

Knoxville College

Catalog 2018–2019



**Knoxville
College**
Works!

P.O. Box 52648
Knoxville, Tennessee 37950
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www.knoxvillecollege.edu

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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.

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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 BOARD OF TRUSTEES

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KNOXVILLE COLLEGE ADMINISTRATION

Keith E. Lindsey, Ph.D.

Interim President

Charlene Lindsey, M.Ed.

Special Assistant to the President

KNOXVILLE COLLEGE
ACADEMIC CALENDAR 2018-2019

Fall 2018

August 27	Testing/Advising/Registration for new students
September 3	Labor Day
September 4	Classes begin
September 6	Late registration fee applies
September 11	Last day to register
	Last day to drop/add
October 15	Fifth-week assessment report due
November 6	Mid-term grades due in Registrar's Office
November 10	Last day to withdraw from the college with a "W" (Students who withdraw after this date receive "F" in all classes)
November 21-23	Thanksgiving Break
November 26	Classes resume
December 7	Last day of classes
December 10-13	Final Examinations
December 14	Grades due in Registrar's Office
December 15	Fall Commencement

Spring 2019

January 4	Testing/Advising/Registration for new students
January 7	Classes begin
January 9	Late registration fee applies
January 14	Last day to register
	Last day to drop/add
January 21	Dr. Martin Luther King, Jr. Holiday – no classes
February 18	Fifth-week assessment report due
March 3	Founder's Day
March 11	Mid-term grades due in Registrar's Office
March 15	Last day to withdraw from the college with a "W" (Students who withdraw after this date receive "F" in all classes)
March 18-22	Easter and Spring Break
March 25	Classes resume
April 26	Last day of classes
April 29 - May 2	Final Examinations
May 3	Grades due in Registrar's Office
May 4	Spring Commencement

MISSION AND PURPOSE

The mission of Knoxville College is to provide 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.

Knoxville College maintains a program combining preparation for careers with a broad education in the arts and sciences. The Administration and faculty are committed to ensuring that students receive a high-quality education with the necessary support and resources to be successful. This is done through the employment of highly-qualified faculty, academic advisers and student support staff, access to excellent library and technical resources, and experiences at potential career and work locations. Knoxville College strives to fulfill its mission through an online rigorous general studies program with an emphasis on:

- providing a high-quality education with a liberal arts and sciences foundation;
- offering individual, personal attention for each student;
- providing financial support for qualified students;
- utilizing student work in the Knoxville area to provide tuition support and experiential learning opportunities; and
- developing relationships with communities, industries, and commerce that will enhance the educational experience of the students.

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.

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.

Academic Opportunities: Knoxville College offers a strong foundation in the liberal arts for all students and a variety of programs focused on preparing students for jobs or further study including baccalaureate, graduate, and professional degrees.

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.

McMillan Chapel Annex houses the administrative office of the Knoxville College. The location of the annex is on the campus of Knoxville College at 901 Knoxville College Drive Knoxville, TN 37921. The mailing address is PO Box 52648 Knoxville TN, 37950-2648.

LIBRARY

The Knoxville College Library is a member of Tenn-Share, resource-sharing programs with other member libraries throughout the state. Membership in Tenn-Share provides access to the Tennessee Electronic Library (TEL), a core package of electronic databases made available to library users in Tennessee.

ADMINISTRATIVE POLICIES

EEO/AA/Title IX/Section 504 Statement

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

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 tolerated.

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.

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

Sexual Harassment/Title IX Policy

Knoxville College is committed to an environment free of inappropriate and disrespectful conduct and communication of a sexual nature. Knoxville College strongly opposes sexual harassment in any form. Sexual harassment is against College policy and is a violation of Title VII of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 (Title 20 U.S.C. Sections 1681-1688) as well the applicable laws of the state of Tennessee. Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a complaint to the Office of the President and/or to the Chairman of the Board of Trustees.

Electronic Data Processing Security Policy

Knoxville College relies heavily on its electronic data processing systems and computers to meet its operational, financial, and informational requirements. It is essential that these systems and machines be protected from misuse and unauthorized access. It is also essential that the College's computers and computer systems and the data that are stored on these systems be operated and maintained in a secure environment and in a responsible manner.

To this end, the following are violations of College Policy:

1. Deliberate, unauthorized attempts to access or use the College's computers, computer facilities, networks, systems, programs, or data; or the unauthorized manipulation of the College's computer systems, programs, or data;
2. Deliberate, unauthorized use of Knoxville College's facilities or equipment;
3. Deliberate, unauthorized activity that causes Knoxville College's computers, computer facilities, systems, programs, or data to be accessed or used; and
4. Deliberate activity (conducted in the course of one's employment with the College or in the course of one's enrollment as a student at the College) which causes non-Knoxville College owned computers, computers facilities, systems, programs, or data to be accessed or used in an unauthorized manner.

Any such violations of College policy by any College employee or student constitute theft and/or unauthorized use of College property. Such offenses by students constitute non-academic misconduct and will be subject to disciplinary action. The College may report the activity to appropriate law enforcement authorities if it appears that the activity is a violation of local, state or federal law.

Weapons Policy

In accordance with state law, the possession or carrying of any weapon on college property is strictly prohibited. The only exception, under Tennessee law TCA 39-17-1309 allows generally all KC full-time employees with a valid handgun permit to carry a concealed handgun on KC property. Full-time employees who work in the Knoxville area and intend to carry a concealed handgun on KC property in the Knoxville area are required to notify the College of their intent by completing paperwork with the Knoxville City Police Department in the presence of a sworn officer and submitting a copy of that document to the College. For additional information, contact the College.

Missing Student Notification Policy

Effective August 14, 2008, the Higher Education Opportunity Act of 2008 requires any institution participating in a Title IV federal student financial assistance program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008.) Any reports of a missing student should be directed to the College.

COLLEGE EXPENSES

Knoxville College has worked to hold down educational expenses without sacrificing the quality of education. 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 2018 Spring Semester are as follows:

Tuition & Fees (Distance Learning Students)

Semester	US Citizen	International
Tuition @ \$350 per credit hour	\$4,600 (15 credits)	\$4,600 (15 credits)
General/Activity/Technology Fee	\$400	\$400
Total Amount Due	\$5,000	\$5,000

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

Special Fees

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:

Part-time Students	\$350 per credit hour
Overload Fee	\$350 per each credit hour in excess of 18
Late Registration Fee	\$ 25 maximum
General/Activity/Technology Fee	\$400
Duplicate Identification Card	\$ 25

Knoxville College reserves the right to adjust tuition, fees, and any other charges at any time, subject to the approval of the Tennessee Higher Education Commission.

DEFERRED PAYMENT PLANS

To confirm your attendance and reserve your place in the entering class, you should submit a \$100 tuition deposit immediately after acceptance. Your tuition deposit will be deducted from your tuition. If you wait to submit your deposit, Knoxville College cannot verify your plans to attend, and you risk forfeiting your place in the class.

Knoxville College does offer payment plans for the student out-of-pocket expense to fit individual financial needs. The three options for payment for 2017-2018 are listed below:

Option 1:

Spring Semester: Pay the full amount prior to registration.

Option 2:

Spring Semester: At Registration: Pay $\frac{3}{4}$ of tuition.

March 1: Pay balance due.

Option 3:

Spring Semester: At Registration: Pay $\frac{1}{2}$ of tuition.

February 15: Pay $\frac{1}{4}$ of tuition.

March 15: Pay balance due.

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

Full payment of tuition and other fee charges entitles the student to a non-transferable identification card.

CANCELLATION AND REFUND POLICY

Refunds are defined as the portion of tuition due as a rebate when a student withdraws from class hours. A student who leaves the College (except for temporary absences with permission) must have an exit interview and an approved withdrawal permit from the College. After a withdrawal permit has been filed and approved, the following refund schedule is enforced:

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

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

Additional Policies:

Upon approval, a full refund may be provided for withdrawal due to the following special circumstances:

1. Student's involuntary call to active duty.
2. Death of the student or member of his/her immediate family (parent, spouse, child, sibling).
3. Illness of the student of such severity or duration and confirmed by a physician, such that completion of the semester or term is precluded.
4. Cancellation of the course(s) or program by the College.
5. Other exceptional circumstances, with the approval of the President or his designee.

If a student's account becomes delinquent, the student may be subject to suspension from the College until all charges are paid in full. No diploma or transcript will be granted to a student until all charges are paid in full. A student who is suspended for financial reasons will be withdrawn for courses and receive a "W" for each class during that semester regardless of the date of suspension. These grades will be recorded on the student's transcript.

STUDENT FINANCIAL ASSISTANCE

The primary responsibility for financing a student's education rests with the student. Financial assistance in the form of grants and scholarships is available to meet the needs of students who are unable to pay for the total cost of their education. However, these funds are limited and any financial assistance that is provided by the College should be regarded as supplemental to the family's contribution.

Types of Financial Assistance

Please check with the Knoxville College website (www.knoxvillecollege.edu) for an up-to-date listing of grants and scholarships and associated criteria.

ADMISSION TO THE COLLEGE**FRESHMAN ADMISSION**

The primary consideration in granting admission is the individual merit of the applicant. Knoxville College 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.

The Spring semester filing deadline is December 15. Although applications may be

accepted after a given deadline, it is advisable to apply early to ensure acceptance for the semester in which a student wants to begin his/her course of study.

Applications should be sent to:

Knoxville College
P.O. Box 52648
Knoxville, TN 37950-2648

All applications for admission are given a thorough review by the College, 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, candidate for high school graduation or GED equivalency;
- Present an academic transcript showing a minimum of 15 units of study;
- Have a grade point average (G.P.A.) minimum of "C" (2.0) or at least a score of 145 on the four test subjects of the GED; and
- Present ACT or SAT test scores.

GENERAL TRANSFER ADMISSIONS POLICY

A U. S. citizen applying to Knoxville College as a transfer student must submit an Application for Admission along with official academic transcripts from all secondary schools, colleges, and universities previously attended. 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 credits will be evaluated by the College.

INTERNATIONAL STUDENT APPLICANTS

An international student must submit an Application for Admission. Evidence of academic ability in the form of Certificates of Education or appropriate academic records must be included in the application packet. An international student must submit a minimum score of 475 on the paper-based Test of English as a Foreign Language (TOEFL) *or* a minimum of 151 on the computer-based TOEFL to demonstrate competency in the English language. These materials should be submitted to the College.

PROVISIONAL ADMISSIONS

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 prior to registration should select a concentration by the end of the first semester among the offerings of the College.

Freshmen who do not pass proficiency examinations in English, mathematics, reading, and writing shall be designated as "Undeclared" until such times as they are eligible to enroll in general requirements in English and Mathematics.

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 to which 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 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 to which you may in the future want to transfer the credits earned at Knoxville College before you execute an enrollment contract or agreement.

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. A decision will be made after consideration of all materials presented and authenticated.

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.

ACADEMIC POLICIES AND PROCEDURES

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for meeting the requirements of the College for the degree and concentration selected. Academic professionals will assist students in planning for their programs, but the responsibility for completing the proper curriculum rests with the student.

Requirements for Distance Learners

Due to the nature of online courses, students must be extremely self-motivated and self-directed. Basic computer skills, including word processing, as well as access to computer resources, are required.

Instructions and procedures for executing distance learning courses at Knoxville College will be provided to students upon their registration. Regular contact with the course instructor is required.

Some distance learning courses will require students to have one or more of their exams proctored. Students may contact the College and/or access the College's website for additional information.

Privacy for Distance Learners

The College will work to secure the privacy of student data by maintaining all official records on a secure virtual local area network with limited access, firewalls, and requirements for frequent password changes for access to that data. Furthermore, those requesting access to student records are granted that access only after a secure permission-granting process. These permissions are reviewed and re-approved semi-annually. Also, all users will be asked annually to sign a statement of understanding encompassing their individual responsibility in maintaining the confidentiality and the appropriate use of any data accessed.

Students with Academic Deficiencies

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

Taking Courses at Other Institutions

A Knoxville College student who wishes to enroll in one or more courses at another college or university during the summer or regular semester must receive prior permission from the College. Courses may be taken only at appropriately accredited institutions of higher learning.

PROSCRIBED STUDENT CONDUCT

The College may discipline a student in the following situations.

1. Conduct that damages or destroys or attempts to damage or destroy, College property or the property of others located at the College or College-related premises;
2. Conduct that constitutes a danger to the personal safety of other members of the College community, including guests or licensees of the College (Intentionally causing or attempting to cause injury is included within the meaning of this provision.);
3. Conduct that obstructs or seriously impairs, or attempts to obstruct or seriously impair College-sponsored or College-authorized activities on the College campus or other location where a College-sponsored activity is located;
4. Setting fire to or by any other means destroying or substantially damaging College premises;
5. Possessing or displaying of, or attempting or threatening to use for an unlawful purpose any weapon, dangerous instrument, explosive or inflammable material in any College building or on any College campus;
6. Participating in conduct which is disruptive to the education process;
7. Abusive or threatening behavior to any member of the College community, including guests or licensees of the College;
8. Unauthorized possession or attempted possession of College property or property of a member of the College community;
9. Acts that violate board or College rules and regulations;
10. Making a knowingly false statement, either orally or in writing, to any employee or agent of the board or the College with regard to a College-related matter;
11. Forging, altering, or otherwise misusing any College document or record;
12. Knowingly possessing, using, transmitting, selling or being under the influence of any controlled substance or illegal drugs on the College campus or off the College campus at a College-sponsored activity, function, or event. An individual's use or possession of a drug authorized by a medical prescription for that individual from a registered physician shall not be a violation of this provision. A student shall not knowingly possess, use, transit or be under the

influence of any alcoholic beverage or intoxicant on the College campus or any College-sponsored activity, function, or event;

13. Academic dishonesty, which shall in general mean conduct that has as its intent or effect the false representation of a student's academic performance, including, but not limited to, cheating on an examination; collaborating with others in work to be presented, contrary to the standard rules of the course; plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own; stealing or having unauthorized access to examination or course materials; falsifying records, laboratory or other data; submitting, if contrary to the rules of a course, work previously presented in another course; and knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;
14. The unauthorized use of the name of the College or the names of members or organizations in the College community;
15. Sexual assault, defined as any attempted or actual sexual activity carried out by and/or against a member of the College community that is unwanted or nonconsensual, including forcible or non-forcible sex offenses;
16. Not adhering to College administrative direction; or
17. Other situations that violate College rules and/or local, state, or federal statutes.

Any student violating the proscribed student conduct may be disciplined by the College.

DISTANCE LEARNING ATTENDANCE/PARTICIPATION POLICY

Knoxville College believes that students must attend class in order to attain the course learning outcomes. Student attendance in online courses is defined as active and consistent participation in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly requirements for student participation which can be documented by any or all of the following methods: (1) Completion of exams; (2) Completion and submission of assignments as specified by the instructor; and (3) Communication with the instructor concerning course contents.

Students who fail to maintain active participation in an online class will receive a "F" grade for the course.

GRADE APPEAL PROCESS

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

The appeal procedure for a student with a complaint about grading requires contact with the instructor involved. If the matter is not resolved at this level, the student should seek resolution at the Departmental level by the submitting a written petition to the College. Either the student or the instructor may appeal the decision made at this level to the Office of the President.

A student must register a complaint within forty-five days of receiving the grade. Any grade appeal not initiated during this timeframe will remain on the transcript of the student. Special considerations may be made by the College.

CONFIDENTIALITY OF STUDENT RECORDS

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

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 Office of the Registrar in writing during the first week of each semester.

EXAMS

Proficiency Exam

Based on scores from SAT/ACT exams, some students may be required to take the ETS Proficiency Profile Test. No fee is required for taking the proficiency test. The ETS® Proficiency Profile assesses four core skill areas — reading, writing,

mathematics and critical thinking — in a single, convenient instrument for measuring student learning and assessing general education skills. Based on the results of this test, a student may be placed in developmental courses. No college credit will be granted for completion of these courses.

General Education Graduation Test

To graduate from the College, acceptable English and Mathematics scores must be obtained. These tests are 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.

The Tennessee Higher Education Commission (THEC) requires that institutions evaluate education skills of the graduating class. Each year a percentage of the graduates are selected to participate in the assessment. The results enable Knoxville College to evaluate its general education program. Students are informed in their final year if they have been selected to participate.

STUDENT MATRICULATION

Knoxville College offers an orientation for new freshmen and transfer students prior to the beginning of each semester. Students are informed of academic regulations and policies. This process is continued in greater detail for freshmen in the required course Freshman Studies.

REGISTRATION

Students registering for each term should consult with their designated college advisor with regard to the specific courses and total course load they plan to take. A student is properly registered when his/her designated college advisor has approved the courses and the registration has been approved by the College.

CLASSIFICATION

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

<u>Classification</u>	<u>Semester Hours</u>
Freshman	0-29.9
Sophomore	30-60

Course Load

Full-time students must carry at least 12 credit hours. The normal load is 15-17 hours.

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

CREDIT REGULATIONS

Transfer Credit

Credit for courses taken at other colleges after matriculation will be given only if approval by the College is granted before the courses are taken. No credit will be given for grades below "C." Transfer credits count 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 semester. Permission must be granted by the College. 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 cannot exceed 30 semester hours (combined) counting toward graduation from Knoxville College.

Developmental Courses

Based on scores from SAT/ACT exams, some students may be required to take the ETS Proficiency Profile Test. No fee is required for the proficiency tests. Students who are placed in developmental courses will not receive college credit for completion.

Proficiency Credit/Transfer Articulation Policy

Students who demonstrate proficiency above the beginning level in general requirement courses in English Composition and the general requirements 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.

Credit for previous education, training, or experience

Knoxville College does not have a policy for the granting of credits not based on academic achievements.

GRADES, CREDIT HOURS, AND GRADE POINT AVERAGE

Grade Point Average

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

Grade	Numerical Value	Point Value	Performance Level
A	90-100	4.0	Exceptional or superior work.
B	80-89	3.0	Good or above average work.
C	70-79	2.0	Satisfactory work.
D	60-69	1.0	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	0.0	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			Student must re-enroll in the course. This is only for use in developmental English and Mathematics courses.
S/U			Satisfactory/Unsatisfactory. Placement or proficiency credit.
W			Withdrawal - Used within the first eight weeks of courses

Grade of Incomplete

The grade of Incomplete (I) indicates that work in a particular course is incomplete. This grade (I) will be awarded only in exceptional cases when illness or other unavoidable reasons prevent the student from taking the final examination or completing a major class project.

Any student receiving an incomplete (I) will be given one calendar year from the date of receipt to remove the condition. If this grade is not removed by the student within the allotted time, the grade will be changed to an "F." Special consideration may be made by the College, if and as warranted.

No credit hours are awarded for courses in which grades of "W" are given and they are not counted in determining the student's scholastic standing.

No credit hours are awarded for courses in which grades of "F" are earned, but the hours are counted in determining the student's scholastic standing.

REPEATING COURSES

Students who fail any course or earn a "D" in a course for which a minimum grade of a "C" is required must repeat that course at its next offering. Students must indicate to the College at registration that they are repeating a course. Courses may be repeated to improve a grade of "C" or below in any course taken at Knoxville College. Credit hours can be counted as earned only once.

A student who makes an unsatisfactory grade may not repeat that course at another institution for credit at Knoxville College. Students will receive credit hours for a repeat course if the previous grade was an "F." If the previous grade was a "D" or higher, then the student will receive additional quality points that reflect the difference between the initial grade and the subsequent grade. Exceptions may be made by the College. Students may not count for credit a grade below "C" in their concentration.

ADDING AND DROPPING COURSES

In order to ensure a place in desired classes, all students are strongly encouraged to pre-register for a given semester during the designated period. Every effort will be made to honor students' preregistration schedules. However, the College reserves the right to adjust pre-registration schedules based on availability and other factors. If a student preregisters for certain courses that have a prerequisite, the College reserves the right to drop the student from the course until the prerequisite has been fulfilled. Students who receive grades below a "C" in general education core courses in Math and English, will be automatically re-enrolled in these classes in the subsequent semester. Students seeking to add a course to their schedule after the registration period has ended must follow steps as prescribed by the college.

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

WITHDRAWAL FROM COURSES

Students may officially withdraw from courses without penalty (grade of "W") during the first eight weeks of a semester. All withdrawals must be approved by the College. Any student who stops attending a course but does not officially withdraw from that course 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 College. The permit must then be signed by the College. Any student who stops attending courses but does not officially withdraw from the College will receive a final grade of "F" for each course. Failure to follow this procedure may also result in 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" (see page 14) is enforced. A student who withdraws from the College as of the date 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 other extenuating circumstances, the student may apply to the College for an emergency withdrawal resulting in "W" in all courses.

ACADEMIC GOOD STANDING POLICY AND SANCTIONS

All students are expected to demonstrate academic progress toward completion of a given course of study each semester, to maintain a 2.0 ("C") grade point average and to have a cumulative grade point average of 2.0 for graduation. This policy is intended to assure that a student will meet the minimum grade point average requirement for graduation by the time the student has attempted all courses required for completion of a major. A student is considered in academic good standing if s/he maintains a cumulative grade point average and earns sufficient credit hours according to the following academic requirements:

Upon certification that a student has attempted the following:

1. 24 hours, s/he must have a cumulative grade point average of at least 1.40
2. 48 hours, s/he must have a cumulative grade point average of at least 1.70
3. 60 hours, s/he must have a cumulative grade point average of at least 2.00

Full-time students must make passing grades in at least 20 credit hours by the end of first year (second semester) in which they are enrolled, and 40 credit hours by the end of the second year (fourth semester) in which they are enrolled.

Academic progress for part-time students is evaluated on a pro-rated basis using the same standards as full-time students. Academic progress for full-time students who attend the College for only one semester during a given academic year will be evaluated as part-time students.

A student who fails to maintain academic progress will be placed on academic sanction. All students are evaluated for academic sanctions (i.e., warning, probation, and suspension) at the end of the spring semester of each year.

Students will then receive additional academic assistance and counseling during this probationary period and may carry a maximum course load of 12-13 credit hours. 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. If a student's grades fall below 2.0 for greater than two consecutive semesters, the student may be placed on academic suspension.

Unsatisfactory Academic Progress

Students who are identified as making unsatisfactory academic progress may continue to attend the institution under the guidance of designated personnel. Prior to the first day of attendance, each identified student will meet with the President (or designee) who will limit the student's enrollment to a maximum of seven (7) credit hours until such time as the student's GPA is brought back to satisfactory academic progress. The President (or designee) may also prescribe specific developmental or required courses for enrollment and specify the mechanism by which the course is delivered.

A student may be dismissed for poor scholarship (i.e., academic suspension) by the College. A student dismissed for poor scholarship may be reinstated by the College after the expiration of at least one year from the time of dismissal (See Readmission).

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) is measured both qualitatively (GPA) and quantitatively by a completion standard or pace based on attempted and earned credit hours. Students who do not complete classes in which they are enrolled, or fail to achieve the minimum standards for grade point average may lose their eligibility for all types of state and institutional financial assistance.

Freshmen Honors

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

Examinations

Tests and examinations are given throughout the semester in most courses. Mid-semester and final examinations are given on a scheduled basis. No student shall be exempt from the final examination in courses that require it. Some courses will use assessment methods other than examinations for evaluation of student performance as indicated in the instructor's syllabus. Verification of student identity must be established before any test is administered.

Student Academic Progress

The College monitors the academic progress of each student to determine if that student meets academic requirements. SAP is evaluated annually, at the end of the spring semester (May), of each academic year and is comprised of three components. Failure to comply with any component may result in academic sanction and a loss of financial assistance eligibility. The components are as follows:

- Qualitative Measure: Minimum Cumulative Grade Point Average (CGPA)
- Quantitative Measure: Minimum Completion Standard for Attempted Credit Hours (APCR)
- Maximum Timeframe for Degree Completion

Qualitative Measure of Academic Progress

A Knoxville College student must maintain a cumulative grade point average (CGPA) that satisfies the academic standards established by the college. The qualitative measure of academic progress is based on semesters of enrollment; attempted credit hours; and the cumulative GPA. Students are expected to enroll full-time (at least twelve credit hours) to be eligible to receive full financial assistance. Equivalent qualitative and

quantitative measures of academic progress are also required of part-time students receiving federal financial assistance.

Minimum Cumulative Grade Point Average (CGPA)

End of Semester	Total Attempted Credit Hours	Minimum Cumulative Grade Point Average (CGPA)
1	12-17	1.60
2	18-35	1.70
3	36-47	1.85
4 and above	48+	2.00

All courses, except developmental English and Mathematics, assigned a letter grade of A, B, C, D, or F, contribute to the cumulative GPA. *At the end of four (4) semesters or at the end of the second academic year, a student must have a cumulative GPA of at least a 2.00.*

Quantitative Measure of Academic Progress

All students must adhere to the minimum specified academic progress completion rate (ACPR) specified in the chart below for all credit hours attempted or accepted as transfer credit by Knoxville College. This percentage includes all credit hours attempted, regardless of whether or not financial assistance was received. Students enrolled full-time are required to take a minimum of twelve (12) hours; students must complete/pass 67% of all credit hours attempted with grades of A, B, C, or D. Enrollment status for financial assistance is defined based on hours enrolled at the end of the College's 100% fee refund period.

Minimum Completion Standard for Attempted Credit Hours (Full-time)

End of Semester	Minimum Requirement Attempted Credit Hours At Least:	Minimum Academic Progress Completion Rate (APCR) Cumulative Credit Hours Earned/Total Attempted Credit Hours	Minimum Requirement Cumulative Credit Hours Earned
1	12	67%	8
2	24	67%	16
3	36	67%	24
4	48	67%	32
5	60	67%	40
6	Above 60	67%	48

Maximum Timeframe Measure for Degree Completion

Students are eligible to receive financial assistance for a limited period while pursuing a degree. A student must not exceed 150 percent of the number of credits it takes to obtain a degree. Credit hours are cumulative hours. The minimum credit hours required to receive a degree is 60 credits. Therefore, students may not exceed 90 attempted credit hours in order to remain eligible for financial assistance. Students who exceed 90 attempted credit hours are considered ineligible for financial assistance based on excessive hours. *In some limited instances, a student may be granted an extension in maximum timeframe.*

SAP and Transfer Students

Transfer students are required to meet the same satisfactory academic progress requirements as Knoxville College students. All accepted transfer credit hours will be included in credit hours attempted and earned to determine academic progress toward degree completion. We do not count the grades on those transfer credits toward the qualitative measure (i.e., CGPA).

Withdrawal & Incomplete Courses

Credit hours of courses with grades of W are counted in the APCR evaluation. The credit hours assigned as incomplete are counted in attempted credit hours and in the APCR evaluation.

TYPES OF ACADEMIC SANCTIONS

Academic Warning

The College believes that any student, whose cumulative grade point average is below 2.00, whether or not that student has been placed on academic probation, needs academic improvement. In an effort to assist students to raise their averages and to avoid academic sanctions, appropriate intervention strategies will be employed for all students whose grade point averages fall below 2.00.

Academic Probation

Any student whose cumulative grade point average falls below the satisfactory academic standing of 2.0 (at the end of the term of enrollment) may be placed on academic probation prior to the next term of attendance. Students on academic probation will be notified by the College and may continue their studies under the guidance of an academic counselor. Prior to the first day of classes, all students on academic probation must review their class schedule with a College counselor who may: 1. Limit their enrollment credit hours for the semester; 2. Prescribe specific

developmental or required courses for enrollment; and 3. Specify the mechanism by which courses are delivered. Identified students must report to a College counselor as often as is required throughout the semester.

Students may remain on academic probation for no more than two terms of enrollment before being classified as making unsatisfactory academic progress. Students who are identified as making unsatisfactory academic progress will be notified by the College.

Academic Dismissal

Probationary status is not a necessary prior condition for academic dismissal. The College 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 after Academic Dismissal

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. The following forms of evidence may be submitted:

- Grades of "C" or above from another institution;
- 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;
- Letter of recommendation from an employer with indication of attendance and performance record; or
- Other evidence that would demonstrate determination to achieve academic success.

During the first semester 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 and a recommendation submitted to the College 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. The appeal should be made by the student in writing within ten (10) calendar days of notification of probation or suspension. The College will review the entire academic record of the student and other submitted materials.

Students requiring more information about the appeal process, or about any academic

grievance, should contact the College. If a complaint is not settled at the institutional level, the student may contact:

Tennessee Higher Education Commission
404 James Robertson Parkway, Nashville, TN 37243-0830
Telephone: (615-741-5293)

STUDENT COMPLAINTS

Knoxville College seeks to resolve student complaints in an expeditious manner. As a matter of practice, Knoxville College subscribes to the philosophy that student complaints are best resolved on an informal basis.

Informal Complaint Process

When a student has a complaint, he/she should initially seek an informal resolution by raising the complaint directly with the relevant staff or faculty member.

While students are encouraged to talk about their complaints directly with the person concerned, this approach may not always be appropriate. In circumstances in which students believe it is not appropriate to raise the issue directly with the person(s) of concern, they may make the complaint directly to:

Office of the President
P.O. Box 52648
Knoxville, TN 37950
Telephone: (865) 521-8064

Written Student Complaints

When informal procedures do not resolve concerns, for privacy and/or security reasons, all written complaints must be submitted through traditional or electronic mail to the Office of the President, who will determine the appropriate College personnel to review the complaint. It is expected that students making written complaints will demonstrate they have attempted to resolve their concerns through informal procedure.

The written complaint should include the name and contact information of the student filing the complaint, and a brief description of the complaint or concern. The student should receive written acknowledgement of the complaint with ten (10) working days. The complaint will be reviewed and a collaborative effort will be made to resolve the complaint. Within twenty (20) working days of receipt of the written acknowledgement

of the complaint, the student will receive notification of the resolution of the complaint, or of the College's position concerning the complaint, from the appropriate College Representative.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary Authorization.

ACADEMIC REGULATIONS

Academic Advisement

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

Classes cannot be dropped during the last two weeks of the semester except in cases of emergency. Exceptions may be granted by the College.

Academic Clemency

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

Academic Integrity

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

Course Academic Progress System

Progress reports should be filed between the 5th Week Assessment deadline and three days prior to the last day to withdraw from classes for any student (1) currently earning

below a "C" grade, (2) having an unsatisfactory class participation record, and/or (3) having unsatisfactory work.

Completion of Degree Requirements

Students who take 15 or more hours per semester for two consecutive academic years of two semesters each may expect to complete all the requirements for the degree by the end of their second year. Students who become irregular in their attendance or take fewer than the hours suggested above can expect to spend more than two academic years completing degree requirements.

Students who complete degree requirements within four years from the date of initial matriculation will not be held responsible for meeting new or added requirements. Students whose enrollment is interrupted for two or more consecutive regular semesters will follow the applicable catalog at the time of the last entry.

Application for Degree

A candidate for a degree must file a formal application for the degree with the College and pay the graduation fee ten (10) days after the beginning of the semester of graduation. Prior to receiving clearance for graduation, each graduating student must have a completed résumé on file with the College.

Permanent Student Records

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

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

Disclosure of Graduation Rates

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

GENERAL EDUCATION REQUIREMENTS

Knoxville College offers the Associate of Arts degree in General Studies. Knoxville College follows a semester system calendar.

ASSOCIATE OF ARTS (AA) DEGREE CURRICULUM

DEGREE REQUIREMENTS

The following requirements must be met for the Associate of Arts degree:

A minimum of 60 semester credit hours successfully completed: All students will be required to take 41 credit hours of general education core courses and 19 credit hours of elective courses to satisfy a concentration. Students may choose from the following concentrations: Humanities, Social Sciences, Natural Sciences, or Mathematics. A student who has selected a future major or probable major to be pursued at a four-year institution should take courses appropriate to that major. Refresher courses in English and mathematics do not count toward the completion of this minimum-hour requirement.

A cumulative grade point average of at least 2.0 must be maintained.

GENERAL EDUCATION CORE AND CONCENTRATIONS

COURSES	CREDIT HOURS
ENG 1301 English Composition I	3
ENG 1302 English Composition II	3
COM 2200 Fundamentals of Public Speaking	3
FRS 1000 Freshman Studies	2
MUS 1000 Music Appreciation or ART 1000 Art Appreciation	3
SOC 1000 Introduction to Sociology	3
HIS 2010 United States History I	3
HIS 2020 United States History II	3
HED 1510 Health & Wellness	3
CPS 1000 Introduction to Computer Science	3
MAT 1130 College Algebra	3
BIO 1000 Biology (non-Science majors)	3
FRN 1010/1020 or SPN 1010/1020	6
TOTAL GENERAL EDUCATION CORE CREDIT HOURS	41
CONCENTRATION CREDIT HOURS	19-21

TOTAL CREDIT HOURS REQUIRED FOR AA DEGREE	60-62
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CONCENTRATIONS to be taken after the GENERAL EDUCATION CORE courses
Select One Concentration:

HUMANITIES CONCENTRATION

COURSES	CREDIT HOURS
ENG 2290 American Literature I	3
ENG 2291 American Literature II	3
Select one foreign language group	
FRN 2010 French III & FRN 2020 French IV or SPN 2010 Spanish III & SPN 2020 Spanish IV	6
HIS 2100 World Culture & Diversity	3
HIS 2110 World History	3
ENG 2500 Humanities Seminar	1
TOTAL HOURS REQUIRED	19

*Either Spanish I-II or French I-II can be used to fulfill General Education Core Requirement.

SOCIAL SCIENCES CONCENTRATION

COURSES	CREDIT HOURS
CRJ 1050 Introduction to Criminal Justice	3
PSY 1000 Essentials of Psychology	3
BUS 2010 Principles of Economics I	3
BUS 2020 Principles of Economics II	3
SOC 1000 Introduction to Sociology	3
PSC 1301 Contemporary Issues in Political Science	3
SCI 2500 Social Sciences Seminar	1
TOTAL HOURS REQUIRED	19

NATURAL SCIENCES CONCENTRATION

COURSES	CREDIT HOURS
Select one BIO series: BIO 1110 - BIO 1120 General Biology I - II or BIO 2120 - BIO 2130 Anatomy & Physiology I - II	8
BIO 2000 Medical Terminology	3
CHM 1110 General Chemistry I	4

CHM 1120 General Chemistry II	4
BIO 2500 Biology Seminar	1
TOTAL HOURS REQUIRED	20

MATHEMATICS CONCENTRATION

COURSES	CREDIT HOURS
MAT 1130 College Algebra*	3
MAT 1710 Precalculus	3
MAT 1910 Calculus I	4
MAT 1920 Calculus II	4
Elective	3
MAT 1830 Applied Statistics	3
MAT 2500 Mathematics Seminar	1
TOTAL HOURS REQUIRED	21

* MAT 1130 can be used to satisfy General Education Core requirement.

PLACEMENT TESTS

Based on scores from SAT/ACT exams, some students may be required to take the ETS Proficiency Profile Test. This test developed by Educational Testing Services, measures student proficiency in mathematics and language arts.

To graduate from the College, acceptable scores for Level 1 Writing and Reading, Critical Thinking, and Mathematics sections must be obtained. 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.

HONORS AND AWARDS

Associate degree graduation honors are awarded based upon a Knoxville College 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 Knoxville College cumulative average of 3.15 after at least two semesters, and the Honor Roll, which includes all full-time students who earn an average of 3.0 or higher in the semester involved.

TRANSCRIPTS

The College 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 the current transcript fee for each transcript thereafter. The student must personally submit a written request to the College. 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, 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 College.

COURSE DESCRIPTIONS

FRESHMAN STUDIES (FST)

FST 1000 Freshman Studies Introduction to College This course is designed to empower the student as he/she begins to set and maintain realistic personal and educational goals. Emphasis is on developing reading, writing, math, and other effective learning strategies. Other topics include exploration of learning styles and diversity on a college campus, development of critical thinking skills, and introduction to campus resources and use of technology. (3 credits)

DEPARTMENT OF HUMANITIES

HUMANITIES

General Information: The Department of Humanities offers courses in Communications, English, history, religion, Spanish, French, music, and art.

Note: Several humanities courses contribute to the general education core and must be taken by all students, including ENG 1301-1302 English Composition I-II, Foreign Language 1010 French or Spanish, HIS 2010-2020 U.S. History, MUS 1000 Music Appreciation or ART 1000 Art Appreciation.

ENGLISH (ENG)

General Information: The English Department offers courses in composition, 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 further study in English. An English seminar culminates the English concentration.

General Requirements: All students entering Knoxville College must complete a placement examination in reading and writing. Freshmen whose placement examinations indicate a level of preparation below that for **ENG 1301 English Composition I** will be required to enroll in **ENG 0900 Developmental English** and to complete this course with a grade of C or better before proceeding to **ENG 1301**. Credit for **ENG 0900 Developmental English** does not contribute to the required credits for graduation.

ENG 0900 Developmental English This is a remedial course that includes a study of sentence types, sentence variations, and sentence combining. The focus of this course is on the development and writing of various types of paragraphs. Ancillary short readings are required. This course will *not* satisfy graduation requirements. (0 credits)

ENG 1301 English Composition I (Prerequisite: Placement) This course, the first 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. (3 credits)

ENG 1302 English Composition II (Prerequisite: English 1301) This course, the second of the freshman English sequence, continues to emphasize effective writing, analytical reading, argumentation and research techniques. English 1302 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 research paper in this course. (3 credits)

ENG 2290 American Literature I to 1865 (Prerequisites: ENG 1301 & ENG 1302) This course is a survey of major authors and literary movements/ paradigms in American literature from its beginnings to 1865. (3 credits)

ENG 2291 American Literature II from 1865 (Prerequisites: ENG 1301 & ENG 1302) This course is a survey of major authors and literary movements /paradigms in American literature from 1865 to the present. (3 credits)

ENG 2500 Humanities Seminar This seminar allows students the opportunity to work closely with an instructor in a specific area of the instructor's expertise. Students will be required to bring together interests and skills developed in this and previous courses to make in-depth oral and written presentations on a topic of their choosing as a culminating project of the Humanities Concentration. (1 credit)

FOREIGN LANGUAGES

FRENCH (FREN)

FRN 1010 French I (Prerequisite: none) FRN 1010 is a beginning language course designed for students with no previous experience in French. The course is designed to provide students with the fundamentals of French pronunciation and grammar, as

well as an introduction to Francophone culture. The course will stress the development of communication skills, especially listening and speaking, but will also promote reading and writing skills. (3 credits)

FRN 1020 French II (Prerequisite: FRN 1010) FRN 1020 is a continuation of the introductory level language course (**FRN 1010**), with increased emphasis on vocabulary enrichment and the development of speaking ability as well as strengthening listening and reading comprehension skills. Students at this level will also continue to develop insights into Francophone culture and to draw comparisons with their own culture. (3 credits)

FRN 2010 Intermediate French III (Prerequisite: FREN 1020 or equivalent proficiency). FRN 2010 expands on the vocabulary and grammatical structures introduced in the first two semesters of study. Emphasis is on the continued development of French language skills through the study and discussion of authentic readings in Francophone literature and culture. Students will learn strategies to improve listening and reading comprehension and speaking and writing skills. Students at this level will also continue to develop deeper insights into Francophone culture and to draw comparisons with their own culture. (3 credits)

FRN 2020 Intermediate French IV (Prerequisite: FREN 2010 or equivalent proficiency). FRN 2020 is a continuation of the intermediate level course (FRN 2010). Emphasis is on enhancing communication skills in French, both spoken and written. Students will refine critical reading and writing skills through further exploration of Francophone literature and culture. (3 credits)

SPANISH (SPAN)

SPN 1010 Spanish I (Prerequisite: none) SPN 1010 is a beginning language course designed for students with no previous experience in Spanish, or whose experience does not make placement in a higher level Spanish course advisable. The course is designed to provide students with the fundamentals of Spanish pronunciation and grammar, as well as an introduction to Hispanic culture. The course will stress the development of communication skills, especially listening and speaking, but will also promote reading and writing skills. (3 credits)

SPN 1020 Spanish II (Prerequisite: SPN 1010 or equivalent) SPN 1020 is a continuation of the introductory level language course (SPN 1010), with increased emphasis on vocabulary enrichment and the development of speaking and writing ability as well as

strengthening listening and reading comprehension skills. Students at this level will also continue to develop insights into Hispanic culture and to draw comparisons with their own culture. (3 credits)

SPN 2010 Intermediate Spanish III (Prerequisite: SPAN 1020 or equivalent). SPN 2010 expands on the vocabulary and grammatical structures introduced in the first two semesters of study. Emphasis is on the continued development of Spanish language skills through the study and discussion of authentic readings in Hispanic literature and culture. Students will learn strategies to improve reading comprehension and fundamental composition writing skills. Students at this level will also continue to develop deeper insights into Hispanic culture and to draw comparisons with their own culture. (3 credits)

SPN 2020 Intermediate Spanish IV (Prerequisite: SPAN 2020 or equivalent). SPN 2020 is a continuation of the intermediate level course (SPN 2010). Emphasis is on enhancing communication skills in Spanish, both spoken and written. Students will refine critical reading and writing skills through further exploration of Hispanic literature and culture. (3 credits)

HISTORY (HIS)

HIS 2010 United States History I This course is a study of the development of cultural, economic, social and political institutions in America from pre-Columbian times to the Civil War. (3 credits)

HIS 2020 United States History II This course is a study of the development of cultural, economic, social and political institutions in the United States from the Civil War to present times. (3 credits)

HIS 2110 World History & Diversity This course is a study from a historical perspective, of the systems of beliefs, attitudes, behaviors, and traditions that have emerged from various groups. Topics will include aspects of social patterns, educational/intellectual involvement, health and spirituality. The components of diversity will be explored, including organizational culture, biological factors, gender, media/influences, and language/dialects. Students will develop their own conceptual model of cultural diversity. (3 credits)

HIS 2120 World History This survey course is organized around five overarching themes in World History that serve as unifying threads throughout the course: Social--Development and transformation of social structures; Political--State-building,

expansion, and conflict; Interaction between humans and the environment; Cultural--Development and interaction of cultures; and Economic--Creation, expansion, and interaction of economic systems. The themes also provide a way to organize comparisons and analyze change and continuity over time. (3 credits)

ART (ART)

ART 1000 Art Appreciation This course provides a firm foundation of art appreciation based on the comprehension of basic artistic concepts including the formal elements and the principles of design through the study of the history of Western art from Prehistory to 15th-century Italy. (3 credits)

MUSIC (MUS)

MUS 1000 Music Appreciation. This course is a survey of music, including musical forms and styles, families of orchestral instruments, musical terminology and music history. (3 credits)

RELIGION (REL)

REL 1010 – Introduction to the Old Testament This course is a survey of the historical, literary, cultural and theological heritage in ancient Israel from its earliest beginnings to the start of the Christian era. Special attention will be paid to the geographical and historical contexts in which the Jewish scriptures arose, their social settings, political biases, and theological message. (3 credits)

REL 1020 – Introduction to the New Testament This course is the study of the development of the text and canon of the New Testament, reflections on the teachings of the New Testament and its importance to the church, and applications of the teachings of the New Testament to the church and the Christian life. (3 credits)

COMMUNICATIONS (COM)

COM 2200 Fundamentals of Public Speaking (Prerequisites: College level reading and writing skills; appropriate score on the ACT/SAT or completion of appropriate development courses with grades of C or better.) This course focuses on the theory and practice of oral communication skills which affect critical thinking in public speaking situations. An emphasis is placed upon research, organization and delivery. Course topics may include: clearly organizing a speech in compliance with the speech's objective; understanding various organizational patterns; executing competent vocal

and physical delivery skills; adapting to academic and career settings; reducing communication apprehension; and effectively using visual aids. (3 credits)

DEPARTMENT OF SOCIAL SCIENCES

General Information: The Department of Social Sciences provides a foundation in the social sciences focusing on methods and principles sufficient for students to pursue social and behavioral science-based careers or to pursue further training in a professional discipline. The department offers courses in business, economics, political science, psychology, sociology, and criminal justice as well as the Seminar in Social Sciences as the culminating project for the Social Sciences concentration.

BUSINESS (BUS)

BUS 1100 Introduction to Business This course is an introduction to what a business is, how it operates, and how it is managed. Students will identify forms of ownership and the processes used in production and marketing, finance, personnel and management in business operations. (3 credits)

BUS 2010 Principles of Economics I This course is the study of economic principles related to consumer demand, and determination of prices of goods and factors of production under differing market structures. (3 credits)

BUS 2020 Principles of Economics II This course is the further study of economic principles related to consumer demand, and determination of prices of goods and factors of production under differing market structures. (3 credits)

COMPUTER SCIENCE (CPS)

CPS 1000 Introduction to Computer Science This course 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. (3 credits)

POLITICAL SCIENCE (PSC)

PSC 1300 American Government & Politics. This course is the study of federalism, theories of the origins and purposes of government and other aspects of the American government including interest groups, political parties, and the electoral process.

Emphasis is placed on constitutional backgrounds and the organization and functions of the executive, legislative, and judicial branches of the national government, civil liberties and civil rights, public opinion, media, bureaucracies, and domestic and foreign policy. (3 credits)

PSC 1301 Contemporary Issues in Political Science. This course is the study of the concepts of political science including power, society, government, community, the nation-state, and justice. There will be a comparison of the various types of political systems along with a study of how political participation and political organization are related to the pursuit of public policy. (3 credits)

PSC 2150 Congress & Public Policy This course is the study of the history and development of both the place of Congress in the Constitutional order and the internal structures and behaviors of the legislative process. Topics include congressional-presidential relations, elections, representation, committees, parties and leadership, collective action and coalition building, and Congress' capacity to deliberate and make public policy. (3 credits)

PSYCHOLOGY (PSY)

PSY 1000 Introduction to Psychology. This course is a survey of introductory topics such as learning, memory, sensation and perception, personality, life-span development, physiological basis of behavior, stress and health, psychological disorders, social psychology, and research methods. Additional topics such as language development, states of consciousness, and psychotherapy may also be included. (3 credits)

SOCIOLOGY (SOC)

SOC 1000 Principles of Sociology. This course is an introduction to the theoretical perspectives and research pertaining to the scientific study of society, including the social relationships of individuals within social institutional processes. The course covers the processes of Institutional Processes (culture, structure, family, marriage, cohabitation, politics, economics, religion, education, sexuality, demography, and social change); and Structured Inequality (classes, wealth, poverty, gender, sexism, ethnicity, race, racism, aging, global inequality, and neocolonialism). (3 credits)

CRIMINAL JUSTICE (CRJ)

CRJ 1000 Introduction to Criminal Justice This course covers the history and philosophy of criminal justice and ethical considerations; crime defined: its nature and impact; overview of criminal justice system; law enforcement; court systems; prosecution and defense; trial process; corrections. (3 credits)

SCI 2500 Social Sciences Seminar This seminar allows students the opportunity to work closely with an instructor in a specific area of the instructor's expertise. Students will be required to bring together interests and skills developed in this and previous courses to make in-depth oral and written presentations on a topic of their choosing in the Social Sciences concentration. (1 credit)

DEPARTMENT OF NATURAL SCIENCES

NATURAL SCIENCES

General Information: The Department of Natural Sciences provides a foundation in scientific methods and principles sufficient for students to pursue science-based careers or to pursue further training in a professional discipline. The department serves diverse student needs: in addition to the biology courses for the general education core, the department offers technical courses, Biology and Chemistry preparation for prospective teachers, and research experiences to prepare students for further study and employment in government and industry. A Seminar in Biology is a culminating course for this concentration.

HEALTH EDUCATION (HED)

HED 1510 Health and Wellness. Designed to provide the student with knowledge of current health problems including physical fitness, nutrition, and major diseases, and to encourage application of this knowledge for healthful living. (2 credits)

BIOLOGY (BIO)

BIO 1000 Biology for Non-Science Majors. This course introduces the fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. A brief survey of prokaryote and eukaryote cells, plants, protists, and fungi as well as an overview of

the morphology and reproduction of various plants and fungi is discussed in this course. (3 credits)

BIO 1110 - BIO 1120 General Biology I-II. These courses introduce students to the science and application of biological concepts. Lab included. (4 credits per course)

BIO 2000 Medical Terminology. This course is the study of basic medical language skills including, pronunciation, spelling, and definitions as a foundation for developing the degree of competency required to read and understand medical reports and communicate with physicians and other medical professionals. (2 credits)

BIO 2110 Microbiology (Prerequisite: BIOL 1110-1120) The purpose of this course is to familiarize the student with the concepts that are basic to identifying viruses, prokaryotic and eukaryotic cells. The five basic topics in this course are: the general principles for microbial the growth, evolution and classification; descriptions of different prokaryotic, eukaryotic and other lifeforms and how they utilize these principles; the natural ecology of microorganisms; the human use of microorganisms; and how microorganisms function in disease. Lab included. (4 credits)

BIO 2120 Anatomy & Physiology I. (Prerequisites: BIO 1110-BIO 1120) This course will cover the basic concepts of biology biochemistry (cell theory, cell structure, cell metabolism, and cell reproduction) before proceeding to a detailed study of the normal histology, gross anatomy, and physiology of each body system within the human organism. Lab included. (4 credits)

BIO 2121 Anatomy & Physiology II. (Prerequisite BIO 2120) This course will further cover the detailed study of the normal histology, gross anatomy, and physiology of various human organ systems. Lab included. (4 credits)

BIO 2500 Biology Seminar This seminar allows students the opportunity to work closely with an instructor in a specific area of the instructor's expertise. Students will be required to bring together interests and skills developed in this and previous courses to make in-depth oral and written presentations on a topic of their choosing. This capstone course will capture the spirit and breadth of the field of Biology through a guided investigation and literature review associated with the chosen subject. (1 credit)

CHEMISTRY (CHM)

CHM 1110 General Chemistry I This course covers fundamental concepts including laws and theories; elements, compounds and mixtures; atomic and molecular structure;

measurements; language and stoichiometry; ionic and covalent bonding; states of matter; chemical calculations; and chemistry of solutions. This is the first course in a two-semester sequence for students interested in science, pre-health professional studies and engineering. (4 credits)

CHM 1120 General Chemistry II (Prerequisite: Chemistry 1110) This course adds to and further develops the concepts introduced in General Chemistry I. The study of reaction rates and equilibrium, organic compounds, and electrochemistry are presented. Equilibrium is explored through acid-base and complex ion chemistry, where topics including buffers, pH and pKa are studied. The laws of thermodynamics are reviewed with topics centered on enthalpy, entropy, Gibbs free energy, and spontaneity. Nuclear chemistry in the evolution of matter is studied along with the chemistry of transition elements and coordination compounds. (4 credits)

CHM 2010 Organic Chemistry I (Prerequisite: CHM 1110/1120 or equivalent.) This course is the study of types of carbon compounds, their nomenclature, reactions, and physical properties. (4 credits)

CHM 2020 Organic Chemistry II (Prerequisite: CHM 2010 or equivalent.) A continuation of Organic Chemistry I. (4 credits)

DEPARTMENT OF MATHEMATICS & PHYSICS

General Information: The Department of Mathematics and Physics provides a 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 and physics preparation for prospective teachers, and research experiences to prepare students for further study and employment in government and industry. A Seminar in Mathematics is a culminating course for this concentration.

MATHEMATICS (MAT)

MAT 0900 Developmental Math This course is the study of operations with whole numbers, integers, fractions, decimals, percents and their applications; simplifying and evaluating algebraic expressions; ratios and proportions; solving linear equations in one

variable and graphing solutions to linear inequalities. This course does *not* satisfy the college level mathematics requirements. (0 credit)

MAT 1130 College Algebra (Prerequisite: Placement by an approved college-entry assessment test.) This course is the study of algebraic equations and inequalities, absolute value, polynomial, rational, exponential and logarithmic functions, conic sections, systems of equations and inequalities, matrices and determinants. Additional topics may include sequences and series, combinatorics, probability and mathematical induction. (3 credits)

MAT 1710 Precalculus (Prerequisite: A grade of "C" (or better) in College Algebra or placement by the College) This course is the study of fundamental concepts including polynomial, rational, logarithmic, and trigonometric functions, with applications to problems in mathematics and the sciences. This is a course for students interested in science, pre-health professional studies and engineering. (3 credits)

MAT 1910 - MAT 1920 Calculus I – II (Prerequisite: ACT mathematics score of 27 or above and four years of high school mathematics including algebra, geometry, trigonometry and advanced or pre-calculus mathematics; or, special permission by Knoxville College; or, "C" or better in MAT 1710; or equivalent.) This series of courses includes the study of limits, continuity, derivatives and integrals of functions of one variable with applications. (4 credits per course)

MAT 1830 Applied Statistics This course is the study of basic statistical concepts including data organization and analysis, including frequency distributions, measures of central tendency and dispersion; probability theory and distributions; sampling methods; estimation; hypothesis testing; regression and correlation analysis. (3 credits)

MAT 2500 Mathematics Seminar This seminar allows students the opportunity to work closely with an instructor in a specific area of the instructor's expertise. Students will be required to bring together interests and skills developed in this and previous courses to make in-depth oral and written presentations on a topic of their choosing. This capstone course will capture the spirit and breadth of the field of Mathematics through a guided investigation and literature review associated with the chosen subject. (1 credit)

PHYSICS (PHY)

PHY 1701 General Physics I (Prerequisite: MAT 1040 or equivalent) This course is a survey of the topics in classical physics intended primarily for students in pre-

professional curricula and majors in various engineering technology concentrations. Topics include mechanics, thermodynamics, waves, electricity and magnetism, and geometrical optics. Good working knowledge of algebra and trigonometry is assumed; heavy emphasis on solutions to numerical problems. Lab included. (4 credits)

PHY 1702 General Physics II (Prerequisite: PHY 1702) This course is a continuation of the survey of topics in classical physics intended primarily for students in pre-professional curricula and majors in various engineering technology concentrations. It is an algebra/trigonometry-based course in the concepts and principles of wave motion, sound, electricity and magnetism, light and optics, and elements of modern physics. Lab included. (4 credits)

END OF COURSE DESCRIPTIONS

END OF CATALOG