

*Knoxville College*  
*Catalog 2010-2012*



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To the best of our knowledge, all of the information in this Catalog is correct. Knoxville College reserves the right to make such additions, deletions, and corrections as are necessary at any time.

KNOXVILLE COLLEGE ACADEMIC CALENDAR  
2010-2011

Fall 2010

August 15	Dormitories Open (9:00 a.m.)
August 16	Faculty Workshop (8:30 a.m. – 10:00 a.m.) Testing for new students (10:00 a.m. – 12 noon) Work Program Orientation/Work Assignments (11:30 a.m. – 12:30 p.m.) LUNCH (12:30 p.m. – 1:30 p.m.) Testing continued (as needed) Orientation for ALL STUDENTS (2:30 p.m. – 4:00 p.m.) Work Program Orientation/Work Program Assignments continued (as needed)
August 18	Registration for new, transfer, and continuing students (9:00 a.m. – 12 noon and 1:30 p.m. – 4:00 p.m.)
August 19	First Day of Classes
August 19	Introduction to Contemporary Issues – (11:15 a.m.)
August 20	Late registration fee applies
August 26	Opening Convocation
August 27	Last day to register Last day to drop/add courses
September 6	Labor Day – no classes
September 24	Fifth-week assessment reports due
October 1	Last day to withdraw from classes with a “W” Academic Profile Test (1:00 p.m. – 3:00 p.m.)
October 14-17	Homecoming (classes will meet on regular schedule)
October 15	Mid-term grades due in Registrar’s Office
October 18	Last day to withdraw from classes with a “WP” or “WF”
October 20	Last day to withdraw from the College with a “W” (Students who withdraw after this date receive “F” in all classes)
September 23	Honors Convocation
November 24-28	Thanksgiving recess
November 29	Classes resume
December 8-10	Final examinations
December 13	Grades due (by 12 noon)
December 11-Jan. 8	Christmas and New Year’s Holidays

## Spring 2011

January 9	Dormitories open (9:00 a.m.)
January 10	Testing/Advising/Registration for new students (9:00 a.m. – 11:00) Registration/Advising/Work Program Assignments (9:00 a.m. – 12 noon) LUNCH 12:30 p.m. – 1:30 p.m. Registration/Advising/Work Program assignments (2:00 p.m. – 4:00 p.m.)
January 11	Testing for new students continued (as needed) Registration/Advising/Work Program Assignments (9:00 a.m. – 12 noon) LUNCH 12:30 p.m. – 1:30 p.m.) Registration/Advising/Work Program assignments (2:00 p.m. – 4:00 p.m.)
January 12	Classes begin
January 13	Contemporary Issues – Syllabus
January 14	Late registration fee applies
January 14	Last day to register Last day to drop/add
January 17	Dr. Martin Luther King, Jr., Holiday – classes suspended
January 20	Opening Convocation
January 27	Honors Convocation
February 4	Last day to apply for Spring Convocation and Comprehensive Exams
February 9	Academic Profile Test (1:00 p.m. – 3:00 p.m.)
February 18	Fifth-week assessment report due
February 19	Comprehensive Examinations (major area tests)
February 25	Last day to withdraw from classes with a “W”
March 11	Mid-term grades due in Registrar’s Office
March 14	Last day to withdraw from classes with a “WP” or “WF”
March 16	Last day to withdraw from the college with a “W” (Students who withdraw after this date receive “F” in all classes)
March 3	Founder’s Day
March 11	Confirmation of Candidacy for Graduation
April 13	Reports on results of Comprehensive Exams due in the Office of Academic Affairs
April 16-25	Easter and Spring Break
April 26	Classes resume
April 29	Senior grades due in Registrar’s Office (12 noon)
May 10	Last day of classes
May 11-13	Final Examinations
May 11	Athletic Banquet
May 12	Senior Banquet
May 13	Golden Graduates Banquet
May 14	Spring Convocation (11:00 a.m.)
May 16	Grades due in Registrar’s Office (12 noon)

2011-2012

Fall 2011

August 14	Dormitories open for Mini Academy (9:00 a.m.)
August 15	Mini Academy (9:00 a.m. – 12:00 noon and 1:00 – 4:00 p.m.)
August 21	Dormitories open for new and returning students.
August 22	Faculty Workshop (8:30 a.m. – 10:00 a.m.) Testing for new students (10:00 a.m. – 12:00 noon Work Program Orientation/Work Assignments (11:30 a.m. – 12:30 p.m.) LUNCH (12:30 p.m. – 1:30 p.m.) Testing continued as needed Orientation for ALL STUDENTS (2:30 p.m. – 4:00 p.m.) Work Program Orientation/Work Program Assignments continued (as needed)
August 23-24	Registration for new, transfer, and continuing students (9:00 a.m. – 12:00 Noon and 1:30 p.m. – 4:00 p.m.
August 25	First Day of Classes Contemporary Issues – (11:15 a.m.)
August 26	Late registration fee applies
August 30	Last day to register Last day to add/drop classes
September 1	Opening Convocation
September 5	Labor Day—no classes
September 22	Honors Convocation
September 23	Fourth Week Assessment reports due
October 5	Academic Profile Test (1:00 p.m. – 3:00 p.m.)
October 7	Last day to withdraw from classes with a “W”
October 14	Mid-term grades due in Registrar’s Office
October 17	Last day to withdraw from classes with a “WP” or “WF”
October 19	Last day to withdraw from the College with a “W” (Students who withdraw after this date receive “F” in all classes)
October 20-23	Homecoming (classes will meet on regular schedule)
November 23-27	Thanksgiving recess
November 28	Classes resume
December 14-16	Final examinations
December 19	Grades due (by 12:00 noon)
December 17-Jan. 8	Christmas and New Year’s Holidays

Spring 2012

January 8	Dormitories open (9:00 a.m.)
January 9	Testing/Advising/Registration for new students (9:00 a.m. – 11:00 a.m.) Registration/Advising/Work Program Assignments (9:00 a.m. – 12:00 Noon) LUNCH 12:30 p.m. – 1:30 p.m.

January 10	Registration/Advising/Work Program assignments (2:00 p.m. – 4:00 p.m.) Testing for new students continued (as needed) Registration/Advising/Work Program Assignments (9:00 a.m. – 12:00 Noon) LUNCH 12:30 p.m. – 1:30 p.m.) Registration/Advising/Work Program assignments (2:00 p.m. – 4:00 p.m.)
January 11	Class begin
January 12	Contemporary Issues – Syllabus
January 13	Late registration fee applies
January 16	Dr. Martin Luther King, Jr., Holiday – classes suspended
January 17	Last day to register and Last day to drop/add courses
January 19	Opening Convocation
January 26	Honors Convocation
February 8	Academic Profile Test (1:00 p.m. – 3:00 p.m.)
February 10	Last day to apply for Spring Convocation and Comprehensive Exams Fourth week assessment report due
February 24	Last day to withdraw from classes with a “W”
February 29	Comprehensive Examination (major area tests)
March 1	Founder’s Day
March 9	Mid-term grades due in Registrar’s Office Con formation of Candidacy for Graduation
March 12	Last day to withdraw from classes with a “WP” or “WF”
March 16	Last day to withdraw from the College with a “W” (Students who withdraw after this date receive “F” in all classes)
March 30	Reports on results of Comprehensive Exams due to Academic Dean
April 4-15	Easter and Spring Break
April 16	Classes resume
April 27	Senior grades due in Registrar’s Office (12:00 noon)
May 7	Athletic Banquet
May 8	Last day of classes
May 9-11	Final Examinations
May 10	Senior Banquet
May 11	Golden Graduates Banquet
May 12	Spring Convocation (11:00 a.m.)
May 14	Grades due in Registrar’s Office (12:00 noon)

## **MISSION AND PURPOSE**

Knoxville College is a private, church-related, four-year, coeducational, liberal arts institution. The College is open to students of diverse backgrounds and cultures who seek a quality liberal arts education. The College provides a challenging and stimulating educational experience for students of demonstrated academic ability and for students of potential who have been afforded little advantage within society. The College provides various public services for the improvement of the community and promotes concerned citizenship among its constituents.

Knoxville College provides its students, regardless of their backgrounds, a distinctive opportunity for educational achievement. The College maintains a program combining preparation for professional careers with a broad education in the arts and sciences.

Knoxville College strives to fulfill its mission through rigorous instruction and emphasis on:

- \* ensuring competence and competitiveness of graduates;
- \* preserving and disseminating the African-American heritage;
- \* fostering spiritual and moral values consonant with the Judeo-Christian ethic;
- \* developing an inspirational college community life as preparation for a responsible role in society;
- \* offering individual, personal attention for each student;
- \* providing financial support for qualified students;
- \* utilizing student work requirements to provide tuition support and experiential learning opportunities;
- \* encouraging student participation in entrepreneurial activities; and
- \* developing relationships with the local community, industry, and commerce that will enhance the educational and entrepreneurial experience of the students.

## **AUTHORIZATION**

Knoxville College is authorized by the Tennessee Higher Education Commission. This authorization must be renewed every year and is based on an evaluation by minimum standards concerning the quality of education, ethical business practices, health and safety, and fiscal responsibility.

## **GENERAL INFORMATION**

**Location:** Knoxville College is located in Knoxville, Tennessee, an important industrial, technological, educational, and cultural center. The city is headquarters for the Tennessee Valley Authority and is only sixteen miles from the important scientific research and development center of Oak Ridge, internationally renowned for work on nuclear energy and related energy and environmental concerns. Knoxville is located near several large lakes, the Great Smoky Mountains National Park, and the Cumberland Mountains, all offering exceptional recreational opportunities. The city is also a lively cultural center, giving students unusual avenues for growth and learning beyond the classroom.

**History:** Knoxville College was founded in 1875 as part of the missionary effort of the United Presbyterian Church of North America to promote religious, moral, and educational leadership among the freedmen. In 1958, the United Presbyterian Church of North America became the Presbyterian Church (U.S.A.). The Knoxville College mission today is a direct outgrowth of the purpose of its founding.

**Student Body:** The College welcomes all qualified students without regard to race, creed, age, or sex. The student body remains predominantly black, but students of all races and many nationalities attend and faculty is multiracial.

From the beginning, Knoxville College has been concerned for the student's whole life, and that tradition continues in a variety of curricular and extracurricular activities. There is also a continuing emphasis on building close relationships between students and faculty and fostering an atmosphere of concern and respect for all who comprise the college community.

Students may participate in the Student Government Association, service societies, intercollegiate athletics, intramural athletic programs, and on- and off-campus religious and cultural activities.

**Academic Opportunities:** Knoxville College offers a strong foundation in the liberal arts for all students and a variety of programs preparing students for professional careers or for graduate and professional study.

## FACILITIES

Knoxville College is located two miles from downtown Knoxville, Tennessee. Its facilities consist of a collection of buildings on the Knox Area Historic Registry.

*McKee Hall* (1895) is the Administration Building of the College. It also houses some classrooms and the Alumni Hall of Fame.

The *Alumni Library* (1966) houses the College's book and media collections. It is designed to accommodate 125,000 volumes and 350 readers. It also contains classrooms, the Video Conference Center, and the Computer Science Laboratory.

*Wallace Hall* (1890) is the alumni headquarters on campus.

*McMillan Chapel* is the religious center of campus as well as housing some classrooms in its educational wing.

*Colston Center for the Performing Arts* contains the Fieulleteau-Pearl Taylor Auditorium as well as the music facilities for the College and classrooms for the Humanities Division.

*Giffen-Alumni Memorial Building* serves as the center for physical education instruction and intercollegiate and intramural athletics. Adjacent to this building are the tennis and basketball courts and athletic fields.

The College and Presidential Dining Halls are located in the Robert H. Harvey *College Center*. It has a Ballroom and other student facilities.

Presently, *Brandon Hall* (1962) is the residence hall in use.

## STUDENT PLACEMENT

Knoxville College does not have a policy for assistance with placement.

## NON-DISCRIMINATION POLICY

Knoxville College is an Equal Opportunity, Affirmative Action employer. Further, the College complies with the Civil Rights Act of 1964, as amended and other legislation which prohibits discrimination in employment and access to educational programs because of race or national origin, sex, age, or handicap.

Knoxville College is committed to a policy of non-discrimination. It is dedicated to providing a positive, discrimination-free educational and work environment. Any kind of discrimination, harassment, or intimidation is unacceptable conduct and will not be condoned.

For the purpose of this policy, discrimination, harassment, and intimidation may be defined as any attempt on the part of individuals, groups, or recognized campus organizations to deny an individual or groups those rights, freedoms, and opportunities available to all members of the College community. The College is interested in meeting the full intent and spirit of the anti-discrimination laws, not merely the minimum letter of the law.

Inquiries concerning the application of Knoxville College's policy of non-discrimination should be directed to the Coordinator of Human Resources.



## **ADMISSIONS PROCEDURES**

**Freshman Standing:** The primary consideration in granting admission is the individual merit of the applicant. The Office of Enrollment and Retention seeks those students who, by their past academic achievement, high school activities, and community involvement, show the potential to accept the educational challenge at the College.

A prospective student should apply for admission during the first semester of the senior year in high school. The deadline date for filing an application for the fall semester is August 1. The spring semester filing deadline is December 15. Although applications are received after a deadline, it is advisable to file early to ensure processing for the semester a student wants to enroll.

Applications and other admission information should be sent to: Office of Enrollment and Retention, Knoxville College, 901 Knoxville College Drive, Knoxville, TN 37921; or to the College web site, [www.knoxvillecollege.edu](http://www.knoxvillecollege.edu).

All applications for admission are given a thorough review by the staff and/or the Admissions Committee, depending upon the applicant's high school or other academic record. **Knoxville College does reserve the right to grant or deny admission to any applicant on the basis of the requirements outlined below.**

**Requirements for Admission:** A first-time freshman applicant should meet the following requirements:

- Be a high school graduate or candidate for graduation from a secondary school, or
- Have a certificate of proficiency such as the GED, with a passing grade.
- Present an academic transcript showing a minimum of 15 units of study, which would include English (4 units), mathematics, including algebra (2-3 units), social studies (2 units), science, including one laboratory science (2-3 units), and elective courses (3-5 units). Any applicant admitted with a transcript showing graduation from high school with less than the 15 units must ensure that a final transcript is sent to the Office of Enrollment and Retention to make the admission action valid.
- Have a grade point average of at least C (2.0) in secondary work.
- Present ACT or SAT test scores if they are to be considered in the awarding of academic scholarships.
- Submit an Application for Admission with a \$25.00 (nonrefundable) fee by cashier's check, money order, credit or debit card made payable to **Knoxville College** for U.S. citizens and \$135.00 for international students.

**Provisional Admission:** Any student who is admitted without meeting the above criteria will be admitted on a provisional basis and will be placed on academic probation. Provisionally accepted students will be ineligible for participation in any extracurricular activities during their first semester.

**Policy on Admission of Freshmen to Degree Programs:** All freshmen who pass proficiency examinations in English, mathematics, reading, and writing during initial orientation prior to registration may select a major among the offerings of the College. Advisors must be from the faculty of the major program selected.

Freshmen who do not pass proficiency examinations in English, mathematics, reading, and writing shall be designated as "Pre-advisees" in all degree programs of the College until such times as they are eligible to enroll in general requirements in English and mathematics. All undecided freshmen and pre-advisees will be equally divided and assigned advisers designated by each instructional division.

**Health Record:** The Office of Enrollment and Retention will provide a health form as part of the application packet to be completed by the applicant and his/her doctor if the applicant is accepted for admission. The completed form is to be returned to the Office of Enrollment and Retention prior to registration for classes.

**Admissions Action:** Failure to provide all required information can delay the processing of an application. Any applicant presenting information that does not meet the admission standards will be required to submit additional material to support the application. This may be recommendations from high school counselors, teachers, or

responsible members of the applicant's community, plus a hand-written essay (one page) by the applicant giving reasons why she/he wants a college education. Typed essays are not acceptable.

**Transfer Students:** Any U. S. citizen applying to Knoxville College as a transfer student must submit an Application for Admission, along with a \$25.00 nonrefundable fee in the form of a cashier's check, money order, credit or debit card made payable to **Knoxville College and \$135.00 for** international students. Academic transcripts from all secondary schools, colleges, and universities previously attended must be provided. College course work showing a grade of "C" or better will be accepted as transfer credit if the courses are reasonably parallel to Knoxville College courses. Other credit is evaluated by the Registrar.

### Disclosure on the Transferability of Credits:

Credits earned at Knoxville College may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Knoxville College. You should obtain confirmation that Knoxville College will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Knoxville College to determine if such institutions will accept credits earned at Knoxville College prior to executing an enrollment contract or agreement. The ability to transfer credits from Knoxville College to another Educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Knoxville College if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Knoxville College and of any other educational institutions you may in the future want to transfer the credits earned at Knoxville College before you execute an enrollment contract or agreement.

Any prospective transfer student is encouraged to submit his/her application at least one month in advance of the semester for which he/she is applying so that the processing of any transfer credits can be expedited.

**International Students:** An international student must also submit the Application for Admission and required fee. S/he is required to submit evidence of academic ability in the form of Certificates of Education or appropriate academic records. A foreign applicant must also submit a minimum score of 475 on the Test of English as a Foreign Language (TOEFL) score on the paper-based test *or* a minimum of 151 on the computer-based TOEFL to prove competency in the English language. These materials should be submitted to the Office of Enrollment and Retention at least 60 days in advance of the semester the applicant would like to be considered for admission. An affidavit giving proof of financial resources sufficient for at least one full year of study is required. A deposit covering direct costs (tuition, room and board) must be made with the Knoxville College Business Office at least 60 days prior to the beginning of the semester.

**Readmission:** Any student seeking readmission to Knoxville College after not attending the College for part of a semester or longer because of withdrawal, academic suspension, or other reasons (not including dismissal) must submit an Application for Readmission, along with academic transcripts of any courses taken at another institution. A letter must also be submitted with the application indicating what the student has accomplished while away from

the College. The Office of Enrollment and Retention will act upon the request for readmission after recommendations from the Academic Dean, the Dean of Students, and the Readmissions Committee.

## COLLEGE EXPENSES

Knoxville College has worked to hold down educational expenses without sacrificing the quality of education. Through the Work Program (see p. 11), College subsidies and various financial assistance programs, the College is able to offer the advantages of high-quality education to all qualified students who are willing to pay a portion of their expenses and work to offset an additional amount as described below.

The costs of attending Knoxville College for the 2011 Fall Semester are as follows:

	<b>Work Program Payment Plan</b>			<b>Work Program Payment Plan</b>	
<b>Per Semester:</b>	<u>Campus Residents</u>		<b>Per Semester:</b>	<u>Commuter</u>	
	<u>US Citizen</u>	<u>International</u>		<u>US Citizen</u>	<u>International</u>
Tuition	\$3,550	\$3,550	Tuition	\$3,550	\$3,550
General/Activity/ Technology Fee	\$ 300	\$ 300	General/Activity/ Technology Fee	\$ 300	\$ 300
Student Insurance*	\$	\$	Student Insurance*	\$	\$
Room, Board, and Campus Fees	\$2,064	\$2,064			
<b>Total Amount Due</b>	<b>\$5,914</b>	<b>\$5,914</b>	<b>Total Amount Due</b>	<b>\$3,850</b>	<b>\$3,850</b>
<b>Work Program (WP) Credits</b>			<b>Work Program (WP) Credits</b>		
Work Program Hours	\$1,000	\$1,000	Work Program Hours	\$1,000	\$1,000
Work Program Grant	\$2,514	\$2,514	Work Program Grant	\$ 450	\$ 450
<b>Total Work Program Credit</b>	<b>\$3,514</b>	<b>\$3,514</b>	<b>Total Work Program Credit</b>	<b>\$1,450</b>	<b>\$1,450</b>
<b>Total Amount Due</b>	<b>\$5,914</b>	<b>\$5,914</b>	<b>Total Amount Due</b>	<b>\$3,850</b>	<b>\$3,850</b>
<b>Total Work Program Credit</b>	<b>\$3,514</b>	<b>\$3,514</b>	<b>Total Work Program Credit</b>	<b>\$1,450</b>	<b>\$1,450</b>
Out-of-pocket expense	\$2,400	\$2,400	Out-of-pocket expense	\$2,400	\$2,400

An Enrollment Reservation Fee of \$100 must be paid prior to registration. This is a one-time payment, payable the first semester of enrollment for all campus residents. Key and Damage fees are charged as they arise. Keys must be returned at the conclusion of each semester they are issued to avoid the Residence Hall Key Replacement Fee. Some restrictions apply. Students are also required to purchase books, supplies, and other living expenses not

covered by the room, board, and campus fees and expenses.

The costs of attending Knoxville College for the 2012 Spring Semester are as follows:

<b>Work Program Payment Plan</b>			<b>Work Program Payment Plan</b>		
	<u>Campus Residents</u>			<u>Commuter</u>	
<b>Per Semester:</b>	<u>US Citizen</u>	<u>International</u>	<b>Per Semester:</b>	<u>US Citizen</u>	<u>International</u>
Tuition	\$3,550	\$3,550	Tuition	\$3,550	\$3,550
General/Activity/ Technology Fee	\$ 300	\$ 300	General/Activity/ Technology Fee	\$ 300	\$ 300
Student Insurance*	\$	\$	Student Insurance*	\$	\$
Room, Board, and Campus Fees	\$2,064	\$2,064			
<b>Total Amount Due</b>	<b>\$5,914</b>	<b>\$5,914</b>	<b>Total Amount Due</b>	<b>\$3,850</b>	<b>\$3,850</b>
<b>Work Program (WP) Credits</b>			<b>Work Program (WP) Credits</b>		
Work Program Hours	\$1,000	\$1,000	Work Program Hours	\$1,000	\$1,000
Work Program Grant	\$2,514	\$2,514	Work Program Grant	\$ 450	\$ 450
<b>Total Work Program Credit</b>	<b>\$3,514</b>	<b>\$3,514</b>	<b>Total Work Program Credit</b>	<b>\$1,450</b>	<b>\$1,450</b>
<b>Total Amount Due</b>	<b>\$5,914</b>	<b>\$5,914</b>	<b>Total Amount Due</b>	<b>\$3,850</b>	<b>\$3,850</b>
<b>Total Work Program Credit</b>	<b>\$3,514</b>	<b>\$3,514</b>	<b>Total Work Program Credit</b>	<b>\$1,450</b>	<b>\$1,450</b>
Out-of-pocket expense	\$2,400	\$2,400	Out-of-pocket expense	\$2,400	\$2,400

This amount is charged each semester the student is enrolled. Knoxville College reserves the right to adjust charges as necessary to meet costs.

**\*MANDATORY STUDENT INSURANCE**

In accordance with the College holistic approach to student life, we are making a group insurance policy mandatory to purchase for all students effective immediately. The cost is **\$125 for US Citizens** and **\$465 for International students**. These amounts are subject to change if the insurance carrier increases the cost. This insurance is good for one full calendar year and **must** be purchased by each student **regardless of personal insurance coverage**. This protects both the student, and the College in the case of injury without coverage. This charge is in addition to the required out-of-pocket expense (\$2,400) and is **payable at the time of registration**. More information will be provided at registration.

## PAYMENT PLANS

Knoxville College does offer payment plans for the student out-of-pocket expense to fit individual financial needs. The three options for payment for 2011-2012 are listed below:

Option 1 – No administrative fee required.

Fall Semester: pay the full amount prior to registration - \$2,400 plus insurance fee  
Spring Semester: pay the full amount prior to registration - \$2,400  
(plus insurance fee if not paid in Fall)

Option 2 – Requires a \$50 administrative fee which is included in the first payment amount.

Fall Semester: At Registration: pay \$1650 plus insurance fee  
October 1: \$800 due  
Spring Semester: At Registration: pay \$1650 (plus insurance fee if new student)  
March 1: \$800 due

Option 3 – Requires a \$100 administrative fee which is included in the first payment amount.

Fall Semester: At Registration: pay \$1,250.00 plus insurance fee  
September 15: \$416.67 due  
October 15: \$416.67 due  
November 15: \$416.67 due  
Spring Semester: At Registration: pay \$1,250.00 (plus insurance fee if new student)  
February 15: \$416.67 due  
March 15: \$416.67 due  
April 15: \$416.67 due

The mandatory insurance purchase is payable at registration with the first installment. For example, \$1,250 plus \$125 (US Citizen) or \$465 (International Student) charge is due at registration for new students enrolling in the Spring Semester.

Scholarships, awards, and other grants may reduce the number or amount of payments made. Please contact the Business Office for more information.

All students occupying rooms on campus are expected to take their meals in the dining hall. Special arrangements can be made for students with special dietary needs. Charges for room and board do not include Christmas and Spring recess holidays. Fees and room and board charges for summer sessions will be announced.

Commuting students and other students permitted to live off campus pay tuition and general fees and any special fees (see below) related to their course enrollments. To reserve their room, resident students are required to pay a non-refundable \$100.00 registration fee. Charges to students are based on campus residence. Adjustments to these charges are made for commuter students, married students, special students, or students enrolling for additional study. Students who begin a term as residents but who move off campus during the term are charged room and board for the entire term. In making the initial payment of \$100, the student and his/her parents(s) or guardian(s) acknowledge these terms and signify acceptance of these obligations.

**Commuter students who wish to eat on campus need to notify the Business Office at the time of registration. They will be charged an additional \$600 per semester that will be added on to the student out-of-pocket expense (i.e. \$2,400 + \$600 = \$3,000 per semester).**

No promise or contract that differs from these terms shall bind the College unless it has been approved by the President of Knoxville College. The College reserves the right to increase or reduce fees each year according to changing fiscal conditions.

Full payment of tuition and other fee charges entitles the student to a non-transferable identification card admitting him or her to all regular athletic events, artist series, drama productions, and musical recitals and concerts, and allows use of the library, college center, and other facilities.

**Special Fees:** Some courses which require extensive use of equipment and materials, or which require the employment of special faculty for individualized instruction may carry additional fee assessments. Additional fees may also be charged for special circumstances such as late registration, duplicate ID cards, etc. These fees will be assessed at registration or when due. Special fees include, but are not limited to, the following:

Application for Admission (New Students only)	\$ 25
Part-time Students	\$296 per credit hour
Overload Fee	\$296 per each credit hour in excess of 18
***Enrollment Reservation Fee (one-time/non-refundable)	\$100
Residence Hall Damage	varies
Residence Hall Key Replacement Fee	\$ 25
Door Lock Change	\$ 75
Auditing Course Fee	\$ 25
Late Registration Fee	\$ 25 per day/\$100 maximum
Duplicate Identification Card	\$ 25
Parking Permit Registration (per calendar year)	\$ 25
General/Activity/Technology Fee	\$300
Graduation Fee (Seniors only)	\$ 75
Senior Comprehensive	\$ 25

\*\*\*Registration Fee must be paid prior to, or during, registration. This is a one-time payment, payable the first semester of enrollment.

Knoxville College reserves the right to adjust tuition, fees, room and board, and other charges at any time.

**Withdrawal from the College and Pro-Rata Refund Policy:** A student who leaves the College (except for temporary absences with permission) must have an exit interview and secure a withdrawal permit from the Registrar. This permit must then be signed by the officers listed on the form and returned to the Office of the Registrar. Failure to follow this procedure may result in the loss of the right to honorable dismissal, permission to reenter the College, and/or any refund otherwise due. See the "Academic Regulations" section below for details. After a withdrawal permit has been filed and approved, the following refund schedule is enforced:

<u>Date of Official Withdrawal or Dismissal</u>	<u>Percentage of Expenses Credited (Less Administrative Cost*)</u>
Before 1st class meets	100
During 1st week of classes	80
During 2nd week	60
During 3rd week	50
During 4th week	40
After the 4 <sup>th</sup> week	0

\*Administrative cost is 5 percent of expenses, up to a maximum of \$100.

**Additional Policies:** If a student's account becomes delinquent, the student may be subject to suspension from the College until the bill is paid in full. No diploma or transcript will be granted to a student until all bills are paid in full. A student that is suspended for financial reasons will receive "WF" or withdraw failing grades for the semester regardless of the date of suspension. These grades will be placed on the permanent official academic record.

## FINANCIAL ASSISTANCE

### Types of Financial Assistance:

Financial assistance at Knoxville College is provided from institutional grants, scholarships, and from the Work Program.

### Work Program:

- \*Knoxville College Work Program
- \*Knoxville College Work Program Grant

All Knoxville College students are required to participate in the Work Program. Once all hours are complete for a given semester, the College will award the full grant for completion of said hours. If a student fails to complete all hours during a given semester, the student will be charged for the hours not worked. In addition, the student will not be entitled to the full grant and will be charged the balance of that grant. Students who refuse to work as assigned will be suspended from the College. All students must complete all work program duties as part of their graduation requirement. The Work Program Coordinator can be contacted for more information.

**Scholarships:** Knoxville College offers scholarships to students based on select criteria. The following is a list of scholarships offered:

- \*Presidential Scholarship (\$2,400 per semester for two students)
  - \*Awarded to students with at least a 3.0 G.P.A.
  - \*Satisfactory SAT/ACT score
  - \*Preference is given to Tennessee Residents.
- \*Tennessee Resident Scholarship (\$500 per semester per student for 10 students)
  - \*Awarded to Tennessee Residents who demonstrate financial need
  - \*Must maintain satisfactory academic progress
- \*Rev. James and Neola Reese Scholarship (\$1,250 per semester for two students)
  - \*Priority will be given to residents of Pennsylvania, Delaware, and New Jersey; however, all students can apply
  - \*The student must be enrolled at least half-time and in good standing with the College when the funds are dispersed
  - \*Must have a minimum cumulative G.P.A. of 2.5 on a 4.0 scale
- \*Freeman's Scholarship (up to \$1,500 per semester)
  - \*Awarded to female international students at the sophomore level or above
  - \*Minimum cumulative G.P.A. of 3.0 or higher on a 4.0 scale
- \*Merit Scholarship (\$500 per semester)
  - \*Awarded to students with a minimum G.P.A. of 2.5 on a 4.0 scale
  - \*Student must be involved in a KC approved extra curricular activity
- \*Rodney and Lois C. Jones Olden Scholarship (\$1,000 per academic year for two students)
  - \*Awarded to deserving students in good standing who demonstrate financial need
  - \*Qualified students will have a cumulative G.P.A. of 2.5 or higher on a 4.0 scale
  - \*Awarded to students on at least the sophomore level
- \*Ruth Fieulleteau Scholarship (\$1,000 per academic year for five students)
  - \*Minimum 2.75 GPA
  - \*Must maintain this GPA to continue this scholarship
  - \*Must demonstrate financial need
  - \*Must be in good social standing
- \*Dr. Mabel Carey Scholarship (\$1,000 per academic year for five students)
  - \*Minimum 2.75 GPA
  - \*Must maintain this GPA to continue this scholarship

- \*Must demonstrate financial need
- \*Must be in the Management and Computer Science Concentration
- \*James Leo Burnett Scholarship (\$575 per semester)
  - \*Awarded for outstanding scholarship on at least the sophomore level
  - \*Must be in good social standing
- \*Dr. Robert H. Harvey Scholarship (\$1,000 per semester for ten students)
  - \*Minimum 2.75 GPA
  - \*Must write an essay on “How I will help Knoxville College once I graduate.”
  - \*Maximum of four scholarships given to students in the Mathematics and Science area of Concentration – students on at least the sophomore level
  - \*Maximum of two scholarships given to incoming freshman students in the Mathematics And Science area of Concentration
  - \*Maximum of four scholarships given to continuing students, regardless of their areas of Concentration

All scholarships are limited to select criteria, and an application may be required by the College for review before any awards are granted. Some scholarships may change criteria without notice or may not be offered for certain academic semesters. Please check with the Business Office for an up-to-date listing of scholarships.

Applications are available online.

Knoxville College has a Cost of Education (COE) grant of \$500. The student must be involved in a Knoxville College pre-approved extracurricular activity, and only **one grant** is awarded per student per semester. Grants are available for the following:

- Student Government Association (SGA) President
- Miss Knoxville College
- Student Ambassadors
- Tennessee Residents
- Intercollegiate Team Sports:
  1. Athletes
  2. Cheerleading
  3. Time Keepers

This \$500 will be applied to the student’s account upon satisfactory completion of the activity.

## **THE KNOXVILLE COLLEGE WORK PROGRAM**

### **Goals, Objectives, and Evaluation Procedures**

The Knoxville College Work Program exists as a vital complement to the mission and purpose of the institution, enriching both the students and the community. Participation in the Work Program provides students with economic benefits through the reduction of college expenses, and educational benefits in the form of valuable experience in a variety of work environments augmenting and enhancing classroom assignments. Moreover, the students create established work records in their chosen fields, which records can be provided to prospective employers along with the students' academic transcripts. Finally, the students receive intangible benefits associated with providing valuable services to the institution and to the community.

This program is patterned after successful work programs at other institutions with backgrounds similar to that of Knoxville College.



All Knoxville College students are required to participate in the Work Program, progressing through the following four levels:

**Level I -- Campus Work Assignments:** Most first-year students will be assigned various responsibilities on campus where they will be allowed to demonstrate their abilities and work habits. Students at this level will be expected to work an average of 11 hours per week. Typical Level I assignments involve work in the dining hall, grounds maintenance, physical plant, clerical positions, etc. The first level of the Work Program is designed to:

- a. Encourage *self-development* in the student workers during their first year at the College;
- b. Enhance the interpersonal skills of the student workers, enabling them to work as part of a team; and
- c. Provide the student workers with opportunities to demonstrate their abilities and improve work habits where necessary.

**Evaluation:** Students at the first level of the Work Program will enroll in the two-semester, non-credit course, Campus Work (WP 198-199). Enrollment in this course will be coordinated by the Work Program Coordinator, who will assign students to various departments on campus. Assignments will be determined on the basis of individual skills and interests, institutional needs, and job availability. Students at this level are expected to demonstrate good attendance, good work habits, a willingness to follow directions, and an ability to work well with others. Students at Level I will work eleven (11) hours per week and will attend a seminar at the end of each month which will review their experiences and provide a forum for discussing their assignments. The seminar will also assist in recognizing and addressing any problems or concerns.

Each student's work supervisor will be designated by the campus department to which the student is assigned. The supervisor will maintain records of student attendance, conduct monthly evaluations in consultation with the student worker, and provide the Work Program Coordinator with copies of such information. On the basis of that information, the Work Program Coordinator will assign grades of Satisfactory ("S") or Unsatisfactory ("U") for each student at mid-term and at the end of each semester, although exceptional problems may be addressed at any time during the year. A grade of "S" at the end of the second semester will enable the student to advance to the next level of the Work Program, while a grade of "U" will indicate that the student worker has not yet completed all requirements at current level and must be reassigned to that level.

**Level II -- Community Involvement:** The second level of the Work Program is designed to furnish service to the community by providing capable student workers to assist non-profit agencies and organizations. Most second-level students will be assigned to community agencies. The objectives of Level II are to:

- a. Instill in students an understanding of the need for and value of community involvement and volunteer service without thought of compensation;
- b. Provide local organizations and agencies with needed additional workers; and
- c. Reinforce the Knoxville College tradition of community service.

**Evaluation:** Students at the second level of the Work Program will enroll in the two-semester, non-credit course, Community Service (WP 298-299). Enrollment in this course will be coordinated by the Work Program Coordinator, who will assign students to positions on the basis of individual skills and interest, community need, and job availability. As at the first level, students are expected to demonstrate excellent attendance, good work habits, a willingness to follow directions, and an ability to work well with others. In addition, students at the second level are expected to demonstrate an appreciation for the mission and purpose of the organization to which they have been assigned and to provide a meaningful contribution to its efforts in the community. Students at this level will work an average of eleven hours per week and will attend a monthly seminar which will review their experiences and provide a forum for discussing their assignments. The seminar will also assist in recognizing and addressing problems or concerns. In addition,

each semester students will provide a written report that summarizes the objectives of the organization with which they have been involved and describe their individual contribution.

Students will be supervised at the second level by individuals designated by the agency or organization to which they have been assigned. The supervisors will maintain records of student attendance, will conduct monthly evaluations in consultation with the student workers, and will provide the Work Program Coordinator with copies of such information. On the basis of that information, together with the students' written reports, the Work Program Coordinator will assign a grade of Satisfactory ("S") or Unsatisfactory ("U") for each student at mid-term and at the end of each semester, although exceptional problems may be addressed at any time during the year. A grade of "S" at the end of the second semester will allow a student to advance to the next level of the work program, while a grade of "U" will indicate that the student worker has not yet completed all requirements at current level and must be reassigned to that level.

**Level III -- Internship Program:** Most students at the third level will be assigned to positions with community businesses and employers, with a goal of providing students with *initial exposure to the workplace*. The objectives of Level III are to

- a. Introduce student workers to the standards and procedures of the working world and to enhance their ability to take responsibility in the workplace environment; and
- b. Establish or enhance partnerships between Knoxville College and employers in the community by providing a talented pool of workers.

**Evaluation:** Students at the third level of the Work Program will enroll in the two-semester, non-credit course, Internship (WP 398-399). Enrollment in this course will be coordinated by the Work Program Director, who will assign students in consultation with their faculty advisors to positions on the basis of individual skills, interest, and job availability. In addition to the skills associated with the first two levels, students at Level III will be required to demonstrate their awareness of normal workplace activity and expectations through written reports each semester which conform to the standards of the businesses or agencies to which they have been assigned. Students will work an average of eleven hours per week and will receive two site visits each semester by the Work Program Director or his/her designee and/or their faculty advisors.

The student's work supervisor at the third level will be an individual designated by the company or agency to which the student has been assigned. This individual will maintain records of student attendance, will conduct monthly evaluations in consultation with the student worker, and will provide the Work Program Director with copies of such information. On the basis of that information, the student's written reports, and the site visits, the Work Program Director will assign a grade of Satisfactory ("S") or Unsatisfactory ("U") for each student at mid-term and at the end of each semester, although exceptional problems may be addressed at any time during the year. A grade of "S" at the end of the second semester will enable the student to advance to the next level of the Work Program, while a grade of "U" will indicate that the student worker has not yet completed all requirements at current level and must be reassigned to that level.

**Level IV -- Externship Education:** Most students at the fourth level of the Work Program will work a minimum of eleven hours per week in positions with agencies directly related to their fields of study. This level is designed to provide student workers with a critical first step towards *success within their chosen profession*. The objectives for the fourth level are to

- a. Provide student workers with experience in employment positions set as a component of the educational process; and
- b. Extend and enhance the partnerships between Knoxville College and employers in the community by providing a talented pool of potential employees.

**Evaluation:** Students at the fourth level of the Work Program will enroll in the two-semester course,

Externship II (WP 498-499), and may receive up to a maximum of six hours credit per semester. Enrollment in this course will be coordinated by the Work Program Director in consultation with the student's faculty advisor. Students will be assigned to companies or organizations which are directly related to their chosen fields of study. They will work a minimum of eleven hours per week and will be compensated at a rate of pay which corresponds to industry standards for entry-level employment.

The students' work supervisors will be determined by the company where they are employed. Students will be evaluated in a manner comparable to other employees, with the understanding that copies of all evaluations will be forwarded to the Work Program Director and will be shared with the student's faculty advisor. In addition, students will be visited at their job and evaluated at least twice each semester by their faculty advisors. The student will also update his/her portfolio, including written reports that describe employment and correlate the work experience to previous assignments in the work program. Instructions for the portfolio will be included as a part of Seminar 498-499. A final grade of "S" or "U" will be assigned. The grade will be assigned on the basis of portfolio, the site visits, and the evaluations received from the workplace supervisor. Satisfactory completion of this sequence with a grade of "S" is required for graduation from Knoxville College.

**Work Program Standing:** Student workers are expected to maintain excellent attendance at all work assignments and to demonstrate their ability to perform all responsibilities in their assignments with a positive and cooperative attitude. Students will have one academic year or two consecutive terms to progress through each level of the Work Program. Failure to progress through any level in one academic year or two consecutive terms due to insufficient hours, poor evaluations, or any other disciplinary reason will automatically place the student on "work probation." Students who are on work probation will be subject to the same restrictions as pertain to academic probation and must correct their work deficiencies during the next academic term in which they are enrolled or be subject to suspension from the College. Students who are suspended from the College for deficiencies in the Work Program may reapply after one semester. If they are readmitted, they will remain on work probation for one term, after which they must be eligible to progress to the next level or they will be subject to dismissal from the College.

**Appeals:** Any student who is placed on probation or suspension as a result of deficiencies in the work program may appeal that decision to the Dean of Students and to the Dean of Academic Affairs, who will jointly determine if the appeal has merit and if the decision for probation or suspension should be reviewed. The joint decision of the Dean of Student Affairs and the Dean of Academic Affairs can be overruled only by the President.

## **ACADEMIC INFORMATION**

### **Academic Programs**

Knoxville College offers two degrees: the Bachelor of Science degree in Liberal Studies, and the Associate of Arts degree.

### **Academic Calendar**

Knoxville College follows a semester system calendar, with two 15-week semesters in the regular academic year.

**Policy on Comprehensive Examinations:** Each graduate of Knoxville College must pass a standardized exam that measures relative knowledge and skills acquired from the liberal education requirements. This test is administered each spring. Each junior or senior must pass a Comprehensive Examination in his/her Concentration/Specialization during his/her junior or senior year.

# CURRICULUM

Each student's program includes courses in these categories: (1) general education core of 59-60 credits required of all students enrolled in the Bachelor's programs, (2) concentration requirements, (3) specialization, and (4) electives.

## GENERAL EDUCATION CORE

### Basic Requirements

<u>Course Number</u>	<u>Course Name</u>	<u>Semester Hours</u>
Mathematics 120/131** Science	College Mathematics/Pre-Calculus One year of laboratory science: General Biology 111-112, General Chemistry 111-112, or General Physics 221-222	4/5  8
Freshman Studies 100*	Introduction to College	2
English 201-202**	English Composition I-II	6
Foreign Language 201-202****	Spanish or French	6
Social Science	One semester of course work in the Social Sciences: Economics, Political Science, Psychology, or Sociology	 3
History 201-202	World Civilization I-II	6
Religion 120	Introduction to the New Testament	3
Religion or Philosophy elective	One course	3
Health Education	Health and Wellness	2
Physical Education	Two one-hour activity courses	2
Speech 110	Introduction to Speech	2
Music/Art 104	Music/Art Appreciation	3
Literature	One two-semester sequence: American Literature I-II, World Literature I-II, or English Literature I-II	6
Computer Science 200	Introduction to Computers	3
Contemporary Issues 100***	All semesters for full-time students	0

\* Not required for transfer students.

\*\* Placement in composition, reading, and mathematics courses is determined by examination. Refresher courses in English and mathematics may be required as prerequisite to the core courses. No grade below "C" will be accepted in meeting composition, reading, and mathematics requirements or in prerequisite refresher courses.

\*\*\* To be eligible for graduation, a total of six (6) "S" grades must be earned in Contemporary Issues 100. Transfer students must earn "S" grades in Contemporary Issues 100 during the time of their matriculation at Knoxville College up to a maximum of 6 "S" grades.

\*\*\*\* Placement in foreign language courses is determined by examination. Initial courses in the particular language chosen may be required as prerequisite to the core courses.

## CONCENTRATION REQUIREMENTS

Knoxville College offers a four-year Bachelor of Science degree in Liberal Studies with four available concentrations: Humanities, Business and Computer Sciences, Natural Sciences and Mathematics, and Social and Behavioral Sciences. In addition, the College offers a two-year Associate's degree.

The structure of the Bachelor of Science degree in Liberal Studies is comprised of four academic and experiential components to enable students to develop the knowledge, skills, values and other attributes the College seeks in its graduates. These four elements include:

- A general education core of 59/60 semester hours
- A concentration consisting of 42-46 semester hours

- An emphasis, consisting of 15-18 semester hours, that provide an opportunities for students to pursue a more in-depth understanding of a particular subject
- The College's Work Program cooperative education requirement, which may include up to 12 semester credits

The mission of Knoxville College is "to provide a liberal arts education and to cultivate experiential opportunities in a Christian setting." The degree in Liberal Studies will enable Knoxville College students to do the following:

- Pursue a broad general education (through the general education core);
- Gain deeper knowledge of two or more traditional disciplinary fields (through concentrations); and
- Benefit from what can be "learned by doing" in the realm of service and the world of work (through the Work Program).

## HONORS AND AWARDS

Baccalaureate graduation honors are awarded based upon cumulative grade-point average:

<i>Summa cum Laude</i>	3.8 and above
<i>Magna cum Laude</i>	3.6 - 3.79
<i>Cum Laude</i>	3.3 - 3.59

Honors are based on the student's entire college record. At least the last two years must be in residence at Knoxville College. Other honors include the Dean's List, which recognizes all full-time students with an overall cumulative average of 3.15 after at least two semesters in residence, and the Honor Roll, which includes all full-time students who earn GPAs of 3.0 or higher in the semester involved. A number of other prizes and awards are given annually for academic achievement, noteworthy citizenship, and outstanding character. The awards vary from year to year.

## ASSOCIATE DEGREE PROGRAM

In addition to completing the general education core courses, candidates for the Associate degree must complete enough other course work to reach a minimum of 62 semester hours of credit. Refresher courses in English and mathematics cannot count toward the completion of this minimum-hour requirement.

Students may take elective courses to make up the total of 62 semester hours of credit. A student who has determined a future major or probable major to be pursued at a four-year institution should take courses appropriate to that major.

## GENERAL EDUCATION CORE, ASSOCIATE DEGREE

<u>Course</u>	<u>Credit hours</u>
Math 120/College Mathematics or Math131/Pre-Calculus	4/5
Laboratory Science sequence	8
Freshman Studies 100/Introduction to College	2
English 201-202/English Composition I, II	6
Social Science	3
History 201-202/World Civilization I, II	6
Religion 120/Introduction to New Testament	3
Health Education 100/Health and Wellness	2
Physical Education/two one-hour activity courses	2
Speech 100/Introduction to Speech	2
Art-Music 104/Art-Music Appreciation	3
Literature sequence	6
Computer Science 200/Introduction to Computers	3

Contemporary Issues 100	<u>0</u>
Total:	50/51
Additional credit hours needed (area of specialization)	<u>12</u>
 Total credit hours needed to be awarded the Associate Degree	 62/63

**Degree Requirements:** Specific requirements for an associate degree are listed in suggested programs available from the academic advisors. The following graduation requirements must be met for the associate degree:

1. A minimum of 62 semester hours, not including refresher hours in English or Mathematics, with a cumulative grade point average of at least 2.0.
2. Proficiency in oral and written English expression, reading, and basic Mathematics (MAPP)
3. Completion of specific requirements for the program followed.

The ETSPP (ETS Proficiency Profile) Test is required of all students at Knoxville College. This test developed by Educational Testing Services, measures student proficiency in mathematics and language arts.

To graduate from the College, a score of “P” must be achieved on the Level 1 Writing and Reading and Critical Thinking sections and an “M” on the mathematics’ section. This test is typically given each semester. Students are urged to take the test at each opportunity as scores are not only indicative of success in a given subject but also can be used to measure progress. Any student who, as a senior, has not successfully completed all three sections, is required to pass an English (English 200) and/or Mathematics (Mathematics 200) course to satisfy graduation requirements.

**Honors and Awards:** Associate degree graduation honors are awarded based upon a cumulative grade-point average of 3.3 on a 4.0 system. Other honors include the Dean’s List, which recognizes all full-time students with an overall cumulative average of 3.15 after at least two semesters in residence, and the Honor Roll, which includes all full-time students who earn an average of 3.0 or higher in the semester involved.

## ACADEMIC REGULATIONS

The academic regulations of Knoxville College have been formulated to promote the development of the student within the mission and goals of the College. Educational policy at the College is intended to assure the academic growth of the student within a framework of total student development. Because the establishment of this policy has as its purpose consistency and uniformity of application, all exceptions to academic regulations must be approved by the Academic Dean.

Knoxville College has an orientation program for new freshmen and transfer students prior to the beginning of each semester. Students are informed of academic regulations and student life policies, and the full range of campus experience is explored and outlined. This process is continued in greater detail for freshmen in the required course, Introduction to College.

**Registration:** Students registering for each term should consult with their academic advisors with regard to the specific courses and total course load they plan to take. A student is properly registered when the advisor and all instructors have approved the courses and the registration has been approved by the Business Office and the Office of Enrollment Management and Retention.

**Program Changes (Drop/Add):** Students may change schedules (drop/add) during the official registration period with proper approval of instructors and advisor.

**Classification:** Student classification is determined by total number of credit hours earned. Hours earned in refresher courses are not included in the calculation.

	<u>Semester Hours On Campus</u>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 and higher

**Course Load:** Full-time students must carry at least 12 credit hours. The normal load is 15-17 hours. Up to a maximum of 20 hours will be allowed for students with a cumulative grade point average of 3.0 or better with the permission of the Academic Dean and completion of the appropriate form. Permission may also be gained by students carrying activity, music ensemble, or applied music courses, or students whose programs require an overload.

Seniors with a cumulative grade point average of 2.0 or better may request to take a maximum of 20 credit hours during each of their last two terms. Such requests will require the completion of the appropriate form, the written recommendation of the academic advisor and department head, and the approval of the department head and the Academic Dean. Approval for overload hours in the last term of the senior year will be contingent upon satisfactory performance during the prior term.

The Contemporary Issues course must be included in the schedule of all full-time students for 6 semesters of satisfactory attendance.

No credit is granted for courses in which the student was not officially enrolled except for proficiency or placement credit or credit by examination.

**Summer School:** A maximum of 10 total credit hours may be earned in a summer term at Knoxville College.

## ACADEMIC STANDING

Every student is expected to maintain a 2.0 ("C") grade point average and must have a cumulative grade point average of 2.0 for graduation in any degree program. Students whose cumulative averages fall below 2.0 are subject to the regulations on probation and suspension.

Academic probation may be assigned at the end of any term in which the student fails to meet the required minimum cumulative grade point average. Students who fail to meet requirements in succeeding terms will be subject to academic suspension or dismissal. Student performance is based on the following grade point average:

<u>Full-Time Years Completed</u>	<u>Credit Hours Completed</u>	<u>Cumulative GPA</u>
1	24	1.4
2	40	1.6
3	60	1.8
4	82	2.0
5	104	2.0
6	124	2.0*

\* Associate degree candidates must have a minimum cumulative point average of 2.0.

In order to be in good standing with Knoxville College, students must maintain the minimum cumulative grade point average and credit hours requirement listed above. If a student's grades fall below 2.0 for two consecutive semesters after the first term in residence, the student may be suspended. Any student who fails to make the minimum cumulative GPA will be placed on academic probation.

Students will receive additional academic assistance and counseling during their probationary period and may carry a maximum course load of 12-13 credit hours. Students failing to remove themselves from academic probation within one semester may be suspended; barring unusual circumstances, students will be allowed a maximum of two consecutive semesters on academic probation. All such unusual circumstances will be documented in student records.

A student on academic probation is denied the privilege of

1. Participating in official extracurricular activities (such as band, choirs, intercollegiate athletics, intramurals, sororities or fraternities, etc.)
2. Holding office in any student activities on the campus or representing the College in any official capacity
3. Being initiated into a fraternity or sorority or pledge group of these organizations.

**Academic Dismissal:** Probationary status is not a necessary prior condition for academic dismissal. The Academic Standards Committee may recommend that a student be dismissed for lack of progress regardless of cumulative GPA if there is no evidence of eventual academic success.

**Readmission:** During the period a student has been suspended for academic reasons, s/he must provide evidence that s/he will be able to make satisfactory academic progress if readmitted. Evidence may be demonstrated by such things as the following:

1. Grades of "C" or above from another institution;
2. Letter of good standing from the Academic Dean/Vice President of Academic Affairs or the Dean of Students at another institution attended during the period of academic suspension;
3. Letter of recommendation from an employer with indication of attendance and performance record; or
4. Other evidence that would demonstrate determination to achieve academic success.

During the first term of readmission, the student is on academic probation. The student must earn a minimum GPA of 2.0. If the student does not earn at least a 2.0, the student's record will be reviewed by a committee and a recommendation submitted to the Academic Dean as to whether or not the student will be permitted to continue at the College.

**Appeal Process:** Every student has the right to appeal their academic probation or academic suspension through the following procedures:

1. The appeal should be made by the student in writing within ten (10) calendar days of notification of suspension and should be directed to the attention of the Academic Dean.
2. The Academic Appeals Committee reviews the entire academic record of the student and the evidence of campus citizenship.

Students requiring more information about the appeal process, or about any academic grievance, should contact the Academic Dean. If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830 (Telephone: 615-741-5293).



## DEFINITION OF GRADES

Grade	Numerical Value	Point Value	Explanation
A	90-100	4	Exceptional or superior work.
B	80-89	3	Good or above average work.
C	70-79	2	Satisfactory work.
D	60-69	1	Passing but on borderline of failure. Not accepted in fulfilling requirements in major, minor, or related fields; in English refresher, composition, or reading courses; or in mathematics courses.
F	0-59	0	Failure.
I			Incomplete - Awarded when a student is unable to complete the requirements of a course due to extraordinary circumstances beyond his or her control.
Z			In Progress - Student must re-enroll in the course. Can be used only in basic English and mathematics courses.
S/U			Satisfactory/unsatisfactory. Placement or proficiency credit. Also used in non-credit Contemporary Issues and Work Program.
W			Withdrawal - Used within the first four and one-half weeks
WP/WF			Withdrawal Passing/Withdrawal Failing. Used between the middle of the fifth and the ninth week of a semester.
AU			Audit. A course taken with the permission of the Instructor for non-credit.

Grades of "Z" and "I" are temporary and carry no grade-point value. All other grades are final and may be changed only under extraordinary circumstances involving clear error on the part of the instructor/professor.

## CLASS ATTENDANCE REGULATION

Students are expected to attend **all** classes and labs, arriving on time and remaining for the full period, and instructors will include in their syllabi specific details of the consequences of absences from their classes. Students are permitted up to a maximum of one absence beyond the number of class hours they meet in any given week (i.e., if a class meets for three fifty minute periods a week, for example, the student may miss up to four unexcused absences during the term).

## CREDIT REGULATIONS

**Transfer Credit:** Credit for courses taken at other colleges after matriculation will be given only if approval is granted before the courses are taken. A form for this purpose may be obtained from the Academic Dean. No credit will be given for grades below "C." Transfer credit counts toward hours needed to graduate but does not affect the grade point average, except in computing averages for graduation honors.

**Credit by Examination:** Credit by examination may be awarded to students who demonstrate at least "C" level competence in courses for which they have not enrolled. Application must be made within the first three weeks of a term. Permission must be granted by the advisor, the instructor of the course, the department head, and the Academic Dean. The per-hour tuition fee will be assessed. Ordinarily, examination for credit should be undertaken in the first year of enrollment, and under no circumstances will credit by examination be granted in the last year of the student's enrollment prior to graduation. Credit earned by examination and credit granted for proficiency cannot exceed 30 semester hours (combined) counting toward graduation from Knoxville College.

**Developmental Courses:** Students who are placed in English 101 (Language Structure), Mathematics 100/103 (Elements of Algebra), and Foreign Language 101 and 102 (Spanish or French) will not receive college credit for

completion of required hours for graduation. These courses are developmental in nature and are designed to prepare students for their college level subjects in English 201, Mathematics 120/131, and Foreign Language 201. Proficiency tests will be given at registration to ascertain placement in these classes. No fee is required for these examinations.

**Proficiency Credit/Transfer Articulation Policy:** Students who demonstrate proficiency above the beginning level in general requirement courses in English Composition and the general requirement in mathematics will be granted course credit equivalent to the courses from which they are exempt. Proficiency or placement credit is established only through the College's own testing policies and procedures. No application procedure is required of the student. Proficiency credit and credit earned by examination (combined) cannot exceed 30 semester hours counting towards graduation from Knoxville College.

**Military Service Credit:** Credit in the required health and physical education courses will be awarded to veterans with at least one year's full-time military service. Evidence of service should be presented to the Academic Dean. The total of military service credit and regularly earned credit will not exceed the hours required in these areas for all students.

**Auditing:** Students regularly enrolled in the College may audit courses with the consent of the instructor. The auditor will not be allowed to take the final examination or to receive credit for the course. Credit by examination cannot be received in courses which have been audited.

**Correspondence and Extension Credit:** Credit earned through correspondence courses may not be used to meet any requirement for graduation from Knoxville College. Credit for extension courses will be accepted by the College only with approval of content and course equivalence by program area faculty.

**Credit for previous education, training, or experience:** Knoxville College does not have a policy for the granting of credits not based on academic achievements (such as "life experience") not listed above.

## **PRACTICUM**

All departmental prerequisites must be met before students will be allowed to enroll in a practicum.

**Practicum:** An introductory training experience within the major discipline, uncompensated, directed by the student's major department. Students who enroll in practicum courses shall be in good academic standing. (45 hours of clock time will be the equivalent of 1 hour college credit.)

## **WITHDRAWAL FROM COURSES**

Students may officially withdraw from courses without penalty (grade of "W") during the first four and one half weeks of a semester. After that period and before the end of eight and one-half weeks, the student may withdraw from a course, but will receive a "WP" or "WF" grade. All withdrawals must be approved by the academic advisor and the instructor involved. Any student who stops attending a course but does not officially withdraw from that course remains registered and will receive a final grade of "F."

## **WITHDRAWAL FROM THE COLLEGE**

A student who leaves college (except for temporary absences with permission) must have an exit interview and secure a withdrawal permit from the Registrar. The permit must then be signed by the officers listed on the form and returned to the Registrar. Failure to follow this procedure may result in the loss of the right to honorable withdrawal, denial of permission to reenter the College, and forfeiture of any refund otherwise due.

After the withdrawal permit has been filed and approved, the refund schedule shown in "Withdrawal from the College and Pro-Rata Refund Policy" is enforced. A student who withdraws from the College up to one week beyond midterm as specified in the current academic calendar will receive grades of "W." A student who withdraws after this period will receive grades of "F" in all courses. However, based on documented evidence of health problems, overriding family circumstances, financial or any other extenuating circumstances, the student may apply to the Academic Dean for an emergency withdrawal resulting in "W" in all courses. The Academic Dean's decision in these matters can be rescinded only by the President.

## **TRANSCRIPTS**

The Registrar maintains a transcript service for students so that official student transcripts may be forwarded to other colleges and universities, state departments of education, certifying boards, or employers. Graduating students are entitled to one transcript without charge, and will be charged a \$3.00 fee, per the current fee structure, for each transcript thereafter. The student must personally submit a written request to the Registrar. Transcripts will not be released at the request of any other person or authority. No transcript will be released if a student has an outstanding student account. The cost of all transcripts must be pre-paid.

In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), Knoxville College has established a system to ensure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information about these procedures may be obtained from the Registrar.

## **RELEASE OF STUDENT INFORMATION**

The following relates to students' rights under the Family Educational Rights and Privacy Act of 1974.

Certain information may be released by the College under the title "Directory Information." For the purpose of this section, the term "directory information" relating to a student includes the following:

The student's name, address, telephone listing, date of birth, enrollment status, curriculum, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and certificates received, and the name of the most recent or previous educational agency or institution attended by the student.

By the publication of this notice, Knoxville College advises students of the information which the College may release. If a student wishes that the College not release any or all of the above information, he/she may so inform the Registrar's Office in writing during the first week of each semester.

## **AMENDMENTS**

Knoxville College reserves the right to change requirements for admission or graduation, to alter the content of courses, and to adjust tuition and other fees. Knoxville College further reserves the right to change any regulation, academic or non-academic, affecting the student body, to refuse admission to any student at any time, or to dismiss any student at any time through means affording due process.

Students are responsible for meeting in full the requirements for graduation set forth in the college catalog in effect on the initial date of enrollment. Under certain circumstances, a student may be allowed to follow a later catalog, with the permission of the Academic Dean; however, if the change is allowed the student must meet all requirements under that catalog. A student who returns after an absence, and who has not graduated, may be required to fulfill the requirements in force at the time of readmission.

# COURSE DESCRIPTIONS

## ALL-COLLEGE COURSES

**Freshman Studies (FS) 100 - Introduction to College** Orientation to the College program and environment includes general requirements of the College; policies, practices and procedures, and practices necessary to function successfully at Knoxville College; services of College departments and organizations; use of the library and student skills such as how to study, time management, critical thinking, use of analytical data and others. Required of new freshmen. (2 hours)

**Contemporary Issues (CON) 100** A weekly assembly course addressing various current issues related to the College and to national and world affairs. Required of all students during each semester of full-time enrollment up to a minimum of six semesters. (0 hours)

**Work Program (WP) 198-199 - Campus Work Assignments** Most first-year students will be assigned various responsibilities on campus where they will be allowed to demonstrate their abilities and work habits. Students at this level will be expected to work an average of 11 hours per week. Typical Level I assignments involve work in the dining hall, grounds maintenance, physical plant, clerical positions, etc. Enrollment in this course will be coordinated by the Work Program Coordinator, who will assign students on the basis of individual skills and interests, institutional needs, and job availability.

**Work Program (WP) 298-299 - Community Service** (Prerequisite: WP 198-199) The second level of the Work Program is designed to furnish *service* to the community by providing capable student workers to assist non-profit agencies and organizations. Enrollment in this course will be coordinated by the Work Program Coordinator, who will assign students to positions on the basis of individual skills and interest, community needs, and job availability.

**Work Program (WP) 398-399 – Internship** (Prerequisite: WP 298-299) Most third level students will be assigned to positions with businesses and employers that identify closely with their particular field of study and provide initial exposure to their discipline. The number of hours worked per week will depend upon the rate of pay. Interns may work additional hours if agreeable with the employer.

**Work Program (WP) 498-499 – Externship (Cooperative Education)** (Prerequisite: WP 398-399) The number of hours worked per week will depend upon the rate of pay. Most students at the fourth level will be placed with an agency or organization that is within their area of concentration or emphasis. The employer will provide training, supervision, and an appropriate rate of pay.

## THE DEPARTMENT OF HUMANITIES

**General Information:** The Department of Humanities offers courses in communications, English, history, speech and theater, religion, philosophy, Spanish, French, music, and art.

**Note:** A substantial number of humanities courses contribute to the general education core and must be taken by all students, including

- English 201-202                      English Composition
- Foreign Language 201-202        French or Spanish
- History 201-202                    World Civilization I-II
- Religion 120                         Introduction to New Testament
- Religion or Philosophy            Elective
- Speech 110                          Introduction to Speech
- Music/Art 104                      Music/Art Appreciation

- Literature World Literature I-II, English Literature I-II, or American Literature I-II.

**Programs:** The programs lead to the Bachelor of Science Degree in Liberal Studies with emphasis in English, Communications, History, Religion and Philosophy, or Music Business.

**BACHELOR OF SCIENCE IN LIBERAL STUDIES  
CONCENTRATION IN HUMANITIES**

**REQUIRED COURSES**

<b>COURSE NUMBER</b>	<b>COURSE NAME</b>	<b>CREDITS</b>
ART 311	Art History	3
ENGL 321- 322	American Literature I and II	6
ENGL 330	African-American Literature	3
HIST 301- 302	Issues in African American History	6
HIST 205 -206	U.S. History I and II	6
MUS 422	African American Music	3
MUS 424	Jazz History and Appreciation	3
PHIL 340	History of Philosophy	3
REL 430	Readings in Religion	3
SPCH 340	Oral Interpretation	3
	SENIOR SEMINAR	3
<b>TOTAL</b>		<b>42</b>

**COMMUNICATIONS (COMM)**

**General Information:** The Communications program offers courses to provide an informed and critical appreciation of the mass media. Students will gain the knowledge necessary for graduate study in communications media, for entry-level positions in the communication industry, and for successful performance in professional schools.

**Emphasis:** An emphasis in Communications requires fifteen semester hours in Communications courses, including 201, 301, and 450. A course in statistics is recommended but not required.

**201 Introduction to Communications** (Prerequisite: ENGL 201) Introduction to print and non-print media; history, current developments, structure, vocabulary; consideration of functions, limitations uses, and responsibilities. Required for an emphasis in Communications. (3 hours)

**301 TV-Radio Production** (Prerequisite: COMM 201) Theory and practice; techniques and tools; individual and team production exercises in broadcast media. (3 hours)

**310 Journalism** (Prerequisite: COMM 201) News, editorial, and feature writing for print media; headline and lead

writing, copy-editing, proofreading, layout, make-up. Emphasis on newspaper reporting and writing. (3 hours)

**330 Speech for Broadcasting** (Prerequisite: SPCH 110 and COMM 201) Announcing techniques; pronunciation of standard network English; common foreign-language pronunciation. (3 hours)

**450 Media Theory** (Prerequisite: 6 hours in COMM, including COMM 201) Exploring of several theoretical models for the study and production of works in print and non-print media. (3 hours)

**460 Management, Marketing, and Sales** (Prerequisite: 9 hours in COMM, including 201) Centers on business operations in media organizations, including advertising, sales, and strategies and promotions. Methods include field trips, guest speakers, and readings from professional literature. (3 hours)

**490 Topics in Communication** (Prerequisite: 6 hours in COMM, including COMM 201) Intensive study of a topic in Communication; substantial critical or research paper or media project required. (3 hours; may be repeated up to 9 hours)

## ENGLISH (ENGL)

**General Information:** The English Department offers courses in literature and language to develop (1) the ability to read and write critically and intelligently, (2) the ability to write and speak accurately and effectively, (3) the capacity for informed and critical appreciation of literature, and (4) the knowledge and understanding necessary for graduate study in English.

**General Requirements:** All students entering Knoxville College must complete a placement examination in reading and writing.

All students at Knoxville College must establish proficiency in English composition with at least six semester hours of course work (ENGL 201-202) with a grade of C or higher. Students may be expected to meet additional English proficiency requirements set by their major divisions and to achieve proficiency scores in reading and critical thinking on the ETSPP Test. English 201 and English 202 must be taken in sequence and in successive semesters until the composition requirement has been met.

Freshmen whose placement examinations indicate a level of preparation below that for ENGL 201 will be required to enroll in the developmental sequence and to complete these courses with grades of C or higher before proceeding to ENGL 201. Students are expected to enroll in these courses every semester until they have met the requirement.

Credit for developmental English does not contribute to the required hours for graduation.

All transfer students are expected to take the placement test on matriculation. An English faculty member evaluates transcripts to determine if these students should be granted Knoxville College credit for required English courses.

**Emphasis in English:** For English emphasis, at least eighteen semester hours beyond the general education and Humanities requirements must be passed with grade of C or higher. These courses must include ENGL 225-226 or ENGL 311-312, whichever is **not** used to meet general education and Humanities concentration requirements.

## ENGLISH COURSE OFFERINGS

**Developmental Course:** (No college credit) Both native and nonnative English speakers are invited to enroll in these classes. )

**ENGL 101 Language Structure** This course examines written English structures, including word level, sentence

level, and paragraph level development. Students will learn basics of writing form and style, grammar, and mechanics. The course is designed to help students better understand the writing process and to write passages that display a sense of audience, focus, supporting detail, and generally correct use of standard English. The Z grade is an option in this course for up to two attempts. (3 hours)

### **English Courses for College Credit**

**201 English Composition I** (Prerequisite: Placement or completion of ENGL 101 Language Structure). This course, the first semester of the freshman English sequence, focuses on expository writing ranging from single paragraphs to essays of some length and complexity. Content will include study of rhetorical and linguistic structures, argumentation, and an introduction to library skills and formal methods of documentation. A grade of C or higher is required to proceed to English 202. The Z grade is an option in this course (3 hours).

**202 English Composition II** (Prerequisite: English 201 with a grade of C or better) This course, the second semester of the freshman English sequence, continues to emphasize effective writing, analytical reading, argumentation and research techniques. English 202 focuses on the study of argumentative essays and literature, through critical reading, writing, and research. Literature is the primary though not exclusive medium from which the themes and connotative and figurative language of others are evaluated. Students will complete a 1,500-word library paper in this course. A grade of C or higher is required. The Z grade is an option in this course. (3 hours)

**225-226 English Literature I-II** (Prerequisite: ENGL 202) Study of major English literary works from Beowulf to the present. (3 hours each course)

**300 Creative Writing** (Prerequisite: ENGL 202) A workshop course in which students pursue their writing interests under the guidance of an instructor. Poetry and short fiction will be emphasized. (3 hours)

**311-312 World Literature I-II** (Prerequisite: ENGL 202) Study and appreciation of selected masterpieces of world literature from Homer to the present. (3 hours each course)

**321-322 American Literature I-II** (Prerequisite: ENGL 202) Study of major American literary works from early exploration to the present. (3 hours each course)

**330 African-American Literature** (Prerequisite: ENGL 321-322) Major works of all literary types, written by African Americans from the eighteenth century to the present. Emphasis on major twentieth-century authors. (3 hours)

**360 Shakespeare** (Prerequisite: ENGL 225-226) Study of the sonnets and representative plays from both the early and later periods. (3 hours)

**400 Topics in English** (Prerequisite: ENGL 225-226, ENGL 311-312, 321-322) Study of special topics in English including themes, authors, and interdisciplinary approaches. Topics to be determined by student interest and need. (3 hours. May be repeated up to 6 hours.)

**410 Systems of English Grammar** (Prerequisite: ENGL 202) A systematic study of formal English grammar and effective expression with attention to recognizing and employing appropriately the various levels of English usage, thinking logically, speaking and writing effectively, editing, evaluating content. This course examines formal English grammar through descriptive and prescriptive approaches, emphasizing diagramming as a means of analysis. It is intended to provide review for editors, writers, and teachers of English and modern languages and also to prepare students for undergraduate and graduate work. (3 hours)

**420 Genre Studies** (Prerequisite: English 202) A study of the major literary genres: the novel, short fiction, drama, poetry, or autobiography. (3 hours. May be repeated up to 6 hours)

**430 Readings in English** (Prerequisite: At least six hours in English beyond basic requirements) Intensive reading in a literary tradition, a major author, or a literary period. Topic to be determined by student interest and need. (3 hours. May be repeated up to 6 hours)

**440 Professional Writing** (Prerequisite: ENGL 202 and senior standing) Study of current writing practices in the sciences, social sciences, and humanities. A major writing project will include a ten-page library paper in the student's major, with resume, cover letter, and professional autobiography. (3 hours)

## FOREIGN LANGUAGES

All students are required to complete one year (6 hours) of a language of global trade or diplomacy), including French or Spanish. Courses at the 101-102 level are offered to equip students who do not have a basic understanding of a foreign language with the knowledge necessary to

**Placement:** Students may place out of part or all of the language requirement courses by achieving the required score on a standardized placement test or by approval of the particular Foreign Language instructor. No student may place out of a course in the last year of matriculation.

With permission of the Department Head, a student may substitute another language by passing a standardized placement test in that language.

### FRENCH (FREN)

**101-102 Elementary French I-II** (Prerequisite: enrollment in or completion of ENGL 201). Introductory speaking, understanding, reading, and writing in French (3 hours each course)

**201-202 Intermediate French I-II** (Prerequisite: FREN 102 or equivalent proficiency) Review and continuation of grammar fundamentals, vocabulary, reading, and writing, with emphasis on spoken language skills. Supplementary reading of modern prose of average difficulty. (3 hours each course).

### SPANISH (SPAN)

**101-102 Elementary Spanish I-II** (Prerequisite: enrollment in or completion of ENGL 201) Introductory speaking, understanding, reading, and writing in Spanish. (3 hours each course)

**201-202 Intermediate Spanish I-II** (Prerequisite: SPAN 102 or equivalent proficiency) Review and continuation of grammar fundamentals, vocabulary, reading, and writing, with emphasis on spoken language skills. Supplementary reading of modern prose of average difficulty. (3 hours each course)

### HISTORY (HIST)

**Emphasis:** An emphasis in History requires 21 semester hours in History courses beyond 201-202, including 320, 330, 361-362, 370, and 391-392.

**201-202 World Civilization I-II** (Prerequisite: ENGL 202) Historical survey of human societies from beginnings to present, in global perspective; emergence and growth of civilization; contrasting styles of living; emphasis on ideologies underlying social, political, and economic patterns. Divided about 1750 A.D.. Should be taken in sequence. (3 hours each course)



**205-206 United States History I-II** (Prerequisite: ENGL 202) The first course deals with the colonies, provinces, and early national state; testing the Union in civil conflict; industrialization. The second course considers Yankee imperialism and social reform; the world at war; challenges at home and abroad; nationalism, democracy, and capitalism in today's world. Courses divided at 1877. (3 hours each course)

**301 African-American History to 1865** (Prerequisite: HIST 201 and 202). Examines and analyzes the African American experience from their African origins to about 1865. Special emphases are placed on the impact of slavery, the war for independence, the rise of African American culture, sectionalism, civil war, and American racism (3 hours).

**302 African-American History Since 1865** (Prerequisite: HIST 201 and 202). Examines and analyzes African American life from the post-Emancipation era to the present. Some of the major topics include the politics of Reconstruction, segregation and the KKK, urban life, the civil rights movement, and African American contributions to the making of modern America (3 hours).

**320 History of Tennessee** (Prerequisite: HIST 201-202) An examination of the political, economic, and social forces that have influenced Tennessee regional history from prehistory to the present. (3 hours)

**330 Urban American History** (Prerequisite: HIST 201-202) A study of the continuing impact which American urban areas have had on national development and the problems associated with urban growth. (3 hours)

**361-362 Continental African History I-II** (Prerequisite: HIST 201-202) An examination of the history of Africa, focusing on the development and characteristics of societies and civilizations, from prehistory to the mid-1400s. The second half of the course will concentrate on the period from European arrival through colonization and independence to the present. (3 hours)

**370 Topics in Twentieth Century American History** (Prerequisite: HIST 201-202) The course will focus on both domestic and international issues, with an emphasis on the evolution of American attitudes and policies. Specific topics will be taken from such areas as Progressivism, World War I, the 1920s, the Depression and the New Deal, World War II, American society in the 50s and 60s, the Cold War and post-Cold War periods. (3 hours)

**391 Early Modern Europe** (Prerequisite: HIST 201-202) Renaissance and Reformation Europe, focusing on the development of institutions and ideologies to the nineteenth century. (3 hours)

**392 Modern Europe** (Prerequisite: HIST 201-202) An examination of the background and development of the political and ideological conflicts in Europe during the nineteenth and twentieth centuries. (3 hours)

**The following courses will be offered on demand:**

**420 Special Topics in History** (Prerequisite: Permission of the Instructor) Individual study; directed reading and/or research; scholarly writing; tutorial sessions; oral, written reports; research notes; editing original documents. Student-interest oriented. (1-3 hours. May be repeated up to 9 hours.)

**447 Historical Perspectives: Interpreting and Evaluating Historical Materials** (Prerequisite: Permission of the instructor) Intensive practice in internal and external criticism; multiple interpretations; causation; analysis of connecting and conflicting threads; handling original sources; schools of historical scholarship; revisionism; extensive practice in scholarly writing. Required of history minors. (3 hours)

**458 Seminar: Historical Materials and the Literature of History** (Prerequisite: Permission of the instructor) Philosophies of history; history as literature; historical research: method, materials, collecting data, organization, evaluation; oral history; clinometric; historical criticism; writing, re-writing, miswriting of history; preparation, presentation, defense of a research paper. (3 hours)

**480 Internship** (Prerequisite: Senior status and permission of the Department Head) Students will work with local organizations or agencies involved in institutional and public history. (3 hours)

### **RELIGION (REL)**

**110 Introduction to the Old Testament** A study of the Old Testament, dealing with its background, content, and interpretation. Special emphasis on the historical structure of the Old Testament. (3 hours)

**120 Introduction to the New Testament** A study of the New Testament, dealing with its background, content, and interpretation. Special emphasis on the life and ministry of Jesus. (3 hours)

**230 Great Religions of the World** A study of several major non-Christian religions, including pre-literary religions, Judaism, Islam, Hinduism, and Buddhism. (3 hours)

**300 Introduction to Christian Theology** (Prerequisite: REL 120) A survey of the principal doctrines of the Christian faith, such as Christian beliefs about God, man, Christ, the Bible. (3 hours)

**310 Topics in Religion** (Prerequisite: Permission of the instructor) Independent study of selected topics in religion such as particular books of the Bible, persons of the Bible, themes or issues of the Bible, issues relating to religion and society. (1-3 hours)

**320 History of the Christian Church** (Prerequisite: REL 120) A survey of the history of the Church from Jesus to the present, with emphasis on the early centuries, the Reformation, and the modern period. (3 hours)

**430 Readings in Religion** (Prerequisite: At least 12 hours in Religion and junior or seniors standing) Intensive guided reading around a topic to be selected by the student and the instructor. One or more substantial papers will be required. (3 hours. May be repeated up to 6 hours.)

### **PHILOSOPHY (PHIL)**

**210 Introduction to Philosophy** Introduces the student to topics such as human nature, metaphysics (study of reality and God), epistemology (study of knowledge), and ethics (study of morals). (3 hours)

**220 Ethics** A survey of a variety of ethical theories. Attention will be given to current ethical problems in areas such as business, medicine, and science. (3 hours)

**230 Logical Thinking** An introduction to forms of correct reasoning and argumentation with attention to the detection of fallacies, semantic difficulties, and propaganda techniques as these appear in contemporary sources of information. (3 hours)

**340 History of Philosophy** A study of major philosophers from the time of Plato to the present day. Historical connections between the philosophers and the implications of their ideas will be studied. (3 hours)

**410-420 Topics in Philosophy I-II** (Prerequisite: Permission of the instructor) Independent study of selected topics in philosophy (1-3 hours each course)

**430 Readings in Philosophy** (Prerequisite: At least 12 hours in Philosophy and junior or senior standing) Intensive guided reading around a topic to be selected by the student and the instructor. One or more substantial papers will be required. (3 hours) May be repeated up to 6 hours

## MUSIC THEORY (MUS)

**102 Music Fundamentals** Beginning music theory including the grand staff, names of the notes, sharps and flats, beginning keyboard, basic sight singing and rhythm reading half and whole steps. Pattern of the major scale, simpler key signatures, beginning transposition, beginning harmony (I-IV-V in easier keys), and music calligraphy. (2 hours; hours do not count toward the total needed for graduation)

**113 Theory and Analysis I** (Prerequisite: MUS 102 or placement test) Elementary music theory including major scales and key signatures, intervals, transposition, melodic organization, texture, triads, diatonic harmonic analysis, cadences, with an emphasis on integrated (textural, melodic and harmonic) analysis of simpler compositions. (3 hours)

**114 Theory and Analysis II** (Prerequisite: MUS 113 or placement test) A continuation of 113 including minor scales, non-harmonic tones, harmonic analysis with inversions, part writing and voice leading, harmonic progression, simple binary and ternary forms, secondary dominants, modulation, with a continued emphasis on integrated analysis of selected pieces. (3 hours)

**115 Sight Singing and Ear Training I** (Prerequisite: MUS 102 or placement test) (Co-requisite: Must be taken concurrently with MUS 113) Ear training concentrates on rhythmic dictation, beginning melodic dictation, and identification of intervals. Sight singing concentrates on step-wise diatonic melodies and the easier chromatic alterations. (0 hours)

**116 Sight Singing and Ear Training II** (Prerequisite: MUS 115 or placement test) Ear training concentrates on advanced melodic dictation and harmonic dictation. Sight singing concentrates on leaps, chromatic alterations, and modulation. (0 hours)

**217 Jazz Theory** (Prerequisite: MUS 114) Understanding chord symbols, seventh chords with related scales, jazz progressions, choral extensions, etc. (3 hours)

**420 Topics in Music** (Prerequisite: MUS 114) Special topics which may be offered from time to time in the areas of theory, song writing, historical studies, literature studies, and performance or production projects. (3 hours)

## MUSIC HISTORY AND LITERATURE (MUS)

**104 Art/Music Appreciation** A survey of art and music, including painting, sculpture, architecture, musical forms and styles, families of orchestral instruments, musical terminology and music history. The emphasis is on an interrelationship and evolutionary development of materials, techniques and styles, and the cultures to which they belong. (3 hours)

**221 Music History and Literature I: Antiquity-Baroque** (Prerequisite: MUS 104) A study of the origins of music, its development in Asia and Africa, and its historical development in Europe through the Baroque Periods. Emphasis on study of musical trends and styles through listening, analysis, and research. Laboratory course required. (3 hours)

**222 Music History and Literature II: Classical-Twentieth Century** (Prerequisite: MUS 221) A study of the origins of music, its development in Asia and Africa, and its historical development in Europe through the Baroque Periods. Emphasis on study of musical trends and styles through listening, analysis, and research. Laboratory course required. (3 hours)

**422 African American Music** (Prerequisite: MUS 104) A history of African American music from its African origins to the present, including notable African-American classical performers and composers. (3 hours)

**424 Jazz History and Appreciation** (Prerequisite: MUS 104) A survey of jazz history from the beginning to the present, understanding jazz forms, harmonies, rhythm and the improvisational process. (3 hours)

### **MUSIC TECHNOLOGY (MUS)**

**314 Introduction to Music Technology** (Prerequisite: MUS 102) The basics of electronic keyboards and sound modules and the use of computer applications in music. Topics include sound synthesis and design, sampling, sequencing, MIDI operations, computer based sequencing, and music notation software. (3 hours)

**332 Introduction to Recording Studio** (Prerequisite: MUS 233) Basic audio recording techniques in the multi-track studio, including elementary physics of sound, magnetic tape recording, equipment, and procedures. (3 hours)

**333 Advanced Recording** (Prerequisite: MUS 332) A continuation of MUS 332 with emphases on digital effects, microphone techniques, acoustics, and digital recording. (3 hours)

### **MUSIC BUSINESS (MUS)**

**233 Survey of the Music Business** (Prerequisite: BUS 110) (Prerequisite: Permission of the instructor) A broad survey of the music industry, emphasizing the industry as a business. Topics included are record companies, music publishing, copyright law, music licensing, artist management, contracts, concert promotion, and arts administration. (3 hours)

**432 Artist Management and Career Development** (Prerequisite: MUS 233 and Junior or Senior standing) Development of the professional career in music. Emphasis on managerial responsibility for leadership, direction, and decision over an artist or an entire artistic enterprise, also includes contracts, rights, and responsibilities of the artist. (2 hours)

### **MUSIC ENSEMBLES (MUS)**

**130 Concert Choir** (Prerequisite: Permission of the instructor) (1 hour)

**200 Ensemble** (Prerequisite: Permission of the instructor) Smaller or more specialized instrumental or vocal ensembles. Offered as needed and appropriate. (1 hour)

### **SPEECH AND THEATER (SPCH)**

**110 Introduction to Speech** Principles of speaking and listening. A practical and theoretical course designed to prepare students for speaking situations usual to the needs of college and their future careers. (2 hours)

**340 Oral Interpretation** (Prerequisite: SPCH 110 and completion of the general requirement in literature) Develops the creative and critical capacities of the student in the selection and oral presentation of prose, poetry, and drama. Reader's Theater. (3 hours)

**200 Theater Workshop** (Prerequisite: SPCH 100) All aspects of play production in the presentation of plays of various types and periods. Focuses on advanced acting skills and implementation of theories in the dramatic arts. (1 hour: can be repeated once)

**205 Fundamentals of Acting I** Understanding of the acting process. Various acting problems will be explored; scene and play selection, character building, concentrating and acting exercise. (2 hours)

**206 Fundamentals of Acting II** (Prerequisite: SPCH 205) A continuation of Acting I. (2 hours)

**210 Introduction to the Theater** An overview of the theater, with emphasis on dramatic literature and the role of the playwright, designer, director, and actor in the theater of the past and the present. (3 hours)

**215 Fundamentals of Stagecraft** The basic principles of scenic design, scene construction, lighting, and other technical phases of the theater. (3 hours)

**300 Theater Workshop** (Prerequisite: SPCH 200) All aspects of play production in the presentation of plays of various types and periods. Emphasizes theories, history, and directing skills, and involves a student production with the class instructor as advisor. (2 hours)

**326 African-American Drama** Historical and contemporary study of African-American plays, dramatists, and actors; includes survey of the dramatic literature and producing organizations. (3 hours)

**400 Theater Workshop** (Prerequisite: SPCH 300) All aspects of play production in the presentation of plays of various types and periods. Emphasizes methods in costume and design, stage design, set construction, make-up, lighting, and sound. (2 hours)

## DEPARTMENT OF MANAGEMENT AND COMPUTER SCIENCE

**General Information:** This department offers a Bachelor in Liberal Studies with a Concentration in Business and Computer Science. Through the coordination of business, related economics courses, and computer science courses, students are prepared to enter many areas of the business world and world of technology. Students take a core of courses consisting of 45 credit hours. In addition, students take a minimum of 18 additional credit hours to specialize in the areas of Accounting, Management, Marketing, or Computer Science.

**Note:** The following course contributes to the general education core and must be taken by all students:

- Computer Science (CS 200)

### BACHELOR OF SCIENCE IN LIBERAL STUDIES CONCENTRATION IN MANAGEMENT AND COMPUTER SCIENCE

#### REQUIRED COURSES

COURSE NUMBER	COURSE NAME	CREDITS
ACC 211-212	Accounting Principles I-II	6
BUS 110	Contemporary Business Structure	3
BUS 301	Management Structure	3
BUS 313	Legal Environment of Business	3
BUS 340	Marketing	3
BUS 450	Business Policy	3
CS 232/234	Computer Organization I-II	6
CS 308	Databases	3
CS 343	Data Structures	3
CS 415	Programming in C	3
ECON 201-202	Principles of Economics I-II	6
SOSC 321 or MATH 205	Social Science Statistics or Introduction to Probability and Statistics	3
TOTAL		45

**Emphasis:** Students with an emphasis in accounting take, in addition to courses required in the Management and Computer Science Concentration, AC 314, 321, 322, 460, 462, and either ECON 303 or FIN 310. Students taking an emphasis in management take an elective in accounting, BUS 303, 313, ECON 303, FIN 310, and one three credit hour elective in business, psychology, or sociology. Students with an emphasis in marketing take an accounting elective, BUS 313, 342, 425, 436, and one other three-credit course in business or economics. Students with an emphasis in economics take an accounting elective, ECON 303, 304, 415, FIN 310, and one other course in economics. Students in computer science take an accounting elective, MATH 132, CS 234, 411, 314 or MATH 314, and MATH 215.

## ACCOUNTING (AC)

**211 Accounting Principles I** An overview of the accounting process from the bookkeeping part of accounting through the final adjusted financial statement. Also includes strong emphasis on accounting systems, flow of information, and business vocabulary. (3 hours)

**212 Accounting Principles II** (Prerequisite : AC 211) A detailed analysis of all normal balance sheet and statement of income accounts; accounting systems analysis, with emphasis on the decision-making, data-analysis, and adjustment phases of accounting. (3 hours)

**314 Cost Accounting** (Prerequisite: AC 212) Product costing in the manufacturing process for raw materials, work in process, and finished goods; cost of goods manufactured statements; job order and process cost accounting; standard costs; variance analysis; Cost Accounting Standards Board. (3 hours)

**321 Intermediate Accounting I** (Prerequisite: AC 212) Basic accounting concepts and principles; balance sheet and income statement preparation; detailed analysis of cash receivable, short-term marketable securities; inventories costing and valuation methods and procedures. (3 hours)

**322 Intermediate Accounting II** (Prerequisite: AC 321, 314) Long-term investments; land, building, and equipment regarding their acquisition; buildings and equipment regarding depreciation; intangible assets; current and contingent liabilities; long-term debt; paid-in capital. (3 hours)

**425 Special Topics in Accounting** Various special subjects in accounting. May be repeated. (1-6 hours)

**460 Individual Taxation** (Prerequisite: AC 212) Income and deduction for individuals; itemized deductions; preparation of forms 1040A and 1040; IRS audit procedures and documentation requirements for these; IRS accounts. (3 hours)

**462 Auditing** (Prerequisite: AC 212 and BUS 110) Theory and practice of generally accepted auditing standards; reports giving public evidence of the auditors' work; reasons for the use of statistical sampling; and computer application. (3 hours)

**464 Governmental Accounting** (Prerequisite: AC 322) Theory and practice of accounting used in governmental operation. (3 hours)

## BUSINESS (BUS)

**110 Contemporary Business Structure** Organization and operation of business in today's dynamic society. (3 hours)

**301 Management Structure** Analysis of managerial functions as a framework for organizing knowledge and techniques in the field; design and maintenance of an internal environment; systematic analysis of description of planning, organizing, staffing, directing, and controlling. Use of computer as a tool in solving management problems. (3 hours)

**303 Human Resource Management** (Prerequisite: BUS 301) Theory, policies, procedures and practices in planning, selecting, training, and development; performance measurement and wage administration. (3 hours)

**310 Business Communications** (Prerequisite: ENGL 202) Study of oral and written communication with emphasis on business correspondence and business report writing. Students will demonstrate proficiency in writing business correspondence and reports using various software tools on microcomputers. (3 hours)

**313 Legal Environment of Business** In this survey of legal and ethical topics affecting business, students will learn principles of law most frequently involved in business transactions, including contracts, property, negotiable instruments, agencies, partnerships, and corporations. (3 credits)

**325 Special Topics in Business** Various special subjects in business. (1-6 hours. May be repeated) .

**340 Marketing** Principles and methods involved in moving goods and services from producers to consumers; marketing functions; marketing manufactured goods and raw materials; proposals for improving the marketing structure. (3 hours)

**342 Advertising** (Prerequisite: BUS 340) General survey of advertising, its uses, techniques, and problems. (3 hours)

**425 Retailing** (Prerequisite: AC 212 and BUS 340) A study of the structure and environment of retailing and the policies and practices followed in the flow of goods and services to the customer/consumer. (3 hours)

**436 Marketing Research** (Prerequisite: BUS 340) Consumer behavior, data collection; information analysis techniques; methodology of consumer purchasing; new product development; market and costing techniques. (3 hours)

**450 Business Policy** Expressed and implied guides to behavior and action within the framework of the business organization, including managerial implementation of policies, computer applications, and the appropriate enforcement of these guidelines. (3 hours)

## COMPUTER SCIENCES (CS)

**200 Introduction to Computers** (Prerequisite: MATH 103 or 120) Includes the parts of a computer system, computer terminology, the functions of computers, the role of computers in society. Students will use simple packaged applications programs such as an information retrieval program, a word processor, and a data management program. Students will write and run simple computer programs in the BASIC language. (3 hours)

**232 Computer Organization I** (Prerequisite: CS 211) Design and analysis of digital logic circuits. Binary numbers and codes. Internal representation of number in computers; Boolean algebra, Karnaugh maps. Analysis and design procedures for combinational circuits: arithmetic circuits, decoders, encoders, multiplexers, algorithmic state and machine design of sequential circuits: D flip-flops, JK flip-flops. (3 hours)

**234 Program Design and Development** (Prerequisite: CS 211) Designed to provide an understanding of the detailed logic required by a computer to solve an application problem. Emphasis on algorithm development using structured logic techniques for solving Basic I/O, multiple level control breaks, table handling, and sequential file handling. Attention given to I/O layout and design, program specification and structure charts. Introductory BASIC will be used. (3 hours)

**308 Data Base Management** (Prerequisite: CS 211) Study and use of a leading commercial database package. Students will use the package's file management capabilities to create, load, and maintain databases. Generation of reports on the data; procedures to be used. (3 hours)

**314 Numerical Methods** (Prerequisite: MATH 215 and ability in a high-level computer language. Same course as MATH 314. Students may not receive credit for both courses.) Roots of equations, systems of linear equations, least-squares data fitting, input/output, ordinal data types, one-dimension arrays. (3 hours)

**343 Computer Organization II** (Prerequisite: CS 232) Computer design, investigation of computer system hardware components, their design and functions; register and counters; memory and programmable logic; register transfer and computer operations; control logic. (3 hours)

**411 Systems Analysis and Design** (Prerequisite: CS 234) Detailed study of the system life cycle, including tools for systems analysis such as feasibility study, data flow diagrams, data dictionaries, system flowcharts, program logic flowcharts, cost/benefit analysis. (3 hours)

**415 Programming in C** (Prerequisite: MATH 131 and any high-level computer language) Problem-solving and algorithm development, introduction to programming in c. File handling, disk data sets. Developing good programming habits. Emphasis on the use of the C language in a wide range of applications. (3 hours)

**416 Computer Graphics** (Prerequisite: CS 323 and 415, MATH 216) Interactive computer graphics. Transformation, perspectives, shading, vector generation. (3 hours)

**420 Topics in Computer Science** (Prerequisite: Permission of the instructor) Various special topics in computer science. (1-3 hours. May be repeated.)

## **ECONOMICS (ECON)**

**201 Principles of Economics I** Fundamental principles of macroeconomics such as supply and demand analysis based on the American economic system. Alternative systems of economic organizations. Measures and determinants of the level of aggregate income, employment, and economic development. Monetary institutions and money supply; monetary policy, fiscal policy and international trade. (3 hours)

**202 Principles of Economics II** (Prerequisite: ECON 201) Determination of Individual prices by Supply and Demand. Theories dealing with economic behavior of enterprises and individual economic sectors under differing market conditions. Problems of microeconomic policy. (3 hours)

**303 Money and Banking** (Prerequisite: ECON 201) Analysis of the nature and economic role of money and credit. Overview of financial intermediation and its control by monetary authority. Yield curve strategies. Control of monetary aggregates and their relationship to employment and prices. (3 hours)

**304 Intermediate Macroeconomics** (Prerequisite: ECON 201) An extension and elaboration of elementary aggregate income and employment analysis. Aggregate income and product account. Supply, demand and general static equilibrium of product and money markets. Growth and instability in economic activity; stabilization policies. (3 hours)

**330 Special Topics in Economics** Various special subjects in economics. (1-3 hours. May be repeated).

**415 Economic Development** (Prerequisite: ECON 202) Theory of economic development and its application to underdeveloped regions and countries. Technological, locational, and financial aspects of economic growth. (3 hours)



## FINANCE (FIN)

**310 Finance** (Prerequisite: AC 212) Structure of the financial organization of various types of business. (3 hours)

## DEPARTMENT OF NATURAL SCIENCES AND MATHEMATICS

**General Information:** The Department of Natural Sciences and Mathematics provides a firm foundation in scientific methods and principles sufficient for students to pursue biology-based, chemistry-based, or health-related careers or to pursue further training in a professional discipline. The curriculum emphasizes the quantitative, problem-solving, communication, and computer skills required for proficiency of research and applied scientists, laboratory technicians, and health-care professionals. The department also has a research course sequence through which students may participate in research with a faculty member. Courses are also offered for students planning further study for careers in a variety of biological and biomedical fields, including medicine, dentistry, nursing, pharmacy, and veterinary medicine.

**Note:** A number of courses in this department contribute to the general education core and must be taken by all students, including:

- Health (HED 100)
- Physical Education (two courses)
- Mathematics (MATH 120 or MATH 131)
- Science - Biology or Chemistry - (BIOL111-112 or CHEM111-1112)

## INTERDISCIPLINARY COURSES

### SCIENCE (SCI)

**210 Environmental Science** (Prerequisite: MATH 120 or 131 or equivalent and introductory laboratory science sequence) Natural resources and the effects of pollution on the environment. Studies of the interrelationships of living organisms with the physical environment. Conservation. Laboratory. (3 hours)

**220 Energy** (Prerequisite: MATH 120 or 131 or equivalent and introductory laboratory science sequence) The nature and flow of energy in the solar system. Thermodynamics. The environmental effects of energy use. Energy and the space program. Energy resources on earth, including food production. Earth science. Energy conservation. Laboratory. (3 hours)

**420 Science Experience** (Prerequisite: Permission of Department Head) Work experience in a field closely related to the student's major field. The experience will be supervised jointly by a representative of the employer and by the student's major advisor or designated faculty supervisor. (3-12 hours)

## **HEALTH EDUCATION (HED)**

**100 Health and Wellness** General anatomy and physiology of the human body, development of proper attitudes, knowledge, and skills of maintaining optimum body functioning. Requires the student to understand current trends in preventive medicine, nutrition, and general personal health and development. Includes substance use and abuse and consumer health. (2 hours)

## **PHYSICAL EXERCISE (PE)**

**103 Bowling** Instruction in fundamental skills, discussion of league participation. Class will bowl in class for average. (1 hour)

**104 Dancercise** Basic instruction in skills combining dance and exercise performed to music. (1 hour)

**107 Gymnastics** Study and practice in skills and techniques, tumbling, stunts, pyramid building, body mechanics, and conditioning exercises. (1 hour)

**109 Modern Dance** Basic skills and techniques of dance movements, creative expressions, relationship of music to rhythmic and dance fundamentals, exploration activities. (1 hour)

**113 Swimming** Instruction in the beginning level and water safety. (1 hour)

**120 Weight Training** Basic knowledge of muscular activities, skills, and methods of stress development, instruction in various weight training activities. Students record class progress. (1 hour)

**121 Badminton/Tennis** Instruction in basic strokes, forehand, backhand, and serve. Rules, regulations, and strategy of singles and doubles play. Practice and inter-class tournaments. (1 hour)

**123 Soccer/Volleyball** Instruction in fundamental skills, individual and team practice, rules and strategy of team play. (1 hour)

**124 Basketball/Softball** Fundamentals of skills, rules, and strategies. Each sport of offered for half of the semester. (1 hour)

**125 Basketball/Flag Football** Basic skills, rules, and strategies. (1 hour)

**126 Exercise and Weight Control** Introduction of concepts and activities related to effective weight control. (1 hour)

## BACHELOR OF SCIENCE IN LIBERAL STUDIES

### CONCENTRATION IN NATURAL SCIENCES AND MATHEMATICS

#### REQUIRED COURSES

COURSE NUMBER	COURSE NAME	CREDITS
CS 415	Programming in C	3
MATH 132	Pre-calculus II	5
MATH 215	Analytic Geometry and Calculus I	3
MATH 216 or 205	Analytic Geometry and Calculus II or Introduction to Probability and Statistics	3
CHEM 111-112	General Chemistry I-II	8
CHEM 311,312	Organic Chemistry I-II	8
PHY 221, 222	General Physics I-II	8
BIO 318	Microbiology	4
BIO 319	Genetics	4
<b>TOTAL</b>		<b>46</b>

In addition to 46 semester hours in required courses for concentration in sciences and mathematics, students will take an additional 18-24 semester hours of emphasis in Biology, Chemistry, or Mathematics.

**Emphasis Programs:** The department offers curricula leading to an emphasis in Biology with a Pre-Health emphasis, in Chemistry, or in Chemistry with a Pre-Medicine emphasis.

The minimum requirements for an emphasis in Biology are 26 semester hours above General Biology but including Concentration-required courses in Biology. Students must satisfy related Concentration requirements in Mathematics, Chemistry, and Physics as shown above. A minimum of 20 semester hours must be completed for an emphasis in Biology. BIOL 111 and BIOL 112 are counted with the general education core requirements, adding 8 semester hours to the total required.

#### BIOLOGY (BIOL)

The minimum requirements for an emphasis in Biology are 25 hours above General Biology but including Concentration-required courses in Chemistry. Students must satisfy related Concentration requirements in Mathematics, Physics, and Chemistry. A minimum of 20 semester hours must be completed for an emphasis in Biology.

**111-112 General Biology I-II** Experimental principles and concepts of the biological sciences. Molecular, cellular, and organism biology including zoological, botanical, ecological, developmental, and evolutionary emphasis. Laboratory. (4 hours each course)

**212 Embryology and Developmental Biology** (Prerequisite: BIOL 111, 112) The developmental biology of animals with emphasis on insect, frog, chick, and pig embryos. Laboratory. (4 hours)

**213 Comparative Anatomy** (Prerequisite: BIOL 111, 112) An in-depth consideration of the major chordate organ systems. Laboratory. (4 hours)

**214 Animal Physiology** (Prerequisite: BIOL 111, 112, 213) A comparative study of body functions in chordates with emphasis on the physiology of the human body in health and disease. Laboratory. (4 hours)

**220 Medical Terminology** (Prerequisite: BIOL 111-112) Fundamental knowledge of the basic structure of medical words, including prefixes, suffixes, roots, combining forms, and plurals. (4 hours)

**231 The Plant Kingdom** (Prerequisite: BIOL 111-112) An introduction to the morphology, anatomy, physiology, reproduction, taxonomy, and ecology of higher plants, fungi, and algae. Laboratory. (4 hours)

**318 Microbiology and Immunology** (Prerequisite: BIOL 111-112) An introduction to unicellular forms with emphasis on the bacteria and to the viruses. The structure, function, and molecular biology of the procaryotic cell. Cellular and molecular aspects of the immune system. Pure culture and diagnostic techniques will be mastered. Laboratory. (4 hours)

**319 Genetics** (Prerequisite: BIOL 111-112) The gene concept and the organization and transmission of genetic information in plants, animals, and microorganisms. Laboratory with insects and microorganisms. (4 hours)

**320 Nutrition** Basic principles of animal nutrition, with emphasis on man. (4 hours)

**321, 322 Research Methods in Biology** (Prerequisite: BIOL 111-112, or permission of instructor) Experience in experimental techniques and analysis of data. Individual research projects. Laboratory. (4 hours)

**326 Parasitology** (Prerequisite: BIOL 111-112) The life cycles, taxonomy, physiology, and morphology of the common parasites of man and domestic animals. Protozoans, helminths, and arthropods of public health significance are emphasized. Laboratory. (4 hours)

**400 Topics in Biology (Prerequisite: Permission of the instructor) Independent study of selected topics in biology (1-4 hours)**

**411 Ecology** (Prerequisite: BIOL 111-112) Interrelationships among living organisms and their environment. Laboratory will include field as well as laboratory techniques. (3 hours)

**414 Molecular and Cell Biology** (Prerequisite: CHEM 111-112; BIOL 111, 112) Structure and function of tissues, cells, and their components. Emphasis on molecular reactions and genetics. (4 hours)

**415 Senior Seminar** (Prerequisite: BIOL 111-112) Introduction to scientific literature searching and analysis. Presentation and discussion of research papers. (1-4 hours)

## CHEMISTRY (CHEM)

The minimum requirements for an emphasis in Chemistry are 25 hours above General Chemistry but including Concentration-required courses in Biology. Students must satisfy related Concentration requirements in Mathematics, Physics, and Biology. A minimum of 20 semester hours must be completed for an emphasis in Chemistry.

**111-112 General Chemistry I-II** (Prerequisite: MATH 131-132) Fundamental principles of general chemistry and their application to the chemical and physical properties of elements and compounds. Major emphasis is on

inorganic substances. The second semester includes the theory and practice of semi-micro qualitative analysis. Provides the necessary background and information for advanced courses in chemistry and is required of all students with an emphasis in chemistry. Laboratory. (4 hours each course)

**311-312 Organic Chemistry I-II** (Prerequisite: CHEM 111-112) A study of carbon compounds with emphasis on the preparation, properties, structure, and reactivity of molecules. Types of compounds, and reaction mechanisms. The chemistry of some biologically and industrially important products. Laboratory. (4 hours each course)

**400 Topics in Chemistry** (Prerequisite: Permission of Instructor) Independent study of selected topics in chemistry (1-4 credit hours)

**411-412 Physical Chemistry I-II** (Prerequisite: CHEM 211-212, 311-312; mathematics through calculus; Physics 311-312) The quantitative measurement and interpretation of chemical properties and processes in terms of modern principles and theory. Properties of gasses, liquids, solids, solutions; elementary thermodynamics; chemical equilibria electrochemistry; chemical kinetics; quantum theory. Laboratory. (4 hours each course)

**431-432 Biochemistry I-II** (Prerequisite: CHEM 311-312) Introduction to fundamental principles of biochemistry, organic chemistry of substances of low molecular weight which are essential to living systems, biopolymers, metabolic pathways, enzyme kinetics, and biochemical control mechanisms. Laboratory. (4 hours each course. Offered on demand.)

**441-442 Research in Chemistry I-II** (Prerequisite: Permission of instructor) Original investigations under the supervision of the chemistry faculty. (4 hours each course)

**444 Seminar** (Prerequisite: junior or senior classification) Practice in the use of chemical literature, scientific writing, and oral presentation. (1-2 hours)

## DEPARTMENT OF MATHEMATICS (MATH) AND PHYSICS (PHYS)

**General Information:** The Department of Mathematics and Physics provides a firm foundation in scientific methods and principles sufficient for students to pursue mathematics-based careers or to pursue further training in a professional discipline. The department serves diverse student needs: in addition to the mathematics courses for the general education core, the department offers developmental courses, service courses for other programs in the College, mathematical preparation for prospective teachers, and research experiences to prepare students for graduate programs and employment in government and industry.

**Emphasis Program:** Students seeking an emphasis in Mathematics must complete at least 18 hours in mathematics above the general education core and Concentration requirements. Courses offered will include MATH 311, 315, 316, and 318, 417, 418, and 419. Students must also satisfy related Concentration requirements in Biology, Chemistry, and Physics.

Students must earn a grade of C or better in all courses for the Concentration and the Emphasis.

### MATHEMATICS

**100 Pre-Algebra** This course covers addition, subtraction, multiplication, and division of whole numbers, fractions, mixed fractions, and decimals, ratio and proportion, order of operations, prime factors, exponents, and least common multiples, percentage with applications (use of calculator), study of two - and three-dimensional figures and their properties. Every student must take this course or demonstrate adequate mastery of the above topics

on the placement examination or transfer an equivalent or more advanced course from another college. Students must receive a grade of C or better to pass this course. There are two hours of mandatory laboratory in addition to three hours of lecture per week. (4 hours. Students assigned to this course should add these hours to the total needed for graduation.)

**103 Elements of Algebra** (Prerequisite: MATH 100 or exemption as described above) This course covers arithmetic of real numbers; linear equations and inequalities in one variable; laws on indices; arithmetic of polynomials and rational laws on indices; arithmetic of polynomials and rational expressions; arithmetic involving radicals; factoring and solution of quadratic equations by factoring; real solutions of quadratic equations; the rectangular co-ordinate system and graphs of linear equations and inequalities in two variable; solution of system of linear equations. Every student must take this course or demonstrate adequate mastery of the above topics on the placement test or transfer an equivalent or more advanced course from another college. Student must receive a grade of C or better to pass this course. (4 hours. Students assigned to this course should add these hours to the total needed for graduation.)

**110 Elements of Geometry** (For college students who have not previously completed a course in geometry and for those who need a refresher course) Course includes elements of Euclidean geometry, points, lines, and planes; geometry of triangles, polygons, circles. Emphasis is on proof technique and critical reasoning. Historical background of Euclidean and non-Euclidean geometry. (3 hours. Students assigned to this course should add these hours to the total needed for graduation.)

**111 Basic Concepts in Elementary Mathematics** (Prerequisite: MATH 103) Designed primarily for pre-service elementary teachers. Includes numeration systems, sets and numbers, operations and their properties, computations, development of number systems, sentences and solution sets, primes and divisibility, mathematical systems, and the mathematical method. (3 hours)

Credit for developmental Math (100-103) does not contribute to the required hours for graduation.

**120 College Mathematics** (Prerequisite: MATH 103 or exemption as described above) Covers basic algebraic operations, equations, graphs and functions, exponential and logarithms, simple and compound interest, annuities, and amortization of debt, counting and probability, statistical concepts, graphical presentation of information, simple number theory and applications to data encryption. Students must receive a grade of "C" or better to pass this course. (4 hours)

**131 - 132 Pre-calculus I-II** (Prerequisite: MATH 103 or exemption) Provides mathematics preparation for calculus and other more advanced mathematics courses. The course covers system of numbers, including complex numbers, basic set notation, and concepts; algebraic (polynomial and rational ) functions, equations, inequalities and their graphs; trigonometry, law of sines and cosines, polar coordinates and polar representation of complex numbers;

exponential and logarithmic functions; conic sections; systems of linear equations and matrix techniques for solving them; mathematical induction, sequence, and series. (5 hours each course)

**200 Elements of Mathematics** Review of the principles of College Math. This course is an alternative for the ETSP Test. (0 hours)

**205 Introduction to Probability and Statistics** (Applied) (Prerequisite: MATH 132) Includes probability, random variables, measures of central tendency, measures of spread, binomial and normal distributions, the Central Limit Theorem, point estimation, confidence intervals, hypothesis testing, *t*-tests, *chi*-square tests, and analysis of variance. This is a problem-solving course with little emphasis on theory. (3 hours)

**208 Discrete Mathematics** (Prerequisite: MATH 132) topics include logic, set theory, algorithms, elementary number theory, methods of proofs, sequence and mathematical induction, functions and recurrence, graphs and trees. (3 hours)

**215-216 Calculus of One Variable with Elements of Analytic Geometry I-II** (Prerequisite: MATH 132) Includes the real numbers, functions, graphs and curves in plane, conic sections, limits, continuous functions, derivatives, Rolle's Theorem, mean value theorem, applications of derivatives, maxima and minima, L'Hospital's rule, integration, anti-derivatives and Riemann integrals, the fundamental theorem of calculus, sequences and series, and power and Taylor series. (3 hours each course)

**311 Linear Algebra** (Prerequisite: MATH 216) Includes methods of solving systems of linear equations, elimination of unknowns and elementary row operations, matrices, inverse matrices, determinants, Cramer's Rule, vectors, vector spaces linear independence, transformations, eigenvalues, eigenvectors, and canonical forms. (3 hours)

**314 Numerical Methods** (Prerequisite: MATH 216 and ability in high-level computer language. Same course as CS 314). Roots of equations, systems of linear equations, least-squares data fitting, numerical differentiation, numerical integration, round-off error. (3 hours)

**315-316 Calculus of Several Variables I-II** (Prerequisite: MATH 216) This sequence of courses presents the general ideas on calculus for dimensions higher than two. Topics include solid geometry, algebra of vectors, planes, lines, vectors in space, functions of several variables, partial derivatives, multiple integrals, line and surface integrals, and Green's and divergence theorems. (3 hours each course)

**318 Differential Equations** (Prerequisite: MATH 216 and 311) Ordinary differential equations of the first and second orders with applications; systems of linear differential equations, matrix interpretation, linearly independent solutions and Wronskians, boundary value problems, uniqueness and existence theorems, approximations. (3 hours)

**413-414 Probability and Mathematical Statistics I-II** (Prerequisite: MATH 316) Includes combinatorics, probability, conditional probability, independent events, random variables, discrete probability distributions, probability densities, mathematical expectation, moment generating functions, limiting distributions, the central limit theorem, sampling distributions, decision theory, point and interval estimation, hypothesis testing, Neyman-Pearson Lemma, nonparametrics, regression, and analysis of variance. (3 hours each course)

**417 Modern Abstract Algebra** (Prerequisite: MATH 216) Includes sets, mappings, equivalence relations, well-ordering and the Principle of Mathematical Induction, the properties of the naturals, integers, rationals, reals, complex numbers; group theory permutation groups and Cayley's Theorem, subgroups, cosets and Lagrange's Theorem, normal subgroups and quotient groups; rings, integral domains, fields, the field of fractions, ideals polynomial ideals, quotient rings. (3 hours)

**418 Introduction to Analysis** (Prerequisite: MATH 316) A theoretical treatment of calculus. Includes the real number system, limits of sequences, series and functions, continuity, derivatives and integrals, convergence and uniform convergence of sequence, convergence of infinite series and of functions, Taylor series, power series, Fourier series, convergence of infinite proper integrals. Riemann integrals. Riemann integral, Fundamental Theorem of Calculus, integral as a limit. metric spaces and compact space. (3 hours)

**419 Elements of Complex Variables** (Prerequisite: MATH 418) Topics include the complex variable, the Cauchy-Riemann Equations, power series theory and the analytic function concept, integration in the complex plane, singularities and Laurent series, and Residue Theorem. (3 hours)

**420 Special Topics in Mathematics** (Prerequisite: Dependent upon topics to be discussed) Offered when there is an interest and sufficient demand to consider topics not covered in the regular courses. (1-3 hours. May be repeated.)

**442 Seminar** (Prerequisite: Permission of the instructor) Practice in the use of the mathematical literature; scientific writing; oral presentations. (1-3 hours)

### **PHYSICS (PHYS)**

**221 General Physics I** (Prerequisite: MATH 131) Includes vectors and vector addition, statics, kinematics, dynamics of non-rotating (point-like) particles, conservation of energy, conservation of linear and angular momentum, uniform circular motion, rotation of rigid bodies, simple harmonic motion, ideal gas laws, laws of thermodynamics, heat gain and loss of a substance, linear expansion, kinetic theory. (4 hours)

**222 General Physics II** (Prerequisite: PHYS 221) Includes static electricity, electric potential, capacitance, simple electric circuits, Ampere's laws of magnetism, Faraday's Law inductance, electromagnetic waves, wave motion, physical optics, interference and diffraction, special relativity, black body radiation, Planck quantization, the photoelectric effect, Rutherford scattering, the Bohr model of the atom, DeBroglie's hypothesis, the uncertainty principle, the strong nuclear interaction, and beta decay. (4 hours)

**311-312 Physics for Science and Engineering I-II** (Prerequisite: MATH 216) Includes the kinematics and dynamics of linear motion, the condition of static equilibrium, principles of conservation of energy and of momentum, Newton's Law of gravitation, the kinematics and dynamics of rotational motion, simple harmonic motion, mechanical waves, heat energy, kinetic theory, thermodynamics, electrostatic, direct and alternating current circuits, electromagnetism, waves, reflection, refraction, lenses, interferential diffraction. Differential and integral calculus and simple vector analysis are used throughout the course. Laboratory. (4 hours)

**The following courses may be offered on demand:**

**331 Atomic Physics** (Prerequisite: PHYS 312 and MATH 216) Includes thermionics, x-rays, Bohr theory of hydrogen, structure of atoms and molecules, periodic table spectroscopy, the electromagnetic spectrum, interaction of radiation with matter, simple development of the special theory of relativity, wave-particle nature of matter, introduction of Schroedinger's equation. (4 hours)

**332 Mechanics** (Prerequisite: PHYS 311 and MATH 216) Includes algebra and calculus leading to Gauss' and Stokes' theorems, vectorial treatment of classical mechanics, particle motion under central forces, vibratory motions, statistics and dynamics of rigid bodies, and Hamilton and LaGrange equations. (4 hours)

### **DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES**

The Department of Social and Behavioral Sciences offers courses in political science, psychology, sociology, and criminal justice. The department also offers several interdisciplinary courses.

#### **INTERDISCIPLINARY COURSES (SOSC)**

**320 Social Science Research** (Prerequisite: MATH 120 or 131, or consent of the instructor) Examines research as a form of inquiry, the assumptions of scientific research, the relationship between research and the development of theory, and ethical issues in doing research. The course includes methods of selecting a topic, hypothesis formation, conceptualization, and measurement. The student will focus on the study of research design including experimental design, survey research, and field research techniques. Each student will select a topic for research, formulate a research problem, do a literature review, develop and implement a research design, and analyze data.

**321 Social Science Statistics** (Prerequisite: MATH 120 or 131, or consent of the instructor) Introduction to descriptive and inferential statistics, the normal distribution, probability, test of significance, and correlation and regression analysis. (3 hours)



**421 Development of Graduate Skills** Offered to senior social science majors who anticipate enrolling in a graduate/professional program and reviewing for the GRE or the Senior Comprehensive in their major. Emphasis on adjusting to the graduate experience, test-taking skills, and reviewing materials in the major program. (3 hours)

## BACHELOR OF SCIENCE IN LIBERAL STUDIES

### CONCENTRATION IN SOCIAL AND BEHAVIORAL SCIENCES

#### REQUIRED COURSES

COURSE NUMBER	COURSE NAME	CREDITS
PSY 201	General Psychology I	3
PSY 236	Lifespan Development	3
PSY 311	Personality Theory	3
PSY 312	The Developing Child	3
SOC 101 or 102	Principles of Sociology or Social Problems	3
SOC 311 or 319	Deviance or Criminology	3
SOC 343	Race and Ethnicity	3
SOC 412	Social Psychology	3
PSCI 110 or 201	American Government or Introduction to Political Science	3
PSCI 331	Comparative Politics	3
PSCI 332	Introduction to Public Administration	3
PSCI 450	Public Policy Analysis	3
SOSC 320	Social Science Research	3
SOSC 321	Social Science Statistics	3
<b>TOTAL</b>		<b>42</b>

#### POLITICAL SCIENCE (PSCI)

**110 American Government** Focuses on the nation's constitutional background, civil rights and liberties, federalism, public opinion, interest groups and the electoral process: examination of governmental structures, including Congress, the Presidency, the Court system, and bureaucracy. (3 hours)

**201 Introduction to Political Science** (Prerequisite: PSCI 110) Analysis of the concepts of political science including power, society, government, community, the nation-state, and justice. Examination of the different types of political systems in existence and concluding with an examination of how political participation and political organization are related to the pursuit of public policy. (3 hours)

**210 State and Local Government** (Prerequisite: PSCI 110) An examination of the institutional framework and environment in which sub-national government operates in the United States. Attention is focused upon state constitutions, state legislatures, the office of the governor, and court systems as well as the structure and activities of local government. (3 hours)

**311 American Foreign Policy** (Prerequisite: PSCI 110, 201) A historical overview of the development of American foreign policy during the twentieth century, with emphasis upon the post-World War II period and examination of the institutional framework in which U.S. foreign policy is formulated, as well as, an assessment of the various factors contributing to the design and execution of policy. (3 hours)

**319 International Relations** (Prerequisite: PSCI 110, 201) An examination of the relationships between nations, the nation-state system, sovereignty, nationalism, colonialism, war, collective security, international cooperation, and international law. (3 hours)

**331 Comparative Politics** (Prerequisite: PSCI 110, 201) Examination of the political institutions, political culture, and political performance of Great Britain, France, Germany, and at least one developing country. (3 hours)

**332 Introduction to Public Administration** (Prerequisite: PSCI 110) The theory and practice of the implementation of government programs, including the examination of bureaucratic organization, personnel systems, legislative oversight, the budgetary process, judicial controls over administration, and the possibilities of bureaucratic reform. (3 hours)

**351 Political Parties and Pressure Groups** (Prerequisite: PSCI 110, 201) The rise and decline of parties in the American political system; the role of organized interests in the political process, and the impact of the electronic media and “image building” on the parties. (3 hours)

**441 Political Theory** (Prerequisite: PSCI 110, 201) The evolution of Western political thought from ancient Greeks to the present. Emphasis is upon both substantive content and contemporary relevance. (3 hours)

**444 Constitutional Law** (Prerequisite: PSCI 110, 210) The foundation, organization, and limitations of judicial power in the American political system, origin and theory of judicial review, organization and operation of the federal court system; the Supreme Court as a policy-making institution. (3 hours)

**450 Public Policy Analysis** (Prerequisite: PSCI 110, 201) An examination of the causes and consequences of governmental activities, including an assessment of the impact of environmental forces on the context of public policy. (3 hours)

**459 Senior Seminar in Political Science** (Prerequisite: senior standing) A course designed for political science majors with senior standing: a general review of the literature and basic concepts of political science in preparation for the senior comprehensive examinations. (3 hours)

**460-461 Field Experience in Government Organizations** (Prerequisite: sophomore standing) A study of the functions, problems, and services provided by federal, state, and local agencies and/or civic agencies. Actual studies and actual work experience in a particular agency on a selected problem or project. (3 hours)

## PSYCHOLOGY (PSYC)

**201 General Psychology I: Introduction** The first course in a two-semester introductory survey of psychology: emphasis on the history of psychology, principles of learning and motivation and social psychology. (3 hours)

**202 General Psychology II: Biological and Personality Foundations** (Prerequisite: PSYC 201) The second course in a two-semester introductory survey of psychology: emphasis on biological and environmental factors that influence our behavior; structure and function of the nervous, sensory, and motor systems: perceptions, memory, and personality theories of development. (3 hours)

**211 Social Psychology** (Prerequisite PSYC 201) Behavior of the individual as he/she is affected by others in his/her society; attitudes, leadership, communications, prejudice, and legal issues affecting minorities. (3 hours)

**224 Theories of Learning** (Prerequisite: PSYC 201) Introduction of the principles of behavior modification and control, areas of central importance for all applied fields of psychology. (3 hours)

**235 Human Sexuality** (Prerequisite: PSYC 201) The nature of human sexual behavior: biological, psychological, social, and cultural perspectives; psychosexual development, sexual problems and solutions. (3 hours)

**236 Life Span Development** (Prerequisite: PSYC 201) Psychological and physiological development of humans from prenatal periods through old age: emphasis on how people change over a life span. (3 hours)

**311 Personality Theory** (Prerequisite PSYC 201) Introduction to personality theory and research that will allow the student to better understand himself/herself. (3 hours)

**312 The Developing Child** (Prerequisite PSYC 201) Focuses on early language and cognitive development. Topics will include the impact of families, schools, and cultures on the child's behavior and development. (3 hours)

**313 Abnormal Psychology** (Prerequisite PSYC 201) Introduction to the study and research of human variance, maladaptive behavior, classification and evaluation of mental disorders. 311 desirable (3 hours)

**321 Physiological Psychology** (Prerequisite: BIOL 111-112 or one semester of BIOL 214, PSYC 201) A multi disciplinary combination of concepts in the physical and natural sciences with the basic principles of behavior. Students will learn the importance of anatomy, physiology, biochemistry, and pharmacology in the context of the behavioral process. (3 hours)

**335 History and Systems of Psychology** (Prerequisite PSYC 201) Antecedents of the social sciences in general and of psychology in particular; early philosophical considerations of human behavior; uses of science and technology; beginnings of psychology as a formal science in Europe and America; contributions of African-American and Hispanic psychologists. (3 hours)

**430 Readings in Psychology** Majors are encouraged to develop interests of their own and to design a course for themselves around these interests. The faculty coordinator for this course will then assign between 1 and 4 hours credit for the proposed course. Permission of the instructor required. (1-4 hours. May be repeated)

**441 Counseling** (Prerequisite: junior standing in psychology or permission of the instructor) Orientation to the major helping professions; introductory training in theories and techniques of counseling. (3 hours)

**442 Seminar in Psychology** (Prerequisite: junior standing in psychology or permission of Instructor) Involves the discussion of current issues and problems in psychology, permitting advanced students to integrate their knowledge of psychology by attacking new problems. (3 hours)

**450 Experimental Psychology** (Prerequisite: SOSC 321) The primary focus of this course is to introduce students to the preparation of formal experimental research proposals, including the planning, observation, statistical evaluation, and interpretation of research outcomes. (3 hours)

**470 Practicum in Psychology** (Prerequisite: senior standing in Psychology or permission of Instructor) Direct experience working in community agencies, hospitals, schools, etc. (1-6 hours. May be repeated.)

## **SOCIOLOGY (SOC)**

**101 Principles of Sociology** (Prerequisite: ENGL 201) A survey of the fundamental concepts, theories, and research findings within the discipline. Emphasis on the structures and processes of society. (3 hours)

**102 Social Problems** (Prerequisite: ENGL 201) Analysis of causes and proposed solutions to problems such as crime, poverty, racism, sexism, and violence. Requirements include practical experience in implementing a solution to a social problem. (3 hours)

**213 Cultural Anthropology** (Prerequisite: SOC 101) A survey of the origin and development of humankind and socio-cultural life. Focus on the ethnographic and comparative analysis of culture. (3 hours)

**214 The African American Experience** (Prerequisite: SOC 101) Inquiry into current and projected significant roles for African Americans, with an emphasis on life styles, prejudice, discrimination, and forces leading to change. (3 hours)

**310 Contemporary Society** (Prerequisite: SOC 101 and 102) An analysis of the structure, functions, and interrelatedness of major social institutions. Attention to modern society and to historical changes in the structure of social institutions. (3 hours)

**311 Deviance** (Prerequisite: SOC 101 and 102) A study of deviant behavior using various sociological perspectives; such as, the functionalist, conflict, and interactionist theories. Analysis of the roles of both the individual and society in creating behaviors such as crime, mental illness, substance abuse, and sexual variance. (3 hours)

**312 The Family** (Prerequisite: SOC 101) A sociological study for the family concentrating on structure and functions, how the family is changing, and the relatedness of the family to other major social institutions, such as education and the economy. Attention given to gender roles, socialization, and current issues. (3 hours)

**313 Social Theory** (Prerequisite: SOC 101, Junior standing) Concentrates on the development of theory in sociology and on the practical use of theory in everyday life. Stress given to major contemporary sociological theories and their importance in the discipline today. (3 hours)

**314 Social Stratification** (Prerequisite: SOC 101 and 102) An examination of principles, processes and structures that govern the distribution of power, income, wealth, and prestige in human societies. (3 hours)

**316 Urban Sociology** (Prerequisite: SOC 101) An ecological approach to focus on understanding the city as a community form, the processes of urbanization and suburbanization, the role of the urbanite, and the social problems of modern cities. (3 hours)

**318 Juvenile Delinquency** (Prerequisite: SOC 101) A study of juvenile delinquency as a social problem. Content includes extent, causes, methods of treatment, and programs of prevention and control. (3 hours)

**319 Criminology** (Prerequisite: SOC 101) Exploration of the nature of crime, explanations of criminal behavior, the criminal justice system, and the social impact of crime in American society. (3 hours)

**343 Race and Ethnicity** (Prerequisite: SOC 101 and 102) Cultivates understanding of race and ethnic relations from a sociological perspective. Topics include the antecedents of prejudice, patterns of intergroup relations, the socioeconomic and political conditions of minority groups, social change, and institutional issues. (3 hours)

**345 Collective Behavior and Social Movement** (Prerequisite: SOC 101) An examination of the eclectic forms of collective behavior, including riots, ecstatic crowds, rumor, legends, disasters, protests, and social movements. Emphasis is given to the Civil Rights Movement. (3 hours)

**412 Social Psychology** (Prerequisite: SOC 101 or PSYC 201; Senior standing) Individual and group behavior, with an emphasis on the ways interpersonal relationships and social structures affect this behavior. (3 hours)

**431 Senior Seminar** (Prerequisite: Senior standing) An opportunity for majors to integrate their sociological experiences and prepare for the comprehensive field examination. (3 hours)

**432 Special Topics in Sociology** (Prerequisite: SOC 101; Permission of instructor) Focus on a particular social issue, social problem, or sociological concern. (1-3 hours. May be repeated up to 9 hours)

**433 Readings in Sociology** (Prerequisite: SOC 101; Permission of instructor) An opportunity for advanced students to do independent work on a one-to-one basis with an instructor. (1-3 hours. May be repeated up to 6 hours).

### **CRIMINAL JUSTICE (CRMJ)**

**200 Introduction to Criminal Justice** An introduction and overview of the criminal justice system. Special attention is given to the components of the system and how they interact with each other. (3 hours)

**311 American Police System** Examines the role of the police in modern society. Techniques of law enforcement are surveyed. Problems and issues encountered by police are analyzed. (3 hours)

**312 American Correctional System** The structure and function of corrections in the modern criminal justice system. Problems faced by correctional institutions and solutions to those problems are addressed. (3 hours)

**410 Practicum in Criminal Justice Management** Field experience with cooperating agency supervised by agency professional and college faculty. (1-3 hours)

**450 Readings in Criminal Justice** An independent reading course designed to familiarize the student with current literature and trends in the field. (1-3 hours)

### **SPECIAL PROVISIONS RELATED TO THE TRAINING OF VETERANS AND OTHER ELIGIBLE PERSONS**

#### **ATTENDANCE REQUIREMENTS**

1. Three unauthorized absences from class during a single calendar month will constitute grounds for terminating a student's enrollment in training. A student who is terminated due to unauthorized absences from class may re-enter training after the passage of thirty (30) days and at the discretion of the President of Knoxville College; *provided, however*, that after two (2) interruptions in training due to poor attendance, a student will not be allowed to re-enter.

2. Authorized absences occur when a student is absent for reasons beyond his/her control, such as personal sickness or accident, or illness, accident, or death in the student's immediate family.
3. Absence slips will be maintained for all absences, signed by the instructor and the student.
4. Attendance records will be maintained on all students in training.

#### **VETERANS REFUND POLICY**

Knoxville College has a pro rate policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or other eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.

#### **CLASS SIZE**

The number of students in any class attended by veterans or other eligible persons shall not exceed thirty (30), except for the non-credit course, Contemporary Issues (CON 100).\*

#### **ACADEMIC VERSUS PRACTICAL TRAINING**

The training of veterans and other eligible persons at Knoxville College shall involve academic as opposed to practical training.

#### **ACADEMIC STANDING**

Veterans and other eligible persons shall be required to maintain a minimum cumulative grade point average of 2.0.

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\* A weekly assembly course addressing various current issues related to the College and to national and world affairs. The course is required of all students during each semester of full-time enrollment up to six (6) semesters.

## KNOXVILLE COLLEGE FACULTY

**JONATHAN ALLEN**, Instructor of History (2010)

A.A., Jones County J.C., Ellisville, MS, 2005; B.A., William Carey University, Hattiesburg, MS, 2007; M. A. Candidate, University of Tennessee 2010

**JEREMIAH ANGEH**, Assistant Professor of Chemistry (2005)

Bachelor of Technology Abuabaker Tafawa Balewa University, Nigeria; M.S., Abuabaker Tafawa Balewa University, Nigeria; Ph.D., University of Pretoria, South Africa

**CAROLYN ASHKAR**, Instructor in French (1996).

B.S., M.A., West Virginia University, 1967, 1969; M.S.L.S., University of Tennessee, Knoxville, 1991

**WENDY BENNETT-TURNER**, Instructor of Spanish (2001)

M.S. University of Tennessee, 1992

**GRETEL BLACK-GAYLE**, Instructor of Business (2009)

B.S. Knoxville College, 2004; MBA, Lincoln Memorial University, 2009

**JAMES BURNETT**, Instructor of Mathematics (2004)

B.S., University of Tennessee, Knoxville 1969; further study, University of Tennessee, Knoxville, 1969-1976

**BRAD CASE**, Instructor of Communications (2004)

A., William Rainey Harper College; BFA, Northern Illinois University, M.A.; University of Maryland at College Park, 1988

**INTERFIELD COLEBROOKE**, Instructor of Business (2010)

B.S., Knoxville College, 2006; MBA, Lincoln Memorial University, 2010

**PAUL FULLER**, Professor of Sociology (1989).

A.A., Lawson State Community College, 1968; B.S., Alabama A & M University, 1971; M.S., Alabama A & M University, 1973; Ed. D., University of Tennessee, Knoxville, 1984; further study, University of Alabama, University of Tennessee, Knoxville, University of Minnesota, Boise State University.

**JOHN GHOSTEN**, Instructor of Religion (2005)

B.A., Knoxville College, 1994; M.Div., Southern Baptist Theological Seminary, 1997

**BONITA GILLESPIE**, Assistant Professor of Management/Accounting (1984)

B.S., Knoxville College, 1973; M.A., East Tennessee State University, 1976; further study, University of Tennessee, Knoxville

**DONALD DAVIS GROHMAN**, Professor of Religion (1967).

B.A., Muskingum College, 1956; M. Div, Pittsburgh Theological Seminary, 1959; Th.M., Princeton Theological Seminary, 1960; Th.D., Knox College, University of Toronto, 1971; further study, University of Geneva (Switzerland), Harvard University, Howard University

**EVELYN R. HALLMAN** Distinguished Professor of Business (1960; 1972)).

B.S., Morgan State College, 1958; M.A., New York University, 1959; Ed.D., University of Tennessee, Knoxville, 1971; further study, University of Tennessee, Knoxville

**MICHELLE HOLGATE**, Instructor of Business (2009)

B.S., Knoxville College, 2005; M.B.A., Lincoln Memorial University, 2009

**ADOLPHUS KING**, Instructor of Accounting (2003)

B.S., Knoxville College, 1965; M.B.A., Bristol University, 1989

**PAMELA LEWIS**, Instructor of English (2007)

B.S., Hampton University; M.A.T.E., University of Illinois, 1979; M.A., University of Illinois, 1981; further study, The Ohio State University

**KEITH LINDSEY**, Instructor of Biology and Public Health (2007)

B.S., Oakwood College, 1999; M.P.H., East Tennessee State University, 2002

**ROBERT LOWE**, Instructor of Computer Science (2009)

B.S., Middle Tennessee State University, 2005; M.S., University of Tennessee, 2010

**IDRIS MUNSHI**, Associate Professor of Mathematics (1998)

B.A., University of Calcutta, 1963; M.A., University of Calcutta, 1965; M.S., University of Toledo, 1986; Ph.D., Kansas State University, 1996

**FATHER THOMAS O'CONNELL**, Instructor of English and Religion (2003)

B.A., Loyola University; M.A., Washington University; M.A., Ladies of the Snow Scholasticatid; Doctoral candidate, Washington University

**MARK RIGSBY**, Instructor of Freshman Studies and Public Health

B.A., M.P.H., Public Health, Ph.D.

**JEWELL BURNETTE ROGERS**, Assistant Professor of Health and Physical Education (1969; 2002)

B.S., Tennessee State University, 1963; M.S., University of Tennessee, 1966; further study, University of Tennessee, 1987-89

**CHARLES RULE**, Assistant Professor of Music (1987).

B.M., University of Tennessee, Knoxville, 1980; M.M., University of Tennessee, Knoxville, 1993

**DONNA WALTER SHERWOOD** Professor of English (1998)

B.A., University of Wisconsin, Eau Claire, 1963; M.A., University of Tennessee, Knoxville, 1967; Ph.D., University of Tennessee, Knoxville, 1978

**AARON STAPLE**, Director of Knoxville College Choir (2004)

B.S., Knoxville College, 1969; further study, University of Tennessee, Knoxville

**BILL JON WELLS**, Professor of Psychology; Head of the Department of Social and Behavioral Sciences, and Dean of Advising (1986)

A.A., Morristown College, 1965; B.S., Tennessee State University, 1967; M.S., Tennessee State University, 1978; Ed.D., University of Tennessee, Knoxville, 1984.

**MICHAEL WILLIAMS**, Assistant Professor of Business and Economics

B.A., Stillman College, 1961; M.A., Howard University, 1964; Ph.D., Ohio University, 1970

**WALTER WILLIAMS**, Associate Professor of Political Science (2001)

B.A., University of Tennessee, 1984; A.S., Draughton Junior College, 1986; M.A., University of Tennessee, Knoxville, 1991; Ph.D., University of Tennessee, Knoxville, 1999



# ADMINISTRATION

## OFFICE OF THE PRESIDENT

Horace A. Judson, Ph.D.  
Mary P. Termon  
Vernell M. Gray, M.S.

President  
Administrative Assistant  
Special Assistant to the President and  
Human Resources Coordinator

## OFFICE OF ACADEMIC AFFAIRS

| Evelyn R. Hallman, Ed. D.

James L. Burnett, B.S.

Cleveland Bullard, MBA.

Robert J. Booker, B.S.

Interim Academic Dean/  
Director of Work Program  
Assistant to the Academic Dean

Coordinator, Work Program  
Maintenance Assistant  
College Historian

## BUSINESS OFFICE

Armelia D. Reed, B.S.  
Lloyd J. Mason  
Peggie Moran  
Johnnie M. Johnson  
Stephen Brown  
Ellison Roberts, MBA.  
| Patricia Brown

Business Office Manager  
Information Technology Specialist  
Director of Food Services  
Cafeteria Worker  
Maintenance Supervisor  
Bookstore/Mailroom  
Accounts Payable Specialist

## OFFICE OF INSTITUTIONAL ADVANCEMENT

Horace A. Judson, Ph.D.

Development Officer

## OFFICE OF STUDENT AFFAIRS

Kevin Butler, Th.D.  
LaDreema McClellan, B.S.

Dean of Students  
Residence Hall Director  
Assistant, Student Activities

## OFFICE OF ENROLLMENT MANAGEMENT AND RETENTION

Patricia Jones, M.S.

Corrie Neal, B.S.  
Ellison Roberts, MBA

Director of Enrollment Management  
and Retention  
Administrative Assistant  
Office Assistant, Registrar's Office

## OFFICE OF THE ATHLETIC DIRECTOR

Raleigh Wynn Sr., M.S.  
Kevin Butler, Th.D  
Joe Ward

Director of Athletics  
Head Coach, Men's Basketball  
Head Coach, Women's Basketball

## KNOXVILLE COLLEGE BOARD OF TRUSTEES

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Benjamin Glenn (Student Representative, ex-officio)	Knoxville, TN
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Walter Williams, Ph.D. (Faculty Representative, ex-officio)	Knoxville, TN
Chris Woodhull, Vice Chair	Knoxville, TN