



LANE  
COLLEGE



Academic Catalog  
2018 - 2019



**545 Lane Avenue**  
**Jackson, Tennessee 38301**  
**Telephone: (731) 426-7500**  
**[www.lanecollege.edu](http://www.lanecollege.edu)**

Lane College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts, Associate of Science, Bachelor of Arts and the Bachelor of Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Lane College.

Lane College has memberships in the following organizations and associations:

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

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

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



## MESSAGE FROM THE PRESIDENT



"Grace, mercy, and peace will be with you from God the Father and from the Lord Jesus Christ, the Son of the Father, in truth and love" (2 John 1:3).

Faith and reason are inextricably intertwined, in that whatever one is called and inspired to through faith, she or he must employ reason to bring it to fruition. Whenever one pursues rigorous education, faith is essential to sustain the scholar while matriculating, whatever the educational level, especially in the higher education environment. As students master their subjects, I believe that it is our responsibility to assist them in finding Christ, hearing their calling and preparing them to serve humanity.

In the early days of African American higher education, there was no separation between learning and worship or faith and intellect. Lane College with its unique "sacred history and commitment" to prepare lifelong learners and mission to "develop the whole student" affords each of us, faculty, staff and administration, the opportunity to employ our gifts, talents, and knowledge "for the equipping of..." students for their work in building the kingdom of God.

Historically, Lane College, founded in 1882 by a former slave, Bishop Isaac Lane of the Colored Methodist Church, was then and is now an educational institution especially situated to seek to enroll and educate those who may not otherwise have an opportunity to receive a higher education. Thus, it is our collective and individual task to develop a graduation strategy and plan, whereby each of us works to reach, recruit, retain and graduate our students.

Central to this graduation plan is an engaged and enlightened faculty ready to teach and coach, support and challenge, and inspire and hold accountable our geographically and academically diverse student body. Our administrators and staff join this effort by providing and supporting an excellent physical and socio-emotional environment and providing exceptional student services.

Through our collective efforts, praying and working together, we can assist our students in becoming expert lifelong learners, ready and set for a fast start and to finish strong at Lane College and in life. Then, it shall be noted of our students that each experienced and realized "The Power of Potential,"<sup>®</sup> a power and potential that come from God alone.

Go Dragons!

Grace, mercy and peace,

A handwritten signature in blue ink, reading "Logan Hampton". The signature is fluid and stylized, with a long horizontal flourish extending to the right.

Logan Hampton, Ed.D.

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(Faculty Representative)

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# Mission Statement

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With strong ties to the Christian Methodist Episcopal Church, the College's Mission is to develop the "whole student." Academic excellence is the institution's top priority, and it is achieved through a student-centered and nurturing approach to learning supported by excellent teaching, teaching-related research, and service. The College believes that one's intellectual capability coupled with social and spiritual growth is essential to the development of a well-rounded individual. In keeping with this Mission, the College offers creative and enriching academic programs to prepare students for their chosen careers; and encourages active student engagement to cultivate life-long learning.

## PURPOSE

Lane College provides a liberal arts curriculum leading to baccalaureate degrees in the Arts and Sciences. The College accepts persons regardless of race, color, gender, religion, age, or national origin.

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

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

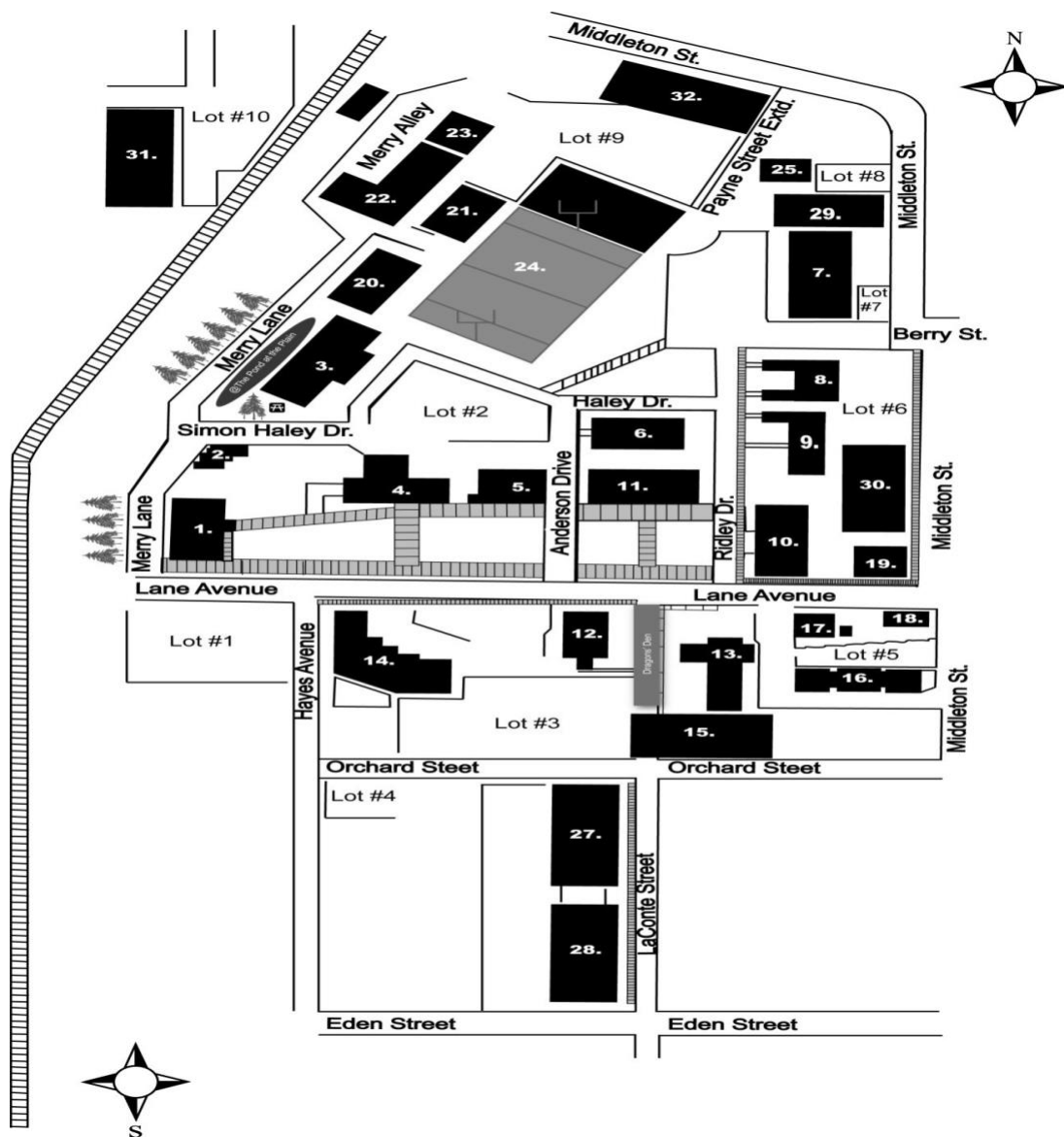
Lane College develops the "whole student." The College fosters academic excellence. The College is also concerned about the student's spiritual, social, and ethical development. The College believes that spiritual growth is an important part of the development of the individual. Spiritual life at the College is viewed as a quality-filled experience rather than a specific and narrow range of separate activities. Spiritual programs of learning, worshipping, and service have the purpose of illuminating life and making life more meaningful.

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

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

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

# LANE COLLEGE CAMPUS MAP



- |                                      |   |
|--------------------------------------|---|
| 1. J.K. Daniels Hall                 | 17. Mary Johnson Lane House                           |
| 2. Central Heating Plant             | 18. Health Center                                     |
| 3. J.F. Lane Health Building         | 19. The Lighthouse                                    |
| 4. Bray Hall Administration Building | 20. Williams-Boyd Campus Center                       |
| 5. Saunders Hall                     | 21. P. R. Shy Building                                |
| 6. O.L. Greer-Armour Hall            | 22. Water Tower Place                                 |
| 7. Graves Hall                       | 23. Student Amenities Center                          |
| 8. Berry Music Hall                  | 24. Football Field/ Basketball Courts                 |
| 9. Stone Hall                        | 25. Physical Plant Building                           |
| 10. Hamlett Hall                     | 26. Security Station (located in Saunders Hall No. 5) |
| 11. Cleaves Hall                     | 27. The Orchards                                      |
| 12. Kirkendoll Student Center        | 28. The Edens   |
| 13. Smith Hall                       | 29. Alumni Hall                                       |
| 14. Chambers-McClure Academic Center | 30. Millennium Hall                                   |
| 15. Phillips Hall                    | 31. Harper Hall                                       |
| 16. Beck Apartments                  | 32. Jennie E. Lane Hall                               |



# LANE COLLEGE ACADEMIC CALENDAR

## FALL 2018

### August

4-11	Discovery Week
8	Faculty Report
8	New Faculty Orientation
9	Fall College Assembly
10	Syllabi submitted online to Office of Academic Affairs
12	Attend St. Paul C.M.E. Church at 11:00 a.m.
13	Classes Begin at 8:00 a.m.
13	Late Registration Begins
17	Last Day to Initiate and Complete Registration
29	Opening Convocation
31	100% of all charges assessed (including tuition/fees, and room/board) No adjustments for students who withdraw from the College after this date.

### September

3	Labor Day Holiday (College Closed)
4	College Opens and Classes Resume at 8:00 a.m.
17	Constitution Day
24-28	Midterm Examinations

### October

1	SPE Testing Opens
2	Midterm Grades for Fall 2018 due via CAMS
4-5	Fall Break
8-13	Homecoming Week
11	Graduate & Professional Day
19	Last day to Withdraw from a class with a grade of "W"
22	Grade of "WP/WF" begins
22	Early Registration Begins for 2019 Spring Semester (Juniors & Seniors Only)
25	Senior Exit Exams
29	Early Registration Begins for 2019 Spring Semester (All Students)
31	SPE Testing Closes.

### November

17-21	Final Examinations
22	College closed in observance of the Thanksgiving Holiday
26	College Reopens at 8:00 a.m.
30	Final Grades due via CAMS

### December

3	Decemtermester Begins
21	Decemtermester Ends
24	College Closed in Observance of Christmas Holiday

# LANE COLLEGE ACADEMIC CALENDAR SPRING 2019

## January

1	New Year's Holiday
2	College Opens at 8:00 a.m.
3	Faculty Return
4	Registration & Advising for New & Transfer Students
7	Classes Begin at 8:00 a.m.
7	Late Registration Begins
11	Spring College Assembly at 11:00 a.m.
11	Last Day to Initiate and Complete Registration
11	Last Day to Add/Drop Classes
11	100% of all charges assessed (including tuition/fees, and room/board) No adjustments for students who withdraw from the College after this date.
21	Dr. Martin Luther King, Jr. Holiday/College Closed
22	College Opens and Classes Resume at 8:00 a.m.
23	Dr. Martin Luther King, Jr. Chapel/College Assembly

## February

18-22	Midterm Examinations
26	Midterm Grades due via CAMS

## March

1	CAPP/SPE Testing Opens
1	Last Day to Withdraw with a grade of "W"
4	Grade of "WP/WF" begins
4-8	Spring Break
18	Early Registration Begins for 2019 Fall Semester
21	Senior Exit Exams
29	CAPP/SPE Testing Closes

## April

17	Honors Convocation
19	Good Friday (College closed)
21	Easter Sunday
22	College Opens and Classes Resume at 8:00 a.m.
22-26	Final Examinations
26	Early Registration Ends for 2019 Fall Semester
26	Baccalaureate Ceremony
27	Commencement Exercises

## May

1	Year-End College Wide Assembly
2-3	Faculty & Staff Leadership Retreat
3	Final Grades Due via CAMS

## LANE COLLEGE ACADEMIC CALENDAR SUMMER 2019

### May

6	Classes Begin (Maymester & Summer I)
7	Last Day to Initiate and Complete Registration (Maymester & Summer I)
7	Last Day to Add Classes (Maymester & Summer I)
7	Last Day to Drop Classes without financial penalty (Maymester & Summer I)
9	Last day to Withdraw with a grade of "W" (Maymester)
13	Last Day to Withdraw with a grade of "W" (Summer I)
24	Maymester Ends
27	Memorial Day (College Closed)
28	College Opens and Classes Resume at 8:00 a.m.
28	Final Grades due via CAMS (Maymester)

### June

12	Last Day of Classes & Final Examinations (Summer I)
14	Final Grades due via CAMS (Summer I)
17	Dragon Academy Begins
17	Classes Begin (Summer II)
18	Last Day to ADD Classes (Summer II)
18	Last Day to DROP Classes without Financial Penalty (Summer II)
24	Last Day to Withdraw with grade of "W" (Summer II)

### July

4	Independence Day Holiday (College Closed)
5	College Opens and Classes Resume at 8:00 a.m.
24	Final Day of Classes & Final Examinations (Summer II)
25	Final Grades due via CAMS (Summer II)
26	Dragon Academy Ends

# INFORMATION DIRECTORY

## Lane College: (731) 426-7500

<b>Administration</b>	<b>Phone Number</b>
President	(731) 426-7595
Executive Vice President	(731) 426-7544
Vice President for Academic Affairs	(731) 426-7552
Vice President for Business and Finance	(731) 426-7539
Vice President for Administration	(731) 426-7522
Vice President for Institutional Advancement	(731) 410-6716

<b>Department/Area</b>	<b>Phone Number</b>
Accounting	(731) 426-7518
Admissions	(731) 426-7533
Alumni Affairs	(731) 265-1709
Athletics	(731) 426-7568
Career Planning and Placement	(731) 410-6709
Cashier's Office	(731) 426-7550/7551
Counseling Office	(731) 426-7617

<b>Academic Divisions</b>	<b>Phone Number</b>
Division of Business, Social, and Behavioral Sciences	(731) 426-7578
Division of Liberal Studies and Education	(731) 426-7635
Division of Natural and Physical Sciences	(731) 868-2170

<b>Department/Area</b>	<b>Phone Number</b>
Financial Aid	(731) 426-7537
First Year Experience	(731) 426-7505
Health Services	(731) 265-8904
Housing	(731) 426-7543
Information Technology Resource Center	(731) 426-7604
Institutional Research	(731) 426-7575
Payroll and Purchasing	(731) 426-7526
Personnel	(731) 426-7541
Registrar	(731) 426-7600
Student Loan Management	(731) 421-7306

# General Information

## HISTORY OF THE COLLEGE

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In 1882, one of the nation's early Black Church denominations founded what has since evolved into Lane College. Now referred to as The Christian Methodist Episcopal (CME) Church, the organization was originally named the Colored Methodist Episcopal (CME) Church in America when it formed in 1870. Among its top priorities was the establishment of schools to educate newly freed Negroes following the Civil War. This enterprise of building a school in Tennessee was conceived as early as November 1878 at the CME denomination's Tennessee Annual Conference. The CME church's first Bishop, William H. Miles, presided over the meeting that convened at the old Capers Chapel CME Church in Nashville, Tennessee. A most pivotal moment of the conference occurred when Reverend J.K. Daniels presented a resolution to establish a Tennessee school. Amid much applause, the resolution was adopted, and a committee was appointed to solicit means to purchase a site. Reverends C.H. Lee, J.H. Ridley, Sandy Rivers, Barry Smith, and J. K. Daniels constituted this committee.

Due to the great yellow fever epidemic of 1878, the committee's work was hindered; but when Bishop Isaac Lane was appointed to preside over the Tennessee conference in 1879, there was a turning point. He met with the committee, gave advice, and helped to formulate plans for the founding of what would be called the "CME High School" (now Lane College). For \$240, Bishop Lane purchased the first four acres of land to be used for the new school, which was located in the eastern part of Jackson, Tennessee.

On November 12, 1882, the "CME High School" began its first session under the guidance of its first principal and teacher, Miss Jennie E. Lane...daughter of Founder Isaac Lane. This first day of school marked the beginning of a powerful and ongoing commitment to the uplifting of people throughout the south, the nation, and the world.

Miss Lane went on to marry a CME minister, Nelson Caldwell Cleaves. Thereafter, in January 1883, Professor J.H. Harper of Jackson, Tennessee took over her unexpired term. In the spring of that year, Bishop Lane recruited Harper's successor, Rev. Dr. Charles H. (C.H.) Phillips to serve as principal of the school and Phillips' wife to serve as teacher. Their tenure began in October 1883. Under Phillips, the first curriculum and the first catalog were developed and in acknowledgement of Bishop Lane's vigorous work in establishing the school, its name was changed in 1884 to Lane Institute and chartered under the laws of the State of Tennessee. These actions were significant in furthering the development of the school and gearing its curriculum towards preparing "preachers and teachers." Phillips resigned in the summer of 1885. T.J. Austin was his replacement, serving until 1887, the year of Lane Institute's first graduating class for which commencement exercises were held in May of the same year. That class consisted of five students, including Nelson Caldwell Cleaves, a future bishop of the CME Church and future Chair of the Lane College Board of Trustees. The four other members of the inaugural graduating class were: Isaiah C. Davis, Ida Lane Burrows, Marie E. Payne, and Edward E. Smith.

In September 1887, Reverend T. F. Saunders, a member of the Memphis, Tennessee Conference of the Methodist Episcopal Church, South, was appointed the first President of Lane Institute and made numerous contributions to the school. It was during his presidency that the need for a college department was discerned. The College Department was organized in 1896, and the Board of Trustees voted to change the name from Lane Institute to Lane College. The College Department broadened the curriculum by its organization into the classical, the natural and physical sciences, and mathematics.

In 1903, Reverend James Albert Bray, later elected a Bishop in the CME Church, was elected President. He held that position until 1907. During his tenure, the present *Administration Building* was erected. President Bray was succeeded by Dr. James Franklin Lane, the son of the Founder. Dr. Lane served with distinction for thirty-seven years. During his administration, the College improved its educational facilities and its physical plant. The College attracted the attention of several philanthropic organizations such as the General Education Board of the Rosenwald Foundation and the Board of Missions of the



Methodist Episcopal Church, South. These agencies and boards gave liberal contributions to the educational program of the College.

One of the few Negro schools to be approved by the Southern Association of Colleges and Secondary Schools (SACS), Lane College received a "B" rating from the influential regulatory agency in 1936, as well as partial accreditation, the only level that was given to Negro schools by SACS at that time. In December 1961, Lane College was admitted into full membership in the Southern Association of Colleges and Secondary Schools.

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

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

Dr. Herman Stone, Jr. served as Dean of the College for ten years and was elected President in July 1970. He assumed office on September 1, 1970. During his presidency, Lane College's accreditation was reaffirmed twice by the Southern Association of Colleges and Schools. In addition, the *J.F. Lane Health and Physical Education Building* was added to the facilities of the College. After serving for sixteen years as President, Dr. Stone retired in May of 1986. He was succeeded by Dr. Alex A. Chambers, who was elected President in May 1986 and took office on June 1, 1986.

The College's accreditation was reaffirmed by the Commission on Colleges of the Southern Association of Colleges and Schools in 1991, under the leadership of Dr. Chambers. The College also received a grant from the United States Department of Interior as a part of the Historical Preservation Program to restore *Cleaves Hall*, *Saunders Hall*, *J.K. Daniels Building*, and the *Old President's Home* to their original appearance. These buildings, in addition to the *Bray Administration Building* and the *Old Central Heating Plant*, comprise the Lane College Historic District. This designation was given by the Department of the Interior in 1988. On March 18, 1992, after a short illness, Dr. Chambers passed away.

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

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

In April 1996, the College purchased the former Budde & Weiss Manufacturing Company, a company that designed and made church furniture. Budde Street, which is adjacent to the original properties, is named in its honor. Its successor in title was Tennessee Dimensions, Inc. From this purchase of 6.7 acres, plus

the June 1996 acquisition of the property at 536 Lane Avenue, formerly the home of Mrs. Essie Mae Atwater Perry, the size of the campus was increased to approximately 25 acres.

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

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

In September 2001, the Lane College Board of Trustees approved the administration’s strategic plan to expand the College’s curriculum, strengthen the quality of its faculty, and increase student enrollment. Since 2002, and particularly between the years 2006 and 2009, the college executed some of the most aggressive expansions in enrollment and facilities in its 132-year history.

The spiraling increase in enrollment between the years 2001 and Fall 2010 were dramatic. In 2001, 672 students were enrolled at Lane. Fall 2010, student enrollment was 2,222, a 235 percent increase of which the ratio of males to females was approximately 1:1.

In order to accommodate planned and sustained growth in student enrollment, the College’s administration established a strategic plan to meet the needs of the increased student population.

During the fall 2002, the College began to expand its campus acreage and, in the summer of 2003, began extensive renovations on *The Archives* (now known as *Water Tower Place*). As a result of these renovations, on November 4, 2004, the *Cyber Café* opened with a ribbon-cutting ceremony. This facility is ideally suited for meetings, coffee, or quiet study, and is equipped with wireless Internet access. During the evenings, the Café is also utilized by students for live entertainment and poetry readings.

During July 2005, the College acquired the FCC license to operate its own radio station, 98.7 WLCD-FM. Lane is one of only two private colleges or universities in West Tennessee with its own radio station.

Between March and December 2006, the College acquired an off-campus residence hall named *Eastbrooke*, with a capacity for 100 occupants; erected *P.R. Shy Hall* (formerly named *Meeting Hall and Production Center*), the home of WLCD and the College’s Wellness Program; acquired title to the 3,500-seat *Rothrock Stadium* from the City of Jackson (the home of the Lane College Dragon’s football team); purchased a telecommunications system to alert students, faculty, and staff of any emergency; and bought the historic *St. Paul CME Church* building located on the eastern perimeter of the campus.. This building, renamed *The Lighthouse*, is now used for concerts, plays, and other cultural activities.

In the summer 2007, the College completed construction of two residence halls: *The Edens* and *The Orchards*, each with a capacity of 86 students; and a new dining facility, *Phillips Hall*, which as the result of a 2009 renovation, now seats 800 students. The former dining hall was converted to *The Grand Student Lounge*, a learning/relaxing facility that houses a computer laboratory supporting 200 computers, a lounge section, offices, meeting rooms, study halls, and a counseling center.

In the summer of 2008, work was completed on another men’s residence hall, *Alumni Hall*, which also houses 86 students. In summer 2009, work was completed on an additional men’s residence hall, *Harper Hall*, and an additional women’s residence hall, *Jennie E. Lane Hall*. All residential facilities provide free local telephone service, free laundry service, Internet and cable service, and wireless computer facilities. The new three-story residence halls (*Harper Hall* and *Jennie E. Lane Hall*) each house 129 students.

During the spring and summer of 2009, construction was finished on the 42,000 square foot science and

business building and two additional residence halls. The new science and business building, *Millennium Hall*, includes twelve classrooms; six laboratories; four lecture rooms replete with state-of-the-art technology; telecommunications capabilities; and office and lounge space to meet the needs of sixteen instructors. This new facility supports the College's goal of claiming recognition as a major producer of graduates in the Science, Technology, Engineering, and Mathematics (STEM) program, and will prepare students to be truly competitive as they enter business and global marketing careers.

Over the past twelve years, the College has invested more than \$25 million in the acquisition of land, improvements and renovations to existing structures and construction of new capital facilities.

A major facelift along the heart of the College during the summer of 2010, particularly the three-block area proceeding easterly on Lane Avenue from the railroad tracks to Middleton Street, has heightened the aesthetic appeal of the campus. The project included the installation of decorative street lights and crosswalks, street resurfacing, sidewalk replacements, and landscaping beautification. Of particular note is the installation of brick overlays in front of Cleaves Residential Hall.

Also, during the summer of 2010, the College completed construction of a pedestrian underpass that connects Harper Hall, a men's residence hall, with the North campus by creating a walkway under the West Tennessee Railroad. With student safety paramount, the project was designed, approved, and constructed in only 70 days.

In October 2010, the College completed construction of the new *Berry Music Hall* that replaced the former building that was moved to campus over 68 years ago. Students of music now enjoy state-of-the-art facilities within the new music hall that enhance their vocal and musical talents. In the near future, this new facility will also house certain telecommunications functions that will allow for the demolition of an adjacent building previously used as a classroom and administrative support facility and the creation of additional parking space.

During the winter of 2010, the College acquired *Rothrock Stadium*, now *Lane Field*, and acquired title to property on the west side of Hays Avenue, between Lexington and College Streets, containing one of the historic buildings on the former Union University Campus...namely Adams Hall. After obtaining the necessary approval from the Jackson-Madison County Historic Zoning Commission, this building was demolished...making way for additional parking and pedestrian spaces during the annual Homecoming football game and attendant festivities that occur at the largest and most successful event in Madison County each year.

In the summer of 2013, the college acquired three terminals from Bloomberg Financial Markets. Additionally, several members of the faculty within the Division of Business, Social and Behavioral Science received their certifications from Bloomberg. This is a major achievement. Bloomberg terminals, used by stockbrokers and financial analysts across the country, allow Business and Finance majors to analyze securities, research companies, and monitor Bloomberg's newswire for their business and journalism classes.

Also, during the summer of 2013, the College received official notification from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that its accreditation was reaffirmed, with no recommendations or findings, for another ten-year period. The Reaffirmation of Accreditation confirms that Lane College has been evaluated by peer institutions, and has met the high and rigid standards of quality determined by SACSCOC.

On December 6, 2013, the passing of an era occurred with the untimely and sudden passing of Dr. McClure, who led the College with distinction for 21 years. Dr. Deborah Buchanan, Lane's Vice President for Academic Affairs, assumed the duties of Acting President in accordance with College Bylaws until an emergency meeting of the Board of Trustees could be convened. On December 14, 2014, the Board of Trustees, in its infinite wisdom, elected alumnus Glenn M. Vaulx, a member of the Class of 1966, as its Interim President until a permanent President is elected. Vaulx provided steady leadership at the helm of the College, and his calm nature has provided vital stability during this season of transition.

In keeping with its aim of selecting a new College President on or before July 1, 2014, Bishop Lawrence L. Reddick, Chair of the Lane College Board of Trustees, announced, on June 12, 2014, that the Board had unanimously elected Dr. Logan C. Hampton as the 10th president of Lane College, following a unanimous recommendation by an eight-member Presidential Search Committee. Dr. Logan Hampton assumed his duties on August 1, 2014.

## **Physical Facilities**

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### **James Allen Bray Administration Building**

The administrative offices of the President, Executive Vice President, Academic Affairs, Student Affairs, Business & Finance, Admissions, Financial Aid, and the Registrar are located in this building. The building also contains eight multi-purpose classrooms on the first floor.

### **J. K. Daniels Conference Center**

This historic facility houses two large conference rooms, three meeting rooms, and the offices of Academic Assessment, Institutional Advancement and Institutional Research.

### **Chambers-McClure Academic Center**

This facility contains 48,000 square feet of space for the main library and archives, classrooms, and technology centers/laboratories. The structure also includes a 12,000 square foot auditorium and second-floor balcony, with a seating capacity of 650.

### **Millennium Hall**

This 65,000 square foot facility houses academic programs in science and business. This state-of-the-art building contains 13 class/lecture rooms equipped with the latest audio-visual technology; six special-purpose laboratories (two biology labs, two chemistry labs, a physics lab, and a computer science lab); faculty offices; and administrative offices for the Divisions of Natural and Physical Sciences, and Business and Social and Behavioral Sciences.

### **O.L. and Minnie Greer-Armour Science & Education Building**

This building was completed in 1969. It contains the teacher education resource center, technology lab, classrooms, science laboratories, faculty offices, and the Information Technology work areas.

### **Phillips Hall**

Newly built in 2007 and expanded in 2009, this facility serves as the central dining hall and seats 800 students.

### **Kirkendoll Student Center**

This Center serves as one of the focal points of social life. It houses the fitness center and the Band Room.

### **T.F. Saunders Hall**

This facility houses TRIO Program offices; and foreign languages, art, and communication laboratories. It also houses staff offices, and faculty offices.

### **J.F. Lane Health, Physical Education, and Recreation**

This building includes classrooms, offices, an Olympic-size swimming pool, a modern weight room, and a large gymnasium.

### **Mary Johnson Lane House**

This building serves as the reception center for major events and lodging for special guests. It was renovated in 1994.

### **P.R. Shy Hall**

This building houses the Wellness Program and the College's Radio Station, 98.7 WLCD (Wonderful Lane College Dragons).

### **Edens Hall**

Built in 2007, this residence facility houses male students.

### **Orchards Hall**

Built in 2007, this residence facility houses female students.

**N.C. Cleaves Hall**

Built in 1923, this residence facility houses female students.

**William H. Graves Hall**

Built in 1968, this residence facility houses male students.

**B. Julian Smith Hall**

Built in 1968, this residence facility houses male students.

**Alumni Hall**

Built in 2008, this residence facility houses male students.

**Jennie E. Lane**

Built in 2009, this residence facility houses female students.

**Harper Hall**

Built in 2009, this residence facility houses male students.

**J.A. Hamlett Hall**

Built in 1971, this residence facility houses female students.

**Eastbrooke**

Acquired in 2009, this residence facility houses faculty and staff.

**I.J. Berry Music Hall**

Built in 2010, this hall serves as a music building. It contains faculty offices/studios, classrooms, practice rooms, band and choir rehearsal rooms, band and choral libraries, and a listening room.

**Herman Stone, Jr. Hall**

This building houses the switchboard/mail room, classrooms, and chemistry and computer laboratories.

**J. T. Beck Apartments**

This is an eight-unit structure with apartments for temporary housing for staff.

**Central Heating Plant**

This historic building, originally constructed in 1909, is scheduled for major renovation and conversion into a Museum/Visitors' Center.

**The Water Tower Place**

Built before the turn of 20<sup>th</sup> Century, this facility was acquired in 1996. It has space to service various community-based projects, including a business incubator. It also houses the Office of Student Life, Housing, Campus Bookstore, the Copy Center, the Cyber Café, and a conference room.

**Campus Center**

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

**Physical Plant Building**

This building houses all equipment, offices, and vehicles for the Physical Plant staff.

**Football Field**

The campus football field is used for practice sessions by the football team. Additionally, outside basketball and tennis courts are available for recreational use by students.

**Lane Field**

This 2,500-seat stadium is home to the Lane College Dragons Football Team. The stadium was secured through a gift from the City of Jackson to the College in 2009.

**Amenities Building**

This most recent capital addition to the College was completed in summer 2010 and houses general fitness and recreational facilities for students, faculty, and staff.

**Health Center**

The health center provides services and support to meet the general health care needs of students.

**Storage Building**

This storage building was designed for multipurpose use to store and access larger items.





## Tuition, Fees, and Payments

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

### **TUITION AND FEES** **Academic Year 2018-19** **Residential Students**

	<u>1<sup>st</sup> Semester</u>	<u>2<sup>nd</sup> semester</u>	<u>Total</u>
Tuition (12-16 Hours)	\$4,500	\$4,500	\$9,000
<i>Student Textbook Exchange Program (STEP) Fee</i>	\$ 350	\$ 350	\$ 700
Matriculation Fee	\$ 450	\$ 450	\$ 900
Technology Fee	\$ 300	\$ 300	\$ 600
Student Activity Fee	\$ 100	\$ 100	\$ 200
Housing (Room)	\$2,300	\$2,300	\$4,600
Meal Plan Fees	\$1,375	\$1,375	\$2,750
Health Service Fee	\$ 50	\$ 50	\$ 100
<b>Total</b>	<b>\$9,425</b>	<b>\$9,425</b>	<b>\$18,850</b>

### **Non-Residential Students**

	<u>1<sup>st</sup> Semester</u>	<u>2<sup>nd</sup> semester</u>	<u>Total</u>
Tuition (12-16 Hours)	\$4,500	\$4,500	\$9,000
<i>Student Textbook Exchange Program (STEP) Fee</i>	\$ 350	\$ 350	\$ 700
Matriculation Fee	\$ 450	\$ 450	\$ 900
Technology Fee	\$ 300	\$ 300	\$ 600
Student Activity Fee	\$ 100	\$ 100	\$ 200
Health Service Fee	\$ 50	\$ 50	\$ 100
<b>Total</b>	<b>\$5,750</b>	<b>\$5,750</b>	<b>\$11,500</b>

Less than 12 hours - \$375 per hour

More than 16 hours - \$375 per hour

**FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.**

**For additional information, please feel free to contact:**

**Mr. Darryl McGee  
Interim Vice President for Business and Finance  
(731) 426-7541**

### **Part-Time Students**

Students enrolled in less than 12 credit hours in a semester are considered part-time. Tuition charges are \$375 per credit hour.

### **Course Overload**

Students enrolled in more than 16 credit hours per semester will be charged \$375 per hour for all hours in excess of 16 hours.

### **General Fees**

<b>Graduation Fee (non-refundable)</b>	<b>\$100</b>
<b>Late Registration Fee (non-refundable)</b>	<b>\$100</b>
<b>Per additional day (Late Registration)</b>	<b>\$15</b>
<b>Parking Fee (decal)</b>	<b>\$50</b>
<b>Course Audit Fee</b>	<b>\$25</b>
<b>Room Reservation Fee (non-refundable)</b>	<b>\$50</b>
<b>Identification Card Replacement Fee</b>	<b>\$10</b>
<b>Transcript Fee</b>	<b>\$5</b>
<b>Returned Check Fee</b>	<b>\$25</b>
<b>Additional Charge for Single Room</b>	<b>\$1,250</b>
<b>Meal Plan</b>	<b>\$1,350</b>

*All fees are subject to change without prior notice.*

# Payments

## PAYMENT PLAN

The general policy of the College is that all accounts are due and payable at the time of registration. However, to better serve our students, the College offers a payment plan powered by OnPlan-U. This Plan allows the students to pay their account balance in five or six equal installments. The number of installments is contingent upon when one registers for the payment plan. Parents/students are required to sign up online with an automatic reoccurring payment method. There is a 30.00 per semester enrollment fee.

### **DATES TO ENROLL FOR FALL 2018**

<b>Enrollment Period</b>	<b>Number of installments</b>	<b>Installments charged on 1st of</b>
July 1 - July 31	6	July - December
August 1 - August 14	5	August - December

### **DATES TO ENROLL FOR SPRING 2019**

<b>Enrollment Period</b>	<b>Number of installments</b>	<b>Installments charged on 1st of</b>
October 15- December 31	6	December-May
January 1- January 11	5	January-May

If the parent/student knows that they will have a balance prior to registration, feel free to sign up with OnPlan U as early as possible and start making payments on your account.

[CREATE ACCOUNT](#)

[LOGIN](#)

The Payment Plan is available to parents/students with account balances in excess of \$200.00/per semester. Parents/students are expected to make scheduled payments on time and maintain contact with the Office of Business and Finance in the event that circumstances impacting their ability to make payments change and/or adjustments are made to their account.

Please contact Mr. Lorenzo Gooch, Director of Student Accounts at (731)426-7518 or email [studentaccounts@lanecollege.edu](mailto:studentaccounts@lanecollege.edu) with any questions.

## Financial Aid

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

### Application for Financial Aid

All applicants for financial aid must apply annually by completing the **Free Application for Federal Student Aid (FAFSA)**. Applications may be obtained from a high school guidance counselor, public library, or any college financial aid office. Applications may also be obtained by calling 1-800-433-3423, or via the federal web site at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are advised to submit an online FAFSA or submit a paper application to the Office of Financial Aid as early as possible; BUT NO LATER THAN March 1 of each award year. Students completing the financial aid process on or before March 1 generally receive financial aid packages.

The College is allowed to electronically submit the student's Application to the federal government for processing and a Student Aid Report is mailed directly to the student. The student must designate the names of the colleges and universities, state agencies, and various scholarship organizations to receive the Report.

The majority of students attending colleges and universities will borrow funds to pay for some or a part of their educational expenses. The College participates in the William D. Ford Direct Loan Program that enables students to borrow funds through the U.S. Department of Education. Student loans must be repaid upon graduation or separation from the College. The loan amount is based on the student's classification and dependency status. Students are strongly encouraged to limit borrowing to only what is needed to meet their direct educational expenses. Students may obtain a Student and/or a Parent Plus Loan Request Form online at <http://www.parentplusloan.com/forms/> or from the Office of Financial Aid.

## Eligibility for Financial Aid

To be eligible for aid, a student **must** meet the following conditions:

1. File a Free Application for Federal Student Aid (FAFSA);
2. Enrolled at least half-time;
3. Be a U.S. citizen or an eligible non-citizen;
4. Show evidence of financial need;
5. Make satisfactory progress toward completion of a course of study;
6. Not be in default on guaranteed student loan;
7. Not owe a refund on a PELL Grant or Supplemental Educational Opportunity Grant;
8. Register with selective service by age 24 (males only);
9. Have a high school diploma or GED; and,
10. Have a valid social security number.

The expected family contribution (EFC) established by the federal government will determine eligibility. Most forms of financial aid are restricted to students who have not received a bachelor's degree. Special students, summer transfers, and students enrolled less than half-time are not eligible to receive federal financial assistance.

Student aid funds must be used for educational purposes. Recipients of financial aid are required to sign a statement certifying that all funds will be used for educational purposes (i.e., tuition, fees, room and board, books, supplies, and transportation).

## Financial Aid Complaint Procedures

The College has clearly defined policies and procedures to address student concerns and complaints regarding financial aid. Students should address all complaints in writing to the Director of Financial Aid, Lane College, Bray Hall, 545 Lane Avenue, Jackson, TN 38301. The Director will review all complaints and confer with the appropriate administrative officials. Students will receive a written response to their complaint within ten business days. Should the institution not be able to resolve the problem, the student may contact the State Post-Secondary Review Program Office at the Tennessee Higher Education Commission at (615) 532-8276.

## Financial Aid Independent Student Status

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

1. At least 24 years of age by December 31 of the fall semester of an academic year;
2. A veteran of the U. S. Armed Forces;
3. Received a bachelor's degree;
4. Married;
5. A ward of the court or both parents are deceased; or,
6. Has legal dependents other than a spouse.

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



## **Refund and Repayment Policy**

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

A refund is the amount repaid to financial aid programs and/or the student less the amount retained by the College to cover charges applicable for the period of the student's enrollment. The specific amount retained by the College is calculated according to the College's Refund Policy.

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

### **Refund Policy**

Upon official withdrawal from the College, the Refund Policy allows for refundable charges to be adjusted according to the following schedule:

- A. 100% Refund –** Withdrawal from College on or before the 100% Fees Assessment Date (includes tuition, fees, room and board).
- B. Partial Refund -** Withdrawal from College after 100% Fees Assessment Date subject 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.
- C. Refund for Special Circumstances**
  - 1. Up to 50% of all charges for withdrawals from the College before the end of the third or fourth week of classes.
  - 2. Up to 25% of all charges for withdrawals from the College before the end of the fifth week of classes.

Should a student be required to withdraw from the College for disciplinary reasons or resulting from other administrative actions, s/he forfeits all legal rights and privileges normally accorded a student at the College. S/He will not receive a reimbursement of tuition, fees, room and board charges, or any payments made to the College.

Should the College experience a major disruption in operations as a result of an act of God, riot, or other circumstances beyond the control of the College, reimbursements will not be made for tuition, fees, room and board charges, and or any payments made to the College.

### **Repayment Policy**

Upon official withdrawal from the College, the Repayment Policy allows for refundable charges to be adjusted according to the following formula up to the time that 60% of the semester has passed:

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

There will be no repayments after 60% of the semester has passed.

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

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

The repayment of financial aid will be distributed among the various financial aid programs and returned to the programs from which they were received in the following order:

### **Refunds / Repayments**

Unsubsidized Federal Stafford Loan

Subsidized Federal Stafford Loan

Unsubsidized Federal Direct Stafford Loans

Subsidized Federal Direct Stafford Loans

Federal Plus Loans

Direct Plus Loans

Federal Direct Loans

Federal Pell Grants

Federal Supplemental Educational Opportunity  
Grant Program

Institutional Aid

The Student

## **Financial Aid Programs**

### **GRANTS**

#### **Federal PELL Grants**

The Federal Pell Grant provides need-based grants to low-income undergraduates and certain transitional licensure students to promote access to postsecondary education. Grant amounts are dependent on: the student's expected family contribution (EFC) (see below); the cost of attendance (as

determined by the institution); the student's enrollment status (full-time or part-time); and whether the student attends for a full academic year or less.

Students may not receive Federal Pell Grant funds from more than one college or university at a time.

Financial need is determined by the U.S. Department of Education using a standard formula, established by Congress, to evaluate the financial information reported on the Free Application for Federal Student Aid (FAFSA) and to determine the family EFC. The fundamental elements in this standard formula are the student's income (and assets if the student is independent), the parents' income and assets (if the student is dependent), the family's household size, and the number of family members (excluding parents) attending postsecondary institutions. The EFC is the sum of: (1) a percentage of net income (remaining income after subtracting allowances for basic living expenses and taxes) and (2) a percentage of net assets (assets remaining after subtracting an asset protection allowance). Different assessment rates and allowances are used for dependent students, independent students without dependents, and independent students with dependents. After filing a FAFSA, the student receives a Student Aid Report (SAR), or the institution receives an *Institutional Student Information Record* (ISIR), which notifies the student if s/he is eligible for a Federal Pell Grant and provides the student's EFC.

#### **Federal Supplemental Educational Opportunity Grants (SEOG)**

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

#### **Tennessee Student Assistance Awards (TSAC)**

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

TSAC awards are determined each year by the Tennessee Student Assistance Corporation. The amount of the award for the 2018-19 academic year is \$4,000. Awards are dependent upon the need of the student and the amount of the College's current tuition and mandatory fees. TSAC requires that all applicants complete the FAFSA. No assistance award will be issued to an applicant who does not qualify for the Federal Pell Grant. Students are encouraged to apply during January/February of each calendar year to ensure application processing before the deadline date in early February of each year.

## **LOANS**

#### **Federal Direct Stafford Student Loan Program and PLUS Loans**

Stafford Student Loans (SSLP) are low-interest loans made by the Federal government. Students are required to pay a small insurance premium to help reduce the government's cost of subsidizing the loan. SSLPs are made by the student with repayment beginning six months after graduation or when the student's status drops to less than half time. Loan maximums and interest rates are established by the government. PLUS Loans are meant to provide additional funds for educational expenses. These loans can be made by parents of dependent undergraduate students and are not need-based. However, the interest rates on these loans are higher and the approval of a Parent Plus Loan is based on the applicant's creditworthiness.

#### **Verification**

Starting with the 2012-13 award year, the US Department of Education is transitioning to a targeted verification system.

Previously colleges were required to verify a standard set of five verification items for 30% of their FAFSAs, with some colleges voluntary verifying 100% of their student's FAFSAs.

With the switch to targeted verification, the federal processor will use a risk model to identify FAFSA data elements that are prone to error, which appear anomalous or which seem inconsistent. Only those FAFSA data elements flagged by the federal processor will be subjected to verification. The federal processor is likely to flag fewer than five data elements for most applicants, but some may have more than five data elements flagged. Most colleges that previously verified only 30% of their student's FAFSAs will end up verifying more FAFSAs but fewer total data elements.

The set of data elements potentially subject to verification has been significantly expanded and may change from one year to the next. Data elements currently subject to verification include household size, number in college, receipt of food stamps, child support paid, adjusted gross income, taxes paid and several untaxed income items (untaxed IRA distributions, untaxed pensions, education credits, IRA deductions, and tax exempt interest).

The data elements selected for verification may depend on the applicant's dependency status, whether the applicant or applicant's parents file or do not file federal income tax returns and whether the applicant is eligible for auto zero EFC or not, among other criteria. The US Department of Education has data from previous year's FAFSAs on what data elements were modified during verification and can use this data to create a sophisticated model for predicting the situations in which particular data elements are likely to be changed during verification.

The previous \$400 verification tolerance has been replaced with a tighter \$25 verification tolerance to improve the accuracy of expected family contribution (EFC) calculations.

If an applicant uses the [IRS Data Retrieval Tool](#) to transfer federal income tax return data to the FAFSA without modification, the unmodified data elements will not be subject to verification. Accordingly, applicants who use the IRS Data Retrieval Tool are less likely to be selected for verification. College and university financial aid administrators are strongly encouraging students to use the IRS Data Retrieval Tool.

## SCHOLARSHIPS

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

### **General Academic Scholarship**

Scholarships are awarded for those who rank in the upper twenty percent of their high school graduating classes or those who have a 20 on the ACT or 1500 on the SAT. Transfer students and currently enrolled students may be eligible if they maintain a GPA of 3.3 and have accumulated at least 24 hours of college work. Students must be enrolled in at least 12 hours each semester. The scholarship may be continued if the student maintains a GPA of 3.3 each year. There are a limited number of scholarships available.

accredited Community College or Junior College with an Associate degree.

### **Memorial Gifts**

Established by family and friends of Lane College Graduates.

### **Special Fields Scholarship Fund**

Established through memorial gifts from family and friends of graduates of Lane College. These gifts are in varying amounts with a limited range.

### **Junior College Transfer Scholarships**

This is a one-time award for \$1,000 for students who transfer directly to Lane College from an

Scholarships will be awarded to deserving students who show special talent in such academic fields as music, art, and theater. Applicants for these scholarships must be recommended by the high school principal or a member of the school faculty and must be auditioned by a representative of the College from the division in which they are seeking scholarship assistance.

#### **Tennessee Education Lottery Scholarship Program**

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

To be eligible for these scholarships, you must:

1. Graduate from an eligible high school;
2. Be a Tennessee resident for one year prior to applying;
3. Enroll in a Tennessee public or private college/university accredited by the Southern Association of Colleges and Schools;
4. Score a minimum ACT score as determined by the regulatory agency; and,
5. Maintain a certain GPA requirement as determined by the regulatory agency.

#### **The United Negro College Fund**

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

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

#### **Gates Millennium Scholars Program**

The United Negro College Fund administers this private grant from the Bill and Melinda Gates Foundation. The program provides merit-based scholarships that cover any remaining college costs minority students face after financial aid is awarded.

To be eligible for nomination, students must:

1. Earn at least a 3.3 GPA;
2. Be accepted or enrolled full-time in an accredited four-year undergraduate degree program;
3. Demonstrate leadership skills and community involvement; and,
4. Show significant financial need.

#### **T.H. Copeland Award**

Made possible by his daughter, Mrs. Mattye Copeland Flowers, is given to a minister's daughter or son of high moral character who shows promise of future usefulness.

#### **Athenian Literary and Arts Club Scholarship**

Given annually, the scholarship covers tuition for the first semester. The recipient is chosen by the Club, which is composed of a group of women living in Jackson, Tennessee.

#### **Reverend T. Stacy Riddick Tuition Scholarship**

Made possible by a bequest, it is awarded annually to a worthy student of great promise, preferable from Crockett County, Tennessee.

#### **Essie M. Atwater Perry Memorial Scholarship Fund**

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

#### **Pansy Graham Scholarship Fund**

This award is to be given annually to a worthy student from Crockett County, Tennessee.

#### **Dewitt T. Alcorn Scholarship Fund**



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

**J. Edward Blount Scholarship Fund**

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

**Georgia L. Fowlkes Memorial Scholarship Fund**

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

**Julia Sheegog Scholarship Fund**

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

**Mattie E. Hicks Memorial Scholarship**

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

**Gladys Norris Scholarship Fund**

Established in 1983 by her daughters, Mrs. Kathleen Norris David and Mrs. Mattie L. Anderson, with contributions from family and friends in memory of Mrs. Gladys Norris who served on the Lane College Board of Trustees.

**Marie M. Penn Rowe Scholarship Fund**

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

**B.G. Olive, Jr. Endowment Scholarship**

Established in 1984 by Olive Industries, Inc., with a gift. The interest is to be used to provide

scholarships for needy students.

**Hester and Curry P. Boyd Scholarship**

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

**James L. Stewart and Etta Selmon Excelsior Grand Chapter, Prince Hall Affiliation Scholarship Fund**

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

**Minnie Greer Armour Scholarship Fund**

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

**Elinor Bryant Howlett Scholarship Fund**

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

**Eula Mae Cunningham Memorial Scholarship**

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

**C.A. Kirkendoll Scholarship**

Established in 1980 in honor of former President Chester A. Kirkendoll by a gift from the late Glen A. Rainey, a former Jackson, Tennessee businessman. An additional amount was donated to the Fund by Bishop Chester A. Kirkendoll in

1984. Interest from the fund will provide scholarships for qualified students. This scholarship is awarded to a CME student who ranks high in personal integrity and scholarship, and who gives promise of dedicated service to the Christian Methodist Episcopal Church as an itinerant minister. It is hoped that the recipient will be inspired to be a true servant of God while administering to the needs of people and spreading the Kingdom of God.

#### **Herman Stone, Jr. Scholarship**

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

#### **Willie Mack Jones Science Scholarship**

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

#### **Alfred Tennyson and Velva Donald Pulliam Memorial Fund**

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

#### **Garrett E. Gray Scholarship Fund**

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

#### **James J. and Cyril Cage Porter Scholarship for Excellence Fund**

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

preferably seeking licensure in Elementary Education.

#### **Ollie and Mattye Bond Scholarship for Excellence Fund**

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

#### **C.A. Rawls Scholarship Fund**

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

#### **Robert Word Scholarship Fund**

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

#### **Mildred Hillis Davison Scholarship**

Established in 1988 by Ms. Mildred Hillis Davison to insure that future generations are musically trained to serve the CME Church with quality music. Only the interest is to be used for scholarships. The recipient must be a member of the CME Church; be a music major; maintain a 3.0 average; and agree to work for two years in the Music Department of the CME Church.

#### **1st Lt. Daniel E. Williams Memorial Scholarship**

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

#### **Damron Teacher Scholarship**

Established in 1990, this scholarship will be granted to a Lane College junior who has been formally admitted to the Interdisciplinary Studies program. Selection of the recipient will be a function of a committee of teacher education faculty members from the Teacher Education program selected by the President of Lane College.

**Yvonne Griggs Allen Scholarship**

This scholarship is awarded to a student seeking licensure in Elementary Education, preferably a junior or senior.

**William H. Graves Scholarship Program**

These scholarships are awarded to first-time freshmen who maintain a high school grade point average (GPA) of 3.7 or above. The student must be enrolled full-time at Lane College. Five scholarships are awarded annually. These scholarships are renewable for four years provided the student maintains an overall grade point average of a 3.7 or higher each year.

**Quaker Oats Scholarship**

This scholarship is awarded annually to a worthy student.

**Zodie R. Johnson Scholarship**

This scholarship is awarded annually to a student in good standing.

**Willette Jeffries Haley Scholarship**

Established by Mr. Person Jeffries in memory of his mother. It is awarded annually to a worthy student.

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

**Reader's Digest Scholarship** – This scholarship is awarded annually by the College to a student in good standing.

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

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

**Lottie T. Brooks Scholarship** - This scholarship is awarded to an education major or a deserving student.

**Jimmy L. El-Amin Scholarship** – This scholarship

is awarded annually by the College to a student in good standing.

**Mary P. and James T. Freeman Scholarship** – This scholarship is awarded annually by the College to a deserving student.

**O.T. Peoples Scholarship** – This scholarship is awarded annually by the College to a student in good standing.

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

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

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

**The Luther and Naomi Chrisp Memorial Scholarship** – Established in 2002, specific awards in an amount determined by the Executrix of the Chrisp Estate and its Scholarship Committee, are given annually to a minimum of one or maximum of five students from Gibson County, Tennessee who are of good character, in financial need of assistance, and possess a 2.0 or above grade point average.

**The Faye and Paul Barnes Scholarship** – Established in 2011, interest derived from the corpus of this endowment is awarded annually to a student who is making satisfactory academic progress towards graduation according to the norms established by the College.

**The Artie Whitmore Morris and James W. Morris Memorial Scholarship** – Established in 2011, interest derived from the corpus of this endowment is awarded annually to a Junior or Senior in good academic standing who is making satisfactory academic progress towards graduation, possesses a minimum 3.0 grade point

average, and graduated from a Metropolitan Detroit (Michigan) area high school.

**The Glenda Faye Purham-Brown Memorial Scholarship** – Established in 2011, interest derived from the corpus of this endowment is awarded annually to a Sophomore, Junior, or Senior in good academic standing that is making satisfactory academic progress towards graduation.

**The Lena Taylor Scholarship** – Established in 2013 by her grandson, Lane College Alumnus and Trustee, Jesse Tyson, this scholarship is awarded annually to a deserving disadvantaged minority student with financial need who possesses a minimum 3.0 grade point average and majors in Business. The student must be enrolled as a full-time student.

**The Joe and Bernadine Booker Memorial Scholarship** – Established in 2013 by their son, Lane College Alumnus Rev. Hollis Booker, this scholarship is first limited to Lane College students who are members of St. Luke CME Church of Denver, Colorado; and secondly to first-generation Lane College students who are residents of Gibson County, Tennessee. For clarity, members of St. Luke are given first priority in the issuance of the proceeds of this scholarship. If no member of St. Luke is determined, then first-generation Lane College students who are Gibson County residents are to be considered. To be considered for this award, the recipient must initially possess a minimum 2.5 grade point average, and maintain a minimum 2.0 grade point average during the remainder of his or her collegiate career. In the event that the recipient's grade point average shall fall below 2.0, the scholarship award will not be renewed to the former recipient.

**The Danny "Dannyboy" Terrell Williams Memorial Scholarship** – Established in 2015 by Mrs. Malika Williams (Miss Lane College 1990-91) to memorialize the life and legacy of her husband, Mr. Danny "Dannyboy" Terrell Williams, Class of 1990, a student athlete and Mass Communications major. Candidates for this scholarship must be in good standing with the college, demonstrate significant financial need, make satisfactory academic progress towards graduation as outlined by the college, have a

minimum 3.1 grade point average, and the student must meet with Mrs. Williams during their matriculation.

**Bishop Elias Cottrell/Mississippi Industrial College Alumni Association, Inc. Endowment Fund** – Established in 2016 for students exhibiting a financial need. Candidates for this scholarship must be in good academic standing, disciplinary standing and making satisfactory progress towards graduation.

## AWARDS

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

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

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

Other awards include Student Leader of the Year Award, Profile in Courage Awards, Scholar of the Year Awards, Lane College Tradition Awards, Chapel Leader Awards, Service Award, Dragon Awards, Victory Bell Awards and Most Progress in a Single Semester Award.

## Veterans Benefits

### Mission

Lane College Veterans Resource Center's mission is to provide essential resources and support to active duty service members, veterans, reservists, Guardsmen, and family members with U.S. Department of Veterans Affairs (VA) education benefits and services as they transition and learn to navigate through the college experience.

### Benefit Programs Offered

The College, under guidance of the U.S. Department of Veterans Affairs, offers the following benefit programs:

- ☐ Montgomery GI Bill - Active Duty, Chapter 30
- ☐ Veterans Educational Assistance Program (VEAP), Chapter 32
- ☐ Post 9/11 GI Bill, Chapter 33
- ☐ Survivors' and Dependents' Educational Assistance Program (DEA), Chapter 35
- ☐ Montgomery GI Bill - Selected Reserves (MGIB- SR), Chapter 1606
- ☐ Reserve Educational Assistance Program (REAP), Chapter 1607

### Application Process

Veteran and dependent students can submit an online application at <https://www.ebenefits.va.gov/ebenefits/apply>. The application is required to begin the process. Students who are receiving benefits for the first time under the Montgomery G. I. Bill must complete and file an application (veterans VA Form 22-1990; dependents VA Form 22-5490; ToE students VA-Form 22-1990e). Students who have received VA benefits at a prior institution must file a Request for Change of Program or Place of Training (veterans and ToE students VA Form 22-1995; dependents VA Form 22-5495) and provide a Certificate of Eligibility. Students applying for CH 33 in lieu of (or relinquishing) another benefit should complete a VA Form 22-1990. If the student is the Veteran, then a copy of his or her DD-214 or NOBE is also required.

### Student Requirements

Previous training and experience (including military service) will be evaluated on a case-by-case basis. ACE transcripts, if applicable, are needed. The student receiving benefits must maintain satisfactory



academic progress and attend classes regularly. Certification will not be allowed for any course(s) previously passed (D or above), unless a C or better is required. Any VA student who receives a non- punitive grade(s) (W, WP, and WF) must be reported to VA. Students will not receive payment for non- punitive grades.

## Financial Aid Satisfactory Academic Progress

The U.S. Department of Education (34 CFR Section 668.34) revised the requirements for Colleges & Universities to define and implement Satisfactory Academic Progress (SAP) standards for students receiving Title IV Federal Financial Aid. As required, the Lane College SAP policy for Title IV students is the same or stricter than the College's standards for students enrolled in the same educational program who are not receiving Title IV funds. These requirements apply to the following programs: The Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal TEACH Grant, Federal Work Study, Subsidized Direct Student Loans, Unsubsidized Direct Student Loans, Parent PLUS Loans, all Tennessee Student Assistance Awards, all TELS Award.

Satisfactory Academic Progress (SAP) measures a student's completion of coursework toward a degree. 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 federal, state, and institutional aid. SAP is measured both qualitatively (GPA) and quantitatively by a completion standard or pace based on attempted and earned credit hours. ***Students are no longer automatically placed on financial aid probation for not complying with satisfactory academic progress standards. Students not meeting satisfactory academic progress standards are placed on financial aid suspension. All students must successfully appeal financial aid suspension to be placed on financial aid probation and remain eligible to receive federal financial assistance from the College.***

The Office of Academic Affairs, in conjunction with the Office of Financial Aid, monitors the academic progress of each student to determine if that student meets academic requirements as well as federal and state guidelines that govern the administration of student financial assistance. Prior to the disbursement of any federal financial aid, the Office of Financial Aid must confirm that all students receiving federal financial aid are meeting these standards.

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 aid 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 Lane 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 classification; 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 aid.

## Minimum Cumulative Grade Point Average (CGPA)

Classification	Total Attempted Credit Hours	(CGPA) Probation	CPGA Dismissal
First Year	29 hours or less	Less than 1.50	Less than 1.50 after matriculating two semesters.
Sophomore	At least 30-59 hours	Less than 1.85	Less than 1.85 after matriculating four semesters.
Junior	At least 60- 89 hours	Less than 2.00	After one semester on probation and less than 2.00

Non-remedial coursework assigned a letter grade of A, B, C, D, or F contributes to the cumulative GPA. Grades of *W* (*withdrawal*), *WP* (*withdrawal passing*), *WF* (*withdrawal failing*), *F* (*failed*), and *I* (*incomplete*), do reflect completion of courses; the hours assigned to courses are only counted in attempted credit hours.

### QUANTITATIVE MEASURE OF ACADEMIC PROGRESS

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 Lane College. This percentage includes all credit hours attempted, regardless of whether or not financial aid was received. **Students enrolled must complete/pass 67% of all credit hours attempted with grades of A, B, C, or D. Enrollment status for financial aid is defined based on hours enrolled at the end of the College's 100 percent fee refund period.**

### 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 124 credits. Therefore, students may not exceed 186 attempted credit hours in order to remain eligible for financial aid. Students who exceed 186 attempted credit hours are considered ineligible for financial aid based on excessive hours. *In some limited instances, a student may be granted an extension in maximum timeframe.*

### TRANSFER STUDENTS

Transfer students are required to meet the same satisfactory academic progress requirements as Lane 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). At initial enrollment, a transfer student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal. (See Maximum Time Frame Exemption Policy)

### READMISSION

Readmitted students (students who previously attended Lane College) must meet the same satisfactory academic progress requirements. Readmitted students with transfer credits from others institutions will be evaluated based on transferable credit hours attempted and earned plus credit hours previously attempted and earned at Lane College. Upon readmission, a readmitted student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.



## **REPEAT COURSES**

Students are allowed to repeat a previously passed course (grade of "D") only twice. Only the highest grade counts toward the qualitative measure of SAP. All repeated courses count toward attempted hours and the APCR evaluation. Repeating a course(s) with a grade of "D" more than once, affects enrollment status (i.e., student classification). Students are allowed to retake previously failed courses (grade of "F") until successful completion; all repeats of previously failed courses are counted in attempted credit hours and in the APCR evaluation. Please note that students receiving benefits through the Montgomery G.I. Bill (veterans or veteran dependent students) will not receive benefits for repeating courses with a grade of "D" or higher, unless specified by their degree/program requirements.

## **WITHDRAWAL FROM COURSES**

Withdrawals from course(s) with grades of W, WP, or WF (after the official add/drop period) are counted in attempted credit hours and in the APCR evaluation.

## **INCOMPLETE COURSES**

Students with incompletes must adhere to the academic policy associated with removal of the incompletes within a specified time period. The credit hours assigned to the "I" (incomplete) are counted in attempted credit hours and in the APCR evaluation.

## **REMEDIAL COURSES**

Students may receive financial aid for no more than 30 credit hours of remedial coursework in any degree program. The grades earned in remedial courses are not included in a student's qualitative SAP evaluation or in the student's academic GPA. Remedial courses are also not included in the quantitative SAP component or used to evaluate pace. Students are required to receive a final grade of "C" in remedial courses and will not be allowed repeat these courses more than once.

## **CHANGE OF MAJOR**

Students who change majors are subject to the same SAP requirements. All coursework taken by a student previously enrolled in another major(s) is included in the qualitative and quantitative components of SAP. (See Maximum Time Frame Exemption Policy)

# **Maximum Time Frame Exemption Policy**

If you have reached the Maximum Time Frame for your program and have continuously met Minimum Standard Requirements but have classes remaining to meet your goal, you may appeal for an extension. Extensions may be granted for transfer students and changes in degree majors.

To be considered for an extension, you must complete a Maximum Time Frame Appeal Form from the Office of Academic Affairs. After obtaining the form, you must meet with an academic advisor and develop a academic plan that clearly outlines your major, academic goal, remaining classes, and expected completion date. After meeting with your academic advisor, you need to submit a copy of your Maximum Time Frame Appeal form to the Office of Financial Aid.

Students may be approved for a Maximum Time Frame Appeal only once while attending Lane College.

If your appeal is APPROVED, you will be given a specific length of time to complete your program based on the information outlined in your Maximum Time Frame Appeal form. You must meet Minimum Standard Requirements throughout your extension period. If you do not, your status will be Ineligible and you will no longer be able to receive financial aid while attending Lane College. If at any time you do not meet your academic plan, you will be placed on financial aid suspension.

If your appeal is DENIED, your status will remain on financial aid suspension and you will no longer be able to receive financial aid at Lane College.

### **Ineligible**

If you are on a Maximum Time Frame extension and do not meet Minimum Standard Requirements and/or you have reached the extended time period given, your status will become Ineligible and your status will be changed to financial aid suspension. *No correspondence will be sent notifying you of this change in status.*

## **FAILURE TO COMPLY WITH SATISFACTORY PROGRESS STANDARDS**

### **Financial Aid Suspension**

Students who fail to satisfy any of SAP standard requirements at the end of each SAP evaluation period are placed on financial aid suspension. A student on Financial Aid Suspension at the end of the spring semester is not eligible for financial aid during the summer. The student is denied all types of federal and state aid (grants, work study, and loans) until the deficiency has been removed and the student is in good SAP standing. The student must pay his or her educational expenses from personal funds during the time period financial aid is suspended. This policy applies to all students at Lane College receiving financial aid.

Students who do not meet SAP standard requirements may exercise one of the following options to restore eligibility for financial aid:

1. Attend the following summer term(s) without receiving financial aid and meet the minimum satisfactory academic progress requirements by the end of the summer term. **The student returns to good standing and will be eligible for financial aid during the next semester.**
2. Appeal the financial aid suspension to the SAP Appeal Committee (See procedures below).

### **Appeal Procedures**

Students who fail to meet the Satisfactory Academic Progress standard requirements may appeal the suspension of their student financial assistance. A letter of appeal must contain an explanation of the mitigating circumstances that impacted negatively upon the student's ability to meet the required standards. Examples of such circumstances are: (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other events beyond the control of the student (i.e. hurricanes, storms, etc.) or other personal or family matters/situations that may have negatively impacted the student's ability to meet the required standards.

### **Appeal Process**

1. The student must submit a completed SAP Appeal:

SAP Appeal Committee/ Office of Financial Aid  
Lane College  
545 Lane Avenue  
Jackson, TN 38301

2. The student **must** attach all necessary supporting documents (grade change, current academic transcript, doctor's statement, death certificate, accident report, etc.) to the written appeal request.
3. The student's completed SAP Appeal Packet will be reviewed within **two** weeks of submission. **Incomplete submission of any of the requested documentation within the requested timeframe, will result in a denial of the appeal due to lack of sufficient evidence.**
4. The student will be notified in writing of the Committee's decision to approve or deny the Appeal.

STUDENTS ARE TO SUBMIT ALL FINANCIAL AID APPEALS TO THE OFFICE OF FINANCIAL AID NO LATER THAN FIFTEEN (15) BUSINESS DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS.

STUDENTS NOTIFIED OF SUSPENSION OF FINANCIAL AID DURING THE REGISTRATION PERIOD MUST SUBMIT A WRITTEN LETTER OF APPEAL ALONG WITH THE REQUESTED DOCUMENTATION TO THE OFFICE OF FINANCIAL AID WITHIN SEVEN (7) BUSINESS DAYS OF THE NOTIFICATION IN ORDER TO HAVE A DECISION MADE REGARDING HIS/HER FINANCIAL AID ELIGIBILITY FOR THE CURRENT SEMESTER.

## REINSTATEMENT OF FINANCIAL AID

### Appeal Approval

If the SAP Appeal Committee determines that the student is eligible for reinstatement of financial aid, s/he will be considered for aid available at the time of reinstatement. The student will be reviewed again at the end of the following semester and will be subject to the same required standards as previously stated, unless otherwise stated in the SAP Committee letter of reinstatement. The SAP Committee may recommend the development of an *Academic Plan* (AP) for the student. This *Academic Plan* outlines the specific requirements the student must fulfill in order to satisfy the College's satisfactory academic progress standards within a specified timeframe. The student's academic progress will be evaluated at least twice during the semester, and at the end of each academic semester to ensure that s/he is making progress according to their AP.

### Financial Aid Probation

Financial Aid Probation is no longer granted automatically. A student must successfully appeal financial aid suspension in order to be placed on financial aid probation and remain eligible to receive federal financial assistance from the College. Upon review of a student's Appeal Packet, the SAP Appeal Committee may make one of the following three determinations:

1. **The student is placed on financial aid probation without an academic Plan.** After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee determines that the student should be able to meet SAP standards by the end of the subsequent semester without an academic plan. The SAP Appeal Committee reviews probationary students at the end of each subsequent semester.
2. **The student is placed on financial aid probation with an Academic Plan.** After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee determines that the student will require more than one semester to meet SAP standards; it may place the student on probation and develop an academic plan for the student. The College monitors the student's progress at least twice a semester and at the end of each semester to ensure that the student is meeting the requirements of the Academic Plan. As long as the student is meeting the requirements of the Academic Plan, the student is eligible to receive Title IV financial aid.
3. **The student is placed on financial aid probation with an Academic Plan after a subsequent appeal of his/her original probationary status.** The SAP Appeal Committee may consider an additional appeal from a student initially placed on financial probation without an Academic Plan. After review of the subsequent Appeal Packet, the Committee may extend the probationary status of the student by placing him/her on an Academic Plan.

### Appeal Denial

After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee may determine that the student should remain on financial suspension and ineligible to receive any Title IV funds. S/He must make arrangements pay all educational expenses from personal resources and/or non- federal sources (i.e., private loans, etc.). All decisions rendered by the SAP Appeal Committee are **final** and not subject to further review.

**Prior Satisfactory Academic Progress Status**

Students on financial aid probation under the prior SAP rules and regulations are evaluated at the end of the next semester using the new standards for satisfactory academic process. A student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

**Financial Aid Appeal Limits**

Students are allowed to appeal financial aid suspension twice during his or her academic career at the College, unless special and extenuating circumstances justify one additional appeal. The student must provide information explaining what has changed to permit him/her to make satisfactory progress at the next evaluation period. The College may request additional documentation when a particular circumstance warrants it. A student is limited to one probationary period per appeal unless s/he is following an academic plan. Therefore, a student may be placed on probation more than once during his/her academic career.

**Financial Aid Committee**

A college-appointed Financial Aid Committee will conduct an annual review of the SAP Policy to ensure federal compliance and timely dissemination of relevant financial aid information to students.

**ADDITIONAL FINANCIAL AID**

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

Persons interested in learning more about the various types of financial assistance should contact the Lane College Financial Aid Office, Jackson, Tennessee 38301-4598 or phone 731-426-7536. Additional information regarding financial assistance to students may also be on the Financial Aid page of the college website.



## Admissions and Enrollment

### Admission Deadlines and Notification

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

Semester	Deadline
Fall	July 1
Spring	November 1
Summer	April 1

The Office of Admissions, along with the Admission and Recruitment Committee, will thoroughly evaluate all applications and advise of the decision in writing. Applicants who are denied admission may submit a written appeal to the Admission and Recruitment Committee.

The College reserves the right to refuse admission to any applicant whose entrance is judged not to be in the best interests of the College. The Admission and Recruitment Committee may also request additional information for admission. The College may exercise this right regardless of the qualifications of the applicant. **Any deliberate omission or falsification of information on the Application for Admission and/or supporting documentation for any classification of admission (high school graduates, international students, transfer students, etc.) may result in denial of admission or dismissal from the College.**

### Admission Requirements

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

### High School Graduate

A high school applicant for admission must be a graduate of an accredited high school with satisfactory grades in at least sixteen (16) units of credit. Completion of the following high school courses is strongly recommended:

Courses	Units
English	4
Mathematics	2
Natural Sciences	2
Social Studies	2
Foreign Language	2

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

### General Educational Development (GED)

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

## ADMISSION PROCEDURES

### First-Time Freshman

A first-time freshman is classified as a student who has not attended a post-secondary institution or college upon completion of high school or its equivalency.

First-time freshman admission applicants are required to submit the following:

1. An Application for Admission;
2. An official high school transcript (final transcripts must be submitted via mail upon graduation);
3. Official ACT or SAT scores; and,
4. Two letters of recommendation. One must come from the principal or counselor and the other must come from a teacher.

### Transfer Student

A transfer student is classified as a student who has attended another post-secondary institution or college upon completion of high school or its equivalency.

Transfer students must submit the following:

1. An Application for Admission;
2. An official transcript from all colleges or universities previously attended. Students currently enrolled may submit a partial transcript. A final transcript must be submitted upon completion of coursework;
3. A transfer student with fewer than 15 transferable credit hours must also submit an official high school transcript, two letters of recommendations along with official ACT or SAT scores; and,

4. A Transfer Recommendation Form completed by the Dean of Students of the most recent institution attended.

#### **Admission as a Special Student**

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

#### **Admission of International Students**

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

Once foreign students have met all admission requirements and been admitted to the College, they may have a Certificate of Eligibility for Nonimmigrant Student (Form I-20) issued. All foreign applicants must submit a confidential Declaration and Certification of Finances and other information/documentation as required by the Student Exchange Visitor Information System (SEVIS) before Form I-20 will be authorized by the College.

#### **Admission of Transfer Students**

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

Students who transfer from an accredited community or junior college will be awarded credit for all courses that parallel the Lane College curriculum, and for which a grade of "C" or higher was earned. A maximum of 68 semester hours or 102 quarter hours will be accepted as transfer credit for students who previously attended an accredited two-year or four-year institution, or students who have earned an associate degree from an accredited two-year institution.

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

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

#### **Admission of Transient Students**

A Transient Student is a student enrolled in another college or university who wishes to take courses at Lane College. Transient students must submit to the Director of Admissions a written statement from an authorized official of that institution indicating that s/he is in good standing and has permission to take courses at Lane College. It is the responsibility of the student to obtain approval from the other institution to receive credit for courses taken at Lane College. Transient students are not eligible to receive federal or state financial aid.

#### **Early Admissions Program**

The Early Admissions Program offers an opportunity for interested and qualified high school students to



earn college credits while still in high school. The Program is designed for high school juniors and seniors whose ability, academic achievement, and general maturity indicate they are ready to perform satisfactorily in college-level work.

To be admitted to the Early Admissions Program, a student must:

1. Complete the sophomore year of high school;
2. Have a cumulative grade point average of at least a "B" (3.0/4.0); and
3. Submit an admissions application including a high school transcript, official ACT or SAT score, and a letter of recommendation from a high school principal or counselor.

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

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

A student approved for the Early Admissions Program may enroll in courses at Lane College during the summers after his/her sophomore and junior years. A maximum of six (6) semester hours may be pursued each session. In addition, qualified high school seniors may enroll in no more than two college courses concurrently with their high school courses.

### **Readmission**

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

A decision on readmission will be made by the Admission and Recruitment Committee. Students readmitted after an absence beyond seven (7) years may not receive credit for all courses previously taken at Lane College and/or other institutions. Each student's academic record will be reviewed and the number of credit hours to be counted toward the student's current program requirements will be determined and communicated to the student by the advisor. Applicants for readmission will be advised of the decision in writing. Applicants who are denied readmission may submit a written appeal to the Admission and Recruitment Committee.

The College reserves the right to refuse readmission to any applicant whose re-entry is judged not to be in the best interests of the College. The College may exercise this right regardless of the qualifications of the applicant.

### **Registration and Enrollment**

A registration period is held prior to the beginning of each semester or term. Students are expected to complete their registration during the allotted timeframe. A late registration fee of \$25 will be charged to students failing to register by the date designated in the College calendar for beginning of classes. In addition to the initial \$100 fee charged on the first day after the end of the registration period, students will be charged \$15 for each additional day until the registration procedure is completed. The following registration steps must be completed:

1. Complete a course schedule for the next semester with the approval of an advisor;
2. Obtain a permit to register;
3. Verify housing option;
4. Confirm financial aid, if applicable;
5. Complete payment or secure payment arrangements through the Business Office;

6. Complete Local Address Verification Form; and,
7. Obtain a Lane College Photo ID.

Students will not receive credit for courses in which they are not registered, nor may students register for more credit hours than the number stipulated in this *Catalog*.

### **Adjustment in Tuition for Students Who Withdraw from Courses**

Students enrolled in more than 16\* or fewer than 12\* credit hours who drop one or more courses before the last day to add/drop classes, but not all of the courses in which they enrolled, may receive an adjustment in tuition and fees. This adjustment will be based on the number of credit hours above 16\* or below 12\* which are dropped. Students whose original course load is between 12\* and 16\* in the fall and/or spring semesters are not entitled to an adjustment if their credit hour total remains in that range after adding/dropping one or more courses. No refund is awarded to any student after the last day to ADD courses. \*Six (6) for summer session.

### **Course Availability**

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

In the event a class that has begun meeting must be canceled because of the inability of the instructor to continue, the College will put forth every effort to identify a qualified instructor to assume that responsibility prior to cancelling the class. However, if a class is canceled by the College after the last day to add courses and no alternate instructor can be identified, the student will be issued a tuition credit equal to the cost of that class only if the student was assessed charges for credits in excess of 16\* credit hours, or if the student's course load drops below 12\* credit hours. In the instance of a student who meets neither requirement, no assessment will be made for credit hours in excess of 16\* if the class is taken in a subsequent semester. Only a student who has a credit balance will be eligible for a monetary refund. **\*Six (6) for Summer Session.**

### **Course Load**

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

The Vice President for Academic Affairs may approve extra hours for seniors, providing the following conditions are met: (1) the student's grade point average for the previous semester was 3.00 or above; and (2) the student could complete all requirements for the degree within a two semester period. Seniors meeting these conditions will be limited to a maximum of 20 hours in one semester, and limited to a total of 38 hours in two semesters.

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

### **Summer Course Load**

The normal course load for students enrolled in one summer term is between 6 and 9 credit hours. Any student with a grade point average of 2.5 for the previous semester or a cumulative grade point average of 2.8 may take up to 9 credit hours in one summer term. The Vice President for Academic Affairs may approve extra hours for seniors, provided the following conditions are met: (1) the student's grade point average for the previous semester was 3.0 or above, or the student's cumulative grade point average is 2.8 or above; and (2) the student can complete all requirements for his/her degree at the end of the summer term.

## **Adding and Dropping Courses**

In order to ensure a seat in desired classes, all returning students are strongly encouraged to pre-register for a given semester during the designated period. Every effort will be made to honor students' pre-registration schedules. However, the Registrar and/or the Vice President for Academic Affairs reserve the right to adjust pre-registration schedules based on seating availability and other factors. If a student pre-registers for certain courses that have a prerequisite, the Registrar and the Vice President for Academic Affairs reserve 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 these steps:

1. Consult with their faculty advisor on all course changes;
2. Secure a Change of Schedule Form from the Registrar;
3. Fill out the data required on the Form, including full name, student number, course number, and section number;
4. Obtain signatures from instructors for all classes (if needed);
5. Obtain the signature of the Advisor, Vice President for Academic Affairs (if needed); and,
6. Return the Form to the Registrar's Office for insertion into the student's permanent record.

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

## **Repeating a Course**

Students who fail any course or make a "D" in a course for which a minimum grade of "C" is required must repeat that course at its next offering. Students must indicate to the Registrar's Office at registration that they are repeating a course. Courses may be repeated to improve a grade of "C" or below in any course taken at Lane College. Credit hours will be counted as earned only one time.

Please note that students receiving funds through Veteran's Program will not receive benefits for repeating courses with a grade of "D" or higher, unless specified by their degree/program requirements. A student who makes an unsatisfactory grade may not repeat that course at another institution. 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. A student may not repeat a course more than twice if repeating for the purpose of obtaining a higher grade. Exceptions may be made by the Vice President for Academic Affairs in consultation with the President of the College. Students may not count for credit a grade below "C" in their major subject. **All repeat courses must be taken at Lane College.**

## **Withdrawal from Courses**

Students who withdraw from one or more courses, but not from the College, should secure withdrawal forms from the Office of the Registrar and obtain the signatures of their advisor, instructors, and the area coordinator or division chair. In instances where the instructor is not available, the signature of the Vice President for Academic Affairs or an advisor is sufficient. The grade in each course shall be "W" if the student withdraws in any semester or summer session. A student who withdraws from a course after the date indicated on the academic calendar will receive the grade of "WP" if their average in the course at the time of withdrawal is at least a "D," otherwise the grade of "WF" is to be awarded.

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

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

### **Withdrawal from the College**

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

1. Secure a withdrawal form from the Office of Academic Affairs or the Office of the Registrar;
2. Complete the personal data information, list the courses registered for the semester, and check the reason(s) for withdrawal;
3. Obtain the signatures of the Office of Loan Management and the Registrar; and,
4. Submit the withdrawal form to the Office of the Academic Affairs. That Office will forward the form to the Registrar for placement in the permanent record.

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



# StudentLife and Services

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While academics provide the mainstay of the College environment, Lane College recognizes that the “undergraduate experience” is not restricted to the classroom. As such, the College offers a number of opportunities for students to participate in social, cultural, recreational, and athletic activities. Included in the Division of Student Affairs are Residential Life, Student Discipline, Health Services, Student Activities, Religious Life, Student Government, Counseling Services, and Athletics and Recreation.

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

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

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

## **Automobile Registration**

All automobiles that are operated regularly by students must be registered with the College. First-time students are required to seek permission from the Vice President for Student Affairs for the operation of a vehicle on the campus. Each operator must possess a valid driver’s license, show proof of liability insurance, and purchase a parking decal. There is a decal fee of \$50 per year (September 1 to August 31). The decal must be appropriately and prominently displayed on the vehicle. The following regulations must be observed:



1. Parking zones must be observed 24 hours a day without exception.
2. Parking is permitted in designated areas only.
3. Reserved parking spaces must be observed at all times.
4. The maximum speed limit on campus is 15 miles per hour unless otherwise posted.
5. All "STOP" and "SLOW" signs are to be observed.
6. Reckless and careless driving is forbidden on campus.
7. Movement of traffic along the campus where College streets are not provided is forbidden.
8. The responsibility for locating parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse for violating any parking regulation.
9. Parking of motor vehicles or otherwise obstructing fire lanes is prohibited at all times. (Sec. 28.16, City Code, 1976).
10. The College shall have no responsibility for the loss or damage to any vehicle or its contents while operated or parked on Lane College property.
11. Pedestrians have the right-of-way at established pedestrian crossings.
12. All accidents, break-ins, or incidents should be reported to the Security Office immediately at (731) 426-7531.

### **Career Planning and Placement**

The primary function of the Office of Career Planning and Placement is to assist students in securing suitable career positions. The Office provides services to students in all majors and programs and to alumni of Lane College. Students are advised to begin the career exploration process early, preferably during the freshman year.

The Office of Career Planning and Placement sponsors and conducts a variety of counseling and training sessions directed at enhancing the students' opportunities for successful careers. Sessions are also conducted in resume preparation, job search, career selection, and interviewing techniques. The Office continually updates its files with literature concerning full-time employment, part-time employment, summer employment, internships, and graduate and professional school information.

Student résumés remain on file and are referred to employers as new job opportunities become available. The Office also coordinates on-campus recruitment activities and encourages student participation in outside recruiting conferences.

### **Cell Phones and Other Communication Devices**

All communication devices must be turned off inside academic buildings or outside during formal, school-sponsored occasions, such as Commencement, Chapel services, public prayers or ceremonies. Persons making or receiving calls using these devices will be asked to leave immediately and not return to the class session or event. Under extreme circumstances, the student may be referred to the Faculty-Student Hearing and Disciplinary Committee before s/he is permitted to return to class.

### **Children on Campus**

In order to maintain an academic environment that is conducive for learning, Lane College prohibits children, pets, and unauthorized personnel in or outside classrooms or academic support areas such as the Library and computer laboratories. This policy eliminates distractions for students; protects minors from injury; and comports with the College's commitment to safety and security.

### **Computer Usage**

It is the policy of the College that faculty, staff and students shall use technology within the scope of duties and academic work assigned and in compliance with all applicable state and federal laws. Participation in gaming and the transmission of pornographic information across the Internet is a violation of Tennessee State Law and is strictly prohibited. Additionally, no member of the College community



may, under any circumstances, use Lane College computers or networks to libel, slander, or harass any other person.

Limited recreational usage and game playing that is not part of an authorized and assigned research or instructional activity may be allowed within the parameters of each computer laboratory's rules. Lane College computing and network services are not to be used for extensive or competitive recreational game playing. Recreational game players occupying a seat in any of the computer laboratories must give up that seat when others need to use the computer or facility for academic or research purposes.

This policy is strictly enforced. Failure to abide by this policy will result in disciplinary action and or prosecution to the fullest extent of the law.

### **Laptop Computer Usage**

In the classroom, laptops are to be used only for note-taking or activities directed by the faculty in that classroom. If students use them for any other purpose, e.g., work for other courses, web-surfing, game-playing, or communicating with others, the student will be asked to close down her/his laptop computer, and leave the room. In the computer labs, students must observe the College policy on Computer Usage.

### **Mass Communication Building**

The Mass Communication Building is located in Shy Hall and provides equipment for the training of students who are enrolled in Mass Communication courses. Students engaged in practical training in the Mass Communication area use the equipment to complete assignments and projects. The facility is a functioning lab that contains PCs, Adobe software, video cameras, DSLR cameras, audio and video editing equipment, television and radio studios.

### **Counseling Center**

The Counseling Center is a place for students to focus and clarify personal and career goals. The purpose of Counseling Services is to help students grow in self-understanding; become self-reliant; develop strong personal values, social skills, and a sense of ethics; establish and enhance relationships; and be responsible participants in the College community and the broader society. The Counseling Center is located on the second floor of Saunders Hall.

The Center, through a trained, experienced, and professional staff, offers a variety of services in a relaxed and confidential environment. The Counseling Center has outreach programs, including group and individual counseling, peer counseling, seminars/workshops, and support groups. The Center also provides resource materials for faculty and staff. The Counseling Center has an open door policy, but students are encouraged to make appointments with the staff.

### **Disability Services**

Lane College provides services and facilities for students with disabilities to assist them in making their college experience successful and positive. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, these services are coordinated through the Office of Academic Affairs. Students with disabilities are encouraged to initiate contact with the College as early as possible to discuss individual needs.

### **Electronic Data Processing Security Policy**

Lane 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 Lane College's facilities or equipment;
3. Deliberate, unauthorized activity that causes Lane'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-Lane 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.



## Food Services

The Dining Hall is located in Phillips Hall. The College provides dining facilities for residential students. The cost for meals is included in the cost for room and board. All residential students are issued identification cards that are also used as meal cards for entrance into the Dining Hall. The semester meal plan includes 19 meals each week. Non-resident students may purchase a meal plan at the cost located in the General Fees section. Meals are served at the following hours:

<b>Monday through Friday</b>	
Breakfast	7:00 a.m. – 9:00 a.m.
Lunch	11:00 a.m. - 2:00 p.m.
Dinner	4:30 p.m. - 7:00 p.m.
<b>Saturday</b>	
Brunch	10:00 a.m. - 1:00 p.m.
Dinner	5:00 p.m.- 6:30 p.m.
<b>Sunday</b>	
Brunch	10:00 a.m. - 2:00 p.m.
Dinner	5:00 p.m. - 6:30 p.m.

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

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

## **CAMPUS ORGANIZATIONS**

Student organizations exist to support the overall objectives of the College. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the College community, and as such are obligated to contribute to the scholastic attainment and general development of the individual student. Student organizations offer the individual an opportunity to broaden his/her environment. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the formal curriculum.

Studies confirm that students benefit greatly from being involved in a campus organization. An active, involved student is a successful student. Through participation in activities and clubs, students can enhance the classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, and develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking, and more. Student organizations help create a sense of community and spirit on campus. **If you are interested in starting a new organization, please contact the office of Campus Life.**

### **Academic/Honor Clubs**

An organization whose stated objective is to provide an opportunity for individuals to discuss and share information related to a specific academic discipline, topic or interest. You will be exposed to opportunities for networking and leadership development.

In addition, the Academic category includes Honor organizations whose memberships are based on academic achievement, and whose purposes are to recognize such. These groups must hold meetings and sponsor events throughout the year as well as initiation ceremonies.

- ☐ Beta Kappa Chi Scientific Society
- ☐ Alpha Kappa Mu Honor Society
- ☐ Phi Beta Lambda Business Fraternity
- ☐ Accounting Club
- ☐ Art Club
- ☐ Biology Club
- ☐ Communication Club
- ☐ Computer Science/Mathematics Club
- ☐ Criminal Justice Association
- ☐ Foreign Languages Club
- ☐ History Club
- ☐ Pre-Med / Dental Club
- ☐ Pre-Law Society
- ☐ Tau Beta Sigma Sorority
- ☐ Kappa Kappa Psi Fraternity
- ☐ Student Government Association

## Honor Societies

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

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

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

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

### **Phi Beta Lambda**

Phi Beta Lambda is a business fraternity open to students majoring in business.

### **Sigma Tau Delta**

Sigma Tau Delta is an honorary English Society open to English majors and other students with a love for literature.

### **Lambda Alpha Epsilon**

Lambda Alpha Epsilon is a criminal justice pre-professional society.

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

Students who meet the qualifications of scholarship, leadership, citizenship, and promise are recognized during their junior or senior year for listing in **Who's Who Among Students in American Universities and Colleges**.

## GREEK ORGANIZATIONS

A social and service organization is composed of all male or female students (single sex organizations). Greek organizations strive to develop the greatest potential in each of their members according to their individual talents, skills and personality to prepare them for life after graduation. There are additional requirements for membership into Greek Service Organizations.

- ☐ Alpha Kappa Alpha Sorority, Inc.
- ☐ Alpha Phi Alpha Fraternity, Inc.
- ☐ Delta Sigma Theta Sorority, Inc.
- ☐ Iota Phi Theta Fraternity, Inc.
- ☐ Kappa Alpha Psi Fraternity, Inc.
- ☐ Omega Psi Phi Fraternity, Inc.
- ☐ Phi Beta Sigma Fraternity, Inc.
- ☐ Sigma Gamma Rho Sorority, Inc.
- ☐ Zeta Phi Beta Sorority, Inc.

## **Social Groups**

An organization whose purpose is to provide a place for members to discuss issues relevant to them, to express their interest in a given subject, to serve as a support group for students on campus or a group off campus, or a group interested in advancing social issues that concern the college and the community.

- Cheerleading
- Freshman Class
- Sophomore Class
- Junior Class
- Senior Class
- NAACP
- Pre-Alumni Council
- Drama Club
- Dragon Ambassadors
- Belles
- Beaus
- Concert Choir
- Marching Band
- Student Christian Association
- Chess Club
- Prism
- Truth Seekers History Club
- Debate Club

- Flames Dance Club
- Gospel Choir
- Baptist Student Union
- Democratic Association
- Campus Activity Board
- Power League Intramural Sports Program

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

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

### **Identification Card**

Lane College issues Identification Cards (ID) to all students at the time of registration. The following regulations apply to College-issued ID cards:

1. ID Cards are not transferrable. Therefore, students may not lend them to others or use the ID Card of another person. This is a violation of the Code of Conduct, and violators are subject to a disciplinary hearing.
2. Lost or stolen ID Cards should be returned to the Office of Student Affairs.
3. To obtain a new ID Card, the student must pay for a duplicate one. The cost of a duplicate ID Card is \$10.00.
4. ID Cards must be presented to attend College-sponsored/campus activities.
5. ID Cards should be carried at all times and must be presented to on-campus Security and other College officials upon request.
6. Residential students must present their ID Cards to residential staff upon entrance and exit after curfew hours.
7. ID cards must be presented to take meals in the Dining Hall.



## **INSURANCE PROGRAMS**

### **Student Accident and Health**

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

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

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

## **Intercollegiate Athletics**

The Intercollegiate Athletics Program provides a competitive sports program that serves both male and female student-athletes.

The College is a Division II member of the National Collegiate Athletic Association (NCAA), and a member of the Southern Intercollegiate Athletic Association Conference (SIAC). The Athletic Department sponsors twelve varsity sports:

1. Football
2. Baseball
3. Basketball (male and female)
4. Cross-country (male and female)
5. Tennis (male and female)
6. Track (male and female)
7. Volleyball (female)
8. Softball (female)

## **Library / Learning Resource Center**

The Lane College Library/Learning Resource Center (LLRC), located in the Chambers-McClure Academic Center (CMAC), serves as the academic hub of the campus. The LLRC was designed to provide a mixture of both traditional and technologically-enhanced services. The first floor contains twelve (12) classrooms and the Technology Learning Center (TLC), which houses forty (40) computers. The Contemporary Collection, Special Collections, Periodicals Collection, Writing Center, Media Center, Technical Services Room are located on the second and third floors of the LLRC.

Housing a collection of over 154,000 volumes of print and non-print resources, the Lane College Library/Learning Resource Center offers students and faculty exceptional resources for independent study and research. The LLRC provides access to a large number of electronic databases from vendors such as EBSCOhost, Newsbank, Facts on File, and Tennessee Electronic Library (TEL). Other electronic collection features include access to approximately 14,583 electronic books and a non-book media collection with more than 1,010 items in various formats.

The library provides open stacks for easy and accessible retrieval of materials. Sections are designed for

individual study, small group-study rooms, seminar/viewing rooms, and computer facilities. Wireless internet is available throughout the LLRC and CMAC.

The Lane College Library/Learning Resource Center has a web version library system LibraryWorld.com that provides acquisition, cataloging, serials, and circulation modules. The online catalog can be accessed through any web browser, either on or off campus, and links are available through the library's website. All computers in the LLRC support Internet access and offer word processing and e-mail capabilities. Access to online databases, e-books, and other electronic resources is available either on or off campus.

Special collections include the Negro Heritage Collection, the Teacher Education Curriculum Center, the Graduate School Catalog Collection, the Haitian Art Collection, the Bishop Isaac Lane Exhibition Room, and the Lane College Archival Room. The Periodical Department provides access to full text newspapers, magazines, and scholarly journals. The Media Center houses academic materials in a variety of audio/visual formats (DVDs, videocassettes, CDs, etc.) as well as media equipment for audio and video productions and presentations.

The Lane College Library/Learning Resource Center is a member of the West Tennessee Academic Library Consortium (WETALC) and Tenn-Share, resource-sharing programs with other member libraries throughout West Tennessee and 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.

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***Regular Session***

Monday – Thursday	8:00 a.m. – 11:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	12:00 p.m. – 4:00 p.m.
Sunday	6:00 p.m. – 10:00 p.m.

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***Summer Session***

Monday – Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday & Sunday	Closed

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### **Technology Learning Center**

The Technology Learning Center, located in the Chambers-McClure Academic Center (CMAC), provides forty (40) computers for students, faculty, and staff use, along with twelve (12) classrooms and five (5) offices. The Technology Learning Center became a wireless environment in 2005. The Technology Learning Center is open during the hours of the library.

### **Media Center**

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

## **Publications**

Student publications are valuable aids in establishing and maintaining an atmosphere of free, responsible discussion and of intellectual exploration on the campus. The College, as owner of all student publications, encourages development of free discussion of current issues and concerns. Authorized student publications will maintain high standards of literary merit and journalistic responsibility. The President of the College has final authority and responsibility in matters relating to student publications. However, he may exercise this authority through a designee(s).

Lane College is the publisher of all official student publications. Its rights rest upon the authority of the Board of Trustees and the President of the College. The constitutional right of freedom of the press is recognized for all student publications. Consistent with this right is the exercise of journalistic ethics and responsibility.

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

## **Other Publications**

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

## **Religious Life**

Lane College has a longstanding and rich religious heritage. Its religious programs are dedicated to enriching the living/learning experience and providing a spiritual life program that integrates faith and learning and fosters spiritual development. The College believes that spiritual growth is an important part of the development of the individual. Religious life at the College is viewed as a quality-filled experience, rather than a specific and narrow range of separate activities. Religious programs of learning, worship, and service have the purpose of illuminating life and making life more meaningful.

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

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



## Residential Life

The Office of Housing & Residence Life promotes a holistic residential experience that fosters student development by providing quality services that enable students to have an unforgettable experience, meet unforgettable people at an unforgettable place. Lane College operates (9) nine residence halls five for men and four women. Students will learn, grow and develop the values of integrity, professionalism, respect, customer service and accountability within the residence halls.

Our Core Values for the Department of Housing & Residence Life are:

- ☐ Integrity
- ☐ Professionalism
- ☐ Respect
- ☐ Customer Service
- ☐ Accountability

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

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

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

Any student who takes possession of a room by signing a contract and/or receiving a room key is responsible for room and board charges for the semester unless the student withdraws from the College. (Charges for room and board do not include Christmas and Spring breaks and all residence halls and the Dining Hall will be closed during these periods).

## **Standards of Conduct and Disciplinary Offenses**

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

## **Firearms Policy**

Firearms of any kind are not permitted on the premises of Lane College, including any and all buildings and grounds. Persons who bring firearms onto the premises will be subject to criminal prosecution. Under Tennessee law, persons who have valid handgun carry permits and non-student adults of properly registered firearms are allowed to possess a firearm and ammunition on college parking lots provided that the permitted firearm is kept in the owner's locked vehicle while it is parked on the premises and so long as the firearm is not visible and is locked in the trunk, glove box, or gun safe if the vehicle is not occupied. The firearm may not be removed from the vehicle while it is on college property. Lane College reserves the right to require any person to advise the college if a firearm is brought onto campus property in a vehicle and to provide proof that the owner of the firearm has a valid handgun carry permit or proper registration in order to meet this exception.

## **Student Complaint Policy and Procedures**

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

### ***Department/Area Level***

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

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

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

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

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

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

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

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

### ***College/Unit Level***

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

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

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

### ***Off-campus Authorities***

To the extent possible, students should seek a resolution of such matters through the institution's complaint procedure before involving others.

#### State of Tennessee Complaint Procedures

Should the institution not be able to resolve the student complaint, the student has the right to contact the state of Tennessee and its appropriate agency to determine the course of action. Complaints can be filed with the following agencies in Tennessee:

- ☐ Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division).
- ☐ Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>).

#### Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Allegations regarding noncompliance with accreditation standards, policies, and procedures may be made to SACSCOC, 1866 Southern Lane, Decatur, GA 30033-4097. The Commission's complaint policy, procedure and the Complaint form may be found on their website, <http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>.



## Missing Student Notification Policy and Procedures

Effective August 14, 2008, the Higher Education Opportunity Act of 2008 requires any institution participating in a Title IV federal student financial aid 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.)

Lane College cares deeply about the safety and well-being of everyone on its campus — every student, faculty member, staff member and/or visitor. The College considers the creation and maintenance of a safe and secure environment essential to a place where student learning is encouraged and supported

The purpose of this policy is to establish procedures to guide the College's response to reports of missing resident students. Reports of commuter students may also be made to the Department of Security who can then notify and assist the appropriate law enforcement authority in an investigation of the missing student.

Lane College students who are eighteen (18) years of age or older or who is legally emancipated has the opportunity to identify an individual or individuals to be contacted by the Office of Student Affairs whenever circumstances indicate that the student may be missing or otherwise endangered. In the event the student is under eighteen (18) years of age and is not emancipated, the College is required to make any missing student notification to the custodial parent(s) or guardian(s).

Students residing on-campus will complete the **Contact Information Form** when they move into campus housing (Hamlett, Graves, Smith, Cleaves, Orchards, Edens, Alumni, Jennie E. Lane, and Harper Halls, and Cloverdale Apartments). This form must be completed at the beginning of each lease term. It is the responsibility of the student to update any changes to contact information.

Any reports of a missing student should be directed to the Department of Security in person or by telephone at **731-426-7531**. An investigation into the circumstances surrounding the student being reported missing will be promptly initiated by the Department of Security and the Office of Student Affairs. Nothing herein shall prohibit the investigation of a report of a student missing before a specific amount of time has elapsed. Investigative steps may include, but are not limited to:

1. Calling the student's personal cell phone on record.
2. Entering the student's residence hall room.
3. Checking the daily and/or weekend curfew logs maintained by the residence hall.
4. Checking the student's class schedule and visiting scheduled classes.
5. Contacting faculty members regarding class absences.
6. Contacting known friends, roommates, acquaintances, and place(s) of work, if any.
7. Checking vehicle registration records for vehicle information and searching the vicinity for registered vehicles.

Upon receipt of a credible report of a missing student, the Department of Security will notify the **Jackson Police Department** of the report of missing student as soon as practicable. If a reportedly missing student is not located within twenty-four (24) hours of the initial report, the College is required by law to contact the **Jackson Police Department**. Nothing herein shall prohibit the prompt notification of the **Jackson Police Department** of a report of a student missing in fewer than twenty-four (24) hours.

Once the Department of Security and/or the **Jackson Police Department** has been notified and makes a

determination that a student who is the subject of a missing person report is indeed missing, the Vice President for Student Affairs or her designee shall initiate the emergency contact procedure using the student's designated emergency contacts.

Following notification of the **Jackson Police Department**, the College will cooperate in the investigation and offer assistance necessary to locate a missing student.

## **Sexual Assault Policy**

Lane College is committed to maintaining an academic environment free from any form of sexual misconduct or sexual assault. Sexual misconduct is socially irresponsible and violates the rights of other individuals. Nothing an individual does, say or wears give another individual the right to assault someone. Sexual assault is a crime and will be dealt with accordingly. Sexual assault involves any act of forced, coerced, or non-consensual sexual intercourse or sexual contact. An individual is unable to give informed consent if they are asleep, intoxicated, unconscious, or in some other way physically or emotionally unable. Sexual assault is also the term used to define any unwanted touching of an intimate part of another person.

### **DEFINITION OF SEXUAL ASSAULT**

Sexual assault, including rape, occurs when a person is forced or coerced physically, verbally or by deception into any type of sexual conduct or contact with another person whether the assailant is a friend, acquaintance or stranger. Sexual offenses, as defined in the Tennessee Code Annotated, Chapter 13, Part 5, includes aggravated rape, rape, aggravated sexual battery, sexual battery, and statutory rape.

Acquaintance rape is a form of sexual assault that includes manipulation within a relationship. This manipulation includes using acquaintance to gain trust and take advantage of the victim's vulnerability. Acquaintance rape includes:

- Having sexual relations against the victim's will and without the victim's consent.
- Having sexual relations with someone who is drunk or high and therefore unable to give consent.
- Using physical force or threats of physical force to coerce the victim into sexual relations.
- Using emotional manipulation and/or threats to coerce the victim into sexual relations.

### **FACTS ABOUT SEXUAL ASSAULT**

Sexual assault can happen to anyone of any age, race, gender, and socioeconomic background – at any time or place.

- Sexual offenders can be of any age, race, class, or occupation.
- Sexual assault occurs as frequently during the day as it does at night.
- Acquaintance rape by a friend, new acquaintance, or co-worker is frequent, particularly among young, single women.
- Statistics show that 50% of sexual assaults occur in or around a woman's home; and 50% during the day.
- Every two (2) minutes, someone in the United States is sexually assaulted.
- 44% of the victims are under age 18.
- 80% of the victims are under age 30.
- Each year, there are about 207,754 victims of sexual assault in the United States.
- 54% of sexual assaults are not reported to police.
- Approximately 2/3 of assaults are committed by someone known to the victim.
- 38% of rapists are a friend or acquaintance.
- Up to 60% of sexual assault offenders reported being under the influence of alcohol.
- 40% of victims of sexual assault had been drinking alcohol.

## **PREVALENCE**

College students of traditional age are vulnerable to being victims of sexual assault. The new setting coupled with sexual impulses and peer pressure may lead to dangerous experimenting with new freedoms. Acquaintance rape is prevalent on College campuses. Acquaintance rape refers to the fact that the victim knows the assailant prior to the rape. The assailant may be a friend or significant other or someone who knows the victim from living in the same residence hall or apartment complex or having a class together.

Most sexual assaults involve the use of alcohol by both the assailant and the victim. The mood-altering effects of alcohol reduce inhibitions, as well as the ability to assess dangerous situations and safeguard one's self. Sexual conduct when the victim is intoxicated is sexual assault because a person is unable to give informed consent when drunk. Intoxication of the assailant does not diminish responsibility.

## **HOW TO HELP PREVENT SEXUAL ASSAULT**

There is no absolute way to protect yourself against sexual assault, but there are simple common-sense precautions that can help minimize risk. Be aware of your surroundings and don't let alcohol or any other drugs cloud your judgment. Be assertive and always demonstrate that you are in control.

- Keep your doors and windows locked when you leave your apartment or automobile.
- Watch your keys. Don't lend them. Don't leave them. Don't lose them.  
Don't put your name and address on your key ring.
- Know your limits when it comes to using alcohol.
- Don't prop open self-locking doors.
- Lock your door and your windows, even if you leave for just a few minutes.
- Always watch for unwanted visitors; know who is on the other side of the door before you open it.
- Walk with confidence. The more confident you look, the stronger you appear.
- Keep out of isolated areas such as underground garages, offices after business hours, and apartment laundry rooms.
- There is safety in numbers; walk with a companion or with a group at night. Stay in well-traveled, well-lit areas.
- Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Have your key ready to use before you reach the door – home, car, or work.
- Park in well-lit areas and lock the car, even if you will only be gone for a few minutes.
- Drive on well-traveled streets, with doors and windows locked.
- Never hitchhike or pick up a hitchhiker.
- Keep your car in good shape with plenty of gas in the tank.
- In the event of car trouble, call for help on your cellular phone. If you don't have a phone, put the hood up, lock the doors, and put a banner in the rear window that says, "Help. Call Police."
- Be careful about revealing personal information (address, location, etc.) on social media sites.

## **WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT**

Any student who believes that she/he has been sexually assaulted or that an act of sexual assault has taken place may notify any Campus Security Authority, such as the Vice President for Student Affairs, the Executive Vice President, the Director of Safety, Counselor, Nurse, a Residential Life staff member, faculty advisor, or athletic coach. Any one of these people will immediately notify the Vice President for Student Affairs that an accusation of sexual assault has been made.

The College recognizes that a sexual assault is more than an assault on an individual's body, but is also an invasion on the individual's dignity and sense of self. Out of respect for the individual choices available to a sexual assault victim and to support her/his privacy needs after an incident, the College leaves the decision to file a formal student complaint, a formal sexual harassment complaint, or criminal charges up to the individual victim. Resources for assistance will be discussed, but all members of the College community will abstain from demanding that the victim report, not report, or under-report a sexual assault. The College reserves its right to investigate an incident using all available information from any source, and will cooperate with the efforts of local, state, and federal law enforcement agencies to apprehend individuals who may have committed acts of sexual assault.

The College encourages a sexual assault victim to take the steps listed below. In the event, the victim is physically or psychologically unable to make his/her own decisions, normal emergency medical and psychological procedures will be followed, including taking the victim to the hospital and calling a member of the Counseling staff.

The following steps are those which Lane College encourages all victims to consider:

1. The victim is advised to immediately contact a friend, Residential Monitor, Counselor, Nurse, College faculty or staff, or someone with whom they feel safe.
2. The victim is advised to seek medical attention at Jackson-Madison-County General Hospital or Regional Hospital in order to protect an individual's own health and to attend to any injuries, possible pregnancy, or infections (sexually transmitted diseases). Emergency Room personnel are trained in the collection of physical evidence, which will be helpful and necessary if a victim should choose, then or at a later time, to utilize the legal avenues available in prosecuting his/her assailant.
3. The victim is advised to not change clothes, shower, bathe, or douche and if possible, not to urinate in order to preserve all evidence. In addition, victims are advised to save all clothing, linens, or other items that may have been touched by the assailant so they may be given to the Jackson City Police or Madison County Sheriff Department for evidence.
4. The victim is advised to contact the Jackson Police Department or Madison County Sheriff Department immediately following an assault. Institutional employees will assist the victim in notifying the authorities, if the student requests the assistance of these personnel. Once the assault is reported to law enforcement officials, the police will file charges if the evidence warrants such action.
5. The victim is advised to alert the appropriate administrative personnel of the College of the assault as soon as possible in order to assure that the victim and other potential victims have a safe campus environment after an incident. At Lane College, this official is the Vice President for Student Affairs. Reporting a sexual assault does not commit a victim to filing a complaint with the College. The information will be kept confidential to the fullest extent permitted by law. Incidents of sexual assault may be reported by the victim or by another individual who shall serve as a liaison with the Office of Student Affairs. The liaison could be any faculty, administrative, or professional staff member at Lane College. This person may assist the victim during any investigative proceedings. If the victim wishes, action will be taken to assure her/his safety. These actions could include: relocation to another room or residence hall, changing of room locks, contact professors, adjusting class schedules, and assisting with filing a legal protection order against an assailant. The victim is also advised to consider whether she/he wishes to file a formal complaint with College authorities.
6. The victim is advised to utilize as many of the following services as will be helpful: the Counseling Center, Health Center, Student Affairs Office, College Chaplain, Women's Rape and Resource Center (WRAP), Tennessee Coalition Against Domestic and Sexual Violence, and S.S. Wolfe Counseling. Services are also available in other counties

adjacent to Madison County.

## ***JURISDICTION***

Lane College reserves the right to pursue adjudication of an incident of sexual assault apart from and independent of any legal recourse a student might choose. An individual who decides against filing a criminal complaint does not relinquish the right to an institutional investigation. Sanctions which might be imposed upon an assailant by the College are not predicated upon, or limited to, those which might be administered through a court of law. The College makes no attempt to shield members of the Lane College Community from the law, nor does it initiate involvement in legal proceedings against a member of the Community. Membership in the Lane College Community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the College's policies.

Lane College also reserves the right to hold its students and employees accountable for acts of sexual assault at all times and places. The jurisdiction of the Lane College Sexual Assault Policy includes campus property, off-campus property, as well as any College-sponsored event which takes place off-campus (i.e., athletic event, concert tour, trip, conference, retreat, etc.). The jurisdiction of this policy also includes any conduct which occurs off-campus which is deemed to have a negative impact on the campus.

## ***COLLEGE HEARING PROCESS AND DISCIPLINARY SANCTIONS***

When a report of sexual assault is filed with the Office of Student Affairs, the following hearing procedures will be followed:

1. When applicable, the accused student will receive a written notification of the charge(s) against him/her or the alleged violation. The notice will cite the accuser/complainant, witnesses, date, time, and place of the hearing.
2. The administrative judicial hearing will follow this procedural guide for conducting a hearing: the Faculty/Student Hearing and Disciplinary Committee or the designee of the Vice President for Student Affairs will assume responsibility for making the determination as to the guilt or innocence of the accused student and recommending the sanction for the said offense. In some instances, a faculty/staff member and a student may be asked to participate in the hearing.
3. The President or his designee will notify, in writing, the accuser and other appropriate persons of the decision and sanction imposed. If the student is found guilty, a copy of the notification will be sent to his or her parents and appropriate College personnel.

## **Procedures for Disciplinary Hearings**

Judicial Councils are fact-finding bodies and their hearings are not intended to simulate a court of law. Therefore, the parties involved present at the hearings of any judicial body will be the following: the accused, the accuser, witnesses, and representatives for the accused and accuser.

At least a quorum of the members of the judicial body must be present. No person shall attend the hearing that is not herein defined. If an open hearing is desired by the accused, she/he should make this request to the Chair of the judicial council within 24 hours prior to the start of the hearing. If a member of the judicial body is responsible for a case being brought before the judicial body, that member must disqualify herself/himself from the case.

## **Guidelines for Conducting the Hearing**

The Chairperson of the judicial body will convene and preside over the hearing according to the following guidelines:

1. The hearing begins when all are seated and ready to commence.
  - A. The Chair asks both the accused and the accuser if they are ready.
  - B. The Chair stresses the confidential nature of the proceedings and reminds those present that they are obliged to speak the truth whenever they are speaking during the hearing.
  - C. The Chair asks both the accused and accuser if there is any member of the Council either wishes to challenge. (See The Judicial System, Rights of the Accused, Section G, *Student Handbook*).
  - D. The Chair calls the hearing to order and reads the charge(s) that has (have) been filed by the accuser.
  - E. The Chair asks the plea of the accused. If the accused pleads guilty, the Chair excuses the parties and the Council members confer on the sanction to be imposed for said violation.
  - F. The recorder, elected by the body, maintains a written record of the proceedings.  
The accuser then opens her/his case. The accuser presents her/his opening remarks, states the nature of the accusation(s) and, in a brief statement, outlines the major elements of her/his case. The accuser then calls her/his witnesses, if any, one at a time. After each witness testifies, the accused may cross examine the witness if she/he wishes to do so. The members of the Council may also question each witness if they have questions after which the accuser calls the next witness. The members of the Council may also question the accuser if they have any questions.
2. The accused now follows the same procedures as above, namely direct examination, cross examination, and questions by the members of the Council.
3. After all presentations from the accuser, the accused, and their witnesses, the floor is opened to the members of the Council by the Chair. The members may direct questions to the accuser, the accused, and their witnesses for the purpose of clarification.
4. The accuser presents her/his closing remarks (summarizing the prior testimonies, how they relate to the case, etc.
5. The accused presents her/his closing remarks in a like manner.
6. After hearing from all parties, the Chair dismisses them and the members of the Council make their decision on the facts of the case (as below) based upon a majority of the quorum secret vote.
  - A. Guilty: There is sufficient evidence to believe that the accused committed the violation.
  - B. Not Guilty: There is insufficient evidence to believe that the accused committed the violation.
7. After the Council has determined whether the accused student is guilty or not guilty, the Chair reconvenes all parties to hear the decision, the sanction recommended, and the appeal procedures.
8. The Chair, within 24 hours, shall send a written notification of the decision to the President and Vice President for Student Affairs. If the accused student is found guilty, the President or his designee will send a copy of the sanction to the student and appropriate College personnel. The sanction may include, but is not limited to any of the following: loss of housing contract, restitution, mandatory counseling, probation, suspension or expulsion.

## **Procedure for Appeal**

Both the accused and the accuser may file an appeal within 24 hours after receipt of the written notification of the President's decision.

The decision of the Faculty-Student Hearing and Disciplinary Committee may be appealed to the Appeals Committee consisting of the President, Vice President for Academic Affairs, and the President of the



Student Government Association.

### ***RIGHTS OF THE VICTIM OF A SEXUAL ASSAULT***

In an effort to be sensitive to the needs of a victim of sexual assault, the following are basic rights to which every victim is entitled:

1. The right to be believed. The Lane College administration and staff are committed to listening to the victim's situation and taking the complaint seriously.
2. The right to safety. If the victim feels that she/he continues to be in a dangerous situation, Lane College personnel will work with the victim to insure her/his safety.
3. The right to not be academically penalized. At the victim's discretion (and with the victim's consent), contact will be made with professors to explain absences from class, missed assignments, etc.
4. The right to advocacy. Lane College offers staff members (Campus Counselor, College Nurse, Campus Chaplain) who are available to serve as the victim's advocate through judicial and recovery processes.
5. The right to confidentiality. All matters regarding sexual assault will be handled in a confidential and respectful manner.

### ***IF YOU KNOW SOMEONE WHO HAS BEEN THE VICTIM OF SEXUAL ASSAULT***

If you know someone who has been the victim of sexual assault, the following are suggestions of things that you can do to help:

1. Be supportive. Give the person the opportunity to express and talk about her/his feelings, fears, and reactions as she/he chooses.
2. Encourage the individual to seek medical attention as soon as possible. It is important to encourage an individual not to bathe, wash, or change clothes immediately following a sexual assault before seeking medical attention. Seeking medical attention is both to safeguard the health of the victim and to preserve valuable evidence should she/he decide to report the attack and prosecute the assailant.
3. Suggest that the individual talk with someone trained to help sexual assault victims. The list of on-campus and off-campus resources can be found at the end of this document.
4. Encourage the individual to report the assault to both the Jackson Police Department and the Vice President for Student Affairs.

### ***EDUCATION AND PREVENTION PROGRAMS***

Lane College takes very seriously the important role which education and prevention programs play in a safe campus environment. The College is committed to providing this type of programming for its community. This commitment is exemplified through an acquaintance rape seminar provided by the Office of Counseling Services, the Lane College Sexual Harassment Policy, the Lane College Sexual Assault Policy, and the Statement of Rights and Responsibilities in the *Student Handbook*. Additionally, pamphlets and other resource materials can be found in the Office of Counseling Services.

### ***REPORTS***

Lane College believes that a well-informed community can better prevent the incidence of sexual assault. The Office of Student Affairs, in conjunction with the Office of the Executive Vice President, will give timely notice to the College community when an assault or attempted assault is reported on campus so that the community can take appropriate steps to prevent this type of activity in the future. This notice will be given through the e2Campus Emergency Notification System, email, postings, or a combination of

these communication vehicles. The name of the victim will not be released by the Vice President for Student Affairs in any notifications to the community members informing them of information pertaining to the offense. Also, such notifications will not include information that would cause the victim to be notified. Thus, the College will strive to balance its concerns for the privacy of victims of sexual assault with its duty to warn members of the Lane College community when serious crimes are reported.

## ***CAMPUS SECURITY***

The College is committed to campus security that prevents or at least reduces criminal activity. Close attention is paid to campus lighting and building security. The College employs a security staff to provide surveillance including the checking for unlocked or blocked open doors. The College also utilizes camera surveillance systems in all of its residential facilities. All buildings are equipped with a burglary alarm system. The buildings are armed and monitored daily by an outside vendor. Additional information about campus security can be found in the Lane College Safety Manual and Campus Safety Pocket Guide.

## ***RESOURCES***

The following individuals and agencies can be contacted for assistance in the event that a sexual assault occurs. The decision of who is called rests solely with the victim, although the College encourages victims to follow the emergency procedures outlined earlier in this Policy in the section entitled, Emergency Procedures and Reporting Options.

### **On-Campus**

- ☐ 911
- ☐ Office of Student Affairs, 426.7522 or Ext. 7522
- ☐ Department of Security, 426.7645 or Ext. 7645; or 731.697.9764
- ☐ Counseling Services, 410.6730 or Ext. 6730 or 731.326.0249
- ☐ Health Services, 256.8904 or Ext. 8904 or 731.444.0923
- ☐ College Chaplain, 426-7543 or Ext. 7543
- ☐ Hamlett Hall, 426-7574 or Ext. 7574
- ☐ Cleaves Hall, 426-7515 or Ext. 7515
- ☐ Orchards Hall, 256-8744 or Ext. 8744
- ☐ Jennie E. Lane Hall, 215-1532 or Ext. 1532
- ☐ Eastbrooke Complex, 256-8639 or Ext. 8639
- ☐ Graves Hall, 426-7566 or Ext. 7566
- ☐ Smith Hall, 426-7530 or Ext. 7530
- ☐ Edens Hall, 256-8844 or Ext. 8844
- ☐ Alumni Hall, 868-1233 or Ext. 1233
- ☐ Harper Hall, 215-1753 or Ext. 1753

### **Off-Campus**

- ☐ Emergency, 9-911
- ☐ Jackson Police Department – 731-425-8400
- ☐ Madison County Sheriff's Department, 731-423-6000
- ☐ Jackson-Madison County General Hospital, 731-541-5000
- ☐ Regional Hospital, 731-661-2000
- ☐ Women's Resource and Rape Assistance Program, 731-668-0411
- ☐ Tennessee Coalition Against Domestic and Sexual Violence, 1-800-289-9018 or [www.tcadsv.org](http://www.tcadsv.org)
- ☐ S.S. Wolfe Counseling, 731-686-9383

The State of Tennessee Sex Offender Registry can be accessed by using the following web address: [www.tbi.tn.gov/sex\\_offender\\_reg/sex\\_offender\\_reg.shtml](http://www.tbi.tn.gov/sex_offender_reg/sex_offender_reg.shtml).

## **Student Government Association**

The Lane College Student Government Association (SGA) is a sanctioned College organization that fosters student involvement in the quality of student life at the College. The primary goals of the SGA are as follows: to provide a forum for the expression of student ideas; to serve as an intermediary between the student and the College community; to promote intellectual dialogue; and to secure student enrichment.

The SGA participates in a wide range of activities and its purposes are intimately related to all facets of campus life: (1) to promote the individual and collective interests of the student body; (2) to further the democratic process through student representation in institutional governance; (3) to cultivate student leadership and encourage student participation in all phases of institutional governance; (4) to convey students' views to the College faculty and administration; (5) to assist in the coordination and development of student activities; (6) to promote good relations and communications among students, faculty, and the administration; and (7) to promote school spirit and traditions.

## **STEM Center**

The STEM Center is a computer-equipped laboratory designed to enhance the teaching and learning experience in the areas of science, technology, engineering, and mathematics. Students may receive additional assistance from student mentors and from professors who spend part of their office hours in the Center. Students may also use the resources found in the Center to complete their homework and class assignments. In addition, professors may use the Center as a meeting place for their classes.

## **Student Health Center**

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

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

## **Curriculum Laboratory**

The Curriculum Laboratory is located on the first floor of the Greer-Armour Building. The Lab has twenty-four PCs with the latest education software, a network printer, instructional materials such as textbooks, lesson plans, model bulletin boards, as well as materials and supplies used for hands-on experiences by Teacher Education candidates as they learn to prepare curricula in a simulated classroom environment.

## **Writing Laboratory**

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

# Academic Regulations

## Academic Advisement

Every student is assigned an academic advisor. The advisor is responsible for guiding the student in academic matters. Students are expected to meet with their academic advisor at least twice per academic semester. Every aspect of the registration process must be facilitated through the academic advisor. Students will not be permitted to register for any course nor drop or add a course without the consent of the academic advisor.

A student may not withdraw from a course **during** the last two weeks of the semester except in cases of emergency. Exceptions may be granted only by the Vice President for Academic Affairs.

## Academic Clemency

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

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

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

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

## Academic Integrity

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

## Advanced Placement

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

## Application for Degree

A candidate for a degree must file a formal application for the degree in the Office of the Registrar and pay the graduation fee in the Cashier's office after successful completion of 88 credit hours.

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

## Auditing Courses

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

## Class Attendance

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

Absences are counted from the first scheduled meeting of classes. Those students who are permitted to enter classes during the late registration period are responsible for making up all class work missed. Students who come to class after the time for a class to begin will be admitted to class but marked late. Three late markings will be considered as an absence from class. ***Students not attending the first class meeting of a course may be dropped from the course to make space available for other students.***

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

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

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

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

## Classification

A *regular student* is one who has met all requirements for admission and who is pursuing a course of study leading to either the Bachelor of Arts or the Bachelor of Science degree. The cumulative earned credit hours listed below designates a student's classification.

CREDIT HOURS	
Freshman	1 - 29
Sophomore	30 - 59
Junior	60 - 89
Senior	90 +

Students are strongly encouraged to complete the general education core curriculum during the first two years. Students who have been in residency at the College for at least three years must complete the general education core curriculum before being admitted to senior classification.

## College Level Examination Program (CLEP)

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

## Commencement

Commencement Exercises are held in April at the end of the spring semester and at the end of summer session (June or July). Candidates are expected to be present for these exercises. If candidates cannot be present, they should notify the Vice President for Academic Affairs, in writing, not less than two weeks before Commencement.

Candidates who are one class short of meeting their degree requirements may participate in either spring or summer commencement exercises. No student will be allowed to participate in commencement exercises until all financial obligations to the College have been met.

## Completion of Degree Requirements

Students who take 16 or more hours per semester for four consecutive academic years of two semesters each may expect to complete all the requirements for the degree by the end of their fourth year. Students who become irregular in their attendance or take fewer than the hours suggested above can expect to spend more than four academic years completing degree requirements.

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



## **Confidentiality of Student Records**

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

## **Disclosure of Graduation Rates**

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

## **Examinations**

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. A senior in the final semester may be excused from the final examination in any course in which the instructor approves the senior's exemption. Some courses use methods other than examinations for evaluation of student performance as indicated in the instructor's course outline. All seniors will take a Senior Exit Examination/Major Field Test in their major area.

## **Grade Appeal Process**

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

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

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 Vice President for Academic Affairs.

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

## **Grade Point Average**

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 available online at the close of each semester.

The GPA is computed by the following formula:

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

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

The grade of "I" (Incomplete) 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.

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

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

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

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

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

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

## Graduation Requirements

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

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

## Honors

### General Honors

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

DISTINCTION	CUMULATIVE G.P.A.
Summa cum laude	4.00 - 3.80
Magna cum laude	3.79 - 3.50
Cum laude	3.49 - 3.00

### Freshmen Honors

Those freshman 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.

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

Any regular full-time student whose grade point average for a given semester is 3.70 to 4.00 is eligible for the Presidential Scholars List. Any regular full-time student whose grade point average for a given semester is 3.50 to 3.69 is eligible for the Dean's List. Any regular full-time student whose grade point average for a given semester is 3.00 to 3.49 is eligible for the Honor Roll.

## Independent Study

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

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

- required )
10. Certain courses may not be taken on an independent study basis

## **Major Field of Concentration**

All students working toward a degree are required to designate a major field of concentration and complete the prescribed courses set forth by the particular area. A minimum grade of "C" must be made in each course that is counted toward the major. This requirement includes elective courses as well as required courses. Students should decide as early as possible the major area they intend to pursue, since each area has specific requirements.

## **Minor Field of Concentration**

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

## **Permanent Student Records**

A student's permanent record may 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, course taken, grades received).
4. Results of petitions and appeals filed by the student.
5. Medical information.
6. Financial information (charges, payments, awards, debts).

## **Prerequisites**

A prerequisite is a condition of enrollment that a student is required to fulfill in order to demonstrate current readiness for enrollment in a course or educational program.

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

## **Residency Requirements**

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

# Satisfactory Academic Progress Policy

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The U.S. Department of Education (34 CFR Section 668.34) revised the requirements for Colleges & Universities to define and implement Satisfactory Academic Progress (SAP) standards for students receiving Title IV Federal Financial Aid. As required, the Lane College SAP policy for Title IV students is the same or stricter than the College's standards for students enrolled in the same educational program who are not receiving Title IV funds. These requirements apply to the following programs: The Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal TEACH Grant, Federal Work Study, Subsidized Direct Student Loans, Unsubsidized Direct Student Loans, Parent PLUS Loans, all Tennessee Student Assistance Awards, all TELS Awards, and all Institutional Aid.

Satisfactory Academic Progress (SAP) measures a student's completion of coursework toward a degree. 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 federal, state, and institutional aid. SAP is measured both qualitatively (GPA) and quantitatively by a completion standard or pace based on attempted and earned credit hours. ***Students are no longer automatically placed on financial aid probation for not complying with satisfactory academic progress standards. Students not meeting satisfactory academic progress standards are placed on financial aid suspension. All students must successfully appeal financial aid suspension to be placed on financial aid probation and remain eligible to receive federal financial assistance from the College.***

The Office of Academic Affairs, in conjunction with the Office of Financial Aid, monitors the academic progress of each student to determine if that student meets academic requirements as well as federal and state guidelines that govern the administration of student financial assistance. Prior to the disbursement of any federal financial aid, the Office of Financial Aid must confirm that all students receiving federal financial aid are meeting these standards.

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 aid 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 Lane 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 aid

### 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	48-60	2.00
5-12	61 and above	2.00

Non-remedial coursework assigned a letter grade of A, B, C, D, or F contributes to the cumulative GPA. Grades of *W* (withdrawal), *WP* (withdrawal passing), *WF* (withdrawal failing), *F* (failed), and *I* (incomplete), do reflect completion of courses; the hours assigned to courses are only counted in attempted credit hours. ***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

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 Lane College. This percentage includes all credit hours attempted, regardless of whether or not financial aid 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 aid is defined based on hours enrolled at the end of the College's 100 percent 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
1	12	67%
2	24	67%
3	36	67%
4	48	67%
5	60	67%
6	72	67%
7	84	67%
8	96	67%
9	108	67%
10	120	67%
11	132	67%
12	144-186	67%

##### Minimum Completion Standard for Earned Credit Hours

End of Semester	Minimum Requirement Cumulative Credit Hours Earned
1	9
2	18
3	27
4	36
5	48
6	60
7	72
8	84
9	96
10	108
11	116
12	124



## **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 124 credits. Therefore, students may not exceed 186 attempted credit hours in order to remain eligible for financial aid. Students who exceed 186 attempted credit hours are considered ineligible for financial aid based on excessive hours. *In some limited instances, a student may be granted an extension in maximum timeframe.*

## **TRANSFER STUDENTS**

Transfer students are required to meet the same satisfactory academic progress requirements as Lane 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). At initial enrollment, a transfer student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

## **READMISSION**

Readmitted students (students who previously attended Lane College) must meet the same satisfactory academic progress requirements. Readmitted students with transfer credits from other institutions will be evaluated based on transferable credit hours attempted and earned plus credit hours previously attempted and earned at Lane College. Upon readmission, a readmitted student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

## **REPEAT COURSES**

Students are allowed to repeat a previously passed course (grade of "D") only twice. Only the highest grade counts toward the qualitative measure of SAP. All repeated courses count toward attempted hours and the APCR evaluation. Repeating a course(s) with a grade of "D" more than once, affects enrollment status (i.e., student classification). Students are allowed to retake previously failed courses (grade of "F") until successful completion; all repeats of previously failed courses are counted in attempted credit hours and in the APCR evaluation.

## **WITHDRAWAL FROM COURSES**

Withdrawals from course(s) with grades of W, WP, or WF (after the official add/drop period) are counted in attempted credit hours and in the APCR evaluation.

## **INCOMPLETE COURSES**

Students with incompletes must adhere to the academic policy associated with removal of the incompletes within a specified time period. The credit hours assigned to the "I" (incomplete) are counted in attempted credit hours and in the APCR evaluation.

## **REMEDIAL COURSES**

Students may receive financial aid for no more than 30 credit hours of remedial coursework in any degree program. The grades earned in remedial courses are not included in a student's qualitative SAP evaluation or in the student's academic GPA. Remedial courses are also not included in the quantitative SAP component or used to evaluate pace. Students are required to receive a final grade of "C" in remedial courses and will not be allowed repeat these courses more than once.

## **CHANGE OF MAJOR**

Students who change majors are subject to the same SAP requirements. All coursework taken by a student previously enrolled in another major(s) is included in the qualitative and quantitative components of SAP.

## **FAILURE TO COMPLY WITH SATISFACTORY PROGRESS STANDARDS**

### **Financial Aid Suspension**

Students who fail to satisfy any of SAP standard requirements at the end of each SAP evaluation period are placed on financial aid suspension. A student on Financial Aid Suspension at the end of the spring semester is not eligible for financial aid during the summer. The student is denied all types of federal and state aid (grants, work study, and loans) until the deficiency has been removed and the student is in good SAP standing. The student must pay his or her educational expenses from personal funds during the time period financial aid is suspended. This policy applies to all students at Lane College receiving financial aid.

Students who do not meet SAP standard requirements may exercise one of the following options to restore eligibility for financial aid:

3. Attend the following summer term(s) without receiving financial aid and meet the minimum satisfactory academic progress requirements by the end of the summer term. **The student returns to good standing and will be eligible for financial aid during the next semester.**
4. Appeal the financial aid suspension to the SAP Appeal Committee (See procedures below).

### **Appeal Procedures**

Students who fail to meet the Satisfactory Academic Progress standard requirements may appeal the suspension of their student financial assistance. A letter of appeal must contain an explanation of the mitigating circumstances that impacted negatively upon the student's ability to meet the required standards. Examples of such circumstances are: (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the student (i.e. hurricanes, storms, etc.) or other personal or family matters/situations that may have negatively impacted the student's ability to meet the required standards.

### **Appeal Process**

1. The student must submit a completed *SAP Appeal Form* to the Academic Retention and Monitoring Office addressed to:

SAP Appeal Committee/Office of Financial Aid  
Lane College  
545 Lane Avenue  
Jackson, TN 38301

2. The student **must** attach all necessary supporting documents (grade change, current academic transcript, doctor's statement, death certificate, accident report, etc.) to the written appeal request.
3. The student's completed SAP Appeal Packet will be reviewed within **two** weeks of submission. **Incomplete submission of any of the requested documentation within the requested time frame, will result in a denial of the appeal due to lack of sufficient evidence.**
4. The student will be notified in writing of the Committee's decision to approve or deny the Appeal.

STUDENTS ARE TO SUBMIT ALL FINANCIAL AID APPEALS TO THE OFFICE OF FINANCIAL AID NO LATER THAN FIFTEEN (15) BUSINESS DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS.

STUDENTS NOTIFIED OF SUSPENSION OF FINANCIAL AID DURING THE REGISTRATION PERIOD MUST SUBMIT A WRITTEN LETTER OF APPEAL ALONG WITH THE REQUESTED DOCUMENTATION TO THE OFFICE OF FINANCIAL AID WITHIN SEVEN (7) BUSINESS DAYS OF THE NOTIFICATION IN ORDER TO HAVE A DECISION MADE REGARDING HIS/HER FINANCIAL AID ELIGIBILITY FOR THE CURRENT SEMESTER.

## **REINSTATEMENT OF FINANCIAL AID**

### **Appeal Approval**

If the SAP Appeal Committee determines that the student is eligible for reinstatement of financial aid, s/he will be considered for aid available at the time of reinstatement. The student will be reviewed again at the end of the following semester and will be subject to the same required standards as previously stated, unless otherwise stated in the SAP Committee letter of reinstatement. The SAP Committee may recommend the development of an *Academic Plan* (AP) for the student. This *Academic Plan* outlines the specific requirements the student must fulfill in order to satisfy the College's satisfactory academic progress standards within a specified timeframe. The student's academic progress will be evaluated at least twice during the semester, and at the end of each academic semester to ensure that s/he is making progress according to their AP.

### **Financial Aid Probation**

Financial Aid Probation is no longer granted automatically. A student must successfully appeal financial aid suspension in order to be placed on financial aid probation and remain eligible to receive federal financial assistance from the College. Upon review of a student's Appeal Packet, the SAP Appeal Committee may make one of the following three determinations:

4. **The student is placed on financial aid probation without an academic Plan.** After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee determines that the student should be able to meet SAP standards by the end of the subsequent semester without an academic plan. The SAP Appeal Committee reviews probationary students at the end of each subsequent semester.
5. **The student is placed on financial aid probation with an Academic Plan.** After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee determines that the student will require more than one semester to meet SAP standards; it may place the student on probation and develop an academic plan for the student. The College monitors the student's progress at least twice a semester and at the end of each semester to ensure that the student is meeting the requirements of the Academic Plan. As long as the student is meeting the requirements of the Academic Plan, the student is eligible to receive Title IV financial aid.
6. **The student is placed on financial aid probation with an Academic Plan after a subsequent appeal of his/her original probationary status.** The SAP Appeal Committee may consider an additional appeal from a student initially placed on financial probation without an Academic Plan. After review of the subsequent Appeal Packet, the Committee may extend the probationary status of the student by placing him/her on an Academic Plan.

### **Appeal Denial**

After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee may determine that the student should remain on financial suspension and ineligible to receive any Title IV funds. S/He must make arrangements pay all educational expenses from personal resources and/or non- federal sources (i.e., private loans, etc.). All decisions rendered by the SAP Appeal Committee are **final** and not subject to further review.

### **Prior Satisfactory Academic Progress Status**

Students on financial aid probation under the prior SAP rules and regulations are evaluated at the end of the next semester using the new standards for satisfactory academic process. A student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

### **Financial Aid Appeal Limits**

Students are allowed to appeal financial aid suspension twice during his or her academic career at the College, unless special and extenuating circumstances justify one additional appeal. The student must provide information explaining what has changed to permit him/her to make satisfactory progress at the next evaluation period. The College may request additional documentation when a particular circumstance warrants it. A student is limited to one probationary period per appeal unless s/he is following an academic plan. Therefore, a student may be placed on probation more than once during his/her academic career.

### **Financial Aid Committee**

A college-appointed Financial Aid Committee will conduct an annual review of the SAP Policy to ensure federal compliance and timely dissemination of relevant financial aid information to students.

## **ACADEMIC GOOD STANDING POLICY AND SANCTIONS**

All students must demonstrate academic progress toward completion of a given course of study each year. 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 (CGPA) and earns sufficient credit hours according to the following academic requirements.

### **Cumulative Grade Point Average Requirements (Associate of Arts & Associate of Science)**

The cumulative grade point average (CGPA) for students enrolled in any Associate Degree programs must be a 2.0. The academic probation and suspension policies will be enforced for a student in these degree programs if the CGPA is less than a 2.0.

**Table 1**  
**Cumulative Grade Point Average Requirements**  
**(Bachelor of Arts & Bachelor of Science programs)**

<b>Classification</b>	<b>Total Attempted Credit Hours</b>	<b>CGPA Probation</b>	<b>CGPA Dismissal</b>
First Year	29 hours or less	Less than 1.50	Less than 1.50 after matriculating two semesters.
Sophomore	At least 30-59 hours	Less than 1.85	Less than 1.85 after matriculating four semesters.
Junior	At least 60- 89 hours	Less than 2.00	After one semester on probation and less than 2.00
Senior	At least 90 hours	Less than 2.00	After one semester on probation and less than 2.00

### **Academic Probation and Suspension**

Any student who is not making satisfactory academic progress at the completion of any one semester (fall, spring, and summer) is subject to academic probation, and remains on academic probation as long as the cumulative grade point average is less than that required for academic good progress.

A student who fails to maintain academic progress will be placed on academic sanction and is subject to a loss of eligibility to receive certain state and federal student assistance (See Financial Aid Satisfactory Academic Progress Policy). All students are evaluated for academic sanctions (i.e., probation, and suspension) at the end of each semester (fall, spring, and summer).

## **TYPES OF ACADEMIC SANCTIONS**

### **Academic Warning**

A student who fails to meet the CGPA requirement will be placed on academic warning the subsequent semester. At the conclusion of the semester on academic warning, the student must achieve the minimum or higher CGPA requirement to be considered in good academic standing.

## **INTERVENTION MEASURES**

1. Course schedules will be reviewed to ensure that students are taking a reasonable course load.
2. A bi-weekly progress report will be completed which contains information on class attendance; performance on quizzes, examinations and assignments; and other pertinent feedback.
3. Individual conferences will be scheduled with each student. These conferences should be used to determine whether any problems impede the student's class performance.
4. A progress summary report will be maintained.

### **Academic Probation**

If the student does not achieve the minimum CGPA at the conclusion of the semester that s/he is on academic warning, the student will be placed on academic probation and will not be considered in academic good standing.

## **INTERVENTION MEASURES**

1. Course schedules will be reviewed to ensure that students are taking a reasonable course load.
2. A bi-weekly progress report will be completed which contains information on class attendance; performance on quizzes, examinations and assignments; and other pertinent feedback.
3. Individual conferences will be scheduled with each student. These conferences should be used to determine whether any problems impede the student's class performance.
4. A progress summary report will be maintained.

### **Academic Suspension**

After the completion of the probationary semester, if the student fails to meet the required cumulative GPA, the student will be subject to a 1 year suspension. The student may re-apply in a subsequent semester through the normal admissions process. S/he may appeal the academic suspension.

### **Academic Suspension Appeal Process**

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

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

for Academic Affairs.

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

1. Death of an immediate relative of the student (e.g. parent, sibling, child).
2. An injury or serious illness of the student (medical documentation required).
3. Other extenuating circumstances (documentation required).

Written appeals must be completed by the student; all documents must accompany the appeal and a summary of the reasons for the appeal must be included. If a student's status changes as a result of the appeal process, the suspension or probation will be lifted.

### **Reinstatement after Academic Suspension**

A student dismissed for poor scholarship (i.e., academic suspension) may be reinstated by the Admissions and Recruitment Committee only after the expiration of at least one academic year (e.g. a student suspended in the fall would be eligible for readmission the next fall) from the time of dismissal. This restriction does not apply to the summer term immediately after determination that the student is not meeting academic progress requirements.

The student must make written application to the Admissions and Recruitment Committee at least one month prior to the beginning of the semester for which reinstatement is requested, using such forms as the Committee may provide. A student reinstated enters on academic probationary status and must maintain compliance with academic progress standards. A student failing to meet these requirements will be dismissed from the College.

A student who applies for, and is subsequently granted reinstatement does not automatically qualify for financial aid (See Financial Aid Appeal Process).

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

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

### **Part-time Students**

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.

### **Sophomore Proficiency Examination**

The Sophomore Proficiency Examination is an examination that measures knowledge gained in ENG 132 – Composition II, ENG 221 – Introduction to Literature and MAT 126 – Algebra II. All Lane College students, including transfer students, must take the Sophomore Proficiency Examination (SPE) prior to entering the junior year. Students must pass all parts of the examination to graduate. To increase chances for passing all parts of the examination, students are encouraged to study and prepare.

### **Student Responsibilities**

Students are responsible for meeting the requirements of the College for the degree and major selected. Major advisors will assist students in planning for their programs, but the responsibility for completing the



proper curriculum rests with the student.

### **Students with Academic Deficiencies**

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

Students enrolled in ENG 131/132 -- Composition I/II, and/or MAT 125/126 – Algebra I/II, may be required to attend the Writing Center and/or the STEM Center, respectively.

### **Taking Courses at Other Institutions**

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

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

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

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

### **Transcripts**

Official transcripts are housed in the Registrar's Office and will be furnished only upon the request of the student. A student may request transcripts at a fee of \$5 per copy. Transcripts will be withheld if the student or alumnus has an unsettled financial obligation to the College. Transcripts requested by current students at the end of a semester will be held until final grades are available.

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



# ACADEMIC DIVISIONS AND PROGRAMS-ASSOCIATE DEGREES

## Degrees Offered

The College offers two Associates degrees, in addition to the Bachelor of Arts and Bachelor of Science; Associate of Arts and Associate of Science. The Associate of Arts is awarded to students whose major field is Media Strategies, Religion, or Sociology. The Associate of Science is awarded to students whose major field is Business Administration.

## SUMMARY OF MAJOR REQUIREMENTS

Core Requirements	Associate in Arts		Associate in Science	
	Courses	Hours	Courses	Hours
Orientation	1	1	1	1
Language Arts/Communications	3	9	3	9
Social And Behavior Sciences	2	6	2	6
Humanities and Fine Arts	2	5-6	1	2-3
Mathematics	2	6	2	6
Physical and Life Science	1	3	2	6-8
Foreign Language	2	6	2	6
Health and Fitness	1-2	2-3	1-2	2-3
TOTAL	14-15 courses	38-40 hours	14-15 courses	38-42 hours

### Language Arts/Communications, 3 Courses (9 Hours)

- ENG 131: Composition I
- ENG 132: Composition II
- SPC 230: Foundations of Speech or COM 260: Interpersonal Communication

### Social and Behavior Science, 2 Courses (6 Hours)

- SOC 131: Introduction to Sociology (Required)
- Choose 1 Course from the following:

CRJ 131: Introduction to Criminal Justice	SOC 136: Social Problems
ECO 131: Microeconomics	PER 231: Introduction to Physical Education
GEO 231: World Geography	PSC 231: American Government
HIS 131: American History I	HIS 132: American History II
HIS 231: World History I	HIS 232: World History II
EDU 230: Foundations of Education	PSY 130: Introduction to Psychology
PSY 131: Educational Psychology	PSY 230: Human Growth and Development

**Humanities and Fine Arts**

•ENG 221: Introduction to Literature **(Required)**

Choose an additional course from the following **(A.A.)**:

ART 120: Art Appreciation	MUS 120: Music Appreciation
ENG Course 222 or Higher	REL 130: World Religions
REL 131: Old Testament	REL 132: New Testament
REL 231: History of the Black Church	PHL 131: Introduction to Philosophy
PHL 132: Ethics	PHL 133: Logic

**Associate in Art and Associate in Science Degrees General Education Curriculum Requirements****Mathematics**

•MAT 125: College Algebra I

•MAT 126: College Algebra II

**Physical and Life Science**

Choose one course from the following **(A.A.)**:

•BIO 131: Biological Science

•PHY 131: Physical Science

Choose two courses from the following **(A.S.)**

•BIO 131: Biological Science

•PHY 131: Physical Science

•BIO 141: General Biology I

•BIO 142: General Biology II

•BIO 341: Environmental Biology

•CHE 141: General Chemistry I

•CHE 142: General Chemistry II

**Foreign Language, 2 Courses in sequence (6 Hours)**

•SPN 131: Elementary Spanish I

•SPN 132: Elementary Spanish II

•FRE 131: Elementary French I

•FRE 132: Elementary French II

**Health and Fitness, 1 or 2 courses (2-3 Hours)**

Choose 2 one-hour PER activity courses or one of the following courses:

•PER 260: Fitness of Life

•PER 236: Nutrition

**Major Requirements:**

In addition to the general education requirements, each student is required to complete 24 credit hours to complete their major requirements:

•Associate of Science in Business Administration

•Associate of Arts in Media Strategies

•Associate of Arts in Religion

•Associate of Arts in Sociology

## ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

### Mission Statement

The focus of this program is to prepare students for entry-level positions in the business world or leading to a bachelor's degree. This degree provides foundational knowledge in the major functional areas of business, along with current and marketable administrative skills. The general studies courses ensure college-level competences in the arts and sciences.

### Goals

1. Identify and classify current business concepts, principles and practices.
2. Develop, execute and apply basic business calculations to demonstrate basic financial literacy.
3. Communicate business concepts effectively in both written and oral format using clear concise language appropriate to the audience.
4. Demonstrate the interrelationship of the functional areas of business including management, marketing, organizational behavior, computer and software systems, accounting and finance.
5. Identify issues and challenges related to ethics in current business.
6. Work as an effective team member and leader to develop a business plan and research specific business goals.

### Objectives

Graduates of this program with an earned 2.0 GPA or above will be able to:

1. Exhibit and understanding of basic theory and practice of business and business administration.
2. Utilize analytical, problem solving, and decision-making skills applicable to business and business administration.
3. Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration.

### Business Administration Course Requirements:

Business Core	Credit Hours	Prerequisites
ACT 101-Fundamentals of Accounting	3	none
ECO 131-Macroeconomics	3	MAT 126
BUS 131-Principles of Management	3	ENG131
<i>Select four (5) Courses from the following areas:</i>		
ACT 131-Principles of Accounting I	3	MAT 126
ACT 132-Principles of Accounting II	3	ACT 131
MKT 131-Principles of Marketing	3	MAT 126
MKT 231-Consumer Behavior	3	MKT 131
ECO 132-Principles of Microeconomics	3	ECO 131
ECO-Money and Banking	3	ECO 132
FIN 131-Principles of Business Finance	3	MAT 126
FIN 231-Principles of Investment	3	FIN 131
General Education requirement for AS degree	38-42 Hours	
Business Courses or electives for AS degree	24 Hours	

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

### MAJOR: SOCIOLOGY

#### Mission Statement

The Lane College Sociology AA program mission is to prepare students for employment in entry-level positions. It also provides students with credentials for acceptance to BA degree programs.

#### Goals

1. To acquaint the student with the major sociological concepts, theories, perspectives, methods, and knowledge, including culture, social structure, interaction, and change.
2. To foster the student's sociological imagination, the exploration of the relationship between an individual and the wider domestic as well as global society, including past and present social events.
3. To further develop the student's critical-thinking ability, which enables him/her to draw inferences from theories and data, recognize unstated assumptions, deduce conclusions from available information, and interpret and weigh evidence as to whether the conclusions drawn are correct. Students will also be able to evaluate the strengths of comparable arguments, apply sociological knowledge to new problems, read and interpret tables of data and graphs, and recognize the strengths and limitations of both quantitative and qualitative data.

#### Objectives

Students graduating with a 2.0 GPA or better will be able to:

1. Critically assess cultural and social developments at the and global levels;
2. Successfully secure employment in entry-level positions; and
3. Successfully apply for admission to BA degree programs.

#### Sociology Course Requirements:

Sociology Core	Credit Hours	Prerequisites
SOC 131-Introduction to Sociology	3	none
SOC 132-Social Stratification and Inequality	3	SOC 131
SOC 136-Social Problems	3	SOC 131
SOC 231-Deviance	3	SOC 131
SOC 232-SOC Psych	3	SOC 131
SOC 248-Social Organizations	3	SOC 131
<i>Students must complete (2) courses from following list:</i>		
EDU 230-Foundations of Education	3	ENG 131
PSY 130-Introduction to Psychology	3	EDU 230
PSY 230-Human Growth and Development	3	PSY 131
General Education requirement for AA degree	38-40 Hours	
Sociology Courses or electives for AA degree	24 Hours	



## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

### MAJOR: MASS COMMUNICATIONS/MEDIA STRATEGIES

#### Mission Statement

The Lane College Media Strategies AA program mission is to prepare students for employment in entry-level positions. It also provides students with credentials for acceptance to BA degree programs.

#### Goals

1. To acquaint the student with an introduction to the basic types, principles, and practices of media;
2. To foster the student's understanding of the theories and practices of writing across various mass media; and
3. To further develop the student's written and verbal communication skills so that the student can communicate across various media platforms.

#### Objectives:

Students who complete the Media Strategies major with a 2.0 GPA or above will be able to :

1. Write clearly and accurately for broadcast, print, internet, and social media;
2. Understand the function and effect of social media in a democratic society; and
3. Successfully apply for admission to BA degree programs.

#### Media Strategies Course Requirements:

Media Strategies Core	Credit Hours	Prerequisites
ART 130-Beginning Drawing	3	N/A
DIG 131-Introduction to Digital Media Strategies	3	N/A
COM 131-Introduction to Mass Communications	3	ENG 131
COM 135-Introduction to Media Writing	3	COM 131
COM 233-Editorial Writing and Interpreting	3	COM 135
CSC 140-Introduction to Web Design	3	N/A
<i>Students must complete (2) courses from the following list:</i>		
ART 230-Intermediate Drawing	3	ART 130
CSC 131-Programming I	3	N/A
COM 236-Online Journalism for News Reporting	3	COM 131
MKT 131-Principles of Marketing	3	MAT 125/126
General Education requirement for AA degree	38-40 Hours	
Sociology Courses or electives	24 Hours	

## ASSOCIATE IN ARTS DEGREE REQUIREMENTS

### MAJOR: RELIGION

#### Mission Statement

The Lane College AA in religion program is designed to provide persons with a general interest in the Christian faith with a basic understanding of what it means to be Christian in our time and in local and global contexts.

#### Goals

1. To acquaint the student with the basic knowledge of the Christian texts, beliefs, history, ethics, and practice;
2. To facilitate theological, philosophical, and ethical reflection on the Christian texts, beliefs, history, ethics, and practice;
3. To enhance the student's written and verbal abilities to articulate the understanding of Christian texts, beliefs, history, ethics, and practice.

#### Objectives

Students graduating with a 2.0 GPA or better will be able to:

1. Understand and articulate effectively about Christian texts, beliefs, history, ethics, and practice;
2. Utilize their understanding about the Christian texts, beliefs, history, ethics, and practice in professional ministry settings;
3. Prepare for careers in ministry or BA degree programs

#### Religion Course Requirements:

Religion Core	Credit Hours	Prerequisites
REL 131-Old Testament	3	N/A
REL 132-New Testament	3	N/A
REL 230-Introduction to Christian Theology	3	N/A
REL 231-History of the Black Church	3	N/A
REL 233-Christian Ethics	3	N/A
PHL 131-Introduction to Philosophy	3	N/A
<i>Students must complete (2) courses from the following:</i>		
PHL 132-Principles of Ethics	3	N/A
REL 234-Church History	3	N/A
General Education requirement for AA degree	38-40 Hours	
Religion Courses or electives for AA degree	24 Hours	

# ACADEMIC DIVISIONS AND PROGRAMS- BACHELOR DEGREES

## ACADEMIC DIVISIONS

LIBERAL STUDIES	
<b>MAJORS</b>	<b>MINORS</b>
English	Art
French	English
Interdisciplinary Studies	French
Mass Communication	Mass Communication
Music	Music
Physical Education	Physical Education
Religion	Religion
	Spanish
BUSINESS, SOCIAL AND BEHAVIORAL SCIENCES	
<b>MAJORS</b>	<b>MINORS</b>
Business Administration	Business Administration
Criminal Justice	Criminal Justice
History	History
Sociology	Sociology
NATURAL AND PHYSICAL SCIENCES	
<b>MAJORS</b>	<b>MINORS</b>
Biology	Biology
Chemistry	Chemistry
Computer Science	Computer Science
Mathematics	Mathematics
Physics	Physics

### Degrees Offered

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

## Summary of Major Requirements

Major	Major Hours	General Education Core	General Elective Hours	TOTAL
Biology	44	67	13	124
Business Administration	42	54	28	124
Chemistry	42	67	15	124
Computer Science	44	59	21	124
Criminal Justice	39	54	31	124
English	39	54	31	124
French	42	54	28	124
History	33	54	37	124
Interdisciplinary Studies	38	53	33	124
Mass Communication	37	54	33	124
Mathematics	38	59	27	124
Music	56	54	14	124
Physical Education	39	59	26	124
Physics	35	59	30	124
Religion	30	54	40	124
Sociology	36	54	34	124

# General Studies

## General Studies Curriculum

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

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

1. Students whose physical condition does not permit them to take the required physical education courses may substitute them with less strenuous courses. The acceptable course is PER 260 – Fitness for Life. A physician’s statement may be required in such cases.
2. All students are required to complete an orientation course, ORN 110, to help them make a successful transition from high school to college. However, transfer students with 31 or more hours are not required to take this course.
3. Students who demonstrate computer literacy comparable to that required in CSC 131 – Introduction to Computers, may request a placement examination to test out of this course. Students who test out of CSC 131 do not receive credit for the course, but will have an additional 3-credit hour elective. The Vice President for Academic Affairs may approve the waiver, upon recommendation of the Computer Science Faculty.
4. Students must demonstrate proficiency in a second language in order to graduate from Lane College. Students with no foreign language experience and students with less than two years of Spanish or French in high school must take either French 131 and 132, or Spanish 131 and 132.

There are two possibilities for waiving foreign language requirements: (a) students with two or more years of French or Spanish in high school may request a placement examination, and may test out of one or both semesters of the foreign language requirement if the score is high enough; and (b) bilingual students who can demonstrate oral and written proficiency in both English and their second language may request that the foreign language requirement be waived. In either case, no credit is given for foreign language courses waived. The student may use those six credit hours toward additional electives. The Vice President for Academic Affairs may approve the waiver, upon recommendation from the French or Spanish faculty.

## **General Studies Goals**

### **Mathematics**

To provide students with an understanding of the fundamental concepts of mathematics necessary for problem solving; critical thinking; analysis; and applying mathematical reasoning to solve complex problems.

### **Language Arts**

To enhance reading, comprehension, analytical, and writing skills; to expand the ability of students to creatively express themselves both orally and in writing; and to employ conventional grammatical standards and mechanics.

### **Social Sciences**

To develop students competency in applying critical thinking skills and analytical capabilities in the social sciences, and to connect ideas in the social sciences to real world applications and to the context of their historical development.

### **Fine Arts**

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

### **Computer Literacy**

To enhance the student's ability to use computers, including the utilization of various software programs, e.g., word processing, spreadsheet applications, and database routines as an integral part of the learning process.

### **Natural Sciences**

To develop an appreciation for all living organisms, their similarities and differences; interdependence and environment; and for the principles that govern chemical, physical, and biological interactions.

### **Foreign Languages**

To enhance students' understanding of particular cultures, and their relationship to the diversity of human experience through the study of foreign languages in their cultural context. Students will develop an appreciation of diverse languages, customs, and cultures.

### **Financial Literacy**

To expose students to basic financial concepts to manage personal finances; understand stocks, bonds and other investment options; and to provide an overview of insurance and other benefits to enable students to make informed financial decisions.



## GENERAL STUDIES CORE CURRICULUM

Course descriptions for each course in the General Studies Core Curriculum are found in the respective major/minor areas in which those courses are housed.

COURSE	TITLE	HOURS	TOTAL	PREREQUISITE
ORN 110	Orientation	1		
CSC 131	Introduction to Computers	3		
FIN 122	Personal Finance Management	2		MAT 126
			6	
<b>Language Arts</b>				
ENG 131	Composition I	3		
ENG 132	Composition II	3		ENG 131
ENG 221	Intro to Literature	3		ENG 132
SPC 230	Foundation of Speech	3		ENG 131
			12	
<b>Mathematics</b>				
MAT 125	Algebra I	3		
MAT 126	Algebra II	3		MAT 125
			6	
<b>Natural Sciences</b>				
BIO 131	Biological Science	3		
PHY 131	Physical Science	3		
			6	
<b>History</b>				
HIS 131/231/331	U.S./ World or Black History I	3		
HIS 132/232/332	U.S./ World or Black History II	3		HIS 131/231/331
			6	
<b>Foreign Languages</b>				
FRE/SPN 131	French/Spanish I	3		
FRE/SPN 132	French/Spanish II	3		FRE/SPN 131
			6	
<b>Religion</b>				
REL 130	World Religions	3		
REL 131/132/ 231	OLD/NEW Testament or History of the Black Church	3		
			6	
<b>Fine Arts</b>				
ART 120	Art Appreciation	2		
MUS 120	Music Appreciation	2		
			4	
P.E.	(TWO ACTIVITY COURSES)	2	2	
<b>TOTAL CREDITS</b>			<b>54</b>	

## Notes on General Studies Core Curriculum

1. **Computer Science** – *Computer Science, Mathematics, and Physics majors* will take CSC 132 instead of CSC 131.
2. **Natural Science**—*Biology, Chemistry, and Physical Education majors* will take BIO 141 and BIO 142. *Biology and Chemistry majors* will also take CHE 141 and 142. *Biology and Chemistry majors* also are required to take PHY 241 and PHY 242. *Computer Science, Mathematics, and Physics majors* will take PHY 241 and PHY 242. *All other majors* will take PHY 131 and BIO 131.
3. **Foreign Language**—All students must select a two-course sequence in French or Spanish.
4. **Religion**— **All students take REL 130.** Students may choose one of the remaining three courses for the second religion required course: REL 131, REL 132, or REL 231.
5. **Fine Arts**—*Exception: Interdisciplinary Studies* will take ART 231- Fundamentals of Art, and MUS 235- Fundamentals of Music instead of Fine Arts courses listed above. (6 credits)
6. **Physical Education**—*Physical Education majors* will take PER 115-Beginning Swimming, and PER 215- Intermediate Swimming as their PER activity classes. Intercollegiate sports, Marching Band, and cheerleading may fulfill the PER activity requirement.
7. **History** – Non-History majors may choose between two sections of U.S. History (HIS 131/132), World History (HIS 231/232) or Black History (HIS 331/332). Both courses must be taken sequentially.



# DIVISION OF LIBERAL STUDIES



The Division of Liberal Studies comprises the core of the liberal arts curriculum of the College, and includes the courses in languages, education, literature, music, art, drama, speech, communication arts, religion, and philosophy. The Division offers courses required of all students as well as courses in the major areas of English, French, Interdisciplinary Studies, Mass Communication, Music, Physical Education, and Religion. The Division of Liberal Studies offers minors in Art, English, Foreign Languages, Music, Mass Communication, Physical Education, and Religion.

## Objectives

The Division of Liberal Studies provides students with an education in the Liberal Arts which is broad in scope, excellent in quality, and inclusive of the disciplines that are basic for the education curriculum. Graduates from the Division will:

1. Understand advanced concepts, terminology, methodology, subject matter, problems, and issues from multiple academic disciplines;
2. Communicate knowledge using the principles of multiple academic disciplines;
3. Develop writing, speaking, analyzing, and computing skills;
4. Recognize the importance of individual disciplines as a means to address problems and to generate knowledge;
5. Define value systems and codes of personal ethics through examination of the religions of the world, with special emphasis of the doctrines; and
6. Ponder the philosophical questions of human existence.

All students are required to take courses in Composition, Literature, Religion, Speech, and the Fine Arts; as well as one class in Orientation, as delineated in the description of the General Studies Curriculum.

The Division of Liberal Studies includes in the content of its courses skills necessary for students to:

1. Develop proficiency in the basic skills of reading, writing, listening, speaking, and communication;
2. Develop independent reasoning, critical and creative thinking, and problem-solving skills;
3. Define value systems and codes of personal ethics through examination of religions of the world, with special emphasis on the doctrines of the Christian faith;
4. Cultivate an awareness of, and an appreciation for, diverse cultural heritages and an understanding of how they relate to each other;

5. Develop an understanding of the creative process and of the need for aesthetic judgment; and
6. Participate in society as informed and responsible citizens who have the skills necessary to obtain satisfying jobs and participate in the process of devising solutions to the world's problems.

The Interdisciplinary Studies Program prepares competent, confident, and caring professionals who demonstrate broad knowledge, and apply research-based instructional practices. The future educators are reflective and think critically to impact all students.

The following General Studies Core courses are offered through the Division of Liberal Studies:

<b>COURSE</b>	<b>TITLE</b>	<b>CR</b>
ORN 110	Orientation	1
ART 120	Art Appreciation	2*
MUS 120	Music Appreciation	2*
FRE 131	Elementary French I	3**
FRE 132	Elementary French II	3**
SPN 131	Elementary Spanish I	3**
SPN 132	Elementary Spanish II	3**
REL 130	World Religions	3***
REL 131	Old Testament	3***
REL 132	New Testament	3***
REL 231	History of the Black Church	3***
ENG 131	Composition I	3
ENG 132	Composition II	3
ENG 221	Introduction to Literature	3
SPC 230	Foundations of Speech	3
PER	Two activity courses	2

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

\* Interdisciplinary Studies majors will take ART 231 (Fundamentals of Art) and MUS 235 (Fundamentals of Music) to satisfy their general education requirements in art and music.

\*\*Students must select a two-course sequence.

\*\*\*Students must take REL 130 and one additional course in religion (REL 131, REL 132, or REL 231) to satisfy the two course religion requirement.

# INTERDISCIPLINARY STUDIES

The Interdisciplinary Studies program prepares students for courses that bridge academic disciplines. Students engage in intellectually challenging courses from multiple disciplines. The interdisciplinary major is also considered a stand-alone major for students seeking a generalist degree.

## Objectives

Students who complete the interdisciplinary studies major will:

1. Use multiple thinking strategies to examine real-world issues, explore creative avenues of expression, solve problems, and make consequential decisions;
2. Integrate knowledge and personal abilities to attain a level of competence sufficient for productive citizenship and sustained learning;
3. Understand and articulate the importance and influence of diversity within and among cultures and societies;
4. Pursue graduate degrees or employment in a selected field; and,
5. Utilize their generalist degree to pursue graduate study in a variety of areas in the liberal arts and humanities.

A major in Interdisciplinary Studies requires 38 credit hours as indicated on the curriculum chart. Students seeking a generalist degree can major in Interdisciplinary Studies.

## Requirements for the Major in Interdisciplinary Studies

A major in Interdisciplinary Studies requires 124 credit hours. This includes 13 required major courses (38 credit hours). In addition to 53 credit hours of general education courses, this interdisciplinary major requires completion of a core of courses in psychology, art, music, religion, education, sociology, biology, and physical education. The student must earn a "C" or better in each major course. The exact program must be established by the student and their designated advisor.

## Interdisciplinary Studies Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		BIO 341	Ecology/Environmental Bio	4	BIO 131
CSC 131	Introduction to Computers	3		EDU 230	Foundations of Education	3	ENG 131
FIN 122	Personal Fin. Management	2	MAT 126	EDU 330	Classroom Mgmt.	3	EDU 230
REL 130	World Religions	3		ENG 237	Children's Literature	3	ENG 221
REL 131, 132 or 231	Old Testament, New Testament or History of the Black Church	3		GEO 231	World Geography	3	
ENG 131	Composition I	3		PSY 131	Educational Psychology	3	EDU 230
ENG 132	Composition II	3	ENG 131	PSY 230	Human Growth/Development	3	PSY 131
ENG 221	Introduction to Literature	3	ENG 132	PSY 330	The Exceptional Learner	3	PSY 131
SOC 131	Introduction to Sociology	3		PER 223	Elementary Games	2	EDU 230
SPC 230	Foundations of Speech	3	ENG 131	PER 326	First Aid and Safety	2	
MAT 125	Algebra I	3		SOC 344	The Family	3	SOC 131 JR/SR Status and
MAT 126	Algebra II	3	MAT 125	ART 231	Fundamentals of Art	3	consent EDU
BIO 131	Biological Science	3		MUS 235	Fundamentals of Music	3	EDU
PHY 131	Physical Science	3			<b>MAJOR HOURS</b>	<b>38</b>	
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331				
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
PER	Activity	1			<b>MAJOR HOURS</b>	<b>38</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>53</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>33</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>53</b>			<b>TOTAL HOURS</b>	<b>124</b>	



## 4 Year Curriculum Map Interdisciplinary Studies

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Freshman Orientation	1	MAT	126	Algebra II	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	PHY	131	Physical Science	3
BIO	131	Biological Science	3	REL 131/132/231		Old/New Test/History Black Church	3
REL	130	World Religions	3	FRE/SPN	132	French/Spanish II	3
FRE/SPN	131	French/Spanish I	3	PER		PER Activity	1
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>16</b>
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ENG	221	Introduction to Literature	3	HIS 132/232/332		U.S./World/Black History II	3
HIS 131/231/331		U.S./World/Black History I	3	BIO	341	Ecology and Environ Biology	4
CSC	131	Introduction to Computers	3	PER	326	First Aid and Safety	2
EDU	230	Foundations of Education	3	SPC	230	Foundations of Speech	3
FIN	150	Personal Financial Management	2	EDU	330	Classroom Management	3
		General Elective	1	PER		PER Activity	1
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>16</b>
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
PSY	131	Educational Psychology	3	PSY	230	Human Growth & Development	3
PER	223	Elementary Games	2	SOC	344	The Family	3
ENG	237	Children's Literature	3	GEO	231	World Geography	3
SOC	131	Introduction to Sociology	3	ART	231	Fundamentals of Art	3
		General Electives	5			General Electives	3
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>15</b>
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
PSY	330	The Exceptional Learner	3			General Electives	15
MUS	235	Fundamentals of Music	3				
		General Electives	9				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>

# ENGLISH

The study of literature and its assorted periods and genres is an indispensable part of a liberal arts education. Through the English curriculum, students will learn to think critically on the human experience that literature presents as they explore the questions that various poems, plays, short stories, and novels raise. Further, from Composition I forward, students practice the use of formal writing and expression in order to organize their thoughts, provide and incorporate researched evidence for their claims, and support their arguments.

## Objectives

Students majoring in English will be able to:

1. Excel in writing and oral communication through the study and analysis of literature and the techniques of composition;
2. Develop skills necessary for perceptive reading, critical thinking, and effective writing and speech;
3. Develop skills necessary to succeed in graduate study or careers in education, law, medicine, ministry, library science or communication, among other career options;
4. Have the ability to write clear, practically error-free prose; and
5. Demonstrate the ability to use primary texts, reference sources, and periodicals in preparing research.

## Requirements for the Major in English

A major in English requires 124 credit hours. This includes 11 required major courses (33 credit hours), and 2 elective major courses (6 credit hours). Before taking courses in the major or minor areas, English majors and minors must complete the Composition sequence, and Introduction to Literature. These prerequisite courses do not count toward the English major or minor. English majors or minors must earn a "C" or better in the Composition, Literature, and in major and minor courses.

Students are advised to take survey courses in sequence.

## Requirements for the Minor in English

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

## English Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		ENG 231	American Literature I	3	ENG 221
CSC 131	Introduction to Computers	3		ENG 232	American Literature II	3	ENG 231
FIN 122	Personal Fin. Management	2	MAT 126	ENG 234	Advanced Grammar	3	ENG 132
REL 130	World Religions	3		ENG 238	Greek and Roman Drama or	3	ENG 221
REL 131 132 or 231	Old Testament, New Testament, or History of the Black Church	3		ENG 239	Survey of Modern Drama		
ENG 131	Composition I	3		ENG 331	British Literature I	3	ENG 221
ENG 132	Composition II	3	ENG 131	ENG 332	British Literature II	3	ENG 331
ENG 221	Introduction to Literature	3	ENG 132	ENG 333	Literary Criticism	3	ENG 221
SPC 230	Foundations of Speech	3	ENG 131	ENG 335	Shakespeare	3	ENG 221
MAT 125	Algebra I	3		ENG 430	African American Literature	3	ENG 221
MAT 126	Algebra II	3	MAT 125	ENG 431	Contemporary Literature	3	ENG 221
BIO 131	Biological Science	3		ENG 222	World Literature	3	ENG 221
PHY 131	Physical Science	3		ENG	English Elective	6	
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331		<b>MAJOR HOURS</b>	<b>39</b>	
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2					
PER	Activity	1			<b>MAJOR ELECTIVES HOURS</b>	<b>39</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVES</b>	<b>31</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map ENGLISH

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ENG	131	Composition I	3	MAT	126	Algebra II	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ORN	110	Freshman Orientation	1	PHY	131	Physical Science	3
BIO	131	Biological Science	3	REL 131/132/231		Old/New Test/History Black Church	3
REL	130	World Religions	3	MUS	120	Music Appreciation	2
ART	120	Art Appreciation	2	PER		PER Activity	1
		Total	15			Total	15
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
FIN	150	Personal Financial Management	2	ENG	234	Advanced Grammar	3
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
HIS 131/231/331		U. S./World/Black History I	3	HIS 132/232/332		U. S./World/Black History II	3
CSC	131	Introduction to Computers	3			General Electives	3
PER		PER Activity	1				
		Total	15			Total	15
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ENG	231	American Literature I	3	ENG	232	American Literature II	3
ENG	331	British Literature I	3	ENG	332	British Literature II	3
ENG	222	World Literature	3	ENG	238 or 239	Greek and Roman Drama or Survey of Modern Drama	3
		General Electives	7			General Electives	7
		Total	16			Total	16
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ENG	430	African American Literature	3	ENG	431	Contemporary Literature	3
ENG	335	Shakespeare	3			English Elective	3
ENG	333	Literary Criticism	3			General Electives	10
		English Elective	3				
		General Electives	4				



# FRENCH

The degree program in French is designed to prepare students with a sound background in a language other than their own. Students with a second language are in increasing demand in industry and government, including the Foreign Service. French majors are also encouraged to pursue opportunities to study and live abroad in French -speaking countries.

## Objectives

Students who complete the French major will:

1. Experience excellence in written and oral communication through the study and analysis of literature and techniques of composition in French;
2. Acquire experience in the French Language so that students will be able to demonstrate the ability to use primary texts, bibliographical sources, and periodicals for research and other purposes;
3. Engage in the exploration of innovative ideas, through teaching and research; and,
4. Be prepared for graduate study, or career opportunities in multi-national businesses and non-profit organizations in different areas, including, but not limited to, international relations, marketing, and translation.

## Requirements for the French Major

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

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

## Requirements for the French Minor

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



## French Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		FRE 231	Intermediate French I	3	FRE 132
CSC 131	Introduction to Computers	3		FRE 232	Intermediate French II	3	FRE 231
FIN 122	Personal Fin. Mgt	2	MAT 126	FRE 311	Phonetics and Pronunciation	3	FRE 232
REL 130	World Religions	3		FRE 312	Intensive Readings French Lit	3	FRE 232
REL 131 132 or 231	Old Testament, New Testament or History of the Black Church	3		FRE 322	Conversation and Oral Grammar	3	FRE 311
ENG 131	Composition I	3		FRE 323	Advanced French Grammar	3	FRE 322
ENG 132	Composition II	3	ENG 131	FRE 331	Survey of French Literature	3	FRE 312
ENG 221	Introduction to Literature	3	ENG 132	FRE 332	Survey of French Literature II	3	FRE 312
SPC 230	Foundations of Speech	3	ENG 131	FRE 333	French for Business	3	FRE 331
MAT 125	Algebra I	3		FRE 431	French Civilization	3	FRE 331
MAT 126	Algebra II	3	MAT 125	FRE 432	Francophone Literature and Culture	3	FRE 431
BIO 131	Biological Science	3		FRE 461	Methods/Matls for Teaching French	3	Senior
PHY 131	Physical Science	3		FRE 480	Senior Seminar	3	Senior
HIS 131, 231 or 331	U.S., World or Black History I	3		FRE	French Elective	3	
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331				
FRE/SPN I	French I	3			<b>MAJOR HOURS</b>	<b>42</b>	
FRE/SPN II	French II	3	FRE I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2					
PER	Activity	1			<b>MAJOR HOURS</b>	<b>42</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>28</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map FRENCH

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra II	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	PHY	131	Physical Science	3
BIO	131	Biological Science	3	FRE	132	French II	3
FRE	131	French I	3	MUS	120	Music Appreciation	2
ART	120	Art Appreciation	2	PER		PER Activity	1
PER		PER Activity	1				
		Total	16			Total	15
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE	231	Intermediate French I	3	FRE	232	Intermediate French II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
HIS 131/231/331		U.S./World/Black History I	3	HIS 132/232/332		U.S./World/Black History II	3
CSC	131	Introduction to Computers	3	REL 131/132/231		Old/New Test/History Black Church	3
REL	130	World Religions	3			General Electives	4
		Total	15			Total	16
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE	311	Phonetics and Pronunciation	3	FRE	322	Conversation and Oral Grammar	3
FRE	312	Intensive Reads in French Lit	3	FRE	333	French for Business	3
FRE	331	Survey of French Literature I	3	FRE	332	Survey of French Literature II	3
FIN	150	Personal Financial Management	2			General Electives	6
		General Electives	5				
		Total	16			Total	15
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE	323	Advanced French Grammar	3	FRE	432	Francophone Lit and Culture	3
FRE	461	Meth & Mat Teach French, 7 - 12	3	FRE	480	Senior Seminar	3
FRE	431	French Civilization	3			General Electives	10
		French Electives	3				
		General Electives	3				
		Total	15			Total	16

# MASS COMMUNICATION

The Department of Mass Communication is committed to a pedagogy that emphasizes skills as critical consumers of knowledge and information, as well as producers of this knowledge. The Department prepares students to function effectively in, and contribute to, a world that is changing at a rapid pace and is communication-intensive and technology-driven.

Mass Communication students receive hands-on experience and training in the use of equipment and technology to enhance their writing and verbal communication skills, apply theories in the use of presentations of images and information, and demonstrate their understanding of the uses of communication technologies and how they influence people in a global society.

## Objectives

Students who complete the Mass Communication major at Lane College will have:

1. The ability to write clearly and accurately for broadcast, print, cable, internet, and social media;
2. Understanding of the function and effect of mass media in a democratic society;
3. Knowledge about the technological, economic, and human factors that are involved in the production of print and broadcast media; and,
4. Knowledge, skills, and experience in print, broadcast, and public relations.

## Requirements for the Mass Communication Major

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

All Mass Communication majors and minors must demonstrate the ability to effectively use word processing software.

Students with a major or minor in Mass Communication must complete the required English Composition courses with a minimum grade of "C" in each course. At the discretion of the major advisor, students with a satisfactory grade in Composition I may be allowed to take introductory Mass Communication courses before successfully completing Composition II. All Mass Communication majors are encouraged to complete at an internship before graduation.

CORE COURSES	
COM 131	Mass Communication
COM 135	Introduction to Media Writing
COM 210	Practical Journalistic Experience I
COM 212	Introduction to Broadcast & Cable TV Production
COM 236	Online Journalism for News Reporting
COM 332	Principles of Public Relations
COM 333	Topics in Mass Communication
COM 337	Media Law and Ethics

<b>GENERAL COURSES (select 2 courses)</b>	
COM 330	Writing for the Print Media
COM 331	Photojournalism
COM 335	Writing for Public Relations
COM 432	Writing for the Broadcast Media
<b>ELECTIVE COURSES (select 3 courses)</b>	
COM 233	Editorial Writing & Interpreting Public Issues
COM 235	Newspaper Layout and Editing
COM 260	Interpersonal Communications
COM 310	Mass Media Internship ( <i>Approval Required</i> )
COM 410	Mass Media Internship II ( <i>Approval Required</i> )
COM 430	Advanced News Reporting and Writing
COM 431	Feature and Magazine Writing
COM 433	Radio and Television Announcing
COM 435	Broadcast Production
COM 437	Public Relations Strategies and Campaigns
COM 439	Survey of Electronic Media

### **Requirements for the Mass Communication Minor**

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

<b>CORE COURSES</b>		
<b>COURSE</b>	<b>TITLE</b>	<b>CREDITS</b>
COM 131	Mass Communication	3
COM 135	Introduction to Media Writing	3
COM 236	Online Journalism for News Reporting	3
COM 333	Topics in Mass Communication and News Media	3

<b>GENERAL COURSES (Select 1)</b>		
<b>COURSE</b>	<b>TITLE</b>	<b>CREDITS</b>
COM 330	Writing for the Print Media	3
COM 331	Photojournalism	3
COM 335	Writing for Public Relations	3
COM 432	Writing for the Broadcast Media	3
<b>ELECTIVE COM COURSES (Select 1)</b>		
COM 233	Editorial Writing and Interpreting Public Issues	3
COM 235	Newspaper and Layout and Editing	3
COM 260	Interpersonal Communications	3
COM 310	Mass Media Internship I ( <i>Approval Required</i> )	3
COM 410	Mass Media Internship II ( <i>Approval Required</i> )	3
COM 430	Advanced News Reporting and Writing	3
COM 431	Feature and Magazine Writing	3
COM 433	Radio and Television Announcing	3
COM 435	Broadcast Production	3
COM 437	Public Relations Strategies and Campaigns	3
COM 439	Survey of Electronic Media	3

## Mass Communication Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		COM 131	Mass Communications	3	ENG 131/132
CSC 131	Introduction to Computers	3		COM 135	Introduction to Media Writing	3	COM 131
FIN 122	Personal Fin. Mgt	2	MAT 126	COM 210	Practical Journalistic. Exp	1	COM 131
REL 130	World Religions	3		COM 212	Intro to Broadcast/Cable TV Production	3	COM 131
REL 131/ 132 or 231	Old Testament, New Testament or History of the Black Church	3		COM 236	Online Journalism/News Rptg	3	COM 131
ENG 131	Composition I	3		COM 332	Principles of Public Relations	3	COM 131,135
ENG 132	Composition II	3	ENG 131	COM 333	Topics in Mass Com & News Media	3	COM 131, 236
ENG 221	Introduction to Literature	3	ENG 132	COM 337	Media Law & Ethics	3	COM 333
SPC 230	Foundations of Speech	3	ENG 131	COM	General COM Courses	6	COM 131
MAT 125	Algebra I	3		COM	Elective COM Courses	9	COM 131
MAT 126	Algebra II	3	MAT 125				
BIO 131	Biological Science	3					
PHY 131	Physical Science	3			<b>MAJOR HOURS</b>	<b>37</b>	
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331				
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2					
PER	Activity	1			<b>MAJOR HOURS</b>	<b>37</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>33</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Mass Communication

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra I	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	BIO	131	Biological Science	3
PHY	131	Physical Science	3	HIS 132/232/332		U. S./World/Black History II	3
HIS 131/231/331		U. S./World/Black History I	3	ART	120	Art Appreciation	2
MUS	120	Music Appreciation	2	PER		PER Activity	1
PER		PER Activity	1				
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>15</b>
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
REL	130	World Religions	3	REL 131/132/231		Old/New Test/History Black Church	3
COM	131	Mass Communication	3	CSC	131	Introduction to Computers	3
		General Electives	4			General Electives	3
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>15</b>
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
COM	135	Introduction to Media Writing	3	COM	236	Online Journal News Reporting	3
COM	210	Practical Journalistic Experience I	1			Elective COM	3
FIN	150	Personal Financial Management	2			General COM	3
COM	212	Intro Broadcast/Cable TV Prod	3			General Electives	7
		General Electives	7				
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>16</b>
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
COM	332	Principles of Public Relations	3	COM	337	Media Law and Ethics	3
COM	333	Topics in Mass Communications and News Media	3			Elective COM	3
		Elective COM	3			General COM	3
		General Electives	6			General Electives	6
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>



# MUSIC

The Department of Music is committed to providing the most productive experience for students who wish to study music. The Department has established the following goals to achieve its mission: 1) promotion of an understanding and appreciation for music in various forms for all students as a vital part of a liberal arts education; 2) encouragement of intellectual and individual creativity through exposure to a variety of musical experiences; and 3) examination of African Americans and the ways in which music has permeated various cultures of the world.

Students in music may choose an emphasis in performance, (voice, piano, woodwinds, etc.) and/or pursue Music Education as an option.

## Objectives

Upon graduating, students majoring in Music will be able to:

1. Perform repertoire and technical exercises of standard "classical" works in various styles by major composers from the major periods of music history, including works of African-American composers;
2. Demonstrate basic skills of musicianship at the piano;
3. Exhibit knowledge of musical terminology, principles of music theory and structure, the history and literature of music, and basic reference works;
4. Exhibit effective written and oral communication skills regarding musical compositions, performances, and experiences; and,
5. Understand the role of the musician in service to the community and to the broad career opportunities for a vocation in Music.

## Requirements for the Music Major

The major in Music requires 124 semester hours. Incoming freshmen and transfer students must take a theory placement test. Some may be required to complete MUS 031 - Fundamentals of Music Theory. This course does not count toward the major or minor degree program in music.

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

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

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

## Requirements for the Music Minor

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

## Music Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		MUS	Ensemble	8	
CSC 131	Introduction to Computers	3		MUS	Applied Lesson	8	
FIN 122	Personal Fin. Mgt	2	MAT 126	MUS 131	Music Theory I	3	
REL 130	World Religions	3		MUS 132	Music Theory II	3	MUS 131
REL 131 / 132 or 231	Old Testament, New Testament or History of the Black Church	3		MUS 231	Music Theory III	3	MUS 132
ENG 131	Composition I	3		MUS 232	Music Theory IV	3	MUS 231
ENG 132	Composition II	3	ENG 131	MUS 241	African American Music	3	MUS 120/331
ENG 221	Introduction to Literature	3	ENG 132	MUS 321	Instruments I	2	
SPC 230	Foundations of Speech	3	ENG 131	MUS 322	Instruments II	2	
MAT 125	Algebra I	3		MUS 323	Conducting I	2	MUS 232
MAT 126	Algebra II	3	MAT 125	MUS 331	Music History I	3	MUS 232
BIO 131	Biological Science	3		MUS 332	Music History II	3	MUS 331
PHY 131	Physical Science	3		MUS 333	Form and Analysis	3	MUS 232
HIS 131, 231 or 331	U.S., World or Black History I	3		MUS 421	Orchestration	2	MUS 232
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331	MUS 422	Counterpoint	2	MUS 232
FRE/SPN I	French/Spanish I	3		MUS 430	Gen Music Methods/Matls	2	EDU 230 PSY131
FRE/SPN II	French/Spanish II	3	FRE/SPN I	MUS 431/2	Vocal/Instrumental Meth & Mtl	2	EDU 230 PSY131
ART 120	Art Appreciation	2		MUS 118	Class Piano/Voice I	1	
MUS 120	Music Appreciation	2		MUS 281	Class Piano/Voice II	1	MUS 118/110
PER	Activity	1					
PER	Activity	1					
					<b>MAJOR COURSES</b>	<b>56</b>	
					<b>MAJOR HOURS</b>	<b>56</b>	
					<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>14</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Music

Dept. No.	Course	Cr.
MUS 126	Applied Brass I	1
MUS 127	Applied Brass II	1
MUS 226	Applied Brass III	1
MUS 227	Applied Brass IV	1
MUS 326	Applied Brass V	1
MUS 327	Applied Brass VI	1
MUS 426	Applied Brass VII	1
MUS 427	Senior Recital- Brass	1
MUS 526	Applied Brass VIII	1
MUS 527	Applied Brass IX	1
MUS 128	Applied Piano I	1
MUS 129	Applied Piano II	1
MUS 228	Applied Piano III	1
MUS 229	Applied Piano IV	1
MUS 328	Applied Piano V	1
MUS 329	Applied Piano VI	1
MUS 428	Applied Piano VII	1
MUS 429	Senior Recital- Piano	1
MUS 528	Applied Piano VIII	1
MUS 529	Applied Piano IX	1
MUS 161	Applied Percussion I	1
MUS 162	Applied Percussion II	1
MUS 261	Applied Percussion III	1
MUS 262	Applied Percussion IV	1
MUS 361	Applied Percussion V	1
MUS 362	Applied Percussion VI	1
MUS 461	Applied Percussion VII	1

Dept. No.	Course	Cr.
MUS 462	Senior Recital- Percussion	1
MUS 561	Applied Percussion	1
MUS 561	Applied Percussion	1
MUS 171	Applied Woodwind I	1
MUS 172	Applied Woodwind II	1
MUS 271	Applied Woodwind III	1
MUS 272	Applied Woodwind IV	1
MUS 371	Applied Woodwind V	1
MUS 372	Applied Woodwind VI	1
MUS 471	Applied Woodwind VII	1
MUS 472	Senior Recital- Woodwind	1
MUS 571	Applied Woodwind VIII	1
MUS 572	Applied Woodwind IX	1
MUS 181	Applied Voice I	1
MUS 182	Applied Voice II	1
MUS 281	Applied Voice III	1
MUS 282	Applied Voice IV	1
MUS 381	Applied Voice V	1
MUS 382	Applied Voice VI	1
MUS 481	Applied Voice VII	1
MUS 482	Senior Recital- Voice	1
MUS 581	Applied Voice VIII	1
MUS 582	Applied Voice IX	1

# PHYSICAL EDUCATION

The Department of Physical Education broadens the understanding of human movement as it pertains to physical activity, exercise, and sport-skills performance. The Department's goal is to provide students with a solid understanding of health and human performance that will help them become competent and productive leaders in a variety of professional roles within the exercise and fitness arenas. Students in Physical Education may pursue several career paths, including physical therapy, sports medicine, teaching, recreation and leisure, and coaching.

## Objectives

Students graduating with a major in Physical Education will be able to:

1. Demonstrate an understanding of movement concepts, principles, strategies, and tactics as they apply to the learning and performance of physical activities;
2. Demonstrate an understanding of the value of physical activity for health, enjoyment, self-expression, and/or social interaction; and,
3. Demonstrate knowledge of the basic functions of the human body and its systems.

## Requirements for the Physical Education Major

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

## Requirements for the Physical Education Minor

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

## Physical Education Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		BIO 344	Human Anat & Phys I	4	BIO 142
CSC 131	Introduction to Computers	3		BIO 345	Human Anat & Phys II	4	BIO 344
FIN 122	Personal Fin. Mgt	2	MAT 126	PER 222	Conditioning Exercise	2	
REL 130	World Religions	3		PER 231	Introduction to P.E.	3	
REL 131/ 132 or 231	Old Testament, New Testament or History of the Black Church	3		PER 233	Individual & Team Sports	3	PER 231
ENG 131	Composition I	3		PER 236	Nutrition	3	
ENG 132	Composition II	3	ENG 131	PER 323	Advanced Swimming	2	PER 215
ENG 221	Introduction to Literature	3	ENG 132	PER 325	Adapted P.E.	3	PER 231
SPC 230	Foundations of Speech	3	ENG 131	PER 326	First Aid and Safety	2	
MAT 125	Algebra I	3		PER 331	Kinesiology	3	BIO 345
MAT 126	Algebra II	3	MAT 125	PER 340	Physiology of Exercise	3	BIO 345 PER 222 PER 231
MAT 140	Trigonometry	3	MAT 126	PER	PER Electives	7	
BIO 141	General Biology I	4					
BIO 142/L	General Biology II	4	BIO 141		<b>MAJOR COURSES</b>	<b>39</b>	
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331				
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2					
PER 115	Beg. Swimming	1			<b>MAJOR HOURS</b>	<b>39</b>	
PER 215	Inter. Swimming	1	PER 115		<b>GENERAL EDUCATION CORE</b>	<b>59</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>26</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>59</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map

### Physical Education

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr	Dept.	No.	Course	Cr
ORN	110	Orientation	1	MAT	126	Algebra II	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	BIO	142/L	General Biology II/Lab	4
BIO	141/L	General Biology I/Lab	4	HIS 132/232/332		U.S./World/Black History II	3
HIS 131/231/331		U.S./World/Black History I	3	PER	326	First Aid and Safety	2
PER	115	Beginning Swimming	1	PER	215	Intermediate Swimming	1
		Total	15			Total	16
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr	Dept.	No.	Course	Cr
PER	301	Human Anatomy for P. E. & Sports	3	PER	327	Motor Development	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
REL 131/132/231		Old /New Test/History Black Church	3	REL	130	World Religions	3
BIO	344/L	Anatomy & Physiology I/Lab	4	MUS	120	Music Appreciation	2
MAT	140	College Trigonometry	3	BIO	345/L	Anatomy & Physiology II/Lab	4
		Total	16			Total	15
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr	Dept.	No.	Course	Cr
PER	231	Introduction to Phys. Ed.	3	PER	233	Individual and Team Sports	3
PER	222	Conditioning Exercise	2	PER	236	Nutrition	3
PER	323	Advanced Swimming	2	PER	325	Adapted Phys. Ed.	3
CSC	131	Introduction to Computers	3	PER	340	Physiology of Exercise	3
FIN	150	Personal Financial Management	2			General Electives	4
PER	331	Kinesiology	3				
		Total	15			Total	16
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr	Dept.	No.	Course	Cr
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ART	120	Art Appreciation	2			PER Electives	4
PER		PER Electives	3			General Electives	8
		General Electives	8				
		Total	16			Total	15

# RELIGION

The Department of Religion offers classes which provide students the opportunity to both study the history of many religions and develop the critical thinking skills necessary to understand the role of religion in the contemporary world. Additionally, students are encouraged to consider the ways in which religion and the Christian Church, in particular, have helped to shape history and modern day society. Students completing this course of study are generally prepared to move forward to graduate work in religion, philosophy and a number of other disciplines.

## Objectives

Graduates majoring in Religion will be able to:

1. Relate religious ideas and concepts to other forms of knowledge and interpretative frameworks;
2. Reflect on the diversity of religious ideas in distinct historical and cultural contexts;
3. Understand the values of the Black expressions of religion, focusing on the Black Church;
4. Understand the literary-critical methods of Bible study and promote Biblical literacy; and,
5. Follow careers in ministry and/or graduate religious studies.

## Requirements for the Religion Major

A major in Religion requires 30 semester hours, including 8 required courses (24 credit hours) as indicated in the curriculum chart. The remaining 12 hours must be selected from Religion or Philosophy courses. Students should consult with their academic advisor before registering each semester.

## Requirements for the Religion Minor

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



## Religion Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		REL 132	New Testament	3	
CSC 131	Introduction to Computers	3		REL 231	History of the Black Church	3	
FIN 122	Personal Fin. Mgt	2	MAT 126	REL 233 or PHL 132	Christian Ethics or Prin. Of Ethics	3	REL 131, REL 132 or consent
REL 130	World Religions	3		REL 310	Seminar	3	REL 132
REL 131	Old Testament	3		REL 335	Life and Teachings of Jesus Christ	3	REL 132
ENG 131	Composition I	3		PHL 131	Introduction to Philosophy	3	
ENG 132	Composition II	3	ENG 131	REL/PHL	REL and PHL Electives	12	
ENG 221	Introduction to Literature	3	ENG 132				
SPC 230	Foundations of Speech	3	ENG 131				
MAT 125	Algebra I	3					
MAT 126	Algebra II	3	MAT 125		<b>MAJOR COURSES</b>	<b>30</b>	
BIO 131	Biological Science	3					
PHY 131	Physical Science	3					
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331				
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2					
PER	Activity	1			<b>MAJOR HOURS</b>	<b>30</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>40</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map- Religion

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ENG	131	Composition I	3	ENG	132	Composition II	3
MAT	125	Algebra I	3	MAT	126	Algebra II	3
ORN	110	Orientation	1	PHY	131	Physical Science	3
BIO	131	Biological Science	3	REL	131	Old Testament	3
REL	130	World Religions	3	ART	120	Art Appreciation	2
MUS	120	Music Appreciation	2	PER		PER Activity	1
		Total	15			Total	15
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
HIS 131/231/331		U. S./World/Black History I	3	HIS 132/232/332		U. S./World/Black History II	3
REL	132	New Testament	3	REL	231	History of the Black Church	3
PER		PER Activity	1	PHL	131	Introduction to Philosophy	3
		General Elective	3				
		Total	16			Total	15
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
REL	233	Christian Ethics	3	REL	335	Life of Jesus	3
FIN	150	Personal Financial Management	2	PHL	132	Principles of Ethics	3
CSC	131	Introduction to Computers	3			General Electives	10
		Religion Electives	3				
		General Electives	5				
		Total	16			Total	16
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
REL	310	Senior Seminar	3			Religion Electives	3
		Religion Electives	3			General Electives	12
		General Electives	10				
		Total	16			Total	15

## DIVISION OF BUSINESS, SOCIAL AND BEHAVIORAL SCIENCES



The purpose of the Division of Business, Social and Behavioral Sciences is to develop communication, technical, human relations, and analytical skills of students to enhance successful entrance in their chosen careers and/or professional and graduate endeavors. The objectives of the Division are to offer majors in Business Administration, Criminal Justice, History, and Sociology; to prepare students for further training in graduate and professional schools; to prepare students to successfully compete in the job market; and to introduce and orient students in their development of leadership skills to be utilized in a dynamic and competitive environment.

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

The Division is organized into the following major areas: (1) Business Administration; (2) Criminal Justice; (3) History; and (4) Sociology. Minors are also offered in Business Administration, Criminal Justice, History, and Sociology.

## **PRE-LAW**

A student can obtain the courses required for admission to law school by completing one of the degree programs of the College. Anyone desiring to participate in the pre-law program should contact the Chair of the Division of Business, Social and Behavioral Sciences for additional information especially regarding the selection of courses to prepare for admission and entrance examinations for law school.

## **BUSINESS**

The mission of the Department of Business is to produce students who will become business leaders with a strong commitment to their communities. In doing so, the Department is committed to preparing students with a solid foundation in each of the functional areas of business: accounting, finance, marketing, and management.

Students are encouraged to specialize in one of four available concentrations: management, accounting, marketing, and finance. A concentration in one of these specialties will equip students to gain a better and more detailed understanding of the complex nature of the corporate environment in the 21<sup>st</sup> century.

## **OBJECTIVES**

Students graduating with a degree in Business will:

1. Have acquired sound scholarship of knowledge and skills in the area of Business Administration;
2. Enter a business career with satisfactory training in methods, techniques, and principles of modern business;
3. Be prepared for further studies in graduate and professional schools;
4. Have an understanding of the social, economic, and cultural environment in which businesses operate; and,
5. Have practical management learning experiences through cooperative and/or internship programs.

## General Studies Core

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

## Requirements for the Business Administration Major

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

## Requirements for the Business Administration Minor

Minors in Business are required to take seven courses or 21 credit hours of major courses.

## Requirements for the Business Administration Concentration

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

<b>Accounting Concentration (12 hours)</b>	
Required Courses	
ACT 310	Intermediate Accounting I
ACT 320	Intermediate Accounting II
Elective Accounting Courses (2 Courses)	
ACT 110	Fundamentals of Accounting
ACT 120	Introduction to Financial Statement Analysis
ACT 330	Cost Accounting I
ACT 410	Federal Tax I
ACT 420	Federal Tax II
ACT 340	Managerial Accounting I
ACT 430	Auditing Theory and Practice
ACT 440	Advanced Accounting
ACT 450	Governmental and Not-for-Profit Accounting
ACT 460	Accounting Seminar
<b>Finance Concentration (12 hours)</b>	
Required Course	
ACT 330	Cost Accounting I
Elective Finance Courses (3 Courses)	

ECO 310	Money and Banking
FIN 310	Principles of Investment
FIN 320	Financial Institutions and Markets
FIN 330	Financial Management
FIN 410	Financial Asset Management
FIN 340	Bank Management
FIN 420	International Corporate Finance
FIN 460	Financial Planning Seminars and Applications



<b>Marketing Concentration (12 hours)</b>	
Required Courses	
MKT 310 MKT 420	Consumer Behavior Marketing Research
Elective Marketing Courses (2 Courses)	
MKT 320 MKT 410 MKT 330 MKT 460 MKT 340	Promotion and Advertising International Marketing Professional Selling Marketing Management Seminar Sports Marketing
<b>Business Management Concentration (12 hours)</b>	
Required Courses (4 courses)	
ECO241 HCM131 MGT 230 MGT 340	Managerial Economics Management for Healthcare Organizations Spreadsheet Modeling Management of Technology

## Business Curriculum (General)

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		ACT 210	Principles of Accounting I	3	MAT 126
CSC 131	Introduction to Computers	3		ACT 220	Principles of Accounting II	3	ACT 210
FIN 150	Personal Fin Mgmt	2	MAT 126	MGT 210	Principles of Management	3	ENG 131
REL 130	World Religions	3		MGT 320	Quantitative Methods	3	MAT 126
REL 131/ 132 or 231	Old Testament, New Testament or History of the Black Church	3		MGT 220	Managerial Communications	3	ENG 132
ENG 131	Composition I	3		MGT 330	Production & Operation Management	3	MAT 233
ENG 132	Composition II	3	ENG 131	MGT 480	Business Policy	3	SENIOR
ENG 221	Introduction to Literature	3	ENG 132	MGT 410	Business Law	3	MGT 320 ACT 210
SPC 230	Foundations of Speech	3	ENG 131	ECO 220	Principles of Microeconomics	3	MAT 126
MAT 125	Algebra I	3		ECO 210	Principles of Macroeconomics	3	MAT 126
MAT 126	Algebra II	3	MAT 125	FIN 210	Business Finance	3	MAT 126
BIO 131	Biological Science	3		MAT 233	Probability & Statistics	3	MAT 126
PHY 131	Physical Science	3		MKT 210	Principles of Marketing	3	MAT 126
HIS 131, 231 or 331	U.S., World or Black History I	3		MGT 310	Mgmt. Info. Systems	3	ACT 220 MGT 210
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331		<b>MAJOR COURSES</b>	<b>42</b>	
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2					
PER	Activity	1			<b>MAJOR HOURS</b>	<b>42</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>28</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Business (General)

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra I	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	PHY	131	Physical Science	3
BIO	131	Biological Science	3	HIS 132/232/332		U.S./World/Black History II	3
HIS 131/231/331		U.S./World/Black History I	3	MUS	120	Music Appreciation	2
ART	120	Art Appreciation	2	PER		PER Activity	1
PER		PER Activity	1				
		Total	16			Total	15
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SP N	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
REL	131	World Religions	3	REL 131/132/231		Old/New Test/History Black Church	3
CSC	131	Introduction to Computers	3	MGT	220	Managerial Communications	3
MGT	320	Quantitative Methods	3	FIN	150	Personal Financial Management	2
						General Electives	2
		Total	15			Total	16
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ACT	210	Principles of Accounting I	3	ACT	220	Principles of Accounting II	3
ECO	220	Principles of Microeconomics	3	ECO	210	Principles of Macroeconomics	3
MAT	233	Probability & Statistics	3	MKT	210	Principles of Marketing	3
MGT	210	Principles of Management	3			General Electives	7
		General Electives	3				
		Total	15			Total	16
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FIN	210	Principles of Finance	3	MGT	480	Business Policy	3
MGT	410	Business Law	3	MGT	310	Manage Information Systems	3
MGT	330	Prod & Operations Management	3			General Electives	10
		General Electives	6				
		Total	15			Total	16

## Business Curriculum (Accounting Concentration)

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		ACT 210	Principles of Accounting I	3	MAT 126
CSC 131	Introduction to Computers	3		ACT 220	Principles of Accounting II	3	ACT 210
FIN 150	Personal Fin Mgmt	2	MAT 126	MGT 210	Principles of Management	3	ENG 131
REL 130	World Religions	3		MGT 320	Quantitative Methods	3	MAT 126
REL 131/ 132 or 231	Old Testament, New Testament or History of the Black Church	3		MGT 220	Managerial Communications	3	ENG 132
ENG 131	Composition I	3		MGT 330	Production & Operation Mgmt.	3	MAT 233
ENG 132	Composition II	3	ENG 131	MGT 480	Business Policy	3	Senior
ENG 221	Introduction to Literature	3	ENG 132	MGT 410	Business Law	3	MGT 320 ACT 210
SPC 230	Foundations of Speech	3	ENG 131	ECO 220	Principles of Microeconomics	3	MAT 126
MAT 125	Algebra I	3		ECO 210	Principles of Macroeconomics	3	MAT 126
MAT 126	Algebra II	3	MAT 125	FIN 210	Business Finance	3	MAT 126
BIO 131	Biological Science	3		MAT 233	Probability & Stat	3	MAT 126
PHY 131	Physical Science	3		MKT 210	Principles of Marketing	3	MAT 126
HIS 131, 231 or 331	U.S., World or Black History I	3		MGT 310	Mgmt. Info. Systems	3	ACT 220 MGT 210
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331	ACT	Accounting Electives	12	
FRE/SPN I	French/Spanish I	3			<b>MAJOR COURSES</b>	<b>54</b>	
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2			<b>MAJOR HOURS</b>	<b>54</b>	
PER	Activity	1					
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>16</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Business (Accounting)

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra II	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	PHY	131	Physical Science	3
BIO	131	Biological Science	3	HIS 132/232/332		U.S./World/Black History II	3
HIS 131/231/331		U.S./World/Black History I	3	MUS	120	Music Appreciation	2
ART	120	Art Appreciation	2	PER		PER Activity	1
PER		PER Activity	1				
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>15</b>
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ENG	221	Introduction to literature	3	SPC	230	Foundations of Speech	3
REL	130	World Religions	3	REL 131/132/231		Old/New Test/History Black Church	3
CSC	131	Introduction to Computers	3	MGT	220	Managerial Communications	3
ACT	210	Principles of Accounting I	3	ACT	220	Principles of Accounting II	3
FIN	150	Personal Financial Management	2				
		<b>Total</b>	<b>17</b>			<b>Total</b>	<b>15</b>
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ACT	310	Intermediate Accounting I	3	ACT	320	Intermediate Accounting II	3
ECO	210	Principles of Macroeconomics	3	ECO	220	Principles of Microeconomics	3
MAT	233	Probability and Statistics	3	MKT	210	Principles of Marketing	3
MGT	320	Quantitative Methods	3	MGT	210	Principles of Management	3
		General Electives	3			General Electives	4
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>16</b>
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FIN	210	Principles of Finance	3	MGT	480	Business Policy	3
MGT	410	Business Law	3	MGT	310	Manage Information Systems	3
MGT	330	Prod and Operations Manage	3	ACT		ACT Elective	3
ACT		ACT Elective	3			General Electives	6
		General Electives	3				
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>

## Business Curriculum (Finance Concentration)

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		ACT 210	Principles of Accounting I	3	MAT 126
CSC 131	Introduction to Computers	3		ACT 220	Principles of Accounting II	3	ACT 210
FIN 150	Personal Fin Mgmt	2	MAT 126	MGT 210	Principles of Management	3	ENG 131
REL 130	World Religions	3		MGT 320	Quantitative Methods	3	MAT 126
REL 131/ 132 or 231	Old Testament, New Testament or History of the Black Church	3		MGT 220	Managerial Communications	3	ENG 132
ENG 131	Composition I	3		MGT 330	Production & Operation Management	3	MAT 233
ENG 132	Composition II	3	ENG 131	MGT 480	Business Policy	3	Senior
ENG 221	Introduction to Literature	3	ENG 132	MGT 410	Business Law	3	MGT 320 ACT 210
SPC 230	Foundations of Speech	3	ENG 131	ECO 220	Principles of Microeconomics	3	MAT 126
MAT 125	Algebra I	3		ECO 210	Principles of Macroeconomics	3	MAT 126
MAT 126	Algebra II	3	MAT 125	FIN 210	Business Finance	3	MAT 126
BIO 131	Biological Science	3		MAT 233	Probability & Stat	3	MAT 126
PHY 131	Physical Science	3		MKT 210	Principles of Marketing	3	MAT 126
HIS 131, 231 or 331	U.S., World or Black History I	3		MGT 310	Mgmt. Info. Systems	3	ACT 220 MGT 210
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331	FIN	Finance Electives	12	
FRE/SPN I	French/Spanish I	3			<b>MAJOR COURSES</b>	<b>54</b>	
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2			<b>MAJOR HOURS</b>	<b>54</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
PER	Activity	1					
					<b>GENERAL ELECTIVE HOURS</b>	<b>16</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Business (Finance)

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra I	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	PHY	131	Physical Science	3
BIO	131	Biological Science	3	HIS 132/232/332		U.S./World/Black History II	3
HIS 131/231/331		U.S./World/Black History I	3	MUS	120	Music Appreciation	2
ART	120	Art Appreciation	2	PER		PER Activity	1
PER		PER Activity	1				
		<b>Total</b>	<b>16</b>			<b>Total</b>	<b>15</b>
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
REL	130	World Religions	3	REL 131/132/231		Old/New Test/History Black Church	3
CSC	131	Introduction to Computers	3	MGT	320	Quantitative Methods	3
ACT	210	Principles of Accounting I	3	ACT	220	Principles of Accounting II	3
FIN	150	Personal Financial Management	2				
		<b>Total</b>	<b>17</b>			<b>Total</b>	<b>15</b>
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ECO	210	Principles of Macroeconomics	3	MGT	210	Principles of Management	3
MAT	233	Probability & Statistics	3	ECO	220	Principles of Microeconomics	3
FIN	210	Principles of Finance	3	MKT	210	Principles of Marketing	3
MGT	220	Managerial Communications	3	FIN		FIN Elective	3
FIN		General Elective	3			General Electives	4
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>16</b>
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FIN		FIN Electives	6	MGT	480	Business Policy	3
MGT	410	Business Law	3	MGT	310	Manage Information Systems	3
MGT	330	Prod & Operations Management	3	FIN		FIN Elective	3
		General Electives	3			General Electives	6
		<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>



## Business Curriculum (Marketing Concentration)

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		ACT 131	Principles of Accounting I	3	MAT 126
CSC 131	Introduction to Computers	3		ACT 132	Principles of Accounting II	3	ACT 131
FIN 122	Personal Fin. Mgt	2	MAT 126	BUS 131	Principles of Management	3	ENG 131
REL 130	World Religions	3		BUS 133	Quantitative Methods	3	MAT 126
REL 131 132 or 231	Old Testament, New Testament or History of the Black Church	3		BUS 134	Business Communications	3	ENG 132
ENG 131	Composition I	3		BUS 232	Production & Operation Mgmt.	3	MAT 233
ENG 132	Composition II	3	ENG 131	BUS 331	Business Policy	3	Senior
ENG 221	Introduction to Literature	3	ENG 132	BUS 334	Business Law	3	BUS 133 ACT 131
SPC 230	Foundations of Speech	3	ENG 131	ECO 132	Principles of Microeconomics	3	MAT 126
MAT 125	Algebra I	3		ECO 131	Principles of Macroeconomics	3	MAT 126
MAT 126	Algebra II	3	MAT 125	FIN 131	Business Finance	3	MAT 126
BIO 131	Biological Science	3		MAT 233	Probability & Statistics	3	MAT 126
PHY 131	Physical Science	3		MKT 131	Principles of Marketing	3	MAT 126
HIS 131, 231 or 331	U.S., World or Black History I	3		BUS 300	Mgmt. Info. Systems	3	ACT 132 BUS 131
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331	MKT 231	Consumer Behavior	3	MKT 131
FRE/SPN I	French/Spanish I	3		MKT 332	Marketing Research	3	MKT 131 and MAT 233
FRE/SPN II	French/Spanish II	3	FRE/SPN I		Marketing Electives	6	
ART 120	Art Appreciation	2			<b>MAJOR COURSES</b>	<b>48</b>	
MUS 120	Music Appreciation	2					
PER	Activity	1					
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>16</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL</b>	<b>124</b>	

## 4 Year Curriculum Map Business (Marketing)

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra I	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	PHY	131	Physical Science	3
BIO	131	Biological Science	3	HIS 132/232/332		U.S./World/Black History II	3
HIS 131/231/331		U.S./World/Black History I	3	MUS	120	Music Appreciation	2
ART	120	Art Appreciation	2	PER		PER Activity	1
PER		PER Activity	1				
		Total	16			Total	15
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
REL	131	World Religions	3	REL 131/132/231		Old/New Test/History Black Church	3
CSC	131	Introduction to Computers	3	MGT	220	Managerial Communications	3
MGT	320	Quantitative Methods	3	FIN	150	Personal Financial Management	2
						General Electives	2
		Total	15			Total	16
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ACT	210	Principles of Accounting I	3	ACT	220	Principles of Accounting II	3
ECO	210	Principles of Macroeconomics	3	ECO	220	Principles of Microeconomics	3
MAT	233	Probability & Statistics	3	MKT	310	Consumer Behavior	3
MKT	210	Principles of Marketing	3	MKT		MKT Elective	3
MGT	210	Principles of Management	3			General Electives	4
		Total	15			Total	16
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FIN	210	Principles of Finance	3	MGT	480	Business Policy	3
MGT	410	Business Law	3	MGT	310	Manage Information Systems	3
MGT	330	Prod & Operations Management	3	MKT		MKT Elective	3
MKT	420	Marketing Research	3			General Electives	7
		General Electives	3				
		Total	15			Total	16

## Business Curriculum (Business Management Concentration)

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		ACT 131	Principles of Accounting I	3	MAT 126
CSC 131	Introduction to Computers	3		ACT 132	Principles of Accounting II	3	ACT 131
FIN 122	Personal Fin. Mgt	2	MAT 126	BUS 131	Principles of Management	3	ENG 131
REL 130	World Religions	3		BUS 133	Quantitative Methods	3	MAT 126
REL 131/ 132 or 231	Old Testament, New Testament or History of the Black Church	3		BUS 134	Business Communications	3	ENG 132
ENG 131	Composition I	3		BUS 232	Production & Operation Management	3	MAT 233
ENG 132	Composition II	3	ENG 131	BUS 331	Business Policy	3	Senior
ENG 221	Introduction to Literature	3	ENG 132	BUS 334	Business Law	3	BUS 133 ACT 131
SPC 230	Foundations of Speech	3	ENG 131	ECO 132	Principles of Microeconomics	3	MAT 126
MAT 125	Algebra I	3		ECO 131	Principles of Macroeconomics	3	MAT 126
MAT 126	Algebra II	3	MAT 125	FIN 131	Business Finance	3	MAT 126
BIO 131	Biological Science	3		MAT 233	Probability & Statistics	3	MAT 126
PHY 131	Physical Science	3		MKT 131	Principles of Marketing	3	MAT 126
HIS 131, 231 or 331	World History I	3		BUS 300	Mgmt. Info. Systems	3	ACT 132 BUS 131
HIS 132, 232 or 332	U.S. World or Black History I	3		Mgmt	Management Electives	12	
FRE/SPN I	U.S. World or Black History II	3	HIS 131, 231 or 331		<b>MAJOR COURSE</b>	<b>54</b>	
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2			<b>MAJOR HOURS</b>	<b>54</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
PER	Activity	1					
					<b>GENERAL ELECTIVES HOURS</b>	<b>16</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Business (Business Management)

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra I	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	PHY	131	Physical Science	3
BIO	131	Biological Science	3	HIS 132/232/332		U.S./World/Black History II	3
HIS 131/231/331		U.S./World/Black History I	3	MUS	120	Music Appreciation	2
ART	120	Art Appreciation	2	PER		PER Activity	1
PER		PER Activity	1				
		Total	16			Total	15
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
REL	131	World Religions	3	REL 131/132/231		Old/New Test/History Black Church	3
CSC	131	Introduction to Computers	3	MGT	220	Managerial Communications	3
MGT	320	Quantitative Methods	3	FIN	150	Personal Financial Management	2
						General Electives	2
		Total	15			Total	16
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ACT	210	Principles of Accounting I	3	ACT	220	Principles of Accounting II	3
ECO	210	Principles of Macroeconomics	3	ECO	220	Principles of Microeconomics	3
MAT	233	Probability & Statistics	3	MKT	210	Principles of Marketing	3
MGT	210	Principles of Management	3			General Electives	7
		General Electives	3				
		Total	15			Total	16
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FIN	210	Principles of Finance	3	MGT	480	Business Policy	3
MGT	410	Business Law	3	MGT	310	Manage Information Systems	3
MGT	330	Prod & Operations Management	3	FIN		FIN Concentration Course (1)	3
MGT	420	Human Resource Management	3	MKT		MKT Concentration Course (1)	3
ACT		ACT Concentration Course (1)	3			General Electives	4
		Total	15			Total	16

## Changes to Course Number and Sequences

*BUS prefix changed to MGT to reflect Management concentration*  
(Effective August 2015)

### Specific Curriculum Changes

Current Course Number and Name	Recommended Course Number *New Courses
ACT 131 Principles of Accounting I	ACT 210 Principles of Accounting I
ACT 132 Principles of Accounting II	ACT 220 Principles of Accounting II
ACT 231 Intermediate Accounting I	ACT 310 Intermediate Accounting I
ACT 232 Intermediate Accounting II	ACT 320 Intermediate Accounting II
ACT 233 Cost Accounting I	ACT 330 Cost Accounting
ACT 333 Managerial Accounting I	ACT 340 Managerial Accounting
ACT 334 Computer Applications in Accounting	ACT 350 Accounting Information Systems
ACT 331 Federal Tax I	ACT 410 Federal Tax I
ACT 332 Federal Tax II –	ACT 420 Federal Tax II
ACT 431 Auditing Theory/Practice	ACT 430 Auditing Theory/Practice
ACT 432 Advanced Accounting	ACT 440 Advanced Accounting
ACT 434 Government & Not-for-Profit Accounting	ACT 450 Government & Not-for-Profit Accounting
ACT 435 Accounting Internship	Deleted course
	ACT 460 Accounting Seminar *
	MGT 210 Principles of Management
BUS 130- Principles of Management	MGT 220 Spreadsheet Modeling*
BUS 133 Quantitative Methods	MGT 230 Managerial Communications
BUS 134 Business Communications	MGT 310 Management Information Systems
BUS 232 Production and Operations Management	MGT 320 Organizational Behavior*
BUS 300 Management Information Systems	MGT 330 Business Ethics*
	MGT 340 Entrepreneurship *
	MGT 350 Entrepreneurship Development
	MGT 360 Quantitative Methods
BUS 331 Business Policy	MGT 370 Production and Operations Management
BUS 332 Human Resource Management	MGT 380 Human Resource Management
BUS 334 Business Law	MGT 390 Business Law
	MGT 460 Management Seminar*
	MGT 480 Strategic Management*
ECO 131 Principles of Macroeconomics	ECO 210 Principles of Macroeconomics
ECO 132 Principles of Microeconomics	ECO 220 Principles of Microeconomics
ECO 231 Money and Banking	ECO 310 Money and Banking
	ECO 320 Managerial Economics*

FIN 122 Personal Financial Management	FIN 150 Personal Financial Management
FIN 131 Principles of Finance	FIN 210 Principles of Finance
FIN 231 Principles of Investment	FIN 310 Principles of Investment
FIN 330 Financial Institutions and markets	FIN 320 Financial Institutions and markets
FIN 332 Financial Management	FIN 330 Financial Management
FIN 334 Bank Management	FIN 340 Bank Management
FIN 333 Financial Asset Management	FIN 410 Financial Asset Management
FIN 335 International Corporate Finance	FIN 420 International Finance
FIN 336 Financial Planning Seminars and Applications	FIN 430 Financial Planning Seminars and Applications
	FIN 460 Finance Seminar*
MKT 131 Principles of Marketing	MKT 210 Principles of Marketing
MKT 231 Consumer Behavior	MKT 310 Consumer Behavior
MKT 232 Promotion and Advertising	MKT 320 Promotion and Advertising
MKT 331 Professional Selling	MKT 330 Professional Selling
MKT 334 Sports Marketing	MKT 340 Sports Marketing
MKT 233 International Marketing	MKT 410 International Marketing
MKT 332 Marketing Research	MKT 420 Marketing Research
	MKT 430 Marketing Analytics*
MKT 333 Marketing Management Seminar	MKT 460 Marketing Seminar

## CRIMINAL JUSTICE

The Department of Criminal Justice provides students with a foundation for direct entry into criminal justice-related careers and further study in graduate and professional schools. The curriculum focuses on critical analysis of issues of crime and justice, paying careful attention to social policy.

### Objectives

At the completion of the Criminal Justice program, graduates will:

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

### Requirements for the Major in Criminal Justice

As indicated in the curriculum chart, a major in Criminal Justice requires 39 credit hours (13 courses) in the area of Sociology and Criminal Justice.

### Requirements for the Minor in Criminal Justice

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

## Criminal Justice Curriculum

Course No	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		SOC 131	Introduction to Sociology	3	
CSC 131	Introduction to Computers	3		CRJ 131	Intro to Criminal Justice	3	
FIN 122	Personal Fin. Mgt	2	MAT 126	CRJ 231	Police Admin. & Mgmt.	3	CRJ 131/SOC 131
REL 130	World Religions	3		CRJ 234	Issues in Juvenile Justice	3	CRJ 131/SOC 131
REL 131/ 132 or 231	Old Testament, New Testament or History/ Black Church	3		CRJ 330	Constitutional Law	3	CRJ 131/SOC 131
ENG 131	Composition I	3	ENG 131	CRJ 331	Criminal Investigation	3	CRJ 131/SOC 131
ENG 132	Composition II	3		CRJ 332	Criminology	3	CRJ 131/SOC 131
ENG 221	Introduction to Literature	3	ENG 132	CRJ 335	Corrections	3	CRJ 131/SOC 131
SPC 230	Foundations of Speech	3	ENG 131	CRJ 336	Basic Criminal Procedures	3	CRJ 131/SOC 131
MAT 125	Algebra I	3		CRJ 337	Methods/CJ Research	3	CRJ 131/SOC 131
MAT 126	Algebra II	3	MAT 125	CRJ 410	Court & Judicial Process	3	Junior
BIO 131	Biological Science	3		CRJ 420	Seminar /Criminal Justice	3	Junior
PHY 131	Physical Science	3		CRJ 433	Criminal Law	3	Senior
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331		<b>MAJOR COURSES</b>	<b>39</b>	
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2					
PER	Activity	1			<b>MAJOR HOURS</b>	<b>39</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>31</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Criminal Justice

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra I	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	PHY	131	Physical Science	3
BIO	131	Biological Science	3	HIS 132/ 232/ 332		U. S./World/Black History II	3
HIS 131/ 231/ 331		U. S./World/Black History I	3	MUS	120	Music Appreciation	2
ART	120	Art Appreciation	2	PER		PER Activity	1
PER		PER Activity	1				
		Total	16			Total	15
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SP N	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
REL	131	World Religions	3	REL 131/ 132/ 231		Old/New Test/History Black Church	3
CSC	131	Introduction to Computers	3	CRJ	131	Introduction to Criminal Justice	3
SOC	131	Introduction to Sociology	3			General Electives	4
		Tot al	15			Tot al	16
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
CRJ	231	Police Admin and Management	3	CRJ	330	Constitutional Law	3
CRJ	234	Issues in Juvenile Justice	3	CRJ	331	Criminal Investigation	3
FIN	150	Personal Financial Management	2	CRJ	332	Criminology	3
		General Electives	8			General Electives	6
		Total	16			Total	15
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
CRJ	335	Corrections	3	CRJ	410	Court and Judicial Process	3
CRJ	336	Basic Criminal Procedures	3	CRJ	420	Seminar in Criminal Justice	3
CRJ	337	Methods Criminal Justice Research	3	CRJ	433	Criminal Law	3
		General Electives	7			General Electives	6
		Tot al	16			Tot al	15



# HISTORY

The Department of History aims to help students better understand the world in which they live, how it works, and the dynamics of historical and social change. Additionally, the Department prepares history majors to pursue graduate studies, law, and careers in historical preservation, government, business and teaching.

## Objectives

Students graduating with a degree in History will:

1. Know the major aspects of History and facts that are important in the development of civilization;
2. Understand the social, economic, and political trends in History, both past and present;
3. Be prepared for teaching in the area of History; and,
4. Have a strong foundation for pursuing further studies in graduate and/or professional schools.

## Requirements for Major/Minor

A major in History requires 33 credit hours, including 5 required HIS courses (15 credit hours), GEO 231, (3 credit hours) and 5 elective courses (15 credit hours) to be chosen from History and Political Science, as indicated in the curriculum chart. History/Political Science electives are available to students as three (3) possible tracks or emphases: American History (HIS 230, HIS 233, HIS 333, HIS 433 and PSC 231); Black History (HIS 233, HIS 333, HIS 335, HIS 431 and HIS 432), and World History (HIS 234, HIS 334, HIS 337, HIS 338 and HIS 434).

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

## History Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		GEO 231	World Geography	3	
CSC 131	Introduction to Computers	3		HIS 131	U.S. History I	3	
FIN 122	Personal Fin. Management	2	MAT 126	HIS 132	U.S. History II	3	HIS 131
REL 130	World Religion	3		HIS 331	Black History I	3	
REL 131/ 132 or 231	Old Testament, New Testament or History of the Black Church	3		HIS 332	Black History II	3	HIS 331
ENG 131	Composition I	3		HIS 430	Research Seminar	3	Senior
ENG 132	Composition II	3	ENG 131	HIS/PSC	History Electives	15	
ENG 221	Introduction to Literature	3	ENG 132				
SPC 230	Foundation of Speech	3	ENG 131		<b>MAJOR COURSES</b>	<b>33</b>	
MAT 125	Algebra I	3					
MAT 126	Algebra II	3	MAT 125				
BIO 131	Biological Science	3					
PHY 131	Physical Science	3					
HIS 231	World History I	3					
HIS 232	World History II	3	HIST 231				
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2					
PER	Activity	1					
PER	Activity	1			<b>MAJOR HOURS</b>	<b>33</b>	
					<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>37</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map-History

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra I	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	PHY	131	Physical Science	3
BIO	131	Biological Science	3	HIS	232	World History II	3
HIS	231	World History I	3	MUS	120	Music Appreciation	2
ART	120	Art Appreciation	2	PER		PER Activity	1
PER		PER Activity	1				
		Total	16			Total	15
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
HIS	131	U. S. History I	3	REL 131/132/231		Old/New Test/History Black Church	3
CSC	131	Introduction to Computers	3	HIS	132	U. S. History II	3
REL	130	World Religions	3			General Electives	4
		Total	15			Total	16
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
HIS	331	Black History I	3	GEO	231	World Geography	3
FIN	150	Personal Financial Management	2	HIS	332	Black History II	3
HIS/PSC		History Political Science Electives	6	HIS/PSC		History/Political Science Electives	6
		General Electives	5			General Electives	3
		Total	16			Total	15
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
HIS	430	Research Seminar	3	HIS/PSC		History/Political Science Electives	3
		General Electives	12			General Electives	13
		Total	15			Total	16

# SOCIOLOGY

The Department of Sociology provides an integrated program of instruction in the understanding of human culture and social organization. Sociology seeks to describe how human social behavior changes and is organized.

The Department prepares students to pursue graduate study and employment in Sociology and research, but also in a number of other fields, including criminal justice, law, social work, public health, and government.

## Objectives

Students graduating with a degree in Sociology will:

1. Understand major sociological concepts, theories, perspectives, methods, and knowledge, including culture, social structure, interaction, and change;
2. Comprehend the world beyond the single dimensionality of any cultural view, recognize the value of other cultural perspectives, and understand the relationship between power and perspective;
3. Understand group behavior and the social forces operating in society including the structures, processes, and functions or dysfunctions of social organizations and institutions;
4. Be able to identify major social problems in American society; and critically examine and analyze contemporary social issues;
5. Understand that the United States is a multicultural nation and the world has become a small village; and that a person's life is affected by what is happening within a community/state/country and by events taking place worldwide;
6. Be able to think critically and assess information about society using sociological concepts and a social science mode of argument;
7. Understand and be able to apply statistical concepts and conduct research; and,
8. Be prepared to continue their education in professional or graduate study beyond the bachelor's degree.

## Requirements for the Major in Sociology

A major in Sociology requires the completion of 124 credit hours, including 8 required courses (24 credit hours), MAT 233 – Probability and Statistics (3 credit hours), and three Sociology elective courses (9 credit hours).

## Requirements for the Minor Sociology

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

## Sociology Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		SOC 131	Introduction to Sociology	3	
CSC 131	Introduction to Computers	3		SOC 132	Social Strat. & Inequality	3	SOC 131
FIN 122	Personal Fin. Mgt	2	MAT 126	SOC 136	Social Problems & Change	3	SOC 131
REL 130	World Religions	3		SOC 231	Social Dev & Control	3	SOC 131
REL 131/ 132 or 231	Old Testament, New Testament or History of the Black Church	3		SOC 232	Social Psychology	3	SOC 131
ENG 131	Composition I	3		SOC 344	The Family	3	SOC 131/Jr./Sr.
ENG 132	Composition II	3	ENG 131	SOC 430	Social Research Methods	3	SOC 131 MAT 233
ENG 221	Introduction to Literature	3	ENG 132	SOC 432	Social Theory	3	SOC 131/132
SPC 230	Foundations of Speech	3	ENG 131	MAT 233	Probability & Statistics	3	MAT 126
MAT 125	Algebra I	3		SOC	Sociology Electives	9	SOC 131
MAT 126	Algebra II	3	MAT 125				
BIO 131	Biological Science	3			<b>MAJOR COURSES</b>	<b>36</b>	
PHY 131	Physical Science	3					
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331				
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2					
PER	Activity	1			<b>MAJOR HOURS</b>	<b>36</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>54</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>34</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>54</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map- Sociology

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra I	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	PHY	131	Physical Science	3
BIO	131	Biological Science	3	HIS 132/232/332		U. S./World/Black History II	3
HIS 131/231/331		U. S./World/Black History I	3	MUS	120	Music Appreciation	2
ART	120	Art Appreciation	2	PER		PER Activity	1
PER		PER Activity	1				
		Total	16			Total	15
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
REL	130	World Religions	3	REL	131/132/231	Old/New Test/Hist Black Church	3
CSC	131	Introduction to Computers	3	SOC	131	Introduction to Sociology	3
MAT	233	Probability & Statistics	3			General Electives	4
		Total	15			Total	16
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
SOC	136	Social Problems & Change	3	SOC	344	The Family	3
SOC	231	Social Deviance & Control	3	SOC	232	Social Psychology	3
SOC	132	Social Stratification & Inequality	3			General Electives	9
FIN	150	Personal Financial Management	2				
		General Electives	5				
		Total	16			Total	15
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
SOC	430	Social Research Methods	3	SOC	432	Social Theory	3
SOC		SOC Electives	6	SOC		SOC Elective	3
		General Electives	6			General Electives	10
		Total	15			Total	16

# DIVISION OF NATURAL AND PHYSICAL SCIENCE



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

The goal of the Division of Natural and Physical Sciences is to provide students with opportunities to develop their maximum intellectual potential through a variety of curricular offerings.

## Objectives

Graduates in this program will:

1. Understand and appreciate their environment;
2. Have an appreciation for the scientific method and demonstrate its applicability in solving practical problems of life;
3. Understand how to teach Science and Mathematics in elementary and high schools;
4. Pursue graduate and professional education; and,
5. Understand how to make informed decisions about increasingly complex scientific and technological issues affecting their communities.

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

The Division of Natural and Physical Sciences is organized into the following areas: (1) Biology; (2) Chemistry; (3) Mathematics; (4) Physics; and (5) Computer Science. Majors and minors are offered in all of these areas.

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

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





## PRE-PROFESSIONAL TRAINING

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

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

COURSE NUMBER	TITLE
BIO 141	General Biology I
BIO 142	General Biology II
BIO 342	Histology & Histo-Techniques
BIO 344	Human Anatomy & Physiology
<b>OR</b>	
BIO 442	Cell Physiology
CHE 141/142	General Chemistry I
CHE 142	General Chemistry II
CHE 243	Organic Chemistry I
CHE 244	Organic Chemistry II
CHE 345	Quantitative Analysis I
CHE 346	Quantitative Analysis II
CHE 447	Physical Chemistry I
CHE 448	Physical Chemistry II
MAT 125	Algebra I
MAT 126	Algebra II
MAT 140	College Trigonometry
MAT 233	Probability & Statistics
MAT 240	Calculus I
MAT 241	Calculus II
PHY 241	General Physics I
PHY 242	General Physics II

# BIOLOGY

The Department of Biology places considerable focus on preparing students for graduate work in Biology and other science-related fields. This is facilitated through formal courses and lectures, laboratories, and seminars in a broad range of subjects, which present principles, facts, and concepts of biology. Students are encouraged to engage in research with faculty during the academic year and summer.

The Department recognizes and prepares students for careers in medicine, dentistry, and teaching.

## Objectives

The Biology Program is designed to stimulate and challenge students to develop skills in concept learning, understand the strategies of investigation, communicate ideas, and accept responsibilities of scientific leadership. Graduates in the Program will:

1. Develop critical thinking, reading, and communication skills at the highest level;
2. Understand the basic laws, principles, and current theories of Biology from the cellular to the ecosystem level; and,
3. Enter graduate, professional schools, or pursue positions in the private sector.

The Biology curriculum includes courses in Mathematics, Physics, and Chemistry. Students graduating from the program will earn a Bachelor of Science Degree and a minor in Chemistry. Additional courses are available for students to prepare them for admission into medicine, dentistry, or other professions.

## Requirements for the Major in Biology

A major in Biology consists of 44 credit hours of courses in Biology and related courses in Chemistry and Physics, as indicated in the curriculum chart.

## Requirements for the Minor in Biology

A minor in Biology consists of 16 credit hours in Biology with a minimum grade of "C" in each course offered for the minor. The following courses are required of all Biology minors: BIO 141, BIO 142, and 8 credit hours of elective courses.

## Biology Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		BIO 225	Scientific Writing	2	ENG 132
CSC 131	Introduction to Computers	3		BIO 243	Molecular Biology/Lab	4	BIO 142
FIN 122	Personal Fin. Mgt	2	MAT 126	BIO 341	Ecology and Environmental Biology	4	BIO 142
REL 130	World Religions	3		BIO 343	Genetics	4	BIO 142
REL 131 132/231	Old Testament, New Testament or History of the Black Church	3		CHE 243	Organic Chemistry I/Lab	4	CHE 142
ENG 131	Composition I	3		CHE 244	Organic Chemistry II/Lab	4	CHE 243
ENG 132	Composition II	3	ENG 131	PHY 241	Physics I	4	MAT 140
ENG 221	Introduction to Literature	3	ENG 132	PHY 242	Physics II	4	PHY 241
SPC 230	Foundations of Speech	3	ENG 131	BIO 315	Bio. Seminar I	1	BIO 225
MAT 125	Algebra I	3		BIO 316	Bio. Seminar II	1	BIO 225
MAT 126	Algebra II	3	MAT 125		BIO/PHY/CHEM ELECTIVES	12	
MAT 140	Trigonometry	3	MAT 126				
BIO 141	General Biology I	4					
BIO 142	General Biology II	4	BIO 141				
CHE 141	General Chemistry I	4			<b>MAJOR COURSES</b>	<b>44</b>	
CHE 142	General Chemistry II	4	CHEM 141				
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331				
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2			<b>MAJOR HOURS</b>	<b>44</b>	
PER (2)	Activity (2 CLASSES)	2			<b>GENERAL EDUCATION CORE</b>	<b>67</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>13</b>	
	<b>GENERAL EDUCATION CORE TOTAL</b>	<b>67</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Biology

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ENG	131	Composition I	3	BIO	142/L	General Biology II/Lab	4
MAT	125	Algebra I	3	MAT	126	Algebra II	3
ORN	110	Orientation	1	CSC	131	Computer Science	3
BIO	141/L	General Biology I/Lab	4	ENG	132	Composition II	3
REL	130	World Religions	3	ART/MUS	120	Art/Music Appreciation	2
PER		PER Activity	1	PER		PER Activity	1
		Total	15			Total	16
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
MAT	140	College Trigonometry	3	CHE	142/L	General Chemistry II/Lab	4
CHE	141/L	General Chemistry I/Lab	4	BIO	243/L	Molecular Biology/Lab	4
HIS	131/231/331	U. S./World/Black History I	3	HIS	132/232/332	U. S./World/Black History II	3
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
BIO	225	Scientific Writing	2	MUS/ART	120	Music/Art Appreciation	2
		Total	15			Total	16
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
BIO	343	Genetics	4	BIO	341	Ecology and Environmental Bio	4
CHE	243/L	Organic Chemistry I/Lab	4	CHE	244/L	Organic Chemistry II/Lab	4
PHY	241/L	Physics I/Lab	4	PHY	242/L	Physics II/Lab	4
BIO	315	Biology Seminar I	1	FIN	150	Personal Financial Management	2
		Total	16			Total	17
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
REL	131/132/231	Old/New Test/History Black Church	3	BIO/CHE/PHY		Major Electives	4
BIO	316	Biology Seminar II	1			General Electives	9
BIO/CHE/PHY		Major Electives	8				
		General Electives	4				
		Total	16			Total	13

# CHEMISTRY

The role of the Chemistry Department is to develop the ability of students to apply the techniques of critical analysis to the solution of problems. The Department strives to prepare majors with a thorough and rigorous background in chemistry.

## Objectives

At the completion of the program, graduates of Chemistry will be able to:

1. Apply principles and theories of Chemistry;
2. Develop habits of accurate notation and evaluation of laboratory data;
3. Become successful in graduate and professional schools, and careers in the industry and teaching profession; and,
4. Understand and develop an appreciation of the significance of chemical phenomena in our daily lives.

## Requirements for the Major in Chemistry

A major in Chemistry consists of 42 semester hours of Biology, Chemistry, Mathematics, and Physics courses. Ten (10) 4-credit hour courses; and two (2) 1-credit hour seminars as indicated on the curriculum chart.

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

## Requirements for the Minor in Chemistry

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

## Chemistry Curriculum

Course No	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		BIO 225	Scientific Writing	2	
CSC 132	Foundations of Computing	3		CHE 243/L	Organic Chemistry I/Lab	4	CHE 142
FIN 150	Personal Fin. Mgt	2	MAT 126	CHE 244/L	Organic Chemistry II/Lab	4	CHE 243
REL 130	World Religions	3		CHE 110	Scientific Literacy and Critical Problem Solving	1	CHE 141 Co-requisite
REL 131/ 132 or 231	Old Testament, New Testament or History/ Black Church	3		CHE 311	Chemistry Seminar	1	JR and consent
ENG 131	Composition I	3		CHE 345/L	Quantitative Analysis I/Lab	4	CHE 142, MAT 125/126
ENG 132	Composition II	3	ENG 131	CHE 346/L	Quantitative Analysis II/Lab	4	CHE 345
ENG 221	Introduction to Literature	3	ENG 132	CHE 440/L	Instrumental Analysis/Lab	4	CHE 346
SPC 230	Foundations of Speech	3	ENG 131	CHE 446/L	Inorganic Chemistry/Lab	4	CHE 345 and MAT 241
MAT 125	Algebra I	3		CHE 447/L	Physical Chemistry I/Lab	4	MAT 140
MAT 126	Algebra II	3	MAT 125	CHE 448	Physical Chemistry II/Lab	4	CHE 447
MAT 140	College Trigonometry	3	MAT 126	MAT 240	Calculus I	4	MAT 140
CHE 141/L	General Chemistry I/Lab	4		MAT 241	Calculus II	4	MAT 240
CHE 142/L	General Chemistry II/Lab	4	CHE 141	PHY 241/245	General Physics I/Gen. Phy I w/ Cal	4	MAT 140
HIS 231	World History I	3		PHY 242/246	General Physics II/Gen Phy II w/ Cal	4	
HIS 232	World History II	3	HIS 231		<b>MAJOR COURSES</b>	<b>52</b>	
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2			<b>MAJOR HOURS</b>	<b>52</b>	
PER (2)	Activity (2 CLASSES)	2			<b>GENERAL EDUCATION CORE</b>	<b>59</b>	
					<b>GENERAL ELECTIVE HOURS</b>	<b>13</b>	
	<b>GENERAL EDUCATION CORES</b>	<b>59</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Chemistry

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ENG	131	Composition I	3	ENG	132	Composition II	3
MAT	125	Algebra I	3	MAT	126	Algebra II	3
ORN	110	Orientation	1	REL		REL	3
CHE	141/L	General Chemistry I/Lab	4	CHE	142/L	General Chemistry II/Lab	4
REL	130	Scientific Literacy and Critical Problem Solving	1	REL	130	World Religion	3
ART/MUS		ART/MUS	2	PER		PER Activity	1
PER		PER Activity	1				
		Total	15			Total	16
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN		FRE/SPN	3	FRE/SPN		FRE/SPN	3
HIS	231	World History I	3	HIS	232	World History II	3
MAT	140	College Trigonometry	3	MAT	240	Calculus	4
CHE	243	Organic Chemistry I	4	CHE	244	Organic Chemistry I	4
ENG	221	Intro to Literature	3	BIO	225	Scientific Writing	2
		Total	16			Total	16
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
MAT	241	Calculus II	4	CSC	131	Introduction to Computers	3
PHY	241	Gen. Physics I	4	PHY	242	Gen. Physics II	4
CHE	345	Quantitative Analysis I	4	CHE	346	Quantitative Analysis II	4
SPC	230	Found. Of Speech	3	CHE	312	Chemistry Seminar II	1
CHE	311	Chemistry Seminar I	1	ART/MUS		ART/MUS	2
						General Electives	2
		Total	16			Total	16
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
CHE	440	Instrumental Analysis	4	CHE	446	Inorganic Chemistry	4
CHE	447	Physical Chemistry I	4	CHE	448	Physical Chemistry II	4
FIN	150	Personal Finance Management	2			General Electives	6
		General Electives	4				
		Total	16			Total	14

# COMPUTER SCIENCE

The Computer Science program is designed to provide a broad introduction to the field within the context of a liberal arts education. The curriculum emphasizes the interrelationship between the computer and other disciplines. Because computers will continue to be of central importance to society, the Computer Science program emphasizes the acquisition of marketable knowledge and skills for professional careers in computer systems, programming languages, software engineering, and database design and analysis.

## Objectives

Students graduating with a degree in Computer Science will be able to:

1. Understand strategies for effective design, and their application in configuring computing systems;
2. Understand the principles of computer science and problem solving; and,
3. Be competitive in the computing job market or enter graduate programs in computing.

## General Studies

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

## Requirements for the Major in Computer Science

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

COURSE NUMBER	TITLE
CSC 110	Personal Computer Systems Repair (1 credit hour)
CSC 233	Data Communication and Computer Networks
CSC 236	Introduction to Digital Computer Design
CSC 237	Intro to Computer Systems and Assembly Language
CSC 239	Visual Programming
CSC 333	Computer Graphics
CSC 334	Information Systems and Design
CSC 336	Software Engineering and Project Management
CSC 339	Database Management Systems I
CSC 340	Database Management Systems II
CSC 434	Operating Systems II

## Requirements for the Minor in Computer Science

A minor in Computer Science shall consist of 18 credit hours of Computer Science. The required Computer Science courses are CSC 133 and CSC 136. The remaining 12 hours may be selected from any other Computer Science courses at or above the 200 level.



## COMPUTER SCIENCE CURRICULUM

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		CSC 133	Programming I	3	CSC 132
CSC 132	Found. Computing	3		CSC 136	Programming II	3	CSC 133
FIN 122	Personal Fin, Mgt	2	MAT 126	CSC 332	Data Structures & AI	3	CSC 136
REL 130	World Religion	3		CSC 431	Computer Org / Arch.	3	MAT 230, CSC 332
REL 131/132 Or 231	Old Testament, New Testament or History of the Black Church	3		CSC 433	Operating Systems I	3	CSC 332
ENG 131	Composition I	3		CSC 435	Survey of Prog Lang	3	CSC 332
ENG 132	Composition II	3	ENG 131	CSC 439	Senior Project	3	SR status
ENG 221	Introduction to Literature	3	ENG 132	MAT 230	Discrete Math	3	MAT 126
SPC 230	Foundation of Speech	3	ENG 131	MAT 240	Calculus I	4	MAT 140
MAT 125	Algebra I	3		MAT 241	Calculus II	4	MAT 240
MAT 126	Algebra II	3	MAT 125		CSC Electives	12	
MAT 140	College Trigonometry	3	MAT 126				
PHY 241	Physics I	4			<b>MAJOR HOURS</b>	<b>44</b>	
PHY 242	Physics II	4	PHY 241				
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331				
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2			<b>MAJOR HOURS</b>	<b>44</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>59</b>	
PER	Activity	1			<b>GENERAL ELECTIVE HOURS</b>	<b>21</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>59</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Computer Science

Freshman Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ENG	131	Composition I	3	ENG	132	Composition II	3
MAT	125	Algebra I	3	MAT	126	Algebra II	3
ORN	110	Orientation	1	CSC	133	Programming I	3
CSC	132	Foundations of Computing	3	REL 131/132/231		Old/New Test/History Black Church	3
REL	130	World Religions	3	ART/MUS	120	Art/Music Appreciation	2
PER		PER Activity	1	FIN	150	Personal Financial Management	2
ART/MUS	120	Art/Music Appreciation	2				
		Total	16			Total	16
Sophomore Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ENG	221	Introduction to Literature	3	SPC	230	Foundations of Speech	3
MAT	140	College Trigonometry	3	MAT	240	Calculus I	4
CSC	136	Programming II	3	CSC	332	Data Structures and Algorithms	3
HIS 131/231/331		U.S./World/Black History I	3	HIS 132/232/332		U.S./World/Black History II	3
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
PER		PER Activity	1				
		Total	16			Total	16
Junior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
MAT	241	Calculus II	4	MAT	230	Discrete Mathematics	3
PHY	241/L	Physics I/Lab	4	PHY	242/L	Physics II/Lab	4
CSC	435	Survey of Programming Language	3	CSC	431	Computer Organization and Architect	3
CSC		Major Elective	3	CSC	433	Operating System I	3
				CSC		Major Elective	3
		Total	14			Total	16
Senior Year							
Semester I				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
CSC		Major Elective	3	CSC	439	Senior Project	3
		General Electives	12	CSC		Major Elective	3
						General Electives	9
		Total	15			Total	15

# MATHEMATICS

The department of Mathematics produces highly competent Mathematics graduates by providing a rigorous and balanced curriculum that serves the needs of majors and other students as a part of the General Studies core curriculum. The Department's goal is to enhance the students' intellectual abilities by developing and refining their mathematical thinking skills (logical reasoning, generalization, and abstraction) and their communication skills to convey mathematical knowledge, and technology skills for mathematical research and inquiry.

## Objectives

Students graduating with a degree in Mathematics will:

1. Understand the fundamental concepts of mathematics that are necessary for functioning effectively in society;
2. Demonstrate the understanding and skills necessary to gainfully use mathematics in business, industry, and government;
3. Emphasize the importance of mathematics in research and its use as a computational tool in the sciences; and,
4. Be competitive for careers in mathematics, and graduate and professional schools.

## Requirements for the Major in Mathematics

Majors in Mathematics are required to complete thirty-eight (38) credit hours in Mathematics, including 20 in mathematics (exclusive of MAT125/126 and MAT 140), six (6) in Computer Science (exclusive of CSC132), and twelve (12) elective credit hours, as indicated in the curriculum chart. MAT125/126, MAT 140, and CSC 132 do not count toward the Mathematics major.

## Requirements for the Minor in Mathematics

Minors in Mathematics are required to complete eighteen (18) semester hours, exclusive of MAT 125/126, and MAT 140. All Mathematics minors must take the following courses: MAT 240, MAT 241, and MAT 341. The remaining six (6) hours may be selected from courses in the Mathematics and/or Physics curriculum, approved by the Mathematics faculty.

# GEMS

## General Education Mathematics Scholarship

Each year, Lane College requires selected incoming freshmen and transfer students to participate in the GEMS program. The GEMS program is a two- semester program where GEM scholars have the opportunity to complete innovative classes to continuously improve their math skills. To complete the GEMS program, students must pass MAT 111, to be taken concurrently with MAT 125, and complete surveys.

## Mathematics Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		MAT 240	Calculus I	4	MAT 140
CSC 132	Found. of Computing	3		MAT 241	Calculus II	4	MAT 240
FIN 122	Personal Fin. Mgt	2	MAT 126	MAT 340	Calculus III	4	MAT 241
REL 130	World Religions	3		MAT 242	Linear Algebra	3	MAT 140
REL 131/ 132 or 231	Old Testament, New Testament or History of the Black Church	3		MAT 310	Math Seminar	1	JR, consent
ENG 131	Composition I	3		MAT 341	Differential Equations	4	MAT 241
ENG 132	Composition II	3	ENG 131	CSC 133	Programming I	3	CSC 132
ENG 221	Introduction to Literature	3	ENG 132	CSC 136	Programming II	3	CSC 133
SPC 230	Foundations of Speech	3	ENG 131	MAT/PHY/ CSC	Electives	12	
MAT 125	Algebra I	3					
MAT 126	Algebra II	3	MAT 125		<b>MAJOR COURSES</b>	<b>38</b>	
MAT 140	College Trigonometry	3	MAT 126				
PHY 241 /L	Physics I	4	MAT 140				
PHY 242/L	Physics II	4	PHY 241				
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331				
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2			<b>MAJOR HOURS</b>	<b>38</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>59</b>	
PER	Activity	1			<b>GENERAL ELECTIVE HOURS</b>	<b>27</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>59</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Mathematics

Freshman Year							
Semester 1				Semester 2			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra II	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	ART/MUS	120	Art/Music Appreciation	2
ART/MUS	120	Art/Music Appreciation	2	REL 131/132/231		Old/New Test/History Black Church	3
REL	130	World Religions	3			General Elective	3
CSC	132	Foundations of Computing	3	PER		PER Activity	1
PER		PER Activity	1				
		Total	16			Total	15
Sophomore Year							
Semester 1				Semester 2			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	Elementary French/Spanish I	3	FRN/SPN	132	French/Spanish II	3
MAT	140	Trigonometry	3	MAT	240	Calculus I	4
HIS 131/231/331		U. S./World/Black History I	3	HIS 132/232/332		U. S./World/Black History II	3
ENG	221	Introduction to Literature	3	CSC	133	Programming I	3
		General Electives	3	SPC	230	Foundations of Speech	3
		Total	15			Total	16
Junior Year							
Semester 1				Semester 2			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
MAT	241	Calculus II	4	MAT	340	Calculus III	4
PHY	241/L	Physics I/Lab	4	MAT	242	Linear Algebra	3
CSC	136	Programming II	3	PHY	242/L	Physics II/Lab	4
FIN	150	Personal Financial Management	2	MAT	341	Differential Equations	4
		General Electives	3				
		Total	16			Total	15
Senior Year							
Semester 1				Semester 2			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
MAT 310/311/410/411		Math Seminar	1	MAT/PHY/CSC		Major Electives	6
MAT/PHY/CSC		Major Electives	6			General Electives	10
		General Electives	8				
		Total	15			Total	16

# PHYSICS

The Department of Physics is designed to enhance the student's intellectual skills through the study of Physics. The curriculum is designed to reflect both the integral character of Physics in liberal arts and its essential role in engineering and technology. It prepares students with theoretical constructs to solve engineering and technology-related programs, and focuses on the principles of modern and classical Physics.

## Objectives

Students graduating with a degree in Physics will:

1. Know basic principles and theories of physics;
2. Develop essential skills such as critical thinking, logical reasoning, problem analysis and solution, and the techniques in experimental physics, that are necessary for success in graduate and professional schools and for careers in industry and teaching; and,
3. Appreciate and understand the significance of the principles of physics in our daily lives.

## Requirements for the Major in Physics

A major in Physics will consist of 35 credit hours, including 20 in Physics (14 required and 6 electives) and 15 credit hours of Mathematics courses, as indicated in the curriculum chart. A minimum grade of "C" must be made in all courses in the major area.

The Physics electives must be chosen from the following courses:

COURSE NUMBER	TITLE	CREDIT HOURS
PHY 333	Electronics	4
PHY 335	Thermal Physics	3
PHY 435	Optics	3
PHY 445	Solid State Physics	3
PHY 455	Quantum Mechanics	3

## Requirements for the Minor in Physics

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

COURSE NUMBER	TITLE	CREDIT HOURS
PHY 241	Physics I	4
PHY 242	Physics II	4
PHY 251	Modern Physics	4
	Physics Electives	6

# Physics Curriculum

Course No.	General Education Core	Cr	Prerequisite	Course No.	Major Courses	Cr	Prerequisite
ORN 110	Orientation	1		PHY 251	Modern Physics	4	PHY 242
CSC 132	Found. of Computing	3		PHY 301	Math Methods of Physics	3	MAT 240
FIN 122	Personal Fin. Mgt	2	MAT 126	PHY 331	Classical Mechanics	3	PHY 242,301 or consent
REL 130	World Religions	3		PHY 345	Electromagnetism	3	PHY 242,301
REL 131 132 or 231	Old Testament, New Testament History/Black Church	3		PHY	Physics Seminar	1	
ENG 131	Composition I	3		MAT 242	Linear Algebra	3	MAT 140
ENG 132	Composition II	3	ENG 131	MAT 240	Calculus I	4	MAT 140
ENG 221	Introduction to Literature	3	ENG 132	MAT 241	Calculus II	4	MAT 240
SPC 230	Foundations of Speech	3	ENG 131	MAT 341	Differential Equations	4	MAT 241
MAT 125	Algebra I	3		PHY	Physics Electives	6	
MAT 126	Algebra II	3	MAT 125				
MAT 140	College Trigonometry	3	MAT 126		<b>MAJOR COURSES</b>	<b>35</b>	
PHY 241/L	Physics I	4	MAT 140				
PHY 242/L	Physics II	4	PHY 241				
HIS 131, 231 or 331	U.S., World or Black History I	3					
HIS 132, 232 or 332	U.S., World or Black History II	3	HIS 131, 231 or 331				
FRE/SPN I	French/Spanish I	3					
FRE/SPN II	French/Spanish II	3	FRE/SPN I				
ART 120	Art Appreciation	2					
MUS 120	Music Appreciation	2			<b>MAJOR HOURS</b>	<b>35</b>	
PER	Activity	1			<b>GENERAL EDUCATION CORE</b>	<b>59</b>	
PER	Activity	1			<b>GENERAL ELECTIVE HOURS</b>	<b>30</b>	
	<b>GENERAL EDUCATION CORE</b>	<b>59</b>			<b>TOTAL HOURS</b>	<b>124</b>	

## 4 Year Curriculum Map Physics

Freshman Year							
Semester 1				Semester 2			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
ORN	110	Orientation	1	MAT	126	Algebra II	3
MAT	125	Algebra I	3	ENG	132	Composition II	3
ENG	131	Composition I	3	ART/MUS	120	Art/Music Appreciation	2
ART/MUS	120	Art/Music Appreciation	2	REL 131/132/231		Old/New Test/History Black Church	3
REL	130	World Religions	3	PER		PER Activity	1
CSC	132	Foundations of Computing	3			General Electives	3
PER		PER Activity	1				
		Total	16			Total	15
Sophomore Year							
Semester 1				Semester 2			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
FRE/SPN	131	French/Spanish I	3	FRE/SPN	132	French/Spanish II	3
MAT	140	College Trigonometry	3	MAT	240	Calculus I	4
HIS 131/231/331		U.S./World/Black History I	3	HIS 132/232/332		U.S./World/Black History II	3
ENG	221	Introduction to Literature	3			General Electives	6
SPC	230	Fundamentals of Speech	3				
		Total	15			Total	16
Junior Year							
Semester 1				Semester II			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
PHY	301	Math Methods of Physics	3	PHY	242/L	Physics II/Lab	4
PHY	241/L	Physics I/Lab	4	MAT	242	Linear Algebra	3
MAT	241	Calculus II	4	MAT	341	Differential Equations	4
FIN	150	Personal Financial Management	2			General Electives	4
		General Electives	3				
		Total	16			Total	15
Senior Year							
Semester 1				Semester 2			
Dept.	No.	Course	Cr.	Dept.	No.	Course	Cr.
PHY	251/L	Modern Physics/Lab	4	PHY 311/312/411/412		Physics Seminar	1
PHY	331	Classical Mechanics	3			Major Electives	6
PHY	345	Electromagnetism	3			General Electives	8
		General Electives	6				
		Total	16			Total	15



# LANE EVENING CLASSES PROGRAM



The Lane Evening Classes Program is the College's alternative to a traditional college education. The Program is designed for non-traditional adult students and is intended to meet the demands of a daily work schedule and college life. The Evening Classes Program is more unique than any other adult evening program in Tennessee; and it offers students an opportunity to major in one of four (4) different areas of study.

Students enrolled in the Lane Evening Classes Program may choose from the following majors:

- ☐ Business
- ☐ Sociology
- ☐ Criminal Justice
- ☐ Interdisciplinary Studies

The Evening Classes Program admits prospective non-traditional students who are typically working adults interested in completing their college degree or attending college for the first time. Evening classes are ideal for individuals who cannot afford to leave their job, but have the desire to obtain a Bachelor's degree. The classes meet two days per week, in two hour blocks between the hours of 5:00 p.m. - 10:00 p.m. Students are able to create a schedule that considers their time constraints.

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

Students seeking admission into the Lane Evening Classes Program must submit the following:

1. A Lane College Application for Admission;
2. A copy of the high school transcript and official ACT or SAT scores. Transfer students must submit an official transcript of academic course work from all colleges or universities attended;
3. A transcript of all high school work completed and an official copy of the scores for candidates who have passed the General Educational Development (GED) Test;
4. An official high school transcript and official ACT or SAT scores for transfer students with fewer than 15 credit hours;

5. A Transfer Recommendation Form from the Dean of Students of the most recent institution attended;
6. A Letter of Activity indicating current work and future goals; and,
7. Financial Aid application.

## INTELLECTUAL PROPERTY POLICY

The Lane College Policy on Intellectual Property promotes free and creative expression; the exchange of ideas and knowledge; ~~the preservation of traditional academic practices and academic freedom; and the~~ establishment of principles and procedures for the ownership of copyrightable and patentable materials.

This policy covers all types of intellectual property including, but not limited to, writings, art works, musical compositions and performances, software, literary works, trademarks, discoveries, and inventions.

### **Definition**

"Work for Hire" is defined as a work prepared by faculty or an employee within the scope of his or her employment. Such work is supported by a direct allocation of institutional resources such as time, facilities, and monies; or such work is commissioned by the College.

### **Policy**

Ownership of intellectual property will be deemed to be held by the College when:

1. the property is created as a work for hire;
2. work is commissioned by the College;
3. property results from research that is supported by a federal grant or third party; and,
4. work is created on Lane College time with the use of College facilities or support.

Intellectual property will be owned by the creator when:

1. it is unrelated to the employee's job responsibilities;
2. incidental or insignificant use of college resources have been involved in the creation of the work;
3. the intellectual property has been developed outside the defined area of research or expertise of the creator;
4. the development has been made on the personal, unpaid time of the creator; and,
5. the intellectual property is embodied in a professional/scholarly, educational, literary, musical, or artistic work in the author's field of expertise.

Notwithstanding the creator's ownership rights, the College reserves the right to royalty-free use of textbooks, manuals, and manuscripts that have been published in the professional literature for use in the College's teaching, research, and service programs.

Joint ownership will likely occur when a work is created by multiple employees. Examples include such items as multimedia courseware and distance-learning materials where various faculty, staff, and students have contributed to the final product. In cases of joint ownership, the proceeds of any commercialization of the product will be shared by the parties pursuant to a formal agreement only after the college has recouped any direct costs incurred for equipment, materials, and costs paid to third parties.

### **Courseware**

The College will assert limited rights of ownership when the development of courseware is self-initiated by faculty. That is, primary ownership will remain with the creator; however Lane College will pay no royalty, rental fee, or other consideration when that courseware is used for instruction at the College. Additionally,

the creator is prohibited from using the courseware in a manner that competes in a substantial way with the for-credit offerings of Lane College.

### **Legal Protection**

If intellectual property belongs to the College, the administration will secure the copyright, patent, or trademark. Individuals who own a created work must secure protection themselves, and at their own expense.

### **Disputes**

Any dispute that arises under this policy shall be reviewed by a Faculty/Staff/Student Welfare Committee. Their recommendation will be presented to the President of the College who will make the final decision on disputed matters.



# COURSES OF INSTRUCTION

**NOTE:** Specific courses are offered yearly, in even numbered years and odd numbered years.

**F** indicates courses offered in Fall

**S** indicates courses offered in Spring

**(A)** Indicates courses offered All years

**(E)** Indicates courses offered in Even numbered years

**(O)** Indicates courses offered on Odd- numbered years

\*Students should consult their academic advisor about course rotation.

## ACCOUNTING

### ACT 110: Fundamentals of Accounting

#### 3 Credits

Description: Covers the basic concepts and principles of accounting, along with introduction and usage of account terminology. The technical aspects of accounting are practiced through recording, classifying, and summarizing the financial information that arises within a business enterprise. The accounting cycle, including statement presentation, is examined along with such areas as sales, purchases, cash, receivables, and payroll. **Prerequisite:** Open to students who have not completed ACT 131 or higher, with a grade of "C" or better. **Offered:** F/S (A)

### ACT 120: Introduction to Financial Statement Analysis

#### 3 Credits

Description: This course takes an in-depth look into company financial statements and shows how this information can be analyzed and used to aid many individuals including creditors, investors, and managers in their business decisions. It equips students with a wide array of tools and techniques useful in many fields of management. Students will develop a comprehensive understanding of each of the four financial statements and their purposes. Students will also become familiar with such financial analysis tools as vertical and horizontal analysis. Basic ratios in each of the following areas will be introduced: liquidity, solvency, and profitability. **Offered:** S (A)

### ACT 210: Principles Accounting I

#### 3 Credits

Introduces the basic concepts and principles of financial accounting for proprietorships, partnerships and corporations. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Topics include the accounting cycle, conceptual framework, preparation of financial statements, and understanding the role and responsibilities of accountants in business. **Prerequisite:** MAT 125/126. **Offered:** F/S (A)

### ACT 220: Principles of Accounting II

#### 3 Credits

A continuation of ACT 210. Emphasis is placed on financial accounting reporting requirements; advanced corporate transactions; and managerial accounting for decision-making. **Prerequisite:** ACT 210.

**Of f e r e d: F /S ( A)**

**ACT 310: Intermediate Accounting I**  
**3 Credits**

A continuation of the study of financial accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements of extensive analyses of balance sheet components. **Prerequisite: ACT 220. Offered: F (A)**

**ACT 320: Intermediate Accounting II**  
**3 Credits**

A continuation of ACT 310. Emphasis is placed on special problems, which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections.

**Prerequisite: ACT 310. Offered: S (A)**

**ACT 330: Cost Accounting**  
**3 Credits**

Introduces principles and techniques used to describe and account for costs. Topics include analysis of manufacturing direct materials, direct labor, and overhead application methods, including activity-based techniques; job order, process and standard costing systems; cost-volume-profit, absorption and variable costing; joint and by-product cost allocation; normal and standard costing methods of valuation.

**Prerequisite: ACT 220. Of f e r e d: S ( O)**

**ACT 340: Managerial Accounting**  
**3 Credits**

Emphasis is placed on the use of accounting data in managerial decision-making. Topics include budgeting and internal reporting as tools in the planning and controlling functions. Performance evaluation, strategic control systems, activity-based management, and relevant costing are among the topics covered.

**Prerequisite: ACT 220 Offered: S (O)**

**ACT 350: Accounting Information Systems**  
**3 Credits**

This course covers microcomputer applications in financial and managerial accounting to improve productivity in a business environment. This course provides a working knowledge of industry standard software packages and their use in accounting. Emphasis is placed on using integrated accounting software to analyze complex business transactions. Topics include the following computerized functions: automated billing and collection systems, integrated general ledger, accounts receivable, accounts payable, inventory, payroll, depreciation, preparation of financial statements. This course may not be used to satisfy an accounting elective requirement; it may be used to satisfy a general elective requirement for business majors. **Prerequisite: ACT 220. Offered: S (E)**

**ACT 410: Federal Tax I\***  
**3 Credits**

An introductory course in taxation. This course covers relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, including the study of gross income, exclusions, business and non-business deductions, credits, property transactions, accounting periods and methods, deferred compensation and computation of tax. **Prerequisite: ACT 210.**

**Of f e r e d: F ( O)**

**ACT 420: Federal Tax II\*****3 Credits**

This course introduces the relevant laws governing business and fiduciary income taxes. Emphasis is placed on corporations, partnerships, estates, trusts, and gifts. Topics include tax depreciation, accounting periods and methods, valuation and liquidity problems, and tax administration and practice. **Prerequisite: ACT 410**  
**Offered: S (E)**

**ACT 430: Auditing Theory/Practice\*****3 Credits**

Provides the overall framework to prepare and conduct an internal or external audit. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. **Prerequisite: ACT 320.**

**ACT 435: Accounting Internship\*****3 Credits**

Supervised accounting work experience in business establishments, institutions, or other organizations. Students are required to gain prior approval to enroll in the Internship course. **Prerequisite: Senior standing.**

**ACT 440: Advanced Accounting\*****3 Credits**

Focus is placed on the analysis of complex and specialized accounting problems and practices. Topics include equity method of accounting for investments; business combinations, partnerships, branch and consignment, estates and trusts, price-level adjusted statements, segment reporting, interim statements and foreign currency transactions. **Prerequisite: ACT 320.**

**ACT 450: Gov. & Not-for-Profit Acct.\*****3 Credits**

Introduces financial accounting principles and procedures applicable to governmental and not-for-profit organizations. The topics include budgetary accounting procedures and fund accounting with emphasis on governmental entities, schools, hospitals and voluntary health and welfare organizations. **Prerequisite: ACT 220.**

**ACT 460: Accounting Seminar****3 Credits**

This course is designed for an individual student at the recommendation of his/her professor and is only available to those seniors with a specialized future career or educational goal in mind. Such a course could include a special service learning project or a research paper on a specific topic of interest to the student. **Prerequisite:** The course would require approval of the student's advisor with the individual course outline receiving approval of the Professor, Division Chair, and Vice President of Academic Affairs (in keeping with Lane College's Independent Study policy).

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

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

**ART 130: Beginning Drawing\***

**3 Credits**

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

**ART 230: Intermediate Drawing\***

**3 Credits**

A continuation and expansion of the work in ART

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

**ART 231: Fundamentals of Art**

**3 Credits**

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

**Offered: S (A)**

**ART 232: Beginning Painting\***

**3 Credits**

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

**ART 330: Advanced Drawing\***

**3 Credits**

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

**ART 332: Intermediate Painting\***

**3 Credits**

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

**ART 333: Art Survey\***

**3 Credits**

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

**ART 334: Basic Design\***

**3 Credits**

Students will learn basic design factors and processes. The problem solving approach will be utilized to stimulate visual perception and encourage inventive manipulation of tools, materials, and techniques. Development of vocabulary and strategy for professional practice will be emphasized through lectures,



discussion, and critiques. **Prerequisites:** ART 120 or 231, ART 230.

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

#### **3 Credits**

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

## **BIOLOGY**

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

#### **3 Credits**

A survey course introducing principles of biology through a study of the plant and animal kingdoms. Emphasis will be placed on cellular biology, gross anatomy, reproduction, heredity, and ecology. This course is designed to meet the needs of non-science majors. Three lectures per week. **This class is unsuitable for STEM majors. Offered: F/S**

### **BIO 141/142: General Biology I, II**

#### **4 Credits**

A study of the fundamental principles of biology, followed by a survey of the animal and plant kingdoms. Emphasis is on the chemical basis of life, morphology, physiology and reproduction. The two semesters must be taken in sequence. Three lectures and one laboratory experience per week. **Offered: F/S**

### **BIO 225 Scientific Writing**

#### **2 credits**

A course to develop students' skills in the specific task of scientific writing. The students will write intensively on scientific topics and receive detailed feedback on their grammar and clarity in conveying information. **Prerequisite:** ENG132. **Offered (A) F/S BIO 241: Comparative Vertebrate Anatomy**

#### **4 Credits**

A study of the evolutionary development of organ systems of vertebrates. Complete dissection of representatives of the major vertebrate groups. Three lectures and one laboratory experience per week. **Prerequisites:** BIO 141 and 142. **Offered: F**

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

#### **4 Credits**

A descriptive approach to the formation of germ cells, fertilization and the development of organ systems, with some reference to experimental morphogenesis. Three lectures and one laboratory experience per week. **Prerequisites:** BIO 141 and BIO 142. **Offered: S**

### **BIO 243: Molecular Biology**

#### **4 Credits**

Molecular biology is a rapidly growing field that deals with the interactions of proteins and DNA to control cell growth, division, and development. Topics covered focus on the organization of genomes and the molecular mechanisms controlling DNA replication and repair, transcription, and protein synthesis in both



prokaryotes and eukaryotes. There is an emphasis on experimental design and data analysis with appropriate readings from the primary literature. **Prerequisites:** BIO 141 and BIO 142. **Offered:** F/S (O)

#### **BIO 315 and BIO 316: Biology Seminars I-II**

##### **1 Credit**

Students will present oral and written reports on recent advances and problems in biology. One hour per week. **It is recommended that students take one seminar course at a time. Prerequisites:** BIO 142, BIO 225, and junior status. **Offered:** (A) F/S

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

##### **3 Credits**

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

#### **BIO 331: Methods of Teaching Natural Science**

##### **3 Credits**

Designed for students who plan to certify in secondary education. Focus on methods, materials, use of technology in creating and using those materials, and concerns related to one of the sciences.

**Prerequisites:** EDU 230, PSY 131 and 16 hours of science. **Offered:** S

#### **BIO 341: Ecology and Environmental Biology**

##### **4 Credits**

A study of the environment from the ecological point of view, showing the inter-relations of organisms to their environment, both physical and biological. Four lectures per week. **Prerequisite:** BIO 131 or BIO 142. **Offered:** F

#### **BIO 342: Histology and Histo-Technique**

##### **4 Credits**

A study of the structure, function and distribution of animal tissues, and the routine methods of preparation of animal tissue slides. Three lectures and one laboratory experience per week. **Prerequisites:** BIO 141 and BIO 142. **Offered:** F

#### **BIO 343: Genetics**

##### **4 Credits**

A study of the fundamental principles of heredity, with emphasis on Mendelian genetics, Genetics of sex and recent developments in the field. Three lectures and one laboratory experience per week.

**Prerequisites:** BIO 141 and BIO 142. **Offered:** S

#### **BIO 344/345: Human Anatomy and Physiology I and II**

##### **4 Credits**

A study of the structure and function of the human body. This course is designed to meet the needs of majors in Biology and Health and Physical Education. Three lectures and one laboratory experience per week. **These classes should be taken in sequence, with BIO 344 being a prerequisite for BIO 345.**

**Prerequisites:** BIO 141/ 142. **Offered:** S/F .

#### **BIO 346: Parasitology**

##### **4 Credits**

A study of the morphology, life cycle and distribution of parasitic protozoa, helminths and arthropods.

Three lectures and one laboratory experience per week. **Prerequisites:** BIO 141/142. **Offered:** S

#### **BIO 347: General Microbiology**

##### **4 Credits**

A study of micro-organisms morphology, classification, physiology, and their relationship to fermentation, food, soil fertility, disease and industry. Three lectures and one laboratory experience per week.

**Prerequisites:** CHE 141/142 and BIO 141/142. **Offered:** F

#### **BIO 348/ BIO 348L: Evolution**

##### **4 credits**

Evolution helps students to make sense of biology and to explain the natural world. Topics include: the basic mechanisms of microevolution—selection, inheritance, and development; how natural selection has resulted in organisms with reproductive success; macro evolutionary processes, such as speciation and extinction; key events in evolution throughout the geological record; and coevolution and evolutionary medicine, which integrate and contrast micro- and macroevolution. **Prerequisites:** BIO 141 and BIO 142 or BIO 131 with the permission of the instructor. **Offered:**

#### **BIO 442: Cell Physiology**

##### **4 Credits**

A study of the physiochemical properties of protoplasm, the chemical dynamics of life, and energy transformations. Three lectures and one laboratory experience per week. **Prerequisites:** BIO 141/142 and CHE 243/244. **Offered:** S

#### **BIO 443: Biochemistry**

##### **4 Credits**

The course will include the chemistry of amino acids, peptides, proteins, lipids, steroids, nucleic acids, nucleoproteins, and carbohydrates. Carbohydrate, amino acid and lipid metabolism will be discussed with emphasis on reaction mechanisms. Three lectures and one laboratory experience per week.

**Prerequisites:** BIO 141/142; CHE 243/244. **Offered:** S

#### **BIO 444: Contemporary Issues in Experimental Biology**

##### **4 Credits**

This course will acquaint students with methods, techniques, and responsible conduct of biological research. It will develop the student's basic research ability, with emphasis on data collection, organization, interpretation, and evaluation of research. Particular current issues in the biological sciences may be selected and explored at the discretion of the instructor. **Prerequisites:** BIO 141/142 or equivalent. **Senior status or consent of the instructor.** **Offered:** F

#### **BIO 445 / 445: Laboratory Human Genetics**

##### **4 credits**

Human genetics is the study of how genetic inheritance takes place in the human species. This discipline now commands a central place in the field of science, for it is an integral part of several overlapping scientific fields. Topics include human gene organization and expression, chromosome structure, karyotyping, chromosomal aberrations, sex determination and sex chromosome abnormalities, patterns of single gene inheritance, linkage analysis, human gene mapping, inborn errors in metabolism, human population genetics, polymorphic cell surface antigens, multifactorial inheritance, genetics of cancer, prenatal diagnosis, and uses of recombinant DNA technology in medical genetics. **Prerequisites:** BIO 141, BIO 142, and BIO 343 (Genetics) or the permission of

## the instructor

### BIO 445L (Laboratory)

BIO 445L includes a set of selected exercises designed to reinforce concepts discussed in the lecture component of the course, BIO 445.

## BUSINESS

### ACT 110: Fundamentals of Accounting

#### 3 Credits

Description: Fundamentals of Accounting covers the basic concepts and principles of accounting, along with the introduction and usage of accounting terminology. The technical aspects of accounting are practiced through recording, classifying, and summarizing the financial information that arises within a business enterprise. The accounting cycle, including statement presentation, is examined along with such areas as sales, purchases, cash, receivables, and payroll. This course is not open to students who have completed ACT 210 or higher, with a grade of "C" or better. **Offered: F/S (A)**

### ACT 120: Introduction to Financial Statement Analysis

#### 3 Credits

Description: This course takes an in-depth look into company financial statements and shows how this information can be analyzed and used to aid many individuals including creditors, investors, and managers in their business decisions. It equips students with a wide array of tools and techniques useful in many fields of management. Students will develop a comprehensive understanding of each of the four financial statements and their purposes. Students will also become familiar with such financial analysis tools as vertical and horizontal analysis. Basic ratios in each of the following areas will be introduced: liquidity, solvency, and profitability. **Offered: S (A)**

### ACT 210: Principles Accounting I

#### 3 Credits

Introduces the basic concepts and principles of financial accounting for proprietorships, partnerships and corporations. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Topics include the accounting cycle, conceptual framework, preparation of financial statements, and understanding the role and responsibilities of accountants in business. **Prerequisite: MAT 125/126. Offered: F/S (A)**

### ACT 220: Principles of Accounting

#### II 3 Credits

A continuation of ACT 210. Emphasis is placed on financial accounting reporting requirements; advanced corporate transactions; and managerial accounting for decision-making. **Prerequisite: ACT 210. Offered: F/S (A)**

### ACT 310: Intermediate Accounting I

#### 3 Credits

A continuation of the study of financial accounting principles with in-depth coverage of theoretical

concepts and financial statements. Topics include generally accepted accounting principles and statements of extensive analyses of balance sheet components. **Prerequisite: ACT 220. Offered: F (A)**

### **ACT 320: Intermediate Accounting II**

#### **3 Credits**

A continuation of ACT 310. Emphasis is placed on special problems, which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections.

**Prerequisite: ACT 310. Offered: S (A)**

### **ACT 330: Cost Accounting**

#### **3 Credits**

Introduces principles and techniques used to describe and account for costs. Topics include analysis of manufacturing direct materials, direct labor, and overhead application methods, including activity-based techniques; job order, process and standard costing systems; cost-volume-profit, absorption and variable costing; joint and by-product cost allocation; normal and standard costing methods of valuation. **Prerequisite: ACT 220. Offered: S (O)**

### **ACT 340: Managerial Accounting**

#### **3 Credits**

Emphasis is placed on the use of accounting data in managerial decision-making. Topics include budgeting and internal reporting as tools in the planning and controlling functions. Performance evaluation, strategic control systems, activity-based management, and relevant costing are among the topics covered. **Prerequisite: ACT 220 Offered: S (O)**

### **ACT 350: Accounting Information Systems**

#### **3 Credits**

This course covers microcomputer applications in financial and managerial accounting to improve productivity in a business environment. This course provides a working knowledge of industry standard software packages and their use in accounting. Emphasis is placed on using integrated accounting software to analyze complex business transactions. Topics include the following computerized functions: automated billing and collection systems, integrated general ledger, accounts receivable, accounts payable, inventory, payroll, depreciation, preparation of financial statements. This course may not be used to satisfy an accounting elective requirement; it may be used to satisfy a general elective requirement for business majors. **Prerequisite: ACT 220. Offered: S (E)**

### **ACT 410: Federal Tax I\***

#### **3 Credits**

An introductory course in taxation. This course covers relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, including the study of gross income, exclusions, business and non-business deductions, credits, property transactions, accounting periods and methods, deferred compensation and computation of tax. **Prerequisite: ACT 210. Offered: F (O)**

### **ACT 420: Federal Tax II\***

#### **3 Credits**

This course introduces the relevant laws governing business and fiduciary income taxes. Emphasis is placed on corporations, partnerships, estates, trusts, and gifts. Topics include tax depreciation, accounting periods and methods, valuation and liquidity problems, and tax administration and practice. **Prerequisite: ACT 410 Offered: S (E)**

**ACT 430: Auditing Theory/Practice\***

**3 Credits**

Provides the overall framework to prepare and conduct an internal or external audit. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. **Prerequisite: ACT 310. Offered: F (E)**

**ACT 440: Advanced Accounting\***

**3 Credits**

Focus is placed on the analysis of complex and specialized accounting problems and practices. Topics include equity method of accounting for investments; business combinations, partnerships, branch and consignment, estates and trusts, price-level adjusted statements, segment reporting, interim statements and foreign currency transactions. **Prerequisite: ACT 320. Offered: S (O)**

**ACT 450: Governmental & Not-for-Profit Acct.\***

**3 Credits**

Introduces financial accounting principles and procedures applicable to governmental and not-for-profit organizations. The topics include budgetary accounting procedures and fund accounting with emphasis on governmental entities, schools, hospitals and voluntary health and welfare organizations. **Prerequisite: ACT 220. Offered: F (O)**

**ACT 460: Accounting Seminar**

**3 Credits**

**Prerequisite: ACT 220 & Senior Business Majors. Offered: As Needed**

**ECO 210: Principles of Macroeconomics**

**3 Credits**

An introduction to acquaint the student with economic analysis of aggregate employment, income, and prices are related to economic problems. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuation, and growth; money and banking; stabilization techniques; and international trade, national income accounting, and fiscal and monetary policy.

**Prerequisite: MAT 126. Offered: F/S**

**ECO 220: Principles of Microeconomics**

**3 Credits**

An in-depth analysis of individual, business and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention, the economics of production and cost, and analysis of firm behavior in various market models, resources markets and the international economy, and other related topics. **Prerequisite: ECO 210. Offered: F/S**

**ECO 310: Money and Banking****3 Credits**

Analysis of the relationship between money and economic activity with emphasis on monetary theory, commercial banking, and financial markets and interest rates. The interface of monetary policy, fiscal policy and debt management is also covered. **Prerequisite: ECO 220. Offered F (A)**

**ECO 320: Managerial Economics****3 Credits**

Managerial Economics (Economics for Managers) is an intermediate level course which develops simple, practical quantitative tools and intermediate microeconomic concepts for business students. It uniquely integrates the discipline to other managerial functions, including accounting, finance, human resource management and marketing. Managerial Economics uses a problem-solving approach to teach students how to make better business decisions. **Prerequisite: ECO 220. Offered S (A)**

**FIN 150: Personal Financial Management\*****2 Credits**

Treatment of problem areas of major concern in business, marketing, and financing. Among the topics included are personal credit management, personal consumer economics, personal finance, personal monetary and banking, personal risk management, and personal small business management. **Prerequisite: MAT 126. This course will not be accepted as an elective or core course for business majors. Offered: F/S (A)**

**FIN 210: Principles of Finance****3 Credits**

Emphasizes financing and investment decisions made by financial managers. Topics include time value of money, financial analysis, valuation of securities, alternative sources of short and long-term financing, operations of financial markets. **Prerequisites: MAT 126. Offered: F (A)**

**FIN 310: Principles of Investment\*****3 Credits**

Principles governing the proper investment of personal and institutional funds, information sources, security analysis, exchanges and regulation. **Prerequisite: FIN 210.**

**FIN 320: Financial Institutions and Markets\*****3 Credits**

A general study of the nature of financial institutions and markets in the United States and their interactions. How and why the institutions evolved, how they fit within the financial system, how they operate, their current impact, and their future role. **Prerequisite: FIN 210.**

**FIN 330: Financial Management\*****3 Credits**

A continuation of Business Finance. Topics included are capital budgeting, cost of capital and capital structure, and valuation of firm, dividend policy, and special managerial finance issues, e.g., merger, acquisitions, and divestitures. **Prerequisite: FIN 210.**

**FIN 340: Bank Management \***

### **3 Credits**

This course includes analysis and discussion of cases in commercial bank management. The loan function is emphasized; also the management of liquidity reserves, investment for income, sources of funds. Bank objectives, functions, policies, organization, structure, and regulations are considered. **Prerequisite: ECO 220.**

### **FIN 410: Financial Asset Management\***

#### **3 Credits**

A detailed analysis of the investigation of corporate securities as long-term investment. Investigation of the techniques for security valuation and portfolio management, with discussion of financial institution investment procedures. Considers mechanics, markets, institutions, and instruments important to the investment process.

**Prerequisite: FIN 310.**

### **FIN 420: International Corporate Finance\***

#### **3 Credits**

Covers questions and issues which concern financial management of international corporations. Analysis of the financing of investment abroad and the management of assets in varying financial environments. The foreign investment decision, cost of capital and financial structure for multi-national decision-making, management of foreign subsidiary working capital, and financial control of multi-national operations.

**Prerequisite: FIN 210.**

### **FIN 460: Financial Planning Seminars and Applications\***

#### **3 Credits**

Applications of personal financial planning tools to actual problems using interactive tools and information software designed to help plan, invest, and manage money. Students will analyze, choose, and defend their ideas and the course of action. Financial planning tools are also examined in conjunction with their related cases. **Prerequisite: Senior Business majors & Instructor Approval**

### **MGT 110: Introduction to Business**

#### **3 Credits**

This course is designed to help students develop a basic understanding of business principles, processes, practices, and strategies. It will enable students to use business theories and concepts to better understand current business issues and their broad implications to stakeholders. It covers major concepts in management, marketing, finance, general economics, and accounting. Students will increase their understanding of fundamental business strategies. **Prerequisite- NONE. Offered: F/S (A)**

### **MGT 210: Principles of Management**

#### **3 Credits**

This course will provide an introduction to the basic concepts of management and organizations. Core areas of study will include the basic functions of management: planning, organizing, directing, and controlling.

**Prerequisite: ENG 131. F/S (A)**

### **MGT 220: Managerial Communications**

#### **3 Credits**



The purpose of this course is to provide students with a conceptual framework and specific tools for communicating in complex business environments and accomplishing strategic academic and professional business goals. This core course provides writing, oral and collaborative skills necessary for future business courses, internships, and professional positions as well as fundamentals in both oral and written business communications. The application of grammar, syntax, and style of various forms of business communication are introduced including organizational communication, persuasion, and interviewing. **Prerequisite: ENG 132. Offered: F/S (A)**

**MGT 230: Introduction to Business Modeling and Decision Analysis**  
**Credits 3**

Description: The course will provide students with spreadsheet knowledge that is essential for applications in accounting, finance, management, marketing, and production operations. Students will learn how to develop spreadsheet models for business analysis including cash flow, budget allocation, resource planning, pricing, and advertisement. **Prerequisite- MAT 125**

**MGT 250: Management for Healthcare Organizations**  
**Credits 3**

Description: This course is an overview of the health care delivery systems in the United States. It is designed to acquaint beginning health care management students with the social, political, economic, demographic, and technological forces that shape the structure, operation, and outcomes of the United States health care system. **Prerequisite- MGT 210, MGT 220**

**MGT 310: Management Information Systems**  
**Credits 3**  
**Prerequisites- ACT 220, MGT 210. Offered: F/S (A)**

**MGT 320: Quantitative Methods**  
**Credits 3**  
**Prerequisite- MAT 126. Offered: F/S (A)**

**MGT 340: Management of Technology**  
**Credits 3**

Description: This course links the business management with many areas of technology; such as mechanical, electrical, computer science, and information technology. The scope of the course is to imbed these areas of technology in each stage of new product life cycle and service development. This course let the students have hands – on - skill for managing technical business and projects including product and service design with all technical aspects during product life cycle, as well as optimizing their sequence of operations. The course also covers the required stages that involve in the development of new products and adding values to existing ones. In this course, the students get knowledge on the design phase and the manufacturing processes for a wide variety of products and services. **Prerequisites- MGT 210, MGT 320**

**MGT 380: Human Resource Management**  
**3 Credits**

This course investigates management, procurement, development, maintenance, compensation, and utilization of an effective workforce. It also provides insight into a variety of functions considered essential to the personnel function of institutions, including: job analysis, recruiting, selection, motivation, training, evaluation, and career development. Special attention is paid to federal hiring requirements and the issues of health and safety. **Prerequisites: MGT 210 and MGT 220- Offered: S (A)**



**MGT 410: Business Law****Credits 3****Prerequisites: MGT 360, ACT 210. Offered: F/S (A)****MGT 480: Business Policy****Credits 3**

This course will provide an integrative learning experience through the presentation of advanced material and study of administrative policy cases. It will also provide insight into administrative processes in conditions of uncertainty. The total organizational environment, including social, economic, ethical, political and technological influences, will be assessed. This the capstone course for all business majors. **Seniors Only, Offered: F/S(A)**

**MKT 210: Principles of Marketing****3 Credits**

The marketing function of the firm from the standpoint of the decision-maker. The marketing variables of products, channels, prices, and promotion as related both to the profitability of the firm and the satisfaction of customers. **Prerequisite: MAT 126. Offered: F (A)**

**MKT 310: Consumer Behavior****3 Credits**

A detailed study of the forces which shape the process of consumer motivation and decision making. Topics include theoretical models of consumer choice processes and the influences of culture, lifestyle, and demographics on the consumer. Emphasis on creating a link between some behavioral concepts and marketing strategy. **Prerequisite: MKT 210. Offered: F (E)**

**MKT 320: Promotion and Advertising\*****3 Credits**

Advertising as a communications tool in marketing management. Develops an understanding of the role of advertising under diverse marketing conditions. The nature of communications process and its relationship to advertising. Topics include advertising budget, media planning, the advertising agency, the creative process, and evaluation and control of advertising. **Prerequisite: MKT 210.**

**MKT 330: Professional Selling\*****3 Credits**

Professional selling will recognize that today's salesperson faces a skeptical, well-educated, and sophisticated buyer, and that the professional sales person must be far more than a purveyor of goods and services. Professional selling will attempt to harmonize techniques and strategies with personality development. Topics include behavioral theories, ethics, a model of the selling process, and management of the sales force. **Prerequisite: MKT 210.**

**MKT 360: Sport Marketing\*****3 Credits**

The basic marketing concepts to the sports industry. Fundamental marketing techniques such as advertising, sales, promotion, fund raising, and journalism will be explored in relation to sports. **Prerequisite: MKT 210.**

**MKT 410: International Marketing\*****3 Credits**

An examination of various factors surrounding the conduct of business in foreign lands. Emphasis on the problems and decisions facing managers of International marketing across national boundaries, the environment in which international marketing takes place, and ways of integrating and coordinating marketing programs in diverse markets. **Prerequisite: MKT 210.**

**MKT 420: Marketing Research****3 Credits**

This course covers research methodology with the emphasis on the application of social science techniques of research to marketing problems. Critical evaluation of various sources of information, research procedures, and methods of utilizing research findings is required. An individual or group research project provides practical application of the methods studied.

**Prerequisites: MKT 131 and MAT 233. Offered: S (O)**

**MKT 430: Marketing Analytics****3 credits**

This course examines how firms use information and quantitative tools to compete in distinctive ways. Uniquely blending the art and science of marketing, cases are combined with Excel, Qualtrics, and SPSS lab exercises to help students apply quantitative tools (ROI, NPV, statistical sampling theory, simulation and regression analysis) to the marketing decision making process.

**MKT 460: Marketing Management Seminar\*****3 Credits**

An open-ended discussion approach to contemporary marketing problems relative to the internal operation and external environment of the firm. **Prerequisites: MKT 210 and senior classification.**

## CHEMISTRY

**CHE110: Scientific Literacy and Critical Problem Solving****1 Credit**

The course will provide a student with understanding of how to navigate scientific problems. The course will especially focus on assisting the student in learning how to sort, organize and group information so that it can be easily interpreted into a focused approach which will include steps to solve problems as well as attaining justifiable answers to such problems. The course will also encourage critical thinking skills, emboldening the student to think independently under both broad and restricted conditions. Students who successfully complete this course should have a renewed confidence in their approach to scientific problems as well as future science courses. **Co-requisite CHE 141. Offered F/S (A)**

**CHE141: General Chemistry I****4 Credits**

A systematic treatment of the fundamental chemical principles and theories, and their application, with particular reference to atomic and molecular theories, laws of chemical combination, periodic classification of the elements, properties of gases, liquids, solids, and solutions. Three lectures and one laboratory experience per week. **Co-requisites: MAT 125/126. Offered: Fall (A)**

**CHE142: General Chemistry II****4 Credits**

A continuation of CHE 141, which includes thermo-chemistry, changes of state, chemical kinetics, chemical equilibrium, electrochemistry, and a brief introduction to organic chemistry. Three lectures and one laboratory experience per week. **Prerequisite: CHE 141. Offered: S (A)**

**CHE 243 and CHE 244: Organic Chemistry I and II**  
**4 Credits**

A two semester course that presents a systematic study of the important classes of organic compounds, both aliphatic and aromatic. Emphasis is placed on structures, properties, preparations, and reaction mechanisms. Three lectures and one laboratory experience per week. **Prerequisite: CHE 142. Offered: F/S, respectively (A)**

**CHE 311 Chemistry Seminar I**  
**1 Credit**

These courses will be designed to give students an opportunity to present and discuss recent developments in the field of chemistry. Students will visit research laboratories and industries within the area. **Prerequisite: Junior status and consent of the instructor. Offered: F/S (A)**

**CHE 312, CHE 411, and CHE 412: Chemistry Seminars I-IV**  
**1 Credit**

These courses will be designed to give students an opportunity to present and discuss recent developments in the field of chemistry. Students will visit research laboratories and industries within the area. **Prerequisite: Junior status and consent of the instructor. Offered: F/S (A)**

**CHE 320: Undergraduate Research in Chemistry I**  
**2 Credits**

Selected research projects under the supervision of the chemistry staff. **Prerequisites: Junior status and consent of the instructor. Offered: F/S (A)**

**CHE 345: Quantitative Analysis I**  
**4 Credits**

A unified study of theories and practices of analytical chemistry with laboratory exercises in gravimetric and volumetric techniques of analysis. Three lectures and one laboratory experience per week. **Prerequisites: CHE 142, and MAT 125/126. Offered: F (O)**

**CHE 346: Quantitative Analysis II**  
**4 Credits**

A continuation of CHE 345. This course includes electro-analytical and optical methods of analysis. Three lectures and one laboratory experience per week. **Prerequisite: CHE 345. Offered: S (E)**

**CHE 420: Undergraduate Research in Chemistry II\***  
**2 Credits**

A continuation of CHE 320. Selected research projects under the supervision of the chemistry staff. **Prerequisite: CHE 320.**

**CHE 440: Instrumental Methods of Analysis**  
**4 Credits**

This course involves the study of the principles and practices of absorption and emission spectroscopy, and electro-analytical techniques. Three lectures and one laboratory experience per week. **Prerequisite: CHE 346 Offered: F (E)**

**CHE 445: Advanced Organic Chemistry****4 Credits**

Electronic interpretation of organic reactions, reaction mechanisms, organometallic compounds, chemistry of natural products, and study of spectrophotometric techniques. Three lectures and one laboratory experience per week. **Prerequisites: CHE 243 and CHE 244. Offered: S (O)**

**CHE 446: Advanced Inorganic Chemistry****4 Credits**

A detailed study of quantum theory and atomic structure, chemical bonding, periodic trends, coordination compounds, and properties of elements. Three lectures and one laboratory experience per week.

**Prerequisites: CHE 345 and MAT 241. Offered: F (O)**

**CHE 447/448: Physical Chemistry I, II****4 Credits**

Study of the laws and theories concerning the properties of gases, liquids, and solids. This course includes an introduction to thermodynamics, chemical equilibrium, kinetics, thermochemistry, and atomic and molecular structure. Three lectures and one laboratory experience per week. **Prerequisites: CHE 345**

**Offered: F (E) /S (O), respectively**

## COMPUTER SCIENCE

**CSC 110: Personal Computer Systems Repair\*****1 Credit**

Designed for majors and non-Computer Science majors. Basic technical skills related to the function and operation of major elements of personal computer systems, and methods to localize and correct common hardware and software problems. Hands-on experience with Personal Computer (PC) systems, with special emphasis on how systems are configured, modified, and expanded to meet new requirements. **Not open to CSC, MAT, or PHY majors. Offered: S (O).**

**CSC 121: Exploring Robotics****3 Credits**

This course is an interdisciplinary introductory course in Robotics. This course emphasizes Robotics on mathematical foundations for computing, fundamentals of programming and basic concepts of artificial intelligence.

**CSC 131: Introduction to Computers****3 Credits**

This course develops fundamental computer skills for key application programs to increase personal and professional productivity. Skill areas covered include use of word processing, spreadsheet, presentation, database and Internet-related software. Key computer components, including the CPU, memory, hard drive and input and output devices, are covered to provide a foundation for decisions about software and hardware purchases, upgrades, maintenance and repair. **Not open to CSC, MAT, or PHY majors. Offered: F/S (A).**

**CSC 132: Foundations of Computing****3 Credits**

This course provides an overview of the many disciplines within computer science, including data

representation of text, numbers, audio, and images; computer hardware and software, including operating systems and programming languages; and data organization within databases. This course reviews critical concepts to better prepare CSC, MAT, and PHY majors as they continue their studies in programming and other areas of computer science. **Offered: F/S (A)**

### **CSC 133: Programming I**

#### **3 Credits**

An overview of hardware and software in computer systems. Techniques of problem analysis and algorithm development, program design, coding, testing, and debugging using high-level programming languages such as C++, or other contemporary programming languages are examined. **Prerequisite: CSC 132. Offered: F/S (A)**

### **CSC 136: Programming II**

#### **3 Credits**

Continuation of CSC 133. The course will offer advanced concepts of program design and implementation. Presents programming structure, data types, control structures, algorithm analysis, and provides an introduction to object-oriented programming. **Prerequisite: CSC 133. Offered: F/S (A)**

### **CSC233: Data Communications and Computer Networks**

#### **3 Credits**

This course explores the principles and techniques of data communications and gives special emphasis to networks and distributed systems. The ISO Reference Model for open systems interconnection will be investigated and the function and operation of each protocol layer will be analyzed in detail. **Prerequisite: CSC 136. Offered: S (A)**

### **CSC236: Introduction to Digital Computer Design**

#### **3 Credits**

This course presents the logic design of functional digital units; design of computer subsystems: register transfer, bus structure, timing and control; and design of processor memory, arithmetic, and I/O units. **Prerequisite: CSC 132. Offered: F (O)**

### **CSC 237: Introduction to Computer Systems and Assembly Language\***

#### **3 Credits**

Study of the internal organization of the Computer and its Assembler Language. Students are required to write several programs and achieve successful computer execution. **Prerequisite: CSC 136. Offered: S (O)**

### **CSC 239: Visual Programming**

#### **3 Credits**

Presents the object-oriented methods and design concepts, languages and systems for object-oriented development, object-oriented programming environments, and application of object-oriented techniques. Students learn to formulate object solutions to practical problems through use of one of the object-oriented programming languages such as JAVA, Visual Basic, Visual C++, and future Visual Languages. **Prerequisite: CSC 136 Offered: F (E)**

### **CSC 332: Data Structures and Algorithms**

#### **3 Credits**

Concentrates on the way data can be organized and addressed. Data structures such as lists, linked lists,

records, stacks, queues, trees, and graphs are explained in terms of their basic structures and in the way they can be used in practical programming problems. **Prerequisites: CSC 136 Offered: F/S (A)**

### **CSC 333: Computer Graphics**

#### **3 Credits**

Introduction to concepts in computer graphics, techniques in two and three-dimensional graphics, and advanced techniques such as shading, animation, and polygon filling. **Prerequisites: CSC 332 Offered: F (O)**

### **CSC 334: Information Systems and Design**

#### **3 Credits**

Presentation of file organization, data base systems, and the Information Systems development cycle. Thus, users and designers of systems must understand how data are stored and retrieved; writing programs for special problems in different fields of study, and group or individual case studies. **Prerequisite: CSC 136. Offered: Spring (A)**

### **CSC 336: Software Engineering and Project Management**

#### **3 Credits**

This course provides: an overview of software engineering, from the specification phase to the maintenance phase; an overview of configuration management, from configuration identification to criteria for selecting configuration items; an overview of software quality assurance, from the quality system to software system procedures; and an overview of project management, from project initiation and identification to post project evaluation and audit. **Prerequisites: CSC 136 and CSC 334. Offered: F (A)**

### **CSC 339: Database Management Systems I**

#### **3 Credits**

A study of database and management systems that include data models like relational, hierarchical and network; and their organizational theory in database design, data languages, integrity and security of database. **Prerequisite: CSC 332. Offered: F (A)**

### **CSC 340: Database Management Systems II\***

#### **3 Credits**

Continuation of CSC 339, with a focus on SQL programming language. **Prerequisite: CSC 339.**

### **CSC 431: Computer Organization and Architecture**

#### **3 Credits**

A study of organization of computers, including logic design, processors, control unit and micro-programming. **Prerequisites: CSC 136 and CSC 332. Offered: S (A)**

### **CSC 433: Operating Systems I**

#### **3 Credits**

Functions and implementation of operating systems such as linking and loading; resource allocations; virtual memory; scheduling; multi-tasking and synchronization, etc. **Prerequisite: CSC 332. Offered: S (A)**

### **CSC 434: Operating Systems II\***

#### **3 Credits**

Continuation of CSC 433, with emphasis on UNIX operating systems. **Prerequisite: CSC 433.**

### **CSC 435: Survey of Programming Languages**

#### **3 Credits**

The comparing of various programming languages in order to determine what characteristics they share,

including writing different problems in different languages. Also, determining which languages are best for a particular problem using available computer system and macro computers. **Prerequisites: CSC 136 and CSC 332. Offered: Fall (O)**

#### **CSC 439: Senior Project**

##### **3 Credits**

Individual study, programming, and presentation of special topics in computer science. **Prerequisite: Senior status. Offered: S (A)**

## **CRIMINAL JUSTICE**

#### **CRJ 131: Intro. to Criminal Justice**

##### **3 Credits**

History, theory and structure of the criminal justice system in the United States with emphasis on the nature of the law, police, courts, and parole. Penal and criminal procedure law will be introduced. **Offered: F/S (A)**

#### **CRJ231: Police Administration and Mgt.**

##### **3 Credits**

The role of police in American society will be analyzed. Topics include nature of police subculture, professionalism, personnel selection, unionism, and operational trends. **Prerequisites: CRJ 131 and SOC 131. Offered: F/S (A)**

#### **CRJ234: Issues in Juvenile Justice**

##### **3 Credits**

This course deals with the philosophy and methods of criminal justice programs for the prevention and control of youth crime. It will discuss the history of the juvenile justice system, police handling of juveniles, the juvenile court, detention, and treatment of juvenile offenders. **Prerequisite: CRJ 131 and SOC 131. Offered: S (A)**

#### **CRJ315: Probation and Parole**

##### **3 Credits**

Analysis of history, structure, and function of probation and parole systems in the United States; pre-sentence investigations; offender selection and classification; offender supervision; and agency administration. **Prerequisite: CRJ235**

#### **CRJ 320: Community-based Corrections**

##### **3 Credits**

Examination of contemporary redefinition of correctional functions emphasizing development and use of community resources; diversion of offenders from the criminal justice system; nontraditional correctional programs. **Prerequisite: 335**

#### **CRJ321 and CRJ322: Criminal Justice Internship I and II**

##### **3 Credits**

Field experience in a local, state, or federal criminal justice agency. The student will learn through observation and work experience. **Prerequisite: Consent of instructor required.**

#### **CRJ 330: Constitutional Law**



### **3 Credits**

An analysis of the historical development of the relationships of the U. S. Constitution to the state and the individual. This course examines the effect of the due process clause of the Fourteenth Amendment in the application of the Bill of Rights to the states through a study of the leading Supreme Court decisions pertaining to Criminal Justice. **Prerequisites: CRJ 131, SOC 131, and junior status, or consent of instructor.**

**Offered: F (A)**

#### **CRJ 331: Criminal Investigation**

### **3 Credits**

Deals with the theory and practice of investigative methodology in law enforcement. It will consider techniques and procedures of evidence collection and presentation and the use of crime laboratories.

**Prerequisites: CRJ 131, SOC 131. Offered: F (A)**

#### **CRJ 332: Criminology**

### **3 Credits**

This course defines crime; the nature and causes of crime; methods used in dealing with crime and criminals; early forms of punishment; the police; the courts; penal and reformatory institutions; the juvenile court. **Prerequisites: CRJ 131 and SOC 131. Offered: F (A)**

#### **CRJ 335: Corrections**

### **3 Credits**

Analysis of theories of crime and delinquency; examination of rehabilitative services of corrections as a social process; view of formal and informal types of detention systems including centers, training schools, and half-way houses; a study of relationships to the criminal system and to the criminal justice system and application to practice. **Prerequisites: CRJ 131 and SOC 131. Offered: F (A)**

#### **CRJ 336: Basic Criminal Procedures**

### **3 Credits**

Course deals with the procedural aspects of criminal law; process of enforcement, investigation, pre-trial and trial procedures, sentencing, appeals, and post-conviction reviews. **Prerequisites: CRJ 131 and SOC 131. Offered: S (A)**

#### **CRJ 337: Methods of Criminal Justice Research**

### **3 Credits**

An examination of the role and process of research as it serves the Criminal Justice system. Presentations and discussions of the literature with emphasis on the use of research and analysis in formulating and evaluating criminal justice. **Prerequisites: CRJ 131 and SOC 131. Offered: F (A)**

#### **CRJ 338: Ethics in Criminal Justice**

### **3 Credits**

This course covers the principles of justice and ethics; ethics and the law, police and ethical standards, ethics and courts. **Prerequisites: CRJ 131 and SOC 131. Offered: S (A)**

#### **CRJ 340: Juvenile Corrections**

### **3 Credits**

Examination of historical and contemporary efforts to reduce juvenile delinquency through institutional and community-based programs; innovative programs; evaluation of program effectiveness. **Prerequisites: CRJ 335**

#### **CRJ 341: Introduction to Criminalistics\***



**3 Credits**

Principles and applications of various investigative techniques to determine criminal evidence including fingerprints, polygraph, firearms, toxicology, ballistic and clandestine activities. **Prerequisites: CRJ 131 and SOC 131.**

**CRJ 343: Forensic Science\*****3 Credits**

An introduction to the methods used by crime laboratories such as blood sampling, fingerprints, etc., and the chemical and physical interpretation of data obtained. **Prerequisites: CRJ 131, SOC 131, and BIO 131.**

**CRJ 345: Security Administration\*****3 Credits**

Theories of management with emphasis on leadership and interaction of individuals, groups, managers and the organization as a whole. Discussion centered on organizations with security responsibilities, including government agencies, college campuses, corporate activities and the military. **Prerequisites: CRJ 131 and SOC 131.**

**CRJ 347: Security Law****3 Credits**

An analysis of the legal background of private and proprietary security. Critical current legal issues in the private security field will be evaluated. **Prerequisites: CRJ 131 and SOC 131. Offered: S (A)**

**CRJ 370: Victimology****3 Credits**

Examination of the alleged perpetrator-victim relationship and societal reaction to victims including victim services, restitution, and compensation. **Prerequisite: CRJ 332 (Criminology)**

**CRJ 365: Special Populations in Corrections****3 Credits**

This course focuses on unique needs and issues of specialized inmate populations. The class also addresses management strategies and programming necessary to humanely incarcerate these groups and to prepare them for successful reintegration into free society. Focus populations will include the medically and mentally ill, the mentally challenged, female offenders, juveniles convicted as adults, the elderly, high risk inmates, and those with unique or non-mainstream religious needs. **Prerequisites: CRJ 335**

**CRJ 405: Drugs and Society****3 Credits**

Examination of the pharmacological effects of and different categories of drugs. Different theories of drug use are discussed, as well as, the historical development of drug laws. Various harms associated with drug use are explored in addition to the consequences of drug prohibition. Lastly, students are expected to understand the different methods of drug research and development. **Prerequisite: CRJ 332 (Criminology) and junior status**

**CRJ 410: Court and Judicial Process****3 Credits**

A study of the modern concepts of laws and crimes as they relate to the judicial process, punishment, and rehabilitation. **Prerequisite: CRJ 131, SOC 131, and Junior status. Offered: F (A)**

**CRJ 420: Seminar in Criminal Justice****3 Credits**

Intensive interdisciplinary study of selected current issues in the field of criminal justice. A major written project is required. **Prerequisite:** CRJ 131, SOC 131, and Instructor consent. **Offered: S (A)**

**CRJ 425: Tort Law****3 Credits**

Tort law governs the protection of persons and property against physical harm, whether intentional or negligent, under a variety of doctrines, including trespass, nuisance, negligence, deceit, conversion, etc. **Prerequisite:** CRJ 336 (Basic Criminal Procedure) and senior status.

**CRJ 433: Criminal Law****3 Credits**

Course deals with the legal principles involved in the preservation and protection of life and property. It includes the elements and proofs in crimes and the rules of criminal liability. **Prerequisite:** CRJ 131, SOC 131, or Junior status with Instructor consent. **Offered: S (A)**

**ECONOMICS****ECO 210 Principles of Macroeconomics**

An introduction to acquaint the student with economic analysis of aggregate employment, income, and prices are related to economic problems. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuation, and growth; money and banking; stabilization techniques; and international trade, national income accounting, and fiscal and monetary policy.

**Prerequisite:** MAT 126. **Offered: F/S**

**ECO 220 Principles of Microeconomics**

An in-depth analysis of individual, business and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention, the economics of production and cost, and analysis of firm behavior in various market models, resources markets and the international economy, and other related topics. **Prerequisite:** ECO 210. **Offered: F/S**

**ECO 241: Managerial Economics****3 Credits**

Managerial Economics is an intermediate level course which develops simple, practical quantitative tools and intermediate microeconomic concepts for business students. It uniquely integrates the discipline to other managerial functions, including accounting, finance, human resource management and marketing. Managerial Economics uses a problem-solving approach to teach students how to make better business decisions.

**ECO 310 Money and Banking**

Analysis of the relationship between money and economic activity with emphasis on monetary theory, commercial banking, and financial markets and interest rates. The interface of monetary policy, fiscal policy

and debt management is also covered. **Prerequisite: ECO 220. Offered F (A)**

### **ECO 320 Managerial Economics**

Managerial Economics (Economics for Managers) is an intermediate level course which develops simple, practical quantitative tools and intermediate microeconomic concepts for business students. It uniquely integrates the discipline to other managerial functions, including accounting, finance, human resource management and marketing. Managerial Economics uses a problem-solving approach to teach students how to make better business decisions. **Prerequisite: ECO 220. Offered S (A)**

## **EDUCATION**

### **EDU 230: Foundations of Education**

#### **3 Credits**

A survey of the development of education through the various stages of civilization. A study of organizational structure, issues, practices, and trends and their relation to basic philosophical concepts and historical development; also the principles underlying modern education, including, ethical and legal considerations, and the relationship of the school to the community. This course is a prerequisite for all education course work and admittance to the Teacher Education program. **Prerequisite: ENG 131. Offered: F/S (A)**

### **EDU 310: Skills Seminar \***

#### **1 Credit**

A course addressing the general communications and mathematics skills required by those taking standardized tests. Emphasis on language, critical thinking, and mathematical skills needed to score well on the GRE General Test, PRAXIS, and the General Knowledge portions of the LSAT, MCAT, GMAT, etc. Team taught by specialists in language, mathematics, and study skills. Recommended for all students contemplating graduate or professional school. **Prerequisite: Advanced junior status (75 hours).**

### **EDU 330: Classroom Management**

#### **3 Credits**

An integrated learning experience dealing with the major problems, issues, and innovations in the classroom. Emphasis placed on effective communication, and management and control of student activities in self-contained classrooms as well as in secondary classes. Strategies for developing pupils study habits, self-control, and self-discipline. **Prerequisite: EDU 230. Offered: F/S (A)**

### **EDU 332: Tests and Measurements**

#### **3 Credits**

An introduction to testing with emphasis on the construction, use, and interpretation of teacher-made tests, including desirable tests designed to meet and evaluate physical fitness objectives. Familiarization with various standardized tests commonly used in schools and their interpretation. **Prerequisites: EDU 230, MAT 125/126, and PSY 131. Offered: F (A)**

### **EDU 334: Integrated Curriculum: Teaching Science and Social Studies in Elementary Settings**

#### **3 Credits**

A course emphasizing research-based practices proven to enhance candidates' understanding of content and pedagogy appropriate for ensuring that candidates understand and use developmentally appropriate practices found to be effective for facilitating learning for all children. Components include: seven weeks of intensified, developmentally appropriate content and pedagogy instruction; the incorporation of methods for optimizing student engagement, uncovering and using students' interests to improve teacher-student

interactions, the incorporation of authentic and continuous assessment practices, and interdisciplinary curricula approaches; a focus on constructivist and standards-based practices suitable for ensuring all children have access to high quality instruction and appropriate content; methods for ensuring candidates understand and use practices for developing integrated curricula (will include about 10 lessons) and imbed authentic assessments. **Prerequisites: EDU 332; Co-requisite: EDU 335 Offered: S(A)**

### **EDU 335: Field Experiences in Integrated Curriculum**

#### **1 Credit**

A five-week sustained field experience, where the integrated curriculum lessons candidates developed during the first 7 weeks of the course are taught; two in-field faculty led observations per candidate; faculty project evaluation of integrated curricula project, and; final three week, on-campus seminar where candidates and faculty evaluate in-field experiences, candidates present project findings from their intensified field-based integrated curricula experience, and peer candidates evaluate perceived strengths and weaknesses of their peers' projects. **Prerequisites: EDU 332; Co-requisite: EDU 334 Offered: S(A)**

### **EDU 336: Teaching in Middle Schools**

#### **3 credits**

A course designed to acquaint prospective teachers with the philosophy and objectives of the Middle School concept. Emphasis given to understanding methods, use of technology, and materials used in grades 5-8, with a focus on human development and learning. **Prerequisite: EDU 230. Offered: S(A)**

### **EDU 401: Field Experience I**

#### **3 Credits**

This course allows students to observe and interact with teachers, students, and other support personnel in a school setting. Extensive experiences in structured observations are followed by tutoring and cooperative learning group instruction. Field experience placement is administered by the Office of Teacher Education. Thirty clock hours of field experience are required. (Note that this does not include travel time to and from the schools.) **Prerequisites: Junior or Senior status, EDU 230, PSY 131, and consent of Teacher Education Coordinator Offered: F/S(A)**

### **EDU 420: Education Seminar**

#### **2 Credits**

This course will be taught in conjunction with EDU- 430 Enhanced Student Teaching. Focus on application and analysis of teaching knowledge in the classroom. No other courses may be taken during the semester of student teaching. **Prerequisite: Completion of all requirements except student teaching.**

### **EDU 430: Enhanced Student Teaching\***

#### **10 Credits**

A comprehensive course under close supervision in which the student teacher learns to foster student/teacher relationships and to demonstrate mastery of instructional techniques and materials. **Co-requisite: EDU 420**

## **ENGLISH**

### **ENG 131: Composition I**

#### **3 Credits**

A writing course that begins with a review of the complex paragraph. Emphasis is on outlining, organizing thoughts, and the writing of essays. The course concludes with the writing of critical essays in a variety of modes, e.g., description, narration, exemplification, classification comparison/contrast, and definition.

**Offered: F/S (A)**

**ENG 132: Composition II**  
**3 Credits**

A writing course that begins with the writing of persuasive and analytic essays. Emphasis is on research techniques. The course concludes with the writing of a research paper. **Prerequisite: Grade of "C" or better in ENG 131. Offered: F/S (A)**

**ENG 221: Introduction to Literature**  
**3 Credits**

An introduction to the elements of poetry, drama, and narrative fiction, and the critical concepts useful in discussing such works. **Prerequisite: Minimum grade of "C" in ENG 132. Offered: F/S (A)**

**ENG 222: World Literature**  
**3 Credits**

A survey of world literature from ancient times to the present, with representative masterpieces from various periods and cultures that have significantly influenced the minds of mankind. **Prerequisite: ENG 221. Offered: F (E)**

**ENG 231: American Literature I**  
**3 Credits**

A survey of American Literature from its beginning in the Colonial Period to the American Civil War. **Prerequisite: ENG 221. Offered: F (A)**

**ENG 232: American Literature II**  
**3 Credits**

A survey of American Literature from the Civil War through the twenty-first century. **Prerequisite: ENG 231. Offered: S (A)**

**ENG 234: Advanced Grammar**  
**3 Credits**

This course focuses on understanding the grammar of modern English through analysis of the structure of English sentences. **Prerequisite: ENG 132. Offered: S (O)**

**ENG 235: Advanced Composition\***  
**3 Credits**

A practical course offering additional instruction and experience in the techniques of effective written communication. **Prerequisite: ENG 132**

**ENG 236: Adolescent Literature\***  
**3 Credits**

Extensive reading of literature especially written for young people in grades 7-12 with emphasis on the examination, selection, and utilization of such literature. **Prerequisite: ENG 221.**

**ENG 237: Children's Literature**  
**3 Credits**

A study of literature written for children from K-6, with emphasis on selecting, arranging, and teaching literature to children. **Prerequisite: ENG 221. Offered: S(A)**

**ENG 238: Greek and Roman Drama****3 Credits**

Study and analysis of background, form, content, and oral performance of classic drama.

**Prerequisite:** ENG 221. **Offered:** Spring (O)

**ENG 239: Survey of Modern Drama****3 Credits**

Reading and analysis of aims, techniques, and problems of dramatic literature.

**Prerequisite:** ENG 221. **Offered:** S (E)

**ENG 240: Oral Interpretation of Literature\*****3 Credits**

The exploration of and exercise in bringing literature to life vocally and physically. This course will develop methods of delivering prose, poetry, and drama for adult and children audiences. **Prerequisite:** ENG 221

**ENG 241: Discussion and Debate\*****3 Credits**

A practical and prescriptive guidance into the function and leadership of small groups. Experience in research, argument, evidence, and delivery necessary for debate.

**Prerequisites:** ENG 221 and SPC 230

**ENG 242: Women in Literature****3 Credits**

This course examines the ways in which women negotiated the nexus of race, class, and gender through writing in a field that was overrun with men. Female writers have a lot of intellectualism to add to literary discourse and sought to influence their own destinies. We will examine the literary history of women in an ever-changing historical landscape that seeks to minimize and claim that women's history is ahistorical—nonexistent and can only be defined in their relationship to men. **Prerequisite:** English 221. **Offered:** F(E)

**ENG 243 Literature and Film****3 Credits**

This course seeks to explore the complex interplay between literature and film. Historically, films have been based upon various literary genres--short stories, plays, novels, and poems. There will be a high-level of reading in this course. We will read novels and analyze their film adaptations. Moreover, we will actively read film reviews and film theory. This means doing the requisite readings before class and discussions. Student writings will include their own reviews of films they watch outside of class sessions, analyses of the dramatic, cinematic, narrative aspects of films, and comparisons of literary works to their cinematic adaptations. **Prerequisite:** ENG 221. **F (E)**

**ENG 331 British Literature I****3 Credits**

An introductory survey course of old and middle literature from the sixteenth and seventeenth centuries to the Restoration and the eighteenth century. **Prerequisite:** ENG 221. **Offered:** F (A)

**ENG 332: British Literature II****3 Credits**

A survey of the literature of the Romantic period, the Victorian Age, and twentieth century. **Prerequisite: ENG 331. Offered: S (A)**

**ENG 333: Literary Criticism**

**3 Credits**

An introduction to literary theory and practical criticism designed to provide criteria for evaluating and appreciating literature, from Plato to the present. **Prerequisite: ENG 221. Offered: S (A)**

**ENG 334: Introduction to Phonetics\***

**3 Credits**

Introductory study of the application of English phonetics as an aid in speech improvement. Regional speech patterns will be considered. **Prerequisites: ENG 221 and SPC 230.**

**ENG 335: Shakespeare**

**3 Credits**

A study of the selected Shakespearean comedies, histories, and tragedies. **Prerequisite: ENG 221. Offered: F (E)**

**ENG 336: The Novel\***

**3 Credits**

A study of representative novels from the eighteenth-century to the present, with special attention to the development of the form. **Prerequisite: ENG 221.**

**ENG 337: The Short Story\***

**3 Credits**

A course that focuses on the history and development of the short story as a genre. Early prose narrative forms such as the fabliau and the fable are examined as antecedents of the "prose tale" defined by Poe. Key authors of short fiction from the nineteenth century to the present are surveyed. **Prerequisite: ENG 221. S (E)**

**ENG 338: Creative Writing\***

**3 Credits**

A creative writing course with emphasis on short forms. **Prerequisite ENG 221.**

**ENG 339 Southern Literature--Voices of the South**

**3 Credits**

This course highlights the large influence Southern writers have on American Literature and Culture. Their works not only celebrate life in the cerebral south; they also perpetuate hidden ideologies concerning "pure blood," race, finer womanhood, and all of the social hierarchies imaginable. With all of its problems, southern culture is brought to life through the beauty of words. There is so much richness in southern literature that is certainly worth exploring and developing an appreciation for a history and culture of people that indeed dared to be different. Their local color and regionalism are all charming aspects of their undying love and support of the south. We will read texts written before, during, and after the Civil War to query what exactly was at stake. **Prerequisite ENG 221 S (E)**



**ENG 340 Black Women Writers****3 Credits**

For many women of color invisibility has been a great concern and a constant reality. This course will examine literature written by Black Women Writers. It investigates representations of black women and pays particular attention to the ways in which black womanhood is characterized through intersectional paradigms of race, gender, sexuality, and social class. Furthermore, this course queries how selected authors render black female characters in ways that perpetuate, contest, and/subvert stereotypical images of black women. Lastly, this course is to challenge and destabilize the terms "woman" and "normatively." **Prerequisite ENG 221 F (O)**

**ENG 430: African American Literature****3 Credits**

An intensive reading course which surveys the history and types of literature produced by African American writers. **Prerequisites: ENG 221 or consent of the instructor. Offered: F (O)**

**ENG 431: Contemporary Literature****3 Credits**

Types and trends in recent English and American Literature. **Prerequisite: ENG 221. Offered: F (E)**

**ENG 432: Mythology\*****3 Credits**

A study of mythology with attention to Greek and Roman myths and their contribution to Western art and thought, with emphasis on interdisciplinary approaches. **Prerequisites: ENG 221 and ENG 238 or with the consent of the instructor.**

**ENG 433: Special Topics in English\*****3 Credits**

A course designed to explore specific research interests of students and/or faculty. Topics vary depending on the demand. **Prerequisite: Consent of the instructor.**

**ENG 434: The Harlem Renaissance****3 Credits**

The Harlem Renaissance, also sometimes called the New Negro Renaissance or the New Negro Movement, refers generally to an important artistic and sociocultural moment in world history during which Black writers, musicians, and artists of the 1900s and late 1930s produced a body of work remarkable for its breadth and complexity of themes. Interdisciplinary in nature, this course will focus on literary texts considered within the contexts of history, sociology, politics, autobiography, music, and the visual arts. Through our readings, we will explore the genesis and meaning of this exciting moment in cultural history, attempting to come to a deeper understanding of what compelled the movement and why the legacies of the Harlem Renaissance continue to influence African American literature and culture. **Prerequisite: English 221 F(E)**

**FINANCE****FIN 150: Personal Financial Management\*****2 Credits**



Treatment of problem areas of major concern in business, marketing, and financing. Among the topics included are personal credit management, personal consumer economics, personal finance, personal monetary and banking, personal risk management, and personal small business management. **Prerequisite: MAT 126. This course will not be accepted as an elective or core course for business majors. Offered: F/S (A)**

### **FIN210: Principles of Finance**

#### **3 Credits**

Emphasizes financing and investment decisions made by financial managers. Topics include time value of money, financial analysis, valuation of securities, alternative sources of short and long-term financing, operations of financial markets. **Prerequisites: MAT 126. Offered: F (A)**

### **FIN 310: Principles of Investment\***

#### **3 Credits**

Principles governing the proper investment of personal and institutional funds, information sources, security analysis, exchanges and regulation. **Prerequisite: FIN 210.**

### **FIN 320: Financial Institutions and Markets\***

#### **3 Credits**

A general study of the nature of financial institutions and markets in the United States and their interactions. How and why the institutions evolved, how they fit within the financial system, how they operate, their current impact, and their future role. **FIN 210.**

### **FIN 330: Financial Management\***

#### **3 Credits**

A continuation of Business Finance. Topics included are capital budgeting, cost of capital and capital structure, and valuation of firm, dividend policy, and special managerial finance issues, e.g., merger, acquisitions, and divestitures. **Prerequisite: FIN210.**

### **FIN 340: Bank Management \***

#### **3 Credits**

This course includes analysis and discussion of cases in commercial bank management. The loan function is emphasized; also the management of liquidity reserves, investment for income, sources of funds. Bank objectives, functions, policies, organization, structure, and regulations are considered. **Prerequisite: ECO 220.**

### **FIN 410: Financial Asset Management\***

#### **3 Credits**

A detailed analysis of the investigation of corporate securities as long-term investment. Investigation of the techniques for security valuation and portfolio management, with discussion of financial institution investment procedures. Considers mechanics, markets, institutions, and instruments important to the investment process. **Prerequisite: FIN 310.**

### **FIN 420: International Corporate Finance\***

#### **3 Credits**

Covers questions and issues which concern financial management of international corporations. Analysis of the financing of investment abroad and the management of assets in varying financial environments. The foreign investment decision, cost of capital and financial structure for multi-national decision making,

management of foreign subsidiary working capital, and financial control of multi-national operations.

**Prerequisite: FIN 210.**

**FIN 460: Financial Planning Seminars and Applications\***

**3 Credits**

Applications of personal financial planning tools to actual problems using interactive tools and information software designed to help plan, invest, and manage money. Students will analyze, choose, and defend their ideas and the course of action. Financial planning tools are also examined in conjunction with their related cases. **Prerequisite: Senior Business majors & Instructor Approval.**

## FRENCH

**FRE 131/132: French I and II**

**3 Credits**

A course designed to acquaint beginning students with elements of pronunciation, comprehension, reading, and writing.

**FRE 311: Phonetics and Pronunciation\***

**3 Credits**

Introduction to the International Phonetic Alphabet (IPA). Practical application through reading in poetry and prose. Introduction to basic principles of pronunciation of French: the obstacles encountered by American speakers, articulation, rhythm and pitch. **Prerequisite: FRE 232.**

**FRE 312: Intensive Readings in French Literature**

**3 Credits**

Techniques in literary analysis using prose masterpieces in French. Selected readings to give students acquaintance with important personalities, movements, and ideas in French literature. **Prerequisite: FRE 232.**

**FRE 322: Conversation and Oral Grammar \***

**3 Credits**

Development of conversational skills in French through a systematic study of grammar, usage and vocabulary. Readings related to issues in French speaking countries and USA. **Prerequisite: FRE 311.**

**FRE 323: Advanced French Grammar, Composition and Conversation\***

**3 Credits**

This course is designed to enhance student proficiency in spoken, written French, oral exercises and translation from English into French. Concentration on writing, conversation, and structural difficulties. Reading and discussion of cultural material of an interdisciplinary nature. **Prerequisite: FRE 322.**

**FRE 331: French Literature I\***

**3 Credits**

A study of French literature from its beginning through the French Revolution. Literary Analysis will take into account the political, social, and intellectual history of the Ancien régime. Topics discussed include education, and religion. Course conducted in French. **Prerequisite: FRE 312.**

**FRE 332: French Literature II\*****3 Credits**

A study of French literature of the 19th and 20th centuries. Emphasis placed on the political and aesthetic movements which influenced literature in France. Along with a study of Romanticism, Realism, Symbolism, Surrealism, and other literary movements, topics of discussion will include women, race, and revolution. Course conducted in French.

Prerequisite: FRE 312.

**FRE 333: French for Business\*****3 Credits**

Study of the commercial terminology in the cultural context of the Francophone business world. Understanding and writing French for business in international arena. Reading and oral presentations of topics of current interest from marketing, finance, agriculture, communications, transport, real estate, economics, and environment using technical vocabulary. **Prerequisite: FRE 331 or FRE 332.**

**FRE 431: French Civilization\*****3 Credits**

Introduction to French history and society from origins of France to the Fifth Republic; interrelation of socio-political developments to cultural movements in French art and thought. **Prerequisite: FRE 331.**

**FRE 432: Francophone Lit. and Culture\*****3 Credits**

Introduction through literature to nations and people whose indigenous cultures have been influenced by French language and civilization; readings in French. **Prerequisite: FRE 431.**

**FRE 433: Afro-French Novel\*****3 Credits**

The study of the evolution of novels written in French by writers native to Africa, Haiti and the Caribbean Islands. **Prerequisite: Senior status**

**FRE 434: Afro-French Literature\*****3 Credits**

Introduction to oral literature of spoken French outside France, e.g., Africa, Haiti and the Caribbean Islands through study of folktales, proverbs, novel, theater, essays, and short stories. Survey of 20<sup>th</sup> Century black writers in French. **Prerequisite: Senior status**

**FRE 435: Poetry of Negritude\*****3 Credits**

An introduction to the poetry of contemporary Francophone-Africa, Haiti and Caribbean Islands.

**Prerequisite: Senior status**

**FRE 461: Methods and Materials for Teaching French, 7-12\*****3 Credits**

Introduction to the theories of foreign language acquisition, rationale for proficiency. Oriented instruction in grades 9-12; principles of language instruction in grades 7-12; principles of instruction in all four skill areas; guidelines for assessment classroom management, techniques for the development of cultural awareness as related to other disciplines and current issues; observation in French language classes. **Prerequisite:**

## Senior status

### **FRE 471: Introduction to Linguistics\***

#### **3 Credits**

Introduction to the scientific analysis: phonetics and phonology, morphology, syntactic unities, syntax, disciplinary and interdisciplinary topic in linguistics: topology and universals, communication systems, psycholinguistics, sociolinguistics, historical linguistics, anthropological linguistics. **Prerequisite: FRE 331**

### **FRE 480: Senior Seminar\***

#### **3 Credits**

An in-depth study of a subject selected according to the special interest(s) of the students and faculty.

**Prerequisite: Senior status**

### **FRE 481: Study Abroad\***

#### **3 Credits**

A period of study in a French-speaking country is strongly encouraged for qualifying students. In cooperation with the committee on Studies Abroad, and under the guidance of a French language faculty member, students may travel and study in countries where French is the major or official language.

**Prerequisite: A minimum of 12 credit hours of 300 or 400 level French courses.**

## GEOGRAPHY

### **GEO 231: World Geography**

#### **3 Credits**

A systemic study of regional areas of the world. The climatic, ecological and environmental factors as they affect human adjustment. **Offered: S (A)**

## HISTORY

### **HIS 111, 211, 311, 411: Special Topics in History**

#### **1 Credit**

Designed to promote academic excellence through the intense study of history, science, literature, religion, the arts, social sciences, popular culture, and particularly African American history and culture.

**Prerequisite: Consent of Instructor.**

### **HIS 131: U.S. History I**

#### **3 Credits**

A survey of American history from the Age of Discovery to the Civil War Reconstruction Period. **Offered:**

**F (A)**

### **HIS 132: U.S. History II**

#### **3 Credits**

A survey of American history from the period of Reconstruction to the Modern Era. **Prerequisite: HIS 131.**

**Offered: S (A)**

### **HIS 230: Tennessee History\***

#### **3 Credits**

Special emphasis is given to the political, social, economic, and educational developments of the State of Tennessee from its early beginnings to the present. **Prerequisite: ENG 132, HIS 132.**

**HIS 231: World History I****3 Credits**

An introductory survey of world history from earliest civilizations, which places equal emphasis on the development of different world regions, including China, India, Africa, Europe, and the Middle East. **Offered: F (A)**

**HIS 232: World History II****3 Credits**

A survey of the modern world which places equal emphasis on the history and development of different regions, including China, India, Africa, Europe, the Americas, and the Middle East, with special emphasis on colonialism and imperialism. **Prerequisite: HIS 231. Offered: S (A)**

**HIS 233: The Harlem Renaissance****3 Credits**

This course focuses on the historical origins and artistic output associated with the New Negro or Harlem Renaissance. Special attention will be paid to the twentieth century Great Migration and reconstruction of black identity, and the impact of the Harlem Renaissance on American culture.

**Prerequisite: HIS 132 or consent of Instructor.**

**HIS 234: History of Women****3 Credits**

This course deals with women's experience in world civilizations from earliest times to the present. The differing experiences of women based on class, race, and ethnicity will be a core of the course. Women's political, socio-cultural, and economic contributions will also be addressed. **Prerequisite: HIS 232 or consent of Instructor.**

**HIS 233, HIS 333, HIS 433: Topics in American History I, II, and III\*****3 Credits**

This course will allow for topically based instruction contingent upon student interest in American history and upon faculty expertise. **Prerequisite: HIS 132.**

**HIS 234, HIS 334, HIS 434: Topics in World History I, II, and III\*****3 Credits**

This course will allow for topically based instruction contingent upon student interest in world history areas and faculty expertise. **Prerequisite: HIS 232.**

**HIS 331/332: Black History I and II****3 Credits**

A survey of the history of Black Americans from the period of slavery to the present. **Offered: F/S (A)**

**HIS 333: The Civil Rights Movement****3 Credits**

This course examines the structure and dynamics of the African American Civil Rights Movement in the United States from the 1954 Brown vs. Board of Education Supreme Court decision to the Black Power Movement of the 1970s. **Prerequisite: HIS 132 or consent of the Instructor.**

**HIS 334: History of Latin America and the Caribbean****3 Credits**

This is a survey course in Latin American and Caribbean history from the first human settlement to modern times. It places special emphasis on European imperialism, the slave plantation system and the challenges of the post-emancipation and independence periods. **Prerequisite: HIS 232 or consent of the Instructor.**

**HIS 335: African History\*****3 Credits**

A survey of African history and civilization from earliest times to the present. **Prerequisite: HIS 231 or consent of Instructor.**

**HIS 336: Methods of Teaching Social Sciences****3 Credits**

Fundamental considerations in teaching social studies, with emphasis on selection, evaluation, organization, and presentation of materials. Focus also on use of technology in the creation of teaching materials and delivery methods in the social sciences classroom. **Prerequisite: EDU 230. Offered: Spring (A)**

**HIS 337: Twentieth Century Europe\*****3 Credits**

A survey of the history, politics, and social climate of Europe since World War I. **Prerequisite: HIS 232.**

**HIS 338: Twentieth Century Asia\*****3 Credits**

A survey of the history, politics, and social climate of Asia since World War I. **Prerequisite: HIS 232.**

**HIS 430: Research Seminar\*****3 Credits**

Each major is required to present a well-organized documented research project on a subject of this/her choice as a fulfillment for one of the requirements for a major. **Prerequisite: Senior status and History major.**

**HIS 431: History of the African Diaspora****3 Credits**

This course is concerned with the dispersal of Africans that started in the 17th century with the forceful capture and transfer of the enslaved to the Middle East, Europe and the Americas, and their ongoing resistant responses to oppression. **Prerequisite: HIS 132 or consent of Instructor.**

**HIS 432: Black Historiography****3 Credits**

This course is designed to introduce students to the history of black historical writing. Students will study important contributions to the field by pioneers such as Carter G. Woodson and W.E. B. Du Bois, and explore seminal works and socio-political perspectives advanced by major black scholars. **Prerequisite: HIS 132 or consent of Instructor.**

**HIS 433: Topics in American History****3 Credits**

This course will allow for topically based instruction contingent upon student interest in American history, and upon faculty expertise.

**Prerequisite: HIS 132 or consent of Instructor.**

**HIS 434: Topics in World History****3 Credits**

This course will allow for topically based instruction contingent upon student interest in

world history, and upon faculty expertise. **Prerequisite: HIS 232 or consent of Instructor**

## INTERNATIONAL STUDY ABROAD

### **INT 460: Study Abroad\***

#### **12 Credits**

Intensive semester of study abroad, to include exposure to and analysis of social, political, cultural, and economic climate of a foreign country. **Prerequisite: Senior status and recommendation of Foreign Languages Studies staff.**

## INTERDISCIPLINARY STUDIES

### **AVS 101 Academic Success**

#### **1 credit**

Description: The course emphasizes academic success strategies that include intensive advising, mandatory academic tutoring sessions, and peer mentoring. **Offered: F/S**

### **AVS 301 Graduate/Professional School Prep Course**

#### **1 credit**

Description: Graduate School Prep Course is a 1-credit interdisciplinary course designed to assist upper-level students prepare for graduate and professional school admission. The course will include test-taking strategies, studying for graduate and professional school exams researching graduate schools and researching funding sources. **Prerequisite: Junior or Senior status. Offered: F**

### **ORN 110: Orientation**

#### **1 Credit**

The freshman orientation course is designed to help freshmen and new students in their academic and social adjustment to the College. All students who are required to enroll in this course must earn a satisfactory grade before being cleared for graduation. **Offered: F/S (A)**

## MASS COMMUNICATIONS

### **COM 131: Mass Communications**

#### **3 Credits**

An introduction to the basic types, principles, and practices of journalism and the mass media. **Prerequisite: ENG 131. Offered: F/S (A)**

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

#### **3 Credits**

Theory and practices of writing across the various mass media. Emphasis will be placed on developing news writing skills for the print, electronic, and related media, noting the different styles and formats of these media. **Prerequisite: COM 131. Offered: F/S (A)**

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

#### **1 Credit**

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

**COM 212: Introduction to Broadcast and Cable TV Production**

**3 Credits**

An introduction to the theories and studio production techniques of radio, "over-the-air" television, and cable TV programs. Students will research, write, produce, and direct news, documentary, entertainment, sports, and commercial programs for all three media genres: radio, broadcast, and cable television. **Prerequisite: COM 131, COM 210, and consent of the instructor. Offered: F/S**

**COM 233: Editorial Writing and Interpreting Public Issues\***

**3 Credits**

Emphasis on analysis, criticism, and preparation of topics for editorials and commentaries for newspaper publication and broadcast media. **Prerequisite: COM 135.**

**COM 235: Newspaper Layout and Editing\***

**3 Credits**

Practice in writing and editing the news copy, proof-reading, headline writing, and using wire copy. Teaches hands-on experience in designing newspaper dummies and making news judgment for placement of news stories for publication. Includes examination of the technical and aesthetic problems editors face. **Prerequisites: COM 131 and COM 135.**

**COM 236: Online Journalism for News Reporting**

**3 Credits**

An introduction to the Internet, with emphasis on understanding the functions and uses of this new technology of computer communication and its applicability to basic research and news reporting techniques. **Prerequisite: COM 131. Offered: S (A)**

**COM 260: Interpersonal Communication**

**3 Credits**

Interpersonal communication is the study of message transaction usually between two people, also known as dyadic communication, which works toward creating and sustaining shared meaning. In this course, students will examine identity needs, social needs and practical needs of communication between and among people. The concepts of perception, the self, culture, identity, verbal communication, nonverbal communication, listening, emotions, sharing personal information, conflict, close relationships and technology will be studied in depth. **Prerequisite: COM 131 & SPC 230 Offered: F**

**COM 310: Mass Media Internship I\***

**3 Credits**

Off-campus internship either in print journalism, the electronic media, or in speech communication and theater. The student will work under the direct management of a supervisor and with oversight from a faculty coordinator. **Prerequisite: Junior Status, and prior approval.**

**COM 330: Writing for the Print Media**

**3 Credits**

Principles and practices of writing for the print media with emphasis on news. Includes lectures, in-class writing exercises and out-of-class assignments. **Prerequisite: COM 135, 233. Offered: F (A)**

**COM 331: Photojournalism**



### **3 Credits**

The application of photography to publication illustration with assignments in spot news, sports, pictorial features, and photo editing. Emphasis on understanding the principles, tools, and techniques necessary to become effective photojournalists. Includes recent technological advances and changes, to color and digital photography. **Prerequisite: COM 135. Offered: S (O)**

### **COM 332: Principles of Public Relations**

#### **3 Credits**

An introduction to the principles and practices of public relations. **Prerequisite: COM 131, 135. Offered: F (A)**

### **COM 333: Topics in Mass Communications and News Media**

#### **3 Credits**

A seminar format course requiring research, gathering information, critically analyzing and presenting findings and results of research conducted by media specialists in the course of the semester, students will be required to research, write and present "mini-papers" either individually or in groups. **Prerequisites: COM 131. Offered: F (A)**

### **COM 335: Writing for Public Relations**

#### **3 Credits**

Extensive practice in the institutional writing of persuasive messages for placement in various media. Writing types include press releases, press kits, speeches, and other type writing. The writing techniques presented will prepare students for writing careers in public relations. **Prerequisite: COM 332. Offered: F/S**

### **COM 337: Media Law and Ethics**

#### **3 Credits**

Study of the legal rights and responsibilities of the media; case studies of libel, invasion of privacy, contempt of court, copyright, free press/fair trial, and other First Amendment issues. Ethical problems and issues in print and broadcast journalism, advertising, public relations, and new technologies will be discussed in relation to basic theories and functions of mass communication. Comparison of legal and ethical rights will be emphasized. **Prerequisite: COM 131 Offered: S (A)**

### **COM 410: Mass Media Internship II\***

#### **3 Credits**

Off-campus internship either in print journalism, electronic media, or speech communication. The student will work under the direct management of a supervisor with oversight from a faculty coordinator. **Prerequisite: COM 310; Senior Status.**

### **COM 430: Advanced News Reporting and Writing\***

#### **3 Credits**

Instruction and practice in specialized reporting and the writing of enterprise or in-depth news stories. Includes in-class laboratory exercises, the researching and presenting of major story projects. **Prerequisites: COM 236, 330**

### **COM 431: Feature and Magazine Writing\***

#### **3 Credits**

Instruction and practice in generating ideas, researching, organizing and writing non-fiction feature articles for newspapers and magazines. Teaches analytical skills in identifying audience and target publications for selling an article, from conception to publication, including knowledge of the mechanics of manuscript

preparation and submission, writer-editor relationship, contractual, legal and ethical responsibilities of free-lancing. **Prerequisites: COM 330, 430 Offered: S (O)**

**COM 432: Writing for the Broadcast Media**

**3 Credits**

Instruction and practice in gathering, evaluating and writing news for the broadcast media.

**Prerequisite: COM 135 Offered: F (A)**

**COM 433: Radio and Television Announcing\***

**3 Credits**

Study of tools needed to become a more effective broadcast communicator, with emphasis on the role of the announcer in all broadcast situations, live and/or recorded. **Prerequisite: COM 135**

**COM 435: Broadcast Production\***

**3 Credits**

Theories and techniques in the preparation of broadcast programming. Emphasis on the production of radio music and news formats, and the development, writing, directing and production of basic television program types. **Prerequisites: COM 212, 432**

**COM 437: Public Relations Strategies and Campaigns\***

**3 Credits**

Application of the basic principles and concepts of public relations to tasks and problem-solving, presented through case studies and issue management evaluation. Emphasis will also be placed on hands-on experience in preparing full-blown public relations campaigns. **Prerequisites: COM 332, 335**

**COM 439: Survey of Electronic Media\***

**3 Credits**

Survey of communication and telecommunications technologies, including operational theories as well as practical applications. Includes providing a total introductory approach to the study of the electronic media and cable systems, the telecommunications landscape, and computer technology. Emphasis on the history and organization of the industry, programming practices, equipment, distribution networks, and business practices, including legal, regulatory and ethical considerations. **Prerequisite: COM 131, 333**

## MATHEMATICS

**MAT 125: Algebra I**

**3 Credits**

Starting with properties of exponents and culminating with a thorough study of exponential and logarithmic functions, this course will provide the necessary foundational algebraic skills for success in the Calculus sequence. Other major topics include linear equations, system of linear equations, quadratic equations, circles, inverse functions, and transformations of graphs. **Offered: F/S (A)**

**MAT 126: Algebra II**

**3 Credits**

Continuation of MAT 125. **Prerequisite: Grade of "C" or better in MAT 125. Offered: F/S (A)**

**MAT 140: College Trigonometry**

**3 Credits**

A basic course in trigonometry ranging from measurement of angles to the study of complex numbers on the plane. This course will provide the necessary trigonometric background for success in the Calculus sequence. Other major topics include right triangle relationships, trigonometry on the unit circle, solving trigonometric equations, trigonometric identities, and inverse trigonometric functions. **Prerequisite: Grade of "C" or better in MAT 126, or consent of instructor. Offered: F/S (A)**

**MAT 230: Discrete Mathematics**

**3 Credits**

A study of logic, sets, relations, Boolean algebra, graph theory, and trees. **Prerequisites: A minimum grade of "C" in MAT 125/126 or consent of the instructor. Offered: S (A)**

**MAT 233: Probability and Statistics**

**3 Credits**

Basic statistical concepts, elementary probability theory, probability distribution, sampling and sampling distributions; expected values, correlation and regression analysis, tests of hypothesis, and statistical inferences and interpretation of tabular reports. **Prerequisite: MAT 125/126. Offered: F (A)**

**MAT 240: Calculus I**

**4 Credits**

This first course in calculus reviews the Cartesian plane and functions, and introduces limits, continuity, differentiation and integration. **Offered: F/S (A)**

**MAT 241: Calculus II**

**4 Credits**

This second course in calculus provides application of differentiation and integration to min-max problems, volumes and areas; extends integration and differentiation to logarithmic, exponential and trigonometric functions; and introduces some integration techniques. **Prerequisite: A minimum grade of "C" in MAT 240. Offered: S (A)**

**MAT 242: Linear Algebra**

**3 Credits**

An introduction to basic operations with matrices, vectors, and linear equations; including: vector spaces, scalar and vector products, spaces of dimensions, linear transformations, bilinear and quadratic forms and infinite series of matrices. **Prerequisite: Minimum grade of "C" in MAT 140. Offered: Spring (O)**

**MAT 310, MAT 311, MAT 410 and MAT 411: Mathematics Seminars I-IV\***

**1 Credit**

These courses are designed for students to give oral and written presentations of special topics in mathematics or the history of mathematics. **Prerequisite: Junior status with consent of the instructor.**

**MAT 330: Teaching Elementary Mathematics (K-6)**

**3 Credits**

Methods and materials of teaching mathematics at the elementary level, including the appropriate use of technology in those methods and creation of materials. Designed to introduce the prospective elementary school teacher to the basic essentials of arithmetic, and some concepts of Mathematics from

a pedagogical perspective. This course is also available to in-service teachers. **Prerequisites:** EDU 230 and MAT 125/126. **Offered:** S (A)

**MAT 331: Methods of Teaching Secondary Math (7-12)**

**3 Credits**

Designed for students who plan to certify in secondary education. Focus on methods, materials, the use of technology in those methods and materials, and concerns related to the subject area. **Prerequisites:** EDU 230, PSY 131, and 12 hours of mathematics. **Offered:** S (A)

**MAT 333: Modern Geometry**

**3 Credits**

Advanced plane geometry, synthetic and analytic projective geometry and its relationships to Euclidean and other geometries. **Prerequisite:** A minimum grade of "C" in MAT 242. **Offered:** S (E)

**MAT 335: Abstract Algebra**

**3 Credits**

Consideration of fundamental mathematical systems and concepts of modern algebra, including the well-ordering principle, integral domains, groups, rings, fields, and methods of congruence. **Prerequisite:** MAT 241. **Offered:** F (O)

**MAT 340: Calculus III**

**4 Credits**

Indefinite series and approximate computation, partial derivatives and differentiation with applications, multiple integration, and differential equations. **Prerequisite:** A minimum grade "C" in MAT 241. **Offered:** F (O)

**MAT 341: Differential Equations**

**4 Credits**

Classification and solution of common types of elementary differential equations including methods and solutions of ordinary differential equations of first order, and of higher orders with emphasis upon geometrical and physical applications. **Prerequisite:** A minimum grade of "C" in MAT 241. **Offered:** S (E)

**MAT 430: Advanced Calculus I**

**3 Credits**

Real numbers and Euclidean N-space, continuous functions, differentiable functions of one variable, of several variables, and Riemann integral. **Prerequisite:** Grade of "C" or better in MAT 242 and MAT 340. **Offered:** S (E)

**MAT 431: Advanced Calculus II**

**3 Credits**

Classical Lebesgue Integral, power series, curves, surfaces, and integral theorem, divergence, theorems of Green and Stokes. Some applications. **Prerequisite:** Minimum of grade of "C" in MAT 430. **Offered:** S (O)

**MARKETING**

**MGT 110: Introduction to Business**

### **3 Credits**

This course is designed to help students develop a basic understanding of business principles, processes, practices, and strategies. It will enable students to use business theories and concepts to better understand current business issues and their broad implications to stakeholders. It covers major concepts in management, marketing, finance, general economics, and accounting. Students will increase their understanding of fundamental business strategies. **Prerequisite- NONE. Offered: F/S (A)**

#### **HCM 131: Management for Healthcare Organizations**

### **3 Credits**

This course is an overview of the health care delivery systems in the United States. It is designed to acquaint beginning health care management students with **the social, political, economic, demographic, and technological forces that shape the structure, operation, and outcomes of the United States health care system.**

#### **MGT 210: Principles of Management**

### **3 Credits**

This course will provide an introduction to the basic concepts of management and organizations. Core areas of study will include the basic functions of management: planning, organizing, directing, and controlling. **Prerequisite: ENG 131. F/S (A)**

#### **MGT 220: Managerial Communications**

### **3 Credits**

The purpose of this course is to provide students with a conceptual framework and specific tools for communicating in complex business environments and accomplishing strategic academic and professional business goals. This core course provides writing, oral and collaborative skills necessary for future business courses, internships, and professional positions as well as fundamentals in both oral and written business communications. The application of grammar, syntax, and style of various forms of business communication are introduced including organizational communication, persuasion, and interviewing. **Prerequisite: ENG 132. Offered: F/S (A)**

#### **MGT 230: Spreadsheet Modeling**

### **3 Credits**

The course will provide students with spreadsheet knowledge that is essential for applications in accounting, finance, management, marketing, and production operations. Students will learn how to develop spreadsheet models for business analysis including cash flow, budget allocation, resource planning, pricing, and advertisement.

#### **MGT 250: Management for Healthcare Organizations**

### **Credits 3**

Description: This course is an overview of the health care delivery systems in the United States. It is designed to acquaint beginning health care management students with the social, political, economic, demographic, and technological forces that shape the structure, operation, and outcomes of the United States health care system.

**Prerequisite- MGT 210, MGT 220**

#### **MGT 310: Management Information Systems**

### **Credits 3**

**Prerequisites- ACT 220, MGT 210. Offered: F/S (A)**

**MGT 320: Quantitative Methods**

**Credits 3**

**Prerequisite- MAT 126. Offered: F/S (A)**

**MGT 340: Management of Technology**

**3 Credits**

This course links the business management with many areas of technology; such as mechanical, electrical, computer science, and information technology. The scope of the course is to imbue these areas of technology in each stage of new product life cycle and service development. This course let the students have hands – on - skill for managing technical business and projects including product and service design with all technical aspects during product life cycle, as well as optimizing their sequence of operations. The course also covers the required stages that involve in the development of new products and adding values to existing ones. In this course, the students get knowledge on the design phase and the manufacturing processes for a wide variety of products and services.

**MGT 380: Human Resource Management**

**3 Credits**

This course investigates management, procurement, development, maintenance, compensation, and utilization of an effective workforce. It also provides insight into a variety of functions considered essential to the personnel function of institutions, including: job analysis, recruiting, selection, motivation, training, evaluation, and career development. Special attention is paid to federal hiring requirements and the issues of health and safety. **Prerequisites: MGT 210 and MGT 220- Offered: S (A)**

**MGT 410: Business Law**

**Credits 3**

**Prerequisites: MGT 360, ACT 210. Offered: F/S (A)**

**MGT 480: Business Policy**

**Credits 3**

This course will provide an integrative learning experience through the presentation of advanced material and study of administrative policy cases. It will also provide insight into administrative processes in conditions of uncertainty. The total organizational environment, including social, economic, ethical, political and technological influences, will be assessed. **This the capstone course for all business majors. Seniors Only, Offered: F/S (A)**

**MKT 210: Principles of Marketing**

**3 Credits**

The marketing function of the firm from the standpoint of the decision-maker. The marketing variables of products, channels, prices, and promotion as related both to the profitability of the firm and the satisfaction of customers. **Prerequisite: MAT 126. Offered: F/S (A)**

**MKT 310: Consumer Behavior**

### **3 Credits**

A detailed study of the forces which shape the process of consumer motivation and decision making. Topics include theoretical models of consumer choice processes and the influences of culture, lifestyle, and demographics on the consumer. Emphasis on creating a link between some behavioral concepts and marketing strategy. **Prerequisite: MKT 210.**

### **MKT 320: Promotion and Advertising\***

#### **3 Credits**

Advertising as a communications tool in marketing management. Develops an understanding of the role of advertising under diverse marketing conditions. The nature of communications process and its relationship to advertising. Topics include advertising budget, media planning, the advertising agency, the creative process, and evaluation and control of advertising. **Prerequisite: MKT 210.**

### **MKT 330: Professional Selling\***

#### **3 Credits**

Professional selling will recognize that today's salesperson faces a skeptical, well-educated, and sophisticated buyer, and that the professional sales person must be far more than a purveyor of goods and services. Professional selling will attempt to harmonize techniques and strategies with personality development. Topics include behavioral theories, ethics, a model of the selling process, and management of the sales force. **Prerequisite: MKT 210.**

### **MKT 360: Sport Marketing\***

#### **3 Credits**

The basic marketing concepts to the sports industry. Fundamental marketing techniques such as advertising, sales, promotion, fund- raising, and journalism will be explored in relation to sports. **Prerequisite: MKT 210.**

### **MKT 410: International Marketing\***

#### **3 Credits**

An examination of various factors surrounding the conduct of business in foreign lands. Emphasis on the problems and decisions facing managers of international marketing across national boundaries, the environment in which international marketing takes place, and ways of integrating and coordinating marketing programs in diverse markets. **Prerequisite: MKT 210.**

### **MKT 420: Marketing Research**

#### **3 Credits**

This course covers research methodology with the emphasis on the application of social science techniques of research to marketing problems. Critical evaluation of various sources of information, research procedures, and methods of utilizing research findings is required. An individual or group research project provides practical application of the methods studied. **Prerequisites: MKT 210 and MAT 233.**

### **MKT 430: Marketing Analytics**

#### **3 Credits**

**Prerequisite: MKT 210.**

### **MKT 460: Marketing Management Seminar\***

#### **3 Credits**



An open-ended discussion approach to contemporary marketing problems relative to the internal operation and external environment of the firm. **Prerequisites: MKT 210 and senior classification.**

## MUSIC

### **MUS 031: Fundamentals of Music Theory\***

#### **2 Credits**

Designed to broaden the musical background in written theory, rhythm studies, ear training and sight singing. Study of the fundamentals of music to include all scales, modes, key signatures, intervals, triads, dominant seventh chords, and basic terminology. Does not count toward the music major or minor. Open to all students who want to learn to read music.

### **MUS 100: Class Voice I\***

#### **1 Credit**

Emphasis is on voice performance and group discussions of techniques. One group lesson per week. Prerequisite: Permission of the instructor. Open to students majoring in areas other than Music and to Music majors and minors whose major instrument is not voice. **Prerequisite: Consent of the Instructor. Open to students majoring in areas other than Music and to Music majors and minors whose major instrument is not voice.**

### **MUS 103, MUS 203, MUS 303, MUS 403: Elective Class Piano I-IV\***

#### **1 Credit**

Emphasis is on the performance and enjoyment of music as an avocation. Specific areas of instruction are determined by students' interests, but may include chord study, church music, lead sheet notation, jazz harmony, and functional keyboard skills. Increasing emphasis on more advanced skills in keyboard performance and comprehensive musicianship with each class. Open to students majoring in areas other than Music. **Prerequisite: Consent of the instructor**

### **MUS 110: Band Techniques\***

#### **1 Credit**

A course designed to teach band organization, administration, and rehearsal techniques of the marching and concert bands, including pageantry and band literature.

### **MUS 111, MUS 211, MUS 311, MUS 411: Marching Band I-IV**

#### **1 Credit**

Field and parade marching and performance of selected band repertoire. **Prerequisite: Consent of the instructor. One credit hour each semester. Offered: F (A)**

### **MUS 112, MUS 212, MUS 312, MUS 412: Concert Band I-IV**

#### **1 Credit**

Study and performance of a wide range of literature representative of various styles, composers, and eras. Offered in the Spring semester only. **Prerequisite: Consent of the instructor. Offered: S (A)**

### **MUS 113, MUS 114, MUS 213, MUS 214, MUS 313, MUS 314, MUS 413, MUS 414: Concert Choir I-VIII**

#### **1 Credit**

Study and performance of a wide range of choral literature representative of various styles, composers, and eras. **Prerequisite: Consent of the instructor. Offered: F (A) - odd numbers; S (A) - even numbers**



**MUS 118: Class Piano I\*****1 Credit**

A course stressing basic musicianship using a variety of activities centered around the development of keyboard skills. Specific areas of study include modes, major and minor scales, blues scales, all triads, lead sheet notation, rhythm, sight reading, and repertoire. **Required of all Music majors and minors, except piano majors.**

**MUS 120: Music Appreciation****2 Credits**

A survey course designed to acquaint students with the historical and cultural aspects of music and the relationship of music to other arts, to develop discriminating listening habits, and to develop understanding of this form of artistic expression. **Offered: F/S (A)**

**MUS 124: Elective Voice I\*****1 Credit**

Emphasis is on voice performance and techniques. One half-hour session per week and five hours of practice. **Prerequisite: Consent of the instructor. Open to students majoring in areas other than Music and to Music majors and minors whose major instrument is not voice.**

**MUS 125, MUS 224, MUS 225, MUS 324, MUS 424, MUS 425: Elective Voice II-VIII\*****1 Credit**

Courses must be taken in numerical sequence. Each is a prerequisite to the next. See MUS 124 description above.

**Applied Music Courses**

The courses listed below provide private instruction in the student's medium of performance, i.e., piano, voice, or any instrument of the band. Emphasis is placed on developing a high level of performance for both teaching and public performance. A one-hour lesson each week and ten hours practice per week is required. Permission of the instructor

Applied Music/Senior Recital    Required of students majoring in Music. A public performance of literature representative of various styles, composers, and eras. This course is a culmination of seven to nine semesters of Applied Music study.

Course Code	Course/Name	Credits
MUS 126	Applied Brass I	1
MUS 127	Applied Brass II	1
MUS 226	Applied Brass III	1
MUS 227	Applied Brass IV	1
MUS 326	Applied Brass V	1
MUS 327	Applied Brass VI	1
MUS 426	Applied Brass VII	1
MUS 427	Senior Recital/Brass	1
MUS 526	Applied Brass VIII	1
MUS 527	Applied Brass IX	1
MUS 128	Applied Piano I	1
MUS 129	Applied Piano II	1
MUS 228	Applied Piano III	1
MUS 229	Applied Piano IV	1
MUS 328	Applied Piano V	1
MUS 329	Applied Piano VI	1
MUS 428	Applied Piano VII	1
MUS 429	Senior Recital/Piano	1
MUS 528	Applied Piano VIII	1
MUS 529	Applied Piano IX	1
MUS 161	Applied Percussion I	1
MUS 162	Applied Percussion II	1
MUS 261	Applied Percussion III	1
MUS 262	Applied Percussion IV	1
MUS 361	Applied Percussion V	1
MUS 362	Applied Percussion VI	1
MUS 461	Applied Percussion VII	1
MUS 462	Senior Recital/Percussion	1
MUS 561	Applied Percussion VIII	1
MUS 562	Applied Percussion IX	1
MUS 171	Applied Woodwind I	1
MUS 172	Applied Woodwind II	1
MUS 271	Applied Woodwind III	1
MUS 272	Applied Woodwind IV	1
MUS 371	Applied Woodwind V	1
MUS 372	Applied Woodwind VI	1
MUS 471	Applied Woodwind VII	1
MUS 472	Senior Recital/Woodwind	1
MUS 571	Applied Woodwind VIII	1
MUS 572	Applied Woodwind IX	1
MUS 181	Applied Voice I	1
MUS 182	Applied Voice II	1
MUS 281	Applied Voice III	1
MUS 282	Applied Voice IV	1
MUS 381	Applied Voice V	1
MUS 382	Applied Voice VI	1
MUS 481	Applied Voice VII	1
MUS 482	Senior Recital/Voice	1
MUS 581	Applied Voice VIII	1
MUS 582	Applied Voice IX	1

### **MUS 131: Music Theory I**

#### **3 Credits**

Introduction to the theory of music. Study of diatonic harmony and melody including scales, intervals, four-part writing using triads, seventh chords and their inversions, study of melody construction and harmonization in vocal and instrumental styles. Includes ear training and sight-singing. **Offered: F (A)**

### **MUS 132: Music Theory II**

#### **1 Credit**

Continuation of Music 131. Study of diatonic harmony and melody including scales, intervals, four-part writing using triads, seventh chords and their inversions, study of melody construction and harmonization in vocal and instrumental styles. Includes ear training and sight-singing.

**Prerequisite: Minimum grade of "C" in MUS 131. Offered: S (A)**

### **MUS 200, MUS 300, AND MUS 400: Class Voice II, III, and IV\***

#### **1 Credit**

Courses must be taken in numerical sequence.

**Each is a prerequisite to the next. See MUS 100 description above.**

### **MUS 218: Class Piano II\***

#### **1 Credit**

A continuation of Class Piano I. Emphasis is on the study of harmony in traditional as well as modern practices. Specific areas of study include seventh chords, chord inversions, voicing of chords, modulation, and chord progressions.

**Prerequisite: MUS 118.**

### **MUS 231: Music Theory III**

#### **3 Credits**

A continuation of MUS 132. Study of chromatic harmony and melody including modulation, borrowed and altered chords, and twentieth-century harmony. **Prerequisite: Grade of "C" or better in MUS 132. Offered: F (A)**

**MUS 232: Music Theory IV****3 Credits**

A continuation of MUS 231. Study of chromatic harmony and melody including modulation, borrowed and altered chords, and twentieth-century harmony. **Prerequisite:** Minimum grade of "C" in MUS 231. **Offered:** S (A)

**MUS 235: Fundamentals of Music****3 Credits**

Focus on rudiments leading to performance at the beginner's level. It includes an elementary study of music theory, the keyboard, pre-band instruments, eurythmics, listening, singing, creative activities, the rhythm band, and the Orff and Kodaly approaches to music education. **Prerequisite:** EDU 230 and PSY 131. **Offered:** F(A)

**MUS 241: African American Music\*****3 Credits**

History of African American music. Covers African music, its influence on European composers, creation of various African-American musical forms during slavery, and 20th-century African American composition forms and composers. **Prerequisite:** MUS 120 or MUS 331.

**MUS 318: Class Piano III\*****1 Credit**

A continuation of MUS 218, including more advanced study in the following skills areas: Scales and Arpeggios, Harmony, Transposition, Improvisation, Sight reading, Repertoire, and Rhythm. Study of borrowed chords, jazz harmony, composition, and score reading. **Prerequisite:** MUS 218 or consent of the instructor.

**MUS 321: Instruments I\*****2 Credits**

Fundamental techniques of teaching and playing woodwind and percussion instruments. The woodwind instruments will include single and double reeds and the flute. The definite pitch percussion will focus on tympani and keyboard-type (marimba, etc.) instruments. Indefinite pitched percussion will focus on the snare drum and auxiliary instruments.

**MUS 322: Instruments II\*****2 Credits**

Fundamental techniques of teaching and playing brass and orchestral string instruments. Emphasis will be placed on approaches and materials used in developing performing groups and programs.

**MUS 323: Conducting I\*****2 Credits**

Beginning techniques in conducting band, chorus, and orchestra. Introduction to score reading. **Prerequisite:** MUS 232.

**MUS 331: Music History & Literature I\*****3 Credits**

The history of music from its beginning to 1800. Emphasis on styles, forms, influences, contributions, and literature. **Prerequisite:** MUS 232 or consent of the instructor.

**MUS332: Music History & Literature II\*****3 Credits**

The study of music from 1801 to the present. **Prerequisite: MUS 232 or consent of instructor.**

**MUS 333: Form and Analysis\*****3 Credits**

A study of the organization, analytical techniques, and styles of various periods in music history from the standpoint of harmony and structural analysis. **Prerequisite: MUS 232.**

**MUS 415: Stage Band\* No credit**

Study and performance of popular and dance music. Admission by audition. **Prerequisite: consent of the instructor.**

**MUS 418: Class Piano IV\*****1 Credit**

A continuation of MUS 318 as a culmination of four semesters of piano study. Emphasis is on practical skills needed as a professional in the area of the student's chosen field in music and on satisfying basic keyboard requirements. Designed to be taken concurrently with MUS 333. **Prerequisite: MUS 318 or consent of the instructor.**

**MUS 421: Orchestration\*****2 Credits**

Scoring for band, orchestra and choral groups. Exploration of timbres, ranges, nomenclature, and limitations of widely used instruments. **Prerequisite: MUS 232.**

**MUS 422: Counterpoint\*****2 Credits**

A course concerned with the techniques used in contrapuntal composition of the 18<sup>th</sup> century and a comparative study of the literature of the Baroque period. **Prerequisite: MUS 232.**

**MUS 423: Conducting II\*****2 Credits**

Intermediate and advanced techniques in conducting band, chorus, and orchestra. Emphasis is on literature, organizational management, and special score problems. Laboratory experience with ensembles. **Prerequisite: MUS 323.**

**MUS 430: General Music Methods and Materials\*****2 Credits**

Concerned with skills, administration, and materials for teaching music for grades 1-12. **Prerequisites: EDU 230, EDU 336, and PSY 131.**

**MUS 431: Vocal Music Methods and Materials\*****2 Credits**

Focus on the specific methods and materials of teaching vocal music. Emphasis is on classroom management skills, organization of choral programs, and methods of teaching vocal methods. **Prerequisite: EDU 230.**

**MUS 432: Instrumental Methods and Materials\*****2 Credits**

Focus on the approaches, skills, and materials used in developing instrumental groups at all levels 1-12.

Emphasis is on classroom management skills, organization of instrumental programs, and methods of teaching instrumental music. **Prerequisites: EDU 230, EDU 336, and PSY 131.**

**MUS 465: Special Topics in Music\***

**3 Credits**

A course designed to explore specific research interests of students and/or faculty. Topics will vary depending on the demand. **Prerequisite: Junior status (music majors only) and consent of instructor.**

## PHYSICAL EDUCATION

**PER 109: Volleyball**

**1 Credit**

A study of rules, regulations, and fundamental skills of volleyball. **Offered: F/S (A)**

**PER 110: Basketball**

**1 Credit**

A study of rules, regulations, and fundamental skills of Basketball. **Offered: F/S (A)**

**PER 111: Bowling**

**1 Credit**

Fundamentals and techniques of bowling, scoring and basic rules, regulations, and games of bowling. **Offered: F/S (O)**

**PER 112: Power Walking**

**1 Credit**

A quick-pace fitness workout designed to encourage continued life-long exercise. **Offered F/S (A)**

**PER 113: Golf**

**1 Credit**

Fundamentals and techniques of golf, scoring and basic rules, regulations, and games of golf. **Offered: F/S (A)**

**PER 114: Aerobics**

**1 Credit**

A study of basic skills in aerobic exercise. **Offered: F/S (A)**

**PER 115: Beginning Swimming**

**1 Credit**

Students will learn and demonstrate water safety, rules and regulations, basic strokes and some fundamental swimming skills. **Prerequisite: Physical Education major. Offered F/S (A)**

**PER 116: Tennis-Table Tennis**

**1 Credit**

A study of rules, regulations, and fundamental skills. **Offered: S (O)**

**PER 118: Flag Football**

**1 Credit**

A study of rules, regulations, and fundamental skills. **Offered: F (A)**

**PER 119: Soccer**

**1 Credit**

Introduces the fundamentals techniques of soccer, basic rules, and regulations. **Offered: F (A)**

**PER 120, PER 220, PER 320, PER 420: Intercollegiate Football I-IV**

**1 Credit**

**Offered: F (A)**

**PER 121: Modern/Dance/ Jazz Dance**

**1 Credit**

Introduction to basic dance technique and movement improvisation; a study of motion as an art, group relationships in improvisation, and discussion of choreographic ideas. **Offered: F/S (A)**

**PER 130: Basic Weight Training**

**1 Credit**

This course focuses on fundamentals, techniques, and various weight lifting methodologies as a means to enhance strength, endurance, and flexibility. It is involved in developing a safe and practical program of strength enhancement that attains results. **Offered: F/S (A)**

**PER: 150 Karate/Self-Defense**

**1 Credit**

This course focus on learning and improving basic and fundamental techniques in karate and self- defense as well as principles, law, and philosophy in terms of avoidance of conflicts. This is accomplished by participating in various exercise programs as a means to enhance the ability of self-defense. **Offered: F/S (A)**

**PER 141, PER 241, PER 341, PER 441: Intercollegiate Basketball I-IV**

**1 Credit**

**Offered: S (A)**

**PER 142, PER 242, PER 342, PER 442: Intercollegiate Tennis I-IV.**

**1 Credit**

**Offered: S (A)**

**PER 143, PER 243, PER 343, PER 443: Intercollegiate Track and CC I-IV**

**1 Credit**

**Offered: F (A)**

**PER 144, PER 244, PER 344, PER 444: Intercollegiate Baseball I-IV.**

**1 Credit**

**Offered: S (A)**

**PER 145, PER 245, PER 345, PER 445: Intercollegiate Softball I-IV**

**1 Credit**

**Offered: S (A)**

**PER 147, PER 247, PER 347, PER 447: Cheerleading I-IV**

**1 Credit**

**Offered: F/S (A)**

**PER 214: Aerobics II:****1 Credit**

Students will be exposed to intermediate skills of aerobic exercise. **Prerequisite: PER 114. Offered F/S (A)**

**PER 215: Intermediate Swimming****1 Credit**

Endurance will be increased by the coordination of strokes, diving, and different styles of swimming for synchronized and other related skills. **Offered: S (A)**

**PER 221: Social and Contemporary Dance****2 Credits**

This course gives instruction in the fundamentals of social and contemporary dancing, emphasizing the execution of basic movements, analyses and timing of movements. Emphasis will be put on skills and techniques for dances suggested by students. **Offered: F (E)**

**PER 222: Conditioning Exercise****2 Credits**

This course is designed to develop a basic understanding of how and when the body moves and the strengthening of the muscles. It will do this through the teaching of jogging techniques and other endurance activities working toward total fitness. **Offered: F (A)**

**PER 223: Elementary Games****3 Credits**

Presents methods and materials in teaching physical fitness, sports, rhythmic movements, singing, running, and storytelling games in the lower grades. Recognition of skills appropriate for age level. Designated clinical hours required. **Prerequisite: EDU 230, Physical Education major. Offered: F (A)**

**PER 231: Introduction to Physical Education****3 Credits**

An orientation course explaining the history, philosophy, and nature of health and physical education including legal responsibilities. Survey of available material for health and physical education instruction. Designated clinical hours required. **Prerequisite: Physical Education major. Offered: F/S (A)**

**PER 233: Individual and Team Sports****3 Credits**

Rules and techniques of adult sports adaptable to junior and senior high school facilities and use of inexpensive equipment. Activities include speedball, volleyball, history of sports, rules and psychology of coaching strategy, methods of organization and practices in handling groups. **Prerequisite: PER 231. Offered: F (A)**

**PER 236: Nutrition****3 Credits**

Introduction to principles of nutrition with implications for and applications to food selection and planning of adequate diets for individuals and families. A study of foods which help to prevent deficiencies and a careful study of the chemical and physiological factors governing metabolism during infancy, childhood, and normal adult life. **Offered: S (A)**

**PER 250: Inter. Karate/Self-Defense**

### **1 Credit**

This course is a continuation course of PER 150 (Karate/Self-Defense). It is an enhancement on learning and improving fundamental and some advanced techniques in karate and self-defense as well as principles, law, and philosophy in terms of avoidance of conflicts. This is accomplished by participating in various exercise programs as a means to enhance the ability of self-defense. **Offered: S (O)**

### **PER 260: Fitness for Life**

#### **3 Credits**

A study of the general nature and structure of exercise and fitness, and health as it pertains to the individual. The purpose of this course is to assist the individual in gaining an understanding of the effects of exercise, sports and physical activity on optimal health, wellness, and fitness. Emphasis is placed on development of healthy lifestyle through planning a personal exercise program. **Offered: F/S (A)**

### **PER 314: Aerobics III**

#### **1 Credit**

Students will be exposed to advanced skills of aerobic exercise. **Offered F/S (A)**

### **PER 322: Stunts and Tumbling**

#### **3 Credits**

This course covers basic knowledge, techniques, and practices of fundamental skills of stunts and tumbling. Students work basically on the mats and on the floor. **Offered: F (O)**

### **PER 323: Advanced Swimming/Lifeguard Training.**

#### **2 Credits**

Advanced life saving techniques will be taught including approaches, carries, and releases.

Student will demonstrate techniques used in rescuing a drowning individual. Prerequisite: **Physical Education Major and PER 215. Offered: F/S (A)**

### **PER 324: Sports Officiating\***

#### **2 Credits**

A survey of the coaching fields of football, basketball, baseball, track and field; in methods of teaching fundamentals with an analysis of offensive and defensive techniques. A detailed study of rules and techniques, in officiating, with explanation of the common problems encountered.

### **PER 325: Adapted Physical Education**

#### **3 Credits**

This course is a study of procedures and practices for programs that meet the needs of exceptional children, and those who, by reasons of mental, social, or physical disabilities, cannot successfully participate in the regular physical education program. **Prerequisite: PER 231. Offered: F (A)**

### **PER 326: First Aid and Safety**

#### **2 Credits**

Designed for prospective teachers and coaches to gain knowledge and ability about how to handle common emergencies that may arise in the home, at the school, while swimming or boating, on the playground or athletic field, and in the gymnasium. Demonstration and practice in the general first aid care of emergencies, including CPR. Identification of potential hazards and preventive techniques. **Offered: F/S (A)**

### **PER 327: Motor Development/ Learning**



### **3 Credits**

This course introduces student to major concepts of motor development and motor learning. It includes application of these concepts to the teaching/coaching of motor skills. The course introduces the basic understanding of motor skill development from infancy to older adulthood. The course further explores the concepts in motor learning and development and how variation in motor, cognitive, and social abilities affects individual acquisition of motor skills. The expected experiential outcome will be the preparation, development, and implementation/teaching of developmentally appropriate movement activities to infants, school-aged children, and up to older adults. **Prerequisites: PSY 230: Human Growth & Development** **Offered: F/S**

### **PER 330: Coach/Officiating Athletic and Intramural Sports\***

#### **3 Credits**

This course involves methods of organization and administration of the athletic and intramural programs in schools and colleges. It emphasizes policies and procedures for operating, coaching and officiating athletic events. It gives a detailed study of rules and techniques in officiating, with explanation of common problem involved.

### **PER 331: Kinesiology**

#### **3 Credits**

A study of bones, joints, ligaments and muscles and their functions in the various movements involved in games, sports, and general activities of daily living. **Prerequisite: Physical Education major, PER 301. Offered S (A)**

### **PER 333: Organization of Festivals Playgrounds, and Recreation\***

#### **3 Credits**

This course considers organizational patterns and administrative problems involved in various types of play activities for preschoolers, school children, and adults. It emphasizes methods, materials and techniques of presenting festivals, demonstrations and special celebrations.

### **PER 334: Personal and Community Hygiene\***

#### **3 Credits**

An analysis of personal health problems; biological basis of life; attitude toward health; effects of fatigue; and the use of habit forming drugs. Additionally, the following will be emphasized: prevention and control of communicable diseases, control of water and food supply, waste disposal, good practices in heating, lighting, ventilation, and public health administration.

### **PER 335: School Health and Nutrition**

#### **3 Credits**

Emphasizes good health, wellness, and nutrition procedures. Provides general knowledge of procedures to prevent the contamination and spread of disease, with responsibilities of the student, teacher and the parent. Explores the relationship of the use of drugs to the effectiveness or ineffectiveness of the student performance. Designated clinical hours required. **Prerequisite: EDU 230, Physical Education majors. Offered: S(A)**

### **PER 337: Organization and Administration of Recreation\***

#### **3 Credits**

This course considers organization patterns and administration problems involved in the various types of operating recreational groups and agencies; forms or organization; finances and budgets; personnel; public

relations, sport facility development; legal concerns; marketing techniques, psycho-social implication; and sports. **Prerequisites: Introduction to Recreation and Program Leadership in Recreation.**

**PER 338: Introduction to Recreation\***

**3 Credits**

This course covers the history and philosophy of the recreation and parks movement. It will include the foundations of recreation and the basic concepts underlying the organization of leisure and recreation activity.

**PER 339: Methods of Teaching Physical Education**

**3 Credits**

Emphasizes health and physical education activities differentiated according to capacities, needs, interest, and development of pupils; study and evaluation of current methods and units of course material; development of program goals, program design, and management techniques. **Prerequisites: EDU 230 and PER 231. Offered: F (A)**

**PER 340: Physiology of Exercise**

**3 Credits**

A study of physical efficiency and physiological principles involved in human exercise. Emphasis will be placed on the responses of the respiratory, cardiovascular and muscular systems. **Prerequisite: Physical Education major, PER 231, PER 222, and PER 301.**

**PER 421: Outdoor Recreation and Camping\***

**2 Credits**

Emphasis will be placed on the philosophy, scope, and trends in outdoor recreation. It includes planning, administering, program and evaluating various outdoor recreation programs. It will examine the role of the leader as a counselor, as well as examine other leadership techniques with direct involvement in outdoor recreation experience. **Prerequisite: PER 338.**

**PER 422: Supervision in Recreation\***

**2 Credits**

This course will be a study of the principles, methods, techniques as well as an analysis of the functions of supervision in the recreation and parks environment. **Prerequisites: PER 421.**

**PER 430: Program Leadership in Recreation\***

**3 Credits**

This course is designed to teach the various methods and techniques utilized in developing competent recreation leaders. Emphasis is focused on planning of activities for special holidays, celebrations, pageants and festivals, and special groups. **Prerequisites: PER 338.**

**PER 437: Teaching Physical Education in the Public Schools\***

**3 Credits**

A study of the structures and curricula of modern Health and Physical Education Programs in the public schools, and the closely related areas of administration of athletics, recreation, and intramurals. **Prerequisites: EDU 230 and PER 231.**

**PER 439: Facilities Equipment Areas in Recreation\***

### **3 Credits**

This course provides various experiences in facilities and equipment management, and areas unique to recreation, including planning, operations, and maintenance.

#### **PER 460: Recreation Internship\***

### **6 Credits**

Emphasis will be placed on supervised leadership assignments in public or private agencies preparing the student with a variety of recreation leadership experiences common to such organizational programs. Experiences will be obtained from local recreation agencies. **Prerequisite: All courses toward the minor must be completed.**

## **PHILOSOPHY**

#### **PHL 131: Introduction to Philosophy**

### **3 Credits**

An introduction to the basic problems in philosophy. Emphasis on representative philosophical sources.

#### **PHL 132: Principles of Ethics**

### **3 Credits**

A course examining some of the major ethical theories of Western philosophy and their relevance to contemporary ethical problems.

#### **PHL 133: Logic\***

### **2 Credits**

Classical and modern analysis of the forms of reasoning, immediate and syllogistic inference, deduction and induction, and foundations of the scientific method. **Prerequisite: PHL 131 and junior standing.**

#### **PHL 331: Critical Thinking and Problem Solving\***

### **3 Credits**

A course designed to assist students in acquiring thinking and problem solving skills as they prepare for standardized tests as well as the problems of life. **Prerequisite: Junior status.**

## **PHYSICAL SCIENCE**

#### **PHY 131: Physical Science**

### **3 Credits**

A survey course introducing various laws and concepts of physical science. Emphasis will be placed on principles of physics, chemistry, meteorology, astronomy, and geology. This course is designed to meet the needs of non-science majors. May not be used as an elective by science majors. Three lectures per week. **This class is unsuitable for STEM majors. Offered: F/S (A)**

#### **PHY 241: Physics I**

### **4 Credits**

The classical physics topics of motion, energy and thermodynamics will be studied through the use of basic problem solving skills, algebra, and laboratory experiences. Three lectures and one laboratory experience per week. **Prerequisite: MAT 140. Offered: F (A)**

#### **PHY 242: Physics II**

#### **4 Credits**

In classical physics, topics of electromagnetism and optics will be studied, and the modern physics topics of relativity, quantum mechanics and the atom will be introduced. Problem solving and laboratory skills will continue to be stressed. Three lectures and one laboratory experience per week. **Prerequisite: Grade of "C" or better in PHY 241. Offered: S (A)**

#### **PHY 251: Modern Physics**

##### **4 Credits**

Major topics covered in this course are relativity, quantum theory of light, particle nature of matter, and an introduction to quantum mechanics, solid state physics, and nuclear physics. Three lectures and one laboratory experience per week. **Prerequisite: PHY 246. Offered: F (O)**

#### **PHY 301: Math Methods of Physics**

##### **3 Credits**

An introduction to advanced techniques of applied mathematics used in Physics and Chemistry, including applied linear algebra, ordinary differential equations, and Laplace's Transforms. **Prerequisite: MAT 240. Offered: S (E)**

#### **PHY 311,312,411,412: Physics Seminars I, II, III, IV\***

##### **1 Credit**

Investigation of a topic of current interest in Physics selected by the students in consultation with a Physics faculty. **Prerequisite: PHY 242, Juniors only.**

#### **PHY 331: Classical Mechanics**

##### **3 Credits**

This course will cover statics and dynamics of particles and rigid bodies, Lagrange's and Hamilton's equations, fluid statistics, and vibrations. **Prerequisites: PHY 242 and PHY 301, or consent of the instructor. Offered: Spring (E)**

#### **PHY 333: Electronics\***

##### **4 Credits**

This course is designed to provide the students with a basic understanding of electronic devices and circuits. The topics covered are DC and AC circuits, diode circuits and semiconductor devices, and amplifiers. Three lectures and one laboratory experience per week. **Prerequisite: PHY 242.**

#### **PHY 335: Thermal Physics**

##### **3 Credits**

The topics covered in this course are the study of equation of the state, the laws of thermo-dynamics, kinetic theory, and statistical mechanics. **Prerequisite: PHY 242. Offered: F (O)**

#### **PHY 345: Electromagnetism**

##### **3 Credits**

The major topics covered in this course are vector analysis, electrostatic and magnetostatic fields, Maxwell's equations, and uniform plane wave propagation. **Prerequisite: PHY 242 and PHY 301. Offered: F (E)**

#### **PHY 435: Optics**

##### **3 Credits**

A course in modern optics covering geometrical, wave and modern optics with application to atomic spectroscopy and lasers. **Prerequisite: PHY 242.**

**PHY 445: Solid State Physics****3 Credits**

An introduction to solid state physics including topics on crystal structures, electron and mechanical waves in crystals, semiconductors, and electric and magnetic properties of solids. **Prerequisite: PHY 331 and 345 or consent of the instructor.**

**PHY 455: Quantum Mechanics****3 Credits**

An introduction to quantum mechanics including topics on wave mechanics, Schrodinger equation and its application for a box, barrier, square well, harmonic oscillator and the hydrogen atom. **Prerequisite: PHY 331 and 345 or consent of the instructor. Offered: S (O)**

## POLITICAL SCIENCE

**PSC 231: American Government\*****3 Credits**

Study of the origins of the American system of government, framing of the constitution, privileges underlying constitutional government, citizenship, civil rights, political institutions, national executive, congressional organizational and functions, and judicial process.

**PSC 232: American City Government\*****3 Credits**

State and local government, role of state in federal system, political institutions, elections, organizations, functions and problems of state government. **Prerequisite: PSC 231.**

## PSYCHOLOGY

**PSY 130: Introduction to Psychology****3 Credits**

The science of behavior as it is used to help the student develop insight into his/her own psychological processes and those of others. Stresses psychological knowledge and procedures applicable in the solution of personal and social problems.

**PSY 131: Educational Psychology****3 Credits**

The study of psychological principles of learning and evaluation of learning from pre-school through high school age. Emphasis is upon developing a model for teaching and the application of theory to the classroom. Attention is given to educational research materials and techniques. **Prerequisite: EDU 230. Offered: S (A)**

**PSY 230: Human Growth and Development****3 Credits**

The physical and psychological growth and development of the human organism with emphasis upon childhood. Explores both principles and characteristics of growth and development in areas such as behavior and language patterns, cognitive growth, and self-concept. **Prerequisite: PSY 131. Offered: F (A)**

**PSY 330: The Exceptional Learner****3 Credits**

A survey course with an overview of the field of special education, including the historical perspective of the field. Emphasis is placed on the characteristics and education of children and growth in each area of exceptionality. **Prerequisite: PSY 131. Offered: F (A)**

## RELIGION

### **REL 130: World Religions**

#### **3 Credits**

This course is designed to acquaint students with the basic tenets, ideologies, and concepts of the major religions of the world. **Offered: F/S (A)**

### **REL 131: Old Testament**

#### **3 Credits**

A study of the books and the theology of the Old Testament. Attention will be given to the origins and development of the Old Testament, including authors, major personalities, and major themes of the books.

**Offered: F/S (A)**

### **REL 132: New Testament**

#### **3 Credits**

An introduction of the New Testament. Includes the origins and development of the books, including authors, dates, personalities, and major themes. **Offered: F/S (A)**

### **REL 231: History of the Black Church**

#### **3 Credits**

A detailed study of the origin, development, and ministry of the Black Church in the United States, including study of the lives and works of outstanding Black Church leaders and theologians. **Offered: F/S (A)**

### **REL 232: The Psychology of Religion**

#### **3 Credits**

An examination of religious experience, its relationship to various aspects of human life, major religious and psychological schools of thought. **Offered: F (E)**

### **REL 233: Christian Ethics**

#### **3 Credits**

An intensive study of the Judeo-Christian ethic and the theological basis of social action with emphasis on the relationship between situations and principles. **Offered: S (E)**

### **REL 234: Church History**

#### **3 Credits**

A study of the history of the Christian Church from the time of Jesus of Nazareth until today. Special attention will be given to historical periods and events in the life of the Church. **Offered: F (E)**

### **REL 310: Seminar in Religion I\***

#### **3 Credits**

An upper-level seminar dealing with special topics to be announced. **Prerequisite: REL 131 and REL 132**

**and/or consent of the instructor.**

**REL 335: Life and Teachings of Jesus**

**3 Credits**

A study of the major events, teachings, and historical background of the life of Jesus of Nazareth.

**Prerequisite:** REL 132. **Offered:** F (O)

**REL 336: African Religious Tradition**

**3 Credits**

A study of traditional African religious practices. **Offered:** F (O)

**REL 410: Seminar in Religion II\***

**3 Credits**

Continuation of Seminar I.

**REL 431: Blacks in the Bible**

**3 Credits**

A study of Africans, early Hebrews, and New Testament characters from the African culture. This course will acquaint students with various characters who descended from the African culture, as well as the contributions these individuals made to the oral/written tradition of the Old and New Testament times.

**Prerequisite:** REL 131 or REL 132 **Offered:** S (E)

**REL 432: Homiletics—From Slavery to the 21<sup>st</sup> Century Pulpit**

**3 Credits**

An intensive study of the Black preaching tradition from slavery to the 21st century. This course is designed to enhance the basic preaching skills and at the same time create an awareness of the uniqueness of Black homiletics. **Prerequisites:** Student must be in the ministry, or consent of instructor; SPC 230. **Offered:** S (E)

**REL 434: Independent Studies in Religion**

**3 Credits**

Directed readings and research project for senior Religion majors. **Prerequisite:** Senior status and consent of the instructor.

## **SOCIOLOGY**

**SOC 131: Introduction to Sociology**

**3 Credits**

This course surveys the major issues sociologists study, including gender and sex roles, socialization, politics, race and ethnicity, crime and drugs, poverty and homelessness, and social class and inequality. Students will consider whether sociological methods, insights, and theories are useful for understanding their lives and communities. **Offered:** F/S (A)

**SOC 132: Social Stratification and Inequality**

**3 Credits**

A critical examination of how people are ranked into various strata, based on their class, status, and/or positions of power; this course focuses on the relationships between social inequality and race, gender, age, and ethnicity. **Prerequisite: SOC 131. Offered: F (A)**

**SOC 136: Social Problems & Change**

**3 Credits**

A critical examination of the major social problems in American society, including the concentration of economic and political power; poverty; prejudice, discrimination, and their multiple manifestations; unequal education; mal-distribution of health care; environmental abuse; militarism and war; and family related problems. **Prerequisite: SOC 131. Offered: S (O)**

**SOC 231: Social Deviance and Control**

**3 Credits**

A study of deviance and social control; this course emphasizes the various types, prevalence, and causes of deviant behavior. Special attention is paid to how deviance is constructed, perceived, and/or explained by moral entrepreneurs and others, and to the relativity of deviance. **Prerequisite: SOC 131. Offered: F (A)**

**SOC 232: Social Psychology**

**3 Credits**

An examination of people's perceptions, attitudes, intentions, behaviors, and how they are formed and shaped by continuous interaction between self and society. Special attention is paid to personality formation; culture and social structure; socialization and learning; social interaction and social influence; small-group dynamics; morality in thought and action; positive social action; aggression, power, leadership and control; and the social psychologies of race, gender, and the internet. **Prerequisite: SOC 131. Offered: F (A)**

**SOC 234: Introduction to Anthropology**

**3 Credits**

With a focus on both social and physical anthropology, this course pays special attention both material and non-material culture; social structure, forms of communication, and relationships with the physical environment. **Prerequisite: SOC 131.**

**SOC 248: Social Organizations**

**3 Credits**

A comprehensive study of organizations, including their forms, structures, characteristics, dynamics or processes, leadership, environments, theories, and inter-organizational relationships, this course examines organizations as rational systems, natural systems, and/or open systems. **Prerequisite: SOC 131. Offered: F (A)**

**SOC 330: Special Topics in Sociology\***

**3 Credits**

This course is an intensive interdisciplinary study of selected current sociological/anthropological issues. A professional written project or paper is required. **Prerequisites: SOC 131, Junior/Senior status or consent of instructor.**

**SOC 331: Feminist Theories and Women's Studies**

**3 Credits**

This class explores the theoretical assumptions undergirding the oppression and subordination of women by



men, and the patriarchal system that men control. **Prerequisite: SOC 131.**

**SOC 338: Race and Ethnicity**

**3 Credits**

An examination of the problems arising from the asymmetric relationships between various races and ethnic groups of the world. Special attention is paid to the problems of racial inequality, prejudice and discrimination, and the social and economic conditions of African Americans and other minority groups in the United States. **Prerequisite: SOC 131 or consent of instructor.**

**SOC 344: The Family**

**3 Credits**

This course focuses on the study of the family and family life cross-culturally and historically. It explores theoretical perspectives on the family, including systems theory, feminism, resource theory, and Marxism. Topics include kinship, gender, courtship, parenting, family violence, and divorce. **Prerequisites: SOC 131 Junior/Senior status or consent of instructor. Offered: S (A)**

**SOC 345: Introduction to Demography and Ecology**

**3 Credits**

A study of population structures and processes (birth, death, migration), and the ecological relationships between populations and their environments, this course pays special attention to basic demographic methods and theories. **Prerequisite: SOC 131.**

**SOC 353: Sociology of the Global System**

**3 Credits**

An analysis of the dynamics of the global corporate world (IMF, World Bank, multinational corporations, etc.) political and economic exchanges, and international relations. **Prerequisites: SOC 131 or Junior/Senior status or instructor consent.**

**SOC 430: Social Research Methods**

**3 Credits** This course surveys quantitative and qualitative research methods, as well as basic and applied approaches, and their individual strengths and weaknesses. Survey design, conceptualization and operationalization are emphasized. **Prerequisites: SOC 131 and MAT 233 or its equivalent. Offered: Fall (A)**

**SOC 432: Social Theory**

**3 Credits**

This course explores contemporary theoretical approaches (functionalism, conflict theory, symbolic interaction, exchange and rational-choice theory, ethno-methodology, phenomenology, modernism and other postmodernist works) within the context of the main ideas of sociology's founding fathers.

**Prerequisites: SOC 131 and SOC 132. Offered: S (A)**

**SOC 436: Social Movements, Conflicts and Change**

**3 Credits**

Interdisciplinary and comparative analyses of the major theories, models, sources, processes, patterns, and consequences of social change, including the major political, economic and social development changes

(including industrialization, deindustrialization, and globalization) taking place in the U.S. and abroad.  
**Prerequisites: SOC 131.**

## SPANISH

### **SPN 131 and SPN 132: Elementary Spanish I and II**

#### **3 Credits**

Study of pronunciation, oral-aural practice. An introduction to Spanish grammar and dictation, translation, conversation, and readings dealing with aspects of Spanish culture. **Offered: F/S (A)**

### **SPN 231 and SPN 232: Intermediate Spanish I and II\***

#### **3 Credits**

A continuation of Spanish SPN 131 and SPN 132. Oral-aural ability acquired in the first year further development. Reading and writing stressed.

### **SPN 331: Spanish Literature\***

#### **3 Credits**

A study of Spanish literature from the beginning of the 18<sup>th</sup> century to the 21<sup>st</sup> century will be discussed and important works of literature in the Spanish Language.

### **SPN 332: Spanish Literature II**

#### **3 Credits**

A rapid survey of all aspects of Spanish and Spanish-American culture and civilization. Historical background, major contributions of the Spanish world in art and literature, and modern customs and conditions.

### **SPN 333: Spanish Composition and Conversation\***

#### **3 Credits**

Conversation and composition develop fluency in the oral usage as well as grammar usage of the Spanish Language.

### **SPN 334: Survey of Spanish Culture**

#### **3 Credits**

This course provides a survey of various aspects of Spanish culture and civilization. Taught in Spanish.

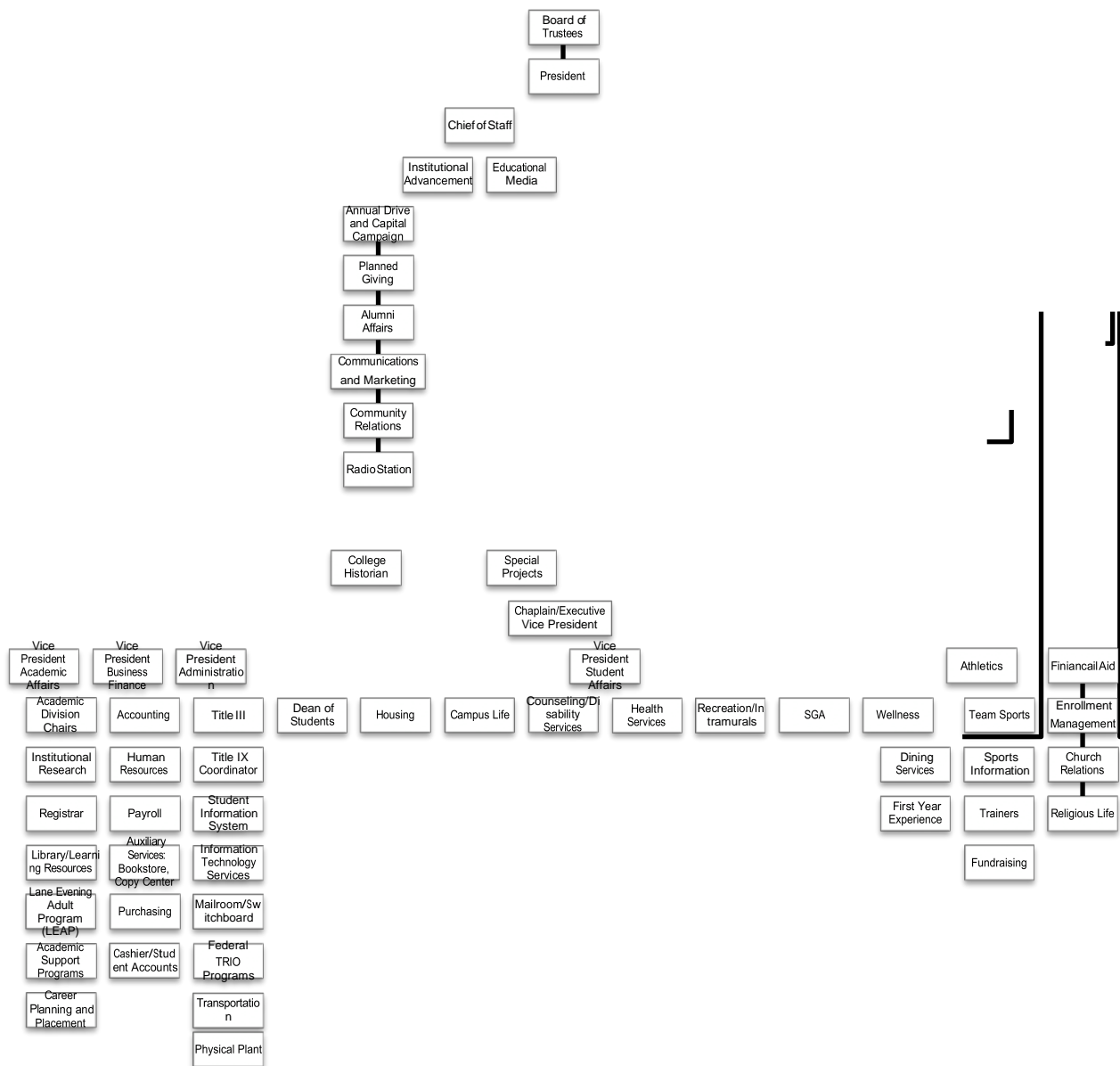
## SPEECH

### **SPC 230: Foundations of Speech**

#### **3 Credits**

The study and practice of basic elements of voice, articulation, pronunciation, and nonverbal communication. Strong emphasis on the preparation and delivery of extemporaneous speeches as well as constructive listening. **Prerequisites: ENG 131. Offered: F/S (A)**

Lane College  
Organizational Chart  
Spring 2018



# **ADMINISTRATION, STAFF AND FACULTY**

## **OFFICE OF THE PRESIDENT DR. LOGAN HAMPTON, PRESIDENT**

**Hampton, Logan C.** (2014) B.S., M.A., Ed. D., President  
**Samuels, Darlette Carver** (1994) B.A., Chief of Staff  
**Haley, Chico** (2009) B.S., Lab Tech/Multi Media Coordinator

## **ACADEMIC AFFAIRS DR. MICHELLE CURTAIN STEWART, VICE PRESIDENT**

**Abraham, Neivine Michael** (2001) B.S., Library Assistant  
**Blackmon, Terry** (2003) B.A., Registrar  
**Douglas, Kelvin** (2010) B.S., M.D., Math Lab Coordinator  
**Ellis, Ashley** (2013) B.A., M.B.A., Administrative Assistant  
**Jelks, Brittany** (2016) B.A., Assistant Registrar  
**Lebby, Kimberly** (2018) B.S., M.S., Ph.D., Director of Institutional Research  
**McGoughy, Wilisha** (2016) B.S., M.B.A., Associate Registrar  
**Perry, Eric** (2017) B.A., Assessment & Blackboard Coordinator  
**Phillips, Jason** (2015) B.A., M.A., Writing Lab Coordinator  
**Richardson, Melinda** (2007) B.A., M.S. Coordinator, Academic Services/ Veterans Affairs/ SEVIS PDSO  
**Rogers, Deborah J.** (2017) B.S., M.A., Ph.D., Director of Lane Institute  
**Stewart, Michelle Curtain** (2007) B.A., M.A., Ed. D., Vice President for Academic Affairs/Associate Professor of Sociology  
**Wang, Lan** (2001) B.A., M.S.L.S., Librarian

## **ADMINISTRATION MRS. SHERRILL BERRY SCOTT, VICE PRESIDENT**

**Bates, Steven** (2010), Physical Plant Staff  
**Cathey, Donna** (2015), B.S., Switchboard/Mail Room Staff  
**Chapman, Peirria** (2008), Physical Plant Staff  
**Chavis, Mack D.** (2017) B.S., Director of Physical Plant  
**Currie, Sharon** (2007) A.S., B.S., Administrative Assistant to Administration  
**Douglas, Elgenor** (1993) B.A., Computer Services Technician  
**Manuel, Theresa** (2015), Switchboard/Mail Room Staff  
**Mitchell III, Earnest** (1996) B.S., Associate Vice President for Information Technology  
**Scott, Sherrill Berry** (1976) B.S., M.B.A., Vice President for Administration/Title III Administrator  
**Transou, Steven** (2010), Physical Plant Staff

## **BUSINESS AND FINANCE MR. DARRYL MCGEE, VICE PRESIDENT**

**Anderson, Regina** (1998) B.A., Assistant Director of Financial Aid

**Clark, Melissa** (2012) B.S., M.B.A., Accounting Assistant  
**Love, Paula** (2001) B.B.A., M.B.A., Controller/Associate Chief Accountant/Budget Officer  
**McDougal, Tammy** (1993) B.S., M.B.A., Payroll & Purchasing Administration  
**Mebane, Tracey** (2014) Benefits Specialist  
**Ray, Shelia** (2013) B.S., M.B.A., MHSA, Financial Aid Assistant

## **STUDENT AFFAIRS**

### **MR. DARRYL MCGEE, VICE PRESIDENT**

**Anderson, Kimberly** (2015) Head Women's Basketball Coach  
**Ballard, Leslie** (2014) Assistant Softball Coach/Academic Coordinator  
**Basemore, Bryanth** (2011) B.A. Head Men's Basketball Coach/Head Cross Country Coach  
**Bates, John** (2016) Head Baseball Coach  
**Bell, Kevin** (2015) Wide Receivers Coach/Head Track Coach  
**Brown, Dominique** (2014) B.A. Head Athletic Trainer  
**Burroughs, Derrick** (2014) B.A. Director of Athletics/Head Football Coach  
**Clark, Deondri** (2014) Defensive Line Coach  
**Freeman, McKindra** (2017) B.A., MDV, Director, Office of First-Year  
**Giles, Quentin** (2015) B.S., B.S., Assistant Director of Campus Life  
**Gipson, Macklin** (2015) B.S., M.A., Assistant Dean of Students/ Director of Housing  
**Graves, William** (2006) B.S., Minister of Music  
**Howard, Reggie** (2014) Defensive Backs Coach  
**Ogden, Roger** (2008) B.S., M.B.A., Sports Information Director/Head Softball Coach  
**Scott, Ian** (2004) B.S., M.B.A., Director of Athletic Compliance  
**Smith, Fisher** (2007) B.S., Associate Director of Wellness

## **INSTITUTIONAL ADVANCEMENT**

### **MRS. DARLETTE CARVER SAMUELS, VICE PRESIDENT**

**Laster, Braylin** (2017) B.S., Interim Director of Alumni Affairs  
**Peoples, Lisa** (2016) B.S., Director of Annual Fund  
**Samuels, Darlette Carver** (1994) B.A., M.S., Vice President for Institutional Advancement

## **COLLEGE FACULTY**

**Blackmon, Terry W.** (2003) *Registrar*; B.A., Georgetown University  
**Wang, Lan** (2001) *Librarian*; B.A., Hunan Normal University, China; M.S.L.I.S., Simmons College

## **TEACHING FACULTY**

**Abdi, Idris** (2007) *Assistant Professor of Biology*; B.S., Morehead State University; M.S., Tuskegee University; Ph.D., Alabama A & M University  
**Adedokun, Tade** (2002) *Associate Professor of Biology*; B.A.; Malone College; M.A., Ph.D., The Ohio State University  
**Anyanwu, Bede** (2002) *Assistant Professor of Criminal Justice*; B.A., M.A., University of Central Oklahoma; J.D., Michigan State University; Ed. D., Oklahoma State University  
**Appiah-Tutu Osei, Christopher** (2003) *Assistant Professor of English*; B.A., University of Ghana; M.A., Ph.D., University of Connecticut  
**Bailey, Lilieth L.** (2010) *Assistant Professor of English*; B.A., Georgia State University; M.A., Southern

Polytechnic State University; D.A., Clark Atlanta University

**Bond, Susan** (2010) *Associate Professor of Religion*; B.A., Purdue University; M. Div. Christian Theological Seminary; M.A., Ph.D., Vanderbilt University

**Brooks, Samone Polk** (2000) *Instructor of English*; B.A., Fisk University; M.Ed., University of Minnesota; Further study: University of West Georgia

**Carter, Nathaniel** (1974) *Associate Professor of Religion*; B.A. Lane College; M. Div., Phillips School of Theology; M.A., Fisk University

**Chachere, Karen** (2010) *Associate Professor of English*; B.S. University of Wisconsin; M.A. Chicago State University; Ph.D. Illinois State University

**Chukwuma, Godwin** (2009) *Associate Professor of Sociology*; B.S., M.S., Alabama A&M University; Ph.D., Mississippi State University

**Coleman, Daryll** (2011) *Assistant Professor of Religion*; B.A. Haverford College; M.T.S., Southern Methodist University

**Das, Tirthanath** (2013) *Assistant Professor of Physics*; B.A., Delhi University; M.S., Delhi University; M.S., Southern Illinois University Carbondale; Ph.D., Southern Illinois University Carbondale

**Drew, Maxwell** (2013) *Assistant Professor of Computer Science*; B.S.E., University of Florida; M.A.T., University of Florida; Ph.D., Texas A&M University

**Farrakhan-Gooch, Aminah** (2017) *Assistant Professor of Chemistry*; B.A., Rust College; Ph.D., Jackson State University

**Gaber, Farag** (2005) *Assistant Professor of Chemistry*; B.S., El-Fateh University, Libya; M.S., University of Missouri-Columbia; M.S., Mississippi State University

**Gaye, Matar** (2005) *Assistant Professor of French*; B.S., Cheick A. Diop National University of Sénégal at Dakar; M.A., Ph.D., University of Louisiana at Lafayette

**Giberson, Louis** (2011) *Assistant Professor*; A.A., Lewis and Clark Community College; B.A., Greenville College; M.F.A. Memphis College of Art

**Gray, Andrew** (2015) *Instructor of English*; B.A. Union University; M.F.A. University of Montana

**Hicks, Clarice N.** (2010) *Instructor of History*; B.A. Lane College; M.A., Southern University and A&M College

**Hyman, Sundjata** (2017) *Associate Professor of Sociology (with secondary appointment in Economics)*; B.A., Morgan State University; M.Sc., University of Notre Dame; Ph.D., Morgan State University

**Jackson, Carleen Payne** (2008) *Assistant Professor of History/Division Chair of Business and Social and Behavioral Sciences*; B.A., Stillman College; M.A., New York University; Ph.D., University of the West Indies, Mona, Jamaica. Further study: Auburn University

**Jeong, Ki Tai** (2005) *Assistant Professor of Computer Science*; B.S., Dankook University, Seoul, Korea; M.S., Ph.D., University of North Texas

**Jones, Andrew** (2012) *Assistant Professor of Business*; B.S., University of Tennessee at Martin; M.B.A., Harvard University

**Jones, Candace** (2016) *Assistant Professor of Biology*; B.S., Tennessee State University; Ph. D., Meharry Medical College

**Jones, Clarence** (2011) *Assistant Professor of Management/Business Communication*; B.A., Tougaloo College; M.S., Belhaven University

**Kahanda, Galathara** (2009) *Assistant Professor of Computer Science*; B.S., University of Paradeniya, Sri Lanka; M.S., Brooklyn College of the City University of New York; M.Phil.; Ph.D., Graduate Center of the City University of New York

**Maust, John** (2017) *Instructor of Spanish*; B.A., The University of New Orleans; M.A., The University of New Orleans

**Mbughuni, Azaria** (2015) *Assistant Professor of History*; Ph. D., Howard University

**McMurtrey, Danya** (2010) *Assistant Professor of English*; B.A., Louisiana State University; M.A., Tennessee State University

**Miller, Samuel** (2016) *Assistant Professor of Mass Communication*; B.A., Slippery Rock University; M.A., Georgia State University; Ph. D., University of North Dakota

**Mputubwele, Makim** (1999) *Associate Professor of English*; B.A., Université Nationale du Zaïre; M.A., Indiana University; Ph.D., Purdue University

**O’Kere, Harold** (2010) *Assistant Professor of Accounting*; B.S., M.B.A., University of Central Oklahoma; D.B.A., Argosy University

**Owens, Cassandra** (2008) *Instructor of Religion*; B.S., Clark-Atlanta University; M. Div.,



Interdenominational Theological Center; Further study: Interdenominational Theological Center

**Perry, Barbara** (2010) *Assistant Professor of Speech*; B.S., University of Mary; M.A., Ph.D., University of North Dakota

**Peters, Pamela** (2011) *Instructor of Mass Communication*; B.A., M.A., Pittsburg State University

**Pogge, James** (2010) *Assistant Professor of Mathematics*; B.S., The University of Iowa; M.S., Northern Illinois University; Ph.D., The University of Illinois at Urbana-Champaign

**Rainbow, Alexis** (2017) *Assistant Professor of Music and Choir Director*; B.M., Oberlin Conservatory; M.Mus., Cleveland Institute of Music at Case Western Reserve University

**Ramawy, Sandra** (2011) *Assistant Professor of Music*; B.M., Boston Conservatory of Music; M.M., D.M.A., University of Texas at Austin

**Rookstool, William** (2012) *Assistant Professor of Sociology*; B.A., Concord University; M.A., Marshall University; ABD, Walden University

**Shabayek, Abdel Khalik** (2007) *Professor of Business*; B.S., Ain Shams University, Cairo, Egypt; M.S., Cleveland State University; M.B.A., University of Hartford; Ph.D., The Ohio State University

**Sklensky, Diane** (2010) *Assistant Professor of Biology*; B.A., University of California at Berkeley; Ph.D., Cornell University

**Smith, Cozbia** (2014) *Assistant Professor of Music/Band Director*; B.S., Tennessee State University; M.Ed., Tennessee State University; M.A.T., Marygrove College; Ed. D., University of Mississippi

**Song, Yan** (2017) *Assistant Professor of Physical Education*; B.P.E., Shanghai University of Sport; M.P.E., Shanghai University of Sport; D.P.E., West Virginia University

**Stewart, Michelle Curtain** (2007) *Associate Professor of Sociology/Vice-President of Academic Affairs*; B.A., Alcorn State University; M.A., Ed.D., Indiana University

**Theus, Linda** (2010) *Assistant Professor of Information Technology*; B.S., Lane College; M.Ed., Memphis State University. Ed. D., University of Memphis

**Tillman, Gregory** (2015) *Assistant Professor of English*; B.A. Morehouse College; M.Ed. Southern University & A&M College; Ph.D. The Florida State University

**Ude, Mba** (2008) *Assistant Professor of Chemistry*; B.S., M.S., University of Nigeria–Nsukka; M.S., London Metropolitan University, London, United Kingdom; Ph.D., University of London, London, United Kingdom

**Van Stry, Melanie** (2011) *Assistant Professor of Biology*; B.S., Boston College; M.A., Ph.D., Boston University

**Vetterlein, David** (2011) *Assistant Professor of Mathematics*; B.S., M.S., Brigham Young University; M.A., University of Pittsburgh

**Wade, Anne** (2010) *Assistant Professor of Spanish*; B.A., Vanderbilt University; M.A., Middlebury College

**Waller, Cell** (2017) *Assistant Professor of Education*; BBA, Christian Brothers University; M.A. Ed, Union University; Ed.S., Union University; Ed.D., Union University

**Wolff, Nicholas** (2010) *Assistant Professor of Physics*; M.S., Ph.D., The University of Illinois at Urbana-Champaign

**Wu, Junhua** (2010) *Associate Professor of Mathematics*; M.S., Ph.D., University of Delaware



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