lane College Board of Trustees. Dr. David served from March 1992, until his successor, Dr. Wesley Cornelious McClure, was named on August 20, 1992. Dr. McClure, a 1964 alumnus, assumed the position of President on September 1, 1992.

Under Dr. McClure's leadership, the College has experienced significant growth in enrollment, financial stability, an increase in faculty strength, an expanded curriculum, strengthened management, a significantly improved physical plant, and a student-centered campus climate, including heightened student morale. In addition, construction of the Academic Center, housing the Library/Learning Resource Center, an auditorium, several classrooms, seminar rooms, skills laboratories, and a telecommunications center was resumed in 1996 and completed in 1997. In February 1997, this \$5.2 million building was named the Chambers-McClure Academic Center (CMAC).

In April 1996, the College purchased the former Budde & Weiss Manufacturing Company, a company that designed and made furniture. Budde Street, which is adjacent to the original properties, is named in its honor. Their successor in title was Tennessee Dimensions, Inc. This purchase of 6.7 acres, plus the June 1996 acquisition of the property at 536 Lane Avenue, formerly the home of Ms. Essie Mae Golden Perry, increased the size of the campus to approximately 25 acres.

An extensive campus beautification initiative was undertaken in 1998, which included: a New Football Practice Field; Recreational Center; *The Archives*, housing a Computer Student Center, Bookstore, Communications/ Copy Center, and Study Lounge/ Café; Spiritual Life Center; the Health Services Center; and remodeling of the Heating Plant.

In 1997, the College began renovation of the Bray Administration Building. This edifice, built in 1905, and known as the "Crown Jewel" of the campus, received a complete interior overhaul, costing \$2.2 million. Funds for this project were acquired through the U.S. Department of Education as the result of a proposal written by Dr. McClure. The renovation was completed in July 2000. Under Dr. McClure's leadership, the College's accreditation was reaffirmed in 2002, with commendations for Library Resources and Information Technology.

Lane College, from its beginning, has served as a source of inspiration for the youth of the C.M.E. Church. Today it stands as a symbol of Christian education for youths of all faiths, creeds, colors, and nationalities.

## PURPOSE

Lane College is a small, private, co-educational, church-related institution which provides a liberal arts curriculum leading to baccalaureate degrees in the Arts and Sciences. The College accepts persons regardless of race, color, gender, religion, age, or national origin.

Founded in 1882 by Bishop Isaac Lane, a former slave, Lane College is proud to be one of the nation's oldest Historically Black Colleges, and the first four-year institution established by the Christian Methodist Episcopal Church. Consistent with its tradition of providing educational opportunities for those who may not otherwise have the opportunity to attend college, Lane College is committed to preparing students, through its liberal arts curriculum, to assume meaningful positions in their chosen occupations or professions and/or to pursue graduate studies. Consistent with its history and tradition, the College has a particular interest in preparing professional educators.

Lane College guides students through programs of intellectual experiences which enable them to identify and develop their "Power of Potential" to meet the demands of decision-making situations through thoughtful, rational, and creative thinking. Students are exhorted to continuously pursue their potential by becoming lifelong learners.

With strong ties to the Christian Methodist Episcopal Church, the College's mission is to develop the "whole student." In addition to its priority of academic excellence, the College is also concerned about the student's spiritual, social, and ethical development. The College believes that spiritual growth is an important part of the development of the individual. Spiritual life at the College is viewed as a quality-filled experience rather than a specific and narrow range of separate activities. Spiritual programs of learning, worship, and service have the purpose of illuminating life and making life more meaningful.

Students are encouraged and assisted in developing inner strengths and resources needed to follow through and complete tasks, to fulfill responsibilities, and to live by a workable system of values. The College seeks to help all students achieve self-discipline.

Lane College offers a balanced liberal education and seeks to continue adding to the variety of its curricular offerings in order to become even more innovative in organization and methodology and to continue to develop the mature, educated individuals needed in an ever-changing society.

The College encourages students to:

- (1) develop their communication skills and their use of the English language;
- (2) participate in campus, civic, and religious activities which broaden their concepts of social awareness;
- (3) make ethical judgments through counseling and advisement; and
- (4) improve their learning skills through the enrichment programs designed for those who have had limited opportunities.

Lane College is grounded in the belief that improvement is continuous and ongoing. Further, it believes in democratic participation in the American society in an intelligent manner designed to improve the society and its members' opportunities. In a world of continuous change, the College endeavors to offer programs that develop the attitudes and understandings necessary for leadership and effective participation in a democratic society. The College helps its students become open-minded and tolerant individuals while developing sensitivity for and commitment to ways of improving the human condition.

Explicit in the philosophy and purpose of the College are the following desired outcomes for all students:

1. **The Lane graduate will be able to communicate in a variety of modes.**

**Rationale**

The graduate will be able to speak effectively in varied situations; the graduate will be able to write effectively for the sake of informing, explaining, and creating; and the graduate will have acquired exposure to the use of computers.

2. **The Lane graduate will be able to acquire information.**

**Rationale**

The graduate will be able to listen effectively in various situations of life; to read effectively diverse materials at different levels of difficulty with discrimination and pleasure; to observe with reasonable accuracy in all types of environments; to ask pertinent questions; and to utilize technology to acquire information.

3. **The Lane graduate will be able to organize, comprehend, and make practical use of a wide variety of materials.**

**Rationale**

The graduate will be able to distinguish major points from minor ones in a range of materials and disciplines; to identify fallacies in reasoning; to interpret and draw inferences from statistics or other kinds of data; to demonstrate functional skills in mathematics and apply computations to daily life; and to have a deep appreciation of several art forms which grows in part out of participatory experience in at least one of these forms.

4. **The Lane graduate will be able to apply knowledge in different contexts.**

**Rationale**

The graduate will have a thirst for knowledge that immediately transcends personal concerns and the boundaries of disciplines; the ability to make sound decisions in pursuit of careers that are personally meaningful and socially valuable; and the ability to rely upon imagination and reason in recognizing and addressing issues, in applying their creativity in all endeavors of life, and in utilizing basic principles of the natural and social sciences. The graduate should also be educated

to address fundamental problems of life beyond the campus.

5. **The Lane graduate will be knowledgeable of scientific principles relating to the health of the individual and the ecological order.**

**Rationale**

The graduate should have an understanding of how the mind and body work and knowledge of the interrelatedness of all forms of life in the setting of our universe.

6. **The Lane graduate will be able to accept and work through ambiguity and diversity while developing strong personal values, social skills, and a sense of ethics.**

**Rationale**

The graduate should recognize that the world is diverse, that there are many cultures, religions, and economic systems as well as unique human beings. This understanding and appreciation of diversity should lead to good judgment, a sense of empathy, and self-reliance.

7. **The Lane graduate will have completed a program of study in a specific area which has equipped the graduate with a basic understanding of the concepts and principles of the area and with skills germane to it.**

**PHYSICAL FACILITIES**

**James Allen Bray Administration Building** – The administrative offices of the President, Academic Affairs, Student Affairs, Business & Finance, Admissions, Financial Aid, and the Registrar are located in this building.

**J. K. Daniels Conference Center** – This historic facility houses two large conference rooms, three meeting rooms, and the offices of Institutional Advancement, Institutional Research and several classrooms.

**Chambers-McClure Academic Center** – This facility contains 48,000 square feet of space for instructional resources, technology, and laboratories. The structure also includes a 12,000 square foot auditorium and second-floor balcony, with a seating capacity of 650.

**Minnie Greer-Armour Science Education Building** – This building was completed in 1969. It contains classrooms, science laboratory, and faculty offices. It also houses the office of the Chair of the Division of Natural and Physical Sciences.

**Phillips Hall** -- This facility houses dining areas to simultaneously serve 600 students.

**Kirkendoll Student Center** –This center serves as one of the focal points of social life. It houses computers, carrel clusters, space for quiet leisure and socializing, the Student Government Association, the Office of Career Planning and Placement, the Counseling Center, and the Health Center.

**T. F. Saunders Hall**—This facility houses TRIO Program offices, foreign languages, art, and communication laboratories; the office of the Chairperson of the Division of Liberal Studies and Education; the Chairperson of the Division of Business and Social and Behavioral Sciences; the Inquirer office; the Lanite Office; and faculty offices.

**J.F. Lane Health, Physical Education, and Recreation** – This building has classrooms, offices, and Olympic-size swimming pool, a modern weight room, and a large gymnasium.

**Mary Johnson Lane House** – This building serves as the reception center for major events, and lodging for special guests. It was renovated in 1994.

**Meeting Hall and Production Center** – This building houses the Wellness Program and the College’s radio station, 98.7 WLCD (Wonderful Lane College Dragons).

**The Edens** -- This residence hall houses females students.

**The Orchards** – This residence hall houses ale students.

**N.C. Cleaves Hall** – This residence hall houses female students.

**William H. Graves Hall**—This residence hall houses male students.

**B. Julian Smith Hall** – This residences hall houses male students.

**I.J. Berry Music Hall** – This hall serves as a music building. It contains faculty offices/studios, classrooms, practice rooms, band and choir rehearsal rooms, band and choral libraries, a listening room, and electronic piano laboratory.

**Herman Stone, Jr. Hall** – This building houses the switchboard/mail room, classrooms, and chemistry and computer laboratories.

**J. T. Beck Apartments** – This is an eight-unit structure of apartments for students.

**Central Heating Plant** – This historic building, originally constructed in 1909, has been refurbished and now serves as a multi-purpose recreational/conference facility.

**Perry House** -- A ten-room facility which serves as the Central Stores facility.

**The ARCHIVES**—Built before the turn of 20<sup>th</sup> Century, this facility was acquired in 1996. It houses a large Computer Study Center which can accommodate up to 80 computers and printers. Also houses a business incubator, the Bookstore, the Copy Center, the Café’ and a conference room.

**Campus Center** – This 8,000 square foot facility was acquired in 1996, and is now the primary social hub of the campus, housing games and film equipment. The Center is used by students for dances, movies, and other recreational events.

**Physical Plant Buildings (2)** --These buildings house all equipment, offices, and vehicles for the physical plant staff. Both buildings were acquired in 1996.

**Football Field** – The campus football field is used for practice sessions by the football team. Additionally, outside basketball courts and tennis courts serves recreational purpose of the community.

## TUITION, FEES, and FINANCIAL AID

Lane College operates as a non-profit corporation chartered in the State of Tennessee. The principal sources of operation income are the Christian Methodist Episcopal Church; The College Fund/UNCF; endowment interest; gifts from alumni, friends, and foundations; tuition and fees; and funds from the U. S. Department of Education and the State of Tennessee. Tuition and fees cover approximately 40 percent of the educational expense of each student. The remainder is provided by the sources listed above.

<b>TUITION AND FEES 2007-08</b>			
<i>Resident Students</i>			
	<i>Fall</i>	<i>Spring</i>	<i>Total</i>
Tuition	\$ 3,485	3,485	6,970
Mandatory Fees	325	325	650
Room & Board	<u>2,500</u>	<u>2,500</u>	<u>5,000</u>
	<b>\$ 6,310</b>	<b>6,310</b>	<b>12,620</b>
<i>Non-resident Students</i>			
	<i>Fall</i>	<i>Spring</i>	<i>Total</i>
Tuition	\$ 3,485	3,485	6,960
Mandatory Fees	<u>325</u>	<u>325</u>	<u>650</u>
	<b>\$ 3,810</b>	<b>3,810</b>	<b>7,620</b>
<i>Other Expenses</i>			
Books	350	350	700
Residential Personal expenses	500	500	1,000
Non-residential Personal expenses	3,000	3,000	6,000

### GENERAL FEES

<b>Graduation Fee (non-refundable)</b>	<b>100</b>
<b>Late Registration Fee (non-refundable)</b>	<b>25</b>
<b>Per additional day</b>	<b>15</b>
<b>Parking Fee (decal)</b>	<b>25</b>
<b>Auditing a course</b>	<b>50</b>
<b>Res. Hall Room Reservation (non-refundable)</b>	<b>50</b>
<b>Identification Card Replacement</b>	<b>8</b>
<b>Transcript</b>	<b>2</b>
<b>Returned Check Fee</b>	<b>25</b>
<b>Additional charge for single residence hall room based on availability</b>	<b>One-half (1/2) room charge</b>

## PART-TIME STUDENTS

Students who enroll in less than 12 credit hours in a semester are considered part-time. Tuition charges are \$310 per credit hour.

## COURSE OVERLOAD

Student who enroll in more than 16 credit hours per semester will be charged \$250/per credit hour in excess of 16 hours.

*All fees are subject to change*

## PAYMENTS

The general policy of the College is that all accounts are due and payable at the time of registration. However, to better serve our students, the College offers a Payment Plan. This Plan allows students to defer up to 75% of the balance of their accounts. Participation in the Plan requires an initial payment of 25% of the balance due on or before the time of registration each semester. Parents/students are required to complete a Payment Plan Application and pay a processing fee of \$10 each semester.

The Payment Plan is available to parents/students with account balances in excess of \$200/per semester. Parents/ students are expected to make scheduled payments on time and maintain contact with the Office of Business and Finance in the event that changes are made to their account.

### Payment Schedule

<i>Due Dates – Fall</i>	<i>Amount</i>
Application Fee	\$10
Initial Payment– August	25% of Balance
2 <sup>nd</sup> Payment - September	25%
3 <sup>rd</sup> Payment - October	25%
4 <sup>th</sup> Payment - November	25%

<i>Due Dates – Spring</i>	<i>Amount</i>
Application Fee	\$10
Initial Payment - January	25% of Balance
2 <sup>nd</sup> Payment - February	25%
3 <sup>rd</sup> Payment - March	25%
4 <sup>th</sup> Payment - April	25%

All student accounts must be paid in full by the last regularly scheduled class date of each semester. Otherwise students may not be allowed to take final examinations at the end of the semester.

**FEES MAY BE PAID BY PERSONAL CHECK, VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS.**

## FINANCIAL AID

The primary responsibility for financing a student's education rests with the student and his/her parents. Financial assistance in the form of grants, scholarships, work-study, and student loans is available to meet the needs of students who are unable to pay for the total cost of their education. However, these funds are limited and any financial aid that is provided by the

College should be regarded as supplemental to the family's contribution.

## APPLICATION FOR FINANCIAL AID

All applicants for financial aid must apply annually by completing the **Free Application for Federal Student Aid (FAFSA)**. Applications may be obtained from a high school counselor, public library, or any college financial aid office. Applications may also be obtained by calling 1-800-433-3423, or via the federal web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are advised to submit the *Application* to the Office of Financial Aid as soon as possible. The College electronically submits the *Application* to the federal government for processing and a Student Aid Report is mailed directly to the student. The student designates the names of the colleges and universities, state agencies, and various scholarship organizations to receive the Report.

The College participates in the William D. Ford Direct Loan Program that enables students to borrow funds through the U.S. Department of Education. Student loans must be repaid upon graduation or separation from the College. The loan amount is based on the student's classification. Students are strongly encouraged to limit borrowing to only what is needed to meet their direct educational expenses. Students may obtain a *Loan Request Form* from the Office of Financial Aid.

Students are to apply for financial aid as early as possible, but not later than March 1 of each award year. Students who complete the financial aid process on or before March 1 generally receive larger financial aid packages.

## ELIGIBILITY FOR FINANCIAL AID

A student is eligible for aid if the following conditions are met:

1. Must file a Free Application for Federal Student Aid (FAFSA)
2. Must be enrolled at least half-time;
3. Must be a U.S. citizen or an eligible non-citizen;
4. Must show evidence of financial need;
5. Must be making satisfactory progress toward completion of a course of study
6. Must not be in default on guaranteed student loan; and
7. Must not owe a refund on a PELL Grant or Supplemental Educational Opportunity Grant

Most forms of financial aid are restricted to students who have not received a bachelor's degree. Students seeking certification through the Teacher Education Programs are eligible to receive financial aid in the form of Federal Pell Grant, loans, and external scholarships. Special students, summer transfers, and students enrolled less than half-time are not eligible to receive federal financial assistance.

Student aid funds must be used for educational purposes. Recipients of financial aid are required to sign a statement certifying that all funds will be used for

educational purposes (tuition, fees, room and board, books, supplies, and transportation).

### FINANCIAL AID COMPLAINT PROCEDURE

The College has clearly defined policies and procedures to address student concerns and complaints regarding their financial aid. Students should address all complaints in writing to the Director of Financial Aid. The Director will review all complaints and confer with the appropriate administrative officials. Students will receive a written response to their complaint within ten business days. Should the institution not be able to resolve the problem, the student should contact the State Postsecondary Review Program Office at the Tennessee Higher Education Commission at (615) 532-8276.

### FINANCIAL AID INDEPENDENT STUDENT STATUS

A student is automatically granted independent student status if he/she meets at least one of the following criteria:

1. Is at least 24 years of age by December 31 of the fall semester of an academic year
2. Is a veteran of the U. S. Armed Forces
3. Has received a bachelor's degree
4. Is married
5. Is a ward of the court or both parents are dead
6. Has legal dependents other than a spouse.

In unusual circumstances, a student who does not meet any of the above criteria may still be considered for independent student status. Exceptions may be granted only by the President upon the recommendation of the Director of Financial Aid. Additional documentation may be required.

### REFUND AND REPAYMENT POLICY

In accordance with College policy and Federal regulations governing Title IV financial aid programs, the Office of Financial Aid will determine whether total or partial refund/repayment of financial aid funds may be due when a student withdraws from the College or when there is a change in the student's financial aid eligibility. **This policy does not apply to instances where a student withdraws from some classes but continues to be enrolled at the College.**

A refund is defined in relationship to money paid toward College charges. The refund is the amount paid by financial aid or in cash minus any amount that is kept to cover charges for the period of enrollment. The amount that the College retains is calculated according to the College's Refund Policy.

The term repayment relates to any cash disbursed directly to the student for payment of non-institution educational costs such as living expenses. The repayment is the amount of cash disbursements determined to be greater than the student's expenses while he/she was enrolled and therefore must be returned to federal/state agencies

Upon official withdrawal, the College refund policy allows for refundable charges to be adjusted, less a

\$100 administrative fee, according to the following formula up to the time that 60 percent of the semester has passed:

$$\text{Pro-rata Refund} = \frac{\text{Total number of days completed}}{\text{Total number of days in semester}}$$

Students are not eligible for refunds after 60 percent of the semester has passed.

*Special Note: If a student withdraws prior to the first day of class, a 100% refund will be granted.*

The date used to calculate the student's refund or repayment is the effective date reflected on the official College withdrawal form. If a student does not officially withdraw from the College, an effort will be made to determine the last date on which he/she had no intention of returning to class(es). The official withdrawal date will be fixed on the basis of that determination.

A student shall reserve the right to appeal any determination(s) made by the College. The final determination shall be made by the President upon the recommendation of the Vice President for Business and Finance, in collaboration with appropriate officers of the College.

Financial Aid that must be refunded or repaid will be distributed among the various financial aid programs and returned to the programs from which they were received in the following order:

#### Refunds/Repayments

Unsubsidized Federal Stafford Loan  
Subsidized Federal Stafford Loan  
Unsubsidized Federal Direct Stafford Loans  
Subsidized Federal Direct Stafford Loans  
Federal Plus Loans  
Direct Plus Loans  
Federal Direct Loans  
Federal Pell Grants  
Federal Supplemental Educational Opportunity Grant Program  
Institutional Aid  
The Student

### FINANCIAL AID PROGRAMS

#### Awards

Each year the College sponsors the Minnie Greer/O.L. Armour Honors Convocation. During this convocation, senior scholars are recognized for four years of academic excellence. In addition, scholarships and awards are presented. These scholarships and awards are made available annually by individual faculty and staff members, local civic clubs and business establishments, alumni, and friends of the College.

**President's Award** - This award is given to the senior student who exemplifies leadership qualities among his/her peers. It is expected that the recipient will have a very strong rapport established with the administration and show evidence of maturity in decision-making.

**Dean's Award** - Conferred upon the member of the graduating class, who, during four years at Lane College, maintained the highest scholastic average.

**I. Garland Penn Jr. Award** - Made possible by his widow, it is awarded to the student who demonstrates versatile leadership on the campus and gives promise of fruitful leadership in civic and community activities after graduation from the College.

**Lewis Thomas Award** - Established in 1957 by Dr. George L. Thacker in memory of his grandfather. This award is given to a student possessing leadership quality who is dutiful toward assignments during the academic year.

**Broady Poetry Awards** - Mrs. Lois Broady, a former professor of English at Lane College, provided for these awards in honor of her late husband, Dr. Knute Broady, who chaired the College's Division of Education from 1968-1972. Prizes are awarded annually for the best poems submitted by students at the four colleges in Jackson.

**Charles Bledsoe Award** - Granted to a student who ranks high in personal integrity and scholarship and who gives promise of public service in the future.

**T.H. Copeland Award** - Made possible by his daughter, Mrs. Mattye Copeland Flowers, it is given to a minister's daughter or son of high moral character who shows promise of future usefulness.

#### Grants

**Federal PELL Grants** - Formerly Basic Educational Opportunity Grants, these funds are direct entitlements. Eligibility is determined by the Federal Government. Exact payments depend upon the cost of attendance, enrollment status, and other factors. Payment amounts change annually. Disbursements are made each semester. PELL Grants are for undergraduates only. **High school seniors planning to attend summer school should follow the March 15<sup>th</sup> deadline to receive summer payment.**

**Federal Supplemental Educational Opportunity Grants (SEOG)** - SEOG is for undergraduates with exceptional financial need (with priority given to Pell Grant recipients). These grants do not have to be repaid. Priority is given to applications submitted before March 15th of each year.

**Tennessee Student Assistance Awards (TSAC)** - These awards are available to any Tennessee resident who has been accepted for admission as an undergraduate student at Lane College or any other approved state college/university. This grant must be used to pay for educational expenses such as tuition, fees, room and board, books, and transportation.

TSAC awards range from a minimum of \$600 to a maximum as determined by the Tennessee Student Assistance Corporation. Awards are dependent upon the need of the student and the amount of the College's current tuition and mandatory fees. TSAC requires that all applicants complete the FAFSA. No assistance award will be issued to an applicant who does not qualify for the Federal Pell Grant. Students are

encouraged to apply during January/February to ensure application processing before the deadline date of April 1 of each year.

#### Loans

**Federal Direct Stafford Student Loan Program and PLUS Loans** - Stafford Student Loans (SSLP) are low-interest loans made by the Federal government. Students are required to pay a small insurance premium to help reduce the government's cost of subsidizing the loan. SSLPs are made by the student with repayment beginning six months after graduation or when the student's status drops to less than half time. Loan maximums and interest rates are established by the government.

PLUS Loans are meant to provide additional funds for educational expenses. These loans can be made by parents of dependent undergraduate students and are not need-based. The interest rates are higher than SSLP and repayment begins within 60 days of loan disbursement.

#### Loan/Scholarship

**The Teacher Loan/Scholarship Program** - The Tennessee Student Assistance Corporation (TSAC) administers the Teacher Loan/Scholarship Program. This assistance program is available to Tennessee students who are going to teach in a Tennessee school.

Eligibility requirements are as follows:

- 3.0 High school cumulative GPA for entering freshmen;
- 3.0 College cumulative GPA for other than freshmen students;
- 2.5 College cumulative GPA for existing teachers;
- Statement of intent to teach in a public school in either math or science
- ACT composite of 21 for students other than existing teachers (NOTE: ACT composites of 19-20 may receive consideration if there are compensating factors); and
- Two (2) letters of support from existing teachers.

Each recipient is eligible to receive up to \$5,000 for an academic year or the cost of tuition, whichever is less. Four years is the maximum number of years for which a student may receive funds.

#### Scholarships

The following scholarships are administered by the College and are based on academic achievement, financial need, and other specified criteria. The College reserves the right to adjust any scholarship award which would create an over-award.

**General Academic Scholarship** - Scholarships are awarded for those who rank in the upper 20% of their high school graduating classes or those who have a 20 on the ACT or 1000 on the SAT. Transfer students and

currently enrolled students may be eligible if they maintain a GPA of 3.3 and have accumulated at least 24 hours of college work. Students must be enrolled in at least 12 hours each semester. The scholarship may be continued if the student maintains a GPA of 3.3 each year. There are a limited number of scholarships available.

**Junior College Transfer Scholarships** - This is a one time award for \$1,000.00 for students who transfer directly to Lane College from an accredited Community College or Junior College with an Associate degree.

**Special Fields Scholarship Fund** - Established through memorial gifts from family and friends of graduates of Lane College. These gifts are in varying amounts with a limited range. Scholarships will be awarded to deserving students who show special talent in such academic fields as, but not limited to, music, art, and theater. Applicants for these scholarships must be recommended by the high school principal or a member of the school faculty and must be auditioned by a representative of the College from the division in which they are seeking scholarship assistance.

**Tennessee Education Lottery Scholarship Program**  
There are five scholarships or awards within the Tennessee Education Lottery Scholarship (TELS) Program. They include the Tennessee HOPE Scholarship, General Assembly Merit Scholarship, Need-Based Supplemental Award, Tennessee HOPE Access Grant, and Wilder-Naifeh Technical Skills Grant.

To be eligible for these scholarships, you must: graduate from an eligible high school; be a Tennessee resident for one year prior to applying; enroll in a Tennessee public or private college/university that is accredited by the Southern Association of Colleges and Schools; score a minimum ACT score as determined by the regulatory agency; and maintain a certain GPA requirement as determined by the regulatory agency.

**The College Fund/UNCF** - The College Fund/UNCF makes available to the College each year several general and special scholarships. General scholarships are categorized as "Restricted" or "Unrestricted." Restricted scholarships may specify residence, major field, gender, etc., whereas unrestricted scholarships do not. Special scholarships are named for the respective financial donor and have specific eligibility requirements. Both general and special UNCF scholarships are awarded on the basis of unmet financial need and creditable academic achievement.

Applicants for UNCF scholarships must submit the Free Application for Federal Student Aid to the processor or to the College by April 1 for currently enrolled students and by April 15 for new students.

**Gates Millennium Scholars Program** - The College Fund/UNCF administers this private grant from the Bill and Melinda Gates Foundation. The program provides merit-based scholarships that cover any remaining college costs minority students face after financial aid is awarded. To be eligible for nomination, students must:

1. have at least a 3.3 GPA

2. be accepted or enrolled full-time in an accredited four-year undergraduate degree program
3. demonstrate leadership skills and community involvement
4. show significant financial need.

**Athenian Literary and Arts Club Scholarship** - Given annually, the scholarship covers tuition for the first semester. The recipient is chosen by the club, which is composed of a group of women of Jackson, Tennessee.

**Reverend T. Stacy Riddick Tuition Scholarship** - Made possible by a bequest, it is awarded annually to a worthy student of great promise, preferable from Crockett County, Tennessee.

**Essie M. Golden Perry Memorial Scholarship Fund** - Established by friends and relatives to perpetuate the memory of the late Mrs. Perry, Professor of Education and Director of Student Teaching, who served as a member of the Lane College faculty for twenty-eight years. The interest accrued by this fund is used to provide a scholarship for a junior student who gives promise of noteworthy service in the field of education who is pursuing teacher certification. The award is made under the auspices of the area of education.

**Pansy Graham Scholarship Fund** - To be awarded annually to a worthy student from Crockett County, Tennessee.

**Dewitt T. Alcorn Scholarship Fund** - Established in 1979 by Dr. Dewitt T. Alcorn, this fund provides one or more scholarships. The recipients must be at least a sophomore and must have demonstrated a firm commitment to some form of public human service.

**J. Edward Blount Scholarship Fund** - Established in 1978 through a bequest of the late J. Edward Blount. This fund is used to provide scholarship assistance to needy students. Priority consideration is to be given to any established relative of the donor.

**Georgia L. Fowlkes Memorial Scholarship Fund** - This fund was established in 1976, in memory of the late Mrs. Georgia L. Fowlkes who devoted considerable time, energy, and skill toward the establishment and operation of a public library in Dyersburg, Tennessee, which bore her name. The interest accruing from proceeds derived from the sale of the library is awarded to needy students, preferably from Dyer County.

**Julia Sheegog Scholarship Fund** - Established in 1978 by Mrs. Julia Sheegog, a retired employee of the College. The fund is to be used to provide scholarship assistance for students majoring in business.

**Mattie E. Hicks Memorial Scholarship** - Established in 1982 by her daughter, Mrs. Willie H. Scarborough. The interest accruing from the fund is used to provide scholarship assistance to students who have outstanding academic achievement, lead a good moral and Christian life, and are in need of financial assistance.

**Gladys Norris Scholarship Fund** - Established in 1983 by her daughters, Mrs. Kathleen Norris David and

Mrs. Mattie L. Anderson, with contributions from family and friends in memory of Mrs. Gladys Norris who served on the Lane College Board of Trustees.

**Marie M. Penn Rowe Scholarship Fund** - Established in 1985 in memory of Mrs. Marie M. Penn Rowe, who worked at the College for twenty-six years, by her daughter, Mrs. Kathryn P. Carr, with donations from family and friends.

**B.G. Olive, Jr. Endowment Scholarship** - Established in 1984 by Olive Industries, Inc., with a gift. The interest is to be used to provide scholarships for needy students.

**Hester and Curry P. Boyd Scholarship** - Established in 1985 with a donation to the College by Dr. Curry P. Boyd in honor of his mother, Mrs. Hester Boyd. Twenty-five percent of the accruing interest is to be used for scholarships.

**James L. Stewart and Etta Selmon Excelsior Grand Chapter, Prince Hall Affiliation Scholarship Fund** - This fund was established by a gift from the Excelsior Grand Chapter, PHA, and from James L. Stewart, Grand Patron, in 1985. One half of the yearly interest will be used as a scholarship for an incoming freshman with a "B" or above average.

**Minnie Greer Armour Scholarship Fund** - This fund was established in 1984 in honor of Mrs. Minnie Greer Armour by her husband, Dr. O.L. Armour. Interest from this fund is to be used to provide scholarships for students who demonstrate an interest in and show promise of leadership in the field of education.

**Elinor Bryant Howlett Scholarship Fund** - Established in 1985 with an endowment grant from Sons and Daughters of Charity, Inc. Interest accruing to the fund will be used as scholarships for qualifying incoming students. The scholarships are renewable. Descendants of the Board of Trustees may be given priority.

**Eula Mae Cunningham Memorial Scholarship** - Established in 1984 by Dr. Ronald M. and David S. Cunningham, II, in loving memory of their mother, the late Mrs. Eula Mae Cunningham, wife of retired General Secretary of Pensions of the C.M.E. Church, Reverend David S. Cunningham, Sr. The interest accrued from this fund is awarded annually to a male or female student, preferably a minister's child. Selection will be based on the recipient's maintenance of an "average" academic record and superior Christian service participation. The recipient will be selected by the Awards Committee and approved by those establishing the fund.

**C.A. Kirkendoll Scholarship** - Established in 1980 in honor of former President Chester A. Kirkendoll by a gift from Mr. Glen A. Rainey, local business leader. An additional amount was donated to the Fund by Bishop Chester A. Kirkendoll in 1984. Interest from the fund will provide scholarships for qualified students. This scholarship is awarded to a C.M.E. student who ranks high in personal integrity and scholarship, and who gives promise of dedicated service to the Christian Methodist Episcopal Church as an itinerant minister. It

is hoped that the recipient will be inspired to be a true servant of God while administering to the needs of people and spreading the Kingdom of God.

**Herman Stone, Jr. Scholarship** - This scholarship fund was established with donations made on the occasion of the Appreciation Day honoring Dr. and Mrs. Herman Stone, Jr. November 5, 1981. Proceeds earned on the fund will be awarded annually to one or more seniors on the basis of integrity, leadership, and dedication.

**Willie Mack Jones Science Scholarship** - This scholarship is provided by Dr. & Mrs. Fred F. Petmecky, in memory of the late Mr. Willie Mack Jones of Humboldt. The scholarship will be provided for a senior student who shows academic promise in the sciences or in pre-medicine.

**Alfred Tennyson and Velva Donald Pulliam Memorial Fund** - The fund was established in 1985 by his widow, Mrs. Velva Donald Pulliam, and was developed from a generous gift of property, stock, and an insurance policy. The scholarship is earmarked for students from Madison and Gibson Counties interested in pursuing a degree in business and becoming an entrepreneur or teacher. Interest accrued is to be used for the scholarship.

**Garrett E. Gray Scholarship Fund** - Established by his wife, Mrs. Dorothy D. Gray, with contributions from family and friends in 1985. Proceeds from this fund are to be used for a scholarship for a deserving student.

**James J. And Cyril Cage Porter Scholarship for Excellence Fund** - Established in 1986 in memory of Mrs. Cyril Cage Porter by her family and friends. In May 1987, the family requested that the name of her husband, Mr. James J. Porter be included. The interest accrued is to be awarded to a senior showing promise for future service in the field of education, preferably seeking licensure in Elementary Education.

**Ollie and Mattye Bond Scholarship for Excellence Fund** - The fund was established in 1987 by Mrs. Marion B. Jordan and Mrs. Mildred B. Roxborough in memory of their parents, Mr. Ollie Bond, and Mrs. Mattye Bond. Contributions were received for the Fund from family and friends. Interest from the proceeds is to be awarded annually to an outstanding freshman.

**C.A. Rawls Scholarship Fund** - Established by the family of the late Mr. C.A. Rawls, who served on the Lane College Board of Trustees. Interest from the proceeds is to be used as a scholarship for a deserving student.

**Robert Word Scholarship Fund** - The fund was established in memory of Robert Word, a graduate of Lane College, with an initial donation from Dr. Cornelius Mance, a classmate. The interest is to be awarded to a deserving student, preferably a science major.

**Mildred Hillis Davison Scholarship** - Established in 1988 by Ms. Mildred Hillis Davison to insure that future generations are musically trained to serve the C.M.E. Church with quality music. Only the interest is to be used for scholarships. The recipient must be a member

of the C.M.E. Church; be a music major; maintain a 3.0 average; and agree to work for two years in the Music Department of the C.M.E. Church.

**1st Lt. Daniel E. Williams Memorial Scholarship** - Established in 1988 in memory of 1st Lieutenant Williams by his family, Reverend and Mrs. Thomas H. Williams, Mrs. Joe S. Williams, and Mr. & Mrs. Hewitt W. Johnson and daughters. Interest accrued is to be used for scholarships.

**Damron Teacher Scholarship** - Established in 1990. Will be granted to a Lane College junior who has been formally admitted to the teacher education program. Selection of the recipient will be a function of a committee of faculty members from the teacher education program selected by the President of Lane College.

**Yvonne Griggs Allen Scholarship** - This scholarship is awarded to a student seeking licensure in Elementary Education, preferably a junior or senior.

**William H. Graves Scholarship Program** - These scholarships are awarded to first-time freshmen who maintained a high school grade point average (GPA) of 3.7 or above. The student must be enrolled full time at Lane College. Five scholarships are available annually. A student may maintain the scholarship for four years by accruing an overall G.P.A. of not less than 3.7 each semester.

**Quaker Oats Scholarship** - This scholarship is awarded annually to a worthy student.

**Zodie R. Johnson Scholarship** - To be awarded annually to a student in good standing.

**Willette Jeffries Haley Scholarship** - Established by Mr. Person Jeffries in memory of his mother. To be awarded annually to a worthy student.

**Alex A. Chambers Scholarship** - This scholarship was established as a memorial to the eighth President of Lane College who passed away on March 18, 1992. It is awarded annually to a deserving student.

**Reader's Digest Scholarship** - To be awarded annually by the College to a student in good standing.

**Lane C. And Zuma Cleaves Scholarship** - Established by the great-grandson of the founder and his wife. This scholarship is awarded annually to a deserving student.

**Estes Kefauver Memorial Scholarship Fund** - Established in memory of the late Senator to perpetuate the ideals for which he stood. This scholarship is awarded to a deserving student in financial need.

**Lottie T. Brooks Scholarship** - To be awarded to an education major or a deserving student.

**Jimmy L. El-Amin Scholarship** - To be awarded annually by the College to a student in good standing.

**Mary S. And James T. Freeman Scholarship** - To be awarded annually by the College to a deserving student.

**O.T. Peoples Scholarship** - To be awarded annually by the College to a student in good standing.

**J.E. Compton Award** - This scholarship is provided in memory of Joseph E. Compton, a graduate of Lane College who had a career in Business. The interest from this fund is to be awarded to a junior or senior seeking a degree in Business or certification in Teacher Education, preferably from Detroit.

**Alice Kirkendoll Scholarship** – Named in honor of the former First Lady of the College, this scholarship is awarded to a deserving student with financial need.

**Frank Russell, III Scholarship Fund** – Established in 1999 by family and friends. This fund is to be used to provide scholarship for a student who has completed one semester with a 3.0 average.

The following scholarships were established within the last several years, the interest of which is awarded to deserving students with financial need:

- Darlene Huddleston Scholarship
- Nathan Mitchell Scholarship
- Willie Bell Leigh Rawls Scholarship
- Mattie Green Scholarship
- Melisa Lockhart Scholarship
- Claude & Mildred Bond Scholarship
- Lena Taylor Scholarship
- Theotis Lockhart Scholarship
- Luther & Naomi Chrisp Scholarship
- Marcus Bullock Scholarship

## Veteran Benefits

Veterans and dependents of veterans should apply in the Office of the Registrar before the academic term begins. Paper work should be filed six weeks prior to registration. The veteran must submit original or certified copies of the DD-214, birth and marriage certificates, if applicable, and transcripts of any previous college work. Students receiving benefits under the Veterans Administration Laws who are in good standing will be eligible to continue receiving benefits. Students entering Lane College for the first time who are eligible to receive benefits must complete all admissions requirements. These students should contact the Office of the Registrar for further information.

The College is approved for persons eligible for benefits under the Veterans Administration Laws. Applications for benefits under these laws may be obtained from the Veterans Administration Office closest to the applicant.

Applicants must complete procedures for admission. Each applicant should find the appropriate section (Freshman, Transfer, Special, Re-admission, etc.) and complete the procedures indicated.

Previous training and experience, including military service, will be considered on a case-by-case basis, and credit granted if appropriate for veterans and other eligible students. Veterans must submit a copy of their DD 214 discharge certificate.

The student receiving benefits must show evidence of making "satisfactory" progress toward his/her educational objective as defined in the College catalog.

Class attendance will be a major factor in determining satisfactory academic progress. Certification will not be allowed for any course(s) previously passed (D or above) or any course(s) designated as "incomplete." An "F" can only be repeated when it is required in the veteran's designated major.

The Office of the Registrar provides service and counseling for students receiving benefits under the Veterans Administration Laws.

#### Additional Financial Aid

Alternative sources of helping to finance a higher education are available through a variety of public and private funding agencies. Students should contact fraternities, sororities, civic organizations, churches, major companies, and other agencies for applications scholarship funds.

Persons interested in learning more about the various types of financial assistance should contact the Lane College Financial Aid Office, Jackson, Tennessee 38301-4598 or phone 731-426-7536. Additional information on financial aid may be found at [www.lanecollege.edu](http://www.lanecollege.edu).

## ADMISSIONS and ENROLLMENT

### ADMISSIONS

#### ADMISSION DEADLINES AND NOTIFICATION

The College accepts admission applications for entry in fall, spring, and summer. Priority consideration is given to students who adhere to the following admission deadlines:

<u>Semester</u>	<u>Deadline</u>
Fall	July 1
Spring	November 1
Summer	April 1

Completed admission files will be evaluated by the Office of Admission and the Admission and Recruitment Committee. Applicants will be advised of the decision in writing. Applicants who are denied admission may appeal by written correspondence to the Admission and Recruitment Committee.

The College reserves the right to refuse admission to any applicant whose entrance may prove detrimental to the best interest of the College. The College may exercise this right regardless of the qualifications of the applicant.

#### ADMISSION REQUIREMENTS

Lane College, a fully accredited four-year liberal arts college, seeks students who desire an individualized approach to education in an environment that adheres to Christian values. The College does not discriminate in its admission policies on the basis of race, color, handicap, gender, religion, or natural origin.

### High School Graduates

To be considered for admission to Lane College, an applicant must be a graduate of an accredited high school with 16 units of credit. Completion of the following high school courses is strongly recommended:

<u>Courses</u>	<u>Units</u>
English	4
Mathematics	2
Natural Science	2
Social Science	2
Foreign Language	2

All candidates for admission are required to take the ACT or SAT and submit scores to the Office of Admissions.

#### Graduate Equivalency Diploma (GED)

Applicants 18 years of age or over who have *not* graduated from an accredited high school may be considered for admission to the College upon satisfactory completion of any state high school equivalency examination and by meeting other admission requirements. Candidates must submit official scores to the Office of Admissions.

#### ADMISSION PROCEDURES

Applicants for admission must submit the following:

1. *An Application for Admission*
2. An official copy of the high school transcript (Final transcripts must be submitted upon graduation.)
3. ACT or SAT scores
4. Two letters of recommendation. One must come from the principal or counselor. The other must come from a teacher.
5. A Health Evaluation Form

Transfer students must submit the following:

1. *An Application for Admission*
2. An official transcript of academic course work from all colleges or universities previously attended. Students currently enrolled may submit a partial transcript. A final transcript must be submitted upon completion of course work.
3. A transfer student with fewer than 15 credit hours must submit an official high school transcript and ACT/SAT scores.
4. A Transfer Recommendation Form from the Dean of Students of the most recent institution attended.

#### ADMISSION AS POST-BACCALAUREATE STUDENT

Candidates to the post-baccalaureate teacher education program will be those individuals who have completed baccalaureate degrees but who did not

complete teacher preparation. These candidates will be college graduates who are able to demonstrate strong potential to become good teachers. Candidates must apply for admission to the program, and meet admission requirements as outlined above. They must also meet the requirements for candidates who wish to enter the undergraduate teacher education program. In addition, post-baccalaureate students must enroll in courses leading to teacher licensure. Enrollment is limited to majors where teacher licensure is available. Undergraduate transcripts of candidates for the post-baccalaureate program will be thoroughly reviewed, and applicants will be screened before an admission decision is made.

#### **ADMISSION AS SPECIAL STUDENT**

Persons 21 years of age or over who do not meet full entrance requirements but show promise of benefiting from the course offerings of the College may be admitted as special students. Special students will be required to observe the same policies governing attendance, examinations, conduct, and scholarship as regular students. A special student is not a candidate for a degree.

#### **ADMISSION OF INTERNATIONAL STUDENTS**

Applicants from foreign countries who present official credentials with academic achievement, who meet the requirements for admission to Lane College, and who have command of written and spoken English, may be admitted. The Test of English as a Foreign Language (TOEFL) is required as a basis for establishing language proficiency.

All foreign applicants must submit a confidential Declaration and Certification of Finances and other information/documentation as required by the Student Exchange Visitor Information System (SEVIS) before a Certificate of Eligibility (Form I-20) will be authorized by the College.

Any deliberate omission or falsification of information on the *Application for Admission* may result in denial of admission or dismissal.

#### **ADMISSION OF TRANSFER STUDENTS**

Students who transfer from regionally accredited colleges and universities will be considered for admission. The student must be in good standing in conduct and academics with institution(s) previously attended and be eligible to return to that institution. The student must provide Lane College with official transcripts. Transfer credit will be evaluated on a course-by-course basis by the appropriate College officials. Credits more than ten (10) years old will be reviewed in light of current academic and programmatic relevance. Upon final approval of courses accepted for transfer credit, the Registrar will record transfer courses and credits on the transcript.

Students who transfer from an accredited community or junior college will be awarded credit for all courses which parallel the Lane College curriculum, and for which a grade of "C" or higher was earned. A maximum

of 68 semester hours or (102) quarter hours will be accepted as transfer credit for students who have an Associate degree.

Transfer students who have not completed the general college requirements (General Studies Curriculum) may be required to take assessment tests in English/Reading, and/or Mathematics.

Lane College will not accept transfer credits from non-accredited institutions.

#### **ADMISSION OF TRANSIENT STUDENT**

A student enrolled in another college or university must submit to the Director of Admissions a written statement from an authorized official of that institution indicating he/she is in good standing and has permission to take courses at Lane College. It is the responsibility of the student to obtain approval from the other institution to receive credit for courses taken at Lane College.

#### **EARLY ADMISSIONS PROGRAM**

The Lane College Early Admissions program offers an opportunity for interested and qualified high school students to earn college credits while still in high school. The Program is designed for high school juniors and seniors whose ability, academic achievement, and general maturity indicate that they are ready to perform satisfactorily in college-level work.

To be admitted to the Program, a student must have completed the sophomore year of high school; have a cumulative grade point average of at least a "B" (3.0); and have submitted an admissions application, high school transcript, ACT score, and a letter of recommendation from a high school principal or counselor.

Each applicant will be reviewed on his/her own merit using criteria which include the following:

1. The secondary school record, including discipline and scholastic records;
2. Performance on the American College Test (ACT);
3. Recommendation from high school principal or counselor;
4. Applicant's hand-written statement giving the reason(s) for seeking Early Admission; and
5. Interview with the College's Screening Committee.

A student approved for the Early Admissions Program may enroll in courses at Lane College during the summers after his/her sophomore and junior years. A maximum of six (6) semester hours may be pursued each session. In addition, qualified high school seniors may enroll in not more than two college courses concurrently with their high school courses.

#### **READMISSION**

All candidates for readmission must submit an Application for Admission. Any former student who has attended another college since last attending Lane College MUST apply as a transfer student. Such

students must meet the transfer student admissions requirements. A decision on readmission will be made by the Admissions and Recruitment Committee, in consultation with the Vice President for Student Affairs, and the Vice President for Academic Affairs, after a careful review of the student's prior academic record and performance at Lane College. Applicants for readmission will be advised of the decision in writing. Applicants who are denied readmission may appeal by written correspondence to the Admissions and Recruitment Committee.

## **REGISTRATION AND ENROLLMENT**

A registration period is held prior to the beginning of each semester or term. Students are expected to complete their registration during the period allotted. A late registration fee of \$25.00 will be charged to students who fail to register by the date designated in the College calendar for beginning of classes. In addition to the initial \$25.00 fee charged on the first day after the end of registration period, students will be charged \$15.00 for each additional day until the registration procedure is completed. Registration includes making all necessary arrangements with the Business Office and then depositing all completed forms in the offices designated. In no case may a student receive credit for courses in which they are not registered, nor may students register for more credit hours than the number stipulated in this *Catalog*.

## **ADDING AND DROPPING COURSES**

In order to ensure a seat in desired classes, all returning students are strongly encouraged to pre-register for a given semester during the designated period. Every effort will be made to honor students' pre-registration schedules as submitted. The Registrar and/or the Vice President for Academic Affairs reserve the right to adjust pre-registration schedules based on seating availability. If a student pre-registers for certain courses that have a prerequisite in which he/she is currently enrolled, and then fails the course, the Registrar may remove that student from the more advance course and re-enroll him/her in the course that was failed.

Students seeking to add a course to their schedule after the registration procedures have been completed must follow these steps:

1. Consult with their faculty advisor on all course changes.
2. Secure a Change of Schedule Form from the Registrar.
3. Fill out the data required on the form, including full name, date, student number course number and section.
4. Obtain the signature of the instructor of the class they want to enter and the class they are leaving.
5. Obtain the signature of the Advisor, Vice President for Academic Affairs, and Cashier.
6. Return the form to the Registrar's Office for addition to the permanent record.

All schedule changes involving the addition of a course must take place within one week from the beginning date of classes. After this period of time, a course may be dropped, but no new courses can be added.

## **ADJUSTMENT IN TUITION FOR STUDENTS WHO WITHDRAW FROM COURSES**

Students enrolled in more than 16\* or fewer than 12\* credit hours who drop one or more courses before the last day to add classes, but not all of the courses in which they enrolled, may receive an adjustment in tuition and fees. This adjustment will be based on the number of credit hours above 16\* or below 12\* which are dropped. Students whose original course load is between 12 and 16 in the fall and/or spring semesters are not entitled to an adjustment if their credit hour total remains in that range after dropping one or more courses. No refund is awarded to any student after the last day to ADD courses.

## **COURSE AVAILABILITY**

Lane College reserves the right to cancel any class during the first week of the semester in which enrollment does not materialize. Students will be allowed and encouraged to enroll in another class in these instances.

In the event a class which has begun meeting must be canceled because of the inability of the instructor to continue, the College will do all that is within its power to identify a qualified instructor to assume that responsibility. However, if a class is canceled by the College after the last day to add courses and no alternate instructor can be identified, the student will be issued a tuition credit equal to the cost of that class only if the student was assessed charges for credits in excess of 16\* credit hours, or if the student's course load drops below 12\* credit hours. In the instance of a student who meets neither requirement, no assessment will be made for credit hours in excess of 16\* if the class is taken in a subsequent semester.

Only a student who has a credit balance will be eligible for a monetary refund.

**\*Six (6) for Summer Session**

## **COURSE LOAD**

The normal course for a regular full-time student is fifteen to sixteen (15/16) credit hours per semester. The minimum load for a full-time student is twelve (12) credit hours per semester. Any student who enrolls for fewer than twelve (12) credit hours per semester is classified as a part-time student. Eighteen (18) credit hours per semester is the maximum load for a full-time student, except for some seniors.

The Vice President for Academic Affairs may approve extra hours for seniors, providing the following conditions are met: (1) the student's grade point average for the previous semester was 3.00 or above; and (2) the student could complete all requirements for

the degree within a two semester period. Seniors meeting these conditions will be limited to a maximum of 20 hours in one semester, and limited to a total of 38 hours in two semesters.

### **Summer Course Load**

The normal course load for the six-week summer term is 6 credit hours. Any student with a grade point average of 2.5 for the previous semester or a cumulative grade point average of 2.8 may take up to 9 credit hours. The Vice President for Academic Affairs may approve extra hours for seniors, provided the following conditions are met: (1) the student's grade point average for the previous semester was 3.0 or above, or the student's cumulative grade point average is 2.8 or above; and (2) the student can complete all requirements for his/her degree at the end of the summer term. Under no condition may a student take more than 12 credit hours.

Students must enroll in at least six credit hours to be eligible for a student loan. For financial aid purposes, students enrolled in six (6) credit hours will be considered  $\frac{1}{2}$  time; nine (9) credit hours  $\frac{3}{4}$  time; and twelve (12) credit hours – full time.

### **REPEATING A COURSE**

Students who fail any course or make a "D" in a course for which a minimum grade of "C" is required must repeat that course at its next offering. Students must indicate to the Registrar's Office at registration that they are repeating a course.

Courses may be repeated to improve a grade of "C" or below in any course taken at Lane College. A student who makes an unsatisfactory grade may not repeat that course at another institution. Credit is given for the last time the course is taken.

A student may not repeat a course more than twice. Exceptions may be made by the Vice President for Academic Affairs in consultation with the President of the College. Students may not count for credit a grade below "C" in their major subject. All repeat courses must be taken at Lane College.

### **WITHDRAWAL FROM COURSES**

Students who wish to withdraw from one or more courses, but not from the College, should secure withdrawal forms from the Office of the Registrar and obtain the signatures of their advisor, instructors, and the Vice President for Academic Affairs. In instances where the instructor is not available, the signature of the Vice President for Academic Affairs or advisor is sufficient. (See the section on Withdrawal from College for steps to follow when withdrawing from all courses). The grade in each course shall be "W" if the student withdraws before mid-term examinations of any semester or summer session. A student who withdraws from a course after the date indicated on the academic calendar will receive the grade of "WP" if the average is at least "D," or the grade of "WF".

In case a student withdraws from one or more courses during a semester, no credit is given for any work done in the course or courses during that semester.

Failure to withdraw properly from a course may result in a grade of "F" being assigned by the instructor at the end of that semester.

### **WITHDRAWAL FROM THE COLLEGE**

Students who withdraw from the College for any reason must complete the following steps:

1. Secure a withdrawal form from the Office of Academic Affairs or the Office of the Registrar.
2. Complete the personal data information; list the courses registered for the semester; and check the reason(s) for withdrawal.
3. Obtain the signatures of and conduct exit interviews as necessary with each of the following: the Academic Advisor, the Residence Hall Director, the Director of Student Loan Management, Librarian, Vice President for Student Affairs, and Vice President for Academic Affairs.
4. Submit the withdrawal form to the Office of the Academic Affairs. That Office will forward the form to the Registrar for placement in the permanent record.

It is important for each student who withdraws from the College to complete the steps indicated above. Failure to do so may result in the assignment of the grade "F" in the courses in which the student was enrolled. If a student leaves the College before the end of a semester without officially withdrawing, the official date of withdrawal will be set by the earliest date on which it was determined that the student had no intention of returning to class(es).

## **STUDENT SERVICES and LIFE**

While academics provide the mainstay of the College environment, Lane College recognizes that the "undergraduate experience" is not restricted to the classroom. As such, the College offers a number of opportunities for students to participate in social, cultural, recreational, and athletic activities. Additionally, outstanding artists and lecturers are brought to the campus to perform each year. Included in the Division of Student Affairs are the Residential Life Program, Health Services, Student Activities, Religious Life, Student Government, and Counseling Services.

The student body is composed of representatives from many of the fifty states, the District of Columbia, and several foreign countries. The majority of the students are from Tennessee and bordering states. Several different religious denominations are represented. More than seventy percent of the students are housed on campus; some students commute or have accommodations in the community.

The total development of a student calls for relationships beyond those of a purely academic nature. The realization of goals established by the College and the student requires the cooperative effort of all to help the student to grow in knowledge, wisdom, and virtue.

The College offers a comprehensive program of services designed to develop the student's ability to function as a responsible member of society. Coordination of services and activities is provided principally through the Office of the Vice President for Student Affairs.

### **CAREER PLANNING AND PLACEMENT**

The main purpose of the Office of Career Planning Placement is to provide both current and former students of Lane College with the necessary support, skills, and resources to assist them with choosing careers and obtaining employment. All students, from freshmen to seniors, are encouraged to utilize this centralized office for any career or job-related situation or concern.

This office sponsors or conducts a variety of counseling and training sessions directed at enhancing the students' opportunities for successful careers. For example, students are offered training in Résumé Preparation, Job Search, Career Selection, and Interviewing. The Office continually updates its files with literature concerning full-time employment, part-time employment, summer employment, internships, and graduate school information.

Student résumés are kept on file and referred to employers as new job opportunities develop. The Career Planning and Placement Office also coordinates on-campus recruitment efforts and encourages participation by Lane College students in outside recruiting conferences.

### **COMMUNICATION ARTS LABORATORY**

The Communication Arts Laboratory (CAL) provides equipment for the training of students who are enrolled in Mass Communication courses. Students taking on-campus internships in the Communication Arts area use the equipment to complete assignments and projects.

Student publications staff use the computers and printer for preparation of the arts journal and student newspaper. The CAL contains PCs, with hard disk drives, desktop publishing software, a laser printer, video cameras, 35mm cameras, VCRs, and other video production equipment.

### **COUNSELING CENTER**

The purpose of Counseling Services is to help students grow in self-understanding; become self-reliant; develop strong personal values, social skills, and a sense of ethics; establish and enhance relationships; and be responsible participants in the College community and the broader society. When necessary, the College makes appropriate referrals to external agencies.

The Counseling Center is a place for students to focus and clarify personal and career goals. The Center, through a trained, experienced, and professional staff, offers a variety of services in a relaxed and confidential environment. When there is a need, referrals are made to community resources. A student may explore growth opportunities at the Counseling Center through career planning and placement, individual and group counseling, and testing. The Counseling Center has outreach and development programs such as peer counselors, seminars/workshops, and support groups. It provides resource materials for faculty and staff. The Counseling Center has an open door policy, but students are encouraged to make appointments with the staff.

### **DISABILITY SERVICES**

Lane College provides services and facilities for students with disabilities. These services are coordinated through the Office of the Vice President for Student Affairs. Students with disabilities are encouraged to initiate contact with the College as early as possible to discuss individual needs.

### **FOOD SERVICES**

The Dining Hall is located in Phillips Hall. The College provides dining facilities for residential students. The cost for meals is included in the cost for room and board. All residential students are issued identification cards that are also used as meal cards for entrance into the Dining Hall. The semester meal plan includes 19 meals each week.

Meals are served at the following hours:

#### **Monday through Friday**

Breakfast	7:00 a.m. - 10:00 a.m.
Lunch	11:30 a.m. - 3:00 p.m.
Dinner	4:30 p.m. - 7:00 p.m.

#### **Saturday**

Brunch	10:00 a.m. - 1:00 p.m.
Dinner	5:00 p.m. - 6:00 p.m.

#### **Sunday**

Brunch	10:00 a.m. - 2:00 p.m.
Dinner	5:00 p.m. - 7:00 p.m.

Students may take meals from the Dining Hall only in cases of illness and when permission has been given by the Student Health Center staff. When presenting a permission slip for a carry-out meal, the student must present a meal card. Commuting students may purchase meals in the Dining Hall. The cost for meals is posted in the Dining Hall.

Snack and vending machines are also available in each residence hall, the Campus Center, the Health and Physical Education building, and the lower level of the Student Union Building.

## **FRATERNITIES AND SORORITIES**

### **Fraternities**

Greek-letter fraternities with sanctioned chapters are the following: Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, and Phi Beta Sigma.

### **Sororities**

Greek-letter sororities with sanctioned chapters are the following: Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho, and Zeta Phi Beta.

### **The Pan-Hellenic Council**

The Pan-Hellenic Council is an organization composed of two representatives from each undergraduate chapter of the various Greek-letter organizations on the campus. The purpose of the Council is to coordinate the activities of the fraternities and sororities; to promote wholesome relations among the organizations; and to consider constructive and cooperative areas through which the various organizations may serve the best interest of Lane College. It is a democratic organization, organized and administered by students, with a faculty/staff advisor.

## **HONOR SOCIETIES**

### **Beta Kappa Chi Scientific Society**

A national honor society aimed at stimulating a greater interest in the advancement of science. Membership is restricted to students who have completed at least 64 semester hours of college work, 18 semester hours of which shall be in one of the sciences recognized by the society (mathematics, physics, chemistry, astronomy, geology, biology, experimental and/or clinical psychology, and anthropology), with a grade average of at least "B" in the science area, and a general average of at least "B."

### **Alpha Kappa Mu Honor Society**

A national scholastic honor society established on campus in 1962. The purpose of the society is "to promote high scholarship; to encourage sincere and zealous endeavor in all fields of knowledge and service; to cultivate a high order of personal living; and to develop an appreciation for scholarly endeavor in others." Membership is limited to juniors and seniors who have earned a minimum of 70 semester hours and whose grade point average is not less than 3.3.

### **Phi Beta Lambda**

A business fraternity opened to students majoring major in business.

### **Sigma Tau Delta**

An honorary English Society open to English majors and other students with a love for literature.

### **Who's Who Among Students in American Universities and Colleges**

Students who meet the qualifications of scholarship, leadership, citizenship, and promise are recognized

during their junior or senior year for listing in **Who's Who Among Students in American Universities and Colleges**.

## **INSURANCE PROGRAMS**

### **Student Accident and Health**

Lane College students are provided excess accident insurance coverage. The insurance policy will pay those expenses that are in excess of other expenses that have been paid or are payable by the student's primary insurance carrier. The cost of this insurance is included in mandatory fees. Students are encouraged to obtain medical insurance through their parents or some other source.

### **Property and Casualty (Optional)**

The College does not assume any responsibility for losses to personal belongings against theft, fire, smoke, water, and/or other causes. This coverage may be provided through homeowners insurance or through other outside sources. This coverage is strictly optional and additional information may be obtained from either the Business Office or the Office of Student Affairs.

## **INTERCOLLEGIATE ATHLETICS**

The purpose of Intercollegiate Athletics is to provide a competitive Intercollegiate Athletic Program that serves both men and women.

The College is a Division II member of the National Collegiate Athletic Association (NCAA), and a member of the Southern Intercollegiate Athletic Association (SIAC). The Athletic Department coordinates twelve varsity sports: football, baseball, basketball (male and female), cross-country (male and female), tennis (male and female), track (male and female), volleyball (female), and softball (female).

## **INTRAMURAL SPORTS**

Lane College offers a variety of physical education activities as a part of the educational program. This program is under the direction of the Director of Intramural Programs.

## **LIBRARY/LEARNING RESOURCE CENTER**

The Lane College Library/Learning Resource Center (LLRC), located in the Chambers-McClure Academic Center, is the academic hub of the campus. The first floor contains eight (8) classrooms, and the Technology Learning Center (TLC), housing more than 60 computers in four (4) computer pods. Contemporary, archival, and special collections are located on the second and third floors.

The LLRC has been designed to provide a mix of technological enhancements and traditional services. Housing a collection of over 90,000 volumes of print and non-print materials, the LLRC supports the academic program by providing carefully selected books and materials to offer students and faculty more

than adequate facilities for independent study and research.

The LLRC has an open-stack system with sections designed for Seminar/Viewing Rooms, and computer facilities. The computers in the LLRC all have Internet access as well as word processing and e-mail capabilities. The LLRC computer system also provides access to *NewsBank* and EBSCO Academic Search Elite—two online databases providing full text newspaper, newswire, magazine, and journal coverage for over 2000 periodicals. *Bloomberg*, another available online database, provides 24-hour, instant, accurate and current financial, economic, and political information. CD-ROM sources provide the students and faculty with full text of ERIC, Scribner's World Authors, Dictionary of American Biography, and several encyclopedias. The LLRC automated catalog is among the most advanced in library automation and provides access to the catalog from any Internet accessible computer.

Special collections include the Negro Heritage Collection, a Children's Literature Collection, Graduate Catalog Collection, Teacher Education curricular materials, and the History of the College. Also featured in the LLRC is the Bishop Lane Exhibit and the Haitian Art Collection. The Media Center houses equipment for audio and video productions and presentations.

The Library/Learning Resource Center has agreements with other West Tennessee College Libraries for shared use of their library collections by the students, faculty, and staff of these institutions.

#### **MATHEMATICS LABORATORY**

The mathematics laboratory, located in the Herman Stone Jr. Building, and the Writing laboratory, located in the Library/Learning Resource Center, are open daily. No appointment is necessary for students needing the services.

#### **MEDIA CENTER**

The Media Center provides several services and opportunities for students to complete their academic studies and preparations. The Center offers the following hardware for presentations in classrooms and other meetings/assemblies: slide projectors, overhead projectors, television and VCR equipment, tape duplicator, cassette players/recorders, CD players, transparency and laminating production, etc. The Center also circulates videos, audio cassettes, and CDs, and houses a non-circulating collection of rare 78rpm and 33-1/3rpm record albums.

#### **PUBLICATIONS**

Student publications are valuable aids in establishing and maintaining an atmosphere of free, responsible discussion and of intellectual exploration on the campus. The College, as owner of all student publications, encourages development of free discussion of current issues and concerns. Authorized student publications will maintain high standards of literary merit and journalistic responsibility. The

President of the College has final authority and responsibility in matters relating to student publications. However, he may exercise this authority through a designee(s).

Lane College is the publisher of all official student publications. Its rights rest upon the authority of the Board of Trustees and the President of the College.

The constitutional right of freedom of the press is recognized for all student publications. Consistent with this right is the exercise of journalistic ethics and responsibility.

Support for student publications is provided through the general institutional budget annually. No student organization is permitted to accept donations or contributions from outside sources in order to fund publications, unless specific advanced approval is granted by the President.

Student publications include *The Inquirer* and *The Lanite*. *The Inquirer* is the student newspaper published quarterly by students who work under the supervision of a faculty advisor. It seeks to keep students, faculty, and staff abreast of activities on the campus. Staff assignment to *The Inquirer* can serve as a laboratory experience for students who major or minor in Mass Communication. The editor of *The Inquirer* is selected annually by a selection committee composed of faculty and staff appointed by the President of the College. The remainder of the staff is made up of student volunteers from all major areas of the College.

*The Lanite* is a pictorial yearbook published annually. *The Lanite* also serves as a public relations tool for the College. The editorial staff consists of students who work under the supervision of a faculty advisor. Staff assignment to *The Lanite* can serve as a laboratory experience for students who major or minor in Mass Communication. The editor of *The Lanite* is selected annually by a selection committee composed of faculty and staff appointed by the President of the College. The remainder of the staff is made up of student volunteers from all major areas of the College.

#### **Other Publications**

The Offices of Institutional Advancement, Alumni Affairs, and Admissions/Recruitment coordinate several publications designed to keep alumni, friends, potential students, and supporters of the College abreast of College programs and major activities. All publications are reviewed by the Publications Committee for accuracy and consistency.

#### **RELIGIOUS LIFE**

Lane College has a great religious heritage and its religious programs are dedicated to the task of making life functional in all aspects of the living/learning experience. Their purpose is to provide a spiritual life program that integrates faith and learning and fosters spiritual development. The College believes that spiritual growth is an important part of the development of the individual. Religious life at the College is viewed as a quality-filled experience, rather than a specific and narrow range of separate activities. Religious programs

of learning, worship, and service have the purpose of illuminating life and making life more meaningful.

All students are required to attend a minimum of ten (10) College Assembly/Chapel services per semester. Students failing to meet this requirement may not be permitted to graduate until the requirement has been met.

College Assembly/Chapel is held every Wednesday at 11:00 a.m. Students, faculty, staff, and administrators are encouraged to participate in an hour of spiritual uplift. A program observed annually is Religious Emphasis Week. The Office of Student Affairs coordinates the program. While the College is affiliated with the Christian Methodist Episcopal Church, the College makes no attempt to force denominational views upon the students, faculty, or staff.

## RESIDENTIAL LIFE

The purpose of Residential Life is to create an environment conducive to living/learning and the development of the "whole student" within an atmosphere that stimulates personal growth and encourages the development of appropriate attitudes and conduct to allow for a communal academic environment.

The College operates six (6) residence halls – three for men, and three for women. Residence hall living is designed to complement the academic curriculum by providing a favorable climate for learning and opportunities for personal growth. The residence halls are also laboratories in human relations and provide an opportunity for students to participate in self-governance and to develop programs to benefit each resident.

Each residence hall has a Director with the responsibility of managing, supervising, and maintaining the building as a functional unit. Each residence hall room is equipped to provide telephone, cable television, and Internet service. In addition, the Director provides counseling and advisory services to students. Students' concerns, questions, and problems should be directed to the Residence Hall Director and/or the Vice President for Student Affairs.

Students must furnish linen, pillows, blankets, soap, towels, rugs, and draperies as may be desired by the individual. Microwave ovens, hot plates, popcorn poppers, broilers, and similar devices used for preparing food are not to be used in the residence halls. The College is not responsible or liable for loss of or damage to students' personal property or for failure or interruption of water or utilities. Students are encouraged to secure personal property insurance.

In the event of fire, power failure, or inclement weather conditions which affect utilities, each student is expected to abide by rules of safety. In the case of fire, students should follow guidelines that are posted in each residence hall.

Any student who takes possession of a room by signing a contract and/or receiving a room key is responsible for room and board charges for the semester unless the student withdraws from the College. (The charges for

room and board do not include the Christmas vacation and the spring break. All residence halls and the cafeteria will close for these periods.)

## STANDARDS OF CONDUCT AND DISCIPLINARY OFFENSES

The approval of a student's application for admission and their completion of the registration process at Lane College certify their willingness/agreement to abide by the standards of scholarship and conduct, policies, and regulations of the College. Failure or refusal to comply with the standards, policies, and regulations established by the College will subject offenders to disciplinary action, which may include dismissal from the College.

## STUDENT COMPLAINT POLICY AND PROCEDURES

Lane College is committed to maintaining a learning environment which promotes student academic excellence and personal development. If a student has a complaint/grievance against a member of the faculty or professional staff, other than a grade grievance or a claim of sexual harassment (each of which has a separate procedure outlined in the *Student Handbook*), the student shall take the following steps:

### *Department/Area Level*

The student and faculty/professional staff member will meet to attempt resolution of the complaint.

If the matter is not resolved, the student and the faculty member/ professional staff will then meet with the Division Chairperson/ supervisor who will act as a facilitator, to determine if resolution is possible.

If the faculty/professional staff member is not accessible for any reason (illness, on leave, refuses to meet with student), or if the student fears reprisal, the student may initiate the process by first meeting with the Division Chairperson/ supervisor.

In any case, if the matter is not resolved, the student must notify (in writing) the faculty/professional staff member or Division Chairperson/supervisor within twenty (20) calendar days from the date the student knew or should reasonably have known about the matter.

If the above named people are not available or cannot be contacted, the student must submit in writing his/her intention to pursue the process at the Divisional/Unit level. The written statement must be sent to the Division Chairperson/ supervisor within the same twenty (20) days noted above.

If the student wishes to pursue the matter immediately, the Division Chairperson/supervisor must schedule a meeting between the faculty member/professional staff member and the aggrieved student within ten (10) working days after being contacted by the student and it must be held within fifteen (15) days of such contact.

The student and faculty/professional staff member will be informed in writing by the Division Chairperson/supervisor of the outcome of the meeting.

If the student wishes to delay pursuing the matter until the semester is over, the Division Chairperson and/or supervisor must schedule a meeting between the faculty/professional staff member and the aggrieved student within twenty (20) working days of the next semester. The student and faculty/professional staff member will be informed in writing by the Division Chairperson/supervisor of the outcome of the meeting.

If the grievance is against the Division Chairperson/supervisor, the student may begin the complaint process at the College/Unit level.

#### *College/Unit Level.*

If the issue is not resolved at the Divisional level, within fifteen (15) working days of the Divisional level meeting, the student shall schedule a meeting with the Vice President for Academic Affairs or the Executive Vice President and will provide, in writing, the rationale for the complaint.

The Vice President for Academic Affairs or the Executive Vice President will convene a meeting to attempt to effect a reconciliation between the two parties within fifteen (15) calendar days of receiving the student's written rationale for the grievance. Pertinent documentation provided by the faculty or professional staff member and/or the student shall form the basis for the discussion at this stage. The faculty or professional staff member and the student may be assisted in the meeting by an advisor. The advisor must be from within the College community and cannot speak for the faculty/professional staff member or the student. The advisor can only advise the parties they represent.

The Vice President for Academic Affairs/Director will render a written decision within fifteen (15) working days of the College-level meeting.

### **STUDENT GOVERNMENT ASSOCIATION**

Functioning under the name, Lane College Student Government Association (SGA), student government ultimately is involved with the quality of student and College life. Its functions are varied: to provide a forum for the expression of student ideas; to serve as an intermediary between the student and the College community; to promote intellectual dialogue; and to secure student enrichment.

The SGA concerns itself with a wide range of activities and responsibilities and its purposes are intimately related to all facets of campus life: (1) to promote the individual and collective interests of the student body; (2) to further the democratic purpose through student representation in institutional governance; (3) to cultivate student leadership and encourage student participation in all phases of institutional governance;

(4) to convey students' views to the College faculty and administration; (5) to assist in the coordination and development of student activities; (6) to promote good relations and communications among the students, the faculty, and the administration; and (7) to promote school spirit and traditions.

### **STUDENT HEALTH CENTER**

The purpose of Health Services is to provide basic health services and health education to students. The Health Center offers out-patient services to students with minor illnesses and injuries. Referrals are made for services not available at the Health Center. Activities that promote good physical and emotional well-being are provided. The Health Center is staffed by a Licensed Practical Nurse (LPN).

All students are required, on forms provided by the College, to have on file in the Health Center, documentation of a complete physical examination and immunization record.

### **STUDENT SUPPORT SERVICES**

The Student Support Services Program provides peer and professional tutoring in the areas of English, Mathematics, Science and Computer Science; Study Skills Development; Personal Counseling; Cultural Enrichment Activities; and access to resource materials such as textbooks, reference books, career awareness information, and cultural events. All services are provided free of charge to eligible students.

To be eligible for the Student Support Services Program, a student must: (1) be enrolled at Lane College, or be accepted for enrollment; (2) meet the income guidelines established by the U.S. Department of Education; and (3) qualify as a "first-generation college student," meaning that neither parent received a baccalaureate degree.

### **TEACHER EDUCATION CURRICULUM LAB**

The Teacher Education Curriculum Laboratory is located on the second floor of the Chambers-McClure Academic Center, in the Library/ Learning Resource Center. It contains instructional materials such as textbooks, lesson plans, model bulletin boards, as well as materials and supplies used for hands-on experiences by teacher education candidates as they learn to prepare curricula and the physical appearance of the classroom.

### **WRITING LABORATORY**

Writing and mathematics skills laboratories are designed to provide additional intensive practical applications to the course work in General Studies English and mathematics classes. When required by the instructor, these laboratory experiences will constitute a portion of the final course grade in certain General Studies English and mathematics courses. In these instances, the student is required to make a satisfactory score on the exit examination.

# ACADEMIC REGULATIONS

## ACADEMIC ADVISEMENT

Every student will be assigned an academic advisor. This advisor will be responsible for guiding the student in academic matters. Every aspect of the registration process must be facilitated through the academic advisor. Students will not be permitted to register for any course nor drop or add a course without the consent of the academic advisor.

No classes may be dropped the last two weeks of the semester. The exception is the student who must withdraw from the College for emergency reasons. Exceptions may be granted only by the President upon the recommendation of the Vice President for Academic Affairs.

## ACADEMIC AND FINANCIAL AID PROBATION

A student is placed on academic probation and financial aid probation if the appropriate average is not maintained or if the necessary number of hours are not earned according to the minimum satisfactory progress standards as previously listed.

Any student who is placed on academic probation will be limited to a maximum of fourteen (14) credit hours per semester. If a student on academic probation registers for more than fourteen hours, the load will be reduced by the Vice President for Academic Affairs. Any student who remains on academic probation for two consecutive semesters will be required to withdraw from the College for at least one semester. The student may re-apply in a subsequent semester through the normal admissions process.

A student may continue to receive financial aid while on academic and financial aid probation. If the student does not make satisfactory progress within one year (two semesters), then he/she will be placed on financial aid suspension. Students placed on financial aid suspension are not eligible to receive financial aid.

## ACADEMIC CLEMENCY

Academic clemency provides an opportunity for persons to apply for a new undergraduate academic beginning at Lane College by disregarding their prior academic record. This policy permits students to begin their college studies again with no credits attempted and no quality points earned. Academic clemency may be awarded to a student only once and is applicable only to students enrolled and credits earned at Lane College. Academic clemency may be referred to academic bankruptcy, academic amnesty, academic renewal, or academic pardon at other institutions.

The following criteria and conditions apply to a student eligible for academic clemency:

- Prior to applying for admission, at least five years must have elapsed since the end of the semester in which the applicant was last in attendance for credit at any college or university.

- The applicants must apply no later than the end of the first semester following reentry and must provide written justification why they should be granted academic clemency.
- The Academic Clemency Committee will review the application and make recommendations to the Vice President for Academic Affairs.
- If an applicant is granted academic clemency, no prior academic credits may be used as part of a degree program; however, the prior record, including probation and suspension, remains a visible part of the student's transcript.
- If academic clemency is granted, the date of academic clemency is entered on the transcript along with a statement prohibiting use by Lane College of previously earned credits and quality points to meet degree requirements, to compute the grade point average, or to determine graduation status.
- The student will have status as an entering freshman, and will begin a new record showing no credits attempted and no quality points earned.
- A student will not be allowed credit by examination for courses lost in academic clemency.
- Academic clemency does not affect accumulated financial aid history. Accumulated semester and award limits include all semesters of enrollment at any college or university.

*Note: In some cases, graduate schools and professional schools may compute the undergraduate grade point average over all hours attempted when considering applications for admissions. Therefore, courses and grades from the initial enrollment period, i.e., prior to academic clemency, may be used for some future evaluation.*

## ACADEMIC INTEGRITY

Any student found guilty of being dishonest on any examination or academic assignment will be given a grade of zero for the work concerned, and will be reported to the Vice President for Academic Affairs for further disciplinary action.

## ADVANCED PLACEMENT

Applicants who have participated in the Advanced Placement Program of the College Entrance Examination Board (CEEB) while in high school may receive college credit with a score of 3 or more. Lane College's CEEB Code Number is 1395. Contact the Admissions Office for specific courses that may apply.

## APPLICATION FOR DEGREE

A candidate for a degree must file a formal application for the degree in the Office of the Registrar and pay the

graduation fee in the Cashier's office after successful completion of 88 credit hours.

Prior to receiving clearance for graduation, every graduating senior must have a completed résumé on file in the Office of Career Planning and Placement.

### AUDITING COURSES

Any regularly enrolled full-time student may audit courses by paying the auditing fee, provided the student has the approval of the advisor and instructor. Any person who is not a regularly enrolled full-time student may, subject to approval by the Vice President for Academic Affairs and the President, audit courses by paying a fee of \$50.00 per course. No credit will be given for audited courses. Auditors must pay the required fees during the registration period.

### CLASS ATTENDANCE

All students are expected to attend classes regularly. Prompt and regular attendance is to be regarded as an obligation as well as a privilege. Participation of students in class sessions is considered an important part of the instructional procedure, and it is assumed that each student has something to contribute and something to gain from such participation.

Absences are counted from the first scheduled meeting of classes. Those students who are permitted to enter classes during the late registration period are responsible for making up all class work missed.

Students who come to class after the time for a class to begin will be admitted to class but marked late. Three late markings will be considered as an absence from class.

Students will be allowed to make up class work missed if the absence was caused by documentable illness or by participation in College sponsored activities. It is the responsibility of the student to contact his/her individual instructors in this regard. In other instances, the instructor has discretionary powers concerning make-up work.

Students not attending the first class meeting of a course may be dropped from the course to make space available for other students.

Students may be allowed as many unexcused absences in a semester as there are credit hours for the course. When the number of unexcused absences exceeds twice the credit hours, students may be requested to withdraw from the course, or their grade may be lowered. Instructors reserve the right to require more stringent, but not more lenient attendance.

Even though students have been officially excused, their grade in courses may be affected by excessive absences which prevent normal progress. In instances where students incur a combination of excused and unexcused absences which exceed twenty percent of the total number of class sessions scheduled in a semester, their grade may be lowered or they may be requested to withdraw from the course.

The chart below shows examples depending upon the number of hours that the course has scheduled.

<u>Hours of Course</u>	<u>Combined Excuses Allowed</u>
6	18
5	15
4	12
3	9
2	6
1	3

Withdrawal from a class is the prerogative of the student, but a request to withdraw by an instructor is tantamount to a warning of a failing grade for the course. If the student's absences are excessive after the date for withdrawing without penalty, the instructor will request that the student withdraw and give a grade of either "WF" or "WP" on the final grade sheet. Students will not be allowed to process drop slips after the deadline. Each week, instructors are required to report to the Vice President for Academic Affairs the names of all students who are absent. Instructors are not required to give make up examinations for unexcused absences.

### CLASSIFICATION

A *regular student* is one who has met all requirements for admission and who is pursuing a course of study leading to either the Bachelor of Arts or the Bachelor of Science degree.

#### Credit Hours

Freshman .....	31
Sophomore .....	32 to 62
Junior .....	63 to 93
Senior .....	94+

Students who have been in residency at Lane College for three years must complete the GENERAL STUDIES CURRICULUM before being admitted to senior classification.

A *Special Student* is one who is not pursuing a course of study leading to a degree.

A *Post-baccalaureate Student* is a college graduate who did not complete teacher preparation.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Scores of the College Level Examination Program (CLEP) will be evaluated and credit assigned to the appropriate areas. No grade will be entered on the transcript. An applicant may not receive more than 31 semester hours of CLEP credit. Hours counted as a result of these examinations will count toward graduation but will not be computed in the student's grade point average(GPA). A minimum score of 50 on CLEP examinations is required for awarding credits.

### COMMENCEMENT

Commencement exercises are held in April of each year at the end of the spring semester. Candidates are expected to be present for these exercises. If candidates cannot be present, they should notify the

Vice President for Academic Affairs, in writing, not less than two weeks before Commencement.

Candidates not completing their work by spring commencement may participate in summer commencement exercises. No student will be allowed to participate in commencement exercises prior to the completion of degree requirements and no student will be allowed to participate in commencement exercises until all financial obligations to the College have been met.

### COMPLETION OF DEGREE REQUIREMENTS

Students who take 16 or more hours per semester for four consecutive academic years of two semesters each may expect to complete all the requirements for the degree by the fourth year. Students who become irregular in their attendance or take fewer than the hours suggested above can expect to spend more than four academic years completing degree requirements. Students who complete degree requirements within four years from the date of initial matriculation will not be held responsible for meeting new or added requirements. Students whose enrollment is interrupted for two or more consecutive regular semesters must follow the catalog in force at the time of re-entry.

### CONFIDENTIALITY OF STUDENT RECORDS

It is the policy of Lane College to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, and, in so doing, to protect the confidentiality of personally identifiable educational records of students and former students. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. Except as provided by the policy, Lane College may disclose directory information to any person requesting it without the consent of the student. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Lane College provides each student the opportunity to refuse to allow disclosure of any designated directory information.

### DISCLOSURE OF GRADUATION RATES

It is the policy of Lane College to comply with the Student Right-to-Know Act and to disclose graduation and completion rates for the Lane College student body in general, and student athletes in particular.

### EXAMINATIONS

Test and examinations are given throughout the semester in most courses; however, mid-semester and final examinations are given as scheduled. No student shall be exempt from the final examination in courses

that require it. A senior in the final semester may be excused from the final examination in any course in which the instructor approves the senior exemptions. Some courses use methods other than examinations for evaluation of student performance as indicated in course outlines. All seniors will take a Senior Exit Examination in their major area.

### GRADE APPEAL PROCESS

A student has a right to challenge any grade he/she feels was assessed in error.

The appeal procedure for a student with a complaint about grading requires contact with the instructor involved. If the matter is not resolved at this level, the student should contact the Division Chairperson in which the course is offered. If the matter is not resolved at the Division level, the student should submit a written petition to the Vice President for Academic Affairs. Either the student or the instructor may appeal the decision of the Vice President with a written request to the Academic Appeals Committee.

A student must register his/her complaint within forty-five days of receiving the grade. Any grade appeal not initiated during this timeframe will remain on the transcript of the student. Special considerations may be made by the Vice President for Academic Affairs.

Changes in a grade will be recorded in the Registrar's Office by the instructor involved with the prior approval of the Vice President for Academic Affairs.

### GRADE POINT AVERAGE

As a factor determining a student's progress toward a degree and scholastic standing, the grade point average (GPA) is calculated at the end of each semester and immediately prior to graduation. This calculation relies on quality points derived from the grade assigned to each course. Grades are promptly mailed to students at the end of each semester.

The GPA is computed by the following formula:

$$GPA = \frac{\text{Total quality points earned}}{\text{the applicable credit hours associated with the quality points awarded}}$$

### GRADING SYSTEM AND QUALITY POINTS

#### GRADE

A	Excellent	90-100	4
B	Good	80-89	3
C	Average	70-79	2
D	Fair	60-69	1
F	Failure	0-59	0
I	Incomplete		N/A
P	Passing		N/A
X	Instructor cannot complete course		N/A
IP	In Progress		N/A
WP	Withdrew Passing		N/A
WF	Withdrew Failing		0
W	Withdrew		N/A

The grade of "I" (incomplete) indicates that work in a particular course is incomplete. This grade (I) will be given only in exceptional cases when illness or other unavoidable reasons prevent the student from taking

the final examination or completing a major class project.

A student receiving the grade "I" will be given one calendar year from the date of receipt of the "I" to remove the condition. If this grade is not removed by the student within the allotted time, the Registrar will be empowered to change the grade to an "F." Special consideration may be made by the Vice President for Academic Affairs in consultation with the President of the College.

All work must be completed and submitted at least three weeks prior to the end of the semester. It is the student's responsibility, and not that of the College, to make arrangements with the instructor for the removal of an incomplete grade in time for the work to be evaluated and for the grade to be submitted to the Registrar's Office.

Instructors submitting a grade of "I" to the Registrar's Office must file the following: (a) a written statement of the work required to remove the condition; and (b) a grade range for the student upon completion of the course, i.e. I/B or C. This should reflect the student's progress in the class aside from the incomplete assignment or examination.

In computing grade point averages, the credit hours for which the grade of "I" has been given will be included in the total number of hours attempted.

No credit hours are earned for courses marked "W" or "WP," and they are not counted in determining the student's scholastic standing.

No credit hours are earned for courses which a grade of "F" or "WF" is assigned, but the hours are counted in determining the student's scholastic standing.

### GRADUATION REQUIREMENTS

To graduate, a student must: (1) complete at least 124 semester hours; and (2) earn a cumulative grade point average of 2.00 or better in all work counted for the degree.

Approximately half of the required 124 semester hours are taken in the General Studies curriculum. A minimum grade of "C" must be made in each of the following General Studies courses: ENG 131 and ENG 132 (Composition I & II); ENG 221 (Intro to Literature); and MAT 125/126 (Algebra I & II).

### HONORS

#### General Honors

In recognition of superior scholastic attainment, three grades of general honor are awarded at graduation. Only those candidates who have been in residence at the College for at least four (4) semesters, or 62 hours, will be eligible for honors. The three highest honor distinctions are as follows:

<i>Distinction</i>	<i>Cumulative GPA</i>
<i>Summa cum laude</i>	4.00 -- 3.80
<i>Magna cum Laude</i>	3.79 -- 3.50
<i>Cum laude</i>	3.49 -- 3.00

### Freshman Honors

Those freshmen whose cumulative averages for the year are 3.00 or better and based upon at least thirty (30) semester hours credit, are eligible for Freshmen Honors.

### Presidential Scholars, Dean's List, and Honor Roll

Any regular full-time student whose grade point average for a given semester is 3.70 to 4.00 is eligible for the Presidential Scholars List. Any regular full-time student whose grade point average for a given semester is 3.50 to 3.69 is eligible for the Dean's List.

Any regular full-time student whose grade point average for a given semester is from 3.00 to 3.49 is eligible for the Honor Roll. Any grade below C (D, F, I, or X) automatically eliminates a student from this recognition, regardless of other grades.

### INDEPENDENT STUDY

A student will be allowed to take a course on an independent basis if the following conditions are met:

1. A written proposal will be developed by the student in conjunction with the instructor.
2. The proposal must be signed by the instructor and approved by the Division Chairperson and the Vice President for Academic Affairs.
3. The course proposal must be filed and dated by the Registrar at the time of registration.
4. The student must meet on a regular basis with the instructor and make progress reports on the proposed work.
5. The proposal must involve the course syllabus and must meet all of the major objectives of the course.
6. Completed work from the course must be available for perusal by the Division Chairperson and the Vice President for Academic Affairs.
7. A student may not enroll in more than two independent courses during a semester, or one independent course during a summer session.
8. Independent courses are not to be used as a convenience for a student who is unable to schedule classes because of period conflict. These courses are to be approved only for exceptions when a student's progress toward his/her degree program is hampered. Thus, only upper-class students (usually seniors) will be approved for Independent Study.
9. Students may not retake courses on an independent study basis which they have failed or received an unsatisfactory grade (e.g., "D" in a major course or other course in which a minimum grade of "C" is required )
10. Certain courses, including those required for teacher certification, may not be taken on an independent studies basis.

### MAJOR FIELD OF CONCENTRATION

All students working toward a degree are required to designate a major field of concentration and complete

the prescribed courses set forth by the particular area. A minimum grade of "C" must be made in each course which is counted toward the major. This requirement includes elective courses as well as required courses. Students should decide as early as possible the major area they intend to pursue, since each area has specific requirements.

### MINOR FIELD OF CONCENTRATION

A minor field of concentration is not required for graduation. However, a student **may elect** to designate a minor field of concentration and complete the course requirements of the area. An overall average of "C" must be maintained in the minor field. Some areas specify a minimum grade of "C" for each course which counts toward the minor. In these areas, this requirement must be met. Students should consult with faculty advisors in their major field before selecting a minor.

### PERMANENT STUDENT RECORDS

A student's permanent record may consist of all or some of the following information:

- Biographic information (name, address, telephone number, date of birth, citizenship, parent's name or guardian, social security number, photograph)
- Basis of admission (application, record of previous studies, letters of recommendation, test results, etc.)
- Enrollment information (program of study, dates of attendance, course taken, grades received)
- Results of petitions and appeals filed by the student
- Medical information
- Financial information (charges, payments, awards, debts, etc.)

### PREREQUISITES

Prerequisite means a condition of enrollment which a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Many courses offered by the College require the completion of prerequisite courses taken at Lane College, or their equivalent at another accredited institution. Students are advised to consult the course descriptions found in the current Catalog for the identification of the prerequisites for a course.

### RESIDENCY REQUIREMENTS

The last year (two semesters or 31 credit hours) of a student's work must be completed at Lane College. At least one-half of the work in the major field must be taken at Lane College. Exceptions to this policy are recommended to the President by the Vice President for Academic Affairs in consultation with the Registrar and the Academic Cabinet.

### SATISFACTORY ACADEMIC PROGRESS POLICY

The College promulgates a policy which requires that the student demonstrate that he/she is making satisfactory progress toward completion of a given course of study within a reasonable period of time. The policy is intended to assure that a student will meet the minimum grade point average requirement for graduation by the time the student has attempted all courses required for completion of a major.

The failure of a student to maintain satisfactory academic progress will result in academic sanctions and/or loss of eligibility to receive certain state and federal student assistance. The student is required to have minimum cumulative grade point average after the completion of a certain set of attempted hours.

*Upon certification that a student has attempted the following:*

- *24-30 hours*, he/she must have a cumulative grade point average of at least 1.50.
- *31-62 hours*, he/she must have a cumulative grade point average of at least 1.70.
- *63-93 hours*, he/she must have a cumulative grade point average of at least 1.90.
- *94 and above hours*, he/she must have a cumulative grade point average of at least 2.00.

The student is evaluated for academic sanctions (i.e., warning, probation, and suspension) at the end of the spring semester of each year. Students placed on academic warning or probation may receive financial aid.

Students placed on academic suspension are also placed on financial aid suspension, and thus are not eligible for financial aid during the period of suspension.

If a student is not making satisfactory progress at the end of the second year or 62 attempted hours, but at the end of the subsequent grading period (i.e., summer term) comes into compliance with the satisfactory academic progress standards, the College may consider the student making satisfactory academic progress beginning with the next grading period (fall). Students will not be eligible to receive financial aid during this summer term. However, upon review that the student has come into compliance with satisfactory academic progress after the summer term, the student will be allowed to receive financial aid during the next fall semester.

Full-time students must make passing grades in at least 28 credit hours by the end of second year (fourth semester) that they are enrolled, 46 credit hours by the end of the third year (sixth semester), 64 credit hours by the end of the fourth year (eighth semester), 96 credit hours by the end of the fifth year (tenth semester), and 124 credit hours by the end of the sixth year (twelfth

semester). The maximum time frame for degree completion is twelve semesters. This does not include attendance during summer sessions. No financial aid will be awarded beyond twelve semesters or 186 hours attempted.

Part-time students may be eligible to receive financial assistance. In order to receive a student loan, however, at least six (6) credit hours must be attempted. Academic progress for part-time students is evaluated on pro-rated basis using the same standards as full-time students. Academic progress for full-time students who attend the College for only one semester during a given academic year will be evaluated as part-time students.

The College believes that any student, whose grade point average is below 2.00, whether or not that student has been placed on academic probation, is performing poorly. In an effort to assist students to raise their averages and to avoid academic sanctions, the following intervention strategies have been implemented for all students whose grade point averages fall below 2.00:

#### *INTERVENTION MEASURES*

1. A copy of the student's grade report will be sent to the student's parent(s) or guardian(s).
2. Course schedules will be reviewed to ensure that students are taking a reasonable course load.
3. A bi-weekly progress report will be completed which contains information on class attendance; performance on quizzes, examinations, and assignments; and other pertinent feedback
4. Individual conferences will be scheduled with each student. These conferences should be used to determine whether any problems impede the student's class performance.
5. A Progress Summary Report will be sent to parents on a monthly basis.

#### **ACADEMIC AND FINANCIAL AID PROBATION**

A student is placed on academic probation and financial aid probation if the appropriate average is not maintained or if the necessary numbers of hours are not earned according to the minimum satisfactory progress standards as previously listed.

Any student who is placed on academic probation will be limited to a maximum of fourteen (14) credit hours per semester. If a student on academic probation registers for more than fourteen hours, the load will be reduced by the Vice President for Academic Affairs. Any student who remains on academic probation for two consecutive semesters will be required to withdraw from the College for at least one semester. The student may re-apply in a subsequent semester through the normal admissions process.

A student may continue to receive financial aid while on academic and financial aid probation. If the student does not make satisfactory progress within one year (two semesters), then he/she will be placed on financial aid suspension. Students placed on financial aid suspension are not eligible to receive financial aid.

#### **APPEAL PROCESS FOR STUDENTS DROPPED FOR FAILURE TO MAINTAIN SATISFACTORY PROGRESS**

A student who fails to make satisfactory academic progress may be placed on probation or suspended from the College. He/she will also lose eligibility for financial aid once suspended from the College. A student who fails to maintain satisfactory progress may appeal his/her suspension by taking the following steps:

1. Ascertain from the Registrar's Office his/her official Grade Point Average and a list of courses in which a grade below "C" was received.
2. Challenge any grade he/she feels is assessed/recorded in error. Changes in grades will be recorded in the Registrar's Office by the instructor involved, with the prior approval of the Vice President for Academic Affairs.

Students may also appeal their suspension or financial aid ineligibility for one of the following conditions:

- Death of an immediate relative of the student;
- An injury or serious illness of the student (medical documentation required); and
- Other extenuating circumstances (documentation required)

All appeals must be completed by the student; all documents must accompany the appeal; a summary of the reasons for the appeal must be included.

If a student's status changes as a result of the appeal process, the suspension or probation will be lifted.

A student dismissed for poor scholarship (i.e., academic suspension) may be reinstated by the Admissions and Recruitment Committee only after the expiration of at least one regular semester from the time of dismissal. This restriction does not apply to the summer term immediately after determination that the student is not meeting satisfactory academic progress requirements. The student must make written application to the Admissions and Recruitment Committee at least one month prior to the beginning of the semester for which reinstatement is asked, using such forms as the Committee may determine. A student thus reinstated enters on academic probationary status and must maintain compliance with satisfactory academic progress standards. A student failing to meet these requirements will be dismissed from the College.

A student who applies for and is subsequently granted reinstatement does not automatically qualify for financial aid. A suspension of financial aid may be

appealed by submitting a letter to the Director of Financial Aid explaining the mitigating circumstances that created the prior performance. The letter should include documentation to support the appeal. The Director of Financial Aid, upon conferring with appropriate officials of the College, will make a recommendation to the President of the College concerning the appeal. If the appeal of financial aid suspension is approved, a student must thereafter maintain satisfactory academic progress standards as prescribed earlier. A student failing to meet these requirements will be placed on financial aid suspension. If the appeal of financial aid suspension is not approved, a student may only receive financial aid after the requirements for satisfactory progress have been reestablished.

A student dismissed for low scholarship (academic suspension) may not receive transfer credit for work taken elsewhere during the semester following separation.

The Admissions and Recruitment Committee has discretionary powers in all cases not covered by rules stated herein. The College reserves the right to address any administrative matters affecting the determination of satisfactory progress. These matters shall be referred to the President of the College.

### **SOPHOMORE PROFICIENCY EXAMINATION**

All sophomores and transfer students are required to take the Sophomore Proficiency Examination. Students who do not make a satisfactory score will be required to retake the examination. Students will not be allowed to graduate until they pass the exam.

### **STUDENT RESPONSIBILITIES**

Each student is responsible for meeting the requirements of the College for the degree and major chosen. Major advisors will assist students in planning for their programs, but the responsibility for completing the proper curriculum lies with the student.

### **STUDENTS WITH ACADEMIC DEFICIENCIES**

Lane College recognizes that students enter college with a wide range of skills. Some entering freshmen may require more academic enrichment than others in order to succeed in college-level courses. Therefore, the College provides support services in English, reading, and mathematics to all first-time and transfer students, and others with identified needs.

Students enrolled in ENG 131 – Composition I, and/or MAT 135 – College Algebra, may be required to attend the Writing Center and/or the Math Laboratory, respectively.

### **TAKING COURSES AT OTHER INSTITUTIONS**

A Lane College student wishing to enroll in one or more courses at another college or university during the summer or regular semester must receive prior

permission from his/her advisor and the Vice President for Academic Affairs. Courses may be taken only at appropriately accredited institutions of higher learning.

A written statement indicating the reason for the request must be executed in advance. It is the student's responsibility to secure a catalog description of the requested course(s) from other institutions.

Only students who are in good academic standing may receive credit for courses completed at other institutions. Students may not retake a course at other institutions for which he/she received an unsatisfactory grade at Lane. Grades earned at other institutions do not affect the cumulative grade point average at Lane, and only credit hours for grades of "C" or better will be accepted for transfer.

This policy is intended primarily for students who wish to pursue courses at other institutions during the summer, and does not supersede the Residence Requirement that the last year of a student's work must be completed at Lane College.

### **TRANSCRIPTS**

Official transcripts of the student's records are housed in the Registrar's Office at Lane College and will be furnished only upon the request of the student. One transcript will be issued to each student without charge. A student may request subsequent transcripts at a cost of \$2.00 each. Transcripts will be withheld if the student or alumnus has an unsettled financial obligation to the College.

Students or graduates who wish to change the name reflected on their official transcript must send a written request to the Office of the Registrar, and provide legal documentation which verifies the change, such as a marriage license or a divorce decree.

## ACADEMIC DIVISIONS AND PROGRAMS

### ACADEMIC DIVISIONS

#### Business and Social & Behavioral Science

Majors	Minors	
Business	Accounting	History
Criminal Justice	Business	Marketing
History	Criminal Justice	Sociology
Sociology	Finance	

#### Liberal Studies and Education

Majors	Minors
English	Art
French	English
Interdisciplinary Studies	French
Mass Communication	Mass Comm.
Music	Music
Physical Education	Physical Education
Religion	Religion
	Spanish

#### Natural and Physical Sciences

Majors	Minors
Biology	Biology
Chemistry	Chemistry
Computer Science	Computer Science
Engineering*	Mathematics
Mathematics	Physics
Physics	

- 
- Dual degree program with Tennessee State University

### DEGREES OFFERED

The College offers two degrees, the Bachelor of Arts and the Bachelor of Science. The Bachelor of Arts is awarded to students whose major field is Criminal Justice, English, French, History, Interdisciplinary Studies, Mass Communication, Music, Religion, or Sociology. The Bachelor of Science is awarded to students whose major field is Biology, Business, Chemistry, Computer Science, Mathematics, Physical Education, Physics, or Engineering\*.

### Summary of Major Requirements

Major	Major Hours	General Studies Hours	Elective Hours	TOTAL
Biology	44	67	13	124
Business	42	54	28	124
Chemistry	42	67	15	124
Computer Science	44	59	21	124
Criminal Justice	45	54	25	124
Civil Engineering	96	67		163
Electrical Engineering	94	67		161
Electrical Engineering w/Computers	94	67		161
Mechanical Engineering	95	67		162
English	36	54	34	124
French	42	54	28	124
History	39	48	37	124
Interdisciplinary Studies	35	50	39	124
Mass Communication	37	54	33	124
Mathematics	38	59	27	124
Music	56	57	11	124
Physical Education	39	62	23	124
Physics	43	51	30	124
Religion	36	48	40	124
Sociology	36	54	34	124

## ACADEMIC PROGRAMS

### FRESHMAN ORIENTATION

The Office of Academic Affairs conducts an orientation program designed to assist all new students in achieving maximum intellectual, social, and personal growth as they become members of the campus community. To this end, new students, and transfer students with fewer than 31 credit hours, are required to enroll in a one-credit hour orientation course for one semester. The "Orientation" course addresses all aspects of college life, personal adjustment, and human development.

### GENERAL STUDIES

The General Studies Curriculum comprises the courses required of all students and is intended to prepare them "with skills and knowledge replete with value and meaning for the student's fulfillment in competitive livelihoods and for successful living." This curriculum provides the foundation for study in whatever area the student chooses to major.

All students seeking a degree from Lane College must complete this core of courses, with the following exceptions:

1. Students whose physical condition does not permit them to take the required physical education courses may substitute them with less strenuous ones. The acceptable course is PER 231: Introduction to Physical Education. A physician's statement may be required in such cases.
2. To help students make a successful transition from high school to college, all students are required to complete an orientation course, ORN 110. However, transfer students with 31 or more hours are not required to take this course.
3. Students who demonstrate computer literacy comparable to that required in CSC 131 – Introduction to Computers, may request a placement examination to test out of this course. Students who test out of CSC 131 do not receive credit for the course, but will have an additional 3-credit hour elective. The Vice President for Academic Affairs may approve the waiver, upon recommendation of the Computer Science Faculty
4. Students must demonstrate proficiency in a second language in order to graduate from Lane College. Students with no foreign language experience and students with less than two years of Spanish or French in high school must take either French 131 and 132, or Spanish 131 and 132.

There are two possibilities for waiving foreign language requirements: (a) students with two or more years of French or Spanish in high school may request a placement examination, and may test out of one or both semesters of the foreign language requirement if the score is high enough; and (b) bilingual students who can demonstrate oral and written proficiency in both

English and their second language may request that the foreign language requirement be waived. In either case, no credit is given for foreign language courses waived. Rather, the student may use those six credit hours toward teacher certification, or for additional electives. The Vice President for Academic Affairs may approve the waiver, upon recommendation of the French or Spanish professor.

Lane College recognizes that some students enter college with a wide range of skills. Some entering freshmen may require more academic enrichment than others in order to succeed in college-level courses. Therefore, the College provides support services in English, reading, and mathematics to all first-time and transfer students, and others with identified needs.

Students enrolled in ENG 131 -- Composition I, and/or MAT 125 – Algebra I, may be required to attend the Writing Center and/or the Math Laboratory, respectively.

### GENERAL STUDIES OBJECTIVES

#### Fine Arts

To acquaint the students with historical and cultural aspects of the visual and performing arts which develop an understanding and appreciation for artistic expression and aesthetic value.

#### Religion

To develop the whole student in terms of his/her spiritual, ethical, and social growth by providing a literary study of the Bible as well as placing emphasis on the development of religious values.

#### Foreign Language

To develop basic proficiency in the French or Spanish language, as well as acquire knowledge of the many different cultures in which the language is spoken. This will enable students interact with people from all across the globe.

#### History

To develop the ability to understand and interpret the major historical forces which affect the social, political, and economic climate, both nationally and globally.

#### Mathematics

To provide students with an understanding of the fundamental concepts of mathematics necessary for problem solving; critical thinking; analysis; and functioning effectively in society.

#### Language Arts

Speech: To develop students' ability to communicate effectively about their research, educational progress, theories, projects, etc., regardless of academic discipline. This process includes not only techniques of delivery, but also organization of information and ideas.

Writing/Composition: To develop students' ability to read, analyze, and respond in writing to the writing of others and to express themselves in the dialect that our society has agreed to use for important communication. In composition, students will learn or review the principles of this dialect; in addition, they will learn to

organize their thoughts in a way that makes their written words more effective.

**Literature:** Through close reading, to increase students' knowledge of: (a) the human spirit and the different ways of understanding humanity as conveyed in literature (poetry, drama, and fiction); (b) others' ways of understanding themselves and the world in which they live, thereby better understanding oneself; and (c) some of the great achievements of the human spirit through reading and studying literature.

**Orientation:** To: (a) facilitate the transition from high school to college by developing freshmen's basic study, critical thinking, and social coping skills; and (b) increase students' knowledge of the history and traditions of Lane College.

### Physical Education

To provide students the opportunity to improve health and quality of life through physical and leisure-time activity. This is consistent with "healthy people 2010" objectives published by the U.S. Department of Health and Human Services.

### Introduction to Computer

To facilitate students' acquisition of basic computer literacy: an understanding of what computers are and how they work, including basic keyboarding skills and an introduction to word processing and spreadsheet applications.

### Foundations of Education

To provide students with a framework in which they can understand educational issues and problems as participants and providers. These issues include, but are not limited to social forces, institutions, and human relations that undergird formal education.

### Personal Finance Management

To develop students' ability to develop and understand personal and family financial goals. This process will include discussion of topics such as cash management, budgeting, use of credit cards, borrowing, tax management, major expenditures, risk management, investment, estate planning, and retirement planning.

### Natural Science

To develop an appreciation for all living organisms, their similarities and differences; interdependence and environment; and for the principles that govern chemical, physical, and biological interactions. To provide students with a workable understanding of the methods of scientific investigation.

## GENERAL STUDIES CURRICULUM

Course descriptions for each course in the General Studies Curriculum are found in the respective Divisions in which those courses are housed.

<u>Course</u>	<u>Title</u>	<u>Hrs.</u>	<u>Prereq</u>
			<b>6</b>
ORN 110	Orientation	1	
CSC 131 <sup>1</sup>	Intro to Computers	3	
FIN 122	Personal Fin. Mgmt	2	MAT 126
<b>Language Arts</b>			<b>12</b>
ENG131	Composition I	3	
ENG 132	Composition II	3	ENG 131
ENG 221	Intro to Literature	3	ENG 132
SPC 230	Found. of Speech	3	ENG 131
<b>Mathematics<sup>2</sup></b>			<b>6</b>
MAT 125	Algebra I	3	
MAT 126	Algebra II	3	MAT 125
<b>Natural Science<sup>3</sup></b>			<b>6-8</b>
BIO 131	Biological Science		
PHY 131	Physical Science		
<b>History</b>			<b>6</b>
HIS 231	World History I	3	
HIS 232	World History II	3	HIS 231
<b>Foreign Language<sup>4</sup></b>			<b>6</b>
FRE/SPN 131	French/Span I	3	
FRE/SPN 132	French/Span II	3	FL I
<b>Religion<sup>5</sup></b>			<b>6</b>
REL 130	World Religions	3	
REL 131	Old/New Testament	3	
132 or 231	Black Church Hist.		
<b>Fine Arts<sup>5</sup></b>			<b>4</b>
ART 120	Art Appreciation	2	
MUS 120	Music Appreciation	2	
<b>P.E.<sup>6</sup> (Two Activity Courses)</b>			<b>2</b>
<b>TOTAL</b>			<b>54 - 56</b>

## NOTES ON GENERAL STUDIES CURRICULUM

<sup>1</sup>**Computer Science** – Computer Science, Engineering, Mathematics, and Physics majors will take CSC 132 instead of CSC 131.

<sup>2</sup>**Natural Science**—*Biology, Chemistry, and Physical Education majors* will take BIO 141 and BIO 142. *Biology and Chemistry majors* will also take CHE 141 and 142. *Computer Science, Engineering, Mathematics, and Physics majors* will take PHY 241 and PHY 242. *All other majors* will take PHY 131 and BIO 131.

<sup>3</sup>**Foreign Language**—All students must select a two-course sequence in French or Spanish.

<sup>4</sup>**Religion**—All students take REL 130. Choose one of the following three courses for the second religion required course: REL 131, 132, or 231.

<sup>5</sup>**Fine Arts**—*Exception: Interdisciplinary Studies majors* will take ART 231 Fundamentals of Art, and MUS 235 Fundamentals of Music instead of Fine Arts courses listed above.

<sup>6</sup>**Physical Education**—*Physical Education majors* will take PER 115 Beginning Swimming, and PER 215 Intermediate Swimming as their PER activity classes. Intercollegiate sports, Marching Band, and cheerleading may fulfill the PER activity requirement.

## DIVISION OF LIBERAL STUDIES and EDUCATION

The Division of Liberal Studies and Education comprises the core of the liberal arts curriculum of the College, particularly the courses in languages, literature, music, art, drama, speech, communication arts, religion, and philosophy. The Division offers courses required of all students as well as courses in the major areas of English, French, Interdisciplinary Studies, Mass Communication, Music, Physical Education, and Religion. The Division of Liberal Studies offers minors in Art, English, Foreign Languages, Music, Mass Communication, Physical Education, and Religion. A program in teacher certification is available at the elementary level and in certain secondary areas.

Entering students may be required to take diagnostic tests in mathematics, reading and writing. Scores on these tests are used in conjunction with the College's assessment programs and institutional effectiveness endeavors.

The purpose of the Division of Liberal Studies and Education is (1) to give all students an opportunity to acquire proficiency in the communicative skills of listening, speaking, reading and writing; (2) to develop an intelligent appreciation of the arts; (3) to ponder the philosophical questions of human existence; and (4) to provide appropriate preparatory courses and field experiences for candidates seeking licensure in teacher education. All students are required to take courses in Composition, Literature, Religion, and the Fine Arts, as well as one class in Orientation, as delineated in the description of the General Studies Curriculum.

The Division of Liberal Studies and Education includes in the content of its courses skills necessary for students to (1) develop proficiency in the basic skills of reading, writing, listening, speaking, and communication; (2) develop independent reasoning, critical and creative thinking, and problem-solving skills; (3) define value systems and codes of personal ethics through examination of religions of the world, with special emphasis on the doctrines of the Christian faith; (4) cultivate an awareness of and an appreciation for diverse cultural heritages and an understanding of how they relate to each other; (5) develop an understanding of the creative process and of the need for aesthetic judgment; and (6) participate in society as informed and responsible citizens who have the skills necessary to obtain satisfying jobs and to participate in the process of devising solutions to the world's problems.

The following General Studies Curriculum courses are offered through the Division of Liberal Studies and Education:

Course Code	Course	Credit Hours
ORN 110	Orientation	1
ART 120	Art Appreciation	2*
MUS 120	Music Appreciation	2*
FRE 131	Elementary French I	3**

FRE 132	Elementary French II	3**
SPN 131	Elementary Spanish I	3**
SPN 132	Elementary Spanish II	3**
REL 130	World Religions	3***
REL 131	Old Testament	3***
REL 132	New Testament	3***
REL 231	Hist of the Black Church	3***
ENG 131	Composition I	3
ENG 132	Composition II	3
ENG 221	Introduction to Literature	3
SPC 230	Foundations of Speech	3

All students are required to take two credit hours of physical education regardless of the major area chosen.

A description of the areas administered by the Division of Liberal Studies follows.

\*An exception to the Fine Arts requirement is: Interdisciplinary Studies majors will take ART 231 Fundamentals of Art, and MUS 235 Fundamentals of Music, among their required hours in the major.

\*\*Students select a two-course sequence

\*\*\*Students take REL 130 and one of the other 3 courses to satisfy the two course Religion requirements

### ART

The visual arts interface with and reinforce the Liberal Arts Curriculum by addressing communication, culture, and aesthetics in mediums that are specific to the discipline and complement a comprehensive Arts Curriculum

A minor in Art requires 18 semester hours through which the student gains knowledge of the history of art along with an understanding of the basic skills for portraying visual forms. ART 233 Art Survey, ART 130 Beginning Drawing, and ART 230 Intermediate Drawing are required for a minor. The remaining 12 hours may be selected with the help of the student's academic advisor and the art instructor.

### ENGLISH

Through the English curriculum, students learn to express themselves in writing in the dialect that society has agreed to use for important communications. In Composition, students learn or review principles of this dialect; in addition, they learn to organize their thoughts in a way that makes them more effective. Through English, students learn more about the human spirit and the different ways of understanding through literature. Literature: poetry, drama, and fiction, is an indispensable part of a liberal education. Reading and studying literature invites sharing in some of the great achievements of the human spirit and leads to knowledge of others' ways of understanding themselves and their world; it invites the reader to see the world anew.

#### Objectives

1. To expose the student to excellence in writing and oral communication through the study and analysis of literature and the techniques of composition.

- To train the student in the skills necessary for perceptive reading, critical thinking, and effective writing and speech.
- To equip each major graduate with skills necessary to succeed in graduate study or careers in education, law, medicine, ministry, library science or communications, among other career options.
- To develop within each major the ability to write clear, practically error-free prose.
- To provide experiences for the major to demonstrate the ability to use primary texts, reference sources, and periodicals in preparing research.

### Requirements for the English Major

A major in English requires 36 credit hours. This includes 11 required major courses ( 33 credit hours), and one elective major course ( 3 credit hours). Before taking courses in the major or minor areas, English majors and minors must complete the Composition sequence, and Introduction to Literature. These prerequisite courses do not count toward the English major or minor. Students who major or minor in English must make a "C" or better in the Composition, Literature, and major and minor courses.

Students are advised to take survey courses in sequence. For general electives, English majors and minors are encouraged to take courses which lead to certification in teacher education.

### Requirements for the English Minor

A minor in English requires 21 hours. Minors are required to take ENG 231-- American Literature I, ENG 232 -- American Literature II, ENG 331 -- British Literature I, ENG 332 -- British Literature II, ENG 335 -- Shakespeare, and ENG -- 430 African American Literature. They must also take one additional elective English course at or above the 200 level.

### Requirements for Teacher Licensure in Secondary English (7-12)

See page 44 for requirements leading to teacher licensure in secondary education: English (7-12).

## FRENCH

### Objectives

- To expose students to excellence in written and oral communication through the study and analysis of literature and techniques of composition in French.
- To provide experience in the French Language so that students will be able to demonstrate the ability to use primary texts, bibliographical sources, and periodicals for research and other purposes.
- To engage students in the exploration of innovative ideas, through teaching and research.
- To prepare students for graduate study, or career opportunities in multi-national businesses and non-profit organizations in

different areas, including, but not limited to the following: international relations, marketing, and translation.

### Requirements of French Major

A major in French requires 42 credit hours. This includes 13 required major courses (39 credit hours); and 1 elective major course (3 credit hours) as indicated in the curriculum chart .

Students without prior exposure to French are encouraged to select French as a major. FRE 131 and 132 Elementary French I and II will count toward satisfying the General Studies foreign language requirement, but will not count toward the degree in French. All French majors are strongly encouraged to take courses toward teacher certification.

### Requirements of French Minor

A minor in French requires 18 credit hours that must include FRE 231 and FRE 232 – Intermediate French I & II. French minors may select four (4) additional French courses at or above the 300 level to complete the minor. As many as 12 credits toward the minor may be earned through a Lane-approved study abroad program in a French-speaking country. At least one course at the 300 level must be taken at Lane College to complete the minor.

## INTERDISCIPLINARY STUDIES

A major in Interdisciplinary Studies requires 35 credit hours as indicated on the curriculum chart.

This major is a stand-alone major for students seeking a generalist degree. It is also the recommended major for those who are seeking licensure as teachers in elementary grades (K-8).

Those seeking teacher certification must pass the following courses with a grade of "C" or better in each:

### Teacher Licensure – Elementary (K-8)

Course	Title	CR	Prerequisite
EDU 330	Classroom Management	3	EDU 230
EDU 332	Tests & Measurements	3	EDU 230, MAT 135, PHY 131
EDU 336	Teaching Middle School	3	EDU 230
EDU 401	Field Experience I	0	EDU 230 Junior
EDU 402	Field Experience II	0	EDU 401
EDU 420	Education Seminar	2	Praxis I all courses
EDU 430	Student Teaching	10	Praxis II all courses
ENG 339	Teaching Language Arts	3	ENG 221 EDU 230 PSY 230
HIS 336	Teaching Social Studies	3	EDU 230
BIO 330	Teaching Elem. Science	3	BIO 131 PHY 131 EDU 230
PER 335	School Health/Nutrition	3	EDU 230
MAT 330	Teaching Elem. Math	3	EDU 230
<b>TOTAL</b>		<b>36</b>	

## MASS COMMUNICATION

### Objectives

1. To develop the ability to write clearly and accurately for broadcast and print media.
2. To fully understand the function and effect of mass media in a democratic society.
3. To have knowledge of the technological, economic, and human factors that are involved in the production of print and broadcast media.
4. To provide students with the necessary knowledge, skills, and experience in print and broadcast media and public relations.

### Requirements of a Mass Communication Major

Mass Communication majors are required to take 37 credit hours in Mass Communication as follows: 22 credit hours in core courses; 2 courses from General Communication Courses (6 credit hours); and 3 courses from Communication electives (9 credit hours).

All Mass Communication majors and minors must demonstrate the ability to effectively use a word processor and must type at least 45 words per minute before they are allowed to graduate.

Students who major or minor in Mass Communication must complete their required English Composition courses with a minimum grade of "C" in each course before they will be allowed to enroll in any Mass Communication courses. At the discretion of the major advisor, students who have made a satisfactory grade in Composition I may be allowed to take introductory Mass Communication courses before successfully completing Composition II.

Mass Communication majors are expected to type all in-class and out-of-class assignments.

### General Courses (select 2 courses [6 credit hours])

COM 330 - Writing for the Print Media  
COM 331 - Photojournalism  
COM 335 - Writing for Public Relations  
COM 432 - Writing for the Broadcast Media

### Elective Courses (select 3)

COM 310- Mass Media Internship I  
COM 233 - Editorial Writing/and Interpreting Public Issues  
COM 235 - Newspaper Layout and Editing  
COM 410 - Mass Media Internship II  
COM 430 - Advanced News Reporting and Writing  
COM 431 - Feature and Magazine Writing  
COM 433 - Radio and Television Announcing  
COM 435 - Broadcast Production  
COM 437 Public Relations Strategies and Campaigns  
COM 439 - Survey of Communication Technologies

### Requirements of Mass Communication Minor

Mass Communication minors must take 18 hours, 12 of which are specified: COM 131, COM 135, COM 236, and COM 333. Students may select the remaining 6

hours from the General Courses and one from elective course.

## MUSIC

### Objectives

1. To perform repertoire and technical exercises of standard "classical" works in various styles by major composers from the major periods of music history, including works of African-American composers.
2. To acquire the basic skills of musicianship at the piano.
3. To acquire knowledge of musical terminology, principles of music theory and structure, the history and literature of music, and basic reference works.
4. To communicate verbally and in writing pertinent knowledge and concepts of music and engage in basic music research.
5. To prepare students for entry into graduate school and/or careers in music.

### Requirements of the Music Major

The major in Music requires 56 semester hours. Incoming freshmen and transfer students must take a theory placement test. Some may be required to complete MUS 031 Fundamentals of Music Theory. This course does not count toward the major or minor degree program in music.

Music majors must complete eight semesters of an ensemble, i.e. Band or Choir, and eight semesters of Applied Music study on a single instrument or voice. The required courses for the music major are indicated in the curriculum chart.

All music majors and minors are required to attend recitals and other concerts as required by the Music faculty. No credit is awarded for Recital/Concert attendance, which is graded on a Pass/Fail basis. Students must pass each semester in order to fulfill their graduation requirement.

All Music majors will give a half recital (30 minutes in length) in the junior year, and a full-length (45 minutes to an hour in length) Senior Recital. Music minors may give a half recital or appear before a jury composed of the Music faculty.

### Requirements of the Music Minor

The minor in Music requires 27 semester hours. Music minors must complete four semesters of an ensemble, i.e. Band or Choir, and four semesters of Applied Music study on a single instrument or voice. Music minors must also complete MUS 131, MUS 132, MUS 323, MUS 331, and MUS 332.

### Teacher Licensure in General/Vocal or Instrumental Music (K-12)

Those seeking teacher certification in General/Vocal or Instrumental Music (K-12) must pass the following courses with a grade of "C" or better in each:

Course	Title	CR	Prerequisite
EDU 330	Classroom Management	3	EDU 230
EDU 332	Tests & Measurements	3	EDU 230 MAT 135 PHY 131
EDU 336	Teaching Middle School	3	EDU 230
EDU 401	Field Experience I	0	EDU 230 Junior
EDU 402	Field Experience II	0	EDU 401
EDU 420	Education Seminar	2	Praxis II all courses
EDU 430	Student Teaching	10	Praxis II all courses
PSY 131	Educ. Psychology	3	EDU 230
PSY 230	Human Growth & Dev	3	PSY 131
PSY 330	Exceptional Learner	3	PSY 131
PER 335	School Health/Nutrition	3	EDU 230
SOC 344	The Family	3	EDU 230
<b>TOTAL</b>		<b>36</b>	

### PHYSICAL EDUCATION

#### Objectives

- To provide opportunities for students to engage in activities that are physically wholesome, mentally stimulating, personally satisfying, and socially sound.
- To prepare prospective physical education majors for employment in the field, including teacher licensure in K-12 Physical Education.
- To prepare students to become lifelong participants in physical activity.

#### Requirements of a Major in Physical Education

Students who major in the area of Physical Education are required to complete a total of thirty-nine (39) semester hours in the major, including 32 required credit hours, and seven (7) credit hours to be selected from PER electives.

#### Requirements for a Minor in Physical Education

Students who minor in the area are required to complete a total of eighteen (18) semester hours which will include a combination of Health Education and Physical Education courses.

#### Teacher Licensure in Physical Education (K-12)

Those seeking teacher licensure in Physical Education (K-12) must pass the following courses with a grade of "C" or better:

Course	Title	CR	Prerequisite
EDU 330	Classroom Management	3	EDU 230
EDU 332	Tests & Measurements	3	EDU 230, MAT 135, PHY 131
EDU 401	Field Experience I	0	EDU 230, Junior
EDU 402	Field Experience II	0	EDU 401
EDU 420	Education Seminar	2	Praxis II; all courses
EDU 430	Student Teaching	10	Praxis II; all courses
PSY 131	Educ. Psychology	3	EDU 230
PSY 230	Human Growth/Dev	3	PSY 131
PSY 330	Exceptional Learner	3	PSY 131

PER 223	Elementary Games	2	EDU 230
PER 339	Methods of Teaching PE	3	EDU 230, PER 231
SOC 344	The Family	3	EDU 230
<b>TOTAL</b>		<b>35</b>	

### RELIGION

#### Objectives

- To introduce the student to the perspective of religion as a social phenomenon.
- To provide an overview of the varieties of religion.
- To emphasize the value of the Black expressions of religion, focusing on the Black Church.
- To introduce the literary-critical method of Bible study and promote Biblical literacy.
- To prepare students for careers in ministry and/or graduate religious studies.

#### Requirements of Religion Major

A major in Religion requires 36 semester hours, including 8 required courses (24 credit hours) as in the curriculum chart. The remaining 12 hours must be selected from Religion or Philosophy courses. Students should consult with their academic advisor before registering each semester.

#### Requirements of the Religion Minor

A minor in Religion requires 18 credit hours, including PHL 131 -- Introduction to Philosophy, and REL 130 -- World Religions. The remaining 12 hours must be selected from Religion and Philosophy courses.

### SPANISH

#### Requirements for a Minor in Spanish

A minor in Spanish requires 18 semester hours that must include SPN 131 and SPN 232: Elementary Spanish I and II, as well as SPN 231 and SPN 232 Intermediate Spanish I and II. Spanish minors are strongly encouraged to take either SPN 331 and SPN 332 Spanish Literature I and II, or SPN 333 Spanish Composition, and SPN 334 Spanish Conversation.

## TEACHER EDUCATION PROGRAM

It is important for a liberally educated student to have an understanding of social, cultural, and historical forces and their effects on global interactions. Through the course, Foundations of Education, students gain this understanding. At the same time, consistent with the goals of Founder Isaac Lane, students also study the valuable role education plays in American society.

Students who anticipate entering the Teacher Education Program must make application for candidacy in the program. The following is a list of the requirements and steps necessary for consideration for admission to the Teacher Education Program:

1. Complete the appropriate General Studies Curriculum with cumulative grade point average of 2.5, and a grade of at least "C" in the following courses: ENG 131 Composition I; ENG 132 Composition II; ENG 221 Introduction to Literature; and MAT 125 Algebra I, and MAT 126 Algebra II.
2. Obtain a minimum score as determined by the State of Tennessee on the ETS *Praxis I* Test.
3. Complete an application for admission to the Program. Students desirous of entering the Teacher Education Program may consider contacting the Teacher Education Committee prior to their completing an application for full entry in the Program. The Teacher Education Committee reviews all applications and formally informs applicants of their status. Upon formal acceptance into the Teacher Education Program, the student will receive a Student Handbook detailing the requirements of the Program. The Director of Teacher Education will then be responsible for advising the students as to the necessary courses and other requirements of licensure.
4. Obtain a minimum score as determined by the State of Tennessee on all required parts of the ETS *Praxis II* Test prior to student teaching.

### GENERAL INFORMATION

All candidates seeking to obtain teacher licensure must fulfill the requirements of the General Education, Professional Education, and Major core courses as required by the State of Tennessee and Lane College.

The General Education program is primarily designed to foster the development of those competencies which are basic to all of life's responsibilities.

The Professional Education core is comprised of those courses which are considered to be common to teacher education and which must be satisfactorily completed by all those desirous of entering the teaching profession. Additionally, each student must complete the specialized professional courses for the appropriate level of teaching.

Students who anticipate licensure for grades K-8 should pursue the Interdisciplinary Studies major. Those who

anticipate licensure in grades 7-12 and special areas must pursue the prescribed courses in the major. Please see Areas of Endorsement for Teacher Education Licensure for subject area fields.

A satisfactory score on *Praxis II* is required for licensure in the State of Tennessee.

### AREAS OF ENDORSEMENT FOR TEACHER EDUCATION LICENSURE

Licensure in teacher education is available in Elementary (K-8); Biology, Business, Chemistry, English, History, Mathematics, and Sociology (7-12); Physical Education (K-12), Music—Vocal/General, and Music—Instrumental (K-12).

### PROFESSIONAL EDUCATION

The area of Professional Education provides the core professional courses for all students who desire to enter the teaching profession. This area is also primarily responsible for all the specialized professional preparation of elementary teachers (K-8) and of secondary teachers (7-12).

#### Objectives

1. To develop an understanding of the role of public education, past, present, and future.
2. To encourage a commitment to teaching.
3. To produce teachers who are competent in their chosen field.
4. To provide experiences that will prepare students to become contributors to the total endeavors of the schools in which they will teach.
5. To foster an understanding of the uniqueness and value of each human.

#### Requirements for Licensure in Elementary Education, Physical Education, and Music

Courses in the Professional Education core for majors in Interdisciplinary Studies (leading to licensure in grades K-8); Music—Vocal General, and Music—Instrumental (K-12); and Physical Education (K-12) are listed in the respective majors of the appropriate Divisions.

## Requirements for Licensure in Secondary Education

In order to fulfill their Professional Education requirements, students seeking licensure in secondary education (7-12) in Biology, Business, Chemistry, English, History, Sociology, and Mathematics must pass the courses listed below with a grade of "C" or better in each. They must also pass the appropriate methods course(s) for their discipline.

Course	Title	CR	Prerequisite
EDU 330	Classroom Management	3	EDU 230
EDU 332	Tests & Measurements	3	EDU 230 MAT 135 PHY 131
EDU 401	Field Experience I	0	EDU 230 Junior
EDU 402	Field Experience II	0	EDU 401
EDU 420	Education Seminar	2	Praxis II all courses
EDU 430	Student Teaching	10	Praxis II all courses
PSY 131	Educ. Psychology	3	EDU 230
PSY 230	Human Growth/Dev	3	PSY 131
PSY 330	Exceptional Learner	3	PSY 131
PER 335	School Health/Nutrition	3	EDU 230
SOC 344	The Family	3	EDU 230
<b>TOTAL</b>		<b>33</b>	

Additional methods courses per discipline:

Major	Course	Title	CR	Prerequisite
Biology	BIO 331	Methods/Teaching Natural Science	3	EDU 230 PSY 131
Business	BUS 330	Methods of Teaching Business	3	
Chemistry	BIO 331	Methods/Teaching Natural Science	3	EDU 230 PSY 131
English	ENG 236	Adolescent Literature	3	ENG 221
English	ENG 440	Methods/Teaching English	3	EDU 230 ENG 220 PSY 131
History	GEO 231	World Geography	3	
History	HIS 336	Methods/Social Science	3	EDU 230
Math	MAT 331	Methods/Secondary Math	3	EDU 230 PSY 131 MAT
Sociology	HIS 336	Methods/Social Science	3	EDU 230

## OBSERVATION

An essential ingredient of the program is the time spent in observation and/or service in the public schools. The mission of clinical experiences at Lane College is to allow students to observe and interact with teachers, students, and other support personnel in diverse school settings. Extensive experiences in structured observations, tutoring, small group instruction, and whole class instruction are required to provide a meaningful developmental transition from theory to student teaching.

Field experience hours will be gained in two courses, namely, EDU 401 and EDU 402, totaling a minimum of thirty clock-hours in each block. Students are

responsible for their own transportation and field experience hours do not include travel time to and from the schools.

Both public and private schools are used for field experiences. Field experiences should reflect the diverse student population in the Jackson, Tennessee area, and will provide for a multi-cultural experience. Students do not make their own field experience placements. The process is handled through the Office of Teacher Education. Field experiences are supervised by the Director of Teacher Education. Students who wish to enroll in field experience should make arrangements with and have permission from the Coordinator of Teacher Education.

All field experiences will be structured in such a manner as to reflect a developmental, sequential approach to teacher education. Observation will be followed by tutoring, small group instruction, and large group instruction. Field experiences are an expected part of the teacher education program. Students must spend time in school classrooms to develop requisite skills for the student teaching semester.

## REQUIREMENTS PRIOR TO STUDENT TEACHING

The following are the requirements that students must satisfy before registering for the student teaching component:

1. Completion of all other course work required for the degree pursued.
2. An overall GPA of at least 2.5.
3. A GPA of 2.5 in the teaching field(s).
4. Minimum score as determined by the State of Tennessee on the ETS *Praxis I* Test.
5. Minimum score as determined by the State of Tennessee on all parts of the ETS *Praxis II* Test.
6. No defects, physical or other, that will prevent successful classroom performance.
7. At least one full semester in residence at Lane College immediately prior to enrolling for student teaching.
8. Written approval from the student's major academic advisor indicating the student's readiness to engage in student teaching.

Students are encouraged to submit their application for student teaching at least one semester prior to the semester in which they anticipate engagement in student teaching.

The Teacher Education Committee will conduct an interview with applicants the semester prior to the semester in which the proposed student teaching experience is anticipated. This interview will include a demonstration lesson. The Committee will determine the students' readiness to engage in student teaching, based on the following criteria: Test scores, cumulative grade point average, successful completion of pre-requisite course work, and performance in the interview.

## ENHANCED STUDENT TEACHING

The enhanced student teaching program will include the following:

1. The student teaching program will last for an entire semester (15 weeks).
2. During this period, the student will be exclusively in his/her teaching assignment and no other classes will be allowed other than a seminar experience.
3. In elementary licensure (K-8), one half of the semester will be spent in grades K-4 and the second half of the semester in grades 5-8.
4. Secondary teachers will spend the entire semester in the same school setting.
5. Those who are seeking licensure in grades 7-12 in Science/ Biology, or Science/Chemistry will spend half a semester in grades 7 and 8 and a half semester grades 9-12.
6. Students who are seeking licensure in grades K-12 in Physical Education, Music Vocal/General, and Music Instrumental will spend  $\frac{1}{4}$  of a semester in grades K-4;  $\frac{1}{4}$  of a semester in grades 5-8, and  $\frac{1}{2}$  of a semester in grades 9-12.
7. No out-of-state student teaching will be allowed under any circumstances.
8. All course work and professional education courses must be taken before student teaching is allowed.

## POST-BACCALAUREATE PROGRAM

Lane College offers a post-baccalaureate teacher education program as approved by the Tennessee State Department of Education. The program is designed to attract talented individuals and those seeking to change careers who have the potential to become good teachers. Candidates in the post-baccalaureate teacher education program will be those individuals who have completed baccalaureate degrees but who did not complete teacher preparation. These candidates will be college graduates who are able to demonstrate strong potential to become good teachers. Candidates must: (1) apply for admission to the program; (2) meet admission requirements as outlined in the Admission section of this catalog; and (3) meet requirements identical to those met by candidates who wish to enter the undergraduate teacher education program. The following are additional criteria which apply to the Post-baccalaureate program:

1. Post-baccalaureate candidates must complete a minimum of one academic year (two regular semesters) as a full-time student. This minimum applies to candidates with no prior professional education study.
2. Candidates for the post-baccalaureate program will not be able to transfer more than nine (9) credit hours from other colleges and universities.
3. The semester prior to student teaching, candidates for the post-baccalaureate program will be required to carry a full load (minimum of 12 credit hours) of professional education

4. course work. Candidates must also pass all sections of *Praxis II* prior to student teaching. An essential ingredient of the post-baccalaureate program is the time spent in observation and/or service in the public schools. Field experience hours will be gained in two courses, namely, EDU 401 and EDU 402, totaling a minimum of thirty clock-hours in each block, as described in the undergraduate Teacher Education program.
5. Post-baccalaureate candidates will participate in enhanced student teaching as described in the undergraduate Teacher Education program:
  - a. An entire semester (15 weeks) will be required.
  - b. During this period, candidates will be exclusively in their teaching assignment. Candidates will not be allowed to enroll in other classes except a seminar experience.
6. Exceptions will be granted for candidates who were classroom teachers for at least three (3) of the past five (5) years. These exceptions will be granted in accordance with State guidelines for experience in lieu of student teaching.

Candidates for the Post-baccalaureate degree may obtain a document which provides greater detail with respect to general elements of the program from Office of Teacher Education or the Office of Academic Affairs.

## ENGLISH CURRICULUM

Course	Title	Cr	Prerequisite	Grade	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Intro to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
BIO 131	Biological Science	3			
PHY 131	Physical Science	3			
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
FRE / SPN I	Elementary French / Spanish I	3			
FRE / SPN II	Elementary French / Spanish II	3	FRE/SPN I		
ART 120	ART Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
ENG 231	American Literature I	3	ENG 221		
ENG 232	American Literature II	3	ENG 221		
ENG 234	Advanced Grammar	3	ENG 132		
ENG 238	Greek & Roman Drama <b>or</b>	3	ENG 221		
ENG 239	Survey/Modern Drama		ENG 221		
ENG 335	Shakespeare	3	ENG 221		
ENG 331	British Literature I	3	ENG 221		
ENG 332	British Literature II	3	ENG 221		
ENG 333	Literary Criticism	3	ENG 221		
ENG 430	African American Literature	3	ENG 221		
ENG 431	Contemporary Literature	3	ENG 221		
ENG 222	World Literature	3	ENG 221		
ENG	English Elective	3	ENG 221		
	General Electives	34			
	<b>TOTAL</b>	<b>124</b>			

## FRENCH CURRICULUM

Course	Title	Cr	Prerequisite	Grade	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Intro to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
BIO 131	Biological Science	3			
PHY 131	Physical Science	3			
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
FRE 131	Elementary French I	3			
FRE 132	Elementary French II	3	FRE 131		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
FRE 231	Intermediate French I	3	FRE 132		
FRE 232	Intermediate French II	3	FRE 231		
FRE 311	Phonetics / Pronunciation	3	FRE 232		
FRE 312	Reading French Literature	3	FRE 232		
FRE 322	Conversation / Grammar	3	FRE 311		
FRE 323	Advanced FRE Grammar	3	FRE 322		
FRE 331	Survey French Literature I	3	FRE 312		
FRE 332	Survey French Literature II	3	FRE 312		
FRE 333	French for Business	3	FRE 331		
FRE 431	French Civilization	3	FRE 331		
FRE 432	Francophone Literature	3	FRE 431		
FRE 461	Methods of Teaching French	3	Senior		
FRE 480	Senior Seminar	3	Senior		
FRE	French Elective	3			
	General Electives	28			
	<b>TOTAL</b>	<b>124</b>			

## INTERDISCIPLINARY STUDIES CURRICULUM

Course	Title	Cr	Prerequisite	Grade	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
BIO 131	Biological Science	3			
PHY 131	Physical Science	3			
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
FRE /SPN I	Foreign Language I	3			
FRE /SPN II	Foreign Language II	3	FL I		
PER	Activity	1			
PER	Activity	1			
BIO 341	Ecology / Environmental Biology	4	BIO 131		
EDU 230	Foundations of Education	3	ENG 131		
ENG 237	Children's Literature	3	ENG 221		
GEO 231	World Geography	3			
PSY 131	Educational Psychology	3	EDU 230		
PSY 230	Human Growth / Development	3	PSY 131		
PSY 330	Exceptional Learner	3	PSY 131		
PER 223	Elementary Games	2	EDU 230		
PER 326	First Aid & Safety	2			
SOC 344	The Family	3			
ART 231	Fundamentals of Art	3	EDU 230 PHY 131		
MUS 235	Fundamentals of Music	3	EDU 230 PSY 131		
	General Electives	39			
	<b>TOTAL</b>	<b>124</b>			

## MASS COMMUNICATION CURRICULUM

Course	Title	Cr	Prerequisite	Grade	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
BIO 131	Biological Science	3			
PHY 131	Physical Science	3			
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
FRE /SPN	Foreign Language I	3			
FRE /SPN	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
COM 131	Intro to Mass Communication	3	ENG 131		
COM 135	Intro to Media Writing	3	COM 131		
COM 210	Practical Journalism Exp I	1	COM 131		
COM 212	Intro to Broadcast / Cable	3	ENG 131		
COM 236	Online Journal / News	3	COM 131		
COM 332	Principles of Public Relations	3	COM 131		
COM 333	Special Topics in Mass Com	3	ENG 131		
COM 337	Media Law & Ethics	3	COM 333		
COM	General COM Courses	6			
COM	Elective COM Courses	9			
	General Electives	33			
	<b>TOTAL</b>	<b>124</b>			

## MUSIC CURRICULUM

Course	Title	Cr	Prerequisite	Grade	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
EDU 230	Foundations of Education	3	ENG 131		
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 126		
BIO 131	Biological Science	3			
PHY 131	Physical Science	3			
HIS 231	World History I	3			
HIS 232	World History II	3	HIS I		
FRE /SPN I	Foreign Language I	3			
FRE /SPN II	Foreign Language II	3	FL I		
MUS 120	Music Appreciation	2			
ART 120	Art Appreciation	2			
PER	Activity	1			
PER	Activity	1			
MUS	Ensemble (1@)	8			
MUS	Applied Lesson (1@)	8			
MUS 131	Music Theory I	3			
MUS 132	Music Theory II	3	MUS 131		
MUS 231	Music Theory III	3	MUS 132		
MUS 232	Music Theory IV	3	MUS 231		
MUS 321	Instruments I	2			
MUS 322	Instruments II	2			
MUS 331	Music History I	3	MUS 232		
MUS 332	Music History II	3	MUS 331		
MUS 323	Conducting I	2	MUS 232		
MUS 422	Counterpoint	2	MUS 232		
MUS 421	Orchestration	2	MUS 232		
MUS 118/100	Class Piano/Voice I	1			
MUS 281/200	Class Piano/Voice II	1	MUS 118/MUS120		
MUS 430	Methods/Materials/Music	2	EDU 230		
MUS 431/432	Vocal/Instrumental Methods	2	EDU 230		
MUS 333	Form & Analysis	3	MUS 232		
MUS 241	African American Music	3	MUS 120 or MUS 331		
	General Electives	11			
	<b>TOTAL</b>	<b>124</b>			

## PHYSICAL EDUCATION CURRICULUM

Course	Title	Cr	Prerequisite	Grade	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
EDU 230	Foundations of Education	3	ENG 131		
REL 130	World Religions	3			
REL131/132 or 231	Old/New Testament or History of the Black Church	3			
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Intro to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
MAT 140	Trigonometry	3	MAT 126		
BIO 141	General Biology I	4			
BIO 142	General Biology II	4	BIO 141		
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
FRE / SPN I	Elementary French / Spanish I	3			
FRE / SPN II	Elementary French / Spanish II	3	FRE/SPN I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER 115	Beginning Swimming	1			
PER 215	Intermediate Swimming	1	PER 115		
BIO 344	Human Anatomy & Physiology I	4	BIO 142		
BIO 345	Human Anatomy & Physiology II	4	BIO 142		
PER 222	Conditioning Exercise	2			
PER 231	Introduction to P.E.	3			
PER 233	Individual / Team Sports	3	PER 231		
PER 236	Nutrition	3			
PER 323	Advanced Swimming	2	PER 215		
PER 325	Adapted P.E.	3	PER 231		
PER 326	First Aid and Safety	2			
PER 331	Kinesiology	3	BIO 345		
PER 340	Physiology of Exercise	3	BIO 345 PER 231 PER 222		
PER	PER Electives	7			
	General Electives	23			
	<b>TOTAL</b>	<b>124</b>			

## RELIGION CURRICULUM

Course	Title	Cr	Prerequisite	Grade	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Intro to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
BIO 131	Biological Science	3			
PHY 131	Physical Science	3			
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
FRE /SPN I	Foreign Language I	3			
FRE /SPN II	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
REL 130	World Religions	3			
REL 131	Old Testament	3			
REL 132	New Testament	3			
REL 231	History / Black Church	3			
REL 233	Christian Ethics or	3			
PHL 132	Ethics				
REL 310	Seminar	3	REL 132		
REL 335	Life and Teachings of Jesus Christ	3	REL 132		
PHL 131	Introduction to Philosophy	3			
REL or PHL	Electives	12			
	General Electives	40			
	<b>TOTAL</b>	<b>124</b>			

## DIVISION OF BUSINESS, AND SOCIAL AND BEHAVIORAL SCIENCES

The purpose of the Division of Business, and Social and Behavioral Sciences is the development of communication, technical, human relations, and analytical skills of students to enhance successful entrance in chosen careers and/or professional and graduate endeavors.

The objectives of the Division are to offer majors in Business, Criminal Justice, History, and Sociology; to prepare students for further training in graduate and professional schools; to prepare students to successfully compete in the job market; and to introduce and orient students in their development of leadership skills to be utilized in a dynamic and competitive environment.

The Division offers General Studies Curriculum courses in History (U.S. World, and African American), Social and Behavioral Sciences (various options to satisfy three-hour requirement), and FIN 122 Personal Financial Management.

The Division is organized into the following major areas: (1) Business; (2) Criminal Justice; (3) History; and (4) Sociology. Teacher certification at the secondary level is available in Business and History. Minors are offered in Business, Criminal Justice, History, International Studies, and Sociology.

The Division recommends a program of study to prepare students to attend law school upon graduation

### PRE-LAW

A student can obtain the courses required for admission to law school by completing one of the degree programs of the College. Primarily because admission requirements vary, students should make an early decision with regard to the law school they anticipate attending. Anyone desiring to participate in the pre-law program should contact the Chairman, Division of Business, and Social and Behavioral Sciences for additional information, particularly with regard to the selection of courses necessary for admission to law school.

A pre-law student should complete the foundation program, a major field of study, and any other requirements of the College. It is recommended that a pre-law student complete a major in Criminal Justice, Business, or English.

### BUSINESS

Students majoring in Business receive the Bachelor of Science degree, in Business Administration, which is designed to provide a solid general foundation in preparation for professional careers, managerial positions, and/or selection of an area of specialization in graduate or professional school.

### Objectives

1. To encourage sound scholarship and the acquisition of knowledge and skills in the area of Business.
2. To provide students who intend to enter a business career with satisfactory training in methods, techniques, and principles of modern business
3. To prepare students for further studies in graduate and professional schools
4. To prepare students who may pursue certification through the Teacher Education Program
5. To promote an understanding of the social, economic, and cultural environment in which businesses operate.
6. To provide practical management learning experiences through cooperative and/or internship programs.

### General Studies

The Area of Business offers the course, FIN 122 – Personal Financial Management, which is a general studies requirement for all Lane College students. Business majors must take this course, but it is not counted as a core requirement or an elective in the Business major curriculum.

### Requirements of Business Major

Business majors are required to take 42 credit hours in business core courses as indicated in the curriculum chart. Business majors are also strongly encouraged to certify in Teacher Education at the secondary level.

### Requirements of Business Minor

Students may choose a minor in Accounting, Finance, Marketing, or Business Management. A minor consists of a minimum of 12 credit hours over and above the Business major requirements.

#### Accounting Minor (12 credit hours)

ACT 231	Intermediate Accounting I
ACT 232	Intermediate Accounting II

Two of the following courses:

ACT 233	Cost Accounting I
ACT 331	Federal Individuals Income Tax Procedures
ACT 332	Federal Business Income Tax Procedures
ACT 333	Managerial Accounting
ACT 431	Auditing Theory and Practice
ACT 432	Advanced Accounting
ACT 434	Governmental and Not-for-Profit Accounting
ACT 435	Internship in Accounting (CPA/ General elective only)

*C.P.A. Preparation:*

Students with an Accounting minor who complete the following additional requirements will be eligible to sit for the CPA examination in Tennessee: Five (5) courses over and above the 12 credit hours in Accounting minor and 2 elective courses from each of the Finance and Marketing concentration to complete a total of 150 semester hours.

Finance Minor (12 credit hours)

ACT 233 Cost Accounting

Three of the following courses:

- ECO 231 Money and Banking
- FIN 231 Principles of Investment
- FIN 330 Financial Institutions and Markets
- FIN 332 Financial Management
- FIN 333 Financial Assets Management
- FIN 334 Bank Management
- FIN 335 International Corporate Finance
- FIN 336 Financial Planning Seminars and Applications

Marketing Minor (12 credit hours)

MKT 231 Consumer Behavior  
MKT 332 Marketing Research

Two of the following courses:

- MKT 232 Promotion and Advertising
- MKT 233 International Marketing
- MKT 331 Professional Selling
- MKT 332 Marketing Research
- MKT 333 Marketing Management Seminar
- MKT 334 Sports Marketing

Business Management Minor (12 credit hours)

BUS 332 Human Resource Management

One course from each concentration of Accounting, Finance, and Marketing (9 credit hours).

**Teacher Education Certification**

See page 44 for requirements leading to teacher licensure in secondary education: Business (7-12).

**CRIMINAL JUSTICE MAJOR**

**Objectives**

At the completion of the program, students will:

1. Have a knowledge of the judicial system of the nation
2. Have a knowledge of those conditions and circumstances which can prevent criminal behavior
3. Understand the factors leading to rehabilitating offenders
4. Be prepared for employment opportunities in a variety of criminal justice fields including law enforcement, law probation, juvenile services, private security, public administration/planning,

counseling, research, regulatory agencies, and law

5. Be prepared to pursue certification through the Teacher Education Program

**Requirements for Major in Criminal Justice**

A major in Criminal Justice shall consist of 45 credit hours (15 courses) in the area of Sociology and Criminal Justice as indicated in the curriculum chart.

**Requirements for a Minor in Criminal Justice**

The minor in Criminal Justice requires eighteen (18) hours to include CRJ 131, CRJ 433, CRJ 331, and CRJ 332. The remaining courses may be taken as Criminal Justice electives.

**Requirements for a Minor in Government:**

**Objectives:**

- a. Have knowledge in American political system.
- b. Have a complete understanding of the role of government.
- c. Have knowledge of the different forms of government around the world.
- d. Have knowledge in understanding United States foreign policy.
- e. Be prepared to teach Government in grades 7-12.

The minor in Government requires twenty-one credit hours, to include SOC 131, .SOC 434, CRJ 131, CRJ 330, CRJ 337, CRJ 410, and PSC 231.

**HISTORY**

**Objectives**

1. To present the major aspects of History and to acquaint students with those facts which are important in the development of mankind and civilization.
2. To emphasize the social, economic, and political trends in History, both past and present.
3. To prepare students for teaching in the area of History.
4. To prepare students for further studies in graduate and professional schools.

**Requirements of History Major**

A major in history requires 39 credit hours, including 7 required HIS courses (21 credit hours), GEO 231, (3 credit hours) and 5 elective courses (15 credit hours) to be chosen from history and political science, as indicated in the curriculum chart.

**Requirement of History Minor**

A minor in history requires 18 hours to include: HIS 231, HIS 232, HIS 430, and 9 hours of electives in history.

**Teacher Certification in History (7-12)**

See page 44 for requirements leading to teacher licensure in secondary education: History (7-12).

## **SOCIOLOGY**

### **Objectives**

1. To acquaint the student with the major sociological concepts, theories, perspectives, methods, and knowledge, including culture, social structure, interaction, and change.
2. To make the student aware that a person is the product of the social environment; and that his/her attitudes, social makeup, and behavior are shaped, guided, and constrained by social norms, social structure, culture, and other social factors.
3. To foster the student's sociological imagination and understanding of the relationship between an individual and the wider society, including past and present social events, and the fact that a person's success is in part influenced by his/her understanding of this relationship.
4. To provide the student an understanding of group behavior and of the social forces operating in society, including the structures, processes, and functions or dysfunctions of social organizations and institutions.
5. To introduce the major social problems in the American society; to critically examine and analyze contemporary social issues; while realizing that perspectives shape explanations or results reached.
6. To engender the student's awareness that the United States is a multicultural nation and that the world has become a small village: A person's life is affected not only by what is happening within his/her state/country, but also by events taking place elsewhere on the planet.
7. To further develop the student's critical-thinking ability, which enables him/her to draw inferences from theories and data, recognize unstated assumptions, deduce conclusions from the available information, interpret and weigh evidence as to whether the conclusions drawn are correct, evaluate the strengths of comparable arguments regarding the specific issue at hand, apply sociological knowledge to new problems, read and interpret tables of data and graphs, and recognize the strengths and limitations of both quantitative and qualitative data.
8. To inspire the student to read and comprehend social research, and conduct his/her own research projects.
9. To prepare the student for entry into graduate and professional schools/programs, or for careers in social service areas.

### **Requirements for the Sociology Major**

A major in Sociology requires the completion of 36 credit hours, including 8 required courses (24 credit hours), MAT 233 – Probability and Statistics (3 credit hours), and three Sociology elective courses (9 credit hours).

### **Requirements for the Sociology Minor**

A minor in Sociology requires the completion of a minimum of 21 credit hours of course work in Sociology. The required courses for a Sociology minor consist of the following: SOC 131, SOC 132, SOC 231, SOC 232, SOC 430, SOC 432, and one SOC elective.

### **Teacher Certification in Sociology (7-12)**

See page 44 for requirements leading to teacher licensure in secondary education: Sociology (7-12)

## BUSINESS CURRICULUM

Course	Title	Cr	Prereq	Gr	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
BIO 131	Biological Science	3			
PHY 131	Physical Science	3			
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
FRE /SPN I	Foreign Language I	3			
FRE /SPN II	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
ACT 131	Principles of Acct I	3	MAT 126		
ACT 132	Principles of Acct II	3	ACT 131		
BUS 131	Principles of Management	3	ENG 131		
BUS 133	Quantitative Methods	3	MAT 126		
BUS 134	Business Communications	3	ENG 132		
BUS 232	Production & Operation Mgmt.	3	MAT 233		
BUS 331	Business Policy	3	Senior		
BUS 334	Business Law	3	BUS 133 ACT 131		
ECO 132	Principles of Micro Eco	3	ENG 131 MAT 126		
ECO 131	Principles of Macro Eco	3	ENG 131 MAT 126		
FIN 131	Principles of Business Finance	3	ENG 131 MAT 126		
MAT 233	Probability & Statistics	3	MAT 126		
MKT 131	Principles of Marketing	3	ENG 131 MAT 126		
MIS 300	Mgmt. Info. Systems	3	ACT 131 BUS 131		
	General Electives	28			
	<b>TOTAL</b>	<b>124</b>			

## CRIMINAL JUSTICE CURRICULUM

Course	Title	Cr	Prereq	Gr	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL 131 132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
HIS 231	World History I	3			
HIS 232	World History II	3	HIS I		
BIO 131	Biological Science	3			
PHY 131	Physical Science	3			
FRE /SPN	Foreign Language I	3			
FRE /SPN	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
CRJ 131	Intro to Criminal Justice	3			
CRJ 231	Police Administration & Mgmt.	3	CRJ 131 SOC 131		
CRJ 234	Juvenile Delinquency	3	CRJ 131 SOC 131		
CRJ 330	Constitutional Law	3	CRJ 131 SOC 131		
CRJ 331	Criminal Investigation	3	CRJ 131 SOC 131		
CRJ 332	Criminology	3	CRJ 131 SOC 131		
CRJ 321	CJ Internship I	3	Junior		
CRJ 322	CJ Internship II	3	Junior		
CRJ 335	Corrections	3	CRJ 131 SOC 131		
CRJ 336	Basic Criminal Proc	3	CRJ 131 SOC 131		
CRJ 337	Methods/CJ Research	3	CRJ 131 SOC 131		
CRJ 410	Court/Judicial Process	3	Junior		
CRJ 420	Seminar in CJ	3	Junior		
CRJ 433	Criminal Law	3	Senior		
SOC 131	Into to Sociology	3			
	General Electives	25			
	<b>TOTAL</b>	<b>124</b>			

## HISTORY CURRICULUM

Course	Title	Cr	Prereq	Gr	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	Mat 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	Eng 131		
ENG 221	Introduction to Literature	3	Eng 132		
SPC 230	Foundations of Speech	3	Eng 131		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	Mat 125		
BIO 131	Biological Science	3			
PHY 131	Physical Science	3			
FRE /SPN	Foreign Language I	3			
FRE /SPN	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
GEO 231	World Geography	3			
HIS 131	U.S. History to 1877	3			
HIS 132	U.S. History to Present	3	HIS 131		
HIS 231	World History to 1648	3			
HIS 232	World History 1648 / Present	3	HIS 231		
HIS 331	Black History I	3			
HIS 332	Black History II	3	HIS 331		
HIS 430	Research Seminar	3	Senior		
HIS/PSC	Electives	15			
	General Electives	37			
	<b>TOTAL</b>	<b>124</b>			

## SOCIOLOGY CURRICULUM

Course	Title	Cr	Prereq	Gr	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
BIO 131	Biological Science	3			
PHY 131	Physical Science	3			
FRE /SPN I	Foreign Language I	3			
FRE /SPN II	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
SOC 131	Intro to Sociology	3			
SOC 132	Social Strat. & Inequality	3	SOC 131		
SOC 136	Social Problems & Change	3			
SOC 231	Social Dev & Control	3	SOC 131		
SOC 232	Social Psychology	3	SOC 131		
SOC 344	The Family	3	SOC 131/Jr/Sr		
SOC 430	Social Research Methods	3	SOC 131 MAT233		
SOC 432	Social Theory	3	SOC 131 SOC 332		
MAT 233	Probability & Statistics	3	MAT 126		
	Sociology Electives	9			
	General Electives	34			
	<b>TOTAL</b>	<b>124</b>			

## DIVISION OF NATURAL AND PHYSICAL SCIENCES

The Division of Natural and Physical Sciences is committed to promoting scientific, mathematical, and computer literacy, and emphasizing the process, content, and interdisciplinary nature of these disciplines. The Division is also committed to providing students with the necessary courses for meeting the requirements of the General Studies Curriculum in the sciences.

The goals of the Division of Natural and Physical Sciences are designed to provide students with opportunities to develop their maximum intellectual potential through a variety of curricular offerings. The goals of the Division are: to provide students with the basic facts and principles necessary for an understanding and appreciation of their environment; to develop in students an appreciation of the scientific method and to demonstrate its applicability in solving practical problems of life; to prepare students for the teaching of science and mathematics in the elementary and secondary schools; to prepare students for further work in graduate and professional schools; and to increase the number of majors in the sciences.

The Division strives to develop students' critical thinking skills; to enhance their verbal and written communication abilities; to encourage reasoned debate on scientific and technical issues; and to instill civic responsibilities. The Division pursues these efforts in a vital, collaborative learning community of students, faculty, and staff, centered on student-active, investigative curricula in the classroom, field, and laboratory. In this active, collaborative learning environment, students have the opportunity to develop their skills and abilities through intensive study, hands-on work, one-on-one interaction with faculty, and group interactions with other students. Students will have the skills to make informed decisions on increasingly complex scientific and technological issues affecting their communities.

The Division of Natural and Physical Sciences is organized into the following areas: (1) Biology; (2) Chemistry; (3) Mathematics; (4) Physics; and (5) Computer Science. Majors and minors are offered in all of these areas. A major in Engineering is offered through a dual degree program with Tennessee State University in Nashville.

The following General Studies Curriculum courses are offered through the Division of Natural and Physical Sciences:

MAT 125	Algebra I	3
MAT 126	Algebra II	3
MAT 140	College Trigonometry	3
BIO 131	Biological Science	3*
PHY 131	Physical Science	3*
CSC 131	Introduction to Computers	3
CSC 132	Foundations of Computing	3**

## PRE-PROFESSIONAL TRAINING

### Pre-Medical, Pre-Dental, or Pre-Nursing Training

Students interested in pre-medicine or pre-dentistry are urged to complete the requirements for the Bachelor of Science degree. Each student, with the aid of an advisor, should arrange a program that will fulfill the requirements of the particular professional school he or she plans to attend. It is recommended that these students major in Biology or Chemistry. They should strive to maintain at least a "B" average in their class work.

The following science courses are required:

BIO 141	General Biology I
BIO 142	General Biology II
BIO 342	Histology and Histo-Techniques
BIO 344	Human Anatomy and Physiology
	or
BIO 442	Cell Physiology
CHE 141	General Chemistry I
CHE 142	General Chemistry II
CHE 243	Organic Chemistry I
CHE 244	Organic Chemistry II
CHE 345	Quantitative Analysis I
CHE 346	Quantitative Analysis II
CHE 447	Physical Chemistry I
CHE 448	Physical Chemistry II
MAT 135	College Algebra
MAT 140	College Trigonometry
MAT 233	Probability and Statistics
MAT 240	Calculus I
MAT 241	Calculus II
PHY 241	General Physics I
PHY 242	General Physics II

Additional courses may be selected to fulfill the requirements for a major, a minor (if necessary), and the foundation program.

\*BIO, CHE, CSC, MAT, PER & PHY majors do not take these courses.

\*\* Required of CSC, EGR, MAT, and PHY majors

## BIOLOGY

### Objectives

1. To develop in students an appreciation for all living organisms, their similarities, differences, and interdependence.
2. To prepare students for advanced study in graduate and professional schools by providing a well-balanced curriculum of basic courses.
3. To provide students with a workable understanding of, and an appreciation for, the methods of scientific investigation.
4. To provide prospective secondary and elementary school teachers with a thorough knowledge of the field of biology appropriate to their levels of teaching.

Those students who complete requirements for a major in biology, and who meet other requirements of the

College, are awarded the Bachelor of Science degree. In addition to the courses in biology, the curriculum includes mathematics, physics, and the equivalent of a minor in chemistry. For those students who choose to prepare for secondary teaching, the major program is so designed to meet minimum certification requirements (for Tennessee) in the areas of biology and chemistry. Those students who do not work toward certification may complete courses that will better prepare them for admission into medical, dental, or other health professions.

#### **Requirements for a Major in Biology\***

A major in biology shall consist of 44 semester hours of courses in biology and related courses in chemistry and physics, as indicated in the curriculum chart.

#### **Requirements for a Minor in Biology**

A minor in biology shall consist of 16 semester hours in biology with a minimum grade of "C" in each course offered for the minor. The following courses are required of all biology minors: BIO 141, BIO 142, and two major elective courses.

#### **Teacher Certification in Biology (7-12)**

See page 44 for requirements leading to teacher licensure in secondary education: Biology (7-12).

### **CHEMISTRY**

#### **Objectives**

1. To acquaint students with the principles and theories of chemistry.
2. To aid students in developing habits of accurate manipulation of laboratory data.
3. To provide students with essential skills necessary for success in graduate and professional schools, and for careers in industry and teaching.
4. To encourage students to develop an appreciation for and an understanding of the significance of chemical phenomena in our daily lives.

#### **Requirements for a Major in Chemistry**

A major in chemistry consists of 42 semester hours of biology, chemistry, mathematics, and physics courses. (10 courses @4; and 2 seminars @1, as indicated in the curriculum chart.

Chemistry majors may select a minor from one of the following areas: (1) Biology; (2) Mathematics; (3) Physics; or (4) Computer Science. Courses required for a minor are listed under requirements for each area.

#### **Requirements for a Minor in Chemistry**

A minor in chemistry shall consist of 16 hours of chemistry with a minimum grade of "C" in each course. The required courses are: CHE 141, CHE 142, CHE 243, and CHE 244.

#### **Teacher Certification in Chemistry (7-12)**

See page 44 for requirements leading to teacher licensure in secondary education: Chemistry (7-12).

### **COMPUTER SCIENCE**

#### **Objectives**

1. To assist students in acquiring up-to-date technical knowledge and skills needed for successful careers in the computing industry.
2. To provide students with training to implement solutions utilizing various computer platforms and programming languages.
3. To assist students in gaining the knowledge and acquiring the skills required for success in computer-related graduate programs.

#### **General Studies**

The Area of Computer Science offers the courses, CSC 131 – Introduction to Computers, and CSC 132 – Foundations of Computing. CSC 131 is a general studies requirement for all Lane College students except Computer Science, Engineering, Mathematics, and Physics majors. Students majoring in Computer Science, Engineering, Mathematics, and Physics take CSC 132 as a general studies requirement.

#### **Requirements for Major in Computer Science**

Majors in Computer Science are required to complete 44 credit hours in Computer Science and mathematics, including 32 required credit hours and 12 credit hours of electives, as indicated in the curriculum chart. Twelve hours of Computer Science electives can be selected from any of the following Computer Science courses:

CSC 110	Personal Computer Systems Repair (1 cr. hr.)
CSC 233	Data Communication and Computer Networks
CSC 236	Introduction to Digital Computer Design
CSC 237	Assembly Language
CSC 239	Visual Programming
CSC 333	Computer Graphics
CSC 334	Information Systems and Design
CSC 336	Software Engineering
CSC 339	Database Management Systems

#### **Requirements for a Minor in Computer Science**

A minor in Computer Science shall consist of 18 hours of Computer Science. The required Computer Science courses are CSC 133 and CSC 134. The remaining 12 hours may be selected from any other Computer Science courses at or above the 200 level.

### **ENGINEERING**

#### **Objectives**

1. To provide an opportunity for students to acquire an understanding of the concepts and develop the skills required for success in the area of Engineering.
2. To provide students the training necessary to pursue careers in industry and government.

- To acquaint students with career options in the area of engineering and the relationship between engineering and other areas of science.

A major in Civil, Electrical, or Mechanical Engineering is offered through a Cooperative Dual Degree Program with Tennessee State University School of Engineering and Technology, Nashville, Tennessee. Under this program, students will complete the first two years of studies on the campus of Lane College and the last three years of their studies on the campus of Tennessee State University.\*

Engineering students will take six hours of foreign language and Foundations of Speech as an overload or during summer sessions to complete Lane College's requirements for the degree.

## MATHEMATICS

### Objectives

- To provide students with an understanding of the fundamental concepts of mathematics that are necessary for functioning effectively in society.
- To provide training necessary for certification in mathematics at the secondary level for student desiring teaching careers.
- To help students develop the understanding and skills necessary to use mathematics gainfully in business, industry, and government.
- To emphasize and illustrate the importance of mathematics in research and to develop its use as a computational tool in the sciences.
- To acquaint students with opportunities for careers in mathematics.
- To prepare students for graduate and professional schools.

### Requirements for a Major in Mathematics

Majors in mathematics are required to complete thirty-eight (38) credit hours in Mathematics, including 20 in mathematics, six (6) in Computer Science, and 12 elective credit hours, as indicated in the curriculum chart. MAT 135, MAT 140, and CSC 132 do not count toward the mathematics major.

### Requirements for a Minor in Mathematics

Minors in mathematics are required to complete eighteen (18) semester hours, exclusive of MAT 1315, and MAT 140. All mathematics minors must take the following courses: MAT 240, MAT 241, and MAT 341. The remaining six hours may be selected from courses in the mathematics and/or physics curriculum, approved by the mathematics faculty.

### Teacher Certification in Mathematics (7-12)

See page 44 for requirements leading to teacher licensure in secondary education: Mathematics (7-12).

## PHYSICS

### Objectives

- To acquaint the students with the basic principles and theories of physics.
- To provide students with essential skills such as critical thinking, logical reasoning, problem analysis and solution, and the techniques in experimental physics, which are necessary for success in graduate and professional schools and for careers in industry and teaching.
- To encourage students to develop an appreciation and understanding of the significance of the principles of physics in our daily lives.

### Requirements for a Major in Physics

A major in physics will consist of 43 credit hours, including 28 in physics (22 required and 6 electives) and 15 credit hours of mathematics courses, as indicated in the curriculum chart. A minimum grade of "C" must be made in all courses in the major area.

The physics electives must be chosen from the following courses:

PHY 333	Electronics	4
PHY 335	Thermal Physics	3
PHY 445	Solid State Physics	3
PHY 435	Optics	3
PHY 455	Quantum Mechanics	3

### Requirements for a Physics Minor

A minor in physics consists of 18 hours of physics courses. The required courses for a minor in physics are the following:

PHY 245	General Physics I with Calculus	5
PHY 246	General Physics II with Calculus	5
PHY 251	Modern Physics	4
	Physics Electives	3
	Physics Seminar	

## BIOLOGY CURRICULUM

Course	Title	Cr	Prereq	Gr	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3			
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
MAT 140	Trigonometry	3	MAT 126		
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
BIO 141	General Biology I	4			
BIO 142	General Biology II	4	BIO 141		
CHE 141	General Chemistry I	4			
CHE 142	General Chemistry II	4	CHE 141		
FRE /SPN	Foreign Language I	3			
FRE /SPN	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
BIO 341	Ecology & Environ Biology	4	BIO 141		
BIO 343	Genetics	4	BIO 142		
BIO 347	Microbiology	4	CHE 142 BIO 142		
CHE 243	Organic Chemistry I	4	CHE 142		
CHE 244	Organic Chemistry II	4	CHE 243		
PHY 241	General Physics I	4	MAT 140		
PHY 242	General Physics II	4	"C" PHY 241		
BIO 315	Biology Seminar I	1	BIO 142/Jr		
BIO 316	Biology Seminar II	1	BIO 142/Jr		
BIO 415	Biology Seminar III	1	BIO 142/Jr		
BIO 416	Biology Seminar IV	1	BIO 142/Jr		
BIO/CHE/PHY	Major Electives	12			
	General Electives	13			
	<b>TOTAL</b>	<b>124</b>			

\*Biology majors must also take BIO 141& 142, and CHE 141&142 as a part of the general studies core requirements

## CHEMISTRY CURRICULUM

Course	Title	Cr	Prereq	Gr	Completed/ Remarks
ORN 110	Orientation	1			
CSC 131	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
MAT 140	Trigonometry	3	MAT 126		
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
BIO 141	Biology I	4			
BIO 142	Biology II	4	BIO 141		
CHE 141	General Chemistry I	4			
CHE 142	General Chemistry II	4	CHE 141		
FRE /SPN	Foreign Language I	3			
FRE /SPN	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
CHE 243	Organic Chemistry I	4	CHE 142		
CHE 244	Organic Chemistry II	4	CHE 243		
CHE 311	Chemistry Seminar I	1	Junior		
CHE 312	Chemistry Seminar II	1	Junior		
CHE 345	Quantitative Analysis I	4	CHE 142		
CHE 346	Quantitative Analysis II	4	CHE 345		
CHE 447	Physical Chemistry I	4	CHE 345		
CHE 448	Physical Chemistry II	4	CHE 447		
MAT 240	Calculus I	4	MAT 140		
MAT 241	Calculus II	4	MAT 240		
PHY 241	General Physics I	4	MAT 140		
PHY 242	General Physics II	4			
	General Electives	15			
	<b>TOTAL</b>	<b>124</b>			

\*Chemistry majors must also take BIO 141& 142, and CHE 141 & 142 as a part of the general studies core requirements

## COMPUTER SCIENCE CURRICULUM

Course	Title	Cr	Prereq	Gr	Completed/ Remarks
ORN 110	Orientation	1			
CSC 132	Foundations of Computing	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
MAT 140	Trigonometry	3	MAT 126		
HIS 231	World History I	3			
HIS 232	World History II	3	HIS I		
PHY 241	Physics I	4			
PHY 242	Physics II	4	PHY 241		
FRE /SPN	Foreign Language I	3			
FRE /SPN	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
CSC 133	Programming I	3	CSC 132		
CSC 136	Programming II	3	CSC 133		
CSC 332	Data Structures & Algo	3	CSC 136		
CSC 431	Computer Org / Architecture	3	CSC 136 CSC 332		
CSC 433	Operating Systems I	3			
CSC 435	Survey of Prog Lang	3			
CSC 439	Senior Project	3			
MAT 230	Discrete Math	3	MAT 135 CSC 136		
MAT 240	Calculus I	4	MAT 140		
MAT 241	Calculus II	4	MAT 240		
CSC	Electives	12			
	General Electives	21			
	<b>TOTAL</b>	<b>124</b>			

# ENGINEERING MAJOR CURRICULUM

(Five-Year Program in Cooperation with  
Tennessee State University)

## First Two Years to be Completed at Lane College

Course	Title	Cr	Prereq	Gr	Completed/ Remarks
ORN 110	Orientation	1			
CSC 132	Introduction to Computers	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
MAT 140	Trigonometry	3	MAT 126		
MAT 240	Calculus I	4	MAT 140		
MAT 241	Calculus II	4	PHY 240		
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
FRE/SPN	Foreign Language I	3			
FRE/SPN	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
PHY 241	College Physics I	4	MAT 140		
PHY 242	College Physics II	4	"C" PHY 241		
<b>Total*</b>		<b>67</b>			

\*Civil Engineering 100

\*Electrical Engineering or Electrical Engineering w/Computers 98

\*Mechanical Engineering 99

**NOTE:**

Curriculum for years 3, 4, and 5 at Tennessee State can be obtained from the Office of the Registrar, the Office of Academic Affairs, the Lane College Engineering Advisor, or online at [www.engineer.tnstate.edu](http://www.engineer.tnstate.edu).

## MATHEMATICS CURRICULUM

Course	Title	Cr	Prereq	Gr	Completed/ Remarks
ORN 110	Orientation	1			
CSC 132	Foundations of Computing	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction of Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
MAT 140	Trigonometry	3	MAT 126		
HIS 231	World History I	3			
HIS 232	World History II	3	HIS 231		
PHY 241	Physics I	4	MAT 140		
PHY 242	Physics II	4	"C" PHY 241		
FRE /SPN	Foreign Language I	3			
FRE /SPN	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
MAT 240	Calculus I	4	MAT 140		
MAT 241	Calculus II	4	MAT 240		
MAT 242	Linear Algebra	3	MAT 140		
MAT 340	Calculus III	4	MAT 241		
MAT 341	Differential Equations	4	MAT 241		
CSC 133	Programming I	3	CSC 132		
CSC 136	Programming II	3	CSC 133		
MAT	Math Seminar	1			
MAT/PHY	Major Electives	12			
	General Electives	27			
	<b>TOTAL</b>	<b>124</b>			

## PHYSICS CURRICULUM

Course	Title	Cr	Prereq	Gr	Completed/ Remarks
ORN 110	Orientation	1			
CSC 132	Foundations of Computing	3			
FIN 122	Person Fin. Management	2	MAT 126		
ENG 131	Composition I	3			
ENG 132	Composition II	3	ENG 131		
ENG 221	Introduction to Literature	3	ENG 132		
SPC 230	Foundations of Speech	3	ENG 131		
REL 130	World Religions	3			
REL 131/132 or 231	Old/New Testament or History of the Black Church	3			
MAT 125	Algebra I	3			
MAT 126	Algebra II	3	MAT 125		
MAT 140	Trigonometry	3	MAT 126		
HIS 231	World History I	3			
HIS 232	World History II	3	HIS I		
FRE /SPN I	Foreign Language I	3			
FRE /SPN II	Foreign Language II	3	FL I		
ART 120	Art Appreciation	2			
MUS 120	Music Appreciation	2			
PER	Activity	1			
PER	Activity	1			
PHY 241	College Physics I	4	MAT 140		
PHY 242	College Physics II	4	"C" PHY 241		
PHY 251	Modern Physics	4	PHY 246		
PHY 301	Math Methods of Physics	3	MAT 240		
PHY 331	Classical Mechanics	3	PHY 246/301		
PHY 345	Electromagnetism	3	PHY 246/301		
PHY	Physics Seminar	1			
MAT 242	Linear Algebra	3	MAT 140		
MAT 240	Calculus I	4	MAT 140		
MAT 241	Calculus II	4	MAT 240		
MAT 341	Differential Equations	4	MAT 241		
PHY	Physics Electives	6			
	General Electives	30			
	<b>TOTAL</b>	<b>124</b>			

## Lane Evening Accelerated Program (LEAP)

The Lane Evening Accelerated Program (LEAP) is the College's alternative to traditional education. LEAP was designed for the non-traditional adult student to meet the demands of the work schedule and college life. LEAP, more unique than any other adult evening program in Tennessee, offers students an opportunity to concentrate in at least six (6) different areas of study.

LEAP admits prospective non-traditional students who are typically working adults interested in completing their college degree or attending college for the first time. LEAP is ideal for individuals who cannot afford to leave their job, but have a desire to obtain a Bachelor degree in the evenings. LEAP classes meet once a week from 4:00 – 7:00pm or 7:00 – 10:00pm. Students are able to create a schedule that considers their time restraints.

To be considered for admissions into LEAP, an applicant must be a graduate of an accredited or approved high school. Additionally, a candidate for admission must have taken the ACT or SAT and submitted scores to the Admissions Office. Students transferring from regionally accredited institutions of higher learning will be admitted as regular students. Students who transfer with an Associate degree from an accredited community or junior college will be awarded credit for all courses which parallel the Lane College curriculum, and for which a grade of "C" or higher was earned. A maximum of 68 semester hours (102 quarter hours) will be accepted as transfer credit for students who have an Associate degree.

Students who seek admission into LEAP must submit the following:

1. A LEAP *Application for Admission*.
2. A copy of high school transcript and ACT or SAT scores. Transfer students must submit an official transcript of academic course work from all colleges or universities attended.
3. An official copy of the scores and a transcript of all high school work completed for candidates who have received the Graduate Equivalency Diploma (GED).
4. An official high school transcript and ACT/SAT scores for transfer students with fewer than 15 credit hours.
5. A Transfer Recommendation Form from the Dean of Students of the most recent institution attended.
6. A Letter of Activity indicating current work and future goals.
7. Financial aid applications.

Students enrolled in LEAP may choose from the following majors:

- Business (see page ?)
- Sociology (see page ?)
- Criminal Justice (see page ?)
- Interdisciplinary Studies (see page ?)
- Computer Science (see page ?)

# COURSES OF INSTRUCTION

- (A) indicates courses offered All years
- (E) indicates courses offered in Even numbered years
- (O) indicates courses offered on Odd-numbered years

## ACCOUNTING

**ACT 131: Principles of Accounting I 3 Credits**  
Introduces the basic principles and procedures of accounting for a sole proprietorship. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Topics include the complete accounting cycle with end-of-period financial statements, bank reconciliation, payrolls, and petty cash. **Prerequisite: MAT 125/126. Offered: Fall (A)**

**ACT 132: Principles of Accounting II 3 Credits**  
A continuation of ACT 131. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision-making. **Prerequisite: ACT 131. Offered: Spring (A)**

**ACT 231: Intermediate Accounting I 3 Credits**  
A continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements of extensive analyses of balance sheet components. **Prerequisite: ACT 132. Offered: Fall (A)**

**ACT 232: Intermediate Accounting II 3 Credits**  
A continuation of ACT 231. Emphasis is placed on special problems, which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. **Prerequisite: ACT 231. Offered: Spring (A)**

**ACT 233: Cost Accounting I 3 Credits**  
Introduces principles and techniques used to describe and account for costs. Topics include analysis of manufacturing direct materials, direct labor, and overhead application methods, including activity-based techniques; job order, process and standard costing systems; cost-volume-profit, absorption and variable costing; joint and by-product cost allocation; normal and standard costing methods of valuation. **Prerequisite: ACT 131. Offered: Fall (O)**

**ACT 331: Federal Tax I 3 Credits**  
An introductory course in taxation. This course covers relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, including the study of gross income, exclusions, business and non-business deductions, credits, property transactions, accounting periods and methods, deferred compensation and computation of tax. **Prerequisite: ACT 131. Offered: Fall (E)**

**ACT 332: Federal Tax II 3 Credits**  
This course introduces the relevant laws governing business and fiduciary income taxes. Emphasis is placed on corporations, partnerships, estates, trusts,

and gifts. Topics include tax depreciation, accounting periods and methods, valuation and liquidity problems, and tax administration and practice. **Prerequisite: ACT 235. Offered: Spring (O)**

**ACT 333: Managerial Accounting II 3 Credits**  
Emphasis the use of accounting data in managerial decision-making. Topics include budgeting and internal reporting as tools in the planning and controlling functions. Performance evaluation and strategic control systems, activity-based management and relevant costing. **Prerequisite: ACT 132. Offered: Spring (E)**

**ACT 334: Computer Application in Accounting 3 Credits**  
Covers microcomputer applications in financial and managerial accounting as applied in business environment to improve productivity. This course provides the working knowledge of industry standard software packages and their use in accounting. Emphasis is placed on using integrated accounting software to analyze business problems. Topics include the following computerized functions: automated billing and collection systems, integrated general ledger, accounts receivable, accounts payable, inventory, payroll, depreciation and financial statements. This course may not be used to meet accounting elective requirements. It may be used to satisfy general electives by business majors' CPA 150 hour requirements. **Prerequisite: ACT 132. Offered: Spring (O)**

**ACT 431: Auditing Theory and Practice 3 Credits**  
Covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. **Prerequisite: ACT 231. Offered: Fall (E)**

**ACT 432: Advanced Accounting 3 Credits**  
Covers advanced and specialized accounting problems, practices and theories. Topics include equity method of accounting for investments; business combinations, partnerships, branch and consignment, estates and trusts, price-level adjusted statements, segment reporting, interim statements and foreign currency transactions. **Prerequisite: ACT 232. Offered: Fall (O)**

**ACT 434: Governmental and Not-for-Profit Accounting 3 Credits**  
Introduces principles and procedures applicable to governmental and not-for-profit organizations. The topics cover various budgetary accounting procedures and fund accounting with emphasis on governmental entities, schools, hospitals and voluntary health and welfare organizations. **Prerequisite: ACT 132. Offered: Spring (O)**

**ACT 435: Accounting Internship 3 Credits**  
Supervised accounting work experience in business establishments, institutions, or other organizations. Students are required to write reports and give oral presentations. *This course may not be used to meet accounting elective requirements. It may be used to satisfy general electives/ CPA 150 hour's requirements.* **Prerequisite: Senior standing. Offered: Spring (E)**

## ART

### **ART 120: Art Appreciation** **2 Credits**

A survey course designed to acquaint students with the art of various cultures and with the ideas and techniques basic to the arts of architecture, sculpture, painting, and related crafts; to develop greater appreciation of these forms of artistic expression. Required of all students. **Offered:** Fall/Spring (A)

### **ART 130: Beginning Drawing\*** **3 Credits**

An introduction to drawing with emphasis on the individual development of perception and the portrayal of visual forms using several different drawing media.

### **ART 230: Intermediate Drawing\*** **3 Credits**

A continuation and expansion of the work in ART 130. Students will be introduced to more varieties of drawing media and more sophisticated techniques. Emphasis will be placed on design and the development of a personal drawing esthetic with reference to historical models. **Prerequisite:** ART 130.

### **ART 231: Fundamentals of Art** **3 Credits**

Acquaints students with the elements and principles of art. Designed to prepare the student to carry on a creative art program for young beginners. Oriented toward two-dimensional work. Students will have hands-on experience with beginning phases of drawing and painting. **Prerequisites:** EDU 230 and PHY 131. **Offered:** Spring (A)

### **ART 232: Beginning Painting\*** **3 Credits**

An introduction to painting techniques in a variety of media. **Prerequisite:** ART 130.

### **ART 330: Advanced Drawing\*** **3 Credits**

An expanded study of the space and form relationships with class content directed at understanding various approaches to drawing and illustration. Students will research historic drawing styles. **Prerequisite:** ART 230.

### **ART 332: Intermediate Painting\*** **3 Credits**

An expansion and continuation of ART 232. Students will learn more techniques and begin to develop skill in composition. Classes will include discussion of historical styles of painting. **Prerequisite:** ART 232.

### **ART 333: Art Survey\*** **3 Credits**

A study of the visual and functional arts of the world, using a variety of approaches, both with scholarship and in the studio. Particular emphasis is placed upon an esthetic philosophy and an understanding of various media. Students will visit art galleries, make work, discuss design principles, and conduct research. **Prerequisites:** ART 120 or 231, ART 230.

### **ART 334: Basic Design\*** **3 Credits**

Students will learn basic design factors and processes. The problem solving approach will be utilized to stimulate visual perception and encourage inventive manipulation of tools, materials, and techniques. Development of vocabulary and strategy for professional practice will be emphasized through lectures, discussion, and critiques. **Prerequisites:** ART 120 or 231, ART 230.

### **ART 433: Special Art Topics\***

**3 Credits**

For the student who wishes to expand knowledge and skill in a particular area of art. Curriculum to be designed in conjunction with the instructor. **Prerequisite:** Junior status and permission of area coordinator.

## BIOLOGY

### **BIO 131: Biological Science**

**3 Credits**

A survey course introducing principles of biology through a study of the plant and animal kingdoms. Emphasis will be placed on cellular biology, gross anatomy, reproduction, heredity, and ecology. This course is designed to meet the needs of non-science majors. Three lectures and one laboratory experience per week. **Offered:** Fall/Spring (A)

### **BIO 141 and BIO 142: General Biology I and II**

**4 Credits**

A study of the fundamental principles of biology, followed by a survey of the animal and plant kingdoms. Emphasis is on the chemical basis of life, morphology, physiology and reproduction. The two semesters must be taken in sequence. Two lectures and four hours of laboratory per week. **Offered:** Fall /Spring (A), respectively.

### **BIO 241: Comparative Vertebrate Anatomy**

**4 Credits**

A study of the evolutionary development of organ systems of vertebrates. Complete dissection of representatives of the major vertebrate groups. **Prerequisites:** BIO 141 and 142. Two lectures and four hours of laboratory per week. **Offered:** Fall (E)

### **BIO 242: Vertebrate Embryology**

**4 Credits**

A descriptive approach to the formation of germ cells, fertilization and the development of organ systems, with some reference to experimental morphogenesis. **Prerequisites:** BIO 141 and BIO 142. Two lectures and four hours of laboratory per week. **Offered:** Spring (E)

### **BIO 315, BIO 316, BIO 415, BIO 416:**

#### **Biology Seminar I-IV**

**1 Credit**

Students will present oral and written reports on recent advances and problems in biology. One hour per week. **Prerequisites:** BIO 142 and junior status. Required of all biology majors. **Offered:** Fall/Spring (A)

### **BIO 330: Teaching Elementary Science** **3 Credits**

Current developments in both process and content. Examination of new curriculum materials and involvement in learning experiences appropriate for elementary grades. Includes experience in working with audio-visual materials in presenting basic science concepts. **Prerequisites:** BIO 131, PHY 131, and EDU 230. **Offered:** Spring (A)

**BIO 331: Methods of Teaching Natural Science** 3 Credits  
Designed for students who plan to certify in secondary education. Focus on methods, materials, use of technology in creating and using those materials, and concerns related to one of the sciences. **Prerequisites:** EDU 230, PSY 131, and 16 hours of sciences. **Offered:** Spring (O)

**BIO 341: Ecology and Environmental Biology** 4 Credits  
A study of the environment from the ecological point of view, showing the interrelations of organisms to their environment, both physical and biological. **Prerequisite:** BIO 131 or its equivalent. Three lectures and one laboratory or field study per week. **Offered:** Fall (A)

**BIO 342: Histology and Histo-Technique** 4 Credits  
A study of the structure, function and distribution of animal tissues, and the routine methods of preparation of animal tissue slides. **Prerequisites:** BIO 141 and BIO 142. Two lectures and four hours of laboratory per week. **Offered:** Fall (O)

**BIO 343: Genetics** 4 Credits  
A study of the fundamental principles of heredity, with emphasis on Mendelian genetics, Genetics of sex and recent developments in the field. **Prerequisites:** BIO 141 and BIO 142. Three lectures per week, plus individual projects. **Offered:** Spring (A)

**BIO 344 and BIO 345: Human Anatomy and Physiology I and II** 4 Credits  
A study of the structure and function of the human body. This course is designed to meet the needs of majors in biology and health and physical education. **Prerequisites:** BIO 141 and BIO 142. **Offered:** Spring/Fall (A), respectively.

**BIO 346: Parasitology** 4 Credits  
A study of the morphology, life cycle and distribution of parasitic protozoa, helminths and arthropods. **Prerequisites:** BIO 141 and BIO 142. Two lectures and four hours of laboratory per week. **Offered:** Spring (E)

**BIO 347: General Microbiology** 4 Credits  
A study of micro-organisms morphology, classification, physiology, their relationship to fermentations, food, soil fertility, disease and industry. **Prerequisites:** CHE 141 & 142 and BIO 141 & 142. Two lectures and four hours of laboratory per week. **Offered:** Fall (A)

**BIO 442: Cell Physiology** 4 Credits  
A study of the physiochemical properties of protoplasm, the chemical dynamics of life, and energy transformations. **Prerequisites:** CHE 243 and CHE 244. Two lectures and four hours of laboratory per week. **Offered:** Spring (E)

**BIO 443: Biochemistry** 4 Credits  
The course will include the chemistry of amino acids, peptides, proteins, lipids, steroids, nucleic acids, nucleoproteins, and carbohydrates. Carbohydrate, amino acid and lipid metabolism will be discussed with emphasis on reaction mechanisms. **Prerequisites:** BIO 141 and BIO 142; CHE 243 and CHE 244. **Offered:** Spring (E)

**BIO 444: Contemporary Issues in Experimental Biology** 4 Credits  
This course will acquaint students with methods, techniques, and responsible conduct of biological research. It will develop the student's basic research ability, with emphasis on data collection, organization, interpretation, and evaluation of research. Particular current issues in the biological sciences may be selected and explored at the discretion of the instructor. **Prerequisites:** Senior status or permission of the instructor. **Offered:** Fall (O)

## BUSINESS

**BUS 131: Principles of Management\*** 3 Credits  
An introduction to the basic concepts of management and organization. Areas of study will include the basic functions of management: planning, organizing, directing, and controlling.

**BUS 133: Quantitative Methods** 3 Credits  
Topics include interest calculation, annuities, and differential and integral calculus applications towards business. **Prerequisite:** MAT 125/126. **Offered:** Spring (O)

**BUS 134: Business Communications** 3 Credits  
Fundamentals in both oral and written business communication. The application of grammar, syntax and style of various forms of business communication. Includes organizational communication, persuasion, and interviewing. **Offered:** Spring (O)

**BUS 232: Production and Operations Management** 3 Credits  
Introduction to the philosophy and techniques of management science. The course covers survey of decision theory, inventory control, game theory, queuing theory, simulation, PERT and CAM, linear programming, and dynamic programming. **Prerequisite:** MAT 233. **Offered:** Spring (O)

**BUS 300: Management Information Systems** 3 Credits  
A survey of the components of information systems, types of information systems and strategies for information systems analysis and design, implementation and management. A focus on management considerations of information technology, including microcomputers, in the business environment. Students will prepare projects involving hands-on learning of simple decision support, data base, and transaction processing systems. **Prerequisites:** ACT 132 and BUS 131.

**BUS 330: Methods of Teaching Business** 3 Credits  
Designed for students who plan to certify in secondary education. Selection, organization, and evaluation of supplementary teaching materials and analysis of techniques in teaching related office skills, data processing, accounting, general business, business law, business structure, and elementary economics. Construction of teaching units, enrichment materials, and lesson plans for effective teaching at the secondary level. Provisions are made for observation and participation in demonstrative teaching. **Prerequisites:**

**EDU 230, PSY 131, BUS 134, ACT 132, and CSC 131.**  
**Offered:** Fall (O)

**BUS 331: Business Policy 3 Credits**  
An integrative learning experience through the presentation of advanced material and study of administrative policy cases. Administrative processes in conditions of uncertainty. The total organizational environment, including social, economic, ethical, political and technological influences. A capstone offering for the business major.) **Offered:** Fall (O)

**BUS 332: Human Resource Management 3 Credits**  
Management, procurement, development, maintenance, compensation, and utilization of an effective working force by line and staff executives **Prerequisites:** BUS 131 and BUS 134. **Offered:** Spring (E)

**BUS 334: Business Law 3 Credits**  
This course is designed to provide an understanding of rights, duties, and liabilities in business transactions of large and small business firms and individuals. The history and development of our legal system, reviewed to help the students understand political and social influences on law. Topics covered include common law, Uniform Commercial Code, and contractual relationships. **Prerequisites:** BUS 133 and ACT 131. **Offered:** Fall (A)

## CHEMISTRY

**CHE 141: General Chemistry I 4 Credits**  
A systematic treatment of the fundamental chemical principles and theories and their application, with particular reference to atomic and molecular theories, laws of chemical combination, periodic classification of the elements, properties of gases, liquids, solids, and solutions. **Co-requisites:** MAT 125/126. Two lectures and four hours of laboratory per week. **Offered:** Fall (A)

**CHE 142: General Chemistry II 4 Credits**  
A continuation of CHE 141, which includes thermo-chemistry, changes of state, chemical kinetics, chemical equilibrium, electrochemistry, and a brief introduction to organic chemistry. **Prerequisite:** CHE 141. Two lectures and four hours of laboratory per week. **Offered:** Spring (A)

**CHE 243 and CHE 244: Organic Chemistry I and II 4 Credits**  
A two semester course which presents a systematic study of the important classes or organic compounds, both aliphatic and aromatic. Emphasis is placed on structures, properties, reactivities, preparations, and reaction mechanisms. **Prerequisite:** CHE 142. Two lectures and four hours of laboratory per week. Four credit hours each semester. **Offered:** Fall/Spring, respectively (A)

**CHE 311, CHE 312, CHE 411, and CHE 412: Chemistry Seminars I-IV 1 Credit**  
These courses will be designed to give students an opportunity to present and discuss recent developments in the field of chemistry. Students will visit research laboratories and industries within the area.

**Prerequisite:** Junior status and permission of the instructor. **Offered:** Fall/Spring (A)

**CHE 320: Undergraduate Research in Chemistry I 2 Credits**  
Selected research projects under the supervision of the chemistry staff. **Prerequisites:** Junior status and permission of the instructor. Laboratory arranged. **Offered:** Fall/Spring (A)

**CHE 345: Quantitative Analysis I 4 Credits**  
A unified study of theories and practices of analytical chemistry with laboratory exercises in gravimetric and volumetric techniques of analysis. **Prerequisites:** CHE 142, and MAT 125/126. Two lectures and four hours of laboratory work each week. **Offered:** Fall (O)

**CHE 346: Quantitative Analysis II 4 Credits**  
A continuation of CHE 345. This course includes electro-analytical and optical methods of analysis. **Prerequisite:** CHE 345. Two lectures and four hours of laboratory per week. **Offered:** Spring (E)

**CHE 420: Undergraduate Research in Chemistry II\* 2 Credits**  
A continuation of CHE 320. Selected research projects under the supervision of the chemistry staff. **Prerequisite:** CHE 320. Laboratory arranged.

**CHE 440: Instrumental Methods of Analysis 4 Credits**  
Study of the principles and practices of absorption and emission spectroscopy, and electroanalytical techniques. Two lectures and four hours of laboratory per week. **Prerequisite:** CHE 346 **Offered:** Fall (E)

**CHE 445: Advanced Organic Chemistry 4 Credits**  
Electronic interpretation of organic reactions, reaction mechanisms, organometallic compounds, chemistry of natural products, and study of spectrophotometric techniques. **Prerequisites:** CHE 243 and CHE 244. Two lectures and four hours of laboratory each week. **Offered:** Spring (O)

**CHE 446: Advanced Inorganic Chemistry 4 Credits**  
A detailed study of quantum theory and atomic structure, chemical bonding, periodic trends, coordination compounds, and properties of elements. **Prerequisites:** CHE 345 and MAT 241. Two lectures and four hours of laboratory each week. **Offered:** Fall (O)

**CHE 447 and CHE 448: Physical Chemistry I and II 4 Credits**  
Study of the laws and theories concerning the properties of gases, liquids, and solids. This course includes an introduction to thermodynamics, chemical equilibrium, kinetics, thermo-chemistry, and atomic and molecular structure. **Prerequisites:** CHE 345, eight hours of physics and integral calculus. Two lectures and four hours of laboratory per week. **Offered:** Fall (E) /Spring (O), respectively

## MASS COMMUNICATION

### **COM 131: Introduction to Mass Communication** 3 Credits

An introduction to the basic types, principles, and practices of journalism and the mass media. **Offered:** Fall/Spring (A)

### **COM 135: Introduction to Media Writing** 3 Credits

Theory and practices of writing across the various mass media. Emphasis will be placed on developing newswriting skills for the print, electronic, and related

media, noting the different styles and formats of these media. **Prerequisite:** COM 131. **Offered:** Fall/Spring (A)

### **COM 210: Practical Journalistic Experience I** 1 Credit

Practical, on-campus, supervised internship on the student newspaper, yearbook, arts journal, or in the Public Relations Office. **Prerequisite:** COM 131. **Offered:** Fall (A)

### **COM 212: Introduction to Broadcast and Cable TV Production** 3 Credits

An introduction to the theories and studio production techniques of radio, "over-the-air" television, and cable TV programs. Students will research, write, produce, and direct news, documentary, entertainment, sports, and commercial programs for all three media genres: radio, broadcast, and cable television. **Prerequisite:** COM 131, COM 210, and permission of the instructor. **Offered:** Fall (A)

### **COM 233: Editorial Writing and Interpreting Public Issues** 3 Credits

Emphasis on analysis, criticism, and preparation of topics for editorials and commentaries, for newspaper publication and broadcast media presentation. **Prerequisite:** COM 135. **Offered:** Fall (E)

### **COM 235: Newspaper Layout and Editing** 3 Credits

Practice in writing and editing the news copy, proof-reading, headline writing, and using wire copy. Teaches hands-on experience in designing newspaper dummies and making news judgment for placement of news stories for publication. Includes examination of the technical and aesthetic problems editors face. **Prerequisites:** COM 131 and COM 135. **Offered:** Spring (O)

### **COM 236: Online Journalism for News Reporting** 3 Credits

An introduction to the Internet, with emphasis on understanding the functions and uses of this new technology of computer communication and its applicability to basic research and news reporting techniques. **Prerequisite:** COM 131. **Offered:** Spring (A)

### **COM 310: Mass Media Internship I** 3 Credits

Off-campus internship either in print journalism, the electronic media, or in speech communication and theater. The student will work at least 120 hours during the semester at the assigned place under the direct management of a location supervisor and with the

guidance of a faculty coordinator. **Prerequisite:** COM 210 or COM 310. **Offered:** Fall (A)

### **COM 330: Writing for the Print Media** 3 Credits

Principles and practices of writing for the print media with emphasis on news. Includes lectures, in-class writing exercises and out-of-class assignments or laboratory work on the college newspaper. **Prerequisite:** COM 135. **Offered:** Fall (A)

### **COM 331: Photojournalism** 3 Credits

The application of photography to publication illustration with assignments in spot news, sports, pictorial features, and photo editing. Emphasis on understanding the principles, tools, and techniques necessary to become effective photojournalists. Includes recent technological advances and changes, with introduction to color and digital photography. **Prerequisite:** COM 135. **Offered:** Spring (O)

### **COM 332: Principles of Public Relations** 3 Credits

An introduction to the principles and practices of public relations. **Prerequisite:** COM 131 or consent of the instructor. **Offered:** Fall (A)

### **COM 333: Special Topics in Mass Communication** 3 Credits

A seminar format course requiring research, gathering information, critically analyzing and presenting findings and results of research conducted by media specialists. In the course of the semester, students will be required to research, write and present "mini-papers" either individually or in groups. At the end of the semester, they will be required to submit a major research paper and/or oral presentation on either traditional or non-traditional media topics. **Prerequisites:** COM 131, COM 236, and COM 310. **Offered:** Fall (A)

### **COM 335: Writing for Public Relations** 3 Credits

Extensive practice in the writing of persuasive messages for placement in various media. Writing types include press releases, press kits, speeches, and other institutional type writing. The writing techniques presented will prepare students for writing careers in public relations. **Prerequisite:** COM 332. **Offered:** Spring (A)

### **COM 337: Media Law and Ethics** 3 Credits

Study of the legal rights and responsibilities of the media; case studies of libel, invasion of privacy, contempt of court, copyright, free press/fair trial, and other First Amendment issues. Ethical problems and issues in print and broadcast journalism, advertising, public relations, and new technologies will be discussed in relation to basic theories and functions of mass communication. Comparison of legal and ethical rights will be emphasized. **Prerequisite:** COM 333. **Offered:** Spring (A)

### **COM 410: Mass Media Internship II** 3 Credits

Off-campus internship either in print journalism, the electronic media, or in speech communication and theater. The student will work at least 120 hours during the semester at the assigned place under the direct management of a location supervisor and with the guidance of a faculty coordinator. May be taken for elective credit. **Prerequisite:** COM 310. **Offered:** Spring (A)

**COM 430: Advanced News Reporting and Writing**  
**3 Credits**

Instruction and practice in specialized reporting and the writing of enterprise or in-depth news stories. Includes in-class laboratory exercises, the researching and presenting of major story projects. **Prerequisites:** COM 236 and COM 330. **Offered:** Spring (E)

**COM 431: Feature and Magazine Writing**  
**3 Credits**

Instruction and practice in generating ideas, researching, organizing and writing non-fiction feature articles for newspapers and magazines. Teaches

analytical skills in identifying audience and target publications for selling an article, from conception to publication, including knowledge of the mechanics of manuscript preparation and submission, writer-editor relationship, contractual, legal and ethical responsibilities of free-lancing. **Prerequisites:** COM 330 and COM 430. **Offered:** Spring (O)

**COM 432: Writing for the Broadcast Media** 3 Credits  
Instruction and practice in gathering, evaluating and writing news for the broadcast media. **Prerequisite:** COM 135. **Offered:** Spring (A)

**COM 433: Radio and Television Announcing**  
**3 Credits**

Study of tools needed to become a more effective broadcast communicator, with emphasis on the role of the announcer in all broadcast situations, live and/or recorded. **Prerequisite:** COM 432. **Offered:** Fall (E)

**COM 435: Broadcast Production** 3 Credits  
Theories and techniques in the preparation of broadcast programming. Emphasis on the production of radio music and news formats, and the development, writing, directing and production of basic television program types. Includes guest lectures from local broadcasters and field trips to local broadcasting facilities. **Prerequisites:** COM 432 and COM 433. **Offered:** Spring (O)

**COM 437: Public Relations Strategies and Campaigns**  
**3 Credits**

Application of the basic principles and concepts of public relations to tasks and problem-solving, presented through case studies and issue management evaluation. Emphasis will also be placed on hands-on experience in preparing full-blown public relations campaigns. **Prerequisites:** COM 332 and COM 335. **Offered:** Fall (E)

**COM 439: Survey of Communication Technologies**  
**3 Credits**

Survey of communication and telecommunications technologies, including operational theories as well as practical applications. Includes providing a total introductory approach to the study of the electronic media and cable systems, the telecommunications landscape, and computer technology. Emphasis on the history and organization of the industry, programming practices, equipment, distribution networks, and business practices, including legal, regulatory and ethical considerations. **Prerequisite:** Senior status, or consent of the instructor. **Offered:** Spring (O)

## CRIMINAL JUSTICE

**CRJ 131: Introduction to Criminal Justice**  
**3 Credits**

History, theory and structure of the criminal justice system in the United States with emphasis on the nature of the law and the police. Penal and criminal procedure law will be introduced. **Offered:** Fall/Spring (A)

**CRJ 231: Police Administration and Management**  
**3 Credits**

The role of police in American society will be analyzed. Topics include nature of police subculture, professionalism, personnel selection, unionism, and operational trends. **Prerequisites:** CRJ 131 and SOC 131. **Offered:** Spring (A)

**CRJ 234: Issues in Juvenile Justice** 3 Credits

This course deals with the philosophy and methods of criminal justice programs for the prevention and control of youth crime. It will discuss the history of the juvenile justice system, police handling of juveniles, the juvenile court, detention, and treatment of juvenile offenders. **Prerequisite:** CRJ 131 and SOC 131. **Offered:** Spring (A)

**CRJ 321 and CRJ 322: Criminal Justice Internship I and II**  
**3 Credits**

Field experience in a local, state, or federal criminal justice agency. The student will learn through observation, conferences, and work experience. **Prerequisite:** Junior or senior status or consent of the instructor. **Offered:** Fall/Spring (A)

**CRJ 330: Constitutional Law** 3 Credits

An analysis of the historical development of the relationships of the U. S. Constitution to the state and the individual. This course examines the effect of the due process clause of the Fourteenth Amendment in the application of the Bill of Rights to the states through a study of the leading Supreme Court decisions pertaining to Criminal Justice. **Prerequisites:** CRJ 131, SOC 131, and junior status, or consent of instructor. **Offered:** Fall (A)

**CRJ 331: Criminal Investigation** 3 Credits

Deals with the theory and practice of investigative methodology in law enforcement. It will consider techniques and procedures of evidence collection and presentation and the use of crime laboratories. **Prerequisites:** CRJ 131, SOC 131. **Offered:** Fall (A)

**CRJ 332: Criminology** 3 Credits

This course defines crime; the nature and causes of crime; methods used in dealing with crime and criminals; early forms of punishment; the police; the courts; penal and reformatory institutions; the juvenile court. **Prerequisites:** CRJ 131 and SOC 131. **Offered:** Fall (A)

**CRJ 335: Corrections** 3 Credits

Analysis of theories of crime and delinquency; examination of rehabilitative services of corrections as a social process; view of formal and informal types of detention systems including centers, training schools, and half-way houses; a study of relationships to the

criminal system and to the criminal justice system and application to practice. **Prerequisites: CRJ 131 and SOC 131. Offered:** Fall (A)

**CRJ 336: Basic Criminal Procedures 3 Credits**  
Course deals with the procedural aspects of criminal law; process of enforcement, investigation, pre-trial and trial procedures, sentencing, appeals, and post conviction reviews. **Prerequisites: CRJ 131 and SOC 131. Offered:** Spring (A)

**CRJ 337: Methods of Criminal Justice Research 3 Credits**  
An examination of the role and process of research as it serves the Criminal Justice system. Presentations and discussions of the literature with emphasis on the use of research and analysis in formulating and evaluating criminal justice. **Prerequisites: CRJ 131 and SOC 131. Offered:** Fall (A)

**CRJ 338: Ethics in Criminal Justice 3 Credits**  
This course covers the principles of justice and ethics; ethics and the law, police and ethical standards, ethics and courts. **Prerequisites: CRJ 131 and SOC 131. Offered:** Spring (A)

**CRJ 340: Comparative Law Enforcement\* 3 Credits**  
Survey of police organization and operations from rural, urban, and international perspectives. **Prerequisites: CRJ 131 and SOC 131.**

**CRJ 341: Introduction to Criminalistics\* 3 Credits**  
Principles and applications of various investigative techniques to determine criminal evidence including finger prints, polygraph, firearms, toxicology, ballistic and clandestine activities. **Prerequisites: CRJ 131 and SOC 131.**

**CRJ 343 Forensic Science\* 3 Credits**  
An introduction to the methods used by crime laboratories such as blood sampling, finger prints, etc. and the chemical and physical interpretation of data obtained. **Prerequisites: CRJ 131, SOC 131, and BIO 131.**

**CRJ 345: Security Administration\* 3 Credits**  
Theories of management with emphasis on leadership and interaction of individuals, groups, managers and the organization as a whole. Discussion centered on organizations with security responsibilities, including government agencies, college campuses, corporate activities and the military. **Prerequisites: CRJ 131 and SOC 131.**

**CRJ 347: Security Law 3 Credits**  
An analysis of the legal background of private and proprietary security. Critical current legal issues in the private security field will be evaluated. **Prerequisites: CRJ 131 and SOC 131. Offered:** Spring (A)

**CRJ 410: Court and Judicial Process 3 Credits**  
A study of the modern concepts of laws and crimes as they relate to the judicial process, punishment, and rehabilitation. **Prerequisite: Junior status. Offered:** Fall (A)

**CRJ 420: Seminar in Criminal Justice 3 Credits**  
Intensive interdisciplinary study of selected current issues in the field of criminal justice. A major written project is required. **Prerequisite: Junior status. Offered:** Spring (A)

**CRJ 433: Criminal Law 3 Credits**  
Course deals with the legal principles involved in the preservation and protection of life and property. It includes the elements and proofs in crimes and the rules of criminal liability. **Prerequisite: Senior status. Offered:** Spring (A)

## COMPUTER SCIENCE

**CSC 110: Personal Computer Systems Repair\* 1 Credit**  
Designed for majors and non-Computer Science majors. Basic technical skills related to the function and operation of major elements of personal computer systems, and ways to localize and correct common hardware and software problems. Hands-on experience with Personal Computer (PC) systems, with special emphasis on how systems are configured, modified, and expanded to meet new requirements.

**CSC 131: Introduction to Computers 3 Credits**  
This course develops fundamental computer skills for key application programs to increase personal and professional productivity. Skill areas covered include use of word processing, spreadsheet, presentation, database and Internet-related software. Key computer components, including the CPU, memory, hard drive and input and output devices, are covered to provide a foundation for decisions about software and hardware purchases, upgrades, maintenance and repair. **Offered:** Fall/Spring (A)

**CSC 132: Foundation of Computing\* 3 Credits**  
This course provides an overview of the many disciplines within computer science, including data representation of text, numbers, audio, and images; computer hardware and software, including operating systems and programming languages; and data organization within databases. This course reviews critical concepts to better prepare CSC, EGR, MAT, and PHY majors as they continue their studies in programming and other areas of computer science.

**CSC 133: Programming I 3 Credits**  
An overview of hardware and software components of computer systems. Techniques of problem analysis and algorithm development, program design, coding, testing, and debugging using high-level programming languages such as C++, or other contemporary programming language. **Prerequisite: CSC 131 or proven competency. Offered:** Fall/Spring (A)

**CSC 136: Programming II 3 Credits**  
Continuation of CSC 133. The course will offer advanced concepts of program design and implementation. Presents programming structure, data types, control structures, algorithm analysis, and provides an introduction to object-oriented programming. **Prerequisite: Grade of "C" or better in CSC 133. Offered:** Fall/Spring (A)

**CSC 233: Data Communications and Computer Networks** **3 Credits**

This course explores the principles and techniques of data communications and gives special emphasis to networks and distributed systems. The ISO Reference Model for open systems interconnection will be investigated and the function and operation of each protocol layer analyzed in detail. **Prerequisite: CSC 133. Offered:** Fall (A)

**CSC 236: Introduction to Digital Computer Design\*** **3 Credits**

This course presents the logic design of functional digital units; design of computer subsystems: register transfer, bus structure, timing and control; and design of processor memory, arithmetic, and I/O units. **Prerequisite: CSC 136.**

**CSC 237: Introduction to Computer Systems and Assembly Language\*** **3 Credits**

Study of the internal organization of the Computer and its Assembler Language. Students are required to write several programs and achieve successful computer execution. **Prerequisite: CSC 133.**

**CSC 239: Visual Programming** **3 Credits**

Presents the object-oriented methods and design concepts, languages and systems for object-oriented development, object-oriented programming environments, and application of object-oriented techniques. Students learn to formulate object solutions to practical problems through use of one of the object-oriented programming languages such as JAVA, Visual Basic, Visual C++, and future Visual Languages. **Prerequisite: CSC 136. Offered:** Fall (E)

**CSC 332: Data Structures and Algorithms** **3 Credits**

Concentrates on the way data can be organized and addressed. Data structures such as lists, linked lists, records, stacks, queues, trees, and graphs are explained in terms of their basic structures and in the way they can be used in practical programming problems. **Prerequisites: CSC 136. Offered:** Spring (A)

**CSC 333: Computer Graphics** **3 Credits**

Introduction to concepts in computer graphics, techniques in two- and three-dimensional graphics, and advanced techniques such as shading, animation, and polygon filling. **Prerequisites: CSC 332. Offered:** Fall (O)

**CSC 334: Information Systems and Design** **3 Credits**

Presentation of file organization, data base systems, and the Information Systems development cycle. Thus, users and designers of systems must understand how data are stored and retrieved; writing programs for special problems in different fields of study, and group or individual case studies. **Prerequisite: CSC 136. Offered:** Spring (A)

**CSC 336: Software Engineering and Project Management** **3 Credits**

This course provides: an overview of software engineering, from the specification phase to the

maintenance phase; an overview of configuration management, from configuration identification to criteria for selecting configuration items; an overview of software quality assurance, from the quality system to software system procedures; and an overview of project management, from project initiation and identification to post project evaluation and audit. **Prerequisites: CSC 136 and CSC 334. Offered:** Fall (A)

**CSC 339: Database Management Systems** **3 Credits**

A study of database and management systems that include data models like relational, hierarchical and network; and their organizational theory in database design, data languages, integrity and security of database. **Prerequisite: CSC 332 or permission of instructor. Offered:** Fall (A)

**CSC 340: Database Management Systems II\*** **3 Credits**

Continuation of CSC 339, with focus on SQL programming language. **Prerequisite: CSC 339.**

**CSC 431: Computer Organization and Architecture** **3 Credits**

A study of organization of computers including logic design, processors, control unit and micro-programming. **Prerequisites: CSC 136 and CSC 332. Offered:** Spring (A)

**CSC 433: Operating Systems I** **3 Credits**

Functions and implementation of operating systems such as linking and loading; resource allocations; virtual memory; scheduling; multi-tasking and synchronization, etc. **Prerequisite: CSC 431 or consent of instructor. Offered:** Spring (A)

**CSC 434: Operating Systems II\*** **3 Credits**

Continuation of CSC 433, with emphasis on UNIX operating systems. **Prerequisite: CSC 433.**

**CSC 435: Survey of Programming Languages** **3 Credits**

The comparing of various programming languages in order to determine what characteristics they share, including writing different problems in different languages. Also, determining which languages are best for a particular problem using available computer system and macro computers. **Prerequisites: CSC 136 and CSC 332. Offered:** Fall (O)

**CSC 439: Senior Project** **3 Credits**

Individual study, programming, and presentation of special topics in computer science. **Prerequisite:** Junior or Senior status and consent of instructor. **Offered:** Spring (A)

## ECONOMICS

**ECO 131: Principles of Macro Economics** **3 Credits**

An introduction to acquaint the student with economic analysis of aggregate employment, income, and prices as related to economic problems. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuation, and growth;

money and banking; stabilization techniques; and international trade, national income accounting, and fiscal and monetary policy. **Prerequisite:** MAT 125/126. **Offered:** Fall (A)

**ECO 132: Principles of Micro Economics 3 Credits**  
An in-depth analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention, the economics of production and cost, and analysis of firm behavior in various market models, resources markets and the international economy, and other related topics. **Prerequisite:** MAT 125/126. **Offered:** Spring (A)

**ECO 231: Money and Banking 3 Credits**  
Analysis of the relationship between money and economic activity with emphasis on monetary theory, commercial banking, and financial markets and interest rates. The interface of monetary policy, fiscal policy and debt management is also covered. **Prerequisite:** ECO 131/132. **Offered:** Fall (E)

## EDUCATION

**EDU 230: Foundations of Education 3 Credits**  
A survey of the development of education through the various stages of civilization. A study of organizational structure, issues, practices, and trends and their relation to basic philosophical concepts and historical development; also the principles underlying modern education, including, ethical and legal considerations, and the relationship of the school to the community. This course is a prerequisite for all education course work and admittance to the Teacher Education program. **Prerequisite:** ENG 131. **Offered:** Fall/Spring (A)

**EDU 310: Skills Seminar\* 1 Credit**  
A course addressing the general communications and mathematics skills required by those taking standardized tests. Emphasis on language, critical thinking, and mathematical skills needed to score well on the GRE General Test, PRAXIS, and the General Knowledge portions of the LSAT, MCAT, GMAT, etc. Team taught by specialists in language, mathematics, and study skills. Recommended for all students contemplating graduate or professional school. Does not count toward teacher certification. **Prerequisite:** Advanced junior status (75 hours).

**EDU 330: Classroom Management 3 Credits**  
An integrated learning experience dealing with the major problems, issues, and innovations in the classroom. Emphasis placed on effective communication, and management and control of student activities in self-contained classrooms as well as in secondary classes. Strategies for developing pupils study habits, self-control, and self-discipline. **Prerequisite:** EDU 230. **Offered:** Fall/Spring (A)

**EDU 332: Tests and Measurements 3 Credits**  
An introduction to testing with emphasis on the construction, use, and interpretation of teacher-made

tests, including desirable tests designed to meet and evaluate physical fitness objectives. Familiarization with kinds of standardized tests commonly used in schools and their interpretation. **Prerequisites:** EDU 230, MAT 125/126, and PSY 131. **Offered:** Fall (A)

**EDU 336: Teaching in Middle Schools 3 Credits**  
A course designed to acquaint prospective teachers with the philosophy and objectives of the Middle School concept. Emphasis given to understanding methods, use of technology, and materials used in grades 5-8, with a focus on human development and learning. **Prerequisite:** EDU 230. **Offered:** Spring (A)

**EDU 401: Field Experience I No credit**  
This course allows students to observe and interact with teachers, students, and other support personnel in a school setting. Extensive experiences in structured observations are followed by tutoring and introductory small group instruction. Field experience placement is handled through the Teacher Education Office. Thirty clock hours of field experience are required. (Note that this does not include travel time to and from the schools.) **Prerequisites:** Junior or Senior status, EDU 230, PSY 131, and permission of Teacher Education Coordinator. Requirement for teacher certification. **Offered:** Fall/Spring (A)

**EDU 402: Field Experience II No credit**  
This course provides an opportunity for supervised observations and participation with teachers and students in educational settings. Field experiences are structured in such a manner as to reflect a developmental sequential approach to teacher education. In this semester, students will have extensive experience in structured observations, tutoring, small group instruction, and large group instruction, in order to provide meaningful developmental transition from theory to student teaching. Field Experience II is expected to help students develop requisite skills necessary for the student teaching semester. Field experience placement is handled through the Teacher Education Office. Thirty clock hours of field experience are required. (Note that this does not include travel time to and from the schools.) **Prerequisites:** Junior or Senior status, EDU 230, PSY 131, and permission of Teacher Education Coordinator. Requirement for teacher certification. **Offered:** Fall/Spring (A)

**EDU 420: Education Seminar\* 2 Credits**  
This course will be taught in conjunction with EDU 430 Enhanced Student Teaching. Focus on application and analysis of teaching knowledge in the classroom. No other courses may be taken during the semester of student teaching. **Prerequisite:** Completion of all requirements except student teaching.

**EDU 430: Enhanced Student Teaching\* 10 Credits**  
A comprehensive course under close supervision in which the student teacher learns to foster student/teacher relationships and to demonstrate mastery of instructional techniques and materials. **Prerequisite:** Completion of all other requirements for teacher certification. **Co-requisite:** EDU 420

## ENGLISH

### **ENG 131: Composition I** 3 Credits

A writing course that begins with a review of the complex paragraph. Emphasis is on outlining, organizing thoughts, and the writing of essays. The course concludes with the writing of critical essays in a variety of modes, e.g., description, narration, exemplification, classification and comparison, contrast, and definition. **Offered:** Fall/Spring (A)

### **ENG 132: Composition II** 3 Credits

A writing course that begins with the writing of persuasive and analytic essays. Emphasis is on research techniques. The course concludes with the writing of a research paper. **Prerequisite:** Grade of “C” or better in ENG 131. **Offered:** Fall/Spring (A)

### **ENG 221: Introduction to Literature** 3 Credits

An introduction to the elements of poetry, drama, and narrative fiction, and to critical concepts useful in discussing such works. **Prerequisite:** Minimum grade of “C” in ENG 132. **Offered:** Fall/Spring (A)

### **ENG 222: World Literature** 3 Credits

A survey of world literature from ancient times to the present, with representative masterpieces from varied periods and cultures which have influenced significantly the minds of mankind. **Prerequisite:** ENG 221. **Offered:** Fall (E)

### **ENG 231: American Literature I (to 1865)** 3 Credits

A survey of American Literature from its beginning in the Colonial Period to the American Civil War. **Prerequisite:** ENG 221. **Offered:** Fall (A)

### **ENG 232: American Literature II (1865-present)** 3 Credits

A survey of American Literature from the Civil War through the twentieth century. **Prerequisite:** ENG 221. **Offered:** Spring (A)

### **ENG 234: Advanced Grammar** 3 Credits

This course focuses on understanding the grammar of modern English through analysis of the structure of English sentences. **Prerequisite:** ENG 132. **Offered:** Spring (O)

### **ENG 235: Advanced Composition** 3 Credits

A practical course offering additional instruction and experience in the techniques of effective written communication. **Prerequisite:** ENG 132 **Offered:** Spring (E)

### **ENG 236: Adolescent Literature** 3 Credits

Extensive reading of literature especially written for young people in grades 7-12 with emphasis on the examination, selection, and utilization of such literature. Required of students who certify in English. **Prerequisite:** ENG 221. **Offered:** Fall (O)

### **ENG 237: Children’s Literature** 3 Credits

A study of literature written for children from K-8, with emphasis on selecting, arranging, and teaching literature to children. Required of students who certify in

Elementary Education. **Prerequisite:** ENG 221. **Offered:** Spring (A)

### **ENG 238: Greek and Roman Drama** 3 Credits

Study and analysis of background, form and content, and oral performance of classic drama. **Prerequisite:** ENG 221. **Offered:** Spring (O)

### **ENG 239: Survey of Modern Drama** 3 Credits

Reading and analysis of aims, techniques, and problems of dramatic literature since Ibsen. **Prerequisite:** ENG 221. **Offered:** Spring (E)

### **ENG 240: Oral Interpretation of Literature** 3 Credits

The exploration of and exercise in bringing literature to life vocally and physically. This course will develop methods of delivering prose, poetry, and drama for adult and children audiences. **Prerequisite:** ENG 221. **Offered:** Spring (O)

### **ENG 241: Discussion and Debate** 3 Credits

A practical and prescriptive guidance into the function and leadership of small groups. Experience in research, argument, evidence, and delivery necessary for debate. **Prerequisites:** ENG 221 and SPC 230. **Offered:** Fall (O)

### **ENG 331: British Literature I** 3 Credits

A survey of Old and Middle English literature, literature of the sixteenth century, the early seventeenth century, the Restoration, and the eighteenth century. **Prerequisite:** ENG 221. **Offered:** Fall (A)

### **ENG 332: British Literature II** 3 Credits

A survey of the literature of the Romantic period, the Victorian Age, and twentieth century. **Prerequisite:** ENG 221. **Offered:** Spring (A)

### **ENG 333: Literary Criticism** 3 Credits

An introduction to literary theory and practical criticism designed to provide criteria for evaluating and appreciating literature, from Plato to the present. **Prerequisite:** ENG 221. **Offered:** Spring (A)

### **ENG 334: Introduction to Phonetics\*** 3 Credits

Introductory study of the application of English phonetics as an aid in speech improvement. Regional speech patterns will be considered. **Prerequisites:** ENG 221 and SPC 230.

### **ENG 335: Shakespeare** 3 Credits

A study of the selected examples of Shakespeare’s comedies, histories, and tragedies. **Prerequisite:** ENG 221. **Offered:** Fall (O)

### **ENG 336: The Novel** 3 Credits

A study of representative novels from the eighteenth century to the present, with special attention to the development of the form. **Prerequisite:** ENG 221. **Offered:** Fall (O)

### **ENG 337: The Short Story** 3 Credits

A course that focuses on the history and development of the short story as a genre. Early prose narrative forms such as the fabliau and the fable are examined as antecedents of the “prose tale” defined by Poe. Key authors of short fiction from the nineteenth century to

the present are surveyed. **Prerequisite:** ENG 221. **Offered:** Spring (O)

**ENG 338: Creative Writing 3 Credits**  
A creative writing course with emphasis on short forms. **Prerequisite** ENG 221. **Offered:** Fall (E)

**ENG 339: Teaching Language Arts. (1-8) 3 Credits**  
A course that focuses on objectives, problems, and instructional techniques in teaching language arts in the elementary school, including reading readiness, diagnosis of reading difficulties, and development of reading skills. Emphasis on oral and written communication, grammar, handwriting, and use of technology in creating language arts teaching materials. Required of students who certify in elementary education. **Prerequisites:** ENG 221, EDU 230, and PSY 230. **Offered:** Fall (A)

**ENG 430: African American Literature 3 Credits**  
A reading course which surveys the history and types of literature produced by African American writers. **Prerequisites:** ENG 221 or permission of the instructor. **Offered:** Fall (O)

**ENG 431: Contemporary Literature 3 Credits**  
Types and trends in recent English and American Literature. **Prerequisite:** ENG 221. **Offered:** Fall (O)

**ENG 432: Mythology 3 Credits**  
A study of mythology with attention to Greek and Roman myths and their contribution to Western art and thought, with emphasis on interdisciplinary approaches. **Prerequisites:** ENG 221 and ENG 238 or w/permission.

**ENG 433: Special Topics in English\* 3 Credits**  
A course designed to explore specific research interests of students and/or faculty. Topics vary depending on the demand. **Permission Required.**

**ENG 440: Methods of Teaching Secondary English 3 Credits**  
Designed for students who plan to certify in secondary education. Focus on methods, materials, and concerns related to the subject area. Required of students who certify in English. **Prerequisites:** EDU 230, PSY 131, and ENG 221. **Offered:** Spring (O)

## FINANCE

**FIN 122: Personal Financial Management 2 Credits**  
Treatment of problem areas of major concern in business, marketing, and home economics financing. Problem areas of local, state, and national interest will be included as topics for discussion. Among the topics included are personal credit management, personal consumer economics, personal finance, personal monetary and banking, personal risk management, and personal small business management **Prerequisite:** MAT 125/126 *This course will not be accepted as an elective or core course for business majors.* **Offered:** Fall/Spring (A)

**FIN 131: Principles of Business Finance 3 Credits**  
Emphasizes the financing and investment decisions of the financial manager. Topics included are time value of money, financial analysis, valuation of securities,

alternative sources of short- and long-term financing, operations of financial markets. **Prerequisite:** MAT 125/126. **Offered:** Fall (A)

**FIN 231: Principles of Investment 3 Credits**  
Principles governing the proper investment of personal and institutional funds, information sources, security analysis, exchanges and regulation. **Prerequisite:** FIN 131. **Offered:** Spring (O)

**FIN 330: Financial Institutions and Markets 3 Credits**  
A general study of the nature of financial institutions and markets in the United States and their interactions. How and why the institutions evolved, how they fit within the financial system, how they operate, their current impact, and their future role. **Prerequisite:** FIN 131. **Offered:** Spring (E)

**FIN 332: Financial Management 3 Credits**  
A continuation of Business Finance. Topics included are capital budgeting, cost of capital and capital structure, and valuation of firm, dividend policy, and special managerial finance issues, e.g., merger, acquisitions, and divestitures. **Prerequisite:** FIN 231. **Offered:** Fall (O)

**FIN 333: Financial Assets Management 3 Credits**  
A detailed analysis of the investigation of corporate securities as long-term investment media. Investigation of the techniques for security valuation and portfolio management, with discussion of financial institution investment procedures. Considers mechanics, markets, institutions, and instruments important to the investment process. **Prerequisite:** FIN 232. **Offered:** Fall (E)

**FIN 334: Bank Management 3 Credits**  
This course includes analysis and discussion of cases in commercial bank management. The loan function is emphasized; also the management of liquidity reserves, investment for income, sources of funds. Bank objectives, functions, policies, organization, structure, and regulations are considered. **Prerequisite:** ECO 132. **Offered:** Spring (E)

**FIN 335: International Corporate Finance 3 Credits**  
Covers questions and issues which concern financial management of international corporations. Analysis of the financing of investment abroad and the management of assets in varying financial environments. The foreign investment decision, cost of capital and financial structure for multi-national decision making, management of foreign subsidiary working capital, and financial control of multi-national operations. **Prerequisite:** FIN 131. **Offered:** Fall (O)

**FIN 336: Financial Planning Seminars and Applications 3 Credits**  
Applications of personal financial planning tools to actual problems using interactive tools and information software designed to help plan, invest, and manage money. Students will analyze, choose, and defend their ideas and the course of action. Financial planning tools are also examined in conjunction with their related cases. **Prerequisite:** Senior Business majors. **Offered:** Spring (O)

## FRENCH

### **FRE 131 and FRE 132: Elementary French I and II** 3 Credits

A course designed to acquaint beginning students with elements of pronunciation, comprehension, reading, and writing. Language laboratory is required --2 hours per week.

### **FRE 231 and FRE 232: Intermediate French I and II\*** 3 Credits

A continuation of the objectives of French FRE 131 and FRE 132. In addition, selected topics of cultural interest are introduced and discussed. Language laboratory is required (2 hours per week).

**FRE 311: Phonetics and Pronunciation\*** 3 Credits  
Introduction to the International Phonetic Alphabet (IPA). Practical application through reading in poetry and prose. Introduction to basic principles of pronunciation of French: the obstacles commonly encountered by American speakers, articulation, rhythm and pitch. **Prerequisite: FRE 232.**

### **FRE 312: Intensive Readings in French Literature\*** 3 Credits

Techniques in literary analysis using prose masterpieces in French. Selected readings to give students acquaintance with important personalities, movements, and ideas in French literature. **Prerequisite: FRE 232.**

### **FRE 322: Conversation and Oral Grammar\*** 3 Credits

Development of conversational skills in French through a systematic study of grammar, usage and vocabulary. Readings related to contemporary issues in French speaking countries and USA. **Prerequisite: FRE 311.**

### **FRE 323: Advanced French Grammar, Composition and Conversation\*.** 3 Credits

This course is designed to enhance students proficiency in spoken, written French, oral exercises and translation from English into French. Concentration on writing, conversation, and structural difficulties. Reading and discussion of cultural material of an interdisciplinary nature. **Prerequisite: FRE 322.**

### **FRE 331: French Literature I\*** 3 Credits

A study of French literature from its beginning through the French Revolution. Literary Analysis will take into account the political, social, and intellectual history of the Ancient régime. Topics discussed will include love, education, and religion. Course conducted entirely in French. **Prerequisite: FRE 312.**

### **FRE 332: French Literature II\*** 3 Credits

A study of French literature of the 19<sup>th</sup> and 20<sup>th</sup> centuries. Emphasis placed on the political and aesthetic movements which influenced literature in France. Along with a study of Romanticism, Realism, Symbolism, Surrealism, and other literary movements, topics of discussion will include women, race, and revolution. Course conducted entirely in French. **Prerequisite: FRE 312.**

### **FRE 333: French for Business\*** 3 Credits

Study of the commercial terminology in the cultural context of the Francophone business world. Understanding and writing French for business in international arena. Reading and oral presentations of topics of current interest from marketing, finance, agriculture, communications, transport, real estate, economics, and environment using technical vocabulary. **Prerequisite: FRE 331 or FRE 332.**

### **FRE 431: French Civilization\*** 3 Credits

Introduction to French history and society from origins of France to the Fifth Republic; interrelation of socio-political developments to cultural movements in French art and thought. **Prerequisite: FRE 331.**

### **FRE 432: Francophone Literature and Culture\*** 3 Credits

Introduction through literature to nations and people whose indigenous cultures have been influenced by French language and civilization; readings in French. **Prerequisite: FRE 431.**

### **FRE 433: Afro-French Novel\*** 3 Credits

The study of the evolution of novels written in French by writers native to Africa, Haiti and the Caribbean Islands. **Prerequisite: Senior standing.**

### **FRE 434: Afro-French Literature\*** 3 Credits

Introduction to oral literature of spoken French outside France, e.g., Africa, Haiti and the Caribbean Islands through study of folktales, proverbs, novel, theater, essays, and short stories. Survey of 20<sup>th</sup> Century black writers in French. **Prerequisite: Senior standing.**

### **FRE 435: Poetry of Negritude\*** 3 Credits

An introduction to the poetry of contemporary Francophone-Africa, Haiti and Caribbean Islands. **Prerequisite: Senior standing.**

### **FRE 461: Methods and Materials for Teaching French, 7-12\*** 3 Credits

Introduction to the theories of foreign language acquisition, rationale for proficiency. Oriented instruction in grades 9-12; principles of language instruction in grades 7-12; principles of instruction in all four skill areas; guidelines for assessment classroom management, techniques for the development of cultural awareness as related to other disciplines and current issues; observation in French language classes. **Prerequisite: Senior standing.**

### **FRE 471: Introduction to Linguistics\*** 3 Credits

Introduction to the scientific analysis: phonetics and phonology, morphology, syntactic unities, syntax, disciplinary and interdisciplinary topic in linguistics: topology and universals, communication systems, psycho linguistics, sociolinguistics, historical linguistics, anthropological linguistics. **Prerequisite: FRE 331.**

### **FRE 480: Senior Seminar\*** 3 Credits

An in-depth study of a subject selected according to the special interest(s) of the students and faculty. Offered at the discretion of the Division and instructor. **Prerequisite: Senior standing.**

**FRE 481: Study Abroad\*** **3 Credits**  
 A period of study in a French-speaking country is strongly encouraged for qualifying students. In cooperation with the committee on Studies Abroad, and under the guidance of a French language faculty member, students may travel and study in countries where French is the major or official language. **Prerequisite: A minimum of 12 credit hours of 300 or 400 level French courses.**

## GEOGRAPHY

**GEO 231: World Geography** **3 Credits**  
 A systemic study of regional areas of the world. The climatic, ecological and environmental factors as they affect human adjustment. Offered: Spring (A)

## HISTORY

**HIS 111,211, 311,411: Special Topics in History\*** **1 Credit**  
 Designed to promote academic excellence through the intense study of history, science, literature, religion, the arts, social sciences, popular culture, and particularly African American history and culture. **Prerequisite: Consent of Instructor.**

**HIS 131: U.S. History I** **3 Credits**  
 A survey of American history from the Age of Discovery to the Civil War Reconstruction Period. **Offered:** Fall (A)

**HIS 132: U.S. History II** **3 Credits**  
 A survey of American history from the Reconstruction Period to the Modern Era. **Prerequisite: HIS 131.** **Offered:** Spring (A)

**HIS 230: Tennessee History\*** **3 Credits**  
 Special emphasis is given to the political, social, economic, and educational developments of the State of Tennessee from its early beginnings to the present time. **Prerequisite: ENG 132.**

**HIS 231: World History I** **3 Credits**  
 An introductory survey of world history from earliest civilizations, which places equal emphasis on the development of different world regions, including China, India, Africa, Europe, and the Middle East. **Offered:** Fall (A)

**HIS 232: World History II** **3 Credits**  
 A survey of the modern world which places equal emphasis on the history and development of different regions, including China, India, Africa, Europe, the Americas, and the Middle East, with special emphasis on colonialism and imperialism. **Prerequisite: HIS 231.** **Offered:** Spring (A)

**HIS 233, HIS 333, HIS 433: Topics in American History I, II, and III\*** **3 Credits**  
 This course will allow for topically based instruction contingent upon student interest in American history and upon faculty expertise. **Prerequisite: HIS 132.**

**HIS 234, HIS 334, HIS 434: Topics in World History I, II, and III\*** **3 Credits**

This course will allow for topically based instruction contingent upon student interest in world history areas and faculty expertise. **Prerequisite: HIS 232.**

**HIS 331 and HIS 332: Black History I and II 3 Credits**  
 A survey of the history of Black Americans from the period of slavery to the present. **Offered:** Fall/Spring (A)

**HIS 335: African History\*** **3 Credits**  
 A survey of African history and civilization from earliest times to present. **Prerequisite: ENG 132.**

**HIS 336: Methods of Teaching Social Sciences** **3 Credits**  
 Fundamental considerations in teaching social studies, with emphasis on selection, evaluation, organization, and presentation of materials. Focus also on use of technology in the creation of teaching materials and delivery methods in the social sciences classroom. **Prerequisite: EDU 230.** **Offered:** Spring (A)

**HIS 337: Twentieth Century Europe\*** **3 Credits**  
 A survey of the history, politics, and social climate of Europe since World War I. **Prerequisite: HIS 232.**

**HIS 338: Twentieth Century Asia\*** **3 Credits**  
 A survey of the history, politics, and social climate of Asia since World War I. **Prerequisite: HIS 232.**

**HIS 430: Research Seminar\*** **3 Credits**  
 Each major is required to present a well-organized documented research project on a subject of their choice as a fulfillment for one of the requirements for a major. **Prerequisite: Senior standing.**

**HIS 431: History of England I\*** **3 Credits**  
 A survey of English history from earliest times to the Restoration in 1660. **Prerequisite: HIS 232.**

**HIS 432 History of England II\*** **3 Credits**  
 A survey of English history from 1660 to the present. **Prerequisite: HIS 431.**

## INTERNATIONAL STUDY

**INT 460: Study Abroad\*** **12 Credits**  
 Intensive semester of study abroad, to include exposure to and analysis of social, political, cultural, and economic climate of a foreign country. **Prerequisite:** Senior standing and recommendation of Foreign Languages Studies staff.

## MATHEMATICS

**MAT 125: Algebra I** **3 Credits**  
 Starting with properties of exponents and culminating with a thorough study of exponential and logarithmic functions, this course will provide the necessary foundational algebraic skills for success in the Calculus sequence. Other major topics include linear equations, system of linear equations, quadratic equations, circles, inverse functions, and transformations of graphs. **Offered:** Fall/Spring (A)

**MAT 126: Algebra II** **3 Credits**  
 Continuation of MAT 125. **Prerequisite: MAT 125.** **Offered:** Fall/Spring (A)

**MAT 140: College Trigonometry 3 Credits**

A basic course in trigonometry ranging from measurement of angles to the study of complex numbers on the plane. This course will provide the necessary trigonometric background for success in the Calculus sequence. Other major topics include right triangle relationships, trigonometry on the unit circle, solving trigonometric equations, trigonometric identities, and inverse trigonometric functions. **Prerequisite: Grade of "C" or better in MAT 135, or permission of instructor. Offered: Fall/Spring (A)**

**MAT 230: Discrete Mathematics 3 Credits**

A study of logic, sets, relations, Boolean algebra, graph theory, and trees. Prerequisites: A minimum grade of "C" in MAT 125/126 or permission of the instructor. Offered: Spring (A)

**MAT 233: Probability and Statistics 3 Credits**

Basic statistical concepts, elementary probability theory, probability distribution, sampling and sampling distributions; expected values, correlation and regression analysis, tests of hypothesis, and statistical inferences and interpretation of tabular reports. **Prerequisite: MAT 125/126. Offered: Spring (A)**

**MAT 240: Calculus I 4 Credits**

This first course in calculus reviews the Cartesian plane and functions, and introduces limits, continuity, differentiation and integration. **Prerequisite: A minimum grade of "C" in MAT 140 or four years of high school mathematics. Offered: Fall (A)**

**MAT 241: Calculus II 4 Credits**

This second course in calculus provides application of differentiation and integration to min-max problems, volumes and areas; extends integration and differentiation to logarithmic, exponential and trigonometric functions; and introduces some integration techniques. **Prerequisite: A minimum grade of "C" in MAT 240. Offered: Spring (A)**

**MAT 242: Linear Algebra 3 Credits**

An introduction to basic operations with matrices, vectors, and linear equations; including: vector spaces, scalar and vector products, spaces of dimensions, linear transformations, bilinear and quadratic forms and infinite series of matrices. **Prerequisite: Minimum grade of "C" in MAT 140. Offered: Spring (O)**

**MAT 310, MAT 311, MAT 410 and MAT 411: Mathematics Seminars I-IV\* 1 Credit**

These courses are designed for students to give oral and written presentations of special topics in mathematics or the history of mathematics. **Prerequisite: Junior status w/permission of the instructor.**

**MAT 330: Teaching Elementary Mathematics (K-8) 3 Credits**

Methods and materials of teaching mathematics at the elementary level, including the appropriate use of technology in those methods and creation of materials. Designed to introduce the prospective elementary school teacher to the basic essentials of arithmetic, and some concepts of mathematics from a pedagogical perspective. This course is also available to in-service teachers. **Prerequisites: EDU 230 and MAT 125/126. Offered: Spring (A)**

**MAT 331: Methods of Teaching Secondary Math (7-12) 3 Credits**

Designed for students who plan to certify in secondary education. Focus on methods, materials, the use of technology in those methods and materials, and concerns related to the subject area. **Prerequisites: EDU 230, PSY 131, and 12 hours of mathematics. Offered: Spring (A)**

**MAT 333: Modern Geometry 3 Credits**

Advanced plane geometry, synthetic and analytic projective geometry and its relationships to Euclidean and other geometries. **Prerequisite: A minimum grade of "C" in MAT 242. Offered: Spring (E)**

**MAT 335: Abstract Algebra 3 Credits**

Consideration of fundamental mathematical systems and concepts of modern algebra, including the well-ordering principle, integral domains, groups, rings, fields, and methods of congruence. **Prerequisite: MAT 241. Offered: Fall (O)**

**MAT 340: Calculus III 4 Credits**

Indefinite series and approximate computation, partial derivatives and differentiation with applications, multiple integration, and some differential equations. **Prerequisite: A minimum grade "C" in MAT 241. Offered: Fall (O)**

**MAT 341: Differential Equations 4 Credits**

Classification and solution of common types of elementary differential equations including methods and solutions of ordinary differential equations of first order, and of higher orders with emphasis upon geometrical and physical applications. **Prerequisite: A minimum grade of "C" in MAT 241. Offered: Spring (E)**

**MAT 430: Advanced Calculus I 3 Credits**

Real numbers and Euclidean N-space, continuous functions, differentiable functions of one variable, of several variables, and Riemann integral. **Prerequisite: Grade of "C" or better in MAT 242 and MAT 340. Offered: Spring (E)**

**MAT 431: Advanced Calculus II 3 Credits**

Classical Lebesgue Integral, power series, curves, surfaces, and integral theorem, divergence, theorems of Green and Stokes. Some applications. **Prerequisite: Minimum of grade of "C" in MAT 430. Offered: Spring (O)**

## MARKETING

**MKT 131: Principles of Marketing 3 Credits**

The marketing function of the firm from the standpoint of the decision-maker. The marketing variables of products, channels, prices, and promotion as related both to the profitability of the firm and the satisfaction of customers. **Prerequisite: MAT 125/126. Offered: Fall (O)**

**MKT 231: Consumer Behavior 3 Credits**

A detailed study of the forces which shape the process of consumer motivation and decision making. Topics include theoretical models of consumer choice processes and the influences of culture, lifestyle, and demographics on the consumer. Emphasis on creating

a link between some behavioral concepts and marketing strategy. **Prerequisite:** MKT 131. **Offered:** Fall (E)

**MKT 232: Promotion and Advertising** 3 Credits  
Advertising as a communications tool in marketing management. Develops an understanding of the role of advertising under diverse marketing conditions. The nature of communications process and its relationship to advertising. Topics include advertising budget, media planning, the advertising agency, the creative process, and evaluation and control of advertising. **Prerequisite:** MKT 131. **Offered:** Spring (E)

**MKT 233: International Marketing** 3 Credits  
An examination of various factors surrounding the conduct of business in foreign lands. Emphasis on the problems and decisions facing managers of international marketing across national boundaries, the environment in which international marketing takes place, and ways of integrating and coordinating marketing programs in diverse markets. **Prerequisite:** MKT 131. **Offered:** Fall (O)

**MKT 331: Professional Selling** 3 Credits  
Professional selling will recognize that today's salesperson faces a skeptical, well-educated, and sophisticated buyer, and that the professional sales person must be far more than a purveyor of goods and services. Professional selling will attempt to harmonize techniques and strategies with personality development. Topics include behavioral theories, ethics, a model of the selling process, and management of the sales force. **Prerequisite:** MKT 131. **Offered:** Fall (E)

**MKT 332: Marketing Research** 3 Credits  
This course covers research methodology with the emphasis on the application of social science techniques of research to marketing problems. Critical evaluation of various sources of information, research procedures, and methods of utilizing research findings is required. An individual or group research project provides practical application of the methods studied. **Prerequisites:** MKT 131 and MAT 233. **Offered:** Spring (O)

**MKT 333: Marketing Management Seminar** 3 Credits  
An open-ended discussion approach to contemporary marketing problems relative to the internal operation and external environment of the firm. **Prerequisites:** MKT 131 and senior classification. **Offered:** Fall (E)

**MKT 334: Sport Marketing** 3 Credits  
The basic marketing concepts to the sports industry. Fundamental marketing techniques such as advertising, sales, promotion, fund-raising, and journalism will be explored in relation to sports. **Prerequisite:** MKT 131. **Offered:** Spring (E)

## MUSIC

**MUS 031: Fundamentals of Music Theory\*** 2 Credits  
Designed to broaden the musical background in written theory, rhythm studies, ear training and sight singing.

Study of the fundamentals of music to include all scales, modes, key signatures, intervals, triads, dominant seventh chords, and basic terminology. Does not count toward the music major or minor. Open to all students who want to learn to read music.

**MUS 100: Class Voice I\*** 1 Credit  
Emphasis is on voice performance and group discussions of techniques. One group lesson per week. **Prerequisite:** Permission of the instructor. Open to students majoring in areas other than Music and to Music majors and minors whose major instrument is not voice.

**MUS 103, MUS 203, MUS 303, MUS 403: Elective Class Piano I-IV\*** 1 Credit  
Emphasis is on the performance and enjoyment of music as an avocation. Specific areas of instruction are determined by students' interests, but may include chord study, church music, lead sheet notation, jazz harmony, and functional keyboard skills. Increasing emphasis on more advanced skills in keyboard performance and comprehensive musicianship with each class. Open to students majoring in areas other than Music. **Prerequisite:** Permission of the instructor

**MUS 110: Band Techniques\*** 1 Credit  
A course designed to teach band organization, administration, and rehearsal techniques of the marching and concert bands, including pageantry and band literature.

**MUS 111, MUS 211, MUS 311, MUS 411: Marching Band I-IV** 1 Credit  
Field and parade marching and performance of selected band repertoire. **Prerequisite:** Permission of the instructor. One credit hour each semester. Offered in the Fall semester only. Satisfies the physical education requirement of the College. **Offered:** Fall (A)

**MUS 112, MUS 212, MUS 312, MUS 412: Concert Band I-IV** 1 Credit  
Study and performance of a wide range of literature representative of various styles, composers, and eras. Offered in the Spring semester only. **Prerequisite:** Permission of the instructor. **Offered:** Spring (A)

**MUS 113, MUS 114, MUS 213, MUS 214, MUS 313, MUS 314, MUS 413, MUS 414: Concert Choir I-VIII** 1 Credit  
Study and performance of a wide range of choral literature representative of various styles, composers, and eras. **Prerequisite:** Permission of the instructor. **Offered:** Fall (A) - odd numbers; Spring (A) - even numbers

**MUS 118: Class Piano I\*** 1 Credit  
A course stressing basic musicianship using a variety of activities centered around the development of keyboard skills. Specific areas of study include modes, major and minor scales, blues scales, all triads, lead sheet notation, rhythm, sight reading, and repertoire. Required of all Music majors and minors, except piano majors.

**MUS 120: Music Appreciation 2 Credits**

A survey course designed to acquaint students with the historical and cultural aspects of music and the relationship of music to other arts, to develop discriminating listening habits, and to develop understanding of this form of artistic expression. **Offered:** Fall/Spring (A)

**MUS 124: Elective Voice I \* 1 Credit**

Emphasis is on voice performance and techniques. One half-hour session per week and five hours of practice. Prerequisite: Permission of the instructor. Open to students majoring in areas other than Music and to Music majors and minors whose major instrument is not voice.

**MUS 125, MUS 224, MUS 225, MUS 324, MUS 424, MUS 425: Elective Voice II-VIII\* 1 Credit**

Courses must be taken in numerical sequence. Each is a prerequisite to the next. See MUS 124 description above.

**Applied Music Courses**

The courses listed below provide private instruction in the student's medium of performance, i.e., piano, voice, or any instrument of the band. Emphasis is placed on developing a high level of performance for both teaching and public performance. A one-hour lesson each week and ten hours practice per week is required. Permission of the instructor

**Applied Music/Senior Recital** Required of students majoring in Music. A public performance of literature representative of various styles, composers, and eras. This course is a culmination of seven to nine semesters of Applied Music study.

Course Code	Course/Name	Credits
MUS 126	Applied Brass I	1
MUS 127	Applied Brass II	1
MUS 226	Applied Brass III	1
MUS 227	Applied Brass IV	1
MUS 326	Applied Brass V	1
MUS 327	Applied Brass VI	1
MUS 426	Applied Brass VII	1
MUS 427	Senior Recital/Brass	1
MUS 526	Applied Brass VIII 1	1
MUS 527	Applied Brass IX	1
MUS 128	Applied Piano I	1
MUS 129	Applied Piano II	1
MUS 228	Applied Piano III	1
MUS 229	Applied Piano IV	1
MUS 328	Applied Piano V	1
MUS 329	Applied Piano VI	1
MUS 428	Applied Piano VII	1
MUS 429	Senior Recital/Piano	1
MUS 528	Applied Piano VIII	1
MUS 529	Applied Piano IX	1
MUS 161	Applied Percussion I	1
MUS 162	Applied Percussion II	1
MUS 261	Applied Percussion III	1
MUS 262	Applied Percussion IV	1
MUS 361	Applied Percussion V	1
MUS 362	Applied Percussion VI	1
MUS 461	Applied Percussion VII	1
MUS 462	Senior Recital/Percussion	1
MUS 561	Applied Percussion VIII	1
MUS 562	Applied Percussion IX	1

MUS 171	Applied Woodwind I	1
MUS 172	Applied Woodwind II	1
MUS 271	Applied Woodwind III	1
MUS 272	Applied Woodwind IV	1
MUS 371	Applied Woodwind V	1
MUS 372	Applied Woodwind VI	1
MUS 471	Applied Woodwind VII	1
MUS 472	Senior Recital/Woodwind	1
MUS 571	Applied Woodwind VIII	1
MUS 572	Applied Woodwind IX	1
MUS 181	Applied Voice I	1
MUS 182	Applied Voice II	1
MUS 281	Applied Voice III	1
MUS 282	Applied Voice IV	1
MUS 381	Applied Voice V	1
MUS 382	Applied Voice VI	1
MUS 481	Applied Voice VII	1
MUS 482	Senior Recital/Voice	1
MUS 581	Applied Voice VIII 1	1
MUS 582	Applied Voice IX	1

**MUS 131: Music Theory I 3 Credits**

Introduction to the theory of music. Study of diatonic harmony and melody including scales, intervals, four-part writing using triads, seventh chords and their inversions, study of melody construction and harmonization in vocal and instrumental styles. Includes ear training and sight-singing. **Offered:** Fall (A)

**MUS 132: Music Theory II 3 Credits**

Continuation of Music 131. Study of diatonic harmony and melody including scales, intervals, four-part writing using triads, seventh chords and their inversions, study of melody construction and harmonization in vocal and instrumental styles. Includes ear training and sight-singing. **Prerequisite:** Minimum grade of "C" in MUS 131. **Offered:** Spring (A)

**MUS 200, MUS 300, AND MUS 400: Class Voice II, III, and IV \* 1 Credit**

Courses must be taken in numerical sequence. Each is a prerequisite to the next. See MUS 100 description above.

**MUS 218: Class Piano II \* 1 Credit**

A continuation of Class Piano I. Emphasis is on the study of harmony in traditional as well as modern practices. Specific areas of study include seventh chords, chord inversions, voicing of chords, modulation, and chord progressions. **Prerequisite:** MUS 118.

**MUS 231: Music Theory III 3 Credits**

A continuation of MUS 132. Study of chromatic harmony and melody including modulation, borrowed and altered chords, and twentieth-century harmony. **Prerequisite:** Grade of "C" or better in MUS 132. **Offered:** Fall (A)

**MUS 232: Music Theory IV 3 Credits**

A continuation of MUS 231. Study of chromatic harmony and melody including modulation, borrowed and altered chords, and twentieth-century harmony. **Prerequisite:** Minimum grade of "C" in MUS 231. **Offered:** Spring (A)

**MUS 235: Fundamentals of Music**                      **3 Credits**

Focus on rudiments leading to performance at the beginner's level. It includes an elementary study of music theory, the keyboard, pre-band instruments, eurythmics, listening, singing, creative activities, the rhythm band, and the Orff and Kodaly approaches to music education. **Prerequisite: EDU 230 and PSY 131.**  
**Offered:** Fall (A)

**MUS 241: African American Music\***                      **3 Credits**

History of African American music. Covers African music, its influence on European composers, creation of various African-American musical forms during slavery, and 20<sup>th</sup> century African American composition forms and composers. **Prerequisite: MUS 120 or MUS 331.**

**MUS 318: Class Piano III\***                                      **1 Credit**

A continuation of MUS 218, including more advanced study in the following skills areas: Scales and Arpeggios, Harmony, Transposition, Improvisation, Sight reading, Repertoire, and Rhythm. Study of borrowed chords, jazz harmony, composition, and score reading. **Prerequisite: MUS 218 or permission of the instructor.**

**MUS 321: Instruments I\***                                      **2 Credits**

Fundamental techniques of teaching and playing woodwind and percussion instruments. The woodwind instruments will include single and double reeds and the flute. The definite pitch percussion will focus on tympani and keyboard-type (marimba, etc.) instruments. Indefinite pitched percussion will focus on the snare drum and auxiliary instruments.

**MUS 322: Instruments II\***                                      **2 Credits**

Fundamental techniques of teaching and playing brass and orchestral string instruments. Emphasis will be placed on approaches and materials used in developing performing groups and programs.

**MUS 323: Conducting I\***                                      **2 Credits**

Beginning techniques in conducting band, chorus, and orchestra. Introduction to score reading. **Prerequisite: MUS 232.**

**MUS 331: Music History & Literature I\***                      **3 Credits**

The history of music from its beginning to 1800. Emphasis on styles, forms, influences, contributions, and literature. **Prerequisite: MUS 232 or permission of the instructor.**

**MUS 332: Music History & Literature II\***                      **3 Credits**

The study of music from 1801 to the present. **Prerequisite: MUS 232 or permission of instructor.**

**MUS 333: Form and Analysis\***                                      **3 Credits**

A study of the organization, analytical techniques, and styles of various periods in music history from the standpoint of motivic, harmonic, and structural analysis. **Prerequisite: MUS 232.**

**MUS 415: Stage Band\***                                      **No credit**

Study and performance of popular and dance music. Admission by audition. **Prerequisite: Permission of the instructor.**

**MUS 418: Class Piano IV\***                                      **1 Credit**

A continuation of MUS 318 as a culmination of four semesters of piano study. Emphasis is on practical skills needed as a professional in the area of the student's chosen field in music and on satisfying basic keyboard proficiency requirements. Designed to be taken concurrently with MUS 333. **Prerequisite: MUS 318 or permission of the instructor.**

**MUS 421: Orchestration\***                                      **2 Credits**

Scoring for band, orchestra and choral groups. Exploration of timbres, ranges, nomenclature, and limitations of widely used instruments. **Prerequisite: MUS 232.**

**MUS 422: Counterpoint\***                                      **2 Credits**

A course concerned with the techniques used in contrapuntal composition of the 18<sup>th</sup> century and a comparative study of the literature of the Baroque period. **Prerequisite: MUS 232.**

**MUS 423: Conducting II\***                                      **2 Credits**

Intermediate and advance techniques in conducting band, chorus, and orchestra. Emphasis is on literature, organizational management, and special score problems. Laboratory experience with experience with ensembles. **Prerequisite: MUS 323.**

**MUS 430: General Music Methods and Materials\***

**2 Credits**

Concerned with skills, approaches, administration, and materials for teaching music for grades 1-12. **Prerequisites: EDU 230, EDU 335, and PSY 131.**

**MUS 431: Vocal Music Methods and Materials \***

**2 Credits**

Focus on the specific methods and materials of teaching vocal music. Emphasis is on classroom management skills, organization of choral programs, and methods of teaching vocal methods. **Prerequisite: EDU 230.**

**MUS 432: Instrumental Methods and Materials\***

**2 Credits**

Focus on the approaches, skills, and materials used in developing instrumental groups at all levels 1-12. Emphasis is on classroom management skills, organization of instrumental programs, and methods of teaching instrumental music. **Prerequisites: EDU 230, EDU 335, and PSY 131.**

**MUS 465: Special Topics in Music\***                      **3 Credits**

A course designed to explore specific research interests of students and/or faculty. Topics will vary depending on the demand. **Prerequisite: Junior status (music majors only) and permission of instructor.**

## ORIENTATION

**ORN 110: Orientation**                                      **1 Credit**

The freshman orientation course is designed to help freshmen and new students in their academic and social adjustment to the College. All students who are required to enroll in this course must earn a satisfactory grade in it before being cleared for graduation. **Offered:** Fall (A)

## PHYSICAL EDUCATION

**PER 110: Volleyball-Basketball** **1 Credit**  
 A study of rules, regulations, and fundamental skills. Reasonable competency is stressed. **Offered:** Fall/Spring (A)

**PER 111: Bowling** **1 Credit**  
 Fundamentals and techniques of bowling, scoring and basic rules, regulations, and games of bowling. **Offered:** Fall/Spring (O)

**PER 112: Power Walking** **1 Credit**  
 A quick-pace fitness workout designed to encourage continued life-long exercise.

**PER 113: Golf** **1 Credit**  
 Fundamentals and techniques of golf, scoring and basic rules, regulations, and games of golf. **Offered:** Fall (A)

**PER 114: Aerobics** **1 Credit**  
 A study of basic skills in aerobic exercise. **Offered:** Fall (A)

**PER 115: Beginning Swimming** **1 Credit**  
 Students will learn and demonstrate water safety rules and regulations, basic strokes, and some fundamental swimming skills. **Offered:** Fall (A)

**PER 116: Tennis-Table Tennis** **1 Credit**  
 A study of rules, regulations, and fundamental skills. **Offered:** Spring (O)

**PER 118: Flag Football** **1 Credit**  
 A study of rules, regulations, and fundamental skills. **Offered:** Fall (A)

**PER 119: Soccer** **1 Credit**  
 Introduces the fundamentals techniques of soccer, basic rules, and regulations. **Offered:** Fall (A)  
**PER 120, PER 220, PER 320,**

**PER 420: Intercollegiate Football I-IV** **1 Credit**  
**Offered:** Fall (A)

**PER 121: Modern/Dance/ Jazz Dance** **1 Credit**  
 Introduction to basic dance technique and movement improvisation; a study of motion as an art, group relationships in improvisation, and discussion of choreographic ideas. **Offered:** Fall/Spring (A)

**PER 130: Basic Weight Training** **1 Credit**  
 This course focuses on fundamentals, techniques, and various weight lifting methodologies as a means to enhance strength, endurance, and flexibility. It is involved in developing a safe and practical program of strength enhancement that attains results **Offered:** Fall/Spring (A)

**PER: 150 Karate/Self-Defense** **1 Credit**  
 This course focus on learning and improving basic and fundamental techniques in karate and self-defense as well as principles, law, and philosophy in terms of avoidance of conflicts. This is accomplished by participating in various exercise programs as a means to enhance the ability of self-defense **Offered:** Fall/Spring (A)

**PER 141, PER 241, PER 341, PER 441: Intercollegiate Basketball I-IV** **1 Credit**  
**Offered:** Spring (A)

**PER 142, PER 242, PER 342, PER 442: Intercollegiate Tennis I-IV.** **1 Credit**  
**Offered:** Spring (A)

**PER 143, PER 243, PER 343, PER 443: Intercollegiate Track and Cross Country I-IV** **1 Credit**  
**Offered:** Fall (A)

**PER 144, PER 244, PER 344, PER 444: Intercollegiate Baseball I-IV.** **1 Credit**  
**Offered:** Spring (A)

**PER 147, PER 247, PER 347, PER 447: Cheerleading I-IV** **1 Credit**  
**Offered:** Fall/Spring (A)

**PER 215: Intermediate Swimming** **1 Credit**  
 Endurance will be increased by the coordination of strokes, diving, and different styles of swimming for synchronized and other related skills. **Offered:** Spring (A)

**PER 221: Social and Contemporary Dance 2 Credits**  
 This course gives instruction in the fundamentals of social and contemporary dancing, emphasizing the execution of basic movements, analyses and timing of movements. Emphasis will be put on skills and techniques for dances suggested by students. **Offered:** Fall (E)

**PER 222: Conditioning Exercise** **2 Credits**  
 This course is designed to develop a basic understanding of how and when the body moves and the strengthening of the muscles. It will do this through the teaching of jogging techniques and other endurance activities working toward total fitness. **Offered:** Fall (A)

**PER 223: Elementary Games** **2 Credits**  
 Presents methods and materials in teaching physical fitness, sports, rhythmic movement, singing, running, mimetics, and story-telling games in the lower grades. Recognition of skills appropriate for age level. **Prerequisite:** EDU 230 **Offered:** Fall (A)

**PER 231: Introduction to Physical Education** **3 Credits**  
 An orientation course explaining the history, philosophy, and nature of health and physical education, including legal responsibilities. Qualities required for success in various aspects of the field. Survey of available material for health and physical education instruction. **Offered:** Fall (A)

**PER 233: Individual and Team Sports** **3 Credits**  
 Rules ad techniques of adult sports adaptable to junior and senior high school facilities and use of inexpensive equipment. Activities include speedball, volleyball, history of sports, rules and psychology of coaching strategy, methods of organization and practices in handling groups. **Prerequisite:** PER 231. **Offered:** Fall (A)

**PER 236: Nutrition** **3 Credits**  
 Introduction to principles of nutrition with implications for and applications to food selection and planning of adequate diets for individuals and families. A study of

foods which help to prevent deficiencies and a careful study of the chemical and physiological factors governing metabolism during prenatal life, infancy, childhood, and normal adult life. **Offered:** Spring (A)

**PER 250: Intermediate Karate/Self-Defense** **1 Credit**

This course is a continuation course of PER 150 (Karate/Self-Defense). It is an enhancement on learning and improving fundamental and some advanced techniques in karate and self-defense as well as principles, law, and philosophy in terms of avoidance of conflicts. This is accomplished by participating in various exercise programs as a means to enhance the ability of self-defense. **Offered:** Spring (O)

**PER 260: Fitness for Life** **3 Credits**

A study of the general nature and structure of exercise and fitness, and health as it pertains to the individual. The purpose of this course is to assist the individual in gaining an understanding of the effects of exercise, sports and physical activity on optimal health, wellness, and fitness. Emphasis is placed on development of healthy lifestyle through planning a personal exercise program. **Offered:** Fall/Spring (A)

**PER 322: Stunts and Tumbling** **3 Credits**

This course covers basic knowledge, techniques, and practices of fundamental skills of stunts and tumbling. Students work basically on the mats and on the floor. **Offered:** Fall (O)

**PER 323: Advanced Swimming** **2 Credits**

Basic life saving techniques will be taught including approaches, carries and releases. Students will demonstrate techniques used in rescuing a drowning individual. Required of all majors. **Offered:** Spring (A)

**PER 324: Sports Officiating** **2 Credits**

A survey of the coaching fields of football, basketball, baseball, track and field; in methods of teaching fundamentals with an analysis of offensive and defensive techniques. A detailed study of rules and techniques, in officiating, with explanation of the common problems encountered. **Offered:** Fall (E)

**PER 325: Adapted Physical Education** **3 Credits**

This course is a study of procedures and practices for programs that meet the needs of exceptional children, and those who, by reasons of mental, social, or physical disabilities, cannot successfully participate in the regular physical education program. **Prerequisite:** PER 231. **Offered:** Fall (A)

**PER 326: First Aid and Safety** **2 Credits**

Designed for prospective teachers and coaches to gain knowledge and ability about how to handle common emergencies that may arise in the home, at the school, while swimming or boating, on the playground or athletic field, and in the gymnasium. Demonstration and practice in the general first aid care of emergencies, including CPR. Identification of potential hazards and preventive techniques. **Offered:** Fall/Spring (A)

**PER 330: Coach/Officiating Athletic and Intramural Sports** **3 Credits**

This course involves methods of organization and administration of the athletic and intramural programs in schools and colleges. It emphasizes policies and

procedures for operating, coaching and officiating athletic events. It gives a detailed study of rules and techniques in officiating, with explanation of common problem involved. **Offered:** Fall (E)

**PER 331: Kinesiology** **3 Credits**

A study of bones, joints, ligaments, and muscles, and their functions in the various movements involved in games, sports, and general activities of daily living. **Prerequisite:** BIO 345. **Offered:** Spring (A)

**PER 333: Organization of Festivals Playgrounds, and Recreation** **3 Credits**

This course considers organizational patterns and administrative problems involved in various types of play activities for preschoolers, school children, and adults. It emphasizes methods, materials and techniques of presenting festivals, demonstrations and special celebrations. **Offered:** Spring (E)

**PER 334: Personal and Community Hygiene** **3 Credits**

An analysis of personal health problems; biological basis of life; attitude toward health; effects of fatigue; and the use of habit forming drugs. Additionally, the following will be emphasized: prevention and control of communicable diseases, control of water and food supply, waste disposal, good practices in heating, lighting, ventilation, and public health administration. **Offered:** Spring (E)

**PER 335: School Health and Nutrition** **3 Credits**

Emphasizes good health, wellness, and nutrition, as well as problem detection and referral procedures. Provides general knowledge of procedures to prevent the contamination and spread of diseases, with responsibilities of the student, teacher, and parent. Explores the relationship of the use of drugs to the effectiveness or ineffectiveness of the student's performance. **Prerequisite:** EDU 230. **Offered:** Fall/Spring (A)

**PER 337: Organization and Administration of Recreation\*** **3 Credits**

This course considers organization patterns and administration problems involved in the various types of operating recreational groups and agencies; forms or organization; finances and budgets; personnel; public relations, sport facility development; legal concerns; marketing techniques, psycho-social implication; and sports programming observations. **Prerequisites:** Introduction to Recreation and Program Leadership in Recreation.

**PER 338: Introduction to Recreation** **3 Credits**

This course covers the history and philosophy of the recreation and parks movement. It will include the foundations of recreation and the basic concepts underlying the organization of leisure and recreation activity. **Offered:** Fall (O)

**PER 339: Methods of Teaching Physical Education** **3 Credits**

Emphasizes health and physical education activities differentiated according to capacities, needs, interest, and development of pupils; study and evaluation of current methods and units of course material; development of program goals, program design, and

management techniques. **Prerequisites:** EDU 230 and PER 231. **Offered:** Fall (A)

**PER 340: Physiology of Exercise\* 3 Credits**  
A study of physical efficiency and physiological principles involved in human exercise. Emphasis will be placed on the responses of the respiratory, cardiovascular, and muscular systems. **Prerequisites:** PER 231, PER 222 and BIO 345.

**PER 411: Fitness for Life 3 Credits**  
This course includes methods and materials for teaching the Tennessee Curriculum of Lifetime Wellness, which is comprised of the seven strands of Lifetime Wellness. **Offered:** Spring (A)

**PER 421: Outdoor Recreation and Camping\* 2 Credits**  
Emphasis will be placed on the philosophy, scope, and trends in outdoor recreation. It includes planning, administering, program and evaluating various outdoor recreation programs. It will examine the role of the leader as a counselor, as well as examine other leadership techniques with direct involvement in outdoor recreation experience. **Prerequisite:** PER 338.

**PER 422: Supervision in Recreation\* 2 Credits**  
This course will be a study of the principles, methods, techniques as well as an analysis of the functions of supervision in the recreation and parks environment. **Prerequisites:** PER 421.

**PER 430: Program Leadership in Recreation\* 3 Credits**  
This course is designed to teach the various methods and techniques utilized in developing competent recreation leaders. Emphasis is focused on planning of activities for special holidays, celebrations, pageants and festivals, and special groups. **Prerequisites:** PER 338.

**PER 437: Teaching Physical Education in the Public Schools 3 Credits**  
A study of the structures and curricula of modern Health and Physical Education Programs in the public schools, and the closely related areas of administration of athletics, recreation, and intramurals. **Prerequisites:** EDU 230 and PER 231. **Offered:** Spring (A)

**PER 439: Facilities Equipment Areas in Recreation\* 3 Credits**  
This course provides various experience in facilities and equipment management, and areas unique to recreation, including planning, operations, and maintenance.

**PER 460: Recreation Internship\* 6 Credits**  
Emphasis will be placed on supervised leadership assignments in public or private agencies preparing the student with a variety of recreation leadership experiences common to such organizational programs. Experiences will be obtained from local recreation agencies. Students are assigned to an agency for half of the semester for an approximate two hundred forty (240) hour work period. **Prerequisite:** All courses toward the minor must be completed.

## PHILOSOPHY

**PHL 131: Introduction to Philosophy\* 3 Credits**  
An introduction to the basic problems in philosophy. Emphasis on representative philosophical sources.

**PHL 132: Principles of Ethics\* 3 Credits**  
A course examining some of the major ethical theories of Western philosophy and their relevance to contemporary ethical problems.

**PHL 133: Logic\* 2 Credits**  
Classical and modern analysis of the forms of reasoning, immediate and syllogistic inference, deduction and induction, and foundations of the scientific method. **Prerequisite:** PHL 131 and junior standing.

**PHL 331: Critical Thinking and Problem Solving\* 3 Credits**  
A course designed to assist students in acquiring thinking and problem solving skills as they prepare for standardized tests as well as the problems of life. **Prerequisite:** Junior status.

## PHYSICAL SCIENCES

**PHY 131: Physical Science 3 Credits**  
A survey course introducing various laws and concepts of physical science. Emphasis will be placed on principles of physics, chemistry, meteorology, astronomy, and geology. This course is designed to meet the needs of non-science majors. Three lectures and one laboratory experience per week. **Offered:** Fall/Spring (A)

**PHY 241: College Physics I 4 Credits**  
The classical physics topics of motion, energy and thermodynamics will be studied through the use of basic problem solving skills, algebra, and laboratory experiences. **Prerequisite:** MAT 140. Two lectures and four hours of laboratory per week. **Offered:** Fall (A)

**PHY 242: College Physics II 4 Credits**  
In classical physics, topics of electromagnetism and optics will be studied, and the modern physics topics of relativity, quantum mechanics and the atom will be introduced. Problem solving and laboratory skills will continue to be stressed. **Prerequisite:** Grade of "C" or better in PHY 241. Two lectures and four hours of laboratory per week. **Offered:** Spring (A)

**PHY 251: Modern Physics 4 Credits**  
Major topics covered in this course are relativity, quantum theory of light, particle nature of matter, and an introduction to quantum mechanics, solid state physics, and nuclear physics. **Prerequisite:** PHY 246. Two hours of lectures and four hours of laboratory sessions per week. **Offered:** Fall (O)

**PHY 301: Math Methods of Physics 3 Credits**  
An introduction to advanced techniques of applied mathematics used in physics and chemistry, including applied linear algebra, ordinary differential equations, and Laplace's Transforms. **Prerequisite:** MAT 240. **Offered:** Spring (E)

**PHY 311,312, 411,412: Physics Seminar I,II, III,IV\*** **1 Credit**  
Investigation of a topic of current interest in physics selected by the students in consultation with a physics faculty.

**PHY 331: Classical Mechanics** **3 Credits**  
This course will cover statics and dynamics of particles and rigid bodies, Lagrange's and Hamilton's equations, fluid statistics, and vibrations. **Prerequisites: PHY 246 and PHY 301, or permission of the instructor.**  
**Offered:** Spring (E)

**PHY 333: Electronics\*** **4 Credits**  
This course is designed to provide the students with a basic understanding of electronic devices and circuits. The topics covered are DC and AC circuits, diode circuits and semiconductor devices, and amplifiers. **Prerequisite: PHY 246.** Two hours of lectures and four hours laboratory sessions per week.

**PHY 335: Thermal Physics** **3 Credits**  
The topics covered in this course are the study of equation of the state, the laws of thermodynamics, thermodynamic potential, kinetic theory, and elementary statistical mechanics. **Prerequisite: PHY 246.**  
**Offered:** Fall (O)

**PHY 345: Electromagnetism** **3 Credits**  
The major topics covered in this course are vector analysis, electrostatic and magnetostatic fields, Maxwell's equations, and uniform plane wave propagation. **Prerequisite: PHY 246 and PHY 301.**  
**Offered:** Fall (E)

**PHY 435: Optics\*** **3 Credits**  
A course in modern optics covering geometrical, wave and modern optics with application to atomic spectroscopy and lasers. **Prerequisite: PHY 246.**

**PHY 445: Solid State Physics\*** **3 Credits**  
An introduction to solid state physics including topics on crystal structures, electron and mechanical waves in crystals, semiconductors, and electric and magnetic properties of solids. **Prerequisite: PHY 331 and 345 or permission of the instructor.**

**PHY 455: Quantum Mechanics** **3 Credits**  
An introduction to quantum mechanics including topics on wave mechanics, Schrodinger equation and its application for a box, barrier, square well, harmonic oscillator and the hydrogen atom. **Prerequisite: PHY 331 and 345 or permission of the instructor.**  
**Offered:** Spring (O)

## POLITICAL SCIENCE

**PSC 231: American Government\*** **3 Credits**  
Study of the origins of the American system of government, framing of the constitution, privileges underlying constitutional government, citizenship, civil rights, political institutions, national executive, congressional organizational and functions, and judicial process.

**PSC 232: American City Government\*** **3 Credits**  
State and local government, role of state in federal system, political institutions, elections, organizations, functions and problems of state government.  
**Prerequisite: PSC 231.**

## PSYCHOLOGY

**PSY 130: Introduction to Psychology\*** **3 Credits**  
The science of behavior as it is used to help the student develop insight into his/her own psychological processes and those of others. Stresses psychological knowledge and procedures applicable in the solution of personal and social problems.

**PSY 131: Educational Psychology** **3 Credits**  
The study of psychological principles of learning and evaluation of learning from pre-school through high school age. Emphasis is upon developing a model for teaching and the application of theory to the classroom. Attention is given to educational research materials and techniques. **Prerequisite: EDU 230.** **Offered:** Spring (A)

**PSY 230: Human Growth and Development** **3 Credits**  
The physical and psychological growth and development of the human organism with emphasis upon childhood. Explores both principles and characteristics of growth and development in areas such as behavior and language patterns, cognitive growth, and self-concept. **Prerequisite: PSY 131**  
**Offered:** Fall (A)

**PSY 330: The Exceptional Learner** **3 Credits**  
A survey course with an overview of the field of special education, including the historical perspective of the field. Emphasis is placed on the characteristics and education of children and growth in each area of exceptionality. **Prerequisite: PSY 131.** **Offered:** Fall (A)

## RELIGION

**REL 130: World Religions** **3 Credits**  
This course is designed to acquaint students with the basic tenets, ideologies, and concepts of the major religions of the world. **Offered:** Fall/Spring (A)

**REL 131: Old Testament** **3 Credits**  
A study of the books and the theology of the Old Testament. Attention will be given to the origins and development of the Old Testament, including authors, major personalities, and major themes of the books. **Offered:** Fall/Spring (A)

**REL 132: New Testament** **3 Credits**  
An introduction of the New Testament. Consideration of the origins and development of the books, including authors, dates, personalities, and major themes. **Offered:** Fall/Spring (A)

**REL 231: History of the Black Church** **3 Credits**  
A detailed study of the origin, development, and ministry of the Black Church in the United States, including study of the lives and works of outstanding

Black Church leaders and theologians. **Offered:** Fall/Spring (A)

**REL 232: The Psychology of Religion 3 Credits**  
An examination of religious experience, its relationship to various aspects of human life, major religious and psychological schools of thought. **Offered:** Fall (E)

**REL 233: Christian Ethics 3 Credits**  
An intensive study of the Judaeo-Christian ethic and the theological basis of social action with emphasis on the relationship between situations and principles. **Offered:** Spring (E)

**REL 234: Church History 3 Credits**  
A study of the history of the Christian Church from the time of Jesus of Nazareth until today. Special attention will be given to historical periods and events in the life of the Church. **Offered:** Fall (E)

**REL 310: Seminar in Religion I\* 3 Credits**  
An upper-level seminar dealing with special topics to be announced. **Prerequisite:** REL 131 and REL 132 and/or permission of the instructor.

**REL 335: Life and Teachings of Jesus 3 Credits**  
A study of the major events, teachings, and historical background of the life of Jesus of Nazareth. **Prerequisite:** REL 132. **Offered:** Fall (O)

**REL 336: African Religious Traditions 3 Credits**  
A study of traditional African religious practices. **Offered:** Fall (O)

**REL 410: Seminar in Religion II\* 3 Credits**  
Continuation of Seminar I.

**REL 431: Blacks in the Bible 3 Credits**  
A study of Africans, early Hebrews, and New Testament characters from the African culture. This course will acquaint students with various characters who descended from the African culture, as well as the contributions these individuals made to the oral/written tradition of the Old and New Testament times. **Prerequisite:** REL 131 or REL 132 **Offered:** Spring (E)

**REL 432: Homiletics—From Slavery to the 20<sup>th</sup> Century Pulpit 3 Credits**  
An intensive study of the Black preaching tradition from slavery to the late 20<sup>th</sup> century. This course is designed to enhance the basic preaching skills and at the same time create an awareness of the uniqueness of Black homiletics. **Prerequisites:** Student must be in the ministry, or consent of instructor; SPC 230. **Offered:** Spring (E)

**REL 434: Independent Studies in Religion 3 Credits**  
Directed readings and research project for senior Religion majors. **Prerequisite:** Senior standing and permission of the instructor.

## SOCIOLOGY

**SOC 131: Introduction to Sociology 3 Credits**  
This course surveys the major issues sociologists study, including gender and sex roles, socialization,

politics, race and ethnicity, crime and drugs, poverty and homelessness, and social class and inequality. Students will consider whether sociological methods, insights, and theories are useful for understanding their lives and communities. **Offered:** Fall/Spring (A)

**SOC 132: Social Stratification and Inequality 3 Credits**  
A critical examination of how people are ranked into various strata, based on their class, status, and/or positions of power; this course focuses on the relationships between social inequality and race, gender, age, and ethnicity. **Prerequisite:** SOC 131. **Offered:** Fall (A)

**SOC 136: Social Problems & Change 3 Credits**  
A critical examination of the major social problems in American society, including the concentration of economic and political power; poverty; prejudice, discrimination, and their multiple manifestations; unequal education; mal-distribution of health care; environmental abuse; militarism and war; and family related problems. **No prerequisites.** **Offered:** Spring (O)

**SOC 231: Social Deviance and Control 3 Credits**  
A study of deviance and social control; this course emphasizes the various types, prevalence, and causes of deviant behavior. Special attention is paid to how deviance is constructed, perceived, and/or explained by moral entrepreneurs and others, and to the relativity of deviance **Prerequisite:** SOC 131. **Offered:** Fall (A)

**SOC 232: Social Psychology 3 Credits**  
An examination of people's perceptions, attitudes, intentions, behaviors, and how they are formed and shaped by continuous interaction between self and society. Special attention is paid to personality formation; culture and social structure; socialization and learning; social interaction and social influence; small-group dynamics; morality in thought and action; positive social action; aggression, power, leadership and control; and the social psychologies of race, gender, and the internet. **Prerequisite:** SOC 131. **Offered:** Fall (A)

**SOC 234: Introduction to Anthropology 3 Credits**  
With foci on both social and physical anthropology, this course pays special attention both material and non-material culture; social structure, forms of communication, and relationships with the physical environment. **No prerequisites.**

**SOC 248: Social Organizations 3 Credits**  
A comprehensive study of organizations, including their forms, structures, characteristics, dynamics or processes, leadership, environments, theories, and inter-organizational relationships, this course examines organizations as rational systems, natural systems, and/or open systems. **Prerequisite:** SOC 131. **Offered:** Fall (A)

**SOC 330: Special Topics in Sociology\* 3 Credits**  
This course is an intensive interdisciplinary study of selected current sociological/anthropological issues. A professional written project or paper is required. **Prerequisites:** Junior/Senior status or consent of instructor.

**SOC 331: Feminist Theories and Women's Studies** 3 Credits

This class explores the theoretical assumptions undergirding the oppression and subordination of women by men, and the patriarchal system that men control. **Prerequisite: SOC 131.**

**SOC 338: Race and Ethnicity** 3 Credits

An examination of the problems arising from the asymmetric relationships between various races and ethnic groups of the world. Special attention is paid to the problems of racial inequality, prejudice and discrimination, and the social and economic conditions of African Americans and other minority groups in the United States. **Prerequisite: SOC 131 or consent of instructor.**

**SOC 344: The Family** 3 Credits

This course focuses on the study of the family and family life cross-culturally and historically. It explores theoretical perspectives on the family, including systems theory, feminism, resource theory, and Marxism. Topics include kinship, gender, courtship, parenting, family violence, and divorce. **Prerequisites: SOC 131 or Junior/Senior status or consent of instructor. Offered: Spring (A)**

**SOC 345: Introduction to Demography and Ecology** 3 Credits

A study of population structures and processes (birth, death, migration), and the ecological relationships between populations and their environments, this course pays special attention to basic demographic methods and theories.

**SOC 353: Sociology of the Global System** 3 Credits

An analysis of the dynamics of the global corporate world (IMF, World Bank, multinational corporations, etc.) political and economic exchanges, and international relations. **Prerequisites: SOC 131 or Junior/Senior status or instructor consent.**

**SOC 430: Social Research Methods** 3 Credits

This course surveys quantitative and qualitative research methods, as well as basic and applied approaches, and their individual strengths and weaknesses. Survey design, conceptualization and operationalization, are emphasized. **Prerequisites: SOC 131 and MAT 233 or its equivalent. Offered: Fall (A)**

**SOC 432: Social Theory** 3 Credits

This course explores contemporary theoretical approaches (functionalism, conflict theory, symbolic interaction, exchange and rational-choice theory, ethno-methodology, phenomenology, modernism and other postmodernist works) within the context of the main ideas of sociology's founding fathers. **Prerequisites: SOC 131 and SOC 332. Offered: Spring (A)**

**SOC 436: Social Movements, Conflicts and Change** 3 Credits

Interdisciplinary and comparative analyses of the major theories, models, sources, processes, patterns, and consequences of social change, including the major political, economic and social development changes

(including industrialization, deindustrialization, and globalization) taking place in the U.S. and abroad. **Prerequisites: SOC 131.**

## SPANISH

**SPN 131 and SPN 132: Elementary Spanish I and II** 3 Credits

A study of pronunciation, oral-aural practice. An introduction to Spanish grammar and dictation, translation, conversation, and readings dealing with aspects of Spanish culture. Language laboratory is required (2 hours per week). **Offered: Fall/Spring (A)**

**SPN 231 and SPN 232: Intermediate Spanish I and II\*** 3 Credits

A continuation of Spanish SPN 131 and SPN 132. Oral-aural ability acquired in the first year further development. Reading and writing stressed. Language laboratory is required (2 hours per week).

**SPN 331: Spanish Literature\*** 3 Credits

A study of Spanish literature from the beginning of the 18<sup>th</sup> century to the 20<sup>th</sup> century will be discussed and important works of literature in the Spanish Language.

**SPN 332: Spanish Literature II** 3 Credits

A rapid survey of all aspects of Spanish and Spanish-American culture and civilization. Historical background, major contributions of the Spanish world in art and literature, and modern customs and conditions.

**SPN 333: Spanish Composition and Conversation\*** 3 Credits

Conversation and composition develop fluency in the oral usage as well as grammar usage of the Spanish Language.

**SPN 334: Survey of Spanish Culture\*** 3 Credits

This course provides of survey of various aspects of Spanish culture and civilization. Taught in Spanish.

## SPEECH

**SPC 230: Foundations of Speech** 3 Credits

The study and practice of basic elements of voice, articulation, pronunciation and nonverbal communication. Strong emphasis on the preparation and delivery of extemporaneous speeches as well as constructive listening. **Prerequisite: ENG 131. Offered: Fall/Spring (A)**

\*Students should consult their academic advisor about course rotation.

## ADMINISTRATION AND STAFF

### OFFICE OF THE PRESIDENT DR. WESLEY CORNELIOUS MCCLURE, PRESIDENT

**McClure, Wesley Cornelious**, B.S., M.Ed., Ed.D., 1992; President  
**Burnett, Sharron**, B.S., C.P.A., M.B.A., 1992; Executive Vice President  
**Deadmon, Shelia**, B.S., 2000; Secretary to the President  
**Manns, Maya**, B. S., 2000; Secretary to the Executive Vice President  
**McClure, Carter Bradley**, B.S. M.B.A., 2003; Internal Auditor  
**Samuels, Darlette Carver**, B.A., 1994; Executive Assistant to the President  
**Bond, Julian**, B.S., 2006; Logistics Analyst/Office Assistant/Data Master  
**Brooks, Ernest T. II**, B.A., J.D., 1997; Special Counsel to the President

### INSTITUTIONAL RESEARCH AND EFFECTIVENESS

**Burnett, Sharron**, B.S., C.P.A., M.B.A., 1992; Director of Institutional Research  
**Calhoun, Tony**, B.S., M.B.A., 2006; Assistant to Director of Institutional Research

### ACADEMIC AFFAIRS DR. VICKI VERNON LOTT, VICE PRESIDENT

**Abraham, Neivine Michael**, B.S., 2001; Library Assistant  
**Adedokun, Foye**, B.A., 2005; Library Assistant  
**Birden, Larry**, B.A., M.Ed., Director of Bands and Instructor of Music  
**Blackmon, Terry**, B.A., 2003; Registrar  
**Boyd, Kelly**, B.A., 1998; Director of Loan/Enrollment Management  
**Boyland, Ned**, B.S., 2001; Director, TRIO Technology Lab  
**Brown, Evelyn**, B.S., 1973; Director of Admissions  
**Clayborne, Monica**, B.S., 2006; Administrative Assistant to Admissions  
**Claybrooks, Sharonda**, B.S. 2006; Assistant to the Registrar  
**Coleman, Robbie**, B.S., 2002; Associate Director of Career Planning and Placement  
**Currie, Corey**, B.S., 2006; Admissions Counselor  
**Davis, Sharene**, B.S. 2005; Computer Services Technician  
**Deadmon, Cedric**, B.A., 2006; Director of Career Planning and Placement  
**Douglas, Elgenor**, B.A., 1993; Computer Services Technician  
**Godwin, Linda**, B.S., 1970; Assistant Director of TRIO Programs  
**Graves, William**, B.S., 2006; Minister of Music, Radio Personality, Associate Director of LEAP  
**Gray, Connie**, B.A., 2002; Library Assistant  
**Haliburton, Tori, B.A.**, 2005; Admissions Counselor  
**Hamlett, Donna**, 2004; Library Assistant  
**Harris, Shemika**, B.S, M.Ed., 2007; Director of Special Services  
**Hewitt, Clara, D.**, B.A., M.L.S., 1952; Director of TRIO Programs  
**Hookfin, Charmaine**, B.A., 2005; Admissions Counselor  
**Hunter, Bettye**, B.A., 1999; Secretary to the Vice President  
**Jarrett, Mary**, 2004; Academic Monitor  
**Johnson, Antoinette**, B.A., 2005; Secretary to Wellness Program  
**Johnson, John**, B.A., J.D., M.L.I.S., 2004; Associate Librarian  
**Johnson, Monique**, B.S., M.S., 2003; Assistant to the Vice President / Director of Freshman Studies  
**Jones, Stefan**, B.S., 1998; Dean of the Campus  
**Kinsey, Carter**, B.S., 2006; Admissions Counselor  
**Listenbee, Darrell**, B.S., 2004; Admissions Counselor  
**Lott, Vicki Vernon**, B.M., M.M.E., Ph.D., 1993; Vice President for Academic Affairs  
**Lu, Sibin**, B.S., M.S., 2003; Director of Academic Computing  
**Mackey, Tremayne**, 2006, B.S., M.S., 2006; Community Outreach Coordinator  
**McClain, Chastelisa**, B.A., 2005; Library Assistant  
**McClish, Dameeka, B.S., 2006, Admissions Counselor**  
**Miller, Melissa**, B.S., 1996; TRIO Office Manager

*Mitchell III, Ernest*, B.S., 1996; Associate Vice President for Information Technology  
*Murry, Cynthia*, B. S. 2006; Preventive Diseases Program Counselor  
*Pruitte, Marla*, B.A., MSA, 2007; Assistant Vice President for Evening Programs  
*Ragland, Linda*, B.S., 2004; Help Desk Coordinator/Computer Services Technician  
*Smith III, William*, B.A.; 2004, Dean of the Campus  
*Wang, Lan*, B.A., M.S.L.S., 2001; Librarian  
*Young, Tiffany* B.S., 2002; Assistant to the Registrar

## **STUDENT AFFAIRS** **MS. SHERRILL BERRY SCOTT, VICE PRESIDENT**

*Alexander, Alpha*, B.A., M.A., Ph.D., 2005; Athletic Director  
*Abernathy, Ronald*, B.A., M.Ed., 2006; Head Men's Basketball Coach  
*Anderson, Leonard*, B.S., M.S., 2005; Assistant Football Coach  
*Armour, Michael*, B.A., 2005; Assistant Football Coach  
*Bell, Katherine*, B.S., 1999; Secretary to the Vice President  
*Bormann, Gregory*, B.A., M.S., 2004; Sports Information Director  
*Branch, Clarence*, 2006; Director of Eastbrooke Hall  
*Brown, Gloria*, 1988; Director of Hamlett Hall  
*Cole, Johnny*, B.S., 2005; Head Football Coach  
*Golden, James*, 2006; Assistant to the Executive Vice President for Security and Safety  
*Gray, Leon*, B.A., 2005; Assistant Football Coach  
*Harris, Jermaine*, B.A., 2006; Eastbrooke Live-In Security Monitor  
*Jones, Cynedra*, L.P.N., 2003; College Nurse  
*Kates, Mary Beth*, 2006; Athletic Trainer  
*Kirkendoll, Leland*, B.S. 1968; Director of Student Activities  
*Marshall, Charles*, B.S., M.B.A. 1966; Director of Campus Center  
*McClure, Karla*, B.S. M.S., 2003; Director, Counseling Services  
*Middleton, Marshun*, B.S., M.S., 2006; Assistant Football Coach  
*Minter, Penny*, 1999; Secretary to Athletic Director  
*Perry, J.L.*, B.S., M.S., Ph.D., 1993; Assistant to the Vice President for Student Affairs  
*Richardson, Melinda*, B.S., 2006, Dean of the Campus; Chapel Assistant  
*Scott, Ian*, B.S., 2004; Learning Resource Center Assistant/Classroom Support  
*Scott, Sherrill Berry*, B.S., M.B.A., 1976; Vice President for Student Affairs  
*Smith, LaQuita*, B.A., 2006; Academic Monitor  
*Smith, Leonard*, B.S., M.Ed., 2007; Assistant Football Coach  
*Snead, Dearrion*, B.A. M.Ed., Assistant Football Coach  
*Spears, Mitchell*, B.S. , 2006; Assistant to the Vice President for Student Affairs  
*Stokes, Sherry*, B.A., 1995; Secretary to the Assistant to the Vice President for Student Affairs  
*Watkins, Hattie*, 1989; Director of Cleaves Hall  
*Williams, Spencer*, B.S., 2005; Head Cross Country Coach and Assistant Men's Basketball Coach

## **BUSINESS AND FINANCE** **MR.MELVIN HAMLETT, VICE PRESIDENT**

*Anderson, Regina*, B.A., 1998; Financial Aid Assistant  
*Bates, Michael*, 2005; Director of Physical Plant  
*Bond, Doris*, 2005; Switchboard Operator/Mailroom Clerk  
*Calhoun, Tony*, B.S., M.B.A., 2006; Director of Financial Aid  
*Currie, Sharon*, 2007; Student Accounts Clerk  
*Donnell, Freddie*, 1995; Security Officer  
*Ellison, Linda*, B.S., 2004; Assistant to the Director of Financial Aid  
*Gregory, Sirkeather*, 2006; Accounting Assistant  
*Hamlett, Melvin*, B.S., M.B.A., 1968; Vice President for Business and Finance  
*Love, Paula*, B.B.A., M.B.A., 2001; Budget and Compliance Officer  
*Isabell, Timika*, B.S., 2005; Assistant Switchboard/Mailroom Clerk; Lab Assistant  
*Johnson, Nikki*, B.S., 2007; Assistant Manager to the Bookstore/Copy Center  
*Marshall, Juanita*, B.S., 1964; Assistant to the Vice President

**McDougal, Tammy**, B.S., M.B.A. 2001; Payroll and Purchasing Clerk  
**Milam, Ebony**, B.A., 2003; Financial Aid Assistant  
**Person, Joe**, 1988; Assistant Director of Physical Plant  
**Pillow, Thomas**, B.A., 1981; Director of Security  
**Robinson, Duan**, B.S., 1995; Chief Accountant  
**Trull, Teresa**, B.S. 2007; Associate Chief Accountant  
**Walker, Willie, Jo**, B.S., 1969; Student Accounts Clerk

## INSTITUTIONAL ADVANCEMENT ATTY. RICHARD HULON DONNELL, VICE PRESIDENT

**Bingham, Charlise**, A.S., 2004; Administrative Assistant to Institutional Research/Institutional Advancement  
**Calhoun, Angela**, B.S., 2006, Director of Safety and Planning  
**Donnell, Richard Hulon**, B.S., J.D., 1999; Vice President for Institutional Advancement  
**Graves, Ameera**, B.S., 2005, Historian  
**Gray, Jacqueline**, B.S., M.A., Ph.D., 2005; Associate Vice President for Institutional Advancement  
**Johnson, Antoinette**, B.A., 2005; Director of Alumni Affairs  
**Mitchell, Robert**, 2006; Technical Advisor/Radio Personality/Trainer  
**Massey, Virgie**, 2006, Administrative Assistant  
**McClure II, Wesley**, B.S. M.S., 2003; Associate Vice President for Research & Development  
**McClure, Marsha**, B.S., M.S., 2003; Community Development Corporation Assistant  
**Samuels, Darlette Carver**, B.A., 1994; Director of Public Relations  
**Wolfe, James**, B.S., 2006; Radio Station Director

## COLLEGE FACULTY

**McClure, Wesley Cornelious**, (1992) *President of the College and Professor of Mathematics*; B.S., Lane College; M.Ed., Ed.D., University of Virginia.  
**Lott, Vicki Vernon**, (1993) *Vice President for Academic Affairs, and Associate Professor of Music*; B. Mus., St. Norbert College; M.Mus.Ed., Ph.D. Louisiana State University.  
**Blackmon, Terry**, (2003) *Registrar*; B.A., Georgetown.  
**Wang, Lan**, (2001) *Librarian*; B.A., Hunan Normal University, China; M.S.L.I.S., Simmons College.  
**Johnson, John**, (2004) *Associate Librarian*; B.A., Northeastern Illinois University; J.D., Southern Illinois University; M.L.I.S., Dominican University (formally Rosary College).

## Full-Time Teaching Faculty

**Abraham, Reda Ibrahim Nakhla**, (2000) *Assistant Professor of Physics and Mathematics*; B.S., Assuit University, Egypt; M.S., Ain Sams University, Cairo, Egypt; Ph.D., Zagazig University, Egypt.  
**Acosta, Blanca**, (2004) *Assistant Professor of Spanish*; Diplome Supérieur, Alliance Française de la Havane; ABD Doctorado en Filología, University of Havana, Cuba; M.F.A, University of Arkansas.  
**Abdi, Idris**, (2007) *Assistant Professor of Biology*; B.S., Morehead State University; M.S., Tuskegee University; Ph.D., Alabama A & M University.  
**Agbetyi, Ola Olayinka** (2003) *Instructor of History*; B. A., University of Ife, Ile-Ife, Nigeria; M.A., University of East London; M.A., Indiana University; Further study, Indiana University  
**Alexander, Alpha**, (2005) *Associate Professor of Physical Education*; B.A., The College of Wooster; M.A., Ph.D., Temple University.  
**Anyanwu, Bede**, (2002) *Assistant Professor of Criminal Justice*; B.A., M.A., University of Central Oklahoma; J.D., Michigan State University; Ed.D., Oklahoma State University.  
**Osei Tutu-Appiah, Christopher** (2003) *Assistant Professor of English*; B.A., University of Ghana; M.A., Ph.D., University of Connecticut.  
**Azuah, Unoma** (2003) *Instructor of English*; B.A., University of Nigeria at Nsukka; M.A., Cleveland State University; M.F.A., Virginia Commonwealth University.  
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## Index

- Academic Advisement, 30
- Academic Affairs, 94
- Academic Clemency, 30
- Academic Deficiencies, 36
- Academic Divisions, 37
- Academic Integrity, 30,
- Academic Probation, 30, 35
- Academic Programs, 38
- Accounting, 53-54, 68
- Adding Courses, 23
- Additional Financial Aid, 21
- Adjustment in Tuition, 23
- Administration, 94-96
- Admission Procedures, 21
- Admissions Deadline and Notification, 21
- Admissions Requirements, 21
- Advanced Placement, 30
- Application for Degree, 30-31
- Application for Financial Aid, 15
- Art, 40, 72
- Auditing Courses, 31
- Biology, 61-62, 64, 72-73
- Board of Trustees, 4
- Business, 54-55, 57, 73-74
- Business and Finance, 95-96
- Business and Social and Behavioral Sciences, 54-60
- Calendars, 7-9
- Career Planning, 25
- Chemistry, 62, 65, 74
- Class Attendance, 31
- Classification, 31
- College Level Examination Program (CLEP), 31
- Commencement, 31-32
- Communication Arts Laboratory, 25
- Complaint Policy and Procedures, 28-29
- Completion of Degree Requirements, 32
- Computer Science, 62, 66, 77-78
- Confidentiality of Student Records, 32
- Counseling Center, 25
- Course Availability, 23
- Course Load, 23
- Course Overload, 15
- Courses of Instruction, 71-93
- Criminal Justice, 55, 58, 76-77
- Deferred Payment Plan, 15
- Directory, 10
- Disability Services, 25
- Disciplinary Offenses, 28
- Disclosure of Graduation Rates, 32
- Early Admission Program, 22
- Economics 78-79
- Education, 79
- Eligibility for Financial Aid, 15
- Engineering, 62-63, 67
- English, 40-41, 47, 80-81
- Examinations, 32
- Faculty, 96-98
- Finance, 55, 81
- Financial Aid, 15-17
- Financial Aid Complaint Procedures, 16
- Financial Aid Probation, 30, 35
- Food Services, 25
- Fraternalities, 26
- French, 41, 48, 82-83
- Freshman Orientation, 38
- General Studies, 38-39
- Geography, 83
- Grade Appeal Process, 32
- Grade Point Average, 32
- Grading System, 32-33
- Graduation Requirements, 33
- Grants, 17
- Health Center, 29
- History, 55, 59, 83
- History of the College, 11-12
- Honors, 33
- Honor Societies, 26
- Independent Student Status, 16
- Independent Study, 33
- Institutional Advancement, 96
- Institutional Research and Effectiveness, 94
- Insurance Programs, 26
- Intercollegiate Athletics, 26
- Interdisciplinary Studies, 41, 49
- International Students, 22
- International Study, 83
- Intramural Sports, 26
- LEAP, 70
- Liberal Studies and Education, 40-53
- Library/Learning Resource Center, 26-27
- Loan/Scholarship, 17
- Loans, 17
- Major Field of Concentration, 33-34
- Major Requirements, 37
- Map of Campus, 5
- Marketing, 55, 84-85
- Mass Communication, 42,50 75-76
- Mathematics, 63, 68, 83-84
- Mathematics Laboratory, 27
- Media Center, 27
- Minor Field of Concentration, 34
- Music, 42, 51, 85-86
- Natural and Physical Sciences, 61-69
- Orientation, 87
- Part-time Students, 15
- Permanent Student Records, 34
- Philosophy, 90
- Physical Education, 43, 52, 88-90
- Physical Facilities, 13-14
- Physical Sciences, 90-91
- Physics, 63, 69, 90-91
- Political Science, 91
- Post-Baccalaureate Students, 46
- Pre-Law, 54
- Pre-Professional Training, 61
- Prerequisites, 34
- President, 3, 12, 94, 96
- Psychology, 91
- Publications, 27
- Purpose of the College, 12-13
- Quality Points, 32
- Readmission, 22-23
- Refund and Repayment Policy, 16
- Registration, 23
- Religion, 43, 53, 91-92
- Religious Life, 27-28
- Repeating a Course, 24
- Residency Requirements, 34
- Residential Life, 28
- Satisfactory Academic Progress, 34-35
- Scholarships, 17-20
- Sociology, 56, 60, 92-93
- Sophomore Proficiency Exam, 36
- Sororities, 26
- Spanish, 43, 93
- Special Student, 22
- Staff, 94-96
- Standards of Conduct, 28
- Student Affairs, 95
- Student Government Association, 29
- Student Responsibilities, 36
- Student Support Services, 29
- Student Teaching, 45-46
- Taking Courses at Other Institutions, 36
- Teacher Education Curriculum Laboratory, 29
- Teacher Education Program, 44-46
- Transcripts, 36
- Transfer Students, 22
- Transient Students, 22
- Tuition and Fees, 14-15
- Veteran's Benefits, 20-21
- Withdrawal from Courses, 24
- Withdrawal from the College, 24
- Writing Laboratory, 29