

An Equal Opportunity Institution  
of Higher Learning of the  
Tennessee Board of Regents

Jackson State Community College is accredited by the Southern Association of Colleges  
and Schools Commission on Colleges to award degrees at the associate level.  
Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097,  
or call 404-679-4500 for questions about the accreditation of Jackson State Community College.

Jackson State Community College began its educational  
operation on September 27, 1967.

# **2019-2020 College Catalog And Student Handbook**

**2046 North Parkway, Jackson, TN 38301-3797**

**Telephone: (731) 424-3520**

**1-800-355-5722**

**[www.jscc.edu](http://www.jscc.edu)**

Jackson State Community College does not discriminate against students, employees, or applicants for admissions or employment on the basis of race, color, religion, creed, national origin, sex, veteran, genetic information, or any other legally protected class with respect to all employment programs and activities sponsored by JSCC. The following office has been designated to handle inquiries regarding non-discrimination policies:

Human Resources, 2046 North Parkway, Jackson TN 38301, (731) 424-3520.

#AA19-7508

# Table of Contents

**How to Use this Catalog**  
 Sections of the Catalog .....3

**Where We Are**  
 Campus Map .....4

**What We Look Like**  
 Buildings and Facilities .....5

**When Things Happen**  
 Academic Calendar .....6

**What We Stand For**  
 Core Values and Beliefs.....7  
 Mission and Vision Statement.....7  
 Accreditation.....7  
 Governance .....7  
 General Information / Public Information.....7

**Who We Work With**  
 Jackson State’s Partnerships..... 10

**What Is Required**  
 Student Responsibilities ..... 11  
 Admission Information..... 11  
 Learning Support Program ..... 15  
 Tuition and Fees ..... 17  
 Academic Information..... 20

**How We Help You**  
 Financial Aid..... 28  
 Scholarships ..... 28  
 Federal and State Aid..... 31  
 Student Services ..... 34

**What We Offer**  
 General Education ..... 38  
 Programs of Study ..... 39  
 Planning a Program of Study ..... 40  
 Transfer Programs ..... 43  
 Professional and Technical Programs ..... 112  
 Technical Certificates ..... 156  
 Workforce Development..... 162

**What You Can Expect**  
 Course Descriptions ..... 164

**Who We Are**  
 Administration, Faculty, and Staff ..... 200  
 Governing Board and Advisory Groups ..... 205

**Student Handbook**  
 Guidelines for Students ..... 210

**Application**  
 Application form..... last page

## For Assistance

Inquiries will receive prompt attention if directed to the appropriate office.

Inquiries about	Office	Phone
Admission	Admissions/Records	425-8844
Financial Aid Scholarships and Loans	Financial Aid	425-2605
Non-Credit Courses	Community Education	425-2627
Transcripts	Admissions/Records	425-2654
Veterans Support	Veterans Services	425-2618
Tuition and Fees	Business Services	425-2603

### Jackson State Community College

2046 North Parkway  
 Jackson, Tennessee 38301-3797

[www.jssc.edu](http://www.jssc.edu)

Toll Free: 1-800-355-JSCC (5722)



# How To Use This Catalog

This catalog has been prepared for students as a guide to the current policies, procedures, and academic curricula of the college. Every effort has been made to print the most current and correct information. However, every student **MUST** check with his/her advisor to verify the correct requirements for graduation. The college will not be responsible for misprints or incorrect information regarding program requirements.

This catalog is set up in sections. Listed below is an outline of the catalog.

**Location map** is on page 4.

**The academic calendar** is on page 6. A student is responsible for knowing and complying with the dates listed in the academic calendar.

**The college's mission statement** is on page 7.

**General information** on the college's history, policy statement, accreditation, and EEOC information is in the first section.

**Admission information.** This section details all admission requirements and policies of the college by categories. This section also lists programs that have additional admission requirements. Fees and expenses are listed here also. Included are registration and tuition fees and any other miscellaneous fees that may be applied.

**Student services information** can be found under "How We Help You." This section details general regulations and services that are provided for students. This section also includes financial aid and veterans affairs information.

**The academic policies and procedures** section details information relating to the grading policies, academic retention standards, and general academic policies relating to students.

**Academic programs.** This section first gives some general information concerning a program of study followed by the academic programs that Jackson State offers. Graduation policy requirements are listed next, followed by each program description. Each program includes curriculum requirements. In alphabetical order, the college/university transfer majors are listed first, then the two-year professional and technical majors, and the technical certificates of credit are listed last.

When you have selected the course of study for your academic program you will find details about the individual courses listed alphabetically by course letters. (e.g. ACCT, ENGL etc.) under the section entitled "What You Can Expect."

The programs and services of Jackson State's Division of Community Education are located in the last part of this section.

**The course description** section follows next in "What You Can Expect." This section lists, in alphabetical order, all courses that are offered by the college with a brief description of each course. This information also includes prerequisites or co-requisites that a course may require.

**The administration, faculty, and staff** section is the next to last section of the catalog. The Tennessee Board of Regents' board members are listed as well as community advisory committees.

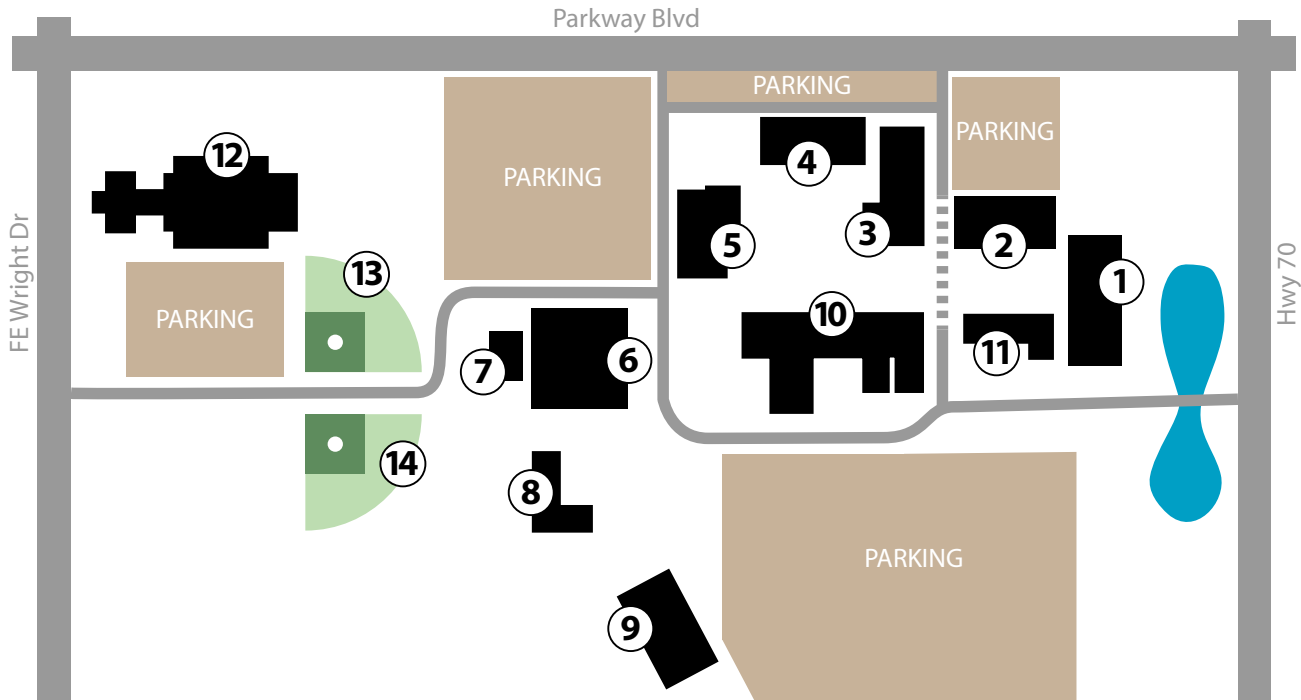
**The Student Handbook** is the last section. This handbook is a valuable guide for students who attend Jackson State. It offers general information about services and expectations for the student community.



# Where We Are Located

[Back to TOC](#)

the College



① **The Jim and Janet Ayers Center for Health Sciences**

② **The Jim Moss Center for Nursing**

③ **Student Center**

- Admissions and Records
- Registration Center
- Bookstore
- Counseling
- Financial Aid
- Security

④ **F.E. Wright Administration Building**

- President
- Academic Affairs
- Business Office
- Financial and Administrative Affairs
- Human Resources

⑤ **Library**

⑥ **Gymnasium and Music**

⑦ **Art Building**

⑧ **Maintenance and Operations**

⑨ **Future Physical Plant**

⑩ **Walter L. Nelms Classroom Building**

⑪ **Science Building**

⑫ **McWherter Center**

- Ayers Auditorium
- Kisber Board Room

⑬ **Jack Martin Baseball Field**

⑭ **Jim Swope Softball Field**



**Humboldt Higher Education Center:**

1751 Main St., Humboldt, TN 38343  
731-784-7226



**Lexington-Henderson Co. Center:**

932 E. Church St., Lexington, TN 38351  
731-968-5722



**Savannah-Hardin Co. Center:**

840 South Pickwick St., Savannah, TN 38372  
731-925-5722

# What We Look Like

## Buildings And Facilities

Jackson State occupies a 97 acre main campus located in Jackson, Tennessee and maintains three college centers, in Humboldt, Lexington, and Savannah, Tennessee. The main campus contains 80 acres of open land with wooded areas, a pond, performance area, and walkways.

**The F. E. Wright Administration Building**, named after the first president (1967-1976) of Jackson State and located on the Jackson campus, houses the office of the president, the office of the vice president of academic affairs, and the vice president of finance and administration. Additionally the administration building houses the college's business, human resources, institutional research and accountability, internal auditor, information specialist help desk, and purchasing offices.

**The Student Center** is a multi-purpose facility that provides services for the college community. It houses many offices, including admissions and records, financial aid, high school initiatives and recruitment, veterans affairs, advising, job placement, student activities, the Student Government Association (SGA), campus security, counseling and career services and the disability resource center. Other amenities include the bookstore and cafe. The hub of the Student Center, the Commons, offers a convenient area in which social, cultural, educational and recreational activities and events are held throughout the year. Wireless internet connectivity is available for currently enrolled student use.

**The Science Building** contains the departments of chemistry, physics, and biology as well as faculty offices and classrooms. Chemistry, biology, and physics laboratories, and the Frank Dodson Science Auditorium, a large multimedia lecture hall, support the extensive natural sciences and mathematics offerings at Jackson State.

**The Walter L. Nelms Classroom Building** is named after the second president (1976-1997) of Jackson State. This building serves as the instructional center for most of the courses in Arts and Sciences and Allied Health. The Math Lab is located on the first floor of this building. The print shop, institutional advancement, communications, and the office of information technology also are housed in this facility.

**The Library** is an information center for the college and the community. It also serves as a study area for those on campus.

**The Writing Center**, located within the Library, is the place for you to find help with all of your writing projects.

**The Academic Assistance Center (AAC)** is on the second floor of the library building. In addition to self-study and supplementary course materials, there is an open computer lab for student use.

**The Frances T. Edmonson Registration Center** is located in the Student Center Building. The center is open to all students during open registration periods prior to each semester. Refer to the academic calendar for dates and times of open registration.

**The Jim Moss Center for Nursing**, named after the former CEO of West Tennessee Healthcare, provides over 35,000 square feet of space for classrooms, labs, conferences, student gatherings, and even a suite of rooms designed to replicate a hospital ward. It houses state-of-the-art technology for multimedia presentations and teleconferencing, as well as patient care equipment, much of which is exactly the same as that used in area hospitals, providing students with "work-ready" skill preparation.

**The Jim and Janet Ayers Center for Health Sciences** provides over 40,000 square feet of space for classrooms, labs, and conferences. Large common areas are available for students to gather and study or to simply relax and enjoy the scenic views of the campus. Opened in the spring of 2017, the building provides state-of-the-art technology and facilities for all of the health science programs of the college.

**The Ned R. McWherter Center for Advanced Industrial Technologies**, named after a former governor of the state of Tennessee, provides facilities for Jackson State's technology programs that include electronics, industrial technology, business and computer information systems technology. The center contains computer laboratories and specialized laboratories in electronics, fabrication, quality assurance, machining and metal forming. The offices of Business, Industry, and Workforce Development also are located in the McWherter Center.

**The Gym and Music Building** provides a gymnasium for physical education activity classes, a fitness center for student and staff use, classrooms, studio, and individual practice rooms for music students.

**The Art Building** has art studios for student art classes.

**The Maintenance and Operations Building** provides the workspace for various maintenance support activities including the motor pool, and central receiving for the college.

**The Humboldt, Lexington and Savannah Centers** are contained in academic buildings located in their respective city-county locations. These facilities each contain computer laboratories, a science laboratory, and regular classrooms. Each has a library and learning resource area, testing facilities, faculty offices and an administrative office. Each provide admission, registration, financial aid, and counseling and advising as part of their student support resources. Each center has a schedule of courses designed to meet the needs of their respective service areas.

# When Things Happen

[Back to TOC](#)

## Academic Calendar

### Fall 2019 Semester

Aug 1	Open Registration Continues
Aug 14	Last day to Confirm Early Registration and Pay Fees
Aug 19-23	Faculty/Staff In-Service
Aug 25	Last Day to Receive 100% Refund Full & 1st 7 Term
Aug 26	Regular and 1st Session 7 Week Classes Begin
Aug 28	Last day of Registration – Full Term
Aug. 31	Last Day for 75% Refund-1st Session 7 Week Classes
Sep 2	Labor Day Holiday – College Closed*
Sep 6	Last Day for 25% Refund-1st Session 7 Week Classes
Sep 8	Last Day to Receive 75% Refund – Full Term
Sep 21	Last Day to Receive 25% Refund – Full Term
Sep 27	Last Day to Drop a 1st Session 7 Week Class
Oct 11	End 1st Session 7 Week Classes
Oct 12-15	Mid-Term Break
Oct 15	Last day for 100% Refund-2nd Session Classes
Oct 16	Begin 2nd Session 7 Week Classes
Oct 22	Last day for 75% Refund-2nd Session 7 Week Classes
Oct 29	Last day for 25% Refund-2nd Session 7 Week Classes
Nov 1	Last Day to Drop a Class or Withdraw From College
Nov. 4 - 8	ANCHOR Week
Nov 4	Priority Registration for Spring Begins for Current and Returning Students
Nov 19	Last Day to Drop a 2nd Session 7 Week Class
Nov 27	Thanksgiving Break – No Classes
Nov 28-30	Thanksgiving Break – College Closed*
Dec. 2	Open Registration for Spring Begins
Dec 4	Final Day of Classes
Dec 5-11	Final Exams
Dec 11	Last Day to File Graduation Proposals for Fall
Dec 13	Final Grades for Fall Due
Dec 24 – 31	Holidays/Winter Break – College Closed*

### Winter Term (connected as part of Spring Semester)

Dec 15	Last day to Receive 100% refund-Winter Term
Dec 16	Winter Term begins
Dec 18	Last day to Receive 75% refund-Winter Term
Dec 22	Last day to Receive 25% refund-Winter Term
Jan 1	Last Day to Drop Winter Term Class
Jan 10	Winter Term ends

### Spring 2020 Semester

Jan 1	Holiday-College Closed*
Jan 2	Open Registration for Spring Semester Continues
Jan 8	Last day to Confirm Early Registration and Pay Fees
Jan 13-17	Faculty/Staff In-Service
Jan 20	Martin Luther King Holiday – College Closed*
Jan 20	Last Day to Receive 100% Refund Full & 1st 7 Term
Jan 21	Regular and First 7 Week Classes Begin
Jan 23	Last day of Open Registration – Full Term
Jan 26	Last Day for 75% Refund-1st Session 7 Week Classes
Feb. 1	Last Day for 25% Refund-1st Session 7 Week Classes
Feb. 3	Last Day to Receive 75% Refund-Full Term
Feb 16	Last Day to Receive a 25% Refund – Full Term
Feb 21	Last Day to Drop a 1st Session 7 Week Class
Mar 6	Last Day to File Graduation Proposals in Order for Name to be Published in Graduation Program (Proposals will be accepted until end of semester)
Mar 6	End First 7 Week Classes
Mar 9-15	Mid-Term Break

Mar 15	Last Day for 100% Refund-2nd Session Classes
Mar 16	Begin 2nd 7 Week Classes
Mar 22	Last Day for 75% Refund-2nd Session 7 Week Classes
Mar 28	Last Day for 25% Refund-2nd Session 7 Week Classes
Mar 31	Last Day to Drop a Course or Withdraw from College
Apr 6-10	ANCHOR Advising Week
Apr 6	Priority Registration for Summer/Fall Begins for Current and Returning Students
Apr 16	Last Day to Drop a 2nd Session 7 Week Class
April 20	Open Registration for Summer for All Students
May 1	Final Day of Classes
May 2-7	Final Exams
May 8	Final Grade for Spring Due
May 9	Graduation

### Maymester (connected as part of Summer Semester)

May 10	Last day to Receive 100% refund-Maymester Term
May 11	Maymester Term begins
May 12	Last day to Receive 75% refund-Maymester Term
May 15	Last day to Receive 25% refund-Maymester Term
May 21	Last Day to Drop Maymester Term Class
May 25	Memorial Day Holiday – College Closed*
May 29	Maymester Term ends

### Summer Semester 2020 – 1st Session

May 20	Last day to Confirm Early Registration and Pay Fees
May 25	Memorial Day Holiday – College Closed*
May 31	Last Day to Receive 100% Refund
June 1	Last day of Open Registration – 1st Session
June 1	Classes Begin and Open Registration for Fall
June 4	Last Day to Receive 75% Refund – 1st Session
June 8	Last Day to Receive 25% Refund – 1st Session
June 22	Last Day to Drop a Course or Withdraw - 1st Session
July 2	Final Exams End
July 3	Independence Day Holiday – College Closed*
July 6	Final Grades for 1st Summer Session Due

### Summer 2020 – 2nd Session

July 5	Last Day to Receive 100% Refund
July 6	Classes Begin
July 6	Last day of Open Registration – 2nd Session*
July 9	Last Day to Receive 75% Refund – 2nd Session
July 13	Last Day to Receive 25% Refund – 2nd Session
July 28	Last Day to Drop a Course or Withdraw- 2nd Session
Aug 7	Final Exams End
Aug 10	Final Grades for 2nd Summer Session Due

### Summer 2020 – 10 Week Session

May 31	Last Day to Receive 100% Refund
June 1	Last day of Open Registration – Full Session
June 1	Classes Begin and Open Registration for Fall
June 10	Last Day to Receive 75 % Refund – 10 Week Session
June 19	Last Day to Receive 25% Refund – 10 Week Session
July 13	Last Day to Drop or Withdraw 10 Week Session
Aug 6-7	Final Exams End
Aug 7	Last Day to File Graduation Proposals for Summer
Aug 10	Final Grades for Summer Due

\*The college will be closed on these dates however you can access the WEB. For information regarding TNeCampus dates, please check the JSCC web site: [www.jscc.edu](http://www.jscc.edu)

# What We Stand For

## Mission

Jackson State Community College provides accessible learning opportunities that enhance the lives of individuals, strengthen the workforce, and empower our diverse communities by offering traditional and contemporary associate degrees, certificates, continuing education and enrichment, and college-readiness programs.

To fulfill the mission, JSCC offers:

- Associate degree programs and courses (Associate of Arts and Associate of Science) designed for students to complete the first two years of a bachelor's degree and to seamlessly transfer to a four-year university or college
- Associate degree and certificate programs (Associate of Applied Science and Technical Certificates) to prepare students for entry-level employment in business, industry, or healthcare.
- Lifetime learning programs and courses for students who want to continue their education, improve educational skills, or enhance personal growth.
- Workforce development programs and courses for businesses and industries to improve employee skills and promote economic development in communities served by the College.
- Academic and student support services to assist students in identification of paths for achievement of personal, academic, and career goals and to enhance the success of students in their chosen field of study.
- Fiscal and administrative services and a physical environment including integration of state-of-the-art technology in teaching and learning, educational support, and administrative services that are conducive to student learning.

## Vision

JSCC will be recognized as the affordable leader in our service area for providing postsecondary education that emphasizes academic excellence, student success, and community and workforce development.

## Core Values and Beliefs

**INTEGRITY:** We value unconditional integrity based on fairness, honesty, and the pursuit of truth.

**SERVICE:** We value service to the student in the areas of academic, personal, and professional development and leadership in the community through the stimulation of economic growth and quality of life.

**EXCELLENCE:** We strive for high quality and effectiveness in education, communication, and leadership while accepting responsibility and accountability in all our endeavors.

**EDUCATION:** We value higher education as the key to a better quality of life. Jackson State is the foundation. We value learning and the continuous pursuit of knowledge. To this end, we provide a learner-centered, affordable opportunity to our students and community.

**WE BELIEVE IN PEOPLE:** We are committed to building and maintaining quality relationships among our faculty, staff, students, and the communities we serve. Teamwork and mutual respect are powerful forces.

**WE BELIEVE IN SUCCESS:** We strive to provide the tools and the expertise to educate the whole student in order that each may reach his/her fullest potential.

**WE BELIEVE IN INNOVATION:** We are committed to positive change while continuing to honor and safeguard our institutional history.

**WE BELIEVE IN LEADERSHIP:** We are committed to assuming leadership roles in our greater community as well as on our campus, while accepting the responsibilities and accountability expected of leaders. We strive to enable our students to become the leaders of tomorrow.

**ACCREDITATION:** Jackson State is accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4500 to award the Level I Associate Degree. Inquiries to the Commission should regard only accreditation status. Career programs in the Health Sciences are accredited by agencies recognized by the U.S. Department of Education.

**GOVERNANCE:** Jackson State Community College is a public, nonresidential institution of higher education governed by the Tennessee Board of Regents of the State University and Community College System of Tennessee.

**SERVICE AREA:** Jackson State's physical community consists of a 14 County service area in predominantly rural West Tennessee. Through locally-developed online courses, and off campus centers in Humboldt, Lexington, and Savannah, the College also serves students from across the state of Tennessee as well as from many other states and some foreign countries.

## General Information

**History:** In 1963, the Tennessee General Assembly responded to recommendations made in the Pierce-Albright Report by establishing a group of state community colleges. Jackson State was selected as the first such institution in West Tennessee.

Dr. F.E. Wright was appointed the first president of Jackson State on March 15, 1967, and served the institution with distinction until his death on May 15, 1976. Dr. Walter Nelms assumed the presidency in July of 1976 and led the college toward continued progress until his retirement in June of 1997. In July of 1997, Dr. Charlie D. Roberts, Jr., became Jackson State's third president and continued the journey to bring greater opportunities to the people of West Tennessee until his retirement in February of 2004. In February 2004, Dr. Bruce Blanding began his tenure to lead Jackson State to a greater fulfillment of its vision to serve as the community's college until his retirement in 2016. Dr. Allana Hamilton was appointed as the fifth president of the college in January, 2017.

Jackson State has continuously enrolled students since September 29, 1967. The fall semester of 2017 will commemorate the college's 50th anniversary.

**Catalog Policy Statement:** The course offerings and requirements of the institution are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

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

The College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and his or her application of appropriate study techniques to any course or program. Thus, Jackson State must necessarily limit representation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

## Public Information:

All college news should be channeled through the Communications Office, (731) 425-2652 or [pr@jscc.edu](mailto:pr@jscc.edu). Students, faculty, and administrative staff members are encouraged to use the service for promotion of campus events.

## Equal Employment Opportunity and Affirmative Action

It is the intent of Jackson State to comply fully with all parts of Executive Order 11246 dated September 24, 1965, any executive order amending such order, and any other executive order superseding such order. It also is the intent of the college to comply with Title VI of the Civil Rights Act of 1964 as amended, and Title IX of the Education Amendments of 1972. It is the policy of the administration of Jackson State that all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment will be made without discrimination on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a protected veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. The college administers affirmative action

to assure that applicants are employed and treated during employment without regard to the factors listed previously. Organizational structures and monitoring systems are established and assure effective operation of the affirmative action program, achievement of its goals, and modification of the plan as appropriate to those ends.

## Title VI

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a protected veteran, genetic information, and any other category protected by federal or state civil rights law under any program or activity receiving federal financial assistance. Inquiries or complaints related to Title VI should be referred to the Director of Human Resources and Affirmative Action, room 125 Administration Building, (731) 425-2643.

## Title IX

Jackson State does not discriminate on the basis of sex, sexual orientation, or gender identity/expression in its education programs or operations, including employment therein and the admission of students thereto. Jackson State is required by Title IX of the Education Amendments of 1972, and regulations issued pursuant thereto (45 C. F. R., Part 86 and by Section 799A and 845 of the Public Health Service Act, and regulations issued pursuant thereto), not to discriminate in such manner. Inquiries concerning the application of the acts and regulations of Jackson State may be referred to the Director of Human Resources and Affirmative Action, room 125, Administration Building, (731) 425-2643.

## Special Facilities for Persons with Disabilities

It is the policy of Jackson State to provide facilities that are accessible to the disabled. These facilities include, but are not limited to, elevators, curb cuts, specially equipped rest rooms, special parking, public telephone service, water fountains, entrance ways, and classroom tables as needed. It also is the policy of Jackson State to eliminate any physical barriers that may exist because of special situations that involve disabled persons. To report such barriers or for further information, contact the Director of Physical Plant, (731) 425-2617.

## Americans with Disabilities Act

Jackson State does not discriminate on the basis of disability in the admission and access to academic programs, services, or employment. The college has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II of the Act states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by Jackson State. Complaints should be directed to the Dean of Students, (731) 425-2616.



## Miscellaneous and General Information

Students and prospective students may obtain information concerning the institution, instruction, educational costs, financial aid, and rules and regulations, which have not been covered by this catalog, by contacting the appropriate office or the Office of Institutional Research & Accountability, Administration Building, (731) 425-2638 or [svonderheide@jscc.edu](mailto:svonderheide@jscc.edu)

## Reporting Fraud, Waste, or Abuse at Jackson State Community College

State law requires all public institutions of higher education to provide a means by which students, employees, or others may report suspected or known improper or dishonest acts. In addition, Jackson State Community College is committed to the responsible stewardship of our resources.

Whether you are part of departmental management, a faculty or staff member, a student, or an interested citizen, we encourage you to report known or suspected dishonest acts by employees, outside contractors, or vendors.

### What Should I Report?

Dishonest acts, either known or suspected, should be reported, such as:

- Theft or misappropriation of funds, supplies, property, or other institution resources
- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Improper and wasteful activity
- Falsification of reports to management or external agencies
- Pursuit of a benefit or advantage in violation of institution's conflict of interest policy
- Authorization or receipt of compensation for hours not worked

### Think Before You Speak!

Before making allegations of dishonesty, be reasonably certain of any claims. Such allegations can seriously and negatively impact the accused individual's life and adversely affect the working environment of the department.

Several reporting options are available to all Jackson State Community College employees, students and others for reporting known or suspected dishonest acts.

### You may report your concerns to:

- Your supervisor or department head
- The president of Jackson State Community College, (731) 425-2602 [ahamilton@jscc.edu](mailto:ahamilton@jscc.edu)
- Humboldt Higher Education Center, (731) 425-8835 [Irojas@jscc.edu](mailto:Irojas@jscc.edu)
- Lexington-Henderson County, (731) 968-5722 [ssstanfill@jscc.edu](mailto:ssstanfill@jscc.edu)

- Savannah-Hardin County, (731) 925-5722 [mfalls@jscc.edu](mailto:mfalls@jscc.edu)
- Jackson State Community College Internal Audit (731) 424-3520, ext. 50347
- The Tennessee Board of Regents by e-mail at [ReportFraud@tbr.edu](mailto:ReportFraud@tbr.edu)
- The Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454 or <http://www.comptroller.tn.gov/hotline>

If you are a supervisor, department head, or campus official and you receive a report of a dishonest act, contact Internal Audit at (731) 424-3520, ext. 50347 for further assistance.

## Investigations

When Internal Audit receives allegations of dishonesty or other irregularity by an employee, outside contractor, or vendor, they are required to conduct an investigation. Departmental management should not attempt to conduct investigations nor alert suspected employees of an impending investigation. In an investigation, objectives include verifying the facts, maintaining objectivity and confidentiality, determining responsibility, and recommending corrective actions to help ensure that similar actions do not occur in the future.

## Protection under State Law

As Internal Audit investigates allegations of dishonesty, the reporting individual's confidentiality is protected under Tennessee Code Annotated Title 10, Chapter 7 (subject to court action requiring disclosure). If TBR has a separate legal obligation to investigate the complaint (e.g. complaints of illegal harassment or discrimination), TBR and its institutions cannot guarantee anonymity or complete confidentiality. Also, state law prohibits discrimination or retaliation of any kind against employees who report allegations of dishonest acts.

## Reporting Responsibility

Internal Audit has reporting responsibility to the Audit Committee of the Tennessee Board of Regents through the Director of System-wide Internal Auditing. This reporting relationship enables them to independently and objectively review matters involving any level of administration at Jackson State Community College.

## Preventing Fraud, Waste and Abuse

Jackson State Community College's management is responsible for establishing and implementing systems and procedures to prevent and detect fraud, waste, and abuse.

The basic elements of a proper control system include:

- Creating a culture of honesty and high ethics
- Evaluating risks and implementing processes, procedures and controls to prevent, deter and detect fraud, waste and abuse
- Developing an appropriate oversight process

Please contact Internal Audit at (731) 424-3520, ext. 50347 if you need assistance in reviewing risks, processes, procedures or controls.

## Accrediting Agencies

Jackson State is accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4500 to award the Level I Associate Degree. Inquiries to the Commission should regard only accreditation status.

**The Business Program** maintains accreditation by the Associate Degree Commission of the Association of Collegiate Business Schools and Programs (7007 College Boulevard, Suite 420, Overland Park, Kansas 66211, (913) 339-9956.)

**The EMT and Advanced EMT Program** at Jackson State maintains accreditation by the Tennessee Department of Health, Division of EMS (227 French Landing, Suite 303, Heritage Place, Metro Center, Nashville, TN 37243, (615) 741-2584, 1-800-778-4505.)

**The Industrial Technology Program** and all of its concentrations were granted accreditation by the Association of Technology, Management and Applied Engineering (ATMAE - 3300 Washington Avenue, Suite 220, Ann Arbor, Michigan, 48104, 734-677-0720) in 2003. ATMAE recognizes the excellence offered by our experienced faculty, facility and learning centered environment.

**The Medical Laboratory Technician Program** at Jackson State maintains accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS- 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880.)

**The Paramedic Program** is accredited by the Commission on Accreditation of Allied Health Education Programs [www.caahep.org](http://www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756, Phone: (727) 210-2350), [www.caahep.org](http://www.caahep.org) To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, Phone: 214-703-8445; Fax: 214-703-8992; [www.coaemsp.org](http://www.coaemsp.org)

**The Physical Therapist Assistant Program** at Jackson State maintains accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314, 703/706-3245; [www.capteonline.org](http://www.capteonline.org)

**The Occupational Therapy Assistant Program** is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652. AOTA. [www.acoteonline.org](http://www.acoteonline.org) Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

**The Radiologic Technology Program** at Jackson State maintains accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT- 20 N. Wacker Drive, Suite 2850 , Chicago, IL 60606-3182, Phone: (312) 704-5300.)

**The Nursing Program** maintains accreditation by the Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, (404) 975-5000) and full approval status by the Tennessee State Board of Nursing.

**The Respiratory Care Program**, CoARC program number 200626, Associate of Applied Science degree, main campus holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)). Commission on Accreditation for Respiratory Care, P.O. Box 54876 Hurst, TX 76054-4876; (817) 283-2835.



# What is Required

## Student Responsibilities

All Jackson State students are responsible for obtaining and/or referencing online a Jackson State Catalog and Handbook and being familiar with its contents. Students are responsible for following the policies, processes, and guidelines in the catalog and handbook as well as for knowing and complying with the dates when things are due, such as payment of fees, registration, and graduation proposals. It is the student's responsibility to know and comply with the dates by which action must be initiated, such as last day to add a course, last day to drop a course, and last day to withdraw from classes. Such information is in the catalog and on the web.

All students must know the graduation requirements for their major. If a student is planning to transfer to a college or university, he/she needs to know the requirements for graduation for that school and select courses at Jackson State accordingly. The student is responsible for providing appropriate test scores and transcripts and for making and keeping appointments with advisors. The student is responsible for supplying current address and phone numbers to the Admissions and Records Office. The student also is responsible for confirming his/her intent to attend the classes for which they have pre-registered by paying fees or authorizing the application of financial aid or third-party resources toward payment of fees on or before the term's last day to pay, as published in the catalog and on the website. The student must learn to access their JSCC e-mail account and is responsible for communicating with instructors regarding progress and attendance. Everyone in the Jackson State community is expected to support safety at the college by reporting any suspicious activity or concerns, no matter how slight, to the JSCC Police Department at (731) 225-5952.

There are many support resources available to the Jackson State student and he/she is responsible for making use of these.

## Admission Information

Obtain applications as well as additional admissions information:

- By calling (731) 425-8844 or 1-800-355-5722.
- By using the Jackson State web site: [www.jsc.edu/admissions](http://www.jsc.edu/admissions)
- By visiting the Admissions and Records Office in the Student Center.
- By applying at the Savannah, Lexington, or Humboldt Centers or the Paris location.

## Degree-Seeking or Certificate-Seeking Applicants

To ensure adequate time for processing, admissions applications and all required transcripts and documentation should be submitted at least one month before you plan to register.

Qualified degree-seeking and certificate-seeking applicants are considered for admission to the college after all official required documents are received and processed by the Admissions and Records Office. This also applies to transfer and readmitting students. All

TBR placement or ACT testing requirements also must be met before students are formally accepted. It is solely the students' responsibility to ensure official transcripts and test scores are received by the Admissions and Records Office.

All the above requirements must be met before non-degree seeking students can change to degree-seeking. Contact the Financial Aid Office if you are changing your status and plan to seek any form of financial assistance.

When all admission documents have been received by the Admissions and Records Office, applicants will be notified indicating acceptance for admission or will be advised that further action is necessary to be eligible for admission.

Non-degree seeking applicants will be admitted following guidelines listed under Special Admission on page 13.

## Admissions Requirements

### Regular Admission

Regular Admission is granted to eligible applicants who are seeking to earn a degree at Jackson State. Students who graduate from high school must have earned regular diplomas. Students who earn Special Education diplomas or Certificates of Attendance are not admissible to Jackson State. If you plan to earn a degree you must meet the following requirements:

### First-Time Freshmen

- Submit completed admission application.
- Submit official copy of high school transcript or official high school equivalency scores.
- Submit official ACT scores taken within the last five years or take the TBR placement test. Make sure all ACT scores are sent to Jackson State when you apply for admission. ACT subscores in English, Math, and Reading are used to place the applicant in the appropriate level class. Depending upon your ACT or Accuplacer scores, you may be required to take Learning Support courses.

### Transfer Students

- Submit completed admission application.
- Submit official transcripts from each undergraduate institution attended. Omission of college or universities attended may result in immediate dismissal from Jackson State. If students are currently enrolled, an official transcript showing the semester's completed work must be received before student can be admitted.
- Submit official high school transcript or official high school equivalency scores unless a college degree has already been earned.

Transfer students may be permitted to attend Jackson State for one semester regardless of academic standing. Transfer students will not be permitted to register for college-level English, Mathematics, or Reading courses until prior college coursework is presented and evaluated. Appropriate ACT or TBR placement test scores may be required.

Upon completion of a student's file and the receipt of all college transcripts, the Admissions and Records Office with the assistance of the respective academic division will evaluate courses taken from other institutions. No transfer credit will be processed until all official transcripts from each school attended by the student are received by Admissions and Records. Transcripts must be official and must be sent directly from the school to Jackson State Admissions and Records Office. Unofficial or faxed student copies will not be evaluated.

Jackson State accepts transfer credit from colleges and universities based on the following considerations:

- Comparability of the nature, content, and level of credit earned to JSCC's credit
- Accreditation of the institution

Credit will be given for all courses in which passing grades are achieved, including the grade of D\*; additionally, all grades, including a grade of F, P, or W, will be included on the JSCC transcript. Only grades of D or higher will be accepted for credit towards a degree, and transfer grades will not be calculated in the Jackson State GPA; however, all transfer credit will be computed in the student's Tennessee Education Lottery System grade point average and for the GPA used for application to the College's healthcare programs. Also, beginning Summer 2015, all undergraduate transfer credit will be reflected on the academic transcript with a T in front of the grade earned at the other institution.

\*D grades may not be accepted for Nursing and other allied health programs. Students should refer to the acceptance policies of those particular programs.

Courses that were taken at another institution at a junior level or higher generally transfer into JSCC as Elective Credit; however, students do have the opportunity to request a review of the course by the respective academic dean for specific credit or other options as needed to meet graduation requirements.

Credits from institutions on the quarter hour system will be converted to semester hours by dividing the quarter hour by 1.5.

Credit for courses taken at other institutions not corresponding with the prescribed Jackson State curriculum will be entered as elective credit if possible and will not be reflected in the Jackson State cumulative grade point average.

### Re-enrolling Students

Degree-seeking students who have missed at least one term at Jackson State, excluding summer session, must reapply to Jackson State and must:

- Submit completed admission application.

If degree seeking:

- Submit official transcripts from each undergraduate institution attended since leaving Jackson State.
- Complete any outstanding testing requirements.

### International Students

Applicants holding or applying for an F1 Visa are required to be degree-seeking and enroll in 12 or more credit hours each semester. These students are classified as out-of-state for admission and fee purposes. Transportation and housing are solely the students' responsibility.

International students interested in attending Jackson State follow the steps below:

- Submit a completed application and all required documents by April 1st for the summer semester, July 15th for the fall semester, and November 15th for the spring semester.
- Take the Test of English as a Foreign Language (TOEFL) and attain a minimum score of 500 on the paper exam, 173 on the computer-based exam, or 61 on the internet-based test or an official Michigan Test with a score of 72 or greater. (Not required if native language is English.) Students may also satisfy the English proficiency requirement by submitting a transcript showing graduation from an American high school or another U.S. institution showing satisfactory completion of English composition. The Michigan Test are not administered at Jackson State.
- Provide official copies of academic records from secondary schools, college, or universities accompanied by notarized or certified English translations of these documents. They must be transferred and evaluated using an evaluation company. (ex: World Education Services or Josef Silny & Associates, Inc.)
- Submit notarized international applicant financial statement from U.S. Bank indicating evidence of financial capability.
- Meet transfer requirements if applicable. (Transfer students will not be permitted to register for college-level English, Mathematics, or Reading intense courses until prior college coursework is presented and evaluated. Appropriate ACT or TBR placement test scores may be required.)
- Be certified by a medical authority to be free of tuberculosis. (This test should be done just before registration since the results must be less than 30 days old).
- Provide proof of immunization with two doses of Measles, Mumps, and Rubella (MMR) and Varicella (chicken pox) vaccines.
- All international students must obtain health and accident insurance as a condition of admissions and continued enrollment at Jackson State. Minimum requirements for coverage set up by the Tennessee Board of Regents are specified on the insurance form provided by the Admissions and Records Office. Students who, for some reason, do not enroll will be automatically enrolled in the plan and the cost of coverage will be added to the student's registration fees.
- Pay SEVIS I-901 fee. Go to [www.ice.gov/sevis/i901/index.htm](http://www.ice.gov/sevis/i901/index.htm) for details.

### Tennessee Board of Regents High School Admission Requirements

Students who graduated from high school in spring 1989 or after and plan to transfer to a four-year college or university should take steps to remove any high school deficiencies. If you did not earn the amount

of required credit in each of the following subjects, you can complete them at JSCC. Please check with your advisor before planning a program of study.

English .....	4
Algebra I and II .....	2
Natural/Physical Science, including a lab, in biology, chemistry, or physics .....	2
U.S. History I or II.....	1
Social Studies, World History I or II* .....	1
A single Foreign Language.....	2
Visual/Performing Arts from Introduction to Art, Introduction to Music, or Theatre Appreciation .....	1

Students may remove deficiencies in social studies, history, visual/performing arts, science, and geometry/advanced mathematics by completing the appropriate blocks of subject categories in the TBR Forty-One Semester Hour General Education Curriculum. Courses taken to remove deficiencies in the affected subjects also apply toward fulfillment of general education requirements.

Students may remove deficiencies of one or two units of a single foreign language through completion of an approved semester course in a single foreign language for each unit deficiency as specified by the collegiate institution. Courses used to complete deficiencies in foreign language may be designated as electives and apply toward fulfillment of graduation requirements; however, in certain courses of study with restricted ranges of electives, these courses may become add-on hours.

### Special Admission (Non-Degree seeking)

Special Admission is granted to students who wish to take courses on a limited basis for credit, but who are not pursuing a degree at Jackson State. Special admission (non-degree seeking) students:

- Are not eligible for financial aid.
- Are not eligible for English or mathematics courses or for courses that have English or mathematics prerequisites unless appropriate test scores or prior college coursework is presented and evaluated.

Students in the Emergency Medical Technology Certificate Program must meet regular admissions requirements. See page 140 for further program information.

Students in the remaining Professional and Technical Certificates of Credit programs must prove high-school graduation by submitting official high-school transcripts or official high school equivalency scores before they can be admitted.

Students may enroll in the certificate programs while concurrently enrolled as a degree-seeking student in academic degree programs.

All admission requirements must be met prior to students being able to change to degree-seeking status.

### Academically Talented/Gifted Students

Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high schools in Tennessee may with the recommendation and approval of the high school principal and appropriate higher education institution personnel enroll in and receive regular college degree credit from Jackson State if the student has:

- A grade point average equivalent to 3.2 on a 4.0 maximum basis and
- Placement is a part of the student’s planned Individual Educational Program (IEP) as established by the multi-disciplinary team process

### Non-degree Seeking Students

Submit completed application for admission. Official transcripts are not required although students must verify high-school graduation.

### Audit or No-Credit Admission

Audit students attend classes but do not receive college credit. Students who elect to audit a course are present only for the purpose of observing the course. Neither faculty members nor Jackson State academic support services will have any obligation to provide instruction to or evaluation of the student. Audit students must be at least 17 years old unless written approval is given by the instructor and the academic dean of the division in which the course is offered. Students must only complete an admissions application to audit a course.

### Senior Citizen: Credit Classes

Persons 65 years and older and disabled persons as defined in Chapter 28 of the Public Acts of 1977, may enroll in courses for credit without payment of tuition charges or registration fees. A service fee of \$70, in addition to online course fees and campus access fees, will be charged for the purposes of helping to defray the cost of keeping the records of such students. This privilege may be limited or denied by the college on an individual classroom basis according to space availability. Persons 65 years and older and disabled persons enrolling for credit must meet the requirements for regular admission.

### Senior Citizen: Audit Classes

Persons 60 years and older who are domiciled in Tennessee may audit courses at Jackson State without paying tuition charges, maintenance fees, student activity fees, or registration fees. This privilege may be limited or denied by the college on an individual classroom basis according to space availability. Senior citizens applying for audit will be required to complete an admissions application.

## Dual/Joint Enrollment Programs for High School Students

### Dual Enrollment Program

Dual enrollment is the enrollment of a high school student in one or more specified college course(s) for which the student will be awarded both high school and college credit.

## Joint Enrollment Program

Joint enrollment is the enrollment of a high school student in one or more college course(s) for which the student will be awarded college credit only. High school students may apply for either the joint enrollment or dual enrollment program.

### Applicants must submit or meet the following criteria:

- Complete a Dual/Joint Application for Admission.
- Must be enrolled as a 9th, 10th, 11th, or 12th grade student in a Tennessee public or non-public secondary school, or in a home education program.
- High school transcript.
- Minimum GPA of 3.0.
- Official ACT or Accuplacer scores with sub-scores meeting prerequisite requirements in the subject area of desired courses.
- Written permission from parent or legal guardian.
- Maintain a cumulative GPA of at least 2.0 in college level courses in order to register for subsequent dual/joint enrollment course(s).

For more information, call the Student Recruitment Office at 731-425-2601.

## Additional Requirements for Admission

**GED/HISET** recipients must provide an official diploma or test scores.

**Graduates of non-public high schools** (including private schools, home schools, and church-related schools) must submit an official transcript showing credits earned and date of graduation.

**Official transcripts** for home schooled students must be an official copy from an affiliated organization as defined by state law (TN Code Annotated 49-50-801), or be accompanied by certification of registration with the superintendent of the local education agency which the students would otherwise attend. Students unable to provide a satisfactory secondary school credential may substitute acceptable high school equivalency scores.

**Out-of-State Residency:** Students who are classified as out-of-state by the Director of Admissions and Records may appeal that decision to the Admissions and Standards Committee.

**Undocumented aliens must pay out-of-state fees.**

**Selective Service:** All U.S. males between the ages of 18 and 26 must complete selective service statements.

**Campus Sex Crimes Prevention Act:** The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration, monitoring form and deliver it to TBI headquarters in Nashville. (See the Student Handbook for more information.)

**TBR Placement Testing:** Jackson State is committed to providing the best possible opportunity for a successful college experience for all students, therefore the TBR Placement test is required for:

- Degree-seeking freshmen 21 years and older who have no previous college work.
- Transfer students who have not successfully completed a college-level English and/or mathematics course.
- Special admission students who wish to enroll for an English and/or mathematics course, unless appropriate prerequisites have been met.

There is a \$20 nonrefundable and nontransferable testing fee.

**Citizenship Documentation:** The Tennessee Eligibility Verification for Entitlement Act requires an applicant for in-state tuition or state financial aid to attest under penalty of perjury that he or she is either a United States citizen or alien lawfully present in the United States. A student's US citizenship or lawful presence shall be verified in one of two ways:

- The student has completed a Free Application for Federal Student Aid (FAFSA) for which the student's US citizenship or eligible non-citizenship status has been confirmed by the Federal Government, **or**
- The student presents documentation verifying his/her claim

For students claiming to be an alien lawfully present in the United States, those students must verify their Alien Registration Number (A#) or I-94 Admission Number.

## Tennessee Department of Health Immunization Requirements for Students Enrolling in Higher Education Institutions

### Measles, Mumps and Rubella Immunity

Proof of immunity to measles, mumps and rubella may be provided by meeting one of the following four (4) criteria:

- Date of birth before 1957, **or**
- Documentation of two (2) doses vaccine against measles, mumps and rubella, **or**
- Documentation of blood test (serology) showing immunity to measles, mumps, and rubella. If any one of the three is negative, 2 doses of vaccine must be documented, **or**
- Exemption due to medical or religious reasons.

### Varicella (chickenpox) Immunity

Proof of immunity to varicella (chickenpox) is required by meeting one of the following five (5) criteria:

- Date of birth before 1980, **or**
- History of chickenpox illness diagnosed by a healthcare provider or verified by a physician, advanced practice nurse or physician assistant to whom the illness is described, **or**
- Documentation of 2 doses of varicella, **or**

- Documentation of blood test (serology) showing immunity to varicella, or —Exemption due to medical or religious reasons.

### Hepatitis B Immunity

*(only for health science students expected to have patient contact)*

Proof of immunity to hepatitis B for students in health sciences prior to patient care duties may be documented in one (1) of the following ways:

- Documentation of 3 doses of hepatitis B vaccine, **or**
- Blood test (serology) showing immunity to hepatitis B virus (or infection)

### Fraudulent Academic Records

Effective July 1, 2003, the misrepresentation of academic credentials is classified as a Class A misdemeanor. This occurs when a person knowingly represents, either orally or in writing a “false statement” to obtain employment at or admission to an institution of higher education in Tennessee. Public Acts, 2004 (Chapter 825).

### Academic Fresh Start

Readmitted students who were formally enrolled in the institution, as well as transfer students who meet institutional requirements for admission and who have been separated from all institutions of higher education for a minimum of four (4) years, are eligible for Fresh Start. Fresh Start allows the calculation of the quality point average (QPA) and credit hours toward graduation to be based only on work passed and work done after returning to college. This plan of academic forgiveness is provided for students who have demonstrated academic responsibility following their return.

To apply for Fresh Start:

At the time of readmission or transfer admission, as a degree seeking student,

- Obtain a Fresh Start Application online or in the Admissions and Records Office
- Meet with an advisor in the area you wish to return to seek a degree
- Submit a completed Fresh Start Application, a plan of study and a transcript showing any coursework with passed grades being requested to include in this Fresh Start to the Admissions and Records Office

All TBR institutions will honor a Fresh Start provision granted at another TBR institution. However, non-TBR institutions may not accept the QPA as it is calculated with the Fresh Start.

### Terms of the Academic Fresh Start

Once the student has satisfied the above requirements, Jackson State may grant the Academic Fresh Start.

The student's permanent record will remain a record of all work; however, the transcript will note that the Fresh Start was made and the date of the Fresh Start. The courses included in Fresh Start will be marked as excluded from the QPA and hours.

### Additional Admission Information for Health Sciences and Nursing

Because of accreditation regulations and limited clinical space, Jackson State’s health sciences and nursing programs have limited enrollments and specific additional admission requirements for each program. Therefore, applicants must submit an application for admission to both Jackson State and the program of interest.

#### Application deadline dates are as follows:

Emergency Medical Tech.-Paramedic .....	June 1
Medical Laboratory Technician .....	June 1
Nursing .....	March 1 (fall) or September 1 (spring)
LPN to RN Career Mobility .....	Feb. 1 (summer)
Occupational Therapy Assistant .....	June 1
Physical Therapist Assistant .....	June 1
Radiologic Technology .....	June 1
Respiratory Care .....	June 1

If the number of qualified applicants falls below the maximum enrollment, the admission date may be extended for new applicants. Applications for admission to a program are considered for one application period only; applicants wanting to be considered for admission to the next entering class must submit a new application.

Students are admitted on the basis of their educational qualifications, including cumulative grade-point average, evidence of acceptable mathematics and science background, and test scores. Preference may be given to applicants who exceed the minimum requirements. In addition, the Health Sciences programs conduct personal interviews with qualified applicants as part of the admissions process.

Since Jackson State is a state-supported institution and enrollment in the programs is limited, state residents will be given preference in the student admission process. Students admitted to the program will be required to provide evidence that they are in good health and free from communicable diseases.

Background checks and drug screens may be required by the program clinical affiliate sites prior to beginning clinical training. Based on the results of these checks, a clinical training site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of the program. Additionally, a criminal background and some other background check findings may preclude licensure or employment. More information is available from the program’s department.

New classes, with the exception of nursing and respiratory care, begin each fall with maximum enrollment for each program as indicated below:

- Emergency Medical Technician-Paramedic: 35 students in the first year of the program
- LPN to RN Career Mobility: 24 students in the Summer

- Medical Laboratory Technician: 18 students in the first year of the program
- Nursing: 80 students in the fall; 80 in the spring
- Physical Therapist Assistant: 24 students in the first year of the program
- Radiologic Technology: 25 students in the first year of the program
- Respiratory Care: 16 students in the first year of the program

See each Program's description for specific general education requirements:

## Learning Support Program (LSP)

**Philosophy.** Proper placement leads to academic success. Academic success leads to retention and graduation.

### Assessment and Placement Procedures

- Learning Support (LS) Program co-requisite courses are designed to help students succeed.
- To take the TBR placement test, students must get clearance from the Admissions and Records Office and then pay a nonrefundable/nontransferable \$20 fee in the Business Office.
- Degree-seeking students needing LS co-requisite courses must enroll in and satisfactorily complete those courses during their initial terms of enrollment.
- Students who test into LS writing must register for ENGL 0010 and ENGL 1010 or ENGL 0899 and ENGL 1010 based on placement scores. Students who test into LS reading must register for READ 0010 and COL 1010. Students who test into LS math must register for MATH 0030 and MATH 1030 or MATH 0010 and MATH 1010, or MATH 0530, and MATH 1530 depending on the student's program of study. Other options may be available.
- LS courses passed at non-TBR institutions do not automatically transfer to JSCC. Placement testing may be required.

### Screening by ACT/SAT or ACCUPLACER

- Assessment decisions are based on valid ACT/SAT or Accuplacer scores.
- Valid ACT/SAT or Accuplacer scores are those earned within five years prior to the first day of a student's entering term.
- No assessment is required of any student with a valid ACT composite score of 26 or higher.

### Assessment Criteria

#### Degree-Seeking, First-time Students

- Entering students under 21 years of age must present ACT/SAT scores.
- Entering students under the age of 21 who have no ACT or SAT scores and who will not have an opportunity to take either test on a national test date before classes begin will be given Accuplacer.
- Entering students 21 years and older who do not have ACT/SAT scores must complete the Accuplacer.

- Scores used for initial assessment must have been earned within 5 years prior to the first day of the student's entering term.

#### Degree-Seeking Transfer Students

- Students entering without transferable, college-level English composition credit will be assessed in writing.
- Students entering without transferable, college-level credit from a reading-intensive general education course will be assessed in reading.
- Students entering without transferable, college-level mathematics credit will be assessed in mathematics.

#### Special Students: Non-Degree-Seeking / Certificate Programs

- Students entering without transferable, college-level English composition credit will be assessed in writing.
- Students entering without transferable, college-level credit from a reading-intensive general education course will be assessed in reading.
- Students entering without transferable, college-level mathematics credit will be assessed in mathematics.
- Students who change to degree-seeking status will be assessed under guidelines for degree-seeking students.

#### Screening Adjustments

- Students who are not required to undergo assessment may request testing.
- Instructors may recommend testing for students who did not undergo assessment but later showed deficiencies.

**Attendance.** Attendance is mandatory in both the college level and co-requisite LS course. Instructors may impose grade penalties at their discretion for students' absences. Student absences may be reported to the appropriate Dean for review.

**Drops and Withdrawals.** Persistence in Learning Support is essential. Student goals will be delayed, and there may be financial aid consequences for withdrawing from Learning Support. Students who need to drop the LS co-requisite lab must also drop the linked college level course. Students enrolled in Learning Support may not drop these classes without the approval of the appropriate Dean. Students who are withdrawing from college, that is, from all their classes, may do so by following the appropriate withdrawal procedures.

**Credit Hours.** Credit hours earned in LS classes may not be used to meet any degree requirement. These credits are institutional credit only. The grades made in LS classes become part of the academic record.

**Grade Assignments.** Letter grades assigned to LS classes are S (Satisfactory), U (Unsatisfactory), or W (Withdraw). Grades of "U" and "W" are considered as attempts. Students may not receive a "W" without permission of the appropriate Dean. Students receiving Veterans Affairs (VA) benefits cannot receive those benefits for on-line LS classes.



**Audit.** Students may not audit LS classes.

**Appeal.** Students with Academic Suspension may appeal in writing to the Admissions and Standards Committee. Appeals, other than suspension, should be made directly to the appropriate Dean.

**Financial Aid.** Providing students are eligible, federal financial aid programs may pay for up to 30 semester hours of attempted LS co-requisite labs.

**Transfer.** Learning support courses passed at non-TBR institutions do not automatically transfer to Jackson State. ACT or TBR placement testing will be required.

**Confirmation (Challenge) Testing.** Students who are placed into Learning Support co-requisite courses by ACT scores are encouraged to confirm placement in Learning Support by taking the Accuplacer, an untimed, computerized test in math or reading. Accuplacer is offered throughout the registration period; check the college calendar for dates. Students wishing to confirm/challenge their writing score will be required to write a timed essay. Students must register online at [jscc.edu/admissions/assessment](http://jscc.edu/admissions/assessment) and pay a nonrefundable and nontransferable fee of \$5 per test area (math, reading, and/or writing) to the Business Office. Because studying for the test can make a difference in placement, students are advised to pick up ACT study materials, available at area bookstores, libraries, and on the web. Confirmation testing is not available to students who have attempted LS courses in the past.

**Tutoring.** Free tutoring is available to all JSCC students.

- Tutoring in writing is available in the Writing Center (WC), located on the first floor of the Library. (731) 425.8848.
- The Math Lab, located in the Nelms Classroom Building, offers tutoring to students enrolled in learning support for math. The Math Lab offers tutoring in other math courses. No appointment is necessary in either lab.
- Students who need additional support in reading can find help in the Reading Lab in the Nelms Classroom Building.
- Tutoring in nearly all other academic areas is available in the Academic Assistance Center (AAC), located on the second floor of the Library. 731.425.2614. Students can schedule one-time or on-going tutoring.

**Labs.** Students have access to all open labs on any Jackson State campus. Open lab hours vary by semester and campus.

## Honors Program

Jackson State, in its expanded mission to better serve students in the new century, continues to develop high quality, comprehensive, academically sound, and technologically enhanced programs that serve the community and West Tennessee. The Honors Program at Jackson State is designed to stimulate and challenge academically strong students. By enrolling in the Honors Program, students who have talent and motivation can simultaneously develop their intellectual potential and become members of their academic communities and societies. Admission to the Honors Program requires either a cumulative GPA of

3.25 or higher or a score of 26 or higher on the ACT or an equivalent score on a comparable test. If you are interested in the Honors Program, please contact Dr. Bob Raines at 731-424-3520 ext. 50438 or by e-mail at [braines@jscc.edu](mailto:braines@jscc.edu); Emily Fortner at [efortner@jscc.edu](mailto:efortner@jscc.edu); Abby Lackey at [alackey1@jscc.edu](mailto:alackey1@jscc.edu); For an overview of the Honors Program visit our web site at <http://www.jscc.edu/academics/programs/honors/>

## Tuition and Fees

According to TBR Guideline B-060, fees are to be paid during registration each semester. No student may be admitted to class without having met his/her financial obligations. All payments are to be made in cash, check or by credit card (VISA, MasterCard, Discover, or American Express) for the amount due. If a student's fees are to be paid by someone other than the student (such as Vocational Rehabilitation, private scholarship, employer, etc.) arrangements must be made at the Business Office before registration.

Students who pre-register for classes will be required to confirm their intent to attend the classes for which they registered and authorize the application of financial aid resources toward payment of fees on or before the term's last day to pay as published in the catalog and class schedule.

According to the Tennessee Board of Regents' Policy of Payment of Fees and Enrollment of Students 4:01:03:00, if a student pays his/her tuition in full or the first installment payment by a check that is later returned for insufficient funds (NSF), the student will be withdrawn from classes. When Business Services receives a returned check for any other payment, the student will be notified through one certified letter and charged a \$30 fine for the returned check. The student will be denied grade reports, transcripts and future registration privileges including schedule changes until the dishonored check is redeemed.

There is a \$30 fine charged for all returned checks. Returned checks must be cleared in Business Services with cash, cashier's check, money order or credit card (Visa, MasterCard, Discover, or American Express). All fines, as with any debt to the college, must be paid before re-enrolling for future semesters. Students whose checks repeatedly are returned may be requested to pay all future financial obligations with cash.

The Tennessee Code Annotated, TCA 49-9-108, states that all colleges and universities of the State College and University System are authorized to issue diplomas, transcripts or grade reports only after the student involved has paid all debts or obligations owed to the college or university including, but not limited to, college bookstores, libraries, food service centers, etc. As a result, no student may re-enroll, graduate, or receive an official and/or unofficial transcript or grade report until all financial obligations (such as returned checks, library fines, traffic fines, etc.) are paid.

## Payment Plan

Although all charges are due and payable in full at the beginning of each term, students in good financial standing at Jackson State Community College may request the deferment of up to 50% of their tuition and fees for the fall and/or spring semesters. The Nelnet Payment Plan is not available for summer terms. The payment plan is

available for enrollment through the first week of the semester begin date for Fall and Spring.

### Eligibility

All payment plan terms and conditions are subject to change without notice by action of the Tennessee Board of Regents. Refer to the website for current payment plan options. To be eligible for the Nelnet Payment Plan, each participant must have a balance of \$400 or more and be prepared to make a minimum down payment of 50% of the tuition and fees allowed for deferment. All financial aid awarded and disbursed (including loan funds) must be applied toward payment of tuition and fees before a deferment plan will be considered. Prior term charges and nondeferrable charges must be paid in addition to the 50% down payment.

### Terms

The amount deferred will be payable in two monthly installments to be determined each semester by Business Services. Jackson State is not obligated to send reminder notices before the payment is due.

Participants in this plan must apply all discounts, waivers, credits and financial aid, including student loans, toward payment of registration fees before a deferment will be considered. Financial Aid and other credits received after the initial payment will be applied to the remaining balance, and future amounts due will be recomputed. No refunds can be made until all fees are paid in full.

Students will not be withdrawn from classes for failure to pay the 2nd or 3rd installments. However, Jackson State will withhold grades and transcripts until current payments are made. Also, the balance must be paid in full before the student can pre-register for future terms even if pre-registration is prior to the due date.

### Service Charges & Fines

Each participant will be charged a \$25 deferment service fee each term. This fee is payable along with the 50% down payment on or before the registration fee payment deadline. Students who make payments with checks that are returned will be charged a \$30 return check service fee as well as any applicable late fees.

If a payment is not satisfied by the scheduled payment due date, Jackson State will withhold all services from the students, including grades, official and/or unofficial transcripts, and future registration until the fees have been paid in full.

All existing rules and policies pertaining to returned checks, refunds, withdrawals, dropped classes, and collection costs are applicable to the Nelnet Payment Plan.

Upon receipt of a Statement of Account/Class Schedule, students who desire to participate in the Nelnet Payment Plan should pay the minimum amount due shown on the Statement of Account. The statement will also show subsequent payment amounts and their corresponding due dates. Students may pay the full amount due or the minimum payment.

### Refunds/Withdrawal from Classes

Students who drop or withdraw from classes may still have a balance due under the deferred payment plan. Fees are adjusted based on the drop or withdrawal date. The refund percentage is NOT applied to the amount of payment, but rather as a percentage of adjustment of total fees. A refund would only be issued to the student if the newly adjusted amount of fees is less than the amount that has been paid by the student.

To avoid ineligibility for the deferred payment plan in future terms, the student should continue to make payment by each due date. Refer to the Nelnet Payment Plan Page for the new payment amounts after drop or withdrawal. Remember, withdrawal from classes does not negate the student's responsibility to pay the account balance after the semester has begun.

Delinquent accounts are referred to a collection agency and credit bureau. Any account referred for collection will not be eligible for the deferred payment plan in future enrollment periods.

## Registration Fees and Tuition

All fees are subject to change without notice by action of the Tennessee Board of Regents. Changes are anticipated for 2019-2020. Refer to the website for current fees and tuition.

### Rates for 2018-2019 were:

#### Full Time Students (12 hours)

	Maintenance	Tuition	Total
Residents of TN	\$2,110.50	\$-0-	\$2,110.50
Non-Residents	\$2,110.50	\$6,144	\$8,254.50

#### (13 hours or more)

	Maint. 12 hrs.	Maint. 13 hrs or more	Tuition 12 hrs.	Tuition 13 hrs. or more
Residents of TN	\$2,110.50	+ \$34 per sem. hr.		
Non-Residents	\$2,110.50	+ \$34 per sem. hr.	\$6,144	+ \$103 per sem. hr.

#### Part-time Students (less than 12 hours)

*figures are per semester hour*

	Maintenance	Tuition	Total
Residents of TN	\$164	\$0	\$164
Non-Residents	\$164	\$512	\$676

### TN eCampus Online Degree Program

*figures are per semester hour*

	Maintenance	Tuition	Course Fee	Total
<b>Residents of TN</b>	\$164	\$0	\$66	\$230
<b>Non-Residents</b>	\$164	\$512	\$66	\$742

*TN eCampus registration, tuition and course fees are in addition to Jackson State registration, tuition and course fees.*

### Audit Courses

Students auditing regular courses will pay the same tuition/fees as those enrolling for credit. Persons more than 60 years old refer to section on admission as a special student, page 12.

### Summer Term

Registration and tuition fees for the summer term will be charged at the per-semester hour rate regardless of hours taken. Deferred payment plan not available during summer term.

### Books and Supplies

Follett Higher Education provides textbooks and supplies needed by students in their educational program. Every attempt is made to provide the best available service and products at an economical price.

Since the cost of books varies from semester to semester and from one program of study to another, only the average cost can be included in publications. The average cost of books and supplies is approximately \$550 per semester.

Books and supplies may be purchased with cash or credit card (VISA, MasterCard, Discover or American Express). Checks made payable to JSCC Bookstore for the amount of purchase only will be accepted with a valid state or driver's license.

Students also have the option of renting their textbooks for the semester. This could save students up to 65% of their textbook costs. A phone number, email address, and debit or credit card are required at the time of rental check out. Rentals can still be paid for with cash, credit, or check but the debit or credit card remains on file until the rental textbooks are turned back in to the bookstore at the end of the semester.

A refund of the full purchase price of textbooks will be made during the first week of class, provided the books have not been damaged. Therefore, students should not mark in or write their names in the books until the first week of classes has ended. A receipt and a valid picture ID is required to process a refund. Cash will not be refunded for credit card charges. A credit will be issued to the credit card account. For more information, please check [www.jsc.edu](http://www.jsc.edu).

Most used books will be repurchased for up to 50 percent of the purchase price, provided they are current, resalable editions with a valid state, or driver's license or a current student ID. This buy-back period is the last week of final exams.

Store hours are located on the bookstore entrances. Buy-back dates,

special supply sales, and other pertinent information can also be found at [www.jscshop.com](http://www.jscshop.com). The bookstore opens additional hours during the first and last week of each semester.

### Other Fees

**Deferred Payment Service Fee** – A nonrefundable fee of \$25 is assessed for participating in the Deferred Payment Plan per semester. (Fall and Spring only. Deferred payment is not available Summer semester.)

**Late Registration** – A nonrefundable fee of \$25 will be charged throughout late registration. It begins the day after the end of regular registration as identified for each semester in the Academic Calendar printed in this catalog.

**International Education Fee** – All students enrolled will be charged a \$10 non-refundable fee each semester.

**Transcript** – Students may get their transcripts free of charge with a limit of 10 copies at one time. A fee of \$1 each will be charged for more than 10 copies. Requests for transcripts must be submitted to the Admissions and Records Office.

**Laboratory Fee** – This fee will be eliminated except for those courses using off-campus facilities. The elimination does not include private music fees and does not affect Community Education fees.

**Navigation Facility Fee** – Students enrolled in COL 1030, College to Career Navigation, will be charged a \$15 non-refundable fee.

**Parking Tags** – There is no charge for the tag. However, all students utilizing parking facilities on campus are required to display the hanging placard on the rearview mirror of their motor vehicles parked on campus. Students who do not display tags will be subject to a fine. Tags are good through their printed expiration date. They are available in the Student Center (jHub), Savannah Center, Lexington Center, and Humboldt Center upon completion of a parking tag application.

**Campus Access Fee** – All students enrolled for campus courses will be charged a \$16 non-refundable access fee each semester for use of college streets and parking lots at Jackson, Humboldt, Savannah and Lexington campuses.

**Nursing Fees** – Students enrolled in the Nursing Program are assessed testing fees each semester. Test fees are based upon the cost of the test, testing resources, or review. Testing fees are nonrefundable after the cost for testing, resources, or review has been incurred by the institution.

**Nursing Specialized Academic Fee** -- \$25 per credit hour

**Nursing Lab Fee** – \$20 per course

In addition to tuition and college fees, nursing students will incur additional expenses and fees specific to their program of study. These include: current health status verification, immunizations, practice liability insurance, laboratory and clinical practice supplies, uniforms, drug screens, background checks, and travel to and from clinical agencies. A detailed list of expected fees and expenses is available from the Nursing Program.

**Online Course Fee** – Students enrolled in JSCC online courses will be assessed a \$10 fee per credit hour.

**Health Science Fees** – In addition to tuition and college fees, health science students will incur additional expenses and fees specific to their program of study. These include, but are not limited to: Current health status verification, practice liability insurance, uniforms and equipment, travel to and from clinical affiliates, and drug testing. A detailed list of expected fees and expenses for each program is available from the Health Science Division.

**Health Science Specialized Fee** – \$25 per credit hour

**Miscellaneous Fees**

- SGA Activity Fee (non-refundable) ..... \$4.00  
(assessed to students registered for campus credit classes)
- Two-credit course ..... \$110.00
- Replacement of Lost ID Card ..... \$10.00
- Technology Fee per credit hour ..... \$9.00  
not to exceed \$112.50

*The Technology Fee is assessed to all students registering for credit courses to help pay for the cost of increased use of new technologies within the classroom.*

- Service Fee ..... not to exceed \$70.00

*The Service Fee is charged to persons with disabilities or persons who are 65 years old or older. Please refer to the section on admissions regarding Chapter 28 of Public Acts 1977 (page 13). It is subject to change without notice by action of the Tennessee Board of Regents.*

**Testing Fees**

- Accuplacer Test..... \$20.00
- Confirmation Accuplacer Test (per part) .....\$5.00
- Prior Learning Assessment (PLA) .....\$25.00
- All testing fees are nonrefundable and nontransferable.

\*All fees subject to change without notice by action of the Tennessee Board of Regents.

**Refunds**

Refunds of fees will be made when students withdraw from college or change their schedule as stated in TBR Guideline B-060:

Pursuant to T.C.A. § 49-7-2301 and 49-7-2302, students called to military or National Guard service during the semester are entitled to a 100% adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.

**Maintenance Fee Refunds and Adjustments**

- Refunds are 100% for courses canceled by the institution.
- Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional maintenance fees unless the dropping and adding involves TN eCampus courses. The change of course fee would be applicable.

• The fee adjustment for withdrawals or drops during regular terms (fall and spring) is 75% from the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. When the first day of the academic term falls on a Saturday, the 100% refund period is extended through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the 25% period ends. Dropping or withdrawing from classes during either the 75% or the 25% fee adjustment period will result in a fee adjustment of assessed maintenance fees based on the total credit hours of the final student enrollment.

• For summer sessions and other short terms, the 75% fee adjustment period and the 25% fee adjustment period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.

• All fee adjustment periods will be rounded to whole days and the date on which each fee adjustment period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.

• A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.

• A 100% refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.

• A 100% refund will be provided to students who are compelled by the institution to withdraw when it is determined that through institutional error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.

• When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75%/25% fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.

• The fee adjustment is calculated as the difference between (1) the cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled) Not all drops/withdrawals will result in a fee adjustments.

**Refunds for Students Receiving Financial Aid**

Federal and state policies govern the responsibilities of students and institutions granting financial aid. Always consult with the Financial Aid Office before you make any changes in your enrollment status, whether dropping or adding a course or withdrawing from the institution.

## Change of Status

### Add and Drop Courses

After officially registering, students can adjust their schedules according to the timeline set in the Academic Calendar.

#### Add Course

- Add through the third day of the first week of classes during fall and spring terms and through the first day of classes for first and second terms of summer sessions. Adjustments are made for the deadline for adding classes for full-term summer and short-term courses. See your advisor, registration center, admissions and records office, the JSCC website or business office for these dates.
- On-campus adds are done in the Registration Center.
- On-line adds are available if courses are open. Use Student Self Service at [www.jsc.edu](http://www.jsc.edu).
- After the semester starts, all students who add a class must clear the Business Office for an add to be valid.

#### Drop Course

Students are strongly encouraged to discuss their progress with the instructor prior to dropping a course. If a student stops attending a class without officially dropping it by the last day to withdraw from the term, “F’s” will be recorded for each course.

To drop a class, go to the Jackson State website [www.jsc.edu](http://www.jsc.edu). Sign in to jWeb to access Student Self Service. Then proceed to conduct your drop. Make certain that the drop was accepted by logging out and then logging back into your account.

If you receive financial aid, veteran’s assistance or vocational rehabilitation, you are encouraged to talk with the respective office to be aware of how your drop will affect your future eligibility and if you will have to pay money back.

If you need assistance with your drop, contact the Student Assistance Center or the Registration Center in the Student Center. If you are at the Humboldt, Lexington or Savannah Center, you can get assistance with your online drop at the center’s administrative office.

Students cannot drop learning support, nursing and some allied health courses without special permission from the appropriate department head.

Students will receive a “W” grade for classes dropped prior to the deadline indicated by the academic calendar. After the last day to drop, students are not permitted to drop a class unless approval is given. For more details or to request to drop a class after the deadline, contact the Office of Academic Affairs.

**Please note:** *Continue attending classes if at all possible until permission is granted. Submitting a request does not signify permission will be granted.*

### Withdrawal from the College

To withdraw from the college, a student must officially withdraw from all classes.

In case of serious illness, serious injury, death, or failure to comply with school policy regarding the repeat of a grade of “B” or higher, the college may administratively withdraw a student. In such cases, the “W” grade will be recorded.

## Change to Audit

Students may change their enrollment status in a course from credit to audit at any time until the last day students may add a course. After that date you may, with the permission of the faculty member teaching the course, change from credit to audit status until the last day to drop a course or withdraw from the college. Change of status after this date also must be approved by the Vice President of Academic Affairs.

Students who elect to audit a course are present only for the purpose of observing the course. Neither faculty members nor Jackson State academic support services will have any obligation to provide instruction to or evaluation of the student.

You may not audit learning support classes. Please note that if you are receiving financial aid, whether a grant or scholarship, or veteran benefits, changing status from credit to audit may affect your eligibility or repayment. See the Financial Aid Office for implications.

#### Follow these procedures to change from credit to audit status:

1. Obtain a Change of Credit to Audit form from the Jackson State Admissions and Records Office website.
2. Obtain approval signature from the instructor of the class for which enrollment status is changed.
3. Return the course status change form to the Admissions and Records Office no later than 4:30 p.m. on the posted last day to withdraw from the college.

## Cancellation of Classes

The College reserves the right to cancel classes which do not meet established criteria, including:

- Availability of qualified instructors.
- Appropriate facilities.
- Sufficient enrollment.

In case any class is cancelled, the College will drop and/or withdraw the students.

## Grading System

The following grading system is used at Jackson State:

A .....	Outstanding
B .....	Above Average
C .....	Average
D .....	Passing but below average
F .....	Failing
FA .....	Failing for Attendance
I .....	Incomplete
N .....	Audit, no grade or credit
S .....	Satisfactory
U .....	Unsatisfactory
W .....	Withdraw

## Incomplete “I” Grade

The grade of “I” will be awarded only in exceptional cases when illness, accident, or unavoidable circumstances prevent the student from taking the final exam or completing the course requirements. An “I” grade will appear on the student’s transcript.

A student must complete the necessary course requirements within six weeks of the end of the term in which the “I” grade was received; otherwise, the “I” grade will be changed to an “F” grade. When the “I” grade is changed to an “F” grade, it will become part of the student’s permanent record. Some programs and courses require completion of prerequisite courses prior to enrollment. An “I” grade will not satisfy the prerequisites to such requirements.

## Withdrawal “W” Grade

The grade of “W” is assigned for a student who officially drops a course or withdraws from the college prior to or on the last day to drop or withdraw. The last day to drop a course or withdraw from the college is listed each semester in the academic calendar. The “W” grade is non-punitive and will appear on the student’s transcript.

## Learning Support Grades

Letter grades assigned to LS classes are “S” (Satisfactory), “U” (Unsatisfactory), or “W” (Withdraw). Grades of “U” and “W” are considered as attempts. Students may not receive a “W” without permission of the appropriate Dean. Students receiving Veterans Affairs (VA) benefits cannot receive those benefits for on-line LS classes. Grades for LS classes are used in determining financial aid eligibility, probation, and suspension but not academic honors or credit hours required for graduation.

**Withdrawal “W”** Persistence in Learning Support is essential. Student goals will be delayed and there may be financial aid consequences for withdrawing from Learning Support. Students who need to drop the LS co-requisite lab must also drop the linked college level course. Students enrolled in Learning Support may not drop these classes without the approval of the appropriate Dean. Students who are withdrawing from college, that is, all their classes, may do so by following the appropriate withdrawal procedures.

## Grade Appeal Procedure

This procedure provides Jackson State students with a process for appealing a course grade that the student believes to be incorrect. In each step, the student must meet two criteria:

**Timeliness:** Each step must be addressed to the appropriate person in the required order, and within the listed time limit. Failure to be proper and punctual in following the procedure will result in automatic denial, and the appeal process will go no further. Correspondence to the student will be sent with “return receipt required.” Correspondence from the student will immediately be stamped “date received.”

**Burden of Proof:** Having met all requirements of timeliness, the student must provide substantial proof the grade was based upon *prejudice, discrimination, arbitrary and/or capricious action, or other such reasons not related to academic performance.* In steps two

through four, this burden of proof is indicated as a description. The description must include an explanation of how the grade was based on prejudice, discrimination, arbitrary and/or capricious action or other such reasons and evidence supporting the appeal.

### Step One: Contacting the Instructor

**Time:** By the Friday of the first full week of classes of the semester/session after the one when the grade was assigned.

**Task:** Student meets with the instructor to try to resolve the issue.

- If the instructor is unavailable, the student will meet with the academic dean of the division who will schedule a meeting with the instructor.
- If the instructor is no longer a Jackson State employee or will remain unavailable past the timeframe of Step One, the student will be advised to move directly to Step Two or Three as appropriate.
- If the dean was the instructor for the course or steps aside for any reason, the student must immediately go to Step Three within this timeframe.

If a satisfactory outcome has not been achieved, the student may proceed to Step Two or Three as appropriate.

### Step Two: Contacting the Program Director *(when applicable)*

**Time:** By the Friday of the third full week of classes.

**Task:** Student meets with the program director. The student must present a written description of the complaint.

**Deadline for response:** By the Friday of the fourth full week of classes, the program director will consult with the instructor and will submit in writing to the student (copied to the instructor and dean) either a denial or approval of the appeal. If approved, the program director will send a grade change form to the dean. A recommendation of grade change by the dean will be considered as final. The program director will then forward all documentation to the Records Office for inclusion in the student's permanent file.

If a satisfactory outcome has not been achieved, the student may proceed to Step Three.

### Step Three: Contacting the Dean

**Time:** By the Friday of the sixth full week of classes.

**Task:** Student meets with the dean and presents a written description of the complaint.

**Deadline for response:** By the Friday of the seventh full week of classes, the dean will consult with the instructor and program director (when applicable) and will submit in writing to the student (copied to the instructor, program director, and the Vice President of Academic Affairs) either a denial or approval of the appeal. If approved, the dean will send a grade change form to the vice president. A recommendation of grade change by the dean will be considered as final. The dean will then forward all documentation to the Records Office for inclusion in the student's permanent file.

If a satisfactory outcome has not been achieved, the student may proceed to Step Four.

**Step Four: Contacting the Office of the VPAA and Appealing to the Committee**

Time: By the Friday of the ninth full week of classes.

Task: Student must send a written description of the complaint to the Vice President of Academic Affairs, requesting an appeal before the Grade Appeal Committee.

By the Friday of the eleventh week of classes, the vice president and committee chair will meet to determine whether the case merits a hearing. If so, a meeting of the committee will be called. This seven-member committee consists of the chair (appointed by the Vice President of Academic Affairs), three faculty members (selected by the Faculty Council Chair), two students (selected by the VP of Student Services), and one faculty member from the division in which the course was taken (selected by the Faculty Council Chair). The committee serves as a review board and recommends in writing (copied to the instructor, program director, and dean) to the Vice President for Academic Affairs that the grade remains or be changed, or that other appropriate action be taken. No member can have a conflict of interest in regard to any individual grade appeal.

By the Friday of the thirteenth full week of classes, the student will be sent a letter from the Vice President of Academic Affairs (copied to the instructor, program director, dean, and chair of the appeals committee). It will state either that the appeal is denied or that the grade will be changed. This decision will be final. Any grade change will be made in writing by the vice president to the records office, and written justification will be sent to the chair of the grade appeal committee.

Additional notes relative to the grade appeal process: Faculty should retain all course-related materials normally in their possession that might be relevant to a grade appeal for a minimum of six months following the course (see "Grading").

For each step in the process, a "date received" should appear on the student's statement of complaint.

**Grade Point Average**

To determine the Grade Point Average (GPA), the following quality points are assigned to grades:

- For each credit hour of A ..... 4 quality points
- For each credit hour of B..... 3 quality points
- For each credit hour of C..... 2 quality points
- For each credit hour of D ..... 1 quality point
- For each credit hour of F ..... 0 quality points

GPA (Grade Point Average) is determined by dividing the total number

of quality points earned by the total number of credit hours which the student attempted, except for credit hours in courses from which the student withdraws in good standing or for courses in which the student receives credits which are not considered when determining the GPA. In computing the grade point average of a student who has repeated one or more courses, the college will count only the last grade received in the repeated course or courses and count hours attempted only once, provided that the number of repeats in any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the grade and credit hours attempted in the third and subsequent attempts shall be used in determining the grade point average. The credit hours earned by repeating a course will be counted only one time in the cumulative total of hours earned.

**Grades**

Grades are not mailed out each semester. You may view or print a student copy on the web or submit a written request to the Admissions and Records Office. If you owe a student account balance which prevents release of grades, you will not be able to access your grades. In this case you will need to contact the Business Office to clear your account.

**Grades for Transfer**

Students need to be aware that some colleges and universities accept as transfer courses only those courses in which a student has earned a grade of "C" or above.

**Full-Time Student Credit Load**

- Minimum Credit Load for Full-time Status..... 12 hours
- Recommended Credit Load ..... 16-18 hours
- Maximum Credit Load (without permission\*) ..... 20 hours
- Maximum Credit Load (with permission) ..... 22 hours

\*Any student desiring a credit load of more than 20 hours, including summer semester, must secure permission from the Academic Affairs Office before registering. A student should have a 3.00 cumulative GPA to request more than 20 hours of work. The GPA along with other criteria will be considered in determining overload approval.

**Part-Time Student Credit Load**

Any student with a credit load of 1-11 hours will be considered a part-time student.

**Academic Classification**

For administrative purposes, a student will be classified as a freshman until he/she completes 28 semester hours of credit. After such time, the student will be classified as a sophomore. Those not accepted as degree students will be classified as special students.

**Academic and Retention Standing**

A minimum 2.0 college-level GPA is required to achieve the Associate Degree. In addition, a student must meet the following retention standards of the college which indicate satisfactory academic progress on the part of the student:

- Attain a 2.0 GPA for current semester or
- Meet one of the following retention standards

Credit Hours Attempted*	Minimum Cumulative GPA
.0 – 14.0	no minimum
14.1 – 26.0	1.0
26.1 – 40.0	1.4
40.1 – 48.0	1.7
48.1 – 56.0	1.9
56.1 and above	2.0

\*Hours attempted include credit hours for which a grade (except W) is assigned.

### Good Academic Standing

This status indicates that a student has met the required retention standards of the college for his/her semester of study and is making satisfactory academic progress.

### Academic Probation

This status indicates that a student did not meet the retention standards of the college and is no longer in good academic standing. Students are strongly encouraged to immediately seek the assistance of their advisor to develop a plan of study and support activities which will include one or more of the following guidelines:

- Taking a course load of twelve (12) semester hours or less
- Registering for one or more courses for which the student received a “D” or an “F” grade
- Establish regular appointments with a member of the Counseling and Career Services Office staff.

Students who meet the retention standards of the college while on academic probation shall regain good academic standing.

Students who fail to meet the retention standards of the college while on academic probation shall be placed on academic suspension for the subsequent semester (excluding summer term). The summer term cannot be used for this purpose when suspension occurs upon completion of the spring semester.

### Academic Suspension

This status indicates that a student did not meet the required retention standards of the college while on academic probation. The student shall be placed on academic suspension and required to stay out of college the following semester (excluding summer term). The summer term

cannot be used for this purpose when suspension occurs upon completion of the spring semester.

A student who has been on suspension for one semester or more excluding summer shall be readmitted to the college on academic probation, and shall be subject to the special advisory guidelines and retention standard requirements of probation.

If the academic calendar is such that a student registers before the official suspension lists are communicated to all concerned, the student’s current registration will be canceled and all paid fees will be refunded.

### Appeal of Academic Suspension

A student may appeal his/her suspension for failure to meet college retention standards to the Admissions and Standards Committee of the college. The procedure of appeal includes:

- The suspended student must appeal the suspension in writing to the Director of Admissions and Records in the Student Center Building, and provide documentation of extenuating circumstances or unusual hardships which were responsible for his/her poor academic record.
- The decision of the Admissions and Standards Committee may be appealed in writing to the Vice President for Student Services (VPSS). Appeals should include additional information the committee might not have considered. The decision of the VPSS is final.

### Repeat a Course

A student may be permitted to repeat a course in which his/her final grade was “C” or lower when such a repeat is necessary to increase mastery in a course for successful performance in a subsequent course or for the purpose of increasing his/her quality point average. A student may be permitted to repeat a course in which a grade of “B” or higher was earned only with the approval of the Vice President of Academic Affairs. (Failure of a student to comply with this policy will result in automatic withdrawal.)

Only the last grade received in the repeated course or courses will be used in computing the student’s quality point average, provided that the number of repeats in any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the grade and credit hours attempted in the third and subsequent attempts shall be used in determining the quality point average. The credit hours earned by repeating a course will be counted only one time in the cumulative total hours earned.



## Academic Honesty

Academic honesty is central to the educational process. Acts of academic dishonesty are serious offenses at Jackson State and can result in suspension from the college. Therefore, no students shall:

- Claim or submit the academic work of another as one's own.
- Procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.
- Complete or attempt to complete any assignment or examination for another individual without proper authorization.
- Allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
- Alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- Alter, tamper with, appropriate, destroy or otherwise interfere with the use of institutional property, including but not limited to classroom fixtures, laboratory and/or computer equipment and supplies, and instructional materials.
- Fabricate or falsify data or results.
- Commit plagiarism if you submit as your own work:
  - Part or all of an assignment copied or paraphrased from another person's manuscript, notes or talk (lecture).
  - Part or all of an assignment copied or paraphrased from anything published.
- Act as an accomplice in plagiarism if you:
  - Allow your work, in outline, draft or finished form, to be copied and submitted as the work of another.
  - Prepare an assignment for another student which he/she submits as his/her own work.
  - Keep or contribute to a file of papers or presentations which anyone other than the author adopts and submits as his/her own work.

## Class Attendance and Absences

Regular class attendance is a reliable predictor of student learning and retention. Students are expected to attend all sessions of classes in which they enroll. It is the responsibility of each student to know the attendance policy of each teacher in whose class he/she is enrolled. Each teacher formulates an attendance policy and provides it in writing to students of each class. Faculty should work with students who are absent from classes due to travel caused by college-sponsored activities. The policy statement contains an explanation of grade penalties that result from failure to comply with the attendance policy. Faculty monitor attendance and assign an "F" grade with a student's last date of attendance, if they stop coming to class without officially dropping.

## Inclement Weather

In the case of inclement weather, Jackson State will examine weather and road conditions and will make a decision regarding the cancellation or delay of classes. Every effort will be made to make decisions by 5:30 a.m. for day classes and 3:30 p.m. for evening classes. However, the College reserves the right to monitor changing weather conditions and make cancellation decisions later than stated if needed. The primary source for distribution of closing information will be channels controlled by Jackson State including the JSCC homepage, JSCC e-mail, jWeb announcements, text messaging system and the voicemail at Jackson State's main number 731-424-3520 or 1-800-355-5722. These channels will always display the most accurate information and should be the first source that a student consults for closing information.

Additionally, the information will be reported to WBBJ-TV, WNWS 101.5 radio, Thomas Media radio stations including WHHM Star 107.7, WWYN 106.9, WZDQ 102.3 and WFKX 96, and Clear Channel radio stations including Froggy 104, Rock 92.3, 105.3 and Newsradio 1390. Students are encouraged to double check any information reported in the media with one of the Jackson State channels listed above.

Jackson State will attempt to offer classes on a regular schedule or alternate schedule unless weather conditions are extremely severe area-wide and necessitate closure. When in doubt, students are urged to use their own judgment regarding attendance. Students will be responsible for any academic work missed due to absences caused by severe weather conditions. For students who are enrolled in on-line classes, any assignments and/or quizzes will be due as scheduled, unless the instructor indicates otherwise. All exams will be postponed until campus classes are in session. Any student unable to access the internet must contact their instructor by phone or call the appropriate Academic Dean.

**NOTE:** *Decisions regarding the cancellation of classes and activities at Jackson State are made independent of other schools' decisions.*

For more inclement weather information go to:  
<http://www.jsc.edu/academics/calendars-schedules/inclement-weather-schedule.html>

## Awards and Honors

Awards and honors have been established for the recognition of outstanding achievement in several areas of college life.

**Honor Roll** is reserved for students who are enrolled for twelve (12) or more hours of college-level work (Learning Support excluded) and who complete a semester's work with a quality point average between 3.00 and 3.49.

**Dean's List** is reserved for students who are enrolled for twelve (12) or more hours of college-level work and who complete a semester's work with a quality point average between 3.50 and 4.00.

**Academic graduation** awards will be noted on the student's diploma as follows:

3.80-4.00 Summa Cum Laude

3.50-3.79 Magna Cum Laude

3.25-3.49 Cum Laude

**Faculty Award** will be given to the graduating student who, in the opinion of the college faculty, has contributed most to the advancement and betterment of Jackson State. An appropriately-inscribed plaque will be awarded to the student.

**President's Award** will be given to the graduating student(s) who has/have maintained the highest grade point average. An appropriately-inscribed plaque will be awarded to the recipient(s).

**Who's Who Among Students in American Junior Colleges** is a publication that honors selected outstanding graduating sophomores. These students are selected by the college faculty and staff according to scholastic ability, participation and leadership in academic and extracurricular activities, citizenship and service to Jackson State and potential for future achievement. The students receive an appropriately inscribed Who's Who certificate.

## Prior Learning Assessment

Jackson State Community College awards credit for Prior Learning Assessment options which save students from having to take courses in subjects that they already understand. This means that students can progress more quickly towards getting a degree and not have to pay full tuition for these courses.

No more than a total of 75 percent of semester hour credit can be granted by Jackson State through any combination of external sources. Credit granted for service in the Armed Forces (including physical education credit and credit for courses offered through the American Council on Education or other service schools), advanced placement credit (the Advanced Placement Program and College-Level Examination Program of the College Entrance Examination Board, credit by examination, or previous training or work experience qualifying for degree credit) can be used towards graduation requirements.

Should a student be granted the maximum total of 75 percent of semester hour credit through external sources, he/she must still complete all specific degree or certificate requirements as given in an outlined Program of Study. In order to receive a credential from Jackson State, students must meet the residency requirement, which is earning at least 25 percent of their hours at Jackson State.

Please refer to the JSCC PLA website at [www.jsc.edu/pla](http://www.jsc.edu/pla) for current processes and options.



# How We Help You

## Financial Aid

For students who need financial assistance to attend college, the Office of Financial Aid Services offers the following programs and services. For more information email [fa@jscc.edu](mailto:fa@jscc.edu) or call (731) 425-2605. Applications may be requested for all programs on the JSCC web page at [www.jsc.edu](http://www.jsc.edu).

### Institutional Aid Programs

**Academic Service Scholarships:** The State of Tennessee permits Jackson State to award a limited number of scholarships each year. The scholarship covers tuition and fees (up to 12 hours) for four academic semesters. Students on academic scholarship are required to work 75 hours each semester. Entering freshmen and returning sophomores should contact the Financial Aid Services Office for more information. Applications must be submitted no later than March 15.

**Access and Diversity Scholarships:** These scholarships were created to provide financial support for students who are members of targeted underrepresented groups at Jackson State Community College and have documented unmet financial need. The college applies to the Tennessee Board of Regents each year for continued funding, which then is administered by the college's Diversity Committee.

#### Criteria for scholarship consideration:

- Qualify as an African-American male, or be age 25 or older, or be in a major which is non-traditional for their gender--for example, women in engineering or men in nursing.
- Have a high school diploma or equivalent
- Be fully admitted to JSCC
- Be degree-seeking
- Be enrolled for at least six hours per semester, and
- Initially have a cumulative grade point average of 2.0 or better and maintain a minimum 2.0 term and cumulative grade point average for renewal.

#### Application deadlines are:

For Fall term: .....August 1

For Spring term: .....December 1

For Summer term: .....May 1

**Institutional Work Program:** College student employment may be available to students who do not qualify for the federal work program. Students should check with the Financial Aid Services Office for employment applications.

### Jackson State Community College Foundation

**Scholarships:** The Jackson State Community College Foundation was organized as the F. E. Wright Memorial Foundation in 1977 as a tribute to the late Dr. Francis Everett Wright, the first president of Jackson State. When the name of the Foundation was changed in the spring of 2000, the Foundation Board of Trustees elected to reorganize

the general scholarship fund as an endowed fund and name it after Dr. Wright. Scholarships from this fund are intended to increase access to Jackson State.

Other scholarships are made possible by contributions from businesses, civic organizations, clubs and individuals in the college service area. Scholarships may be awarded based on financial need and/or academic excellence.

#### General criteria for Foundation scholarships:

- Scholarship applications are available online or from the Financial Aid Office.
- Applications must be submitted by March 15 unless otherwise indicated.
- Applicants must be a high-school graduate or hold a G.E.D.
- Applicants must apply for admission prior to consideration for scholarships.
- Applicants must be enrolled as a regular student in a degree or certificate program.
- Applicants must enroll as a full-time student unless otherwise indicated.

**Note:** *The Financial Aid Services Office reserves the right on behalf of the Jackson State Foundation to review, change or cancel an award because of changes in financial status or lack of required satisfactory progress. All Foundation scholarship offers and awards are tentative and are contingent upon actual funding each year. Unless noted otherwise, institutional and Foundation awards do not cover out-of-state tuition or additional charges for TN eCampus classes.*

### Jackson State Foundation Scholarships

#### Agriculture Scholarship.....Financial Aid.

- Agriculture major
- Maintain 2.5 GPA; 3.0 GPA in Agriculture classes

#### Marian Jury Bateman Scholarship.....Nursing Program

- Enrolled in nursing program
- Resident of Henderson County
- Demonstrate integrity, honor, courage, and committed to excellence
- No previous college degree of bachelor level or higher

#### Mary Jo Boehms Scholarship.....Financial Aid

- Enrolled full time student taking 12 or more credit hours
- GPA of 3.0 or higher
- Enrolled in any program or major
- May be up to \$400 per semester
- May cover the cost of books and/or other fees not related to tuition

#### Brandenburg Endowed Scholarship.....Radiologic Technology Dept.

- \$250 per semester
- Second year Radiologic Technology major
- Resident of Henry County
- Assigned to Henry County Medical Center for clinical education

**Stephanie Hurt Britton  
Memorial Nursing Scholarship ..... Nursing Program**

- Second-year nursing student who demonstrates sensitivity and compassion in the care of patients.

**Jerry and Carol Cole  
Scholarship ..... Financial Aid**

- Be second year student
- Must have QPA or 3.0 or higher
- Must have a desire to obtain advanced degree
- Must be recommended by Natural & Physical Science Department instructor(s)

**Computer Services Scholarship..... Information Technology**

- \$250 award
- Submit written statement
- Committee stipulates course/books
- Application is on web at <http://www.jscc.edu/administration/information-technology/oit-scholarship.html>

**Credit Professionals  
International Scholarship ..... Financial Aid Office**

- \$250 per semester
- Reside within West Tennessee, exclusive of Shelby and adjoining counties
- Preference given to non-traditional student
- Enroll as a full-time business major
- Renewal for second semester requires 2.5 GPA

**Hazel Culver Memorial Scholarship ..... Financial Aid Office**

- Cover tuition and fees (up to 12 hours)
- Current high school senior
- Enrolled full time in a college/university transfer program
- Awarded by a selection committee
- Maintain a 3.0 grade point average
- Renewable based on availability of funds

**Durward Denley Scholarship ..... Financial Aid Office**

- \$150 award
- Computer major
- Incoming freshman
- High school graduate or GED
- GPA of 2.5 or better
- Letter of recommendation
- Maintain GPA of 2.5
- Maintain full-time status

**Julie Kay DeVersa Nursing Scholarship.... Nursing Program**

- Completion of at least the first semester of nursing courses
- Single, unmarried, adult learner, who is working while in school
- Demonstrates courage, integrity, and perseverance in the face of adversity
- Compassionate, caring, and committed to excellence both in theory and clinical practice
- Leads and encourages classmates

**Virginia Fiorvanti  
Scholarship Fund....Director of Volunteer Services, JMCGH**

- \$1,000 award
- Two-semester award
- Enrolled in an allied health or nursing program
- Awarded to a second year student
- Maintain a GPA of 2.75 or better

**Jerry Hardison II  
Memorial Scholarship ..... Communication Dept**

- Second-year communication major (faculty recommendation)

**Haywood Co. Scholarship ..... Financial Aid Office**

- \$500 per semester award
- Haywood County high school graduate
- ACT score of 19 or above
- Enroll in an Industrial Technology Program
- Submit letters of recommendation
- Maintain a GPA of 2.25
- Maintain full-time status
- Eligible for four consecutive semesters based on availability of funds

**Henry Co. Medical Center  
Scholarship ..... Radiologic Technology Dept.**

- Be a sophomore student
- Demonstrate outstanding clinical performance
- Have a GPA of 3.0 or above
- Must be recommended by clinical instructor
- Financial need not met by other financial aid
- Must be assigned to Henry County Medical Center

**Independent Radiology Associates .Radiologic Technology Dept.**

- Be a sophomore student
- Demonstrate outstanding clinical performance
- Have a GPA of 3.0 or above
- Must be recommended by clinical instructor
- Financial need not met by other financial aid
- Must be assigned to Tennova Healthcare- Dyersburg Regional or Baptist Memorial Hospital of Union City

**Innovation Scholarship.....Esther Gray-Lemus**

- Demonstrate excellence in vocal ability and performance
- Must maintain a GPA of 2.0
- Must be active in Innovation
- Must be available for on and off campus performances
- Must be a positive representative for JSCC

**Libby Bevis Jerrolds Scholarship ..... Savannah Center**

- Reside within Hardin County
- Be a high school graduate or hold a G.E.D.
- Enroll as a part-time or full-time student
- Have a demonstrated need for financial assistance
- \$250 and up per semester

**Dr. Kent Jones Scholarship..... Financial Aid**

- Must also qualify for the JSCC Access and Diversity Scholarship as a non-traditional student
- For fall and spring semesters
- May be up to \$200 each semester
- May cover the cost of books and/or fees not related to tuition
- Student must remain in good standing with JSCC to have the scholarship awarded for both Fall and Spring semesters and must remain qualified for the JSCC Access and Diversity Scholarship.

**Jane and Jonas Kisber Scholarship ..... Financial Aid**

- Scholarship awards will be for fall and spring semesters
- Student must be currently enrolled full time
- Consideration will be given first to students in nursing and education programs
- \$500 per student, per semester
- Tuition, fess, and/or books not covered by other financial aid
- GPA of 2.5

**Lexington/Henderson County Project Success Scholarships..... Financial Aid Office**

**Scholarship for High School Graduates**

- Have been a resident of Henderson County for the three most recent years
- Completed the Free Application for Federal Student Aid (FAFSA)
- Completed high school with a regular diploma from Lexington High School or Lexington Christian Academy, graduated from an approved Tennessee Home School program or passed the GED
- Enroll at JSCC in Jackson/Lexington the Fall semester following high school graduation or GED and maintain continuous full-time enrollment requirement
- Exhaust all other federal, state and local grant or scholarship aid before being considered
- Reapply each academic year by completing the FAFSA

**Dislocated Workers Scholarship**

- Have been a resident of Henderson County for the three most recent years
- Enroll for a minimum of 12 hours for dislocated workers
- Must be unemployed due to plant closings, economic layoffs, etc. for dislocated workers

- Must be a high school graduate or GED
- Must be degree seeking
- Must maintain a 2.0 GPA and be in good standing with the college
- Completed the FAFSA and any other financial aid available
- Exhausted all other federal, state, and local grant or scholarship aid before being considered
- Reapply each academic year by completing the FAFSA

**Non-Traditional Scholarship**

- Been a resident of Henderson County for the three most recent years
- Enroll for six or more hours for employed non-traditional students
- Must be 25 years of age or older
- Must be a high school graduate or GED
- Must be degree or certificate seeking
- Must maintain a 2.0 GPA and remain in good standing with the college
- Completed the FAFSA and any other financial aid available
- Exhausted all other federal, state, and local grant or scholarship aid before being considered
- Reapply each academic year by completing the FAFSA

**Linda Mays Memorial Scholarship .... JSCC Business Office**

- Must be full- or part-time employee, or student worker of JSCC

**Manufacturing Industrial Group Scholarship.. Financial Aid**

- \$1,000 per semester
- Be of a minority race, with first preference to African-Americans
- Reside within Henderson County, with first preference to residents of Lexington (if there are no applicants from Henderson County, applicants who reside in Madison County may be considered.)
- Enroll in an industrial technology program
- Demonstrate need for financial assistance
- Maintain a 2.0 grade point average
- Renewable based on availability of funds

**Math and Science Scholarship .....Math and Science Dept.**

- Be a resident within the JSCC service area
- Have a demonstrated financial need
- Second year student majoring in math or science

**Hubert C. Mercer Scholarship..... Financial Aid**

- Enrolled as a full-time or part-time student and in good academic standing;
- Have a demonstrated need for financial assistance
- The award may cover up to the \$250 per semester for tuition, fees, and/or books.

**Brooks Metts Scholarship and Jesse Jones Scholarship Radiologic Technology Dept.**

- Be a second-year student
- Demonstrate outstanding clinical performance
- Have a GPA of 3.0 or above
- Must be recommended by clinical instructor
- Financial need not met by other financial aid

**Dr. A.L. Middleton, Jr. Medical Lab Technician Scholarship ..... MLT Dept.**

- \$1,000 award (\$500 per fall and spring semesters)
- Awarded to one first-year and one second-year MLT student per year.
- Recipient must be assigned to Jackson- Madison County General Hospital for clinical rotations.
- Awarded by a Selection Committee based on academics and financial need.
- Maintain a 2.5 cumulative GPA to continue from semester to semester.

**Non-Traditional Student Scholarship ... Financial Aid Office**

- \$500 per semester
- Must be 25 years of age or older
- Must enroll for 6 or more hours
- Demonstrate need for financial assistance
- Preference given to non-traditional student
- Renewal for second semester requires 2.5 GPA

**Physical Therapist Assistant Scholarship .....PTA Dept.**

**RAD Tech Loans and Scholarships..Radiologic Technology Dept.**

**Harold Stephenson Memorial Scholarship ..... Nursing/Allied Health Departments**

- \$250 per semester for books for approved classes
- Nursing or allied health program major
- Be employed as a care-giver in a recognized institution

**Tennessee Juvenile Court Services Scholarship ..... Financial Aid Office**

- Recipient must reside in TN
- Enroll as a full-time student with major in Criminal Justice/Social Science
- Have a demonstrated financial need
- Must have a GPA of 2.5
- Must be a high school graduate
- \$500 per semester

**Billy Wesson Scholarship..... Billy Wesson**

- Covers full tuition and fees for two semesters
- Enroll as a full-time student taking Learning Support courses
- Demonstrate need for financial assistance
- Recipients may apply for second year contingent upon availability of funds

**Federal and State Aid Programs**

**The Federal Pell Grant Program**

This program is sponsored by the federal government and provides grants to full- and part-time students. Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) to apply. The priority deadline is March 15.

**The Federal Supplemental Educational Opportunity Grant**

Federal grant money, which is reserved for students who meet the priority deadline and show exceptional financial need as determined by the FAFSA. Funding for this program is limited.

**The Federal Work-Study Program**

Campus jobs offered to students with financial need. The average work-study award will be for 10 hours per week. The priority deadline is March 15.

**Tennessee Education Lottery Scholarship Program**

There are seven scholarships within the Tennessee Education Lottery Scholarship Program. They are administered by the Tennessee Student Assistance Corporation (TSAC) and are funded by the Tennessee Lottery Education Act. Jackson State does not determine eligibility for or award the lottery scholarships. For more information, contact TSAC at 1-800-342-1663 or [www.tn.gov/collegepays](http://www.tn.gov/collegepays).

**Tennessee Promise Scholarship Program**

The Tennessee Promise Scholarship Program is administered by the Tennessee Student Assistance Corporation (TSAC) with assistance from local partnering organizations. It is funded by the Tennessee Lottery Education fund. The scholarship is a last-dollar scholarship, meaning the scholarship will cover eligible tuition and fees not covered by the Federal Pell Grant, a Tennessee Education Lottery Scholarship or the Tennessee Student Assistance Award. Jackson State does not determine eligibility for this award. For more information, contact TSAC at 1-800-342-1663 or at [www.tn.gov/collegepays](http://www.tn.gov/collegepays).

**The Tennessee Student Assistance Award**

The Tennessee Student Assistance Award Program (TSAA) was established to provide non-repayable financial assistance to financially-needy undergraduate students who are residents of Tennessee. Applicants must be enrolled or accepted for enrollment, at least half time, at a public or an eligible non-public postsecondary institution in Tennessee. The TSAA is a state-funded grant program and includes funds from the Tennessee Education Lottery.

To be eligible, the applicant must:

- Complete a Free Application for Federal Student Aid (FAFSA), and
- Have a valid Expected Family Contribution (EFC) of 2100 or less, and
- Be a Tennessee resident, if a dependent student, parents must also be a Tennessee resident, and
- Be enrolled at least half time at an eligible Tennessee postsecondary institution, and
- Maintain institutional satisfactory academic progress according to the standards and practices of the institution, and
- Not be in default on a loan or owe a refund on any grant previously received at any institution, and
- Have not received a baccalaureate degree.

To receive priority consideration, students are strongly encouraged to submit a Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1 each year.

## Tennessee Reconnect Grant

Eligibility requirements:

- Tennessee resident for one (1) year prior to date of application
- File the FAFSA by the deadline date (to be determined) and be classified as an independent student
- Be enrolled in a federal Title IV eligible curriculum of courses leading to a certificate or associate degree
- Not have previously earned an associate degree or baccalaureate degree
- Enroll in and attend at least six (6) hours at an eligible institution
- Maintain a minimum 2.0 cumulative GPA at the end of the academic year as determined by the institution.
- Participate in a college success program, as determined by the Tennessee Higher Education Commission.

Award Facts: Award amount varies based on amount of remaining tuition and mandatory fees after all other gift aid has been applied. Scholarship is terminated after the student has attained an associate degree or certificate in an eligible program of study OR the student has attempted the total number of semester hours necessary for completion of an eligible program of study as determined under Title IV satisfactory progress standards, inclusive of any postsecondary hours transferred to the eligible program of study which were earned prior to enrollment at the postsecondary institution as a TN Reconnect student OR five (5) years have passed since the date of initial enrollment as a TN Reconnect grant student.

How to Apply: Submit the Tennessee Reconnect Grant application at [www.tnreconnect.gov](http://www.tnreconnect.gov). Submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov)

## How to Apply for Federal/State Assistance

All federal financial aid programs require that the college evaluate the student's financial need. This is based on the ability of the parent (and/or student) to contribute toward educational expenses. Students should apply online by completing the Free Application for Federal Student Aid (FAFSA) provided by the U.S. Department of Education using Jackson State's Federal School Code 004937.

The website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Financial aid can be awarded only after the following requirements are met:

- The student must qualify for regular admission to the college, working toward a degree or certificate in an eligible program.
- The student must meet all other federal student eligibility requirements as specified at [www.studentaid.gov](http://www.studentaid.gov)

## Deadlines to Apply For Federal/State Assistance

*Preferred deadline in applying for fall semester aid is March 15.*

After that, aid will be awarded as long as funds are available. A new federal application for financial aid is required each year. The renewal

application may be submitted any time after October 1st. Application results must reach our office by priority deadline for applicants to be considered for funding beyond the Federal Pell Grant.

To allow sufficient time for processing for fall semester payment, all requested support documents should be received by Jackson State by *July 1*. Submission by *November 1* for spring term and *April 1* for summer term is generally necessary for processing. Transfer students should contact the Jackson State Financial Aid Services Office eight to ten weeks before registering. Jackson State cannot honor any financial aid award letter from another institution.

## Practices Governing Student Financial Assistance

The Financial Aid Services Office reserves the right, on behalf of Jackson State to review, change or cancel an award at any time because of changes in a student's financial status, lack of satisfactory academic progress or the discovery of errors, clerical or other. Other reasons for adjustment include, but are not limited to: changes in enrollment hours, repeated courses, cancelled classes, additional aid received from other sources, non-attendance, enrollment in ineligible certificate programs or ineligible coursework; enrollment in courses that are not required for the current program of study, and enrollment in special session classes or programs that differ from the regular academic calendar. Any commitment of federal funds to a student is tentative and contingent upon subsequent congressional and state appropriations and actual receipt of the funds at Jackson State.

Students who receive financial assistance from Jackson State are to notify the Financial Aid Office of any other scholarships or loans extended to them from sources outside the college.

Neither Jackson State nor any other institution may pay a student federal funds simultaneously for the same period of enrollment without prior approval from both schools. Students who receive unauthorized payments are required to repay the Department of Education.

When all eligibility requirements have been met, financial aid is awarded. A letter is issued to you notifying you of the award. At that time, you become responsible for all financial aid applied to your tuition and fees or moneys issued to you.

**If you register early:** You must confirm your registration and intent to attend classes using your jWeb account by the last day to pay fees or confirm registration as published in the school catalog. If you do not have sufficient aid to cover all tuition and fees, you must contact the Business Office to pay the remaining balance or set up a deferred payment plan. You will be dropped from classes if payment or confirmation is not received by this deadline. If you do not plan to attend classes for which you are registered, you must drop all classes by this date and contact the Financial Aid Office so that your financial aid can be cancelled.

**If you register during regular or late registration:** Contact the Financial Aid Office the same day you register to have your financial aid credited to your account and applied toward paying tuition and fees.



**Note:** *If you registered for class and do not plan to attend:*

- You must drop all classes for which you are registered by the “last date to pay fees.”
- You must also contact the Financial Aid Office.

Failure to do so will require you to repay all financial aid for which you qualified, including the tuition and fees, even though you do not attend classes.

**Winter Term and Maymester:** Contact the Financial Aid Office prior to registration for mini-terms such as these.

Eligibility for federal funds will be based on the number of hours for which a student is enrolled at the close of the 100% refund period. No adjustments will be made for Federal Pell Grants for classes added on or after the 100% refund period. Students who establish eligibility after this point in time will be paid for the actual number of hours for which the student is enrolled at the time the student is awarded. Students cannot be paid federal funds to audit courses or for courses that are not required for their program of study.

Recipients should consult the financial aid handbook concerning the impact of withdrawal from college, cancelled classes or changes to his/her class schedule on federal funds. Students are to report any changes in enrollment status to the Financial Aid Office.

Class attendance is monitored. Non-attendance may require you to repay part or all of the federal aid. Additionally, online courses may require proof from your instructor that you have attempted course work. Each instructor will monitor class attendance and report students who do not attend class. The Financial Aid Services Office will determine if repayment is required.

Financial need will be evaluated on an annual basis, and appropriate increases or decreases in the amount of the assistance offered will be made.

Details concerning the administration of federal, state and institutional funding are provided in the Financial Aid Handbook available in the Financial Aid Services Office. More information about financial aid may be obtained by writing to the Financial Aid Services Office.

Any information in this catalog concerning financial aid at Jackson State may be subject to change or corrected as necessary without prior notice.

### **Policies for the Return of Federal Funds**

A student who officially withdraws, drops out of school, stops attending all classes, or otherwise fails to complete the period of enrollment for which he/she was granted federal financial aid, may be liable to repay federal funds. (Calculation of a federal repayment may differ from the state refund policy.) The amount the student must repay is determined by the official withdrawal date or the last date the student attended classes.

- If you officially withdraw before the first day of class, all federal funds awarded to you will be canceled and you will not need to make any repayment.

- If you register for class but do not attend, all federal funds applied to pay tuition or fees or paid to you is considered an overpayment. You must repay the overpayment in full.
- Changes in your enrollment status may also require you to repay federal funds.
- If a class is canceled or you did not begin attending a course(s), Jackson State will notify you of the amount of federal aid, if any, you must repay.

If a student owes a repayment of federal funds, he/she is not eligible for further federal or state aid at Jackson State or any other institution until the repayment is made. Jackson State is obligated to report any overpayment to the U.S. Department of Education.

Students may ask for examples of the return of unearned federal aid calculation from the Financial Aid Office.

### **Financial Aid Suspension and Appeal Process**

As a financial aid recipient, you are required to make satisfactory academic progress toward a degree or certificate. The satisfactory progress policy and information concerning the appeal process can be found on our website. There are also limitations on the number of attempted hours for which you can be paid, including transfer hours.

When a student does not meet the minimum financial aid standards, a letter is sent to the student to notify them of their financial aid status. A warning period is allowed under most conditions. However, some violations place the student on automatic financial aid suspension.

Any termination of financial assistance which occurs as a result of this policy may be appealed in writing to the Student Aid & Awards Committee of the college. An appeal form is available to assist the student with their written appeal. The appeal procedure is as follows:

- The student must appeal in writing to the Student Aid & Awards Committee using the guidelines on the appeal form. The written appeal must be signed by the student and should provide documentation of extenuating circumstances or unusual hardships which were responsible for his/her poor academic record. The student will be notified in writing of the results of the appeal.
- The decision of the Student Aid & Awards Committee may be appealed in writing to the Vice President for Student Services. The decision of the VPSS is final.

A student also may regain financial aid eligibility when he/she enrolls without financial aid assistance to improve their grade point average or satisfy lack of hours earned. It is the responsibility of the student to inform the Financial Aid Office at the time he/she has satisfied the minimum financial aid progress standards.

The financial aid satisfactory academic progress policy is more restrictive than the academic and retention standards of the college, and separate decisions are made concerning continued enrollment and eligibility for financial aid.

## Veterans Affairs Benefits

The Veterans Affairs Coordinator assists students eligible to receive VA benefits through the following Chapters: Chapter 1606 (National Guard), Chapter 1607 (REAP), Chapter 30 (Montgomery GI Bill), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Survivors' and Dependents' Assistance Program), and Chapter 33 (Post 9/11 GI Bill).

The enrollment process for students receiving VA benefits is separate from the college admission process, and applicants must be fully admitted to JSCC before certification to the Veterans Administration can be submitted. The Veterans Affairs Office is located in the Administration Building, Room 124.

Students receiving any VA or other military benefits are responsible for paying all tuition and fees not covered by those benefits. Please see the "Tuition and Fees" section for further information.

Individuals entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill benefits, will not face any penalty, including assessment of late fees or denial of access to classes or institutional facilities, or be required to borrow funds, because of their inability to meet their financial obligations to the college due to delayed disbursement of funding from the VA for chapters 31 or 33.

To obtain additional information about any of the above referenced Chapters, contact the JSCC Veterans Affairs Office, at (731) 425-2618, online at [www.jscc.edu](http://www.jscc.edu) or [www.vets.gov](http://www.vets.gov)

*Students receiving VA benefits should be aware of the following VA regulations while attending Jackson State:*

- You must be a degree-seeking student or working toward certification in an approved program
- Last date(s) of attendance reported by instructors must be reported to the VA. This could result in a reduction of your benefits, or an overpayment effective the date of last attendance
- Any change of major must be reported to the VA Office
- All prior military credit must be submitted to the Admissions and Records Office and evaluated within two semesters of initial enrollment

### Courses not eligible for VA Benefits:

- Any course audited
- Any course challenged
- Any course in which a non-punitive grade such as an "I" (incomplete) or "W" has been assigned
- Any course in which a grade of "PR" is earned, effective first day of classes
- Repeat of any course in which a grade of "D" or above has been earned, unless it is required for the degree
- Any Learning Support course taught online

**Deferment of Tuition/Fees:** Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits, or other

governmentally funded educational assistance subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Applications for the deferment must be made no later than fourteen days (14) after the beginning of the term and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferments shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003. Continually enrolled recipients of benefits are not eligible to receive a deferment.

**Satisfactory Progress:** Veterans who are placed on academic suspension by the college and are not allowed to re-enroll for the ensuing semester will be reported promptly to the VA by the JSCC Veterans Affairs Office. This notification is done so that benefit payments will be terminated as the law requires.

### Important Contact information:

- 1-877-823-2378 or [www.gibill.va.gov](http://www.gibill.va.gov) to verify monthly attendance (Chapters 1606, 1607, and 30).
- 1-888-442-4551 VA toll free number

## Student Services

### Academic Assistance Center (AAC)

The AAC is on the second floor of the library. It offers a free tutoring program, which follows the CRLA (College Reading and Learning Association) guidelines, and offers both adjunct and peer tutors. It also offers free online tutoring through SMARTHINKING. The AAC has a computer lab that houses over 60 computers available free to the entire college; the staff provides computer assistance. There are many self-study and supplementary materials for student use located in the AAC: computer programs, videos, DVDs, CDs, plus skeletal models for A&P classes. The Center is staffed by support personnel and student workers dedicated to assisting students in their academic pursuits.

The Academic Assistance Center staff administers exams for Jackson State's online classes, for various specialized tests for the campus, Prior Learning Assessment (PLA), and for the TN eCampus Online Degree Program. They also proctor make-up tests for students in on-ground classes. For those seeking admission to Jackson State, the TBR placement test (Accuplacer) is administered during registration periods to determine appropriate placement of students in Learning Support (LS) co-requisite labs or college-level classes. The AAC also provides a Confirmation Test for students who were placed in Learning Support co-requisite classes by Accuplacer scores. A schedule of testing dates, registration procedures and suggested study material is available on the JSCC web site or from the AAC at 731-425-2614.

Students who require special testing conditions may work with their instructor(s) to make arrangements for accommodations in the AAC. In order to receive an accommodation, students first must contact the Disability Resource Center, located in the Counseling Office, to verify their disability and have their accommodation approved.

## Completion Coaches

Each Jackson State student is assigned a Completion Coach. The Director of Orientation and Student Retention and your Completion Coach receive weekly attendance reported by your instructors and may reach out to you with recommendations to help keep you on track. Completion Coaches can also connect you to student support services, academic advisors, academic support services, and community resources based on your need. Additionally, there are transfer opportunities to 4-year institutions that your Completion Coach can help you access after you graduate from JSCC.

## Computer Facilities

Jackson State provides many state-of-the-art computer facilities allowing students access to the latest technology. General-purpose open computer labs are maintained in the Academic Assistance Center on the second floor of the library and in many classrooms.

The library and specific-purpose computer facilities are available for instructional and research purposes. Users of college computer facilities are to act in a responsible, ethical and legal manner. Specific procedures and rules are available for each area and available for all students and authorized users. Purposeful or knowing misuse of any of these facilities will be subject to disciplinary action by the college.

## Counseling and Career Services Office

Current and prospective students are provided confidential assistance with educational, career choice, and personal concerns, as well as referral to additional resources. The college offers current students free, confidential mental health counseling by a licensed provider during the fall and spring semesters. To make an appointment, please call (731) 425-2616; the Dean of Students at (731) 424-3520, ext. 50354; or the counselor's office at (731) 424-3520, ext. 50260; or come by the Counseling and Career Services Office in the Student Center. Walk-ins are welcome when the counselor is available.

## Disability Resource Center

The Disability Resource Center (DRC), located in the Counseling and Career Services Office in the Student Center, is available to assist students and prospective students with documented disabilities. The Dean of Students can facilitate in-class accommodations and campus access.

Information regarding these services appears in the college catalog/student handbook, in each course syllabus, the JSCC website, and is announced at each Great Expectations Orientation program. No accommodation is given prior to the point of student disclosure, verification and accommodation notice provided to the instructor within a reasonable time frame. Accommodations are not retroactive.

The procedure to receive accommodations:

- Student contacts Jackson State's DRC and completes the office's intake forms..
- The student provides medical and/or psychological information, preferably no more than five years old, from a health care provider within the scope of practice. The information should include the evaluation results and diagnosis.

- The student meets with the Dean of Students or their designee to review the documentation and discuss the student's needs and history. Decisions about appropriate accommodations are made on an individual basis considering functional limitations caused by the disability as they relate to requirements in individual courses and/or programs.
- Upon determination that accommodations are warranted, the Dean or their designee gives the student an "Accommodation Agreement Form" designating needed accommodations for each class in which the student seeks support.
- The student meets with the instructor(s) and discuss the logistics of delivering the accommodations identified on the "Accommodation Agreement Form," and both sign the agreement. For more complex requests, or in case of disagreement, the Dean or their designee will meet with the student and instructor to determine what is reasonable in each class. This process should be completed with sufficient notice for the instructor to arrange accommodations in a timely manner. The student is not required to disclose their specific disability to the instructor.
- The student and the instructor each keep copies of the signed forms, and the student promptly returns the original to the Dean or their designee.
- The student may appeal decisions made during this process by following the grievance procedure in the Jackson State Catalog/ Student Handbook.
- The college has a right to seek additional medical/psychological evaluations paid for by the college, but must provide disputed accommodations until such information is obtained.
- The student attends class and utilizes the authorized accommodation(s) as needed.
- The student notifies the Dean or their designee prior to the beginning of each ensuing semester to request "Accommodation Agreement Forms" for upcoming classes.

## Identification Cards

You, as a student, are required to obtain and carry at all times a valid Jackson State identification card (ID). An ID card is to be obtained or, if you are a returning student, validated at the main campus or at off-campus centers upon payment of your fees EACH SEMESTER. The ID card features your name, signature, color photo, and other information necessary for proper use. You will be issued an ID after presenting one form of government-issued photo identification (e.g., driver's license) and your paid fee receipt. The ID card is used to:

- Identify you as a current Jackson State student.
- Allow you to check out materials from the library.
- Allow you to obtain your federal financial aid checks.
- Allow you to purchase or sell books.
- Allow you to process forms in the Admissions and Records Office.
- Allow you to gain admission to certain events sponsored by the college or student organizations.
- Allow you to obtain discounts from area businesses.
- Allow you to use the resources in the Academic Assistance Center.

New student ID cards are made in the Student Assistance Center in the Student Center Building or at the Humboldt, Lexington or Savannah centers. ID cards can be validated in any of those locations or in the Business Office. A \$10 fee will be charged to replace all lost or inaccessible cards. The \$10 replacement fee must be paid in the Business Office and a receipt shown before a new ID card is produced. Any college official has the right to reclaim a student ID card for misuse or when deemed necessary, such as in cases of student conduct code violations. Failure to do so may result in disciplinary action.

## Library

The JSCC Library serves as an information center for the college and community. The Library's resources include a large number of electronic, print and audio-visual resources which support the Jackson State Community College academic programs, as well as the research needs of students and faculty, both on and off campus. Instruction in library use is emphasized in a program of information literacy that is part of many college courses.

The JSCC Library also serves as a study area for the campus with special areas for individuals and groups. Jackson State students, staff and faculty can access many resources from their homes through the Library's web page at [jscc.edu/library](http://jscc.edu/library)

With its Interlibrary Loan services, the JSCC Library can provide many resources that are not available on site. In addition, the Library's membership in the West Tennessee Academic Library Consortium allows students, staff and faculty to utilize the resources of college and university libraries throughout the area.

## Lost and Found

Found items should be turned in to one of the following offices:

- Administration Building - Receptionist's Desk
- Classroom Building - Dean of Communication and Humanities Office
- Gymnasium - Physical Education and Music
- Library - Circulation Desk
- Science Building - Dean of Math and Science Office
- Student Center Building - Student Assistance Center
- McWherter Center - Dean of Business and Industry Office
- Humboldt, Lexington & Savannah Centers - Administrative Office

Each individual location will forward items to the Library after holding them for one day. The Library will hold all items for sixty days. After that time, they will forward unclaimed items to Physical Plant.

## Placement and Career Services

Placement and Career Services, located Room 136 of the Student Center, offers Jackson State students and alumni a variety of resources to aid them in career planning, employment searches, and the

development of skills such as resume writing and interviewing. For more information about Placement and Career Services, or to schedule an appointment, please call (731) 424-3520 ext. 50315 between the hours of 8:00 am until 4:30 pm Monday through Friday.

## Career Planning

The staff offers, at no charge, the Kuder Journey career planning system that provides assessments and job search skills. Kuder Journey provides reliable tools to assess students' interests, skill sets, and work values. It then suggests career and educational options. It also provides tools to prepare students for their job search.

## Employment Search

The office is a referral source to assist JSCC students and alumni with off-campus job searches. The staff cannot guarantee students or alumni employment, as all hiring decisions are made by individual employers. The emphasis is providing individuals with direction and the necessary tools for their job search, such as job placement referral; resume, cover letter, and thank-you letter preparation assistance; interviewing techniques; and general job search tactics. The staff maintains contact with area employers and provides information about off-campus job opportunities through the "Job Listings" page on the JSCC Placement and Career Services website; JSCC student e-mail; and other social media.

## Career and Job Fairs

Placement and Career Services hosts a career and job fair during the spring semester. It is a free event that gives JSCC students and alumni a chance to meet with potential employers. Businesses send representatives to talk about the types of careers as well as employment opportunities available in their organizations. In addition to the annual career and job fair, we host "mini" job fairs throughout the academic year.

## Records Services

Records of each student's grades are kept on permanent file in the Admissions and Records Office in the Student Center.

- All transcript requests must be made via letter or fax to the Admissions and Records Office. Telephone requests will not be accepted.
- Official transcripts printed and released to the student will be noted as "Issued to Student." Other colleges and agencies may not accept this as official.
- An official transcript will be sent to another school or a business.
- Upon completion of a course or courses, Jackson State Community College students in dual or joint enrollment programs may receive or have issued by the college a transcript indicating their completed coursework and the corresponding grade(s) they were awarded. Credit for such coursework will be applied to their degree program upon their admittance to the college as a degree-seeking student.
- Unofficial copies may be given to students and/or their academic advisors.
- There is no charge for transcript copies unless more than 10 are

requested at one time.

- No transcripts will be released for or to a student who has any financial debts with the school or who has not completed all admission requirements.

## Change of Degree, Major or Concentration

To change your degree, major, or concentration, you can access an electronic request form in your Student Self Service-Student Records account or obtain a form from the Admissions and Records Office in the Student Center Building; Registration Center; or the Humboldt, Lexington or Savannah Centers or see your advisor.

A major change may require you to meet additional admissions requirements that may not have been initially required, such as providing additional official transcripts, taking a placement test, and completing different general education and major or concentration courses (example--changing from Non-degree seeking to a degree path).

Be sure to review your program requirements in Degree Work (located in jWeb). Students receiving Federal financial aid, such as Pell Grant or SEOG Grant, must be registered for courses within their program of study. Please note that if you are receiving financial aid and change to a non-degree seeking status, you will lose your financial aid.

## Registration Center

The Registration Center provides guidance to new and continuing students attending Jackson State by assisting with the planning of class schedules. In addition, staff and peer Registration Assistants help students identify available academic resources and student support services on campus.

During the first semester at Jackson State, each student will be assigned a permanent faculty advisor to assist with setting educational and career goals, solving academic problems, and accessing campus and community resources. The Registration Center helps students connect with their faculty advisor in an effort to ensure student success.

The Registration Center is located in the Student Center and is staffed to assist with registration and course scheduling issues. For more information, call 731-425-9560 or visit us in the Student Center.

## Student Activities and Student Government

See page 235.

## Student Assistance Center (jHub)

The Student Assistance Center (jHub), located in the Student Center Building, is the one-stop source for answers to questions regarding the college. The jHub offers a variety of services and support to Jackson State students and their families. Prospective and current students can find a wealth of information on subjects such as college admission, financial aid, registration, records, veterans affairs, counseling and career services, student job placement, and disability services. Students

may also obtain their student ID and parking tag. The jHub is open 8 a.m. to 5:30 p.m. Monday through Thursday and 8 a.m. to 4:30 p.m. on Fridays. Extended hours are available during peak registration times and the first two weeks of the fall and spring semesters.

## Student Insurance

Jackson State students may enroll in insurance plans provided through the Tennessee Board of Regents Student Health Insurance Exchange online health insurance marketplace. Details are available from the Counseling and Career Services office in the Student Center, and on students' jWeb under the "one-stop" tab, and "student information block."

## Student Center

A Student Lounge with comfortable furniture is located in the Student Center Building. The lounge is available for students to gather, socialize and relax between classes. In addition, the cafe and vending machines are available, as well as computers and wireless internet connectivity for currently enrolled students.

Comfortable conversation areas also are located in the main lobby of the McWherter Building. A break room with tables, chairs, vending machines, and a microwave for student use also is available on the first floor of the building.

## Writing Center

The Jackson State Writing Center, located on the first floor of the Library, offers students the opportunity to work on their writing, one-on-one, with a trained Writing Consultant. The Writing Consultants are hired from across the curriculum and can assist students at all stages of the writing process, regardless of subject!

The Writing Center specializes in many areas, including:

- Brainstorming
- Outlining
- Drafting
- Citations
- Revising
- Styles (i.e. MLA, APA, Chicago, Turabian, etc.)
- Resumes
- College/Job Applications

The Writing Center offers "in-person appointments" and opportunities to work with consultants online from the comfort of home through our "online appointments."

To sign up, stop by the Center, call us at (731) 425-8848, or make an appointment online at [tutortrac.jsc.edu](http://tutortrac.jsc.edu).



## General Education

The purpose for general education is to provide students with a common set of learning experiences that will increase their potential to function effectively in society. These experiences are broad enough and include enough options to allow students to prepare for the future in accordance with individual abilities, needs and interests.

General education focuses on a broad understanding of the past and present and on general principles for living in a period of rapid and continual change rather than isolated bits of knowledge or training which may soon become obsolete.

Jackson State believes that education should help students prepare for lifelong learning and responsible citizenship in a rapidly changing global community. Economic, political, social and personal issues as well as demands of a career require the individual to:

- Develop an appreciation of beauty as it appears in nature, in literature, in music, and in other art forms.
- Acquire an understanding of some of the basic concepts of science, the place of science in human culture, and the use of a scientific attitude and method of problem solving.
- Read, write, listen, and speak effectively and utilize computers and other technological resources for personal and professional development.
- Use the language of mathematics as an indispensable tool in the expanding areas of science, technology, world-wide business, and finance.
- Have knowledge of cultural diversities in order to promote the exchange of ideas and information in all areas of the college curriculum.
- Acquire the knowledge and skills necessary to maintain physical and mental well-being throughout one's life.
- Understand the nature and function of social organizations and institutions.
- Think critically and make reasoned choices by acquiring, analyzing, synthesizing, and evaluating knowledge.

Jackson State offers the courses listed below to fulfill the general education requirements at Jackson State. If transferring to a TBR institution, see pages [36-38 for information on fulfilling general education requirements system-wide](#). If transferring to a non-TBR institution, check with that institution and your advisor to see which courses you should take at Jackson State to fulfill their general education requirements.

### Communication - 9 credit hours

ENGL 1010 .....	English Composition I
ENGL 1020 .....	English Composition II
COMM 2025 .....	Fundamentals of Communication

### Humanities and Fine Arts - 9 credit hours

One course must be a Literature course.

ART 2000 .....	Art History Survey I
ART 2020 .....	Art History Survey II
ART 1035 .....	Introduction to Art
COMM 1851 .....	Introduction to Film
ENGL 2055 .....	African-American Literature
ENGL 2110 .....	Early American Literature
ENGL 2120 .....	Modern American Literature
ENGL 2210 .....	Early British Literature I
ENGL 2220 .....	Modern British Literature
ENGL 2310 .....	Early World Literature
ENGL 2320 .....	Modern World Literature
HUM 1010 .....	Early Humanities
HUM 1020 .....	Modern Humanities
MUS 1030 .....	Introduction to Music
PHIL 1030 .....	Introduction to Philosophy
PHIL 1040 .....	Introduction to Ethics
THEA 1030 .....	Introduction to Theatre

### Social and Behavioral Sciences - 6 credit hours

ECON 2100 .....	Principles of Principles of Macroeconomics
ECON 2200 .....	Principles of Microeconomics
GEOG 2010 .....	World Regional Geography
PHED 2050 .....	Health and Wellness
POLS 1030 .....	American Government
POLS 2025 .....	State and Local Government
PSYC 1030 .....	General Psychology
SOCI 1010 .....	Introduction to Sociology
SOCI 1020 .....	Social Problems

### History - 6 credit hours

HIST 2310 .....	Early World History
HIST 2320 .....	Modern World History
HIST 2010 .....	Early United States History
HIST 2020 .....	Modern United States History

**Natural Sciences - 8 credit hours**

BIOL 1110..... General Biology I  
 BIOL 1120..... General Biology II  
 BIOL 2010..... Human Anatomy and Physiology I  
 BIOL 2020..... Human Anatomy and Physiology II  
 CHEM 1110..... General Chemistry I  
 CHEM 1120..... General Chemistry II  
 BIOL 1510..... Environmental Science I  
 BIOL 1520..... Environmental Science II  
 GEOL 1040..... Physical Geology  
 PHYS 2010..... Non-Calculus Based Physics I  
 PHYS 2020..... Non-Calculus Based Physics II  
 PHYS 2110..... Calculus Based Physics I  
 PHYS 2120..... Calculus Based Physics II  
 PSCI 1010..... Principles of Physical Science  
 PSCI 1020..... Principles of Earth/Space

**Mathematics - 3 credit hours**

MATH 1010..... Math for General Studies  
 MATH 1530..... Introductory Statistics  
 MATH 1630..... Finite Mathematics  
 MATH 1710..... Precalculus Algebra  
 MATH 1720..... Precalculus Trigonometry  
 MATH 1830..... Applied Calculus  
 MATH 1910..... Calculus I

**Programs of Study**

**Tennessee Transfer Pathways**

**Associate of Arts Degree**

**Associate of Science Degree**

**Associate of Science in Teaching Degree**

Because the objectives of students vary, educational opportunities at Jackson State are diversified and flexible.

Jackson State offers the Associate of Science degree and the Associate of Arts degree with a pathway to be selected from several choices as well as the Associate of Science in Teaching degree. This program is designed for the student who plans on transferring to a four-year college or university.

When a transfer student has satisfactorily completed a Jackson State associate degree designed for transfer to a university in the State University and Community College System of Tennessee, with a pathway which is the same as the degree major to be pursued at the university, current policy of the Tennessee Board of Regents requires that the university shall grant credit toward completion of

the baccalaureate degree for all courses completed for the associate degree, subject to requirements for junior and senior level courses and residence at the university, provided that credit need not be granted for any courses which would not be acceptable by the university for its native students.

When a transfer student is not awarded an associate degree designed for transfer purposes, each university will accept those freshman and sophomore courses completed which have been determined to be equivalent courses offered by the university. Each university will determine which courses are creditable toward completion of relevant requirements for their degree programs, to the same extent that the courses would be creditable toward completion of the degree programs by the university's native students with the same degree major.

Jackson State offers the Associate of Arts and/or Associate of Science degree in the following transfer pathways:

<b>Transfer Pathways .....</b>	<b>Page</b>
Accounting .....	46
Agriculture-Agricultural Business.....	48
Agriculture-Animal Science.....	50
Agriculture-Plant and Soil Science .....	52
Art.....	54
Biology.....	56
Business Administration.....	58
Chemistry.....	60
Civil Engineering.....	62
Computer Science.....	64
Criminal Justice .....	66
Electrical Engineering .....	68
English.....	70
Foreign Language.....	72
General Studies .....	74
History .....	76
Information Systems .....	78
Mass Communication .....	80
Mathematics .....	82
Mechanical Engineering.....	84
Philosophy .....	86
Physical Education .....	88
Physics .....	90
Political Science .....	92
Pre-Health Professions.....	94
Pre-Occupational Therapy.....	96
Pre-Physical Therapy .....	98
Psychology.....	100
Social Work .....	102
Sociology.....	104
Associate of Science in Teaching .....	106

## Second Degree

A student may earn a second degree at Jackson State by fulfilling the following:

- Complete a minimum of twenty-four additional hours in a second major for a second degree in the same area (AA, AS, or AAS).
- Comply with the graduation requirements for the initial degree.
- General education requirements will apply to the major in the second degree, unless there is a specific general education requirement unique to the second major.
- Student may need to take a major exit exam for the second degree earned.

The student will be governed by the provisions of the catalog in effect at the time he or she re-enters Jackson State for work toward the second degree.

## Professional and Technical Programs

### Associate of Applied Science Degree

Jackson State offers the Associate of Applied Science degree in several areas. Technical certificates also are offered. A wide variety of professional and technical programs in business, technology, and the health professions is available. Each professional and technical program is designed to meet the needs of those preparing for employment and those employed who need to retain or upgrade their skills.

*Jackson State offers the Associate of Applied Science degree in the following areas:*

### Professional and Technical AAS Areas .....Page

Administrative Professional Technology Concentration.....	114
Management Concentration.....	116
Cisco CCNA Concentration.....	118
Cyber Defense Concentration.....	120
Networking Concentration.....	122
Programming Concentration.....	124
Criminal Justice.....	126
Emergency Medical Services-Paramedic.....	128
Multi Skilled Maint. Technician Concentration.....	130
Fire Science Administrative Leadership Concentration.....	132
Fire Science Emergency Medical Concentration.....	134
Fire Science Firefighter Concentration.....	136
Health Sciences.....	138
Medical Laboratory Technician.....	140
Nursing.....	144
Nursing LPN Career Mobility.....	146
Occupational Therapy Assistant.....	148

Physical Therapist Assistant.....	150
Radiologic Technology.....	152
Respiratory Care.....	154

### Technical Certificates of Credit

*Jackson State offers the following technical certificates of credit:*

CCNA Routing and Switching Certificate.....	157
Cyber Security Technician Certificate.....	157
Network Computer Technician Certificate.....	157
Programming Certificate.....	157
Emergency Medical Technician Certificate.....	158
Advanced Emergency Medical Technician Certificate.....	159
Emergency Medical Technician - Paramedic Certificate.....	160
Healthcare Technician Certificate.....	161

## Planning a Program of Study

The choice of a program of study rests with each student. This includes the choice of an academic program, location of classes, and method of delivery. The faculty and counselors at Jackson State are available to assist students in the selection of a course of study and specific courses as well as a location and method of study.

## Choosing an Academic Program

### Career Counseling

Students who may be undecided concerning the selection of an educational program are encouraged to schedule a career counseling session in the Counseling and Career Services Office, located in the Student Center Building. These counseling sessions are geared to help the student select a program of study based on their aptitudes, interest and lifestyle requirements.

### Academic Advisor

At the beginning of each semester, registered incoming freshmen and readmit students are assigned to an advisor in their major area. Faculty advisors will assist students in choosing proper courses, interpreting course requirements, and selecting a well-balanced program. Students should feel free to call on their advisors any time they feel they need help. Students are encouraged to make an appointment and meet with their assigned advisor at least twice a semester. Students should log into their jWeb account to access their advisor information.

### Registration Center

The Registration Center provides assistance for students to register for courses each semester. New students have the opportunity to attend one of the conveniently scheduled orientation sessions before their first semester. Great Expectations orientation sessions help students learn



about their degree program, financial aid, student activities and other aspects of student success. Students are then advised and can register for courses with the assistance of an academic advisor based on their ACT or Accuplacer testing scores.

During each Great Expectations orientation session, emphasis is placed on helping students start their educational career on the right path to success. Once a student has declared a major, the student will be assigned a permanent faculty advisor. Advisors are knowledgeable of academic programs and services that Jackson State provides and are trained to help students complete the registration process. Students who plan to transfer to a university may view the transfer equivalency tables at the university web site or review the transfer pathway information in the catalog.

The Registration Center is staffed with peer advisors to assist new and currently enrolled students, who have been advised to register for courses using the online jWeb system. In addition, students who have been advised may opt to register for courses on their own. Please review the academic calendar on the Jackson State website for designated dates and times of registration.

## Choosing a Location of Classes

You have a choice of attending classes at several locations. The main campus, located at 2046 North Parkway in Jackson, Tennessee offers the full schedule of classes as well as student and business services. See the map on page 4 and description of buildings on page 5.

### The college also has three centers and a satellite campus:

- The Lexington-Henderson County Center of Higher Education located at 932 East Church Street, 731-968-5722,
- The Humboldt Higher Education Center located 1751 Main Street, 731-425-8835
- The Savannah-Hardin County Center of Higher Education located at 601 South Pickwick Road, 731-925-5722.
- The Paris satellite location at the Paris-Henry County Community Center located at 55 Jones Bend Road Extended, 731-407-7300.

You may earn an Associate of Science Degree with a General Studies emphasis at any of the centers. Or, you may fulfill the general education requirements for most majors at any of the centers. Many of the required courses for several majors also are offered at the centers. Continuing Education non-credit classes are conducted on an as-needed basis. Student and business services are available at these centers as well.

## Choosing a Method of Study

You may select from a variety of instructional delivery methods at Jackson State. The traditional classes are held at scheduled times and places. Students come together with an instructor who provides face-to-face content delivery, class discussions and activities. Courses

delivered through eLearn require good time-management skills and self-discipline. The amount and difficulty of work is as rigorous as traditional classes.

The student is encouraged to select their method of study after careful consideration and after discussion with their faculty advisor as to which method best suits their need, their study habits, and their abilities.

### Traditional Classes

Traditional classes are offered at the main campus at Jackson, the Humboldt Higher Education Center, Lexington-Henderson County Center and the Savannah-Hardin County Center. Jackson State also offers classes in communities, businesses and industries in our 14-county service area on an as-requested basis.

Classes are offered Monday through Thursday during the day or evening hours and during the day on Friday or Saturday. The typical three- credit hour day class meets three times weekly for 50-minute sessions or two times weekly for 75-minute sessions. The typical three-credit hour night class meets one night a week for one 170-minute session and a Saturday class meets for one 170-minute session. Classes meet for a term of approximately 15 weeks. Classes carrying a greater credit hour load meet for additional minutes each week and classes carrying a lesser credit hour load meet for fewer minutes each week.

You will meet each class session with your instructor and other class members. The instructor will conduct your class sessions and the instructor will control the pace of the course. The instructor will be available to answer questions and to lead you through the course content.

For those students wishing to complete their courses quicker, Jackson State also offers Fast Track classes. These classes meet one night a week for seven 270-minute sessions. Two seven week sessions are offered in the Fall and Spring semesters.

**Note:** *Classes are offered during the summer term as either a 3-week session, 5-week session or as a 10-week session. The 5-week session classes allow students to take two sequence courses during the summer term. Each three-credit hour five-week class meets seven hours and 20 minutes per week in either four or five sessions. Night classes during each summer session typically meet 9 hours per week in three sessions.*

### Distance Education

It is the aim of Jackson State's Distance Education Department to deliver quality, college-level instruction in the distance education environment. Distance education is defined as instruction that takes place outside the traditional classroom. This means of instruction allows for the greatest degree of flexibility in scheduling for the student but demands that the student be responsible and self-motivated for keeping deadlines and completing assignments on schedule.

Distance Education offers classes through the following delivery methods: Online Web-Based, Hybrid Web-Enhanced, and Distance Learning Web-casting. Jackson State also offers online recordings of some traditional classroom lectures. All course work taken by distance education is accredited and accepted by Jackson State to meet degree

requirements and is transferable to other institutions. Students register for Distance Education classes at the same time as traditional classes.

### **eLearn (Online Web-Based) Classes**

In this method of instructional delivery, the student will receive class lectures, assignments, and class activities using the Internet. Instructors have developed classes similar in content to traditional classes offered except the classes have included the power of the Internet in their activities. Typical classes include an interactive web page, a student study guide, and a textbook. These classes are not self-paced and adhere to a strict course schedule. Instructors can be reached by telephone, e-mail within eLearn, and office visits if the student needs assistance in the class. Office visits may be conducted face-to-face or online. Jackson State also provides more information on online classes at <https://www.jsc.edu/academics/distance-education/online-courses.html>. Additional online guides and tutorials are available at [http://libguides.jsc.edu/distancelearning/getting\\_started](http://libguides.jsc.edu/distancelearning/getting_started). To successfully complete one of the “online” classes, the student must have access to a computer with internet capability (preferably DSL or broadband) at his/her home or at one of the Jackson State Centers.

### **Hybrid (Online Web-Enhanced) Classes**

In this method of instructional delivery, instructors have developed classes that blend the classroom and online experience together. Typical classes include an interactive web page, a student study guide, and a textbook. These class are not self-paced and adhere to a strict course schedule. Instructors can be reached by telephone, e-mail, and office visits if the student needs assistance in the class.

### **Distance Learning (Web-Casting) Classes**

In this method of instructional delivery, the student will attend class with other students at a remote location from the instructor. The student will attend classes, receive lectures and participate in class activities just as those students attending at the instructor’s “home” location. Currently, Jackson State Community College webcasts from one of our campuses: the JSCC main campus, the Lexington-Henderson County Center, the Savannah-Hardin County Center, the Humboldt Adult Education Center, and the Paris satellite location to many area high schools. As the student would in any other live class, he/ she will attend classes at the times specified in the class schedule. The equipment allows for two-way video and audio communication so that students will be able to see and hear the instructor, and the instructor will be able to see and hear the student. Students who take distance learning classes may be required to bring headphones or earbuds to class.

For more information concerning the Distance Education classes, contact the Distance Education Office by phone, or Web-Request.

Phone: 1-800-355-5722 ext. 52623 • Fax: 731-425-9562

Web-Request: [helpmeonline.jsc.edu](mailto:helpmeonline.jsc.edu)

Web: <https://www.jsc.edu/academics/distance-education/>

## **TN eCampus Online Degree Programs**

The TN eCampus Online Degree Programs aims to increase access to higher education for adult Tennesseans by maximizing the joint, effective use of technology to deliver quality, college-level instructions. The program includes associate degrees and technical certification. The Associate of Arts Degree or Associate of Science Degree (A.A. or A.S.) are designed for transfer to a university, and the Associate of Applied Science Degree (A.A.S.) and Technical Certificate are for students directly entering the workforce.

The classes are delivered using web-based technology, thus allowing the student maximum flexibility in “going to class.” Students are able to receive instruction, assignments, and evaluations at a location of their choosing at a time that is convenient for them. A computer with access to the Internet is necessary for all programs. Instructors are just a few keystrokes or a telephone call away. Technical support is available 24 hours a day, seven days a week by a toll-free number. The classes are offered by and taught utilizing faculty from all Tennessee Board of Regents institutions.

When you choose Jackson State as your home institution, you receive the same services and support as traditional students and your degree will be awarded by Jackson State. Classes taken toward the Tn eCampus Online Degrees and Certificate can be mixed with classes taken at Jackson State, the Centers, or through Jackson State’s Distance Education Department.

All TN eCampus Online Degree credits are transferable to any Tennessee Board of Regents four-year institution. Credits meet all accreditation requirements and are transferable to area colleges and universities.

The registration for TN eCampus Online Degree classes begins after your admission to Jackson State. You register for these classes via the Registration Center at Jackson State.

TN eCampus Online Degree classes are considered separately from on-campus classes and fees for these classes are charged per hour at the current part time, per hour Jackson State maintenance fee rate or out-of-state fee, as applicable—plus an online class fee. Students will pay the TN eCampus fee even if they have achieved full-time status. (Because the TN eCampus Online Course Fee is considered a “special course fee,” TBR, UT and other state employees who are entitled to a fee waiver are still required to pay this fee.) See Fees and Expenses for more information.

For more information concerning the TN eCampus Online Degree Program contact: Jackson State’s TN eCampus Contact at:

**Phone:** 731-425-2623 • 1-800-355-5722 Ext. 52623

**Fax:** 731-425-9562

Web-Request: [helpmeonline.jsc.edu](mailto:helpmeonline.jsc.edu)

Web: <https://www.jsc.edu/academics/distance-education/>

For assistance with registering for TN eCampus Online Degree Program courses contact: Jackson State’s Registration Center at:

**Phone:** 731-425-9560 • 1-800-355-5722 Ext. 59560

**Fax:** 731-425-2653 email: [wshull@jsc.edu](mailto:wshull@jsc.edu)

Statewide information on the TN eCampus Online Degree Program can be found on the web at [www.tnecampus.org](http://www.tnecampus.org)

## Transfer Programs

### Associate of Arts Degree

### Associate of Science Degree

### Associate of Science in Teaching Degree

The Tennessee Transfer Pathways (TTPs) consist of pathways in several academic and pre-professional areas designed for students desiring to transfer to a four-year college or university to work toward a baccalaureate degree. If you plan to transfer to a college or university outside of the Tennessee Board of Regents or University of Tennessee system, please check with the institution to which you plan to transfer to make sure that you are fulfilling their requirements. Also, be aware that some colleges and universities accept as transfer courses only those courses in which a student has earned a grade of “C” or above.

Upon the successful completion of graduation requirements and courses specified by major, a student will receive an Associate of Arts Degree, an Associate of Science Degree, or an Associate of Science in Teaching degree. The Associate of Arts Degree requires two semesters of a foreign language. Only one A.A., A.S., or A.S.T. degree is awarded in the TTP program although more than one major may be completed.

A student may earn a second major/concentration by fulfilling the following:

- Comply with the graduation requirements for the initial major/concentration.
- General education requirements will apply to the second major/concentration, unless there is a specific general education requirement unique to the second major/concentration.
- May need to take a major exit exam for the second major/concentration earned.

A student who has completed the requirements for one degree may receive a second degree if the second degree is a different type from the first. (i.e., A student who has received an Associate of Science degree may receive as a second degree an Associate of Arts degree, an Associate of Science in Teaching degree or Associate of Applied Science degree.) Students completing a second degree must complete the curriculum prescribed for the second degree, provided the work completed includes at least 24 semester hours in residence over and above the total number of hours completed for the first degree. The student will be governed by the provisions of the Catalog in effect at the time he/she re-enters the College for work toward the second degree.

## Tennessee Board of Regents

### Common General Education Core Curriculum

Effective Fall Semester 2004, each institution in the State University and Community College System of Tennessee (The Tennessee Board of Regents System) share a common lower-division general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. Lower-division means freshman and sophomore courses.

The courses comprising the general education curriculum are contained within the following subject categories:

#### Baccalaureate Degrees and Associate of Arts and Associate of Science Degrees \*

Communication .....	9 hours **
Humanities and/or Fine Arts.....	9 hours
(At least one course must be in literature.)	
Social and Behavioral Sciences .....	6 hours
History .....	6 hours ***
Natural Sciences.....	8 hours
Mathematics .....	3 hours

#### Total 41 hours

\* Foreign language courses are an additional requirement for the Associate of Arts (A.A.) and Bachelor of Arts (B.A.) degrees. The B.A. degree requires proficiency in a foreign language equivalent to completion of two years of college-level work. The A.A. degree requires proficiency in a foreign language equivalent to completion of one year of college-level work.

\*\* Six hours of English Composition and three hours in English oral presentational communication are required.

\*\*\* Students who plan to transfer to Tennessee Board of Regents (TBR) universities should take six hours of United States History (three hours of Tennessee History may substitute). Students who plan to transfer to a non-TBR institution should check requirements at the college or university they will be transferring to and take the appropriate courses.

Although the courses designated by Tennessee Board of Regents (TBR) institutions to fulfill the requirements of the general education subject categories vary, transfer of the courses is assured through the following means:

- Upon completion of an A.A., A.S., or A.S.T. degree, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.
- If an A.A., A.S., or A.S.T. is not obtained, transfer of general education courses will be based upon fulfillment of complete subject categories. (Example: If all eight hours in the category of Natural Sciences are complete, then this “block” of the general education core is complete.) When a subject category is incomplete, course-by-course evaluation will be conducted. The provision of block fulfillment pertains also to students who transfer among TBR universities.
- Institutional or departmental requirements of the grade of “C” will be honored. Even if credit is granted for a course, any specific requirements for the grade of “C” by the receiving institution will be enforced.

- In certain majors, specific courses must be taken also in general education. It is important that students and advisors be aware of any major requirements that must be fulfilled under lower-division general education.

Courses designated to fulfill general education by Jackson State are on page 38 of this catalog. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR web site <https://www.tbr.edu/> under Transfer and Articulation Information.

## Jackson State Requirements

### Residence Requirement

Twenty-five percent of the overall semester hours of credit needed for graduation must be from Jackson State. Fifteen of the last twenty-four semester hours of credit should be from Jackson State.

### Institutional Review Board

The Jackson State Community College Institutional Review Board (IRB) monitors all research conducted on the JSCC campus in order to protect student/employee information. Anyone interested in conducting research using JSCC data or surveys of JSCC students or employees must apply with the JSCC IRB. This includes students and employees. For more information on the IRB and for ways to apply to conduct research, visit <https://www.jsc.edu/about-jackson-state/administration/institutional-research-and-accountability/institutional-review-board/> or email [svonderheide@jsc.edu](mailto:svonderheide@jsc.edu).

### Educational Requirements

- If the TBR placement scores indicate that you need additional preparation courses for college, you must fulfill those requirements before beginning college-level work in courses with learning support requirements.
- Total semester credit hours: Minimum of 60.
- Cumulative quality point average: Minimum of 2.00.
- Only grades of “D” and above will be accepted to satisfy program requirements.

### Course Requirements

#### General Education

See page 32 for statement of purpose and courses that fulfill the general education requirements at Jackson State. The courses listed there will transfer to all TBR institutions if you complete the subject category. If you transfer before obtaining an A.A., A.S., or A.S.T. degree from Jackson State and a subject category is not complete, a course-by-course evaluation will be conducted by the institution to which you transfer. Please note that even if credit is granted for a course, any specific requirements for the grade of “C” by the receiving institution will be enforced.

See the information listed under General Education on the page describing your major for the courses that will fulfill the general education requirements for your particular major at Jackson State.

If transferring to a non-TBR institution, check with that institution and your advisor to see which courses you should take at Jackson State to fulfill their general education requirements as well as those of Jackson State.

Communication: 9 credit hours

- English Composition - 6 hours
- Oral Presentation - 3 hours

Humanities and Fine Arts: 9 credit hours

- English Literature - 3 hours
- Two other courses selected from the category (page 32) - 6 hours

Social and Behavioral Sciences: 6 credit hours

History: 6 credit hours

Natural Science: 8 credit hours

Mathematics: 3-4 credit hours

### Majors/Pathways

Each transfer major includes required courses of study which must be completed and are dependent upon the major selected by the student. See each major’s description for specific course requirements.

### Elective Courses

Courses to be included as electives should be chosen toward a specific transfer program to a specific four-year college or university.

### Foreign Language

Required for Associate of Arts degree: Six semester credit hours of courses, or satisfied by successful completion of a proficiency examination.

### Graduation Proposal Requirements

A student must complete requirements for the degree sought and file a graduation proposal in the Admissions and Records Office. Students ordinarily are allowed to graduate under the requirements of the catalog under which they entered, provided graduation is within seven years of entrance date. Students should meet with their advisor to ensure that all requirements for graduation have been met.

### Exit Testing Requirement

All students are required to take one or more exit exams prior to graduation. These exams are designed to measure achievement in general education and, if applicable, in the major for the purpose of evaluating the effectiveness of the institution or the program as required by public policy. All students must take the General Education Exit Exam

(Proficiency Profile). Students who are graduating in certain AAS programs are required to take a Career Exit Exam in addition to the General Education Exit Exam. In order to comply fully with this provision, students must authorize the release of their scores to the institution. Individual student scores will be treated as confidential.

## Graduation Instructions

• Meet with your academic advisor who will assist you with completing the following graduation information:

- Graduation proposal form
- DegreeWorks audit for your program of study
- Waiver or substitution request forms, if necessary (signed by your advisor and the appropriate dean)

- Schedule the career exit exam (if applicable)
- Humboldt, Lexington and Savannah Center students may complete their graduation proposal at their respective centers
- Proficiency Profile Testing
  - Go to one of the Proficiency Profile testing locations and complete the exam. A valid JSCC ID is required.
  - Sign up for the exam under the "Student One-Stop" tab in your jWeb account.
- Submit the cap and gown order form to the Counseling and Career Services Office
- All graduation proposals must be completed and submitted to the Admissions and Records Office. Deadlines for submission of graduation proposals will be posted on the [JSCC homepage](#).



## The Associate of Science

# Accounting

at Jackson State Community College 2019/2020

**Contact Information**

Terry Mullins

731-424-3520

[tmullins@jscc.edu](mailto:tmullins@jscc.edu)**Program and Career Description**

Students completing a bachelor's degree in accounting have a variety of career opportunities available to them in the accounting field. The Associate of Science in Accounting is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Our students work closely with accounting and other business faculty.

## Program Requirements for the Associate of Science: Accounting

*(The Associate of Science: Accounting requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

**Communication Requirement**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 COMM 2025 Fundamentals of  
 Communication

**Choose THREE Humanities Courses**

*(One course must be a literature course)*

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Social and Behavioral Sciences Requirement**

ECON 2100 Principles of Macroeconomics  
 ECON 2200 Principles of Microeconomics

**Choose TWO History Courses**

HIST 2310 Early World History  
 HIST 2320 Modern World History  
 HIST 2010 Early United States History  
 HIST 2020 Modern United States History

**Choose TWO Natural Sciences Courses**

BIOL 1110 General Biology I  
 BIOL 1120 General Biology II  
 BIOL 2010 Human Anatomy and Physiology I  
 BIOL 2020 Human Anatomy and Physiology II  
 CHEM 1110 General Chemistry I  
 CHEM 1120 General Chemistry II  
 BIOL 1510 Environmental Science I  
 BIOL 1520 Environmental Science II  
 GEOL 1040 Physical Geology  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PHYS 2110 Calculus Based Physics I  
 PHYS 2120 Calculus Based Physics II  
 PSCI 1010 Principles of Physical Science  
 PSCI 1020 Principles of Earth/Space

**Mathematics Requirement**

MATH 1530 Introductory Statistics\*

**Area of Emphasis Requirements**

ACCT 1010 Principles of Accounting I  
 ACCT 1020 Principles of Accounting II  
 MATH 1630 Finite Mathematics *or*  
 MATH 1710 Precalculus  
 Algebra  
 MATH 1830 Applied Calculus  
 INFS 1010 Computer Applications  
 COL 1030 College to Career Navigation  
 One (1) Credit Guided Elective

*\* Students planning to transfer to UTK must complete MATH 2050 Calculus-Based Probability and Statistics.*

## Accounting Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
COL 1030	College to Career Navigation	3
	Humanities Course	3
	Natural Science Course	4
INFS 1010	Computer Applications	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
MATH 1530	Statistics	3
	Humanities Course	3
	Natural Science Course	4
	Guided Elective	1
Total Credits		14

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
MATH 1630/1710	Finite Mathematics/Precalculus Algebra	3
ACCT 1010	Principles of Accounting I	3
ECON 2100	Principles of Macroeconomics	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
ENGL XXXX	Literature Course	3
MATH 1830	Applied Calculus	3
ACCT 1020	Principles of Accounting II	3
ECON 2200	Principles of Microeconomics	3
Total Credits		15

### Notes:

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# The Associate of Science Agriculture- Agricultural Business

at Jackson State Community College 2019/2020

## Contact Information

Carrie Baker  
731-424-3520  
[cbaker34@jscc.edu](mailto:cbaker34@jscc.edu)



## Program and Career Description

Careers in the field of agriculture typically require a bachelor's degree or higher. A variety of career opportunities are available in research firms, universities, and agribusiness. The Associate of Science in Agriculture is designed for students wanting to complete the first two years of the bachelors degree in a community college setting. Our students have the opportunity to work closely with agriculture faculty and have ample access to the latest agriculture technology.

## Program Requirements for the Associate of Science: Agriculture-Agricultural Business

*(The Associate of Science: Agriculture-Agricultural Business requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

- ENGL 1010 English Composition I
- ENGL 1020 English Composition II
- COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

- ART 2000 Art History Survey I
- ART 2020 Art History Survey II
- ART 1035 Introduction to Art
- COMM 1851 Introduction to Film
- ENGL 2055 African-American Literature
- ENGL 2110 Early American Literature
- ENGL 2120 Modern American Literature
- ENGL 2210 Early British Literature
- ENGL 2220 Modern British Literature
- ENGL 2310 Early World Literature
- ENGL 2320 Modern World Literature
- HUM 1010 Early Humanities
- HUM 1020 Modern Humanities
- MUS 1030 Introduction to Music
- PHIL 1030 Introduction to Philosophy
- PHIL 1040 Introduction to Ethics
- THEA 1030 Introduction to Theatre

### Social and Behavioral Sciences Requirement

- ECON 2100 Principles of Principles of Macroeconomics
- ECON 2200 Principles of Microeconomics

### Choose TWO History Courses

- HIST 2310 Early World History
- HIST 2320 Modern World History
- HIST 2010 Early United States History
- HIST 2020 Modern United States History

### Natural Sciences Requirement

- BIOL 1110 General Biology I
- CHEM 1110 General Chemistry I

### Mathematics Requirement

- MATH 1530 Introductory Statistics \*

*\* Students planning to transfer to UTK must complete MATH 2050 Calculus-Based Probability and Statistics*

### Area of Emphasis Requirements

- MATH 1830 Applied Calculus
- AGRI 1010 Intro to Agricultural Business
- AGRI 1020 Introduction to Animal Science
- AGRI 1030 Introduction to Plant Science
- COL 1030 College to Career Navigation
- Four (4) hours of Electives

A minimum of three (3) hours of electives  
MUST be Agriculture electives



## Agricultural Business Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
BIOL 1110	General Biology I	4
ECON 2100	Principles of Macroeconomics	3
AGRI 1010	Intro to Agricultural Business	3
COL 1030	College to Career Navigation	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
CHEM 1110	General Chemistry I	4
ECON 2200	Principles of Microeconomics	3
AGRI 1020	Introduction to Animal Science	3
MATH 1830	Applied Calculus	3
Total Credits		16

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
MATH 1530	Statistics	3
HIST XXXX	History Course	3
AGRI 1030	Introduction to Plant Science	3
	General Elective	1
Total Credits		13

### Second Year, Spring Semester

Rubric	Course	Hrs
COMM 2025	Fundamentals of Communication	3
	Humanities Course	3
HIST XXXX	History Course	3
AGRI XXXX	Agriculture Elective	3
	Humanities Course	3
Total Credits		15

### Notes:

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# The Associate of Science Agriculture- Animal Science

at Jackson State Community College 2019/2020

**Contact Information**  
Sara Youngerman  
731-424-3520  
[syoungerman@jscc.edu](mailto:syoungerman@jscc.edu)



## Program and Career Description

Careers in the field of agriculture typically require a bachelor's degree or higher. A variety of career opportunities are available in research firms, universities, and agribusiness. The Associate of Science in Agriculture is designed for students wanting to complete the first two years of the bachelors degree in a community college setting. Our students have the opportunity to work closely with agriculture faculty and have ample access to the latest agriculture technology.

## Program Requirements for the Associate of Science: Agriculture-Animal Science

*(The Associate of Science: Agriculture-Animal Science requires 60 + 3 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

- ENGL 1010 English Composition I
- ENGL 1020 English Composition II
- COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

- ART 2000 Art History Survey I
- ART 2020 Art History Survey II
- ART 1035 Introduction to Art
- COMM 1851 Introduction to Film
- ENGL 2055 African-American Literature
- ENGL 2110 Early American Literature
- ENGL 2120 Modern American Literature
- ENGL 2210 Early British Literature
- ENGL 2220 Modern British Literature
- ENGL 2310 Early World Literature
- ENGL 2320 Modern World Literature
- HUM 1010 Early Humanities
- HUM 1020 Modern Humanities
- MUS 1030 Introduction to Music
- PHIL 1030 Introduction to Philosophy
- PHIL 1040 Introduction to Ethics
- THEA 1030 Introduction to Theatre

### Social and Behavioral Sciences Requirement

*(Choose ONE of the following)*

- ECON 2100 Principles of Macroeconomics
- ECON 2200 Principles of Microeconomics

*(Choose ONE of the following)*

- GEOG 2010 World Regional Geography
- PHED 2050 Health and Wellness
- POLS 1030 American Government
- POLS 2025 State and Local Government
- PSYC 1030 General Psychology
- SOCI 1010 Introduction to Sociology
- SOCI 1020 Social Problems

### Choose TWO History Courses

- HIST 2310 Early World History
- HIST 2320 Modern World History
- HIST 2010 Early United States History
- HIST 2020 Modern United States History

### Natural Sciences Requirement

- BIOL 1110 General Biology I
- BIOL 1120 General Biology II

### Mathematics Requirement

- MATH 1530 Introductory Statistics

### Area of Emphasis Requirements

- CHEM 1110 General Chemistry I
- CHEM 1120 General Chemistry II
- AGRI 1020 Introduction to Animal Science
- AGRI 1030 Introduction to Plant Science
- COL 1030 College to Career Navigation
- Five (5) hours of Agriculture Electives

## Animal Science Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
BIOL 1110	General Biology I	4
ECON XXXX	Economics Course	3
AGRI 1020	Intro to Animal Science	3
COL 1030	College to Career Navigation	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
BIOL 1120	General Biology II	4
	Social/Behavioral Science Course	3
AGRI 1030	Introduction to Plant Science	3
MATH 1530	Introductory Statistics	3
Total Credits		16

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
	Humanities Course	3
HIST XXXX	History Course	3
CHEM 1110	General Chemistry I	4
AGRI XXXX	Agriculture Elective	2
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
COMM 2025	Fundamentals of Communication	3
CHEM 1120	General Chemistry II	4
HIST XXXX	History Course	3
AGRI XXXX	Agriculture Elective	3
	Humanities Course	3
Total Credits		16

### Notes:

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# The Associate of Science Agriculture- Plant and Soil Science

at Jackson State Community College 2019/2020

**Contact Information**

Sara Youngerman or Claude Bailey  
731-424-3520

[syoungerman@jsgc.edu](mailto:syoungerman@jsgc.edu) or [cbailey@jsgc.edu](mailto:cbailey@jsgc.edu)

**Program and Career Description**

Careers in the field of agriculture typically require a bachelor's degree or higher. A variety of career opportunities are available in research firms, universities, and agribusiness. The Associate of the first two years of the bachelor's degree in a community college setting. Our students have the opportunity to work closely with agriculture faculty and have ample access to the latest agriculture technology.

## Program Requirements for the Associate of Science: Agriculture-Plant and Soil Science

*(The Associate of Science: Agriculture-Plant and Soil Science requires 62 college level credits. Some courses have prerequisites and co-requisites.)*

**Communication Requirement**

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

**Choose THREE Humanities Courses**

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

**Social and Behavioral Sciences Requirement**

*(Choose ONE of the following)*

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics

*(Choose ONE of the following)*

GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

**Choose TWO History Courses**

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

**Natural Sciences Requirement**

BIOL 1110 General Biology I  
BIOL 1120 General Biology II

**Mathematics Requirement**

MATH 1530 Introductory Statistics

**Area of Emphasis Requirements**

CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
AGRI 1020 Introduction to Animal Science  
AGRI 1030 Introduction to Plant Science  
AGRI 1050 Introduction to Soil Science  
COL 1030 College to Career Navigation

## Plant and Soil Science Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
BIOL 1110	General Biology I	4
HIST XXXX	History Course	3
AGRI 1020	Intro to Animal Science	3
COL 1030	College to Career Navigation	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
BIOL 1120	General Biology II	4
HIST XXXX	History Course	3
AGRI 1030	Introduction to Plant Science	3
MATH 1530	Introductory Statistics	3
Total Credits		16

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
	Humanities Course	3
ECON XXXX	Economics Course	3
CHEM 1110	General Chemistry I	4
AGRI 1050	Introduction to Soil Science	4
Total Credits		17

### Second Year, Spring Semester

Rubric	Course	Hrs
COMM 2025	Fundamentals of Communication	3
CHEM 1120	General Chemistry II	4
	Social/Behavioral Science Course	3
	Humanities Course	3
Total Credits		13

### Notes:

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# The Associate of Arts Art

at Jackson State Community College 2019/2020

## Contact Information

Dr. Lisa Smith

731-424-3520

[lsmith@jscc.edu](mailto:lsmith@jscc.edu)



## Program and Career Description

The art major is a two-year program for students planning to earn a B.A. in this field of study. Designed to parallel the first two years of art schools across the country, our program gives students the opportunity to work closely with experienced faculty and provides ample access to the campus art studios. A wide variety of careers, from architect to zoological illustrator, are available with an art degree. Employment opportunities are available in offices, design studios, museums, education, and industry as well as in private studios. Art therapists and college art instructors must have at least a master's degree. Below is the pathway for an AA in Art to lead to a BA in Studio Art or Art History. If you are pursuing a BFA, please consult with an Art advisor to discuss your options.

## Program Requirements for the Associate of Arts: Art

*(The Associate of Arts: Art requires 65 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

- ENGL 1010 English Composition I
- ENGL 1020 English Composition II
- COMM 2025 Fundamentals of Communication

### Required Humanities Courses

- ART 2000 Art History Survey I
- ART 2020 Art History Survey II

### Choose ONE Literature Course

- ENGL 2055 African-American Literature
- ENGL 2110 Early American Literature
- ENGL 2120 Modern American Literature
- ENGL 2210 Early British Literature
- ENGL 2220 Modern British Literature
- ENGL 2310 Early World Literature
- ENGL 2320 Modern World Literature

### Choose TWO Social and Behavioral Sciences Courses

- ECON 2100 Principles of Macroeconomics
- ECON 2200 Principles of Microeconomics
- GEOG 2010 World Regional Geography
- PHED 2050 Health and Wellness
- POLS 1030 American Government
- POLS 2025 State and Local Government
- PSYC 1030 General Psychology
- SOCI 1010 Introduction to Sociology
- SOCI 1020 Social Problems

### Choose TWO History Courses

- HIST 2310 Early World History
- HIST 2320 Modern World History
- HIST 2010 Early United States History
- HIST 2020 Modern United States History

### Choose TWO Natural Science Courses

- BIOL 1110 General Biology I
- BIOL 1120 General Biology II
- BIOL 2010 Human Anatomy & Physiology I
- BIOL 2020 Human Anatomy & Physiology II
- CHEM 1110 General Chemistry I
- CHEM 1120 General Chemistry II
- BIOL 1510 Environmental Science I
- BIOL 1520 Environmental Science II
- GEOL 1040 Physical Geology
- PHYS 2010 Non-Calculus Based Physics I
- PHYS 2020 Non-Calculus Based Physics II
- PHYS 2110 Calculus Based Physics I
- PHYS 2120 Calculus Based Physics II
- PSCI 1010 Principles of Physical Science
- PSCI 1020 Principles of Earth/Space

### Choose ONE Mathematics Course

- MATH 1010 Math for General Studies
- MATH 1530 Introductory Statistics
- MATH 1630 Finite Mathematics

- MATH 1710 Precalculus Algebra
- MATH 1720 Precalculus Trigonometry
- MATH 1830 Applied Calculus
- MATH 1910 Calculus I

### Area of Emphasis Requirements

- ART 1045 Drawing I
- ART 1050 Drawing II \*\*
- ARTP 1110 Two Dimensional Design
- ARTP 1120 Three Dimensional Design
- Studio ART Elective \*
- SPAN 1010 and 1020 Spanish I and II or
- FREN 1010 and 1020 French I and II
- COL 1030 College to Career Navigation

*\*\* Students who plan to attend ETSU or UTK will complete Drawing I and a three-hour elective course \* in Studio Art rather than Drawing II.*

\* JSCC Studio Art electives include:

- |                |                |
|----------------|----------------|
| Color          | ART 151        |
| Graphic Design | ART 241 or 242 |
| Painting       | ART 131 or 132 |
| Printmaking    | ART 271        |

## Art Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ARTP 1110	Two Dimensional Design	3
ART 2000	Art History Survey I	3
MATH XXXX	Mathematics Course	3
ENGL 1010	English Composition I	3
COL 1030	College to Career Navigation	3
SPAN 1010	Spanish I	3
Total Credits		18

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
ART 1045	Drawing I	3
	Natural Science Course	4
	Social/Behavioral Science Course	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
ARTP 1120	Three Dimensional Design	3
ART 2020	Art History Survey II	3
	Social/Behavioral Science Course	3
SPAN 1020	Spanish II	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
ENGL XXXX	Literature Course	3
ART 1050	Drawing II	3
ART XXXX	Studio Art Elective	3
	Natural Science Course	4
Total Credits		16

### Notes:

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# The Associate of Science Biology

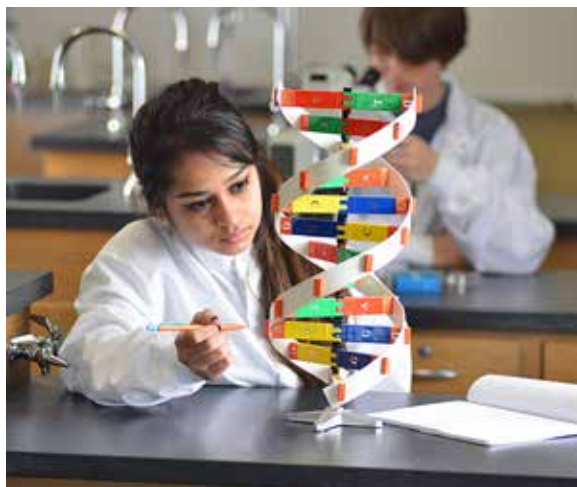
at Jackson State Community College 2019/2020

## Contact Information

Claude Bailey

731-424-3520

[cbailey@jsgcc.edu](mailto:cbailey@jsgcc.edu)



## Program and Career Description

The Associate of Science in Biology is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Our students have the opportunity to work closely with biology faculty and have ample access to science labs. Careers in the field of biology typically require a bachelor's degree or higher. Careers include aquatic biologists, marine biologists, biochemists, botanists, microbiologists, physiologists, zoologists, ecologists and wildlife management.

## Program Requirements for the Associate of Science: Biology

*(The Associate of Science: Biology requires 64-65 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Sciences Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Natural Sciences Requirement

BIOL 1110 General Biology I  
BIOL 1120 General Biology II

### Mathematics Requirement

MATH 1910 Calculus I

### Area of Emphasis Requirements

MATH 1920 Calculus II \* or MATH 1530 Introductory Statistics  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
CHEM 2010 Organic Chemistry I  
CHEM 2020 Organic Chemistry II \*\*  
COL 1030 College to Career Navigation

*\* Students planning to transfer to UTK must complete MATH 1920*

*\*\* Students planning to transfer to UTK must take CHEM 2010 Organic Chemistry I and will need a course in cell biology with laboratory or genetics with laboratory at UTK.*



## Biology Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
BIOL 1110	General Biology I	4
CHEM 1110	General Chemistry I	4
	Social/Behavioral Science Course	3
COL 1030	College to Career Navigation	3
Total Credits		17

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
BIOL 1120	General Biology II	4
	Humanities Course	3
CHEM 1120	General Chemistry II	4
	Social/Behavioral Science Course	3
Total Credits		17

### Second Year, Fall Semester

Rubric	Course	Hrs
COMM 2025	Fundamentals of Communication	3
MATH 1530	Introductory Statistics*	3
HIST XXXX	History Course	3
CHEM 2010	Organic Chemistry I	4
	Humanities Course	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
MATH 1910	Calculus I	4
ENGL XXXX	Literature Course	3
HIST XXXX	History Course	3
CHEM 2020	Organic Chemistry II	4
Total Credits		14

### Notes:

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# The Associate of Science Business Administration

at Jackson State Community College 2019/2020

**Contact Information**  
Terry Mullins or Terri Messer  
731-424-3520

[tmullins@jsc.edu](mailto:tmullins@jsc.edu) or [tmesser@jsc.edu](mailto:tmesser@jsc.edu)



## Program and Career Description

Students completing a bachelor's degree in business administration have a variety of opportunities available to them in business administration, economics, finance, management, and marketing. Most careers require a bachelor's degree so the Associate of Science in Business Administration is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting providing the opportunity to work closely with business faculty.

## Program Requirements for the Associate of Science: Business Administration

*(The Associate of Science: Business Administration requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Social and Behavioral Sciences Requirement

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Choose TWO Natural Sciences Courses

BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
BIOL 2010 Human Anatomy & Physiology I  
BIOL 2020 Human Anatomy & Physiology II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
BIOL 1510 Environmental Science I  
BIOL 1520 Environmental Science II  
GEOL 1040 Physical Geology  
PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PHYS 2110 Calculus Based Physics I  
PHYS 2120 Calculus Based Physics II  
PSCI 1010 Principles of Physical Science  
PSCI 1020 Principles of Earth/Space

### Mathematics Requirement

MATH 1530 Introductory Statistics \*

### Area of Emphasis Requirements

ACCT 1010 Principles of Accounting I  
ACCT 1020 Principles of Accounting II  
MATH 1710 Precalculus Algebra or MATH 1630 Finite Math  
MATH 1830 Applied Calculus  
INFS 1010 Computer Applications  
COL 1030 College to Career Navigation  
One (1) Credit of Guided Elective

*\* Students planning to transfer to UTK must complete MATH 2050 Calculus-Based Probability and Statistics.*

## Business Administration Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
MATH 1710	Precalculus Algebra	3
COL 1030	College to Career Navigation	3
	Natural Science Course	4
INFS 1010	Computer Applications	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
MATH 1830	Applied Calculus	3
	Humanities Course	3
	Natural Science Course	4
	Guided Elective	1
Total Credits		14

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
	Humanities Course	3
ACCT 1010	Principles of Accounting I	3
ECON 2100	Principles of Macroeconomics	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
ENGL XXXX	Literature Course	3
MATH 1530	Introductory Statistics	3
ACCT 1020	Principles of Accounting II	3
ECON 2200	Principles of Microeconomics	3
Total Credits		15

### Notes:

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# The Associate of Science Chemistry

at Jackson State Community College 2019/2020

## Contact Information

Joseph Kappel  
731-424-3520

[jkappel@jsc.edu](mailto:jkappel@jsc.edu)



## Program and Career Description

The Associate of Science in Chemistry is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Our students have the opportunity to work closely with chemistry faculty and have ample access to science labs. Careers in the field of chemistry typically require a bachelor's degree or higher with top-paying jobs requiring a Ph.D. A variety of career opportunities are available in research and development or in laboratories in private industry, government agencies, and in universities.

## Program Requirements for the Associate of Science: Chemistry

*(The Associate of Science: Chemistry requires 65 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Sciences Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Natural Sciences Requirement

CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II

### Mathematics Requirement

MATH 1910 Calculus I

### Area of Emphasis Requirements

MATH 1920 Calculus II  
CHEM 2010 Organic Chemistry I  
CHEM 2020 Organic Chemistry II  
PHYS 2110 Calculus Based Physics I  
PHYS 2120 Calculus Based Physics II  
COL 1030 College to Career Navigation

## Chemistry Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
HIST XXXX	History Course	3
CHEM 1110	General Chemistry I	4
	Social/Behavioral Science Course	3
COL 1030	College to Career Navigation	3
	Total Credits	16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
HIST XXXX	History Course	3
	Humanities Course	3
CHEM 1120	General Chemistry II	4
	Social/Behavioral Science Course	3
	Total Credits	16

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
PHYS 2110	Calculus Based Physics I	4
MATH 1910	Calculus I	4
CHEM 2010	Organic Chemistry I	4
	Humanities Course	3
	Total Credits	18

### Second Year, Spring Semester

Rubric	Course	Hrs
MATH 1920	Calculus II	4
PHYS 2120	Calculus Based Physics II	4
COMM 2025	Fundamentals of Communication	3
CHEM 2020	Organic Chemistry II	4
	Total Credits	15

### Notes:

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# The Associate of Science Civil Engineering

at Jackson State Community College 2019/2020

## Contact Information

Dr. Wesley O. Smith III

731-424-3520

[wsmith16@jsgcc.edu](mailto:wsmith16@jsgcc.edu)



## Program and Career Description

The Civil Engineering transfer pathway is designed to provide students with an exceptional depth of background knowledge in mathematics and science allowing them to pursue further education and a career as a civil engineer. Students complete courses in other needed areas as well, such as communications and computer science. Additional elective courses are also available. Emphasis is placed on application of knowledge and problem solving in practical situations. The Associate of Science degree in Civil Engineering allows students to complete the first two years of study with the advantages inherent in a community college while preparing to transfer into a four year engineering program. Students work closely with science and math faculty with access to science labs and computer facilities. Completion of the Associate Degree supplies the student with strong academic skills and an understanding of science, mathematics, and fundamental engineering principles appropriate to pursue a bachelor's degree.

## Program Requirements for the Associate of Science: Civil Engineering

*(The Associate of Science: Civil Engineering requires 69 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Sciences Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Natural Sciences Requirement

PHYS 2110 Calculus Based Physics I  
PHYS 2120 Calculus Based Physics II

### Mathematics Requirement

MATH 1910 Calculus I

### Area of Emphasis Requirements

MATH 1920 Calculus II  
MATH 2110 Calculus III  
MATH 2010 Linear Algebra  
MATH 2120 Differential Equations  
CHEM 1110 General Chemistry I  
ENGR 2110 Statics  
ENGR 2120 Dynamics  
COL 1030 College to Career Navigation

Students are strongly encouraged to complete a course in Mechanics of Materials, also known as Strength of Materials, before transferring to a university. Courses in engineering technology do not fulfill any of the requirements for the Area of Emphasis in Civil Engineering. Although it is possible to complete the B.S. Degree in Civil Engineering in four semesters after earning the associate degree, students typically need five or six semesters to complete requirements.

## Civil Engineering Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
HIST XXXX	History Course	3
MATH 1910	Calculus I	4
	Social/Behavioral Science Course	3
COL 1030	College to Career Navigation	3
	Humanities Course	3
Total Credits		19

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
HIST XXXX	History Course	3
MATH 1920	Calculus II	4
CHEM 1110	General Chemistry I	4
	Social/Behavioral Science Course	3
Total Credits		17

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
PHYS 2110	Calculus Based Physics I	4
ENGR 2110	Statics	3
MATH 2010	Linear Algebra	3
MATH 2110	Calculus III	4
Total Credits		17

### Second Year, Spring Semester

Rubric	Course	Hrs
ENGR 2120	Dynamics	3
PHYS 2120	Calculus Based Physics II	4
COMM 2025	Fundamentals of Communication	3
MATH 2120	Differential Equations	3
	Humanities Course	3
Total Credits		16

### Notes:

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# The Associate of Science Computer Science

at Jackson State Community College 2019/2020

## Contact Information

Dr. Tom Pigg

731-424-3520

[tpigg@jscc.edu](mailto:tpigg@jscc.edu)



## Program and Career Description

Some careers in the Computer Science field require a bachelor's degree. Computer programmers may work in a variety of settings including offices and manufacturing firms. The Associate of Science in Computer Science is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Students will gain critical thinking and analytical skills needed to succeed at a university. Because class sizes are small, students work closely with experienced faculty and have access to state-of-the-art computer labs.

## Program Requirements for the Associate of Science: Computer Science

*(The Associate of Science: Computer Science requires 63-64 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Sciences Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Natural Sciences Requirement

*(Choose one 8-hour sequence)*

BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PHYS 2110 Calculus Based Physics I\*  
PHYS 2120 Calculus Based Physics II\*

### Mathematics Requirement

MATH 1910 Calculus I

### Area of Emphasis Requirements

MATH 1920 Calculus II  
MATH 2010 Linear Algebra  
CISP 1010 Computer Science I  
CISP 1020 Computer Science II  
CISP 2410 Assembly and Computer Organization  
COL 1030 College to Career Navigation

*\* Students planning to transfer to UT Knoxville must complete PHYS 2110 and 2120*



## Computer Science Sample Schedule

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
	Humanities Course	3
MATH 1910	Calculus I	4
CISP 1010	Computer Science I	4
COL 1030	College to Career Navigation	3
	Total Credits	17

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
COMM 2025	Fundamentals of Communication	3
MATH 1920	Calculus II	4
CISP 1020	Computer Science II	4
	Humanities Course	3
	Total Credits	17

Rubric	Course	Hrs
CISP 2410	Assembly & Computer Organization	3-4
PHYS 2110	Calculus Based Physics I	4
HIST XXXX	History Course	3
MATH 2010	Linear Algebra	3
	Social/Behavioral Science Course	3
	Total Credits	16-17

Rubric	Course	Hrs
PHYS 2120	Calculus Based Physics II	4
	Social/Behavioral Science Course	3
HIST XXXX	History Course	3
ENGL XXXX	Literature Course	3
	Total Credits	13

**Notes:**

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## The Associate of Arts / Science

**Criminal Justice**

at Jackson State Community College 2019/2020

**Contact Information**

Karen Perrin

731-424-3520

[kperrin@jscc.edu](mailto:kperrin@jscc.edu)**Program and Career Description**

The Criminal Justice pathway is designed for students who plan to transfer to a four year college or university and pursue a career in one of the many areas within criminal justice. Students can prepare for careers in local, state or federal law enforcement, corrections, forensics, or as officers within state or federal agencies or court systems. There is a broad range of opportunities available for persons trained in criminal justice. This program provides a strong academic foundation within the community college environment.

**Program Requirements  
for the Associate of Arts/Science: Criminal Justice**

*(The Associate of Arts/Science: Criminal Justice requires 60 - 62 college level credits. Some courses have prerequisites and co-requisites.)*

**Communication Requirement**

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

**Choose THREE Humanities Courses**

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

**Social and Behavioral Sciences Requirement**

PSYC 1030 General Psychology  
SOCI 1010 Introduction to Sociology

**Choose TWO History Courses**

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

**Choose TWO Natural Sciences Courses**

BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
BIOL 2010 Human Anatomy and Physiology I  
BIOL 2020 Human Anatomy and Physiology II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
BIOL 1510 Environmental Science I  
BIOL 1520 Environmental Science II  
GEOL 1040 Physical Geology  
PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PHYS 2110 Calculus Based Physics I  
PHYS 2120 Calculus Based Physics II  
PSCI 1010 Principles of Physical Science  
PSCI 1020 Principles of Earth/Space

**Choose ONE Mathematics Course**

MATH 1010 Math for General Studies  
MATH 1530 Introductory Statistics  
MATH 1630 Finite Mathematics  
MATH 1710 Precalculus Algebra

MATH 1720 Precalculus Trigonometry  
MATH 1830 Applied Calculus  
MATH 1910 Calculus I

**Area of Emphasis Requirements for A.A.**

CRMJ 1010 Introduction to Criminal Justice  
CRMJ 1020 Introduction to the Legal Process  
CRMJ 2010 Introduction to Law Enforcement  
CRMJ 2020 Introduction to Corrections  
SPAN 1010 and 1020 Spanish I and II or  
FREN 1010 and 1020 French I and II  
COL 1030 College to Career Navigation

**Area of Emphasis Requirements for A.S.**

CRMJ 1010 Introduction to Criminal Justice  
CRMJ 1020 Introduction to the Legal Process  
CRMJ 2010 Introduction to Law Enforcement  
CRMJ 2020 Introduction to Corrections  
COL 1030 College to Career Navigation  
Four (4) hours of General Electives

## Criminal Justice Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
SOCI 1010	Introduction to Sociology	3
CRMJ 1010	Introduction to Criminal Justice	3
COL 1030	College to Career Navigation	3
ENGL 1010	English Composition I	3
	Humanities Course	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
PSYC 1030	General Psychology	3
CRMJ 1020	Introduction to the Legal Process	3
	Humanities Course	3
MATH XXXX	Mathematics Course	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
SPAN 1010	Spanish I (AA) or Elective (AS)	3
	Natural Science Course	4
CRMJ 2010	Introduction to Law Enforcement	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
ENGL XXXX	Literature Course	3
SPAN 1020	Spanish II (AA) or Elective (AS)	3/1
CRMJ 2020	Introduction to Corrections	3
	Natural Science Course	4
Total Credits		16/14

### Notes:

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# The Associate of Science Electrical Engineering

at Jackson State Community College 2019/2020

**Contact Information**  
Dr. Wesley O. Smith III  
731-424-3520  
[wsmith16@jsc.c.edu](mailto:wsmith16@jsc.c.edu)



## Program and Career Description

The Electrical Engineering transfer pathway is designed to provide students with an exceptional depth of background knowledge in mathematics and science allowing them to pursue further education and a career as an electrical engineer. Students complete courses in other needed areas as well, such as communications and computer science. Additional elective courses are also available. Emphasis is placed on application of knowledge and problem solving in practical situations. The Associate of Science degree in Electrical Engineering allows students to complete the first two years of study with the advantages inherent in a community college while preparing to transfer into a four year engineering program. Students work closely with science and math faculty with access to science labs and computer facilities. Completion of the Associate Degree supplies the student with strong academic skills and an understanding of science, mathematics, and fundamental engineering principles appropriate to pursue a bachelor's degree.

## Program Requirements for the Associate of Science: Electrical Engineering

*(The Associate of Science: Electrical Engineering requires 71 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Sciences Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOCI 1010 Introduction to Sociology  
SOCI 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Natural Science Requirement

PHYS 2110 Calculus Based Physics I  
PHYS 2120 Calculus Based Physics II

### Mathematics Requirement

MATH 1910 Calculus I

### Area of Emphasis Requirements

MATH 1920 Calculus II  
MATH 2110 Calculus III  
MATH 2010 Linear Algebra  
MATH 2120 Differential Equations  
CHEM 1110 General Chemistry I  
CISP 1010 Computer Science I \*  
ENGR 2130 Circuits I  
COL 1030 College to Career Navigation

*\* A three credit hour Programming (C++) courses is acceptable to meet this requirement*

Students are strongly encouraged to take two courses in Circuits II and Digital Design before transferring to a university. Courses in engineering technology do not fulfill any of the requirements for the Area of Emphasis in Electrical Engineering. Although it is possible to complete the B.S. Degree in Electrical Engineering in four semesters after earning the associate degree, students typically need five or six semesters to complete requirements.

## Electrical Engineering Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
HIST XXXX	History Course	3
MATH 1910	Calculus I	4
	Social/Behavioral Science Course	3
COL 1030	College to Career Navigation	3
	Humanities Course	3
Total Credits		19

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
HIST XXXX	History Course	3
MATH 1920	Calculus II	4
CHEM 1110	General Chemistry I	4
	Social/Behavioral Science Course	3
Total Credits		17

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
PHYS 2110	Calculus Based Physics I	4
CISP 1010	Computer Science I	4
MATH 2010	Linear Algebra	3
MATH 2110	Calculus III	4
Total Credits		18

### Second Year, Spring Semester

Rubric	Course	Hrs
ENGR 2130	Circuits I	4
PHYS 2120	Calculus Based Physics II	4
COMM 2025	Fundamentals of Communication	3
MATH 2120	Differential Equations	3
	Humanities Course	3
Total Credits		17

### Notes:

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# The Associate of Arts English

at Jackson State Community College 2019/2020

## Contact Information

Dr. Mechel Camp

731-424-3520

[mcamp@jsc.edu](mailto:mcamp@jsc.edu)



## Program and Career Description

A degree in English from JSCC prepares the graduate to enter occupations which require strong communication skills and provides a superb background for those pursuing a liberal arts degree at a four year institution. Students completing a bachelor's degree in English have a variety of career opportunities available including careers in secondary education and in the legal profession. Students completing a master's degree or higher may teach English courses in colleges or universities.

## Program Requirements for the Associate of Arts: English

*(The Associate of Arts: English requires 62 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Science Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography

PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Choose TWO Natural Sciences Courses

BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
BIOL 2010 Human Anatomy and Physiology I  
BIOL 2020 Human Anatomy and Physiology II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
BIOL 1510 Environmental Science I  
BIOL 1520 Environmental Science II  
GEOL 1040 Physical Geology  
PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PHYS 2110 Calculus Based Physics I  
PHYS 2120 Calculus Based Physics II  
PSCI 1010 Principles of Physical Science  
PSCI 1020 Principles of Earth/Space

### Choose ONE Mathematics Course

MATH 1010 Math for General Studies  
MATH 1530 Introductory Statistics  
MATH 1630 Finite Mathematics  
MATH 1710 Precalculus Algebra  
MATH 1720 Precalculus Trigonometry  
MATH 1830 Applied Calculus  
MATH 1910 Calculus I

### Area of Emphasis Requirements

*Two (2) of the following literature courses:*

ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature

*All of the following courses are required:*

SPAN 1010 Beginning Spanish I  
SPAN 1020 Beginning Spanish II  
SPAN 2010 Intermediate Spanish I  
SPAN 2020 Intermediate Spanish II  
COL 1030 College to Career Navigation

## English Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
COL 1030	College to Career Navigation	3
	Social/Behavioral Science Course	3
MATH XXXX	Mathematics Course	3
ENGL 1010	English Composition I	3
SPAN 1010	Spanish I	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
ENGL XXXX	Literature Course	3
	Humanities Course	3
	Social/Behavioral Science Course	3
SPAN 1020	Spanish II	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
ENGL XXXX	Literature Course	3
	Natural Science Course	4
SPAN 2010	Intermediate Spanish I	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
ENGL XXXX	Literature Course	3
	Humanities Course	3
SPAN 2020	Intermediate Spanish II	3
	Natural Science Course	4
Total Credits		16

### Notes:

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# The Associate of Arts Foreign Language

at Jackson State Community College 2019/2020

## Contact Information

Mary Wadley

731-424-3520

[mwadley@jscc.edu](mailto:mwadley@jscc.edu)



## Program and Career Description

The Associate of Arts in Foreign Language is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Our students have the opportunity to travel and study abroad with foreign language faculty. Many careers are available in private industry, government agencies, and universities.

## Program Requirements for the Associate of Arts: Foreign Language

*(The Associate of Arts: Foreign Language requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

- ENGL 1010 English Composition I
- ENGL 1020 English Composition II
- COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

- ART 2000 Art History Survey I
- ART 2020 Art History Survey II
- ART 1035 Introduction to Art
- COMM 1851 Introduction to Film
- ENGL 2055 African-American Literature
- ENGL 2110 Early American Literature
- ENGL 2120 Modern American Literature
- ENGL 2210 Early British Literature
- ENGL 2220 Modern British Literature
- ENGL 2310 Early World Literature
- ENGL 2320 Modern World Literature
- HUM 1010 Early Humanities
- HUM 1020 Modern Humanities
- MUS 1030 Introduction to Music
- PHIL 1030 Introduction to Philosophy
- PHIL 1040 Introduction to Ethics
- THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Science Courses

- ECON 2100 Principles of Macroeconomics
- ECON 2200 Principles of Microeconomics

- GEOG 2010 World Regional Geography
- PHED 2050 Health and Wellness
- POLS 1030 American Government
- POLS 2025 State and Local Government
- PSYC 1030 General Psychology
- SOCI 1010 Introduction to Sociology
- SOCI 1020 Social Problems

### Choose TWO History Courses

- HIST 2310 Early World History
- HIST 2320 Modern World History
- HIST 2010 Early United States History
- HIST 2020 Modern United States History

### Choose TWO Natural Sciences Courses

- BIOL 1110 General Biology I
- BIOL 1120 General Biology II
- BIOL 2010 Human Anatomy and Physiology I
- BIOL 2020 Human Anatomy and Physiology II
- CHEM 1110 General Chemistry I
- CHEM 1120 General Chemistry II
- BIOL 1510 Environmental Science I
- BIOL 1520 Environmental Science II
- GEOL 1040 Physical Geology
- PHYS 2010 Non-Calculus Based Physics I
- PHYS 2020 Non-Calculus Based Physics II
- PHYS 2110 Calculus Based Physics I
- PHYS 2120 Calculus Based Physics II
- PSCI 1010 Principles of Physical Science
- PSCI 1020 Principles of Earth/Space

### Choose ONE Mathematics Course

- MATH 1010 Math for General Studies
- MATH 1530 Introductory Statistics
- MATH 1630 Finite Mathematics
- MATH 1710 Precalculus Algebra
- MATH 1720 Precalculus Trigonometry
- MATH 1830 Applied Calculus
- MATH 1910 Calculus I

### Area of Emphasis Requirements

- SPAN 1010 Beginning Spanish I
- SPAN 1020 Beginning Spanish II
- SPAN 2010 Intermediate Spanish I
- SPAN 2020 Intermediate Spanish II
- COL 1030 College to Career Navigation
- Four (4) hours of General Electives

*Please check websites of university departments of foreign language for additional information regarding advisement available to students majoring in foreign language.*



## Foreign Language Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
COL 1030	College to Career Navigation	3
	Social/Behavioral Science Course	3
MATH XXXX	Mathematics Course	3
ENGL 1010	English Composition I	3
SPAN 1010	Spanish I	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
	Humanities Course	3
	Humanities Course	3
	Social/Behavioral Science Course	3
SPAN 1020	Spanish II	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
	General Elective	3
	Natural Science Course	4
SPAN 2010	Intermediate Spanish I	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
ENGL XXXX	Literature Course	3
	General Elective	1
SPAN 2020	Intermediate Spanish II	3
	Natural Science Course	4
Total Credits		14

### Notes:

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# The Associate of Arts/Science General Studies

at Jackson State Community College 2019/2020

## Contact Information

Jennifer Cherry

731-424-3520

[jcherry@jsc.edu](mailto:jcherry@jsc.edu)



## Program and Career Description

The General Studies Major is the most flexible degree program Jackson State offers. If you aren't sure what you want to major in, if we don't offer the specific degree you want, or if you need an associate degree to further advance your career, this is the degree for you. Working with an advisor, you will be able to customize your studies in addition to taking the General Education Courses needed for transferring to a four-year school.

## Program Requirements for the Associate of Arts/Science: General Studies

*(The Associate of Arts/Science: requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

- ENGL 1010 English Composition I
- ENGL 1020 English Composition II
- COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

- ART 2000 Art History Survey I
- ART 2020 Art History Survey II
- ART 1035 Introduction to Art
- COMM 1851 Introduction to Film
- ENGL 2055 African-American Literature
- ENGL 2110 Early American Literature
- ENGL 2120 Modern American Literature
- ENGL 2210 Early British Literature
- ENGL 2220 Modern British Literature
- ENGL 2310 Early World Literature
- ENGL 2320 Modern World Literature
- HUM 1010 Early Humanities
- HUM 1020 Modern Humanities
- MUS 1030 Introduction to Music
- PHIL 1030 Introduction to Philosophy
- PHIL 1040 Introduction to Ethics
- THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Science Courses

- ECON 2100 Principles of Macroeconomics
- ECON 2200 Principles of Microeconomics
- GEOG 2010 World Regional Geography
- PHED 2050 Health and Wellness
- POLS 1030 American Government
- POLS 2025 State and Local Government
- PSYC 1030 General Psychology
- SOCI 1010 Introduction to Sociology
- SOCI 1020 Social Problems

### Choose TWO History Courses

- HIST 2310 Early World History
- HIST 2320 Modern World History
- HIST 2010 Early United States History
- HIST 2020 Modern United States History

### Choose TWO Natural Sciences Courses

- BIOL 1110 General Biology I
- BIOL 1120 General Biology II
- BIOL 2010 Human Anatomy and Physiology I
- BIOL 2020 Human Anatomy and Physiology II
- CHEM 1110 General Chemistry I
- CHEM 1120 General Chemistry II
- BIOL 1510 Environmental Science I
- BIOL 1520 Environmental Science II
- GEOL 1040 Physical Geology

- PHYS 2010 Non-Calculus Based Physics I
- PHYS 2020 Non-Calculus Based Physics II
- PHYS 2110 Calculus Based Physics I
- PHYS 2120 Calculus Based Physics II
- PSCI 1010 Principles of Physical Science
- PSCI 1020 Principles of Earth/Space

### Choose ONE Mathematics Course

- MATH 1010 Math for General Studies
- MATH 1530 Introductory Statistics
- MATH 1630 Finite Mathematics
- MATH 1710 Precalculus Algebra
- MATH 1720 Precalculus Trigonometry
- MATH 1830 Applied Calculus
- MATH 1910 Calculus I

### Area of Emphasis Requirements for a A.A.

- SPAN 1010 and 1020 .....  
Spanish I and II or
- FREN 1010 and 1020.....  
French I and II
- COL 1030 College to Career Navigation  
Ten (10) hours of electives

### Area of Emphasis Requirements for a A.S.

- COL 1030 College to Career Navigation  
Sixteen (16) hours of Electives

## General Studies Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
	Humanities Course	3
	Social/Behavioral Science Course	3
COL 1030	College to Career Navigation	3
ENGL 1010	English Composition I	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
	Humanities Course	3
MATH XXXX	Mathematics Course	3
	Social/Behavioral Science Course	3
ENGL XXXX	Literature Course	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
	General Elective	3
	General Elective	3
	Natural Science Course	4
SPAN 1010	Spanish I (AA) or Elective (AS)	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
	General Elective	3
	General Elective	1
SPAN 1020	Spanish II (AA) or Elective (AS)	3
	Natural Science Course	4
Total Credits		14

**Notes:**

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# The Associate of Arts/Science History

at Jackson State Community College 2019/2020

**Contact Information**  
Dr. Lawrence Gundersen  
731-424-3520  
[lgundersen@jscc.edu](mailto:lgundersen@jscc.edu)



## Program and Career Description

The History pathway prepares students for jobs in high school teaching, museums, state and national parks, writing, film, law, politics, and research. Students completing at least a Master's degree in history are eligible for positions in higher education and can achieve higher salaries. The study of history produces an educated citizenry capable of understanding and dealing with today's increasingly complex global interaction and economy.

## Program Requirements for the Associate of Arts/Science: History

*(The Associate of Arts/Science: History requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

- ENGL 1010 English Composition I
- ENGL 1020 English Composition II
- COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

- ART 2000 Art History Survey I
- ART 2020 Art History Survey II
- ART 1035 Introduction to Art
- COMM 1851 Introduction to Film
- ENGL 2055 African-American Literature
- ENGL 2110 Early American Literature
- ENGL 2120 Modern American Literature
- ENGL 2210 Early British Literature
- ENGL 2220 Modern British Literature
- ENGL 2310 Early World Literature
- ENGL 2320 Modern World Literature
- HUM 1010 Early Humanities
- HUM 1020 Modern Humanities
- MUS 1030 Introduction to Music
- PHIL 1030 Introduction to Philosophy
- PHIL 1040 Introduction to Ethics
- THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Science Courses

- ECON 2100 Principles of Macroeconomics
- ECON 2200 Principles of Microeconomics
- GEOG 2010 World Regional Geography
- PHED 2050 Health and Wellness
- POLS 1030 American Government

- POLS 2025 State and Local Government
- PSYC 1030 General Psychology
- SOCI 1010 Introduction to Sociology
- SOCI 1020 Social Problems

### History Requirement

- HIST 2010 Early United States History
- HIST 2020 Modern United States History

### Choose TWO Natural Sciences Courses

- BIOL 1110 General Biology I
- BIOL 1120 General Biology II
- BIOL 2010 Human Anatomy and Physiology I
- BIOL 2020 Human Anatomy and Physiology II
- CHEM 1110 General Chemistry I
- CHEM 1120 General Chemistry II
- BIOL 1510 Environmental Science I
- BIOL 1520 Environmental Science II
- GEOL 1040 Physical Geology
- PHYS 2010 Non-Calculus Based Physics I
- PHYS 2020 Non-Calculus Based Physics II
- PSCI 1010 Principles of Physical Science
- PSCI 1020 Principles of Earth/Space

### Choose ONE Mathematics Course

- MATH 1010 Math for General Studies
- MATH 1530 Introductory Statistics
- MATH 1630 Finite Mathematics
- MATH 1710 Precalculus Algebra
- MATH 1720 Precalculus Trigonometry
- MATH 1830 Applied Calculus
- MATH 1910 Calculus I

### Area of Emphasis Requirements for A.A.

- HIST 2310 Early World History
- HIST 2320 Modern World History
- One (1) History elective (3 credits)\*
- SPAN 1010 and 1020 ..... Spanish I and II or
- FREN 1010 and 1020 ..... French I and II
- COL 1030 College to Career Navigation
- One (1) hour General Elective

### Area of Emphasis Requirements for A.S.

- HIST 2310 Early World History
- HIST 2320 Modern World History
- One (1) History Elective (3 Credits)\*
- COL 1030 College to Career Navigation
- Seven (7) hours General Electives

*History Electives at JSCC include HIST 2030 Tennessee History and HIST 2040 African American History. In addition to the required History elective, students are encouraged to take the other HIST elective to fulfill General Electives.*

## History Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
COL 1030	College to Career Navigation	3
HIST 2310	Early World History	3
MATH XXXX	Mathematics Course	3
ENGL 1010	English Composition I	3
SPAN 1010	Spanish I (AA) or Elective (AS)	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
HIST 2320	Modern World History	3
	Natural Science Course	4
	Social/Behavioral Science Course	3
SPAN 1020	Spanish II (AA) or Elective (AS)	3
Total Credits		16

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST 2010	Early United States History	3
ENGL XXXX	Literature Course	3
	General Elective	1
	Natural Science Course	4
	Social/Behavioral Science Course	3
Total Credits		14

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST 2020	Modern United States History	3
HIST XXXX	History Elective	3
	Humanities Course	3
	Humanities Course	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### Notes:

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# The Associate of Science Information Systems

at Jackson State Community College 2019/2020

## Contact Information

Stacey Hendren

731-424-3520

[shendren@jsc.edu](mailto:shendren@jsc.edu)



## Program and Career Description

Some careers in the Information Systems field require a bachelor's degree. Computer programmers may work in a variety of settings including offices and manufacturing firms. The Associate of Science in Information Systems is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Students will gain critical thinking and analytical skills needed to succeed at a university. Because class sizes are small, students work closely with experienced faculty and have access to state-of-the-art computer labs.

## Program Requirements for the Associate of Science: Information Systems

*(The Associate of Science: Information Systems 60-61 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Social and Behavioral Sciences Requirement

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Choose TWO Natural Sciences Courses

BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
BIOL 2010 Human Anatomy and Physiology I  
BIOL 2020 Human Anatomy and Physiology II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
BIOL 1510 Environmental Science I  
BIOL 1520 Environmental Science II  
GEOL 1040 Physical Geology  
PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PHYS 2110 Calculus Based Physics I  
PHYS 2120 Calculus Based Physics II  
PSCI 1010 Principles of Physical Science  
PSCI 1020 Principles of Earth/Space

### Mathematics Requirement

MATH 1530 Introductory Statistics \*

### Area of Emphasis Requirements

ACCT 1010 Principles of Accounting I  
ACCT 1020 Principles of Accounting II  
MATH 1630 Finite Mathematics  
MATH 1830 Applied Calculus  
INFS 1010 Computer Applications \*\*  
COL 1030 College to Career Navigation  
One (1) Credit of General Elective \*\*

*\* Students planning to transfer to UTK must complete MATH 2050 Calculus-Based Probability and Statistics.*

*\*\* Students who plan to transfer to APSU, ETSU, and UT Chattanooga must complete CISP 1010, 1020, Computer Science I and II (Programming) instead of INFS 1010, Computer Applications and electives. For these students, the total hours in the Area of Emphasis will be 20 hours and total degree hours will be 61.*

## Information Systems Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
MATH 1630	Finite Mathematics	3
COL 1030	College to Career Navigation	3
	Natural Science Course	4
INFS 1010	Computer Applications	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
MATH 1530	Introductory Statistics	3
	Humanities Course	3
	Natural Science Course	4
	Guided Elective	1
Total Credits		14

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
	Humanities Course	3
ACCT 1010	Principles of Accounting I	3
ECON 2100	Principles of Macroeconomics	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
ENGL XXXX	Literature Course	3
MATH 1830	Applied Calculus	3
ACCT 1020	Principles of Accounting II	3
ECON 2200	Principles of Microeconomics	3
Total Credits		15

### Notes:

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# The Associate of Arts/Science Mass Communication

at Jackson State Community College 2019/2020

## Contact Information

Abby Lackey  
731-424-3520  
[alackey@jscc.edu](mailto:alackey@jscc.edu)



## Program and Career Description

The Associate of Arts/Science in Mass Communication is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Our students have the opportunity to work closely with communication faculty. Careers in the field of communication typically require a bachelor's degree or higher. Students who wish to pursue a career in electronic or print journalism; the television or film industry; public relations or advertising; or theatre should consider this degree.

## Program Requirements for the Associate of Arts/Science: Mass Communication

*(The Associate of Arts/Science: Mass Communication requires 60-62 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

MATH 1720 Precalculus Trigonometry  
MATH 1830 Applied Calculus  
MATH 1910 Calculus I

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Choose TWO Natural Science Courses

BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
BIOL 2010 Human Anatomy & Physiology I  
BIOL 2020 Human Anatomy & Physiology II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
BIOL 1510 Environmental Science I  
BIOL 1520 Environmental Science II  
GEOL 1040 Physical Geology  
PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PSCI 1010 Principles of Physical Science  
PSCI 1020 Principles of Earth/Space

### Choose TWO Social and Behavioral Science Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness

### Choose ONE Mathematics Course

MATH 1010 Math for General Studies  
MATH 1530 Introductory Statistics  
MATH 1630 Finite Mathematics  
MATH 1710 Precalculus Algebra

### Area of Emphasis Requirements for A.A.

COMM 1010 Intro to Mass Communication  
COMM 1020 Media Writing  
Two (2) Mass Communication electives \*  
SPAN 1010 and 1020 Spanish I and II or  
FREN 1010 and 1020 French I and II  
COL 1030 College to Career Navigation

### Area of Emphasis Requirements for A.S.

COMM 1010 Intro to Mass Communication  
COMM 1020 Media Writing  
Two (2) Mass Communication electives \*  
COL 1030 College to Career Navigation  
Four (4) hours of General Electives (not Mass Communication)

*\* Practicum courses are excluded as acceptable electives. Acceptable electives include:*

COM 210 Voice and Diction  
COM 251 Special Topics in Comm.  
COM 2012 Communication for Healthcare Professionals  
COMM 1030 Intro to Electronic Media  
COMM 1851 Intro to Film  
*(if not used as a Humanities course)*  
COM 214 Oral Interpretation  
COMM 2090 Interpersonal Communication



## Mass Communication Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
COL 1030	College to Career Navigation	3
COMM 2025	Fundamentals of Communication	3
MATH XXXX	Mathematics Course	3
ENGL 1010	English Composition I	3
SPAN 1010	Spanish I (AA) or Elective (AS)	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
	Mass Comm Elective	3
	Humanities Course	3
	Social/Behavioral Science Course	3
SPAN 1020	Spanish II (AA) or Elective (AS)	3/1
Total Credits		15/13

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
COMM 1010	Intro to Mass Communication	3
ENGL XXXX	Literature Course	3
	Natural Science Course	4
	Mass Comm Elective	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
COMM 1020	Media Writing	3
	Humanities Course	3
	Social/Behavioral Science Course	3
	Natural Science Course	4
Total Credits		16

### Notes:

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# The Associate of Science Mathematics

at Jackson State Community College 2019/2020

## Contact Information

Tim Britt  
731-424-3520  
[tbritt@jsc.edu](mailto:tbritt@jsc.edu)



## Program and Career Description

Majoring in mathematics may lead to a variety of exciting and unique careers. Most careers in mathematics require a bachelor's degree or higher. A mathematics degree can lead to a career in actuarial science, business and management, computer programming and analysis, education, operations research, statistics, and engineering. Students successfully completing the AS in Mathematics at Jackson State will have strong analytical abilities that will provide the necessary academic skills appropriate to pursue a bachelor's degree in a mathematics related program.

## Program Requirements for the Associate of Science: Mathematics

*(The Associate of Science: Mathematics requires 62 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Science Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Choose TWO Natural Science Courses

BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
BIOL 2010 Human Anatomy and Physiology I  
BIOL 2020 Human Anatomy and Physiology II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
BIOL 1510 Environmental Science I  
BIOL 1520 Environmental Science II  
GEOL 1040 Physical Geology

PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PHYS 2110 Calculus Based Physics I  
PHYS 2120 Calculus Based Physics II  
PSCI 1010 Principles of Physical Science  
PSCI 1020 Principles of Earth/Space

### Mathematics Requirement

MATH 1910 Calculus I

### Area of Emphasis Requirements

MATH 1920 Calculus II  
MATH 2110 Calculus III  
MATH 2010 Introduction to Linear Algebra  
MATH 2120 Differential Equations  
CITC 1301 Intro. to Programming & Logic  
COL 1030 College to Career Navigation

Students who wish to pursue a concentration in actuarial science available at UTC, MTSU, or TSU should complete ECON 2100 and ECON 2200 to fulfill the requirement in social and behavioral science.

## Mathematics Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
COL 1030	College to Career Navigation	3
MATH 1910	Calculus I	4
	Natural Science Course	4
CITC 1301	Intro. Programming & Logic	3
Total Credits		17

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
HIST XXXX	History Course	3
MATH 1920	Calculus II	4
	Humanities Course	3
	Natural Science Course	4
Total Credits		17

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
HIST XXXX	History Course	3
	Social/Behavioral Science Course	3
MATH 2010	Introduction to Linear Algebra	3
MATH 2110	Calculus III	4
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
	Social/Behavioral Science Course	3
	Humanities Course	3
COMM 2025	Fundamentals of Communication	3
MATH 2120	Differential Equations	3
Total Credits		12

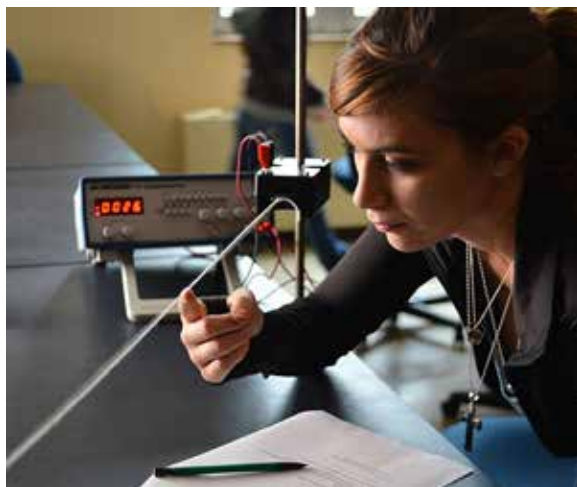
### Notes:

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# The Associate of Science Mechanical Engineering

at Jackson State Community College 2019/2020

**Contact Information**  
Dr. Wesley O. Smith III  
731-424-3520  
[wsmith16@jsgcc.edu](mailto:wsmith16@jsgcc.edu)



## Program and Career Description

The Mechanical Engineering transfer pathway is designed to provide students with an exceptional depth of background knowledge in mathematics and science allowing them to pursue further education and a career as a mechanical engineer. Students complete courses in other needed areas as well, such as communications and computer science. Additional elective courses are also available. Emphasis is placed on application of knowledge and problem solving in practical situations. The Associate of Science degree in Mechanical Engineering allows students to complete the first two years of study with the advantages inherent in a community college while preparing to transfer into a four year engineering program. Students work closely with science and math faculty with access to science labs and computer facilities. Completion of the Associate Degree supplies the student with strong academic skills and an understanding of science, mathematics, and fundamental engineering principles appropriate to pursue a bachelor's degree.

## Program Requirements for the Associate of Science: Mechanical Engineering

*(The Associate of Science: Mechanical Engineering requires 66 + 3 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Science Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Natural Science Requirement

PHYS 2110 Calculus-Based Physics I  
PHYS 2120 Calculus-Based Physics II

### Mathematics Requirement

MATH 1910 Calculus I

### Area of Emphasis Requirements

MATH 1920 Calculus II  
MATH 2110 Calculus III  
MATH 2010 Introduction to Linear Algebra  
MATH 2120 Differential Equations  
CHEM 1110 General Chemistry I  
ENGR 2110 Statics  
ENGR 2120 Dynamics  
COL 1030 College to Career Navigation

Students are strongly encouraged to complete a course in Mechanics of Materials, also known as Strength of Materials, before transferring to a university. Courses in engineering technology do not fulfill any of the requirements for the Area of Emphasis in Mechanical Engineering. Although it is possible to complete the B.S. Degree in Mechanical Engineering in four semesters after earning the associate degree, students typically need five or six semesters to complete requirements.

## Mechanical Engineering Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
HIST XXXX	History Course	3
MATH 1910	Calculus I	4
	Social/Behavioral Science Course	3
COL 1030	College to Career Navigation	3
	Humanities Course	3
Total Credits		19

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
HIST XXXX	History Course	3
MATH 1920	Calculus II	4
CHEM 1110	General Chemistry I	4
	Social/Behavioral Science Course	3
Total Credits		17

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
PHYS 2110	Calculus Based Physics I	4
ENGR 2110	Statics	3
MATH 2010	Introduction to Linear Algebra	3
MATH 2110	Calculus III	4
Total Credits		17

### Second Year, Spring Semester

Rubric	Course	Hrs
ENGR 2120	Dynamics	3
PHYS 2120	Calculus Based Physics II	4
COMM 2025	Fundamentals of Communication	3
MATH 2120	Differential Equations	3
	Humanities Course	3
Total Credits		16

### Notes:

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## The Associate of Arts/Science

## Philosophy

at Jackson State Community College 2019/2020

[Back to TOC](#)

## Contact Information

Vivian Grooms

731-424-3520

[vgrooms@jscc.edu](mailto:vgrooms@jscc.edu)

## Program and Career Description

The Associate of Arts/Science in Philosophy is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Our students have the opportunity to work closely with philosophy faculty. Careers in the field of philosophy typically require a bachelor's degree or higher.

## Program Requirements for the Associate of Arts/Science: Philosophy

*(The Associate of Arts/Science: Philosophy requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Science Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography

PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOCI 1010 Introduction to Sociology  
SOCI 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Choose TWO Natural Science Courses

BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
BIOL 2010 Human Anatomy & Physiology I  
BIOL 2020 Human Anatomy & Physiology II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
BIOL 1510 Environmental Science I  
BIOL 1520 Environmental Science II  
GEOG 1040 Physical Geology  
PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PSCI 1010 Principles of Physical Science  
PSCI 1020 Principles of Earth/Space

### Choose ONE Mathematics Course

MATH 1010 Math for General Studies  
MATH 1530 Introductory Statistics  
MATH 1630 Finite Mathematics  
MATH 1710 Precalculus Algebra  
MATH 1720 Precalculus Trigonometry  
MATH 1830 Applied Calculus  
MATH 1910 Calculus I

### Area of Emphasis Requirements for A.A.

PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
SPAN 1010 and 1020 Spanish I and II or  
FREN 1010 and 1020 French I and II  
COL 1030 College to Career Navigation  
Four (4) hours of General Electives

### Area of Emphasis Requirements for A.S.

PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
COL 1030 College to Career Navigation  
Ten (10) hours of General Electives

## Philosophy Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
HIST XXXX	History Course	3
MATH XXXX	Mathematics Course	3
COL 1030	College to Career Navigation	3
	Humanities Course	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
HIST XXXX	History Course	3
	Social/Behavioral Science Course	3
PHIL 1030	Intro. to Philosophy	3
	Elective	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
PHIL 1040	Intro. to Ethics	3
COMM 2025	Fundamentals of Communication	3
	Span I (AA) or Elective (AS)	3
	Natural Science Course	4
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
	Social/Behavioral Science Course	3
	Natural Science Course	4
	Span II (AA) or Elective (AS)	3
	Elective	1
	Humanities Course	3
Total Credits		14

**Notes:**

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# The Associate of Science Physical Education

at Jackson State Community College 2019/2020

## Contact Information

Steve Cornelison

731-424-3520

[scornelison@jsc.edu](mailto:scornelison@jsc.edu)



## Program and Career Description

The Associate of Science in Physical Education is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Our students have the opportunity to work closely with physical education faculty. Careers in the field of physical education typically require a bachelor's degree or higher.

## Program Requirements for the Associate of Science: Physical Education

*(The Associate of Science: Physical Education requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
THEA 1030 Introduction to Theatre

### Social and Behavioral Science Requirement

PHED 2050 Health and Wellness  
PSYC 1030 General Psychology

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Natural Science Requirement

BIOL 2010 Human Anatomy & Physiology I

*(choose one)*

BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
BIOL 2020 Human Anatomy & Physiology II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
BIOL 1510 Environmental Science I  
BIOL 1520 Environmental Science II  
GEOL 1040 Physical Geology  
PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PSCI 1010 Principles of Physical Science  
PSCI 1020 Principles of Earth/Space

### Mathematics Requirement

MATH 1530 Introductory Statistics

### Area of Emphasis Requirements

PHED 2010 First Aid & Safety  
PHED 2040 Introduction to Physical Education  
PHED 2060 Individual and Team Sports  
EDU 201 Foundations of Education  
COL 1030 College to Career Navigation  
Four (4) hours of General Electives

*Students who intend to transfer to UT Martin should take one Fine Arts class and one Humanities class.*

*Students who intend to transfer to TTU should take an additional Natural Science general education course to fulfill the four hours of general electives.*



## Physical Education Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
HIST XXXX	History Course	3
MATH 1530	Introductory Statistics	3
COL 1030	College to Career Navigation	3
	Humanities Course	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
HIST XXXX	History Course	3
PHED 2050	Health and Wellness	3
PHED 2010	First Aid & Safety	3
	Elective	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
PHED 2040	Intro. to Physical Education	3
COMM 2025	Fundamentals of Communication	3
PHED 2060	Individual & Team Sports	3
BIOL 2010	Human Anatomy & Physiology I	4
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
PSYC 1030	General Psychology	3
	Natural Science Course	4
EDU 201	Foundations of Education	3
	Elective	1
	Humanities Course	3
Total Credits		14

**Notes:**

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# The Associate of Science Physics

at Jackson State Community College 2019/2020

## Contact Information

Dr. Wesley O. Smith

731-424-3520

[wsmith16@jsc.edu](mailto:wsmith16@jsc.edu)



## Program and Career Description

Physics prepares students for a variety of career paths. Physics is also the gateway to careers in the many areas of engineering. Most careers in physics and engineering require a bachelor's degree or higher. The Physics pathway allows students to complete the first two years of study with the advantages inherent in a community college while preparing to transfer into a four year physics or engineering program. Students work closely with science and math faculty with access to science labs and computer facilities.

## Program Requirements for the Associate of Science: Physics

*(The Associate of Science: Physics requires 62 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Science Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Natural Science Requirement

PHYS 2110 Calculus Based Physics I  
PHYS 2120 Calculus Based Physics II

### Mathematics Requirement

MATH 1910 Calculus I

### Area of Emphasis Requirements

MATH 1920 Calculus II  
MATH 2110 Calculus III  
MATH 2010 Introduction to Linear Algebra  
MATH 2120 Differential Equations  
CITC 1301 Intro. Programming & Logic  
COL 1030 College to Career Navigation

## Physics Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
HIST XXXX	History Course	3
MATH 1910	Calculus I	4
COL 1030	College to Career Navigation	3
CITC 1301	Intro. Programming & Logic	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
HIST XXXX	History Course	3
MATH 1920	Calculus II	4
	Humanities Course	3
	Social/Behavioral Science Course	3
Total Credits		16

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
	Humanities Course	3
PHYS 2110	Calculus Based Physics I	4
MATH 2010	Introduction to Linear Algebra	3
MATH 2110	Calculus III	4
Total Credits		17

### Second Year, Spring Semester

Rubric	Course	Hrs
PHYS 2120	Calculus Based Physics II	4
	Social/Behavioral Science Course	3
COMM 2025	Fundamentals of Communication	3
MATH 2120	Differential Equations	3
Total Credits		13

### Notes:

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# The Associate of Arts/Science Political Science

at Jackson State Community College 2019/2020

## Contact Information

Bill Fry  
731-424-3520  
[bfry@jscc.edu](mailto:bfry@jscc.edu)



## Program and Career Description

Political science careers typically require a bachelor's degree. A variety of career opportunities are available in international diplomacy, politics, city management, political research, or education. The Associate of Arts/Science Political Science is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Students majoring in political science will learn about the U.S. Constitution, the branches of government, and political theory as well as modern political dynamics.

## Program Requirements for the Associate of Arts/Science: Political Science

*(The Associate of Arts/Science: Political Science requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

- ENGL 1010 English Composition I
- ENGL 1020 English Composition II
- COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

- ART 2000 Art History Survey I
- ART 2020 Art History Survey II
- ART 1035 Introduction to Art
- COMM 1851 Introduction to Film
- ENGL 2055 African-American Literature
- ENGL 2110 Early American Literature
- ENGL 2120 Modern American Literature
- ENGL 2210 Early British Literature
- ENGL 2220 Modern British Literature
- ENGL 2310 Early World Literature
- ENGL 2320 Modern World Literature
- HUM 1010 Early Humanities
- HUM 1020 Modern Humanities
- MUS 1030 Introduction to Music
- PHIL 1030 Introduction to Philosophy
- PHIL 1040 Introduction to Ethics
- THEA 1030 Introduction to Theatre

### Social and Behavioral Science Courses

- ECON 2100 Principles of Macroeconomics
- Choose one additional course**
- ECON 2200 Principles of Microeconomics
- GEOG 2010 World Regional Geography
- PHED 2050 Health and Wellness
- PSYC 1030 General Psychology
- SOCI 1010 Introduction to Sociology
- SOCI 1020 Social Problems

### Choose TWO History Courses

- HIST 2310 Early World History
- HIST 2320 Modern World History
- HIST 2010 Early United States History
- HIST 2020 Modern United States History

### Choose TWO Natural Science Courses

- BIOL 1110 General Biology I
- BIOL 1120 General Biology II
- BIOL 2010 Human Anatomy & Physiology I
- BIOL 2020 Human Anatomy & Physiology II
- CHEM 1110 General Chemistry I
- CHEM 1120 General Chemistry II
- BIOL 1510 Environmental Science I
- BIOL 1520 Environmental Science II
- GEOL 1040 Physical Geology
- PHYS 2010 Non-Calculus Based Physics I
- PHYS 2020 Non-Calculus Based Physics II

- PHYS 2110 Calculus Based Physics I
- PHYS 2120 Calculus Based Physics II
- PSCI 1010 Principles of Physical Science
- PSCI 1020 Principles of Earth/Space

### Mathematics Requirement

- MATH 1530 Introductory Statistics

### Area of Emphasis Requirements for A.A.

- POLS 1030 American Government
- One (1) Political Science Elective
- SPAN 1010 and 1020 .....  
Spanish I and II or
- FREN 1010 and 1020 .....  
French I and II
- COL 1030 College to Career Navigation
- Four (4) hours General Electives

### Area of Emphasis Requirements for A.S.

- POLS 1030 American Government
- One (1) Political Science Elective
- COL 1030 College to Career Navigation
- Ten (10) hours General Electives

## Political Science Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
POLS 1030	American Government	3
COL 1030	College to Career Navigation	3
MATH 1530	Introductory Statistics	3
ENGL 1010	English Composition I	3
SPAN 1010	Spanish I (AA) or Elective (AS)	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
POLS XXXX	Political Science Elective	3
ECON 2100	Principles of Macroeconomics	3
	Natural Science Course	4
SPAN 1020	Spanish II (AA) or Elective (AS)	3
Total Credits		16

### Second Year, Fall Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
	Social/Behavioral Science Course	3
ENGL XXXX	Literature Course	3
	Natural Science Course	4
	Humanities Course	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
	Humanities Course	3
	General Elective	1
	General Elective	3
Total Credits		13

### Notes:

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# The Associate of Science Pre-Health Professions

at Jackson State Community College 2019/2020

## Contact Information

Sara Youngerman

731-424-3520

[syoungerman@jscc.edu](mailto:syoungerman@jscc.edu)



## Program and Career Description

The Associate of Science in Pre-Health Professions is designed for students wanting to complete the first two years of the bachelor's degree in a community college setting. Our students have the opportunity to work closely with science faculty, have ample access to science labs, and should be well prepared to continue their education at a university. Students seeking careers in dentistry, medicine, optometry, physical therapy, occupational therapy, pharmacy, and veterinary medicine should choose this pathway.

## Program Requirements for the Associate of Science: Pre-Health Professions

*(The Associate of Science: Pre-Health Professions requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Choose TWO Social and Behavioral Science Courses

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Natural Science Requirement

CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II

### Choose ONE Mathematics Course

MATH 1830 Applied Calculus  
MATH 1910 Calculus I

### Area of Emphasis Requirements

COL 1030 College to Career Navigation

*Choose Two of the following Three sequences*

BIOL 1110 General Biology I and  
BIOL 1120 General Biology II  
CHEM 2010 Organic Chemistry I and  
CHEM 2020 Organic Chemistry II  
PHYS 2010 Non-Calculus Based Physics I and  
PHYS 2020 Non-Calculus Based Physics II

## Pre-Health Professions Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
BIOL 1110	General Biology I	4
CHEM 1110	General Chemistry I	4
	Social/Behavioral Science Course	3
COL 1030	College to Career Navigation	3
Total Credits		17

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
BIOL 1120	General Biology II	4
	Humanities Course	3
CHEM 1120	General Chemistry II	4
MATH 1830/1910	Applied Calculus or Calculus I	3/4
Total Credits		17

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
HIST XXXX	History Course	3
	Social/Behavioral Science Course	3
CHEM 2010/ PHYS 2010	Organic Chemistry I or Non-Calc Based Physics I	4
Total Credits		13

### Second Year, Spring Semester

Rubric	Course	Hrs
	Humanities Course	3
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
CHEM 2020/ PHYS 2020	Organic Chemistry II or Non-Calc Based Physics II	4
Total Credits		13

**Notes:**

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# The Associate of Science Pre-Occupational Therapy

at Jackson State Community College 2019/2020

## Contact Information

Sara Youngerman

731-424-3520

[syoungerman@jscc.edu](mailto:syoungerman@jscc.edu)



## Program and Career Description

The Associate of Science degree in Pre-Occupational Therapy is designed for students seeking to become Occupational Therapists. Approximately three years of college prerequisite classes are required to gain admission to an occupational therapy program. Completing two years of college at Jackson State will prepare students to transfer to a suitable four year institution where the remaining required courses would be offered. Students at Jackson State work closely with science faculty and have access to science labs and computer facilities. Students also acquire the fundamental academic skills needed to pursue a higher degree.

## Program Requirements for the Associate of Science: Pre-Occupational Therapy

*(The Associate of Science: Pre-Occupational Therapy requires 60 + 3 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Social and Behavioral Science Courses

#### Required Course

PSYC 1030 General Psychology

#### Choose One of the following:

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

#### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

#### Natural Science Requirement

BIOL 1110 General Biology I  
BIOL 1120 General Biology II

#### Mathematics Course

MATH 1530 Introductory Statistics

### Area of Emphasis Requirements

BIOL 2010 Human Anatomy & Physiology I  
BIOL 2020 Human Anatomy & Physiology II  
CHEM 1110 General Chemistry I  
PHYS 2010 Non-Calculus Based Physics I  
MATH 1720 Precalculus Trigonometry  
COL 1030 College to Career Navigation



## Pre-Occupational Therapy Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
BIOL 1110	General Biology I	4
CHEM 1110	General Chemistry I	4
PSYC 1030	General Psychology	3
COL 1030	College to Career Navigation	3
Total Credits		17

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
BIOL 1120	General Biology II	4
	Humanities Course	3
MATH 1530	Introductory Statistics	3
	Humanities Course	3
Total Credits		16

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
HIST XXXX	History Course	3
	Social/Behavioral Science Course	3
PHYS 2010	Non-Calculus Based Physics I	4
BIOL 2010	Human Anatomy and Physiology I	4
Total Credits		17

### Second Year, Spring Semester

Rubric	Course	Hrs
MATH 1720	Precalculus Trigonometry	3
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
BIOL 2020	Human Anatomy and Physiology II	4
Total Credits		13

### Notes:

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# The Associate of Science Pre-Physical Therapy

at Jackson State Community College 2019/2020

## Contact Information

Sara Youngerman

731-424-3520

[syoungerman@jacc.edu](mailto:syoungerman@jacc.edu)



## Program and Career Description

The Associate of Science degree in Pre-Physical Therapy is designed for students seeking to become Physical Therapists. Most physical therapy programs require applicants to have completed a bachelor's degree prior to admission. Completing the first two years of college at Jackson State will prepare students to transfer to a suitable bachelor's degree program. Students work closely with science faculty and have access to science labs and computer facilities. Students also acquire the fundamental academic skills needed to pursue a higher degree.

## Program Requirements for the Associate of Science: Pre-Physical Therapy

*(The Associate of Science: Pre-Physical Therapy requires 60 + 3 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

### Choose THREE Humanities Courses

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Social and Behavioral Science Courses

#### Required Course

PSYC 1030 General Psychology

#### Choose One of the following:

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

#### Choose TWO History Courses

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

### Natural Science Requirement

BIOL 1110 General Biology I  
BIOL 1120 General Biology II

### Mathematics Requirement

MATH 1530 Introductory Statistics

### Area of Emphasis Requirements

MATH 1720 Precalculus Trigonometry or higher

COL 1030 College to Career Navigation

#### Choose TWO of the following three sequences:

BIOL 2010 Human Anatomy & Physiology I

*and*

BIOL 2020 Human Anatomy & Physiology II

CHEM 1110 General Chemistry I

*and*

CHEM 1120 General Chemistry II

PHYS 2010 Non-Calculus Based Physics I

*and*

PHYS 2020 Non-Calculus Based Physics II

## Pre-Physical Therapy Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
BIOL 1110	General Biology I	4
MATH 1530	Introductory Statistics	3
PSYC 1030	General Psychology	3
COL 1030	College to Career Navigation	3
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
BIOL 1120	General Biology II	4
	Humanities Course	3
MATH 1720	Precalculus Trigonometry	3
	Social/Behavioral Science Course	3
Total Credits		16

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL XXXX	Literature Course	3
HIST XXXX	History Course	3
BIOL 2010	Human Anatomy and Physiology I	4
PHYS 2010/ CHEM 1110	Non-Calculus Based Physics I or General Chemistry I	4
Total Credits		14

### Second Year, Spring Semester

Rubric	Course	Hrs
PHYS 2020/ CHEM 1120	Non-Calculus Based Physics II or General Chemistry II	4
HIST XXXX	History Course	3
COMM 2025	Fundamentals of Communication	3
BIOL 2020	Human Anatomy and Physiology II	4
	Humanities Course	3
Total Credits		16

### Notes:

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## The Associate of Arts/Science

**Psychology**

at Jackson State Community College 2019/2020

**Contact Information**

Dr. Bob Raines or

Scott Woods

731-424-3520

[braines@jscc.edu](mailto:braines@jscc.edu)[swoods@jscc.edu](mailto:swoods@jscc.edu)**Program and Career Description**

The Associate degree in psychology is designed for students pursuing a career in professional psychology. The course work provides the student with a solid academic background for transferring to a four-year college to pursue the bachelor's degree. Careers in the field of professional psychology typically require a master's degree or a doctoral degree, depending upon the career path selected.

## Program Requirements for the Associate of Arts/Science: Psychology

*(The Associate of Arts/Science: Psychology requires 60 -62 college level credits. Some courses have prerequisites and co-requisites.)*

**Communication Requirement**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 COMM 2025 Fundamentals of Communication

**Choose THREE Humanities Courses**

*(One must be a literature Course)*

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2100 Principles of Macroeconomics  
 ECON 2200 Principles of Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2025 State and Local Government  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose TWO History Courses**

HIST 2310 Early World History  
 HIST 2320 Modern World History  
 HIST 2010 Early United States History  
 HIST 2020 Modern United States History

**Natural Science Requirement**

BIOL 1110 General Biology I  
 BIOL 1120 General Biology II

**Choose ONE Mathematics Course**

MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus Algebra  
 MATH 1720 Precalculus Trigonometry  
 MATH 1830 Applied Calculus  
 MATH 1910 Calculus I

**Area of Emphasis Requirements for A.A.**

PSYC 1030 General Psychology  
 MATH 1530 Introductory Statistics  
 Two (2) of the following PSYC courses:  
 PSYC 2110 Psychology of Adjustment  
 PSYC 2120 Social Psychology  
 PSYC 2130 Life Span Psychology  
 SPAN 1010 and 1020 Spanish I and II or  
 FREN 1010 and 1020 French I and II  
 COL 1030 College to Career Navigation

**Area of Emphasis Requirements for A.S.**

PSYC 1030 General Psychology  
 MATH 1530 Introductory Statistics  
 Two (2) of the following PSYC courses:  
 PSYC 2110 Psychology of Adjustment  
 PSYC 2120 Social Psychology  
 PSYC 2130 Life Span Psychology  
 COL 1030 College to Career Navigation  
 Four (4) hours of General Electives

## Psychology Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
PSYC 1030	General Psychology	3
HIST XXXX	History Course	3
MATH 1530	Introductory Statistics	3
ENGL 1010	English Composition I	3
COL 1030	College to Career Navigation	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
PSYC XXXX	Psychology Elective	3
	Humanities Course	3
HIST XXXX	History Course	3
MATH XXXX	Mathematics Course	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
COMM 2025	Fundamentals of Communication	3
	Social/Behavioral Science Course	3
ENGL XXXX	Literature Course	3
BIOL 1110	General Biology I	4
SPAN 1010	Spanish I (AA) or Elective (AS)	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
SPAN 1020	Spanish II (AA) or Elective (AS)	3/1
BIOL 1120	General Biology II	4
	Humanities Course	3
	Social/Behavioral Science Course	3
PSYC XXXX	Psychology Elective	3
Total Credits		16/14

### Notes:

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## The Associate of Arts/Science

**Social Work**

at Jackson State Community College 2019/2020

**Contact Information**

Vivian Grooms

731-424-3520

[vgrooms@jsgc.edu](mailto:vgrooms@jsgc.edu)**Program and Career Description**

The social work program is designed for students who wish to enter the field of social work, which typically requires a bachelor's degree. The courses in social work offered by JSCC prepare a student for a bachelor's degree program in social work at a four-year college and provide a foundation for working in school, family, medical, or clinical social work. The social work program also prepares students for working in the general field of human services.

**Program Requirements**  
**for the Associate of Arts/Science: Social Work**

*(The Associate of Arts/Science: Social Work requires 60 - 62 college level credits. Some courses have prerequisites and co-requisites.)*

**Communication Requirement**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 COMM 2025 Fundamentals of Communication

**Choose THREE Humanities Courses**  
*(One course must be a literature course)*

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Social and Behavioral Science Requirement**

PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology

**Choose TWO History Courses**

HIST 2310 Early World History  
 HIST 2320 Modern World History  
 HIST 2010 Early United States History  
 HIST 2020 Modern United States History

**Natural Science Requirement**

BIOL 1110 General Biology I  
 BIOL 1120 General Biology II

**Mathematics Requirement**

MATH 1530 Introductory Statistics

**Area of Emphasis Requirements for A.A.**

SWRK 2010 Introduction to Social Work  
 SWRK Elective \* or  
 SOCI 1020 Social Problems  
 One (1) of the following ECON courses  
 ECON 2100 Principles of Macroeconomics  
 ECON 2200 Principles of Microeconomics  
 POLS 1030 American Government  
 SPAN 1010 and 1020 Spanish I and II or  
 FREN 1010 and 1020 French I and II  
 COL 1030 College to Career Navigation

**Area of Emphasis Requirements for A.S.**

SWRK 2010 Introduction to Social Work  
 SWRK Elective \* or  
 SOCI 1020 Social Problems  
 One (1) of the following ECON courses  
 ECON 2100 Principles of Macroeconomics  
 ECON 2200 Principles of Microeconomics  
 POLS 1030 American Government  
 COL 1030 College to Career Navigation  
 Four (4) hours of General Electives

\* JSCC offers SWRK 2020 Cultural Diversity as a Social Work elective

## Social Work Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
SOCI 1010	Introduction to Sociology	3
SWRK 2010	Introduction to Social Work	3
MATH 1530	Introductory Statistics	3
ENGL 1010	English Composition I	3
COL 1030	College to Career Navigation	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
SWRK 2020/ SOCI 1020	Cultural Diversity or Social Problems	3
	Humanities Course	3
POLS 1030	American Government	3
PSYC 1030	General Psychology	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
COMM 2025	Fundamentals of Communication	3
HIST XXXX	History Course	3
ECON XXXX	Economics Course	3
BIOL 1110	General Biology I	4
SPAN 1010	Spanish I (AA) or Elective (AS)	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
SPAN 1020	Spanish II (AA) or Elective (AS)	3/1
BIOL 1120	General Biology II	4
HIST XXXX	History Course	3
	Humanities Course	3
ENGL XXXX	Literature Course	3
Total Credits		16/14

### Notes:

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## The Associate of Arts/Science

# Sociology

at Jackson State Community College 2019/2020

**Contact Information**

Emily Bates Fortner

731-424-3520

[efortner@jscc.edu](mailto:efortner@jscc.edu)**Program and Career Description**

The Associate of Arts/Science Sociology pathway is designed for students pursuing a career in the area of sociology and/or a career built around the foundation of sociology. The course work provides the student with a solid academic background for transferring to a four-year university to pursue a bachelor's, master's or doctoral degree depending upon the career path selected. Examples of sociology careers include education, criminal justice, and social research.

## Program Requirements for the Associate of Arts/Science: Sociology

*(The Associate of Arts/Science: Sociology requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

**Communication Requirement**

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

**Choose THREE Humanities Courses**

*(One course must be a literature course)*

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2100 Principles of Macroeconomics

ECON 2200 Principles of Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology

**Choose TWO History Courses**

HIST 2310 Early World History  
HIST 2320 Modern World History  
HIST 2010 Early United States History  
HIST 2020 Modern United States History

**Choose TWO Natural Science Courses**

BIOL 1110 General Biology I  
BIOL 1120 General Biology II  
BIOL 2010 Human Anatomy & Physiology I  
BIOL 2020 Human Anatomy & Physiology II  
CHEM 1110 General Chemistry I  
CHEM 1120 General Chemistry II  
BIOL 1510 Environmental Science I  
BIOL 1520 Environmental Science II  
GEOL 1040 Physical Geology  
PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PHYS 2110 Calculus Based Physics I  
PHYS 2120 Calculus Based Physics II  
PSCI 1010 Principles of Physical Science  
PSCI 1020 Principles of Earth/Space

**Mathematics Requirement**

MATH 1530 Introductory Statistics

**Area of Emphasis Requirements for A.A.**

SOCI 1010 Introduction to Sociology  
SOCI 1020 Social Problems  
Sociology Elective \*  
SPAN 1010 and 1020 Spanish I and II or  
FREN 1010 and 1020 French I and I  
COL 1030 College to Career Navigation  
One (1) hour of General Elective

**Area of Emphasis Requirements for A.S.**

SOCI 1010 Introduction to Sociology  
SOCI 1020 Social Problems  
Sociology Elective \*  
COL 1030 College to Career Navigation  
Seven (7) hours of General Electives  
  
\* Universities will determine whether the sociology elective course counts toward requirements of the sociology major or as elective credit applied to the requirements of the baccalaureate degree. Sociology electives at JSCC include SOCI 1011 (CRMJ 1010), Intro to Criminal Justice; and SOCI 2020 (SWRK 2020), Cultural Diversity.



## Sociology Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
SOCI 1010	Introduction to Sociology	3
	Social /Behavioral Science Course	3
MATH 1530	Introductory Statistics	3
ENGL 1010	English Composition I	3
COL 1030	College to Career Navigation	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
SOCI 1020	Social Problems	3
	Humanities Course	3
	Social /Behavioral Science Course	3
SOCI XXXX	Sociology Elective	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
COMM 2025	Fundamentals of Communication	3
HIST XXXX	History Course	3
	Humanities Course	3
	Natural Science Course	4
SPAN 1010	Spanish I (AA) or Elective (AS)	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
SPAN 1020	Spanish II (AA) or Elective (AS)	3
	Natural Science Course	4
HIST XXXX	History Course	3
	General Elective	1
ENGL XXXX	Literature Course	3
Total Credits		14

### Notes:

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# The Associate of Science in Teaching

## Teaching

at Jackson State Community College 2019/2020

### Contact Information

Nancy Hickey  
731-424-3520

[nhickey@jsc.edu](mailto:nhickey@jsc.edu)



### Program and Career Description

The Associate of Science in Teaching is a two-year degree program designed for students planning on earning a baccalaureate degree from a four-year institution in preparation for a teaching career in elementary education. Students desiring to teach in secondary education should choose an emphasis in the particular discipline in which they hope to teach. For example: If you plan to teach high school history, you will want to pursue an associate degree with a history major.

### Program Requirements for the Associate of Science in Teaching

*(The Associate of Science in Teaching requires 60 +3 college level credits. Some courses have prerequisites and co-requisites.)*

#### Communication Requirement

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
COMM 2025 Fundamentals of Communication

#### Humanities Requirement

##### Choose ONE

ART 1035 Introduction to Art  
MUS 1030 Introduction to Music

##### Choose ONE

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
COMM 1851 Introduction to Film  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

##### Choose ONE

ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature

#### Social and Behavioral Science Courses

##### Required Course

GEOG 2010 World Regional Geography

##### Choose ONE

POLS 1030 American Government  
POLS 2025 State and Local Government  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

##### Choose TWO History Courses

HIST 2010 Early United States History  
HIST 2020 Modern United States History  
HIST 2030 Tennessee History I

#### Natural Science Courses Required Course

PSCI 1010 Principles of Physical Science

##### Choose ONE

BIOL 1110 General Biology I  
BIOL 2010 Human Anatomy & Physiology I  
CHEM 1110 General Chemistry I

##### Choose ONE Mathematics Course

MATH 1530 Introductory Statistics  
MATH 1630 Finite Math  
MATH 1710 Precalculus Algebra  
MATH 1910 Calculus I

#### Major Requirements

EDU 2100 Introduction to Special Education  
EDU 2230 Human Growth and Development  
MATH 1410 Number Concepts for Teachers  
MATH 1420 Geometry Concepts for Teachers  
PSCI 1020 Principles of Earth/Space  
COL 1030 College to Career Navigation  
**Choose ONE**  
EDU 1120 Introduction to Teaching or  
EDU 201 Foundations in Education

Additional requirements for this degree include the attainment of a 2.75 cumulative grade point average, successful completion of the PRAXIS Core exam, and a satisfactory rating on an index of suitability for the teaching profession. The minimum scores required for each section are: 150 Math, 156 Reading, and 162 Writing. Praxis Core is not required with a minimum ACT composite score of 21 or above.

## Teaching Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
COL 1030	College to Career Navigation	3
MUS/ART 1035	Music or Introduction to Art	3
MATH XXXX	Mathematics Course	3
GEOG 2010	World Regional Geography	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1020	English Composition II	3
ENGL XXXX	Literature Course	3
	Humanities Course	3
POLS/SOCI	Government or Sociology Course	3
EDU 1120/201	Intro to Teaching or Found. in Educ.	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
EDU 2100	Intro. to Special Education	3
HIST XXXX	History Course	3
MATH 1410	Number Concepts for Teachers	3
PSCI 1010	Principles of Physical Science	4
COMM 2025	Fundamentals of Communication	3
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
MATH 1420	Geometry Concepts for Teachers	3
HIST XXXX	History Course	3
EDU 2230	Human Growth and Development	3
BIOL/CHEM	Biology or Chemistry Course	4
PSCI 1020	Principles of Earth/Space	4
Total Credits		17

**Notes:**

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# Academic Certificates

An academic certificate recognizes completion of general education courses.

## Requirements

### Admission Requirements

Students who wish to take courses on a limited basis for credit but who are not pursuing a degree at Jackson State may be admitted under Special Admission. [See page 11 for details.](#)

Students may enroll in Academic Certificate programs while concurrently enrolled as a degree-seeking student in academic degree programs.

### Residence Requirement

Twenty-five percent of the overall semester hours of credit needed for completion must be from Jackson State.

A student may apply credit earned in an academic certificate to A.A., A.S. or A.A.S. degree requirements.

### Educational Requirements

A 2.00 GPA is required for graduation.

### Course Requirements

Upon successful completion of courses listed for the certificate, a student will receive an Academic Certificate.

### Graduation Proposal Requirements

A student must complete requirements for the certificate sought and file a graduation proposal in the Admissions and Records Office. Students ordinarily are allowed to graduate under the requirements of the catalog under which they entered, provided graduation is within seven years of entrance date. Students should meet with their advisor to ensure that all requirements for graduation have been met.

# General Education for AA/AS Degrees

## Academic Certificate

### Required Courses

#### Communication..... 9 credit hours

- ENGL 1010 ..... English Composition I
- ENGL 1020 ..... English Composition II
- COMM 2025 ..... Fundamentals of Communication

#### Humanities and Fine Arts ..... 9 credit hours

One course must be a Literature course.

- ART 2000 ..... Art History Survey I
- ART 2020 ..... Art History Survey II
- ART 1035 ..... Introduction to Art
- COMM 1851 ..... Introduction to Film
- ENGL 2055 ..... African-American Literature
- ENGL 2110 ..... Early American Literature
- ENGL 2120 ..... Modern American Literature
- ENGL 2210 ..... Early British Literature
- ENGL 2220 ..... Modern British Literature
- ENGL 2310 ..... Early World Literature
- ENGL 2320 ..... Modern World Literature
- HUM 1010 ..... Early Humanities
- HUM 1020 ..... Modern Humanities
- MUS 1030 ..... Introduction to Music
- PHIL 1030 ..... Introduction to Philosophy
- PHIL 1040 ..... Introduction to Ethics
- THEA 1030 ..... Introduction to Theatre

#### Social and Behavioral Sciences..... 6 credit hours

- ECON 2100 ..... Principles of Macroeconomics
- ECON 2200 ..... Principles of Microeconomics
- GEOG 2010 ..... World Regional Geography
- PHED 2050 ..... Health and Wellness
- POLS 1030 ..... American Government
- POLS 2025 ..... State and Local Government
- PSYC 1030 ..... General Psychology
- SOCI 1010 ..... Introduction to Sociology
- SOCI 1020 ..... Social Problems

#### History..... 6 credit hours

- HIST 2310 ..... Early World History
- HIST 2320 ..... Modern World History
- HIST 2010 ..... Early United States History
- HIST 2020 ..... Modern United States History

#### Natural Sciences ..... 8 credit hours

- BIOL 1110 ..... General Biology I
- BIOL 1120 ..... General Biology II
- BIOL 2010 ..... Human Anatomy and Physiology I
- BIOL 2020 ..... Human Anatomy and Physiology II
- CHEM 1110 ..... General Chemistry I
- CHEM 1120 ..... General Chemistry II
- BIOL 1510 ..... Environmental Science I
- BIOL 1520 ..... Environmental Science II
- GEOL 1040 ..... Physical Geology
- PHYS 2010 ..... Non-Calculus Based Physics I
- PHYS 2020 ..... Non-Calculus Based Physics II
- PHYS 2110 ..... Calculus Based Physics I
- PHYS 2120 ..... Calculus Based Physics II
- PSCI 1010 ..... Principles of Physical Science
- PSCI 1020 ..... Principles of Earth/Space

#### Mathematics ..... 3 credit hours

- MATH 1010 ..... Math for General Studies
- MATH 1530 ..... Introductory Statistics
- MATH 1630 ..... Finite Mathematics
- MATH 1710 ..... Precalculus Algebra
- MATH 1720 ..... Precalculus Trigonometry
- MATH 1830 ..... Applied Calculus
- MATH 1910 ..... Calculus I

**Credit Hours Required: .....41**

## General Education for AAS Degrees

### Academic Certificate

#### Required Courses

**Communication . . . . . 3 credit hours**

ENGL 1010 ..... English Composition I

**Humanities and Fine Arts . . . . . 3 credit hours**

ART 2000 ..... Art History Survey I

ART 2020 ..... Art History Survey II

ART 1035 ..... Introduction to Art

COMM 1851 ..... Introduction to Film

ENGL 2055 ..... African-American Literature

ENGL 2110 ..... Early American Literature

ENGL 2120 ..... Modern American Literature

ENGL 2210 ..... Early British Literature

ENGL 2220 ..... Modern British Literature

ENGL 2310 ..... Early World Literature

ENGL 2320 ..... Modern World Literature

HUM 1010 ..... Early Humanities

HUM 1020 ..... Modern Humanities

MUS 1030 ..... Introduction to Music

PHIL 1030 ..... Introduction to Philosophy

PHIL 1040 ..... Introduction to Ethics

THEA 1030 ..... Introduction to Theatre

**Social and Behavioral Sciences . . . . . 3 credit hours**

ECON 2100 ..... Principles of Macroeconomics

ECON 2200 ..... Principles of Microeconomics

GEOG 2010 ..... World Regional Geography

PHED 2050 ..... Health and Wellness

POLS 1030 ..... American Government

POLS 2025 ..... State and Local Government

PSYC 1030 ..... General Psychology

SOCI 1010 ..... Introduction to Sociology

SOCI 1020 ..... Social Problems

**Natural Sciences or Mathematics . . . 3-4 credit hours**

BIOL 1110 ..... General Biology I

BIOL 1120 ..... General Biology II

BIOL 2010 ..... Human Anatomy and Physiology I

BIOL 2020 ..... Human Anatomy and Physiology II

CHEM 1110 ..... General Chemistry I

CHEM 1120 ..... General Chemistry II

BIOL 1510 ..... Environmental Science I

BIOL 1520 ..... Environmental Science II

GEOL 1040 ..... Physical Geology

PHYS 2010 ..... Non-Calculus Based Physics I

PHYS 2020 ..... Non-Calculus Based Physics II

PHYS 2110 ..... Calculus Based Physics I

PHYS 2120 ..... Calculus Based Physics II

PSCI 1010 ..... Principles of Physical Science

PSCI 1020 ..... Principles of Earth/Space

MATH 1010 ..... Math for General Studies

MATH 1530 ..... Introductory Statistics

MATH 1630 ..... Finite Mathematics

MATH 1710 ..... Precalculus Algebra

MATH 1720 ..... Precalculus Trigonometry

MATH 1830 ..... Applied Calculus

MATH 1910 ..... Calculus I

**One additional course from the categories of Communication, Humanities, Social and Behavioral Sciences, Natural Sciences or Mathematics.**

**Credit Hours Required: . . . . . 15-17**

## Pre-Allied Health

### Academic Certificate

#### Required Courses

**Communication . . . . . 6 credit hours**

ENGL 1010 ..... English Composition I

COMM 2025..... Fundamentals of Communication

**Humanities and Fine Arts . . . . . 3 credit hours**

ART 2000 ..... Art History Survey I

ART 2020 ..... Art History Survey II

ART 1035..... Introduction to Art

COMM 1851 ..... Introduction to Film

ENGL 2055..... African-American Literature

ENGL 2110 ..... Early American Literature

ENGL 2120..... Modern American Literature

ENGL 2210 ..... Early British Literature

ENGL 2220..... Modern British Literature

ENGL 2310 ..... Early World Literature

ENGL 2320..... Modern World Literature

HUM 1010 ..... Early Humanities

HUM 1020..... Modern Humanities

MUS 1030..... Introduction to Music

PHIL 1030..... Introduction to Philosophy

PHIL 1040 ..... Introduction to Ethics

THEA 1030..... Introduction to Theatre

**Social and Behavioral Sciences . . . . . 3 credit hours**

PSYC 1030..... General Psychology

**Natural Sciences . . . . . 8 credit hours**

BIOL 2010..... Human Anatomy and Physiology I

BIOL 2020 ..... Human Anatomy and Physiology II

**Mathematics . . . . . 3 credit hours**

MATH 1530..... Introductory Statistics

MATH 1630..... Finite Mathematics

MATH 1710 ..... Precalculus Algebra

MATH 1720..... Precalculus Trigonometry

MATH 1830..... Applied Calculus

MATH 1910..... Calculus I

**Credit Hours Required: . . . . . 23**

## Associate of Applied Science Degree

Jackson State offers the Associate of Applied Science degree in several majors with many concentrations/emphases. These professional and technical programs are designed for the student who does not intend to transfer to a four-year college or university to work toward a baccalaureate degree.

Upon the successful completion of graduation requirements and courses specified by major, a student will receive an Associate of Applied Science Degree.

Only one A.A.S. degree is awarded in the Professional and Technical programs although more than one major may be completed.

A student may earn a second major/concentration by fulfilling the following:

- Comply with the graduation requirements for the initial major/concentration.
- General education requirements will apply to the second major/concentration, unless there is a specific general education requirement unique to the second major/concentration.
- May need to take a major exit exam for the second major/concentration earned.

A student who has completed the requirements for one degree may receive a second degree if the second degree is a different type from the first. (i.e., A student who has received an Associate of Applied Science degree may receive as a second degree an Associate of Arts or Associate of Science degree.)

Students completing a second degree must complete the curriculum prescribed for the second degree, provided the work completed includes at least 24 semester hours in residence over and above the total number of hours completed for the first degree. The student will be governed by the provisions of the Catalog in effect at the time he/she re-enters the College for work toward the second degree.

### AAS in General Technology

The Associate of Applied Science (AAS) in General Technology prepares students for unique positions in the workplace for which specified degree programs do not currently exist. This degree option is used to meet customized, industry-specific needs and/or unique academic and career goals identified by the student. For more information about this degree, contact Jennifer Cherry in Academic Affairs. 731-425-8822 or [jcherry@jstcc.edu](mailto:jcherry@jstcc.edu)

## Jackson State Requirements

### Residence Requirements

Twenty-five percent of the overall semester hours of credit needed for graduation must be from Jackson State. Fifteen of the last twenty-four semester hours of credit should be from Jackson State.

A student may apply credit earned in a technical certificate to the Associate of Applied Science degree requirements, but 15 of the final 24 semester hours of the A.A.S. degree (exclusive of Learning Support requirements) must be completed after the change to the A.A.S. degree program.

### Educational Requirements

- If the TBR placement scores indicate that you need additional preparation courses for college, you must fulfill those requirements before beginning college-level work in courses with basic or developmental requirements.
- Cumulative quality point average: Minimum of 2.00.
- Total semester credit hours: Minimum of 60. Additional hours may be required. The student should reference a specific major for the exact number of required hours.
- Only grades of “D” and above will be accepted to satisfy program requirements.

### Course Requirements

- **General Education:** See page 32 for statement of purpose and courses that fulfill general education requirements at Jackson State. See the information listed under General Education on the page describing your major for the courses that will fulfill the general education requirements for your major at Jackson State.
- **Majors:** Each Professional and Technical Major includes required courses of study which must be completed and are dependent upon the major selected by the student. See each major’s description for specific course requirements.
- **Elective Courses:** Elective courses should be selected from those courses indicated for a major or major concentration and should be chosen toward a specific career goal.



## Graduation Proposal Requirements

A student must complete requirements for the degree sought and file a graduation proposal in the Admissions and Records Office. Students ordinarily are allowed to graduate under the requirements of the catalog under which they entered, provided graduation is within seven years of entrance date. Students should meet with their advisor to ensure that all requirements for graduation have been met.

## Exit Testing Requirement

All students are required to take one or more exit exams prior to graduation. These exams are designed to measure achievement in general education and, if applicable, in the major for the purpose of evaluating the effectiveness of the institution or the program as required by public policy. All students must take the General Education Exit Exam (Proficiency Profile). Students who are graduating in certain AAS programs are required to take a Career Exit Exam in addition to the General Education Exit Exam. In order to comply fully with this provision, students must authorize the release of their scores to the institution. Individual student scores will be

treated as confidential.

## Graduation Instructions

- Meet with your academic advisor who will assist you with completing the following graduation information:
  - Graduation proposal form
  - DegreeWorks audit for your program of study
  - Waiver or substitution request forms, if necessary (signed by your advisor and the appropriate dean)
  - Schedule the career exit exam (if applicable)
  - Humboldt, Lexington and Savannah Center students may complete their graduation proposal at their respective centers
- Proficiency Profile Testing
  - Go to one of the Proficiency Profile testing locations and complete the exam. A valid JSCC ID is required.
  - Sign up for the exam under the "Student One-Stop" tab in your jWeb account
- Submit the cap and gown order form to the Counseling and Career Services Office
- All graduation proposals must be completed and submitted to the Admissions and Records Office. Deadlines for submission of graduation proposals will be posted on the JSCC homepage.



# The Associate of Applied Science Business Administrative Professional Technology Concentration at Jackson State Community College 2019/2020

Contact Information  
Jayne Lowery  
731-424-3520  
[jlowery@jsgcc.edu](mailto:jlowery@jsgcc.edu)

## Program and Career Description

Students completing the Administrative Professional Technology Concentration will be prepared for a career as an office manager or an administrative or executive assistant. Students enrolled in the program will have the opportunity to work closely with experienced faculty to learn both office administration and management skills.



## Certification

Upon completion of this program students will have the foundational skills and knowledge that will help lead to the following certifications:

- Microsoft Office Specialist Certifications for Word, Excel, Access, and PowerPoint
- Certified Administrative Professional (CAP)

Best of all, Jackson State is a testing center for all certification exams listed above (except CAP) and Jackson State students will receive as much as a 60% discount on the cost of testing.

## Additional Information

The Associate of Applied Science in Business Studies is accredited by the Accreditation Council for Business Schools and Programs.

## Projected Income

Career	Experienced Salary Range
Administrative Services Manager	\$67,660+
Executive Secretaries	\$45,300+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Business--Administrative Professional Technology

*(The AAS: Administrative Professional Technology Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy \*  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

\* recommended

### Choose ONE Mathematics Course

MATH 1530 Introductory Statistics  
 MATH 1630 Finite Mathematics (suggested)  
 MATH 1710 Precalculus Algebra  
 MATH 1720 Precalculus Trigonometry  
 MATH 1830 Applied Calculus

### Social / Behavioral Science Course

ECON 2100 Principles of Macroeconomics

### Additional Course

COMM 2025 Fundamentals of Communication

### Professional Component Requirements

ACCT 1010 Principles of Accounting I  
 BUSN 1305 Introduction to Business  
 BUSN 2370 Legal Environment of Business  
 BUSN 2380 Principles of Marketing  
 INFS 1010 Computer Applications

### Concentration Component Requirements

ADMN 1311 Word Processing  
 ADMN 1309 Records Management  
 ADMN 2305 Intro. to Desktop Publishing  
 ADMN 1322 Presentation Applications  
 ADMN 1308 Office Procedures  
 ADMN 2395 APT Internship  
 BUSN 1310 Business Communications and 9 hours from one Emphasis Option

### Medical Emphasis

HSC 111 Medical Terminology  
 ADMN 2303 CPT Coding  
 ADMN 2304 Intro. to Electronic Health Records

### Business Office Emphasis

An additional 9 hours from Administrative Professional Technology, Accounting, Business, Economics, Health Information Management or Computer Information Systems. (Recommend BUSN 1370, BUSN 1380 and BUSN 1300 or BUSN 1320) See your advisor.

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ADMN 1311	Word Processing	3
ADMN 1309	Records Management	3
BUSN 1305	Introduction to Business	3
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
	Concentration Elective	3
ADMN 2305	Intro. to Desktop Publishing	3
ADMN 1308	Administrative Office Procedures	3
BUSN 1310	Business Communications	3
	Mathematics Course	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
ADMN 1322	Presentation Applications	3
BUSN 2380	Principles of Marketing	3
BUSN 2370	Legal Environment of Business	3
ACCT 1010	Principles of Accounting I	3
	Concentration Elective	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
ADMN 2395	APT Internship	3
ECON 2100	Principles of Macroeconomics	3
COMM 2025	Fundamentals of Communication	3
	Concentration Elective	3
	Humanities Course	3
Total Credits		15

# The Associate of Applied Science Business Management Concentration

at Jackson State Community College 2019/2020

## Contact Information

Terri Messer

731-424-3520

[tmesser@jsc.edu](mailto:tmesser@jsc.edu)

## Program and Career Description

Entry-level supervisory careers in retail, service, and manufacturing require a minimum of an associate degree. Supervisors or managers may work in factories, stores, restaurants, and hotels. The Associate of Applied Science in Business is designed for students who want to start an entry-level supervisory career and who do not plan to attend a university. Students successfully completing this program will have the knowledge of and skills in accounting, computers, marketing, communication, management, supervision, and economics.

The Management concentration is available in a "FAST TRACK" option for students wishing to complete their degree in an accelerated method. Please call 731-425-2632 for more information about the "FAST TRACK" program.



## Additional Information

The Associate of Applied Science in Business Studies is accredited by the Accreditation Council for Business Schools and Programs.

## Projected Income

Career	Experienced Salary Range
Food Service Manager	\$39,600+
Retail Manager	\$36,760+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Business--Management

*(The AAS: Management Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy \*  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

*\*recommended*

### Choose ONE Mathematics Course

MATH 1530 Introductory Statistics \*  
 MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus Algebra  
 MATH 1720 Precalculus Trigonometry  
 MATH 1830 Applied Calculus

### Social / Behavioral Science Course

ECON 2100 Principles of Macroeconomics

### Additional Course

COMM 2025 Fundamentals of Communication

### Professional Component

ACCT 1010 Principles of Accounting I  
 BUSN 1305 Introduction to Business  
 BUSN 2370 Legal Environment of Business  
 BUSN 2380 Principles of Marketing  
 INFS 1010 Computer Applications

### Concentration Component

ACCT 1020 Principles of Accounting II  
 BUSN 1300 Personal Finance  
 BUSN 1310 Business Communications  
 BUSN 1320 Business Calculations  
 BUSN 1370 Spreadsheet Applications  
 BUSN 1380 Supervisory Management  
 ECON 2200 Principles of Microeconomics and

An additional 9 hours from Administrative Professional Technology, Accounting, Business, Marketing, Management, Health Information Management or Computer Information Systems. See your advisor.

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
BUSN 1305	Introduction to Business	3
BUSN 1300	Personal Finance	3
	Humanities Course	3
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
BUSN 1310	Business Communications	3
BUSN 1320	Business Calculations	3
BUSN 1370	Spreadsheet Applications	3
BUSN 1380	Supervisory Management	3
	Approved Business Elective	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
ACCT 1010	Principles of Accounting I	3
BUSN 2370	Legal Environment of Business	3
ECON 2100	Principles of Macroeconomics	3
	Approved Business Elective	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
ACCT 1020	Principles of Accounting II	3
BUSN 2380	Principles of Marketing	3
ECON 2200	Principles of Microeconomics	3
	Mathematics Course	3
	Approved Business Elective	3
Total Credits		15

## The Associate of Applied Science

# Computer Information Technology

## Cisco CCNA Concentration

at Jackson State Community College 2019/2020

### Contact Information

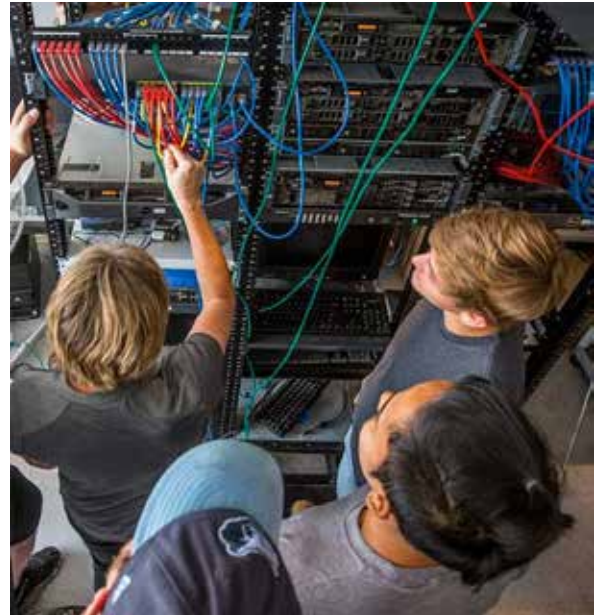
Dr. Tom Pigg

731-424-3520

[tpigg@jssc.edu](mailto:tpigg@jssc.edu)

### Program and Career Description

Students completing the Cisco CCNA Concentration will be prepared for employment in the computer technical support field and network infrastructure field. Student will learn how to program/configure network routers, switches and firewalls. The students will learn how to how to diagnose and repair computer hardware and software problems. In addition, those who complete the program will be able to design, implement and administer computer networks. Students will also develop strong critical thinking skills and will learn by doing within a hands-on lab environment along with real world internship experiences.



### Certification

Additionally, upon completion of this program students will have the foundational skills and knowledge that will help lead to the following certifications:

- CompTIA A+ Exam
- CompTIA Network+ Exam
- CompTIA Security+ Exam

Jackson State is a testing center for all certification exams listed above and Jackson State students will receive as much as a 60% discount on the cost of testing.

### Projected Income

Career	Experienced Salary Range
Computer Network Support Specialist	\$57,990+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Cisco CCNA

*(The AAS: Cyber Defense Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Choose ONE Mathematics Course

MATH 1530 Introductory Statistics  
 MATH 1630 Finite Mathematics (suggested)  
 MATH 1710 Precalculus Algebra  
 MATH 1720 Precalculus Trigonometry  
 MATH 1830 Applied Calculus

### Choose ONE Social / Behavioral Science Course

ECON 2100 Principles of Macroeconomics  
 ECON 2200 Principles of Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2025 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

### Additional General Education Course

COMM 2025 Fundamentals of Communication

### Major Required Courses

INFS 1010 Computer Applications  
 CITC 1301 Intro. to Programming and Logic  
 CITC 1303 Database Concepts  
 CITC 1332 UNIX/Linux Operating System  
 CITC 1300 Beginning HTML & CSS  
 CITC 1351 Prin. of Information Assurance  
 CITC 1321 A+ Hardware  
 CITC 1302 Introduction to Networking  
 CITC 1322 A+ Software  
 CITC 2199 Internship

### Concentration Courses

CITC 1323 CCNA I  
 CITC 1324 CCNA II  
 CITC 2321 CCNA III  
 CITC 2322 CCNA IV  
 CITC CITC elective

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
CITC 1301	Intro. to Programming	3
CITC 1302	Intro. to Networking	3
CITC 1321	A+ Hardware	3
ENGL 1010	English Composition I	3
CITC 1323	CCNA I	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
CITC 1303	Database Concepts	3
CITC 1322	A+ Software	3
CITC 1324	CCNA II	3
CITC 1351	Principles of Information Assurance	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
CITC 1300	Beginning HTML & CSS	3
CITC 2321	CCNA III	3
CITC 1332	UNIX/Linux Operating Systems	3
INFS 1010	Computer Applications	3
MATH XXXX	Mathematics Course	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
CITC 2322	CCNA IV	3
CITC 2199	Internship	3
CITC	CITC elective	3
	Humanities Course	3
	Social/Behavioral Science Course	3
Total Credits		15

# The Associate of Applied Science Computer Information Technology Cyber Defense Concentration at Jackson State Community College 2019/2020

Contact Information  
Dr. Tom Pigg  
731-424-3520  
[tpigg@jsgc.edu](mailto:tpigg@jsgc.edu)

## Program and Career Description

The Cyber Defense Concentration will focus on topics in cyber security and digital forensics. The students will learn how to fortify computer networks in order to prevent security breaches from cyber terrorists or other intruders. In addition, students will learn how to recover data using digital forensics techniques. Students will also develop strong critical thinking skills and will learn by doing within a hands-on lab environment along with real world internship experiences.



## Certification

Additionally, upon completion of this program students will have the foundational skills and knowledge that will help lead to the following certifications:

- CompTIA A+ Exam
- CompTIA Network+ Exam
- CompTIA Security+ Exam

Jackson State is a testing center for all certification exams listed above and Jackson State students will receive as much as a 60% discount on the cost of testing.

## Projected Income

Career	Experienced Salary Range
Information Security Analyst	\$76,250+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>



## Program Requirements for the Associate of Applied Science: Cyber Defense

*(The AAS: Cyber Defense Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Choose ONE Mathematics Course

MATH 1530 Introductory Statistics  
 MATH 1630 Finite Mathematics (suggested)  
 MATH 1710 Precalculus Algebra  
 MATH 1720 Precalculus Trigonometry  
 MATH 1830 Applied Calculus

### Choose ONE Social / Behavioral Science Course

ECON 2100 Principles of Macroeconomics  
 ECON 2200 Principles of Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2025 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

### Additional General Education Course

COMM 2025 Fundamentals of Communication

### Major Required Courses

INFS 1010 Computer Applications  
 CITC 1301 Intro. to Programming and Logic  
 CITC 1303 Database Concepts  
 CITC 1332 UNIX/Linux Operating System  
 CITC 1300 Beginning HTML & CSS  
 CITC 1351 Prin. of Information Assurance  
 CITC 1321 A+ Hardware  
 CITC 1302 Introduction to Networking  
 CITC 1322 A+ Software  
 CITC 2199 Internship

### Concentration Courses

CITC 1323 CCNA I  
 CITC 1324 CCNA II  
 CITC 2326 Network Security  
 CITC 2351 CCNA Security  
 CITC 2352 Digital Forensics

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
CITC 1301	Intro. to Programming	3
CITC 1302	Intro. to Networking	3
CITC 1321	A+ Hardware	3
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
CITC 1303	Database Concepts	3
CITC 1322	A+ Software	3
CITC 1323	CCNA I	3
CITC 1351	Principles of Information Assurance	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
CITC 1300	Beginning HTML & CSS	3
CITC 1324	CCNA II	3
CITC 1332	UNIX/Linux Operating Systems	3
CITC 2352	Digital Forensics	3
MATH XXXX	Mathematics Course	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
CITC 2351	CCNA Security	3
CITC 2199	Internship	3
CITC 2326	Network Security	3
	Humanities Course	3
	Social/Behavioral Science Course	3
Total Credits		15

# The Associate of Applied Science Computer Information Technology Networking Concentration

## Contact Information

Lisa Matlock

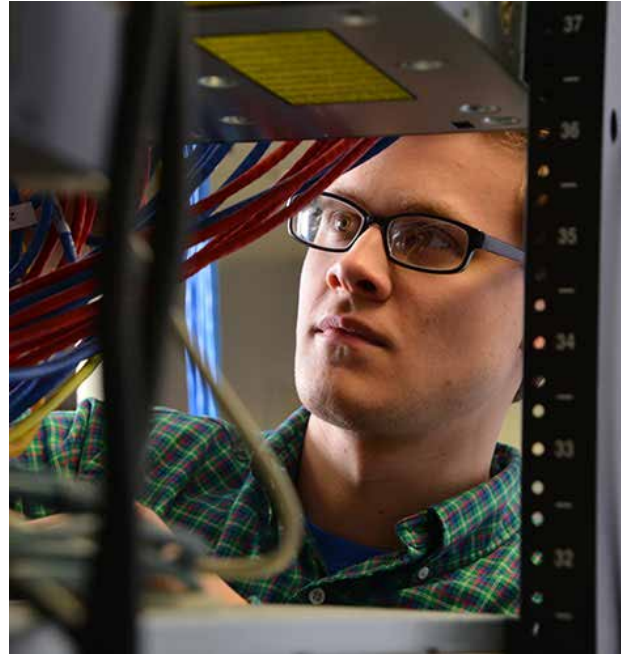
731-424-3520

[lmallock@jacc.edu](mailto:lmallock@jacc.edu)

at Jackson State Community College 2019/2020

## Program and Career Description

Students completing the Networking Concentration will be prepared for employment in the computer technical support field and network administration information technology field. The students will learn how to diagnose and repair computer hardware and software problems. In addition, those who complete the program will be able to design, implement and administer computer networks. Students will also develop strong critical thinking skills and will learn by doing within a hands-on lab environment along with real world internship experiences.



## Certification

Additionally, upon completion of this program students will have the foundational skills and knowledge that will help lead to the following certifications:

- CompTIA A+ Exam
- CompTIA Network+ Exam
- A Windows Client/Server Exam(s)

Students successfully completing all of the above certification exams will be awarded the Microsoft Certified System Administration Certification. Best of all, Jackson State is a testing center for all certification exams listed above and Jackson State students will receive as much as a 60% discount on the cost of testing.

## Projected Income

Career	Experienced Salary Range
Computer Network Support Specialist	\$57,990+

*Salaries are not guaranteed. Data provided by Jobs4TN  
<https://www.jobs4tn.gov/>*

## Program Requirements for the Associate of Applied Science: Networking

*(The AAS: Networking Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Choose ONE Mathematics Course

MATH 1530 Introductory Statistics  
 MATH 1630 Finite Mathematics (suggested)  
 MATH 1710 Precalculus Algebra  
 MATH 1720 Precalculus Trigonometry  
 MATH 1830 Applied Calculus

### Choose ONE Social / Behavioral Science Course

ECON 2100 Principles of Macroeconomics  
 ECON 2200 Principles of Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2025 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

### Additional General Education Course

COMM 2025 Fundamentals of Communication

### Major Required Courses

INFS 1010 Computer Applications  
 CITC 1301 Intro. to Programming and Logic  
 CITC 1303 Database Concepts  
 CITC 1332 UNIX/Linux Operating System  
 CITC 1300 Beginning HTML & CSS  
 CITC 1351 Prin. of Information Assurance  
 CITC 1321 A+ Hardware  
 CITC 1302 Introduction to Networking  
 CITC 1322 A+ Software  
 CITC 2199 Internship

### Concentration Courses

CITC 1323 CCNA I  
 CITC 1324 CCNA II  
 CITC 2326 Network Security  
 CITC 2320 Windows Server Administration  
 CITC Elective

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
CITC 1301	Intro. to Programming	3
CITC 1302	Intro. to Networking	3
CITC 1321	A+ Hardware	3
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
CITC 1303	Database Concepts	3
CITC 1322	A+ Software	3
CITC 1323	CCNA I	3
CITC 1351	Principles of Information Assurance	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
CITC 1300	Beginning HTML & CSS	3
CITC 1324	CCNA II	3
CITC 1332	UNIX/Linux Operating Systems	3
CITC 2320	Windows Server Administration	3
MATH XXXX	Mathematics Course	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
CITC XXXX	CITC Elective	3
CITC 2199	Internship	3
CITC 2326	Network Security	3
	Humanities Course	3
	Social/Behavioral Science Course	3
Total Credits		15

The Associate of Applied Science

# Computer Information Technology

## Programming Concentration

Contact Information

Stacey Hendren

731-424-3520

[shendren@jacc.edu](mailto:shendren@jacc.edu)

at Jackson State Community College 2019/2020

### Program and Career Description

Students completing the Programming Concentration will be prepared to enter the field of software development and database administration. The students will learn how to create software applications using various programming tools. In addition, those who complete the program will be able to create and administer database applications. Students will also develop strong critical thinking skills and will learn by doing within a hands-on lab environment along with real world internship experiences.



### Projected Income

Career	Experienced Salary Range
Computer Programmer	\$70,050+
Database Administrator	\$81,470+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Programming

*(The AAS: Programming Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Choose ONE Mathematics Course

MATH 1530 Introductory Statistics  
 MATH 1630 Finite Mathematics (suggested)  
 MATH 1710 Precalculus Algebra  
 MATH 1720 Precalculus Trigonometry  
 MATH 1830 Applied Calculus

### Choose ONE Social / Behavioral Science Course

ECON 2100 Principles of Macroeconomics  
 ECON 2200 Principles of Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2025 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

### Additional General Education Course

COMM 2025 Fundamentals of Communication

### Major Required Courses

INFS 1010 Computer Applications  
 CITC 1301 Intro. to Programming and Logic  
 CITC 1303 Database Concepts  
 CITC 1332 UNIX/Linux Operating System  
 CITC 1300 Beginning HTML & CSS  
 CITC 1351 Prin. of Information Assurance  
 CITC 1321 A+ Hardware  
 CITC 1302 Introduction to Networking  
 CITC 1322 A+ Software  
 CITC 2199 Internship

### Concentration Courses

CITC 1310 Programming I  
 CITC 1311 Programming II  
 CITC 2344 Database SQL Programming  
 CITC 2376 Mobile App Development  
 CITC Elective

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
CITC 1301	Intro. to Programming	3
CITC 1302	Intro. to Networking	3
CITC 1321	A+ Hardware	3
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
CITC 1303	Database Concepts	3
CITC 1322	A+ Software	3
CITC 2376	Mobile App Development	3
CITC 1351	Principles of Information Assurance	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
CITC 1300	Beginning HTML & CSS	3
CITC 1310	Programming I	3
CITC 2344	Database SQL Programming	3
CITC 1332	Unix/Linux Operating Systems	3
MATH XXXX	Mathematics Course	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
CITC XXXX	CITC Elective	3
CITC 2199	Internship	3
CITC 1311	Programming II	3
	Humanities Course	3
	Social/Behavioral Science Course	3
Total Credits		15

The Associate of Applied Science  
**Criminal Justice**  
 at Jackson State Community College 2019/2020

[Back to TOC](#)

**Contact Information**  
 Karen Perrin  
 731-424-3520  
[kperrin@jscc.edu](mailto:kperrin@jscc.edu)

**Program and Career Description**

The AAS Criminal Justice Degree is designed for students who plan to pursue a career in Law Enforcement. The Criminal Justice degree would also be beneficial for those who are already employed in law enforcement, but need a college degree in order to advance. The Criminal Justice degree includes two tracks, Corrections and Law Enforcement.



**Projected Income**

Career	Experienced Salary Range
Police Officer	\$43,190+
Correctional Officer	\$30,340+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Criminal Justice

*(The AAS: Criminal Justice requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Humanities Requirement

PHIL 1040 Introduction to Ethics

### Choose ONE Natural Science or Mathematics Course

- BIOL 1110 General Biology I
- BIOL 1120 General Biology II
- BIOL 2010 Human Anatomy & Physiology I
- BIOL 2020 Human Anatomy & Physiology II
- CHEM 1110 General Chemistry I
- CHEM 1120 General Chemistry II
- BIOL 1510 Environmental Science I
- BIOL 1520 Environmental Science II
- GEOL 1040 Physical Geology
- PHYS 2010 Non-Calculus Based Physics I
- PHYS 2020 Non-Calculus Based Physics II
- PSCI 1010 Principles of Physical Science
- PSCI 1020 Principles of Earth/Space
- MATH 1010 Math for General Studies
- MATH 1530 Introductory Statistics
- MATH 1630 Finite Mathematics (suggested)
- MATH 1710 Precalculus Algebra
- MATH 1720 Precalculus Trigonometry
- MATH 1830 Applied Calculus

### Social/Behavioral Science Requirement

PSYC 1030 General Psychology

### Additional General Education Course

COMM 2025 Fundamentals of Communication

### Major Required Courses

- CRMJ 1010 Intro. to Criminal Justice
- CRMJ 1020 Intro. to Legal Processes
- CRMJ 1340 Criminal Investigation
- CRMJ 2010 Intro. to Law Enforcement
- CRMJ 2020 Intro. to Corrections
- CRMJ 1398 Basic Emergency Procedures
- CRMJ 2340 Investigative Reporting
- CRMJ 2396 Criminal Justice Internship
- INFS 1010 Computer Applications

### Concentration Courses

Students will choose one of the following 18 credit hour tracks

### Law Enforcement Track

- CRMJ 1322 Police Administration and Organization
- CRMJ 2367 Mental Health Aspects of Criminal Behavior
- CRMJ 1355 Understanding Terrorism
- CRMJ 2363 Basic Law Enforcement Procedures & Techniques
- CRMJ 1395 Tactical Talks
- CRMJ Elective

### Corrections Track

- CRMJ 1301 Correctional Counseling
- CRMJ 2311 Juvenile Justice
- CRMJ 2390 Probation and Parole
- CRMJ 2367 Mental Health Aspects of Criminal Behavior
- CRMJ Elective
- SOCI 1020 Social Problems

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
CRMJ 1010	Intro. to Criminal Justice	3
CRMJ 2010	Intro. to Law Enforcement	3
CRMJ 1398	Basic Emergency Procedures	3
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
CRMJ 1020	Intro. to Legal Processes	3
CRMJ 2020	Intro. to Corrections	3
CRMJ 2363 or SOCI 1020	Basic Law Enforcement Proc. or Social Problems	3
	Natural Science or Math Course	3
PSYC 1030	General Psychology	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
CRMJ 2340	Investigative Reporting	3
CRMJ 1340	Criminal Investigation	3
CRMJ 2367	Mental Health Aspects of Crim Beh	3
CRMJ 1355 or CRMJ 1301	Understanding Terrorism or Correctional Counseling	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
CRMJ XXXX	Criminal Justice Elective	3
CRMJ 2396	CJ Internship	3
CRMJ 1322 or CRMJ 2311	Police Administration and Org. or Juvenile Justice	3
PHIL 1040	Introduction to Ethics	3
CRMJ 1395 or CRMJ 2390	Tactical Talks or Probation and Parole	3
Total Credits		15

# The Associate of Applied Science Emergency Medical Services Paramedic

Contact Information  
Kenneth Oxford  
731-424-3520  
[koxford@jscc.edu](mailto:koxford@jscc.edu)

at Jackson State Community College 2019/2020

## Program and Career Description

The Paramedic Degree is designed to prepare competent professionals for a career in the field of Emergency Medical Services (EMS). Therefore, the entire curriculum, including the general education courses, was carefully selected in an effort to yield the most benefit to students preparing for service in the field of emergency medicine. The attainment of an Associate of Applied Science in Paramedic will open job opportunity doors for the entry level paramedics who want to work toward career advancement over time and for veteran paramedics who need the degree to advance in the field. For example, advancement to the level of instructor in the State of Tennessee requires EMS Instructor Coordinators of any level to have a paramedic license and, at minimum, an associates degree before teaching any courses within the TBR system.



## Admission Requirements

The EMS Paramedic program has specific admission requirements:

- Be admitted to the college. <http://www.jscc.edu/requirements.html>
- Be currently licensed as an Advanced Emergency Medical Technician in the State of Tennessee. Students must submit a copy of a current Tennessee AEMT or Paramedic license to the Paramedic Program.
- Applicant will be required to take an entrance exam.
- A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant and child CPR.
- Complete a physical exam, along with all required immunizations and/or titers.
- Meet other admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation, Office of Emergency Medical Services.
- Apply to the program online at <https://healthsciences.jscc.edu>

## Additional Information

The Associate of Applied Science Emergency Medical Services Paramedic program is accredited by the:

Commission on Accreditation of Allied Health Education Programs [www.caahep.org](http://www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756, Phone: (727) 210-2350), [www.caahep.org](http://www.caahep.org) To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, Phone: 214-703-8445; Fax: 214-703-8992; [www.coaemsp.org](http://www.coaemsp.org)

## Projected Income

Career	Experienced Salary Range
Emergency Medical Technician-Paramedic	\$42,163+

Salaries are not guaranteed. Data provided by Jobs4TN <https://www.jobs4tn.gov/>



## Program Requirements for the Associate of Applied Science: EMS Paramedic

*(The AAS: EMS Paramedic requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 1035 Introduction to Art  
MUS 1030 Introduction to Music  
PHIL 1040 Introduction to Ethics

### Natural Science Requirement

BIOL 2010 Human Anatomy & Physiology I  
BIOL 2020 Human Anatomy & Physiology II

### Social and Behavioral Science Requirement

PSYC 1030 General Psychology

### Major Field Core

EMSP 1801 Fundamentals of Paramedic I  
EMSP 1401 Paramedic Skills Lab I  
EMSP 1311 Paramedic Clinical I  
EMSP 2802 Fundamentals of Paramedic II  
EMSP 2402 Paramedic Skills Lab II  
EMSP 2412 Paramedic Clinical II  
EMSP 2403 Paramedic Capstone  
EMSP 2303 Paramedic Practicum  
EMSP 2513 Paramedic Field Internship

*The following courses are not required but are strongly recommended and considered during the program admissions process:*

COL 1030 College to Career Navigation  
HSC 111 Medical Terminology  
Any additional college level math and/or science courses other than those required

## Sample Schedule

### First Year, First Semester

Rubric	Course	Hrs
EMSP 1311	Paramedic Clinical I	3
EMSP 1801	Fundamentals of Paramedic I	8
EMSP 1401	Paramedic Skills Lab I	4
	Total Credits	15

### First Year, Second Semester

Rubric	Course	Hrs
EMSP 2412	Paramedic Clinical II	4
EMSP 2802	Fundamentals of Paramedic II	8
EMSP 2402	Paramedic Skills Lab II	4
	Total Credits	16

### Second Year, Third Semester

Rubric	Course	Hrs
EMSP 2403	Paramedic Capstone	4
EMSP 2303	Paramedic Practicum	3
EMSP 2513	Paramedic Field Internship	5
BIOL 2010	Human Anatomy and Physiology I	4
	Total Credits	16

### Second Year, Fourth Semester

Rubric	Course	Hrs
PSYC 1030	General Psychology	3
ENGL 1010	English Composition I	3
	Humanities Course	3
BIOL 2020	Human Anatomy and Physiology II	4
	Total Credits	13

The Associate of Applied Science  
**Engineering Systems Technology**  
 Multi Skilled Maintenance Technician Concentration  
 at Jackson State Community College 2019/2020

[Back to TOC](#)

**Contact Information**

Ben Lawrence  
 or Roger James  
 731-424-3520

[blawrence3@jssc.edu](mailto:blawrence3@jssc.edu)  
 or [rjames@jssc.edu](mailto:rjames@jssc.edu)

**Program and Career Description**

This concentration prepares graduates for technical positions in the expanding field of electronics, Instrumentation Systems, and electrical equipment. The primary objective is to provide a broad foundation of theoretical and practical knowledge in the areas of electrical and electronic circuits, electrical machinery, programmable logic controllers and hydraulics/pneumatics equipment. The curriculum is broad-based but focuses on the integration of each area as used in systemic applications. Alternate program delivery methods are available including student learning cohorts and online.



**Additional Information**

The Associate of Applied Science in Engineering Systems Technology is accredited by the Association of Technology, Management and Applied Engineering.

If you are a Tennessee Technology Center graduate, check with an Engineering Systems Technology advisor for additional credit options.

**Projected Income**

Career	Experienced Salary Range
Industrial Engineering Technician	\$45,530+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Multi Skilled Maintenance Tech

*(The AAS: Engineering Systems Technology, Multi Skilled Maintenance Tech Concentration requires 61 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
COMM 2025 Fundamentals of Communication

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Natural Science Requirement

PHYS 2010 Non-Calculus Based Physics I

### Choose ONE Social / Behavioral Science Course

ECON 2100 Principles of Macroeconomics  
ECON 2200 Principles of Microeconomics \*  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2025 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems  
\* recommended

### Major Required Courses

INFS 1010 Computer Applications  
ENST 1360 Mechanical Power Transmission  
ENST 1350 Industrial Safety  
ENST 1311 Computer Aided Design I  
ENST 1370 Manufacturing Processes  
3 Credits General Education MATH course  
MATH 1530 rec.

### Concentration Required Courses

EETC 1311 Electrical Circuits I  
EETC 1321 Electronics I  
EETC 2331 PLC I  
EETC 2333 Industrial Electronic Controls  
EETC 2332 PLC II  
ENST 2361 Fluid Power Systems  
EETC 2361 Instrumentation Systems  
EETC 2350 Robotics  
EETC 2390 Capstone

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENST 1350	Industrial Safety	3
ENGL 1010	English Composition I	3
EETC 1311	Electrical Circuits I	3
ENST 1370	Manufacturing Processes	3
INFS 1010	Computer Applications	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
ENST 1360	Mechanical Power Transmission	3
COMM 2025	Fundamentals of Communication	3
MATH XXXX	Mathematics Course	3
ENST 1311	Computer Aided Design I	3
EETC 2331	PLC I	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
EETC 2361	Instrumentation Systems	3
EETC 1321	Electronics I	3
EETC 2332	PLC II	3
EETC 2333	Industrial Electronic Controls	3
PHYS 2010	Non-Calculus Based Physics I	4
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
	Social/Behavioral Science Course	3
	Humanities Course	3
ENST 2361	Fluid Power Systems	3
ENST 2390	Capstone	3
EETC 2350	Robotics	3
Total Credits		15

# The Associate of Applied Science Fire Science Technology Administrative Leadership Concentration at Jackson State Community College 2019/2020

Contact Information  
Leah Gray  
731-424-3520  
[lgray@jsc.edu](mailto:lgray@jsc.edu)

## Program and Career Description

The Fire Science Degree is designed to address the educational needs of Tennesseans who desire to enter or advance their career within the field of fire science. The program offers both flexibility for those with prior experience and training while providing a clear path for those who are new to the field of study. It was designed to incorporate the Fire and Emergency Services Higher Education (FESHE) core courses and therefore, meets current, accepted standards of practice within the field of study.



## Admission Requirements

The Fire Science program has specific admission requirements:

- Be admitted to the college. <http://www.jsc.edu/requirements.html>
- Apply to the Fire Science Program and submit portfolio of prior learning to the Fire Science Director.
- Advanced placement is available for this degree.

## Additional Information

The Jackson State Community College Fire Science Program courses meet current, accepted standards of practice within the field of study for Fire and Emergency Services Higher Education (FESHE).

## Projected Income

Career	Experienced Salary Range
Firefighter	\$39,606+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Fire Science Technology Administrative Leadership

*(The AAS: Fire Science requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Social/Behavioral Science Requirement

PSYC 1030 General Psychology

### Choose ONE Natural Science or Mathematics Course

CHEM 1110 General Chemistry I  
 MATH 1530 Introductory Statistics

### Additional General Education Course

COMM 2025 Fundamentals of Communication

### Major Required Courses

FIRE 2310 Fire Protection Systems  
 FIRE 1310 Principles of Emergency Services  
 FIRE 1320 Principles of Fire & Emergency Service Safety & Survival  
 FIRE 1330 Fire Prevention  
 FIRE 2330 Fire Behavior and Combustion  
 FIRE 2320 Building Construction

### Concentration Courses

FIRE 2340 Leadership Development  
 FIRE 2370 Public and Life Safety Education  
 FIRE 2380 Legal Aspects of Emergency Services  
 FIRE 2385 Fire Investigation II  
 15 Credits of FIRE electives (INFS 1010 allowed)

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
	Humanities Course	3
	Natural Science or Math Course	3
FIRE 1310	Principles of Emergency Services	3
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
FIRE 1320	Principles of Fire & Emer Serv Safety	3
FIRE 1330	Fire Prevention	3
FIRE 2310	Fire Protection Systems	3
FIRE 2360	Safety and Health for Emer Services	3
PSYC 1030	General Psychology	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
FIRE 2335	Strategy and Tactics	3
FIRE 1325	Fire Investigation I	3
FIRE 2340	Leadership Development	3
FIRE 2370	Public and Life Safety Education	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
FIRE 2330	Fire Behavior and Combustion	3
FIRE 2320	Building Construction	3
FIRE 2380	Legal Aspects of Emer Services	3
FIRE XXXX	Fire Elective	3
FIRE 2385	Fire Investigation II	3
Total Credits		15

# The Associate of Applied Science Fire Science Technology Emergency Medical Concentration

at Jackson State Community College 2019/2020

## Contact Information

Leah Gray  
731-424-3520  
[lgray@jscc.edu](mailto:lgray@jscc.edu)

## Program and Career Description

The Fire Science Degree is designed to address the educational needs of Tennesseans who desire to enter or advance their career within the field of fire science. The program offers both flexibility for those with prior experience and training while providing a clear path for those who are new to the field of study. It was designed to incorporate the Fire and Emergency Services Higher Education (FESHE) core courses and therefore, meets current, accepted standards of practice within the field of study.



## Admission Requirements

The Fire Science program has specific admission requirements:

- Be admitted to the college. <http://www.jsc.edu/requirements.html>
- Apply to the Fire Science Program and submit portfolio of prior learning to the Fire Science Director.
- Advanced placement is available for this degree.

## Additional Information

The Jackson State Community College Fire Science Program courses meet current, accepted standards of practice within the field of study for Fire and Emergency Services Higher Education (FESHE).

## Projected Income

Career	Experienced Salary Range
Firefighter	\$39,606

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Fire Science Technology Emergency Medical

*(The AAS: Fire Science requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Social/Behavioral Science Requirement

PSYC 1030 General Psychology

### Choose ONE Natural Science or Mathematics Course

CHEM 1110 General Chemistry I  
 MATH 1530 Introductory Statistics

### Additional General Education Course

COMM 2025 Fundamentals of Communication

### Major Required Courses

FIRE 2310 Fire Protection Systems  
 FIRE 1310 Principles of Emergency Services  
 FIRE 1320 Principles of Fire & Emergency Service Safety & Survival  
 FIRE 1330 Fire Prevention  
 FIRE 2330 Fire Behavior and Combustion  
 FIRE 2320 Building Construction

### Concentration Courses

EMSB 1601 EMT Medical Emergencies and EMS Operations  
 EMSB 1602 EMT Trauma and Medical Emergencies  
 EMSB 1101 EMT Medical Skills Lab  
 EMSB 1102 EMT Trauma and Medical Skills Lab  
 EMSB 1111 EMT Clinical  
 EMSB 1112 EMT Field Internship  
 11 Credits of FIRE electives (INFS 1010 allowed)

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
	Humanities Course	3
	Natural Science or Math Course	3
FIRE 1310	Principles of Emergency Services	3
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
FIRE 1320	Principles of Fire & Emer Serv Safety	3
FIRE 1330	Fire Prevention	3
FIRE 2310	Fire Protection Systems	3
FIRE 2360	Safety and Health for Emer Services	3
PSYC 1030	General Psychology	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
FIRE 2335	Strategy and Tactics	3
FIRE 1325	Fire Investigation I	3
FIRE 2330	Fire Behavior and Combustion	3
FIRE 2320	Building Construction	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
EMSB 1601	EMT Med Emergencies and EMS Ops	6
EMSB 1602	EMT Trauma and Med Emergencies	6
EMSB 1101	EMT Medical Skills Lab	1
EMSB 1102	EMT Trauma and Med Skills Lab	1
EMSB 1111	EMT Clinical	1
EMSB 1112	EMT Field Internship	1
Total Credits		16

# The Associate of Applied Science Fire Science Technology Fire Fighter Concentration

at Jackson State Community College 2019/2020

## Contact Information

Leah Gray  
731-424-3520  
[lgray@jsc.edu](mailto:lgray@jsc.edu)

## Program and Career Description

The Fire Science Degree is designed to address the educational needs of Tennesseans who desire to enter or advance their career within the field of fire science. The program offers both flexibility for those with prior experience and training while providing a clear path for those who are new to the field of study. It was designed to incorporate the Fire and Emergency Services Higher Education (FESHE) core courses and therefore, meets current, accepted standards of practice within the field of study.



## Admission Requirements

The Fire Science program has specific admission requirements:

- Be admitted to the college. <http://www.jsc.edu/requirements.html>
- Apply to the Fire Science Program and submit portfolio of prior learning to the Fire Science Director.
- Advanced placement is available for this degree.

## Additional Information

The Jackson State Community College Fire Science Program courses meet current, accepted standards of practice within the field of study for Fire and Emergency Services Higher Education (FESHE).

## Projected Income

Career	Experienced Salary Range
Firefighter	\$39,606

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>



## Program Requirements for the Associate of Applied Science: Fire Science Technology Fire Fighter

*(The AAS: Fire Science requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Social/Behavioral Science Requirement

PSYC 1030 General Psychology

### Choose ONE Natural Science or Mathematics Course

CHEM 1110 General Chemistry I  
 MATH 1530 Introductory Statistics

### Additional General Education Course

COMM 2025 Fundamentals of Communication

### Major Required Courses

FIRE 2310 Fire Protection Systems  
 FIRE 1310 Principles of Emergency Services  
 FIRE 1320 Principles of Fire & Emergency Service Safety & Survival  
 FIRE 1330 Fire Prevention  
 FIRE 2330 Fire Behavior and Combustion  
 FIRE 2320 Building Construction

### Concentration Courses

FIRE 1315 Rescue Awareness  
 FIRE 2325 Hydraulics and Water Supply  
 FIRE 2375 Hazardous Material Chemistry  
 FIRE 2355 Hazardous Material I  
 15 Credits of FIRE electives (INFS 1010 allowed)

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
	Humanities Course	3
	Natural Science or Math Course	3
FIRE 1310	Principles of Emergency Services	3
ENGL 1010	English Composition I	3
INFS 1010	Computer Applications	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
FIRE 1320	Principles of Fire & Emer Serv Safety	3
FIRE 1330	Fire Prevention	3
FIRE 2310	Fire Protection Systems	3
FIRE 2360	Safety and Health for Emer Services	3
PSYC 1030	General Psychology	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
FIRE 2335	Strategy and Tactics	3
FIRE 1325	Fire Investigation I	3
FIRE 1315	Rescue Awareness	3
FIRE 2325	Hydraulics and Water Supply	3
COMM 2025	Fundamentals of Communication	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
FIRE 2330	Fire Behavior and Combustion	3
FIRE 2320	Building Construction	3
FIRE 2375	Hazardous Material Chemistry	3
FIRE XXXX	Fire Elective	3
FIRE 2355	Hazardous Material I	3
Total Credits		15

# The Associate of Applied Science Health Sciences

at Jackson State Community College 2019/2020

## Contact Information

Dr. Tom Pigg  
731-424-3520  
[tpigg@jacc.edu](mailto:tpigg@jacc.edu)

## Program and Career Description

The Health Sciences degree is designed for students pursuing a career in the medical field who desire added certifications to enable them to enter the job market equipped with multiple skills.



## Admission Requirements

- Courses from programs with specific admission requirements may be used to complete this degree (i.e. Emergency Medical Services). Please speak with your advisor for more information.

## Projected Income

Career	Experienced Salary Range
Emergency Medical Technician-Paramedic	\$31,840+
Medical Assistant	\$32,532+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Health Sciences

*(The AAS: Health Sciences requires 60 college level credits. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

- ART 2000 Art History Survey I
- ART 2020 Art History Survey II
- ART 1035 Introduction to Art
- COMM 1851 Introduction to Film
- ENGL 2055 African-American Literature
- ENGL 2110 Early American Literature
- ENGL 2120 Modern American Literature
- ENGL 2210 Early British Literature
- ENGL 2220 Modern British Literature
- ENGL 2310 Early World Literature
- ENGL 2320 Modern World Literature
- HUM 1010 Early Humanities
- HUM 1020 Modern Humanities
- MUS 1030 Introduction to Music
- PHIL 1030 Introduction to Philosophy
- PHIL 1040 Introduction to Ethics
- THEA 1030 Introduction to Theatre

### Social/Behavioral Science Requirement

PSYC 1030 General Psychology

### Choose ONE Natural Science or Mathematics Course

- BIOL 2010 Human Anatomy and Physiology I
- MATH 1530 Introductory Statistics

### Additional General Education Course

COMM 2025 Fundamentals of Communication

### Major Required Courses

- ALHS 2312 Contemporary Issues in Healthcare
- ALHS 2311 Management and Leadership for AHS Supervisors
- ALHS 2314 Medical Law and Ethics
- Six (6) Credit Hours of Electives

### Concentration Courses

Students will choose 30 credit hours from approved Health Science Area courses/certifications. Two sample tracks are outlined. Other options may be available; talk with your advisor.

### Healthcare Technician Track

- AHSC 1310 EKG
- AHSC 1320 Clinical Medical Assistant I
- AHSC 1330 Clinical Medical Assistant II
- AHSC 1340 Clinical Medical Assistant Clinical
- PLBT 1300 Phlebotomy
- PLBT 1301 Phlebotomy Clinical
- Twelve (12) Credits Health Related Electives

### EMT Track

- EMSB 1601 EMT Medical Emergencies
- EMSB 1602 EMT Trauma
- EMSB 1101 EMT Medical Skills Lab
- EMSB 1102 EMT Trauma Lab
- EMSB 1111 EMT Clinical
- EMSB 1112 EMT Field Internship
- EMSA 1501 Advanced EMT Medical Emergencies
- EMSA 1502 Advanced EMT Trauma
- EMSA 1201 Advanced EMT Medical Skills Lab
- EMSA 1202 Advanced EMT Trauma Lab
- EMSA 1111 Advanced EMT Clinical
- EMSA 1112 Advanced EMT Field Internship

*Note: COL 1030 College to Career Navigation, is not a program requirement, but it is a class that is strongly recommended to enhance the student's college and career success.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ALHS 2313	Contemporary Issues in Healthcare	3
	Natural Science or Math Course	3
	Elective	3
ENGL 1010	English Composition I	3
	Elective	3
Total Credits		15

### First Year, Spring Semester

Rubric	Course	Hrs
	Health Science elective	3
ALHS 2311	Management and Leadership for AHS	3
ALHS 2314	Medical Law and Ethics	3
COMM 2025	Fundamentals of Communication	3
PSYC 1030	General Psychology	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
AHSC 1310	EKG	3
PLBT 1300	Phlebotomy	3
PLBT 1301	Phlebotomy Clinical	3
	Humanities Course	3
	Health Science elective	3
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
AHSC 1320	Clinical Medical Assistant I	3
AHSC 1330	Clinical Medical Assistant II	3
AHSC 1340	Clinical Medical Assistant Clinical	3
	Health Science elective	3
	Health Science elective	3
Total Credits		15

# The Associate of Applied Science Medical Laboratory Technician

at Jackson State Community College 2019/2020

## Contact Information

Pete O'Brien  
731-424-3520  
[pobrien@jacc.edu](mailto:pobrien@jacc.edu)

### Program and Career Description

The Medical Laboratory Technician (MLT) is an essential member of the modern healthcare team and they work in close cooperation with physicians to establish diagnoses and monitor the effectiveness of treatment through direct examination of patients and analyses of specimens. MLT's work in all areas of the lab including chemistry, hematology, microbiology, medicine, immunology, and genetics, or they may specialize and develop expertise such as virology or molecular genetics. MLT's may work in a hospital, outpatient clinic, or in a reference laboratory. Medical Laboratory Technician is #18 on the Best Job List according to the Jobs Related Almanac. A Career Ladder Program has been established to provide additional advancement opportunities. The MLT curriculum is an integrated program in which basic concepts, technical procedures, and laboratory exercises are presented at the college prior to assignment to clinical education at one of the clinical affiliates for practical experience. Students successfully completing the program are eligible for the certification examinations offered by the American Society for Clinical Pathology (ASCP), the National Credentialing Agency (NCA), and for licensure in Tennessee.



### Admission Requirements

The Medical Laboratory Technician program has specific admission requirements:

- Obtain regular admission status to the college.
- Complete four (4) hours of observation at a hospital prior to applying to the MLT program.
- Complete all required learning support competencies prior to the June 1 program application date.
- Score a minimum ACT composite of 19 or acceptable Accuplacer placement score, or complete at least 10 semester hours of college-level credit with a minimum GPA of 2.5.
- Applicants 21 years of age or older with no previously recorded ACT score are not required to take the ACT or equivalent tests but must complete college academic credits as described above in order to be properly evaluated.
- This curriculum must include college-level mathematics and/or science courses such as biology or chemistry that require laboratory sessions and must have been completed within the past five years.
- Submit a completed MLT application by June 1.

### Accreditation Information

The Associate of Applied Science Medical Laboratory Technician program is accredited by the:

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Rd., Suite 720  
Rosemont, IL 60018  
(773) 714-8880

### Projected Income

Career	Experienced Salary Range
Medical Laboratory Technician	\$36,210+

*Salaries are not guaranteed. Data provided by Jobs4TN  
<https://www.jobs4tn.gov/>*

## Program Requirements for the Associate of Applied Science: Medical Laboratory Technician

*(Medical Laboratory Technician requires 68 college level credits. This is a career program which was granted an exception to the 60 hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes and/or to meet national accreditation agency requirements. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Social and Behavioral Science Requirement

PSYC 1030 General Psychology

### Natural Science Requirement

BIOL 2010 Human Anatomy & Physiology I

### Additional Required Courses

BIOL 2020 Human Anatomy & Physiology II  
 CHEM 1110 General Chemistry I

### Major Required Courses

MLAB 1301 Intro to Medical Laboratory Technology  
 MLAB 2402 Hematology & Hemostasis  
 MLAB 2301 Immunohematology/Blood Bank  
 MLAB 2401 Clinical Chemistry  
 MLAB 2403 Clinical Microbiology  
 MLAB 2201 Clinical Immunology  
 MLAB 2202 Urinalysis & Body Fluids  
 MLAB 1510 Clinical Practicum I

MLAB 1520 Clinical Practicum II  
 MLAB 2250 Special Topics in MLT  
 MLAB 2510 Clinical Practicum III  
 MLAB 2520 Clinical Practicum IV  
 MLAB 2150 Special Topics/Med. Lab. Tech.  
 MLAB 2230 Seminar I  
 MLAB 2270 Seminar II

*The following courses are not required but are strongly recommended and considered during the program admissions process:*

COL 1030 College to Career Navigation  
 HSC 111 Medical Terminology  
 Any additional college level math and/or science courses other than those required.  
*Rubric and title changes effective Fall 2018 pending TBR approval.*

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
BIOL 2010	Human Anatomy and Physiology I	4
MLAB 1301	Intro to Medical Lab Technology	3
MLAB 2402	Hematology & Hemostasis	3
MLAB 2201	Immunology	2
MLAB 2401	Clinical Chemistry	4
Total Credits		16

### First Year, Spring Semester

Rubric	Course	Hrs
BIOL 2020	Human Anatomy and Physiology II	4
MLAB 2403	Clinical Microbiology	4
CHEM 1110	General Chemistry I	4
MLAB 2202	Urinalysis & Body Fluids	2
Total Credits		14

### Summer Semester

Rubric	Course	Hrs
MLAB 2301	Immunohematology/Blood Bank	3
MLAB 2250	Special Topics in MLT	2
Total Credits		5

### Second Year, Fall Semester

Rubric	Course	Hrs
MLAB 1510	Clinical Practicum I	5
MLAB 2150	Special Topics/Med. Lab. Tech.	1
MLAB 1520	Clinical Practicum II	5
Total Credits		11

### Second Year, Spring Semester

Rubric	Course	Hrs
MLAB 2510	Clinical Practicum III	5
MLAB 2520	Clinical Practicum IV	5
MLAB 2230	Seminar I	1
MLAB 2270	Seminar II	2
Total Credits		13

### Summer Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
PSYC 1030	General Psychology	3
	Humanities Course	3
Total Credits		9

# The Associate of Applied Science Nursing Program

## at Jackson State Community College 2019/2020

The Nursing Program prepares a graduate to meet the educational requirements for the National Council Licensure Exam for Registered Nursing (NCLEX-RN) and to begin nursing practice in structured health-care settings such as hospitals, clinics, and extended-care facilities. Nursing is a dynamic, applied discipline in which caring for the biological, psychological, sociocultural, spiritual, and developmental needs of others is paramount. As a generalist, the graduate is prepared to function effectively as a provider and manager of care, collaborate with other members of the health care team, and adhere to legal and ethical standards of the profession.

This program utilizes continuous quality improvement methods and strives to meet the needs of its constituent groups. Expert faculty remain current in the field by practicing clinically as “real nurses.” Course experiences continually evolve to reflect the rapid changes in health care. Students practice in varied clinical environments to develop a broad knowledge and skill base.

Graduates of the Jackson State program excel in competency measures such as success on the initial attempt of the licensure exam (NCLEX-RN), job placement and job performance. Graduate and employer satisfaction is measured annually. The Program is fully approved by the Tennessee Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Phone 404-975-5000).

You must be formally admitted into the Program before you can begin taking any nursing course. A minimum of sixty-seven credits are required for the degree, the curriculum includes arts, science and nursing courses. All nursing courses include application principles to prepare graduates for an ever-changing health care system. Nursing laboratory and clinical experiences provide opportunities for “hands on” practice, skill development, and competency demonstration. Each hour of nursing theory generates one credit hour, and three hours of nursing lab or clinical generates one credit hour.

Articulation with baccalaureate (BSN) programs offer opportunities for continued professional development.

Accreditation and professional certification standards, limited clinical and classroom space, faculty availability, and a concern for appropriate student progress influence the selective admissions process to all Tennessee Board of Regents nursing programs. Students must meet the admission criteria, be reviewed and accepted for admission, and make satisfactory progress to be continued in the nursing program. In the employment of these criteria in the review of applicants, Jackson State is aware of the institutional goal of maintaining appropriate student diversity in its acceptance pool.

## Admission Requirements to Nursing program

Admissions to the program are selective and competitive. To be considered for admission, applicants must fulfill the following requirements:

- Obtain regular full college admission and good academic standing status.
- Complete all required learning support competencies, if applicable, before applying to the Nursing Program.
- Submit a completed Nursing Program application to the Nursing Office by March 1st for fall, February 1st for summer admission, and September 1st for spring admission. Summer admission is limited to the LPN-RN Career Mobility Track.
- Fulfill the following academic requirements:
  - College cumulative GPA of 2.5 on a 4.0 scale.
  - Complete all required pre-requisite courses with a grade of “C” or above.
  - Submit official transcripts of high school, technology center, and college work to the Admissions Office by the application deadline.
  - Submit official ACT exam scores.
  - Report if any license in any health care field has been disciplined, suspended, revoked, or denied.
  - Report any felony convictions.

It is the applicant’s responsibility to ensure all application materials are received in the Nursing Office by the application deadline date. Applicants who meet the deadline will be notified in writing of their admission status. If the number of qualified applicants falls below the maximum enrollment, applications of those students who will be fulfilling the above-stated requirements prior to entering the nursing program will be considered.

Application for admission is considered for one application period only. Applicants who wish to be considered for admission into the next entering class must submit a new application. For the purpose of program admission, ACT scores are considered valid for up to five years from the test date. Information regarding the ACT is available at [www.act.org](http://www.act.org).

All applicants are evaluated on the basis of their scores on the ACT and their cumulative GPA. Selection for admission is based on an evaluation point system, which reflects the applicant’s ACT scores and cumulative GPA at the time of application. Additional points may be earned by additional assessments, specific college-level coursework, and/or service-area residency. Qualified applicants are ranked according to the point system and those with the highest summed scores are selected to fill the class. Up to 20 candidates are placed on an alternate list. Details of the evaluation point system are available from the Nursing Office. Because Jackson State is a state-supported institution and enrollment in the Nursing Program is limited, state residents will be given preference in the admission process.

## Licensed Practical Nurse (LPN) to Registered Nurse Career Mobility:

LPNs who possess an unencumbered current Tennessee practical nurse license, meet the academic requirements, complete 23-24 hours of general education coursework and are selected for admission are eligible for the LPN to RN Career Mobility. LPNs pursuing this option must apply by February 1st for summer admission. The following prerequisite coursework must be completed with a grade of C or above by the application deadline to be eligible for the LPN to RN Career Mobility:

- College to Career Navigation (COL 1030) 3 credits
- Anatomy and Physiology I and II (BIOL 2010 and 2020)\* . 8 credits
- English Composition I (ENGL 1010) 3 credits
- General Psychology (PSYC 1030) 3 credits
- Life Span Psychology (PSYC 2130) 3 credits
- A major specific elective: (one of the following ) Precalculus Algebra (MATH 1710) 3 credits, Introductory Statistics (MATH 1530) 3 credits, Principles of Nutrition (HEC 231) 3 credits, or Microbiology (BIOL 2230) 4 credits

\* *These courses must have been completed less than five years from the date of program enrollment.*

## Transfer Applicants:

- Must meet the Program admission and be selected for Program admission.
- Must submit a written request for transfer and a letter of recommendation from the director of the previous nursing program verifying the student is in good standing and eligible to return, or continue enrollment in nursing courses.
- Must submit all transcripts and nursing course descriptions from the previous school of nursing.
- Should understand that nursing courses from other nationally-accredited programs will be evaluated for transfer on an individual basis.

## Readmission Applicants:

- Must submit readmission request forms to the Director of Nursing Admissions by specified deadlines and must meet Program admission, enrollment, and continuation requirements.
- Must be able to complete Nursing coursework within 150% of the defined program length.
- Will be considered for readmission status only once if unable to progress academically in the program. When repeating a course, all course prerequisites and requirements must be fulfilled.
- May be required to submit evidence of remediation, counseling, or other activities in an effort to enhance academic success.
- Must be recommended by consensus of the faculty if dismissed from the Program due to unsatisfactory clinical performance or academic misconduct.
- Should understand that Program requirements may change and if re-admitted the student must meet the requirements in effect at the time of their re-admission.
- Should understand that readmission is not guaranteed and if the number of readmission requests exceeds available space, applicants will be evaluated for readmission according to the program's readmission evaluation criteria.

## Policies Related to Enrollment and Continuation:

- Grades of "C" or above are required to enroll and progress. If two grades of "D" or below are earned in clinical courses the student will be dismissed from the Program. Program applicants who have received two nursing course grades of "D, F, or W" during two or more terms in another collegiate-level nursing program are ineligible for admission or enrollment unless Academic Fresh Start status has been granted by JSCC.
- Students must be age 18 or older prior to beginning nursing courses and will be required to provide evidence through a health verification form which documents information that they are in good health, have received specified immunizations, and are free and immune from specified communicable diseases.
- Students will be required to comply with other program-specific enrollment, continuation and progression requirements, including satisfactory completion of prerequisite courses, specific orientations, clinical trainings, drug screening and criminal background checks, and obtaining textbooks, immunizations and supplies for clinical training prior to enrolling in nursing courses. Students must attain specific academic and performance standards to progress in the Program and achieve a satisfactory score on a comprehensive exam to complete the Program. Details of these standards and requirements are available from the Nursing Office and are published in the Nursing Student Handbook, on reserve in the College library.
- Background checks and drug screens may be required by the program clinical affiliate sites prior to beginning clinical training. Based on the results of these checks, a clinical training site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Clinical Agency placement requirements must be met. Additionally, a criminal background and some other background check findings may preclude licensure or employment in nursing. More information is available from the Nursing Program.

## Legal Limitations for Licensure

A graduate of a state-approved school of nursing who has been convicted of a violation of the law other than a minor traffic violation may be denied licensure. Criminal convictions that would make a graduate ineligible for Registered Nurse licensure in the State of Tennessee are listed in the Program admission application. A graduate's eligibility for licensure is determined on an individual basis by the Tennessee Board of Nursing.

# The Associate of Applied Science Nursing

at Jackson State Community College 2019/2020

**Contact Information**  
Dr. Leslie West Sands  
731-424-3520  
[lsands@jscc.edu](mailto:lsands@jscc.edu)

## Program and Career Description

The program is designed to prepare a graduate with the entry-level skills and knowledge needed to assume the role of a registered nurse and succeed on the National Council Licensure Exam for Registered Nursing (NCLEX-RN). The graduate provides and manages client care, communicates, and functions as a member of the health care team, adhering to legal and ethical standards of professional nursing practice. Graduates practice in hospitals, clinics, and extended-care facilities and may continue their nursing education to the bachelors, masters, and doctoral levels through a variety of educational articulation options. Students applying for this program must take an admission exam and be formally accepted into the program. Admission selection is competitive and is based on a point system. Program application, and details of the admission process and point system are available from the Nursing Program. A new class is admitted twice each year and the deadline for program application is March 1 (fall admission) and September 1 (spring admission).



## Accreditation Information

The Nursing Program is approved by the Tennessee Board of Nursing and is accredited by the:

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Contact ACEN at 404-975-5000

## Projected Income

Career	Experienced Salary Range
Registered Nurse	\$67,350+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>



## Program Requirements for the Associate of Applied Science: Nursing

*(The AAS: Nursing requires 67-68 college level credits. This is a career program which was granted an exception to the 60 hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes and/or to meet national accreditation agency requirements. Some courses have prerequisites and co-requisites. A satisfactory score on a standardized comprehensive exam is required to complete the program.)*

### Communication Requirement

ENGL 1010 English Composition I\*

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Social and Behavioral Sciences Requirement

PSYC 1030 General Psychology\*

### Natural Science Requirement

BIOL 2010 Human Anatomy and Physiology I\*

### Additional Course Requirement

BIOL 2020 Human Anatomy and Physiology II\*

### Major Required Courses

COL 1030 College to Career Navigation\*  
 COMM 2025 Fundamentals of Communication *or*  
 ENGL 1020 English Composition II  
 PSYC 2130 Life Span Psychology  
 NUR 110 Foundations of Nursing I  
 NUR 120 Foundations of Nursing II  
 NUR 214 Adult Health Nursing I  
 NUR 220 Adult Health Nursing II

### Choose one of the following major required electives\*:

BIOL 2230 Microbiology  
 HEC 231 Principles of Nutrition  
 MATH 1530 Introductory Statistics  
 MATH 1710 Precalculus Algebra

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
NUR 110	Foundations of Nursing I	10
PSYC 2130	Life Span Psychology	3
	Total Credits	13

### First Year, Spring Semester

Rubric	Course	Hrs
PSYC 1030	General Psychology	3
NUR 120	Foundations of Nursing II	10
	Total Credits	13

### Second Year, Fall Semester

Rubric	Course	Hrs
NUR 214	Adult Health Nursing I	9
COMM 2025 or ENGL 1020	Fundamentals of Communication or English Composition II	3
	Total Credits	12

### Second Year, Spring Semester

Rubric	Course	Hrs
NUR 220	Adult Health Nursing II	9
	Humanities Course	3
	Comprehensive Exam	
	Total Credits	12

\* NOTE: The following 17-18 credit hours must be completed prior to the beginning of the first semester of the Nursing program: BIOL 2010 (4 credit hours), BIOL 2020 (4 credit hours), ENGL 1010 (3 credit hours), COL 1030 (3 credit hours), and a major required elective (3 -4 credit hours).

# The Associate of Applied Science Nursing LPN to RN Career Mobility at Jackson State Community College 2019/2020

**Contact Information**  
Dr. Leslie West Sands  
731-424-3520  
[lsands@jscc.edu](mailto:lsands@jscc.edu)

## Program and Career Description

The program is designed to prepare a graduate with the entry-level skills and knowledge needed to assume the role of a registered nurse and succeed on the National Council Licensure Exam for Registered Nursing (NCLEX-RN). The graduate provides and manages client care, communicates, and functions as a member of the health care team, adhering to legal and ethical standards of professional nursing practice. Graduates practice in hospitals, clinics, and extended-care facilities and may continue their nursing education to the bachelors, masters, and doctoral levels through a variety of educational articulation options. LPNs applying for this program must meet academic requirements, complete 23 - 24 hours of pre-requisite general education coursework, possess an unencumbered Tennessee practical nurse license, submit a Nursing program application by the specified deadline, and take an admission exam prior to being formally accepted into the program. Admission selection is competitive and is based on a point system. Program application, and details of the admission process and point system are available from the Nursing Program. A new class is admitted each spring and the deadline for program admission application is February 1.



## Accreditation Information

The Nursing Program is approved by the Tennessee Board of Nursing and is accredited by the:

Accreditation Commission for Education in Nursing

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Contact ACEN at 404-975-5000

## Projected Income

Career	Experienced Salary Range
Registered Nurse	\$67,350+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Nursing LPN to RN Career Mobility

*(The AAS Nursing requires 67-68 college level credits. This is a career program which was granted an exception to the 60 hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes and/or to meet national accreditation agency requirements. Some courses have prerequisites and co-requisites. A satisfactory score on a standardized comprehensive exam is required to complete the program.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

- ART 2000 Art History Survey I
- ART 2020 Art History Survey II
- ART 1035 Introduction to Art
- COMM 1851 Introduction to Film
- ENGL 2055 African-American Literature
- ENGL 2110 Early American Literature
- ENGL 2120 Modern American Literature
- ENGL 2210 Early British Literature
- ENGL 2220 Modern British Literature
- ENGL 2310 Early World Literature
- ENGL 2320 Modern World Literature
- HUM 1010 Early Humanities
- HUM 1020 Modern Humanities
- MUS 1030 Introduction to Music
- PHIL 1030 Introduction to Philosophy
- PHIL 1040 Introduction to Ethics
- THEA 1030 Introduction to Theatre

### Social and Behavioral Sciences Requirement

PSYC 1030 General Psychology

### Natural Science Requirement

BIOL 2010 Human Anatomy and Physiology I

### Additional Course Requirement

BIOL 2020 Human Anatomy and Physiology II

### Major Required Courses

- COL 1030 College to Career Navigation
- COMM 2025 Fundamentals of Communication *or*
- ENGL 1020 English Composition II
- PSYC 2130 Life Span Psychology
- NUR 130 Nursing Transitions I
- NUR 140 Nursing Transitions II\*
- NUR 214 Adult Health Nursing I
- NUR 220 Adult Health Nursing II

### Choose one of the following major required electives:

- BIOL 2230 Microbiology
- HEC 231 Principles of Nutrition
- MATH 1530 Introductory Statistics
- MATH 1710 Precalculus Algebra

\* Upon successful completion of NUR 140, credit for NUR 120 is awarded.

In addition to meeting the program admission requirements, LPNs must possess a valid, unencumbered Tennessee practical nurse license and complete a minimum twenty three hours of prerequisites before applying to the Career Mobility. BIOL 2010 and BIOL 2020 must have been completed less than 5 years from the date of program enrollment.

## Sample Schedule

### Pre-requisites

Rubric	Course	Hrs
BIOL 2010 and BIOL 2020	Human Anatomy and Physiology I and II	8
ENGL 1010	English Composition I	3
PSYC 1030 and PSYC 2130	General Psychology and Life Span Psychology	6
	Major Required Elective	3-4
COL 1030	College to Career Navigation	3
	Total Credits	23-24

### First Year, Summer Semester

Rubric	Course	Hrs
NUR 130	Nursing Transitions I	3
NUR 140	Nursing Transitions II	9
	Total Credits	12

### First Year, Fall Semester

Rubric	Course	Hrs
COMM 2025 or ENGL 1020	Fundamentals of Communication or English Composition II	3
NUR 214	Adult Health Nursing I	9
	Total Credits	12

### First Year, Spring Semester

Rubric	Course	Hrs
NUR 220	Adult Health Nursing II	9
	Humanities Course	3
	Comprehensive Exam	
	Total Credits	12

# The Associate of Applied Science Occupational Therapy Assistant

at Jackson State Community College 2019/2020

## Contact Information

Dr. Julie Bezold

731-424-3520

[jbezold@jsc.edu](mailto:jbezold@jsc.edu)

## Program and Career Description

Occupational therapy assistants (OTAs) enjoy a satisfying, challenging and rewarding career in helping patients of all ages develop, recover, and improve the skills needed for daily living and working. Upon Completion of the Associate of Applied Science Occupational Therapy Assistant Major, the OTA will work in partnership with and under the direct supervision of a licensed occupational therapist in a variety of settings. This program includes academic and fieldwork training over a two-year course of study.

Applications for the OTA program are accepted in the spring semester for the program beginning the next fall. Students accepted to the OTA program will be required to provide a copy of a criminal background check prior to starting their Level I Fieldwork in the fall of the first year of acceptance into the program. JSCC does not use the background check as criteria for admission to the program. Background checks are required by some clinical sites as a condition of participation. Students are required to participate in a variety of clinical experiences to successfully complete the program. If a student has questions regarding the criminal background check, please call 731-425-2612.

All students are required to provide documentation of health insurance, immunizations, student liability insurance (purchased through a Tennessee Board of Regents group policy), and proof of CPR certification if accepted into the program.



## Admission Requirements

The OTA program has specific admission requirements. To be considered for admission you must:

- Obtain regular admission status to the college.
- Submit all official high school/college transcripts to the Admissions Office.
- Possess a high school and/or college overall GPA of 2.5 or higher.
- Submit official ACT results if you have not earned credit in college level courses (Have the following minimum subsection scores on the ACT: Writing – 18, Reading – 19, Mathematics – 19, OR acceptable placement test scores, OR have successfully completed all previously determined learning support competencies.
- Students accepted into the OTA program must complete Anatomy and Physiology I with a grade of “C” or better no later than the summer before the student expects to begin the program.
- BIOL 2010 -Anatomy and Physiology I must have been completed within the five years before a student expects to begin the program.
- Students are encouraged to complete all General Education courses prior to beginning the Occupational Therapy Assistant program.
- 8 observation hours required in an occupational therapy department
- Proof of CPR Certification if accepted into the program prior to orientation.

## Accreditation Information

**The Occupational Therapy Assistant Program** is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652. AOTA. [www.acoteonline.org](http://www.acoteonline.org) Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

## Projected Income

Career	Experienced Salary Range
Occupational Therapy Assistant	\$60,210+

Salaries are not guaranteed. Data provided by Jobs4TN <https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Occupational Therapy Assistant

*(The AAS Occupational Therapy Assistant requires 70 college level credits. This is a career program which was granted an exception to the 60 hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes and/or to meet national accreditation agency requirements. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I  
COMM 2025 Fundamentals of Communication

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
ART 2020 Art History Survey II  
ART 1035 Introduction to Art  
COMM 1851 Introduction to Film  
ENGL 2055 African-American Literature  
ENGL 2110 Early American Literature  
ENGL 2120 Modern American Literature  
ENGL 2210 Early British Literature  
ENGL 2220 Modern British Literature  
ENGL 2310 Early World Literature  
ENGL 2320 Modern World Literature  
HUM 1010 Early Humanities  
HUM 1020 Modern Humanities  
MUS 1030 Introduction to Music  
PHIL 1030 Introduction to Philosophy  
PHIL 1040 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Social/Behavioral Sciences Requirement

PSYC 1030 General Psychology

### Natural Science Requirement

BIOL 2010 Human Anatomy and Physiology I

### Major Required Courses

OTAP 1310 Occupational Human Development  
OTAP 1320 Exploring Occupation  
OTAP 1210 Foundations of Occupational Therapy  
OTAP 1220 OT Doc with Level 1 A  
OTAP 1130 Medical Terminology for OT  
OTAP 1350 Group Process and Dynamics

OTAP 1360 Challenges to Mental Health  
OTAP 1370 Challenges to Physical Health  
OTAP 1340 Human Movement for Occupation  
OTAP 1380 A T and Environments  
OTAP 1240 OT Doc with Level 1 B  
OTAP 2210 OT Intervention and Treat/  
Pediatric  
OTAP 2310 OT Intervention and Treat/  
Mental Health  
OTAP 2330 OT Intervention and Treat/Adult  
OTAP 2340 OT Intervention and Treat/  
Geriatric  
OTAP 2220 Practice Management  
OTAP 2110 Level 1 C  
OTAP 2610 Level II A  
OTAP 2620 Level II B

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
PSYC 1030	General Psychology	3
OTAP 1310	Occupational Human Development	3
OTAP 1320	Exploring Occupations	3
OTAP 1210	Foundations of Occ. Therapy	2
OTAP 1220	OT Documentation with Level 1 A	2
OTAP 1130	Medical Terminology for OT	1
Total Credits		17

### First Year, Spring Semester

Rubric	Course	Hrs
OTAP 1350	Group Processes and Dynamics	3
OTAP 1360	Challenges to Mental Health	3
OTAP 1370	Challenges to Physical Health	3
OTAP 1340	Human Movement for Occupation	3
OTAP 1380	A T and Environments	3
OTAP 1240	OT Doc with Level 1 B	2
Total Credits		17

### Summer Semester

Rubric	Course	Hrs
COMM 2025	Fundamentals of Communication	3
	Humanities Course	3
OTAP 2210	OT Intervention and Treat/Pediatric	2
Total Credits		8

### Second Year, Fall Semester

Rubric	Course	Hrs
OTAP 2310	OT Intervention and Treat/Mental Health	3
OTAP 2330	OT Intervention and Treat/Adult	3
OTAP 2340	OT Intervention and Treat/ Geriatric	3
OTAP 2220	Practice Management	2
OTAP 2110	Level 1 C	1
Total Credits		12

### Second Year, Spring Semester

Rubric	Course	Hrs
OTAP 2610	Level II A	6
OTAP 2620	Level II B	6
Total Credits		12

**NOTE:** BIOL 2010 (4 credit hours) must be completed prior to the beginning of the first semester of the OTA program.

# The Associate of Applied Science Physical Therapist Assistant

at Jackson State Community College 2019/2020

## Contact Information

Dr. Jane David

731-424-3520

[jdavid@jsc.edu](mailto:jdavid@jsc.edu)

## Program and Career Description

Physical therapist assistants (PTAs) provide physical therapy services under the direction and supervision of a licensed physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs work in a variety of settings including hospitals, private practices, outpatient clinics, home health, nursing homes, schools, sports facilities, and more. The PTA program combines general education courses, physical therapy courses, and clinical education experiences in area healthcare facilities. The PTA educational curriculum is a 5 semester on-ground program of study (beginning in the fall of each year) that prepares graduates for taking the National Physical Therapy Examination for Physical Therapist Assistants and entering the field of physical therapy with the required knowledge, skills, and behaviors for a PTA. Licensure is required in most states to work as a PTA.



## Admission Requirements

The PTA Program has specific admission requirements. To be considered for admission you must:

- Obtain regular admission status to the college.
- Complete all required learning support competencies (if applicable) prior to applying to the program.
- Possess a high school and/or college overall GPA of 2.5.
- Have completed the following academic courses before applying to the program:
  - High school algebra I and II or its equivalent (elementary and intermediate algebra offered by a college).
  - High school biology or its equivalent (at least one term of college general biology).
  - Additional science coursework is preferred but not required.
- Submit all official high school/college transcripts to the Admissions Office and submit copies to the PTA program by the application deadline.
- Submit official ACT results to the PTA program by application deadline.
- Complete and submit proof of 24 hours of observation (volunteer) in physical therapy departments. Documentation of hours must be submitted with application. You can use previous or current P.T. Technician experience for 12 hours of this experience. (See program requirements)
- Submit a completed PTA program application by June 1 of the desired year of entry. <http://healthsciences.jsc.edu>

Preference will be given to applicants who exceed minimum criteria. Details of the applicant evaluation system are available by contacting the Health Sciences Office at (731) 425-2612. In the process of evaluating applicants, personal interviews will be scheduled for those who best meet and/or exceed the minimum requirements. The number of applicants interviewed will not exceed three times the number of available program positions. Applicants who meet the application deadline will be notified in writing of their acceptance status by July 1. Students admitted to the program will be required to comply with other program-specific retention requirements. Details of these requirements are available from the Health Sciences Office.

## Additional Information

The Associate of Applied Science Physical Therapist Assistant Major is accredited by the:

Commission on Accreditation in Physical Therapy Education (CAPTE)

1111 N. Fairfax St.  
Alexandria, VA 22314  
phone: 703-706-3245  
website: <http://www.capteonline.org>

## Projected Income

Career	Experienced Salary Range
Physical Therapist Assistant	\$57,490+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Physical Therapist Assistant

*(The AAS Physical Therapist Assistant requires 70 college level credits. This is a career program which was granted an exception to the 60 hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes and/or to meet national accreditation agency requirements. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

- ART 2000 Art History Survey I
- ART 2020 Art History Survey II
- ART 1035 Introduction to Art
- COMM 1851 Introduction to Film
- ENGL 2055 African-American Literature
- ENGL 2110 Early American Literature
- ENGL 2120 Modern American Literature
- ENGL 2210 Early British Literature
- ENGL 2220 Modern British Literature
- ENGL 2310 Early World Literature
- ENGL 2320 Modern World Literature
- HUM 1010 Early Humanities
- HUM 1020 Modern Humanities
- MUS 1030 Introduction to Music
- PHIL 1030 Introduction to Philosophy
- PHIL 1040 Introduction to Ethics
- THEA 1030 Introduction to Theatre

### Social/Behavioral Science Requirement

PSYC 1030 General Psychology

### Natural Science Requirement

BIOL 2010 Human Anatomy & Physiology I

### Additional Required Courses

- BIOL 2020 Human Anatomy & Physiology II
- PSCI 1010 Principles of Physical Science
- COMM 2025 Fundamentals of Communication

*(Any of the previous courses may be taken prior to admission to the PTA Program.)*

### Physical Therapist Assistant Courses

*PTAT courses are taken after formal admission to the PTA Program.*

- PTAT 2200 Introduction to Physical Therapy
- PTAT 2460 Patient Care Skills for the PTA

- PTAT 2440 Biophysical Agents for PTA
- PTAT 2410 Kinesiology for the PTA
- PTAT 2370 Professional Development for the PTA
- PTAT 2492 Integrated Clinical Education
- PTAT 2510 Musculoskeletal Conditions and Treatment for the PTA
- PTAT 2520 Neuromuscular Conditions and Treatment for the PTA
- PTAT 2530 Medical & Surgical Conditions and Treatment for the PTA
- PTAT 2280 Seminar for the PTA
- PTAT 2493 Terminal Clinical Education I
- PTAT 2494 Terminal Clinical Education II

*The following courses are not required but are strongly recommended and considered during the program admissions process:*

- COL 1030 College to Career Navigation
- HSC 111 Medical Terminology
- Any additional natural science courses than those required

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
BIOL 2010	Human Anatomy and Physiology I	4
PSCI 1010	Principles of Physical Science	4
PTAT 2200	Intro to Physical Therapy	2
PTAT 2460	Physical Therapy Procedures I	4
PTAT 2410	Kinesiology for the PTA	4
Total Credits		18

### First Year, Spring Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
BIOL 2020	Human Anatomy and Physiology II	4
PTAT 2440	Biophysical Agents for PTA	4
PTAT 2510	Musculoskeletal Conditions and Treatment for the PTA	5
PTAT 2370	Professional Development for the PTA	3
Total Credits		19

### Summer Semester

Rubric	Course	Hrs
COMM 2025	Fundamentals of Communication	3
PTAT 2492	Clinical Education I	4
Total Credits		7

### Second Year, Fall Semester

Rubric	Course	Hrs
PSYC 1030	General Psychology	3
	Humanities Course	3
PTAT 2520	Neuromuscular Conditions and Treatment for the PTA	5
PTAT 2530	Medical/Surgical Conditions and Treatments for the PTA	5
Total Credits		16

### Second Year, Spring Semester

Rubric	Course	Hrs
PTAT 2280	Seminar for the PTA	2
PTAT 2493	Terminal Clinical Education I	4
PTAT 2494	Terminal Clinical Education II	4
Total Credits		10

# The Associate of Applied Science Radiologic Technology

at Jackson State Community College 2019/2020

**Contact Information**  
Kimberly R. Benson  
731-424-3520  
[kbenson3@jsgc.edu](mailto:kbenson3@jsgc.edu)

## Program and Career Description

Radiologic technologists (also known as radiographers or x-ray technologists) work with patients and x-ray equipment to produce medical images of the body, as prescribed by physicians, to assist in diagnosis of disease or injury. Radiographers provide high quality patient care and are responsible for limiting radiation exposure to patients, selves and others. Radiography requires independent judgment and excellent problem solving skills in adapting medical imaging procedures to the needs of each individual patient. The Radiologic Technology Program combines science, general education, and professional courses conducted on the college campus with extensive clinical education performed at area hospitals. Radiologic Technology students learn with state of the art imaging technology and practice their skills in structured, competency-based clinical education. Graduates of the Radiography Program are eligible to become Registered Technologists in Radiography - R.T.(R) - by passing the national certification examination in radiography offered by the American Registry of Radiologic Technologists (ARRT).



## Admission Requirements

Before being admitted to the Radiologic Technology Program, a student must obtain regular admission status to JSCC.

- To be considered for admission to the Radiologic Technology Program, and applicant must: A. qualify for college level courses based on ACT or Accuplacer scores \*OR\* B. have completed at least 11 semester hours of college level credit with a minimum overall QPA of 2.5. This curriculum should include college level mathematics and/or science courses, such as human anatomy and physiology which require laboratory sessions
- The applicant must complete all required learning support competencies prior to the proposed Radiologic Technology Program application deadline (June 1).
- A completed Radiologic Technology Program Application must be submitted by the June 1 deadline prior to the proposed entrance date. Applications for the Radiologic Technology Program are considered for one application period only.

## Accreditation Information

The Associate of Applied Science Radiologic Technology Program is accredited by the :

Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 N. Wacker Dr., Suite 2850  
Chicago, IL 60606-3182  
Phone: 312-704-5300

## Projected Income

Career	Experienced Salary Range
Radiologic Technologist	\$49,790+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>



## Program Requirements for the Associate of Applied Science: Radiologic Technology

*(The Associate of Applied Science Radiologic Technology requires 75 college level credits. This is a career program which was granted an exception to the 60 hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes and/or to meet national accreditation agency requirements. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Social/Behavioral Science Requirement

PSYC 1030 General Psychology

### Natural Science and Mathematics Requirement

BIOL 2010 Human Anatomy & Physiology I  
 BIOL 2020 Human Anatomy & Physiology II  
 MATH 1530 Introductory Statistics (or higher level math course)

### Major Required Courses

*Radiography courses (RADT course numbers) are taken in sequence after formal admission to the Radiologic Technology Program.*

RADT 1315 Introduction to Radiography  
 RADT 1390 Principles of Image Acquisition  
 RADT 1260 Radiographic Practicum I  
 RADT 1330 Radiographic Procedures I  
 RADT 1340 Radiographic Procedures II  
 RADT 1385 Radiographic Equipment Operations  
 RADT 1220 Radiology Biology and Protection

RADT 1250 Radiographic Digital Imaging  
 RADT 2250 Advanced Patient Care  
 RADT 1110 Radiographic Image Critique  
 RADT 1380 Principles of Radiation Physics  
 RADT 1470 Radiographic Practicum II  
 RADT 2330 Radiographic Procedures III  
 RADT 2335 Radiographic Procedures IV  
 RADT 2210 Radiographic Pathology  
 RADT 2340 Radiographic Procedures V  
 RADT 2360 Radiographic Practicum III  
 RADT 2370 Radiographic Practicum IV  
 RADT 2380 Radiographic Practicum V  
 RADT 2385 Radiographic Capstone  
 RADT 2195 Radiographic Seminar

*The following courses are not required but are strongly recommended and considered during the program admissions process:*

COL 1030 College to Career Navigation  
 CITC 1308 Computer Literacy & Apps or  
 INFS 1010 Computer Applications  
 COMM 2025 Fundamentals of Communication or any other college level speech course  
 HSC 111 Medical Terminology

Any additional college level math and/or science courses other than those required

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
BIOL 2010	Human Anatomy and Physiology I	4
	Humanities Course	3
RADT 1315	Introduction to Radiography	3
RADT 1330	Radiographic Procedures I	3
RADT 1385	Radiographic Equipment Operations	3
RADT 2250	Advanced Patient Care	2
Total Credits		18

### Summer Semester

Rubric	Course	Hrs
RADT 1470	Radiographic Practicum II	4
RADT 2330	Radiographic Procedures III	3
RADT 1110	Radiographic Image Critique	1
Total Credits		8

### Second Year, Spring Semester

Rubric	Course	Hrs
PSYC 1030	General Psychology	3
RADT 1250	Radiographic Digital Imaging	2
RADT 2340	Radiographic Procedures V	3
RADT 2370	Radiographic Practicum IV	3
Total Credits		11

### First Year, Spring Semester

Rubric	Course	Hrs
BIOL 2020	Human Anatomy and Physiology II	4
RADT 1390	Principles of Image Acquisition	3
RADT 1260	Radiographic Practicum I	2
RADT 1340	Radiographic Procedures II	3
RADT 1380	Principles of Radiation Physics	3
Total Credits		15

### Second Year, Fall Semester

Rubric	Course	Hrs
ENGL 1010	English Composition I	3
MATH 1530+	Introductory Statistics or higher	3
RADT 2335	Radiologic Procedures IV	3
RADT 2360	Radiographic Practicum III	3
RADT 1220	Radiology Biology and Protection	2
RADT 2210	Radiographic Pathology	2
Total Credits		16

### Summer Semester

Rubric	Course	Hrs
RADT 2380	Radiographic Practicum IV	3
RADT 2385	Radiographic Capstone	3
RADT 2195	Radiographic Seminar	1
Total Credits		7

# The Associate of Applied Science Respiratory Care

at Jackson State Community College 2019/2020

**Contact Information**  
Cathy Garner  
731-424-3520  
[cgarner@jscc.edu](mailto:cgarner@jscc.edu)

## Program and Career Description

Respiratory Therapists are the health care specialists who work under the direction of a physician and assist in the diagnosis, treatment, and management of patients with pulmonary disorders. Respiratory Therapists work with people of all ages from newborns to geriatric patients. RTs work in hospitals, long-term care facilities, home care, and physicians' offices. The Respiratory Care program combines general education courses, respiratory care courses, and clinical experience courses. Respiratory care students will learn using the most advanced technology and hands-on patient care in one of the area healthcare facilities. The educational curriculum is a 5 semester on-ground program of study that prepares graduates to take the national Therapist Multiple-Choice Examination (TMC) administered by the National Board for Respiratory Care. Graduates also are eligible for state licensure as required by the Tennessee Board of Respiratory Care. There is great opportunity for individuals qualified in this health care profession due to the high incidence of breathing disorders. Program Goal: "To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs)."



## Admission Requirements

The Respiratory Care program has specific admission requirements. Entrance into the program is competitive. All applicants must complete the following requirements by the application deadline to be considered for entrance into the program:

- Obtain regular college admission for degree-seeking status.
- Complete all required learning support competencies, if applicable, before applying to the program by the application deadline (June 1).
- Possess a high school and/or college overall GPA of 2.5 or higher on a 4.0 scale. Learning support courses are not included in the calculation of the GPA.
- Submit official ACT results if college courses have not been completed OR complete at least eleven (11) semester hours of college level credit with a minimum overall GPA of 2.5 on a 4.0 scale, and a grade of "C" or better in any science courses or college level math course attempted. This curriculum should include college level math and science courses such as anatomy and physiology I and II and microbiology.
- Additional points toward admission will be given for students who have completed COL 1030, College to Career Navigation, and HSC 111, Medical Terminology
- College credit for Human Anatomy and Physiology I & II must be within the past five years to count toward the Respiratory Care degree or the courses must be repeated.
- Submit a completed Respiratory Care Program application by June 1 of the desired year of entry.

- Attending a program orientation session is strongly encouraged. Orientation sessions are scheduled throughout the year.
- Attend an interview, as scheduled by the program faculty, once all application requirements have been completed.

## Accreditation Information

The Respiratory Care Program, CoARC program number 200626, Associate of Applied Science degree, main campus holds Provisional Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)). Commission on Accreditation for Respiratory Care, P.O. Box 54876, Hurst, TX 76054-4876; (817) 283-2835

CoARC Programmatic Outcomes Data (Student/Graduate Outcomes): <http://www.coarc.com/Students/Programmatic-Outcome-Data.aspx>

## Projected Income

Career	Experienced Salary Range
Respiratory Therapists	\$53,838+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

## Program Requirements for the Associate of Applied Science: Respiratory Care

*(The Associate of Applied Science Respiratory Care requires 73 college level credits. This is a career program which was granted an exception to the 60 hour limit requirement reached through Tennessee Board of Regents consensus. The exception was granted due to additional hours needed to adequately cover the necessary learning outcomes and/or to meet national accreditation agency requirements. Some courses have prerequisites and co-requisites.)*

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ART 2000 Art History Survey I  
 ART 2020 Art History Survey II  
 ART 1035 Introduction to Art  
 COMM 1851 Introduction to Film  
 ENGL 2055 African-American Literature  
 ENGL 2110 Early American Literature  
 ENGL 2120 Modern American Literature  
 ENGL 2210 Early British Literature  
 ENGL 2220 Modern British Literature  
 ENGL 2310 Early World Literature  
 ENGL 2320 Modern World Literature  
 HUM 1010 Early Humanities  
 HUM 1020 Modern Humanities  
 MUS 1030 Introduction to Music  
 PHIL 1030 Introduction to Philosophy  
 PHIL 1040 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Social/Behavioral Science Requirement

PSYC 1030 General Psychology

### Natural Science Requirement

BIOL 2010 Human Anatomy & Physiology I

### Additional Required Courses

BIOL 2020 Human Anatomy & Physiology II  
 BIOL 2230 Microbiology  
 MATH 1530 Introductory Statistics (or above)

### Major Required Courses

*Respiratory Care courses (RESP) are taken in sequence after formal admission to the Respiratory Care Program.*

RESP 1225 Cardiopulmonary Pharmacology  
 RESP 1320 Cardiopulmonary Physiology  
 RESP 1410 Fundamentals of Resp. Care 1

RESP 1220 Introduction to Clinical Practice  
 RESP 1310 Cardiopulmonary Pathophysiology  
 RESP 1420 Fundamentals of Resp. Care 2  
 RESP 2339 Introduction to Clinical 2  
 RESP 2440 Mechanical Ventilation  
 RESP 2442 Cardiopulmonary Diagnostic Testing  
 RESP 2444 Critical Care Practice 1  
 RESP 2445 Advanced Concepts of Mechanical Ventilation  
 RESP 2455 Pediatric Respiratory Care  
 RESP 2456 Comprehensive Credentialing Preparation  
 RESP 2465 Critical Care Practice 2

*The following courses are not required but are strongly recommended and considered during the program admissions process:*

COL 1030 College to Career Navigation  
 HSC 111 Medical Terminology

## Sample Schedule

### First Year, Fall Semester

Rubric	Course	Hrs
BIOL 2010	Human Anatomy and Physiology I	4
ENGL 1010	English Composition I	3
MATH 1530	Introductory Statistics	3
RESP 1225	Cardiopulmonary Pharmacology	2
RESP 1320	Cardiopulmonary Physiology	3
RESP 1410	Fundamentals of Resp. Care 1	4
Total Credits		19

### First Year, Spring Semester

Rubric	Course	Hrs
BIOL 2020	Human Anatomy and Physiology II	4
BIOL 2230	Microbiology	4
RESP 1220	Introduction to Clinical Practice	2
RESP 1310	Cardiopulmonary Pathophysiology	3
RESP 1420	Fundamentals of Resp. Care 2	4
Total Credits		17

### Summer Semester

Rubric	Course	Hrs
RESP 2339	Introduction to Clinical 2	3
RESP 2440	Mechanical Ventilation	4
RESP 2442	Cardiopulmonary Diagnostic Testing	4
	Humanities Course	3
Total Credits		14

### Second Year, Spring Semester

Rubric	Course	Hrs
PSYC 1030	General Psychology	3
RESP 2444	Critical Care Practice 1	4
RESP 2445	Adv. Concepts of Mech. Ventilation	4
RESP 2455	Pediatric Respiratory Care	4
Total Credits		15

### Second Year, Spring Semester

Rubric	Course	Hrs
RESP 2456	Comp. Credentialing Preparation	4
RESP 2465	Critical Care Practice 2	4
Total Credits		8

## Requirements

### Admission Requirements

Students who wish to take courses on a limited basis for credit but who are not pursuing a degree at Jackson State may be admitted under Special Admission. See page 12 for details.

Students may enroll in Technical Certificate of Credit programs while concurrently enrolled as a degree-seeking student in academic degree programs.

### Residence Requirement

Twenty-five percent of the overall semester hours of credit needed for completion must be from Jackson State.

A student may apply credit earned in an academic certificate to A.A., A.S. or A.A.S. degree requirements.

If a student enrolled in a Technical Certificate program wishes to change to A.A.S. degree-seeking status, additional admission and graduation requirements must be satisfied (page 11)

### Educational Requirements

A 2.00 GPA is required for graduation.

### Course Requirements

Upon successful completion of courses listed for the certificate, a student will receive a Technical Certificate of Credit.

### Graduation Proposal Requirements

A student must complete requirements for the certificate sought and file a graduation proposal in the Admissions and Records Office. Students ordinarily are allowed to graduate under the requirements of the catalog under which they entered, provided graduation is within seven years of entrance date. Students should meet with their advisor to ensure that all requirements for graduation have been met.

Jackson State offers the Technical Certificate of Credit in the following areas:

Technical Certificate Areas . . . . .	Page
CCNA Routing and Switching Certificate . . . . .	157
Cyber Security Technician Certificate . . . . .	157
Network Computer Technician Certificate . . . . .	157
Programming Certificate . . . . .	157
Emergency Medical Technician . . . . .	158
Advanced Emergency Medical Technician . . . . .	159
EMT Paramedic . . . . .	160
Healthcare Technician . . . . .	161

# Technical Certificate of Credit

# Computer Information

# Technology Options

at Jackson State Community College 2019/2020

## Contact Information

Dr. Tom Pigg  
731-424-3520  
[tpigg@jscc.edu](mailto:tpigg@jscc.edu)

### CCNA Routing and Switching Certificate

Rubric	Course	Hrs
CITC 1302	Introduction to Networking	3
CITC 1323	CCNA I	3
CITC 1324	CCNA II	3
CITC 2321	CCNA III	3
CITC 2322	CCNA IV	3
CITC 2351	CCNA Security	3
Total Credits		18

### Cyber Security Technician Certificate

Rubric	Course	Hrs
CITC 1302	Introduction to Networking	3
CITC 1321	A+ Hardware	3
CITC 1322	A+ Software	3
CITC 1323	CCNA I	3
CITC 1324	CCNA II	3
CITC 1351	Prin. of Information Assurance	3
CITC 2320	Windows Server Administration	3
CITC 2326	Network Security	3
CITC 2351	CCNA Security	3
CITC 2352	Digital Forensics	3
Total Credits		30

### Network Computer Technician Certificate

Rubric	Course	Hrs
CITC 1302	Introduction to Networking	3
CITC 1321	A+ Hardware	3
CITC 1322	A+ Software	3
CITC 1323	CCNA I	3
CITC 1324	CCNA II	3
CITC 2320	Windows Server Administration	3
Total Credits		18

### Programming Certificate

Rubric	Course	Hrs
CITC 1300	Beginning HTML & CSS	3
CITC 1301	Intro. to Programming and Logic	3
CITC 1303	Database Concepts	3
CITC 1310	Programming I	3
CITC 1311	Programming II	3
CITC 2344	Database SQL Programming	3
CITC 2376	Mobile App Development	3
Total Credits		21

## Technical Certificate of Credit

# Emergency Medical Technician

at Jackson State Community College 2019/2020

**Contact Information**

Kenneth Oxford

731-424-3520

[koxford@jsc.edu](mailto:koxford@jsc.edu)**Program and Career Description**

The EMT Program is delivered through a combination of classroom instruction (didactic and psychomotor) and clinical experience. Upon successful completion of the course, students are eligible to sit for the National Registry's written and practical examinations. Upon successful completions of examinations and other licensure requirements, the student will be eligible for the State of Tennessee EMT license. The EMT renders life support to patients at the scene of their injuries or illnesses and prepares these patients for transport to the hospital.

**Students enrolling in the EMT program must meet the following criteria:**

- Be admitted to the college
- Apply to the program
- Complete a physical exam, along with all required immunizations and/or titers
- Meet other admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation, Office of Emergency Medical Services

Students successfully completing the requirements listed below with a minimum of 2.00 cumulative quality point average may earn the EMT Technical Certificate. Upon successful completion of the program, the National Registry of EMT exam will be made available. This exam is required to progress to the Advanced EMT level or higher.

**Accreditation Information**

The EMT Program is authorized by the Division of Emergency Medical Services of the Tennessee Department of Health.

Rubric	Course	Hrs
EMS B 1601	EMT Medical Emergencies and EMS Operations	6
EMS B 1602	EMT Trauma and Medical Emergencies	6
EMS B 1101	EMT Medical Skills Lab	1
EMS B 1102	EMT Trauma and Medical Skills Lab	1
EMS B 1111	EMT Clinical	1
EMS B 1112	EMT Field Internship	1
Total Credits		16

**Projected Income**

Career	Experienced Salary Range
Emergency Medical Technician	\$42,163+

Salaries are not guaranteed. Data provided by Jobs4TN  
<https://www.jobs4tn.gov/>

# Technical Certificate of Credit Advanced Emergency Medical Technician

at Jackson State Community College 2019/2020

**Contact Information**  
Kenneth Oxford  
731-424-3520  
[koxford@jsgcc.edu](mailto:koxford@jsgcc.edu)

## Program and Career Description

The Advanced Emergency Medical Technician Program includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. Studies include pharmacological interventions, airway management, and intravenous therapy. This program follows the guidelines set by the National Scope of Practice Model and is designed to help prepare individuals for licensure as an Advanced Emergency Medical Technician by the Tennessee Department of Health, Division of Health Licensure and Regulation, Office of Emergency Medical Services. Upon successful completion, students are eligible to sit for the National Registry written and practical examinations.



## Students enrolling in the EMT program must meet the following criteria:

- Be admitted to the college
- Be currently licensed as an Emergency Medical Technician in the State of Tennessee or have successfully completed an EMT education program within 120 days of beginning the Advanced EMT education program and have successfully completed a Tennessee EMS Board approved EMT competency written and practical examination.
- A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant and child CPR.
- Apply to the program.
- Complete a physical exam, along with all required immunizations and/or titers
- Meet other admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation, Office of Emergency Medical Services

## Accreditation Information

The EMT Program is authorized by the Division of Emergency Medical Services of the Tennessee Department of Health.

## Projected Income

Rubric	Course	Hrs
EMSA 1501	Advanced EMT Medical Emergencies	5
EMSA 1502	Advanced EMT Trauma and Medical Emergencies	5
EMSA 1201	Advanced EMT Medical Skills Lab	2
EMSA 1202	Advanced EMT Trauma and Medical Skills Lab	2
EMSA 1111	Advanced EMT Clinical	1
EMSA 1112	Advanced EMT Field Internship	1
Total Credits		16

Career	Experienced Salary Range
Emergency Medical Technician	\$42,163+

*Salaries are not guaranteed. Data provided by Jobs4TN*  
<https://www.jobs4tn.gov/>

# Technical Certificate of Credit Emergency Medical Technician-Paramedic

at Jackson State Community College 2019/2020

## Contact Information

Kenneth Oxford

731-424-3520

[koxford@jsc.edu](mailto:koxford@jsc.edu)

## Program and Career Description

The Paramedic Certificate is designed to prepare competent professionals for a career in the field of Emergency Medical Services (EMS). The attainment of a Paramedic certificate will open job opportunity doors for the entry level paramedics who want to work toward career advancement over time and for veteran paramedics who need the credential to advance in the field.

## Admission Requirements

The EMS Paramedic program has specific admission requirements:

- Be admitted to the college. <http://www.jsc.edu/admissions/requirements.html>
- Be currently licensed as an Advanced Emergency Medical Technician in the State of Tennessee. Students must submit a copy of a current Tennessee AEMT or Paramedic license to the Paramedic Program.
- Applicant will be required to take an entrance exam.
- A copy of the CPR healthcare provider level certificate must be submitted that includes one-person, two-person, infant and child CPR.
- Apply to the program online at <https://healthscience.jsc.edu>
- Complete a physical exam, along with all required immunizations and/or titers.
- Meet other admission requirements as stipulated in the Rules of the Tennessee Department of Health, Bureau of Health Licensure and Regulation, Office of Emergency Medical Services.

## Additional Information

The Emergency Medical Services Paramedic program is accredited by the:

Commission on Accreditation of Allied Health Education Programs [www.caahep.org](http://www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756, Phone: (727) 210-2350, [www.caahep.org](http://www.caahep.org) To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088, Phone: 214-703-8445; Fax: 214-703-8992; [www.coaemsp.org](http://www.coaemsp.org).

## Projected Income

Career	Experienced Salary Range
Emergency Medical Technician-Paramedic	\$42,163+

Salaries are not guaranteed. Data provided by Jobs4TN <https://www.jobs4tn.gov/>

### First Year, First Semester

Rubric	Course	Hrs
EMSP 1311	Paramedic Clinical I	3
EMSP 1801	Fundamentals of Paramedic I	8
EMSP 1401	Paramedic Skills Lab I	4
	Total Credits	15

### First Year, Second Semester

Rubric	Course	Hrs
EMSP 2412	Paramedic Clinical II	4
EMSP 2802	Fundamentals of Paramedic II	8
EMSP 2402	Paramedic Skills Lab II	4
	Total Credits	16

### Second Year, Third Semester

Rubric	Course	Hrs
EMSP 2403	Paramedic Capstone	4
EMSP 2303	Paramedic Practicum	3
EMSP 2513	Paramedic Field Internship	5
	Total Credits	12



# Technical Certificate of Credit Healthcare Technician

at Jackson State Community College 2019/2020

## Contact Information

Sherry Channell

731-424-3520

[schannell@jsgcc.edu](mailto:schannell@jsgcc.edu)

## Program and Career Description

The Healthcare Technician Program is designed for students pursuing a career in the medical field who desire added certifications to enable them to enter the job market equipped with multiple skills. Students in this program will focus on the objectives required to become certified as Clinical Medical Assistants, EKG Technicians and Phlebotomy Technicians. These certification can qualify students to work in a hospital or clinical setting.



## Program Requirements

PLBT 1300 Phlebotomy

PLBT 1301 Phlebotomy Clinical I

*(eligible for Phlebotomy Technician Certification (CPT))*

AHSC 1310 EKG/Soft Skills

*(eligible for EKG Technician (CET))*

AHSC 1320 Clinical Medical Assistant I

AHSC 1330 Clinical Medical Assistant II

AHSC 1340 Clinical Medical Assistant Clinical

*(eligible for Certified Clinical Medical Assistant (CCMA))*

Six (6) credit hours of Guided Health Science electives\*

\*AHSC 1200 Certified Nursing Assistant and

AHSC 1210 Certified Nursing Assistant Lab recommended

## Admission Requirements

- Be admitted to the college. <http://www.jsgcc.edu/admissions/requirements.html>
- Must have completed credit in college level course OR have ACT minimum subscores: Reading 19; English 18; Math 19 OR acceptable placement test scores OR have successfully completed all learning support competencies (if applicable).

### First Year, Fall Semester

Rubric	Course	Hrs
PLBT 1300	Phlebotomy	3
PLBT 1301	Phlebotomy Clinical	3
AHSC 1310	EKG/Soft Skills	3
AHSC 1320	Clinical Medical Assistant I	3
Total Credits		12

### First Year, Spring Semester

Rubric	Course	Hrs
	Guided Elective	3
AHSC 1330	Clinical Medical Assistant II	3
AHSC 1340	Clinical Medical Assistant Clinical	3
	Guided Elective	3
Total Credits		12

## Projected Income

Career	Experienced Salary Range
Healthcare Technician	\$31,200

*Salaries are not guaranteed. Data provided by local employment data.*

## Workforce Development

We work directly with businesses, industries and other agencies throughout our 14-county service area to provide customized training for their specific needs.

Through our workforce development programs we can provide training in leadership, teamwork, communication, quality, lean manufacturing, Six Sigma, customer service, or almost any business need.

Training can be provided using any of the Jackson State Community College facilities, at the requestor's facility, or another location convenient to the workplace. For more information call (731) 425-2646.

### Continuing Education

Workforce Development at Jackson State Community College provides non-credit education in our 14-county service area. The office is located on the first floor of the McWherter Building and is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. The Division can be contacted by phone at (731) 425-2646 or visit our web-site.

Programs offered through Workforce Development enable growth in professional, vocational, cultural, and personal enrichment areas. Participants may earn Continuing Education Units (CEUs) in classes for non-credit.

### Continuing Education Units

Many of the non-credit activities offer nationally-recognized Continuing Education Units (CEUs) to document participation and the quality of the learning experience. Each CEU represents 10 contact hours of participation in an organized continuing education experience, provided by qualified instructors leading to identifiable goals. A certificate is provided to each participant who successfully completes the course.

Jackson State Community College maintains a record of all CEUs earned and can provide transcripts for participants upon request. CEUs cannot be applied to college degree programs, but are frequently required by professionals seeking to retain certification through their particular professional organization. They also are available as a demonstration to employers of an individual's skills and commitment to remain current in his or her field.

### Certificate Programs

Non-credit certificate programs provide participants with a more in-depth level of skill and knowledge in a concentrated area. Certificates are awarded for successful completion of the program requirements. Graduates of these programs may use the certificates to communicate to their employers or potential employers their level of skill or expertise.

### Online Classes

Workforce Development also offers a wide array of non-credit online classes. These online classes also offer opportunities in professional development, personal enrichment, certification, and many also offer CEUs.

### Testing Services

Jackson State is an official testing center for professional associations and organizations which require certification. Examples of testing services include USDA Pesticide, PearsonVue, Prometric, Career Readiness, and Work Keys exams.

### Assessments/Needs Analysis

Testing services are also provided to business and industry whether it is for screening prospective employees or determining the training needs of the existing workforce. One instrument that we use is WorkKeys®, a nationally recognized testing procedure developed by ACT®.

### Center of Emphasis

The Center of Emphasis supports all workforce development initiatives at Jackson State Community College through credit and/or non-credit programs. The Center functions as a liaison between business/industry and Jackson State Community College to best serve our community. The center further supports workforce development through research, surveys, advisory boards, and networking throughout the 14-county service area. For more information, call (731) 425-2646.

### Tennessee Small Business Development Center

Jackson State Community College provides business counseling, management training and business resource information for small business owners and potential owners in an 8-county service area through the Small Business Development Center (SBDC). The mission of the center is to promote growth, expansion, innovation, increased productivity, and management improvement, thereby strengthening the small business community of Tennessee and contributing to the economic growth of the state. For further information, call (731) 424-5389, email [racree@tsbdc.org](mailto:racree@tsbdc.org) or stop by our office, located in the Jackson Chamber at 197 Auditorium Street, Jackson, Tennessee.

### **Certified Administrative Professional Program**

Jackson State is an official testing center for the CAP Examination given each year in May and November.

The College offers a non-credit Certified Administrative Professional (CAP) Study Program through the TBR TN eCampus, which is designed to help prepare the secretary for the Certified Administrative Professional Examination.

#### **The CAP Examination consists of three major areas:**

- Office Systems and Technology
- Office Administration
- Management

The student will be eligible for 21 hours of college credit if he or she is enrolled in a program of study leading to a degree based upon the following criteria: successful completion of the CAP Examination and completion of six semester hours of credit after passing the examination.

The student will receive college credit for the following courses provided a record of the CAP Examination scores is produced and a written request is made to the Division of Business and Industry for conversion to college credit. The credit awarded for passing the CAP examination is under review in light of recent changes to the exam.

- BUSN 1305 Introduction to Business ..... 3 hours
- BUSN 2370 Legal Environment of Business..... 3 hours
- BUSN 1320 Business Calculations ..... 3 hours
- BUSN 1302 Keyboarding with Word Processing..... 3 hours
- ADMN 1309 Records Management..... 3 hours
- ADMN 1308 Office Procedures..... 3 hours
- ADMN 2395 APT Internship..... 3 hours

**Total 21 hours**

A full-time college student may take the CAP Examination prior to meeting experience requirements of the CAP Program; however, all educational and satisfactory secretarial experience must be attained before CAP Certification is granted.

For further information the student should contact the Business and Industry Division at (731) 425-2632.

# What You Can Expect

## Course Descriptions

Course offerings are listed according to subject. The courses are identified by course number, course title, and credit hours. Courses beginning with 1 are freshman level courses, and those beginning with 2 are sophomore level courses.

Prior to the beginning of each semester, an official schedule of classes which indicates specific courses to be offered during the upcoming semester is posted on the [www.jscc.edu](http://www.jscc.edu) web site and made available to all students. Some courses described below may not be offered on a regular basis. The college reserves the right to alter or eliminate courses of any department.

## Accounting

**ACCT 1010 Principles of Accounting I .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: ACT MATH 19, ACT READ 19, ACT ENGL 18  
 Co-Req: None

A survey and orientation of basic terminology and principles of accounting. Emphasis is given to procedures involved in data accumulation, preparation of financial statements, communication, and use of financial information.

**ACCT 1020 Principles of Accounting II .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: ACCT 1010  
 Co-Req: None

A continuation of Accounting 1010 with emphasis on corporate entity accounting, cost accounting, and accounting analysis for managerial decision making.

**ACC 105 Fundamentals of Accounting .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: ACT MATH 19  
 Co-Req: None

A course designed to give students a basic understanding of accounting terminology and procedures. Areas of emphasis include the use of debits and credits in recording transactions, the completion of the accounting cycle and payroll accounting. This course allows the student to strengthen his/her background before attempting Principles of Accounting. This course is not designed to transfer.

## Administrative Professional Technology

**ADMN 1308 Office Procedures \*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

The student will learn job functions that are common to most offices including scheduling appointments, processing incoming/outgoing communications and using telecommunications systems/services to accomplish tasks and follow procedures. The course is designed to teach problem solving and creative thinking from the perspective of an administrative office manager while maintaining the principles of human relations, ethics and legal perspectives.

**ADMN 1309 Records Management\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

Provides an opportunity to demonstrate management decisions involved in planning, organizing, and controlling the records of an organization. Topics include using ARMA rules for alphabetic, geographic, subject, chronologic, and numeric filing; simulating filing procedures and techniques; and exploring computer filing methods and micrographics

**ADMN 1311 Word Processing \*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

An application-oriented course that includes designing and editing a variety of business documents, with emphasis on decision making and problem solving based on document design principles and mail standards.

**ADMN 1322 Presentation Applications \*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

A course designed to prepare, edit and format a presentation. Students will gain experience in adding animation, using WordArt, and creating organizational charts for use in presentations.

**ADMN 2303 CPT Coding \*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: HSC 111  
 Co-Req: None

CPT Coding provides an introduction to the Current Procedural Terminology (CPT) and HCPCS Level II coding systems. Topics include CPT coding format and conventions, applying coding guidelines to ensure accurate code assignment, complexities of assigning evaluation and management codes and the format and usage of coding and modifiers.

**ADMN 2304 Intro. to Electronic Health Records \*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

Introduction to Electronic Health Records (EHR) presents the history of the EHR and the standards surrounding the EHR. The course provides the student with in-depth and practical training on a widely used EHR software program.

**ADMN 2305 Intro. to Desktop Publishing\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

Introduction to Desktop Publishing acquaints the student with the desktop publishing capabilities of a word processing program. Students are given the opportunity to develop competence in creating, designing, and formatting business documents.

**ADMN 2395 APT Internship \*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: Enrolled in final JSCC semester.

This internship course requires students to apply critical thinking, problem-solving, and communications skills to a real or simulated business environment.

*See also Health Information Management Courses*

*\*\* This Course is not designed for transfer to a 4-year college or university.*

## Agriculture

**AGR 102 Introduction to Horse Science.....3 cr.**  
.....2 Lec. hrs. /3 Lab hrs./week

Pre-Req: None  
Co-Req: None

This course surveys the breeds of horses and scope of the industry. Course covers selection, feeding and nutrition, disease control, health and welfare, breeding, genetics and reproduction, tack, equipment, facilities, transportation, management principles and current events in the equine industry.

**AGR 103 Intro. to Natural Resources Management.....3 cr.**  
.....3 Lec. hrs. /week

Pre-Req: None  
Co-Req: None

A survey of natural resources management career opportunities; a history of resource management; forest, wildlife, soils, and recreation components, government and private management entities; commercial, conservation, and preservation philosophies of land management discussed.

**AGR 141 Fundamentals of Horticulture .....3 cr.**  
.....2 Lec. hrs./2 Lab hrs./week

Pre-Req: None  
Co-Req: None

Horticulture industry and its contribution to world economy; theoretical and practical aspects of plant growth and development; principles and techniques of plant propagation; pruning and control of growth. Application and use of plant growth regulators in horticulture. Production, storage, processing and marketing of horticultural plants and products.

**AGR 242 Introduction to Pesticides.....3 cr.**  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

Manufacture, regulation, marketing, and use of pesticides. Structure, mode of action, toxicity, degradation, safety, and environmental impact of pesticides commonly used. Biological, chemical, and non-chemical approaches and their effectiveness in controlling pests. This course serves as preparation for materials covered on the Pesticide Applicators certification exam.

**AGR 250 Introduction to Agricultural Sales.....3 cr.**  
.....3 Lec. hrs./week

Pre-Req: ACT MATH 19, READ 19, ENGL 18  
Co-Req: None

Principles of selling food, agricultural, and other industrial/institutional products in wholesale and retail outlets. Topics include developing business-to-business selling techniques, farmers market, technical product distribution, wholesale and retail financing. Cooperative advertising, group selling, specification selling, personal selling and technical business plans.

**AGR 295 International Food and Fiber Systems .....3 cr.**  
.....3 Lec. hrs./week

Pre-Req: ACT MATH 19, READ 19, ENGL 18  
Co-Req: None

A study of the influence of food and fiber systems on the economy, environment, health, life style, and political systems throughout the world. The impact of ethics, gender, cultural differences, and institutions on international food and fiber systems is discussed. The course provides students with a global perspective on current issues related to international food and fiber.

**AGRI 1010 Introduction to Agricultural Business .....3 cr.**  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

Agricultural economics and other social sciences as they relate to agricultural business. Concepts are illustrated in terms of selected current social and economic issues in the industry of production agriculture, agricultural business, and computer applications.

**AGRI 1020 Introduction to Animal Science.....3 cr.**  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

Fundamental principles of animal agriculture; biological and scientific aspects of development, inheritance, and feeding; animal products and scope of the animal industry.

**AGRI 1030 Introduction to Plant Science .....3 cr.**  
.....3 Lec. hrs./week

Pre-Req: ACT READ 19, ACT ENGL 18  
Co-Req: None

Economic importance of plants and their relationship to agriculture and society; plant structure, physiology, and heredity; factors of the environment in relation to growth, adaptation, and management of plants; utilization of plant products.

**AGRI 1040 Introduction to Agricultural Engineering .....4cr.**  
.....3 Lec. hrs./2 Lab hrs./week

Pre-Req: ACT MATH 19, READ 19, ENGL 18  
Co-Req: None

Survey of basic engineering principles and terms. Engineering applications in agriculture including topics in soil and water engineering, power and machinery and farm structure building materials and design.

**AGRI 1050 Introduction to Soil Science .....4 cr.**  
.....3 Lec. hrs./2 Lab hrs./week

Pre-Req: None  
Co-Req: None

Stresses the nature and properties of soils, including physical, chemical, and biological processes in soils and their influences on plant growth. Land judging and soil testing are included.

## Allied Health Sciences

**AHSC 1200 Certified Nursing Assistant\*\* .....3 cr.**  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

Nursing assistants work in a variety of settings, ranging from within the home, to an office or a clinic, or to an extended care of acute care hospital setting. This course, which is designed to run concurrently with the lab section, will allow students to gain the knowledge needed to be successful in those environments. The focus in the classroom portion will focus on job duties, safety and legal requirements, basic nursing skills, providing comfort to patients, and specialized care procedures.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**AHSC 1210 Certified Nursing Assistant Lab\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

Nursing assistants work in a variety of settings, ranging from within the home, to an office or a clinic, or to an extended care of acute care hospital setting. This course, which is designed to run concurrently with the classroom section, will allow students to learn skills to provide care to various types of patients. Skills include assessing patients, documenting vital signs, giving baths, feeding and dressing residents, and assisting patients in many life activities.

**AHSC 1310 EKG/Soft Skills\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

ECG Technicians perform electrocardiograms and are one of the first people to assist patients experiencing cardiac symptoms. ECG Technicians are a critical member of the patient care team found in physician offices, emergency rooms, and hospital based cardiology clinics across the country. The ECG Technician Certificate includes theory and hands-on instruction during the seven-week program. Individuals interested in starting a career in the medical field, prospective patient care technicians, current nurses, or those looking to develop skills may benefit from this program. This is comprehensive 40-hour course including labs. This certificate program will assist students in preparing for the National Health Career Association Certified ECG Technician (CET) exam.

**AHSC 1320 Clinical Medical Assistant I\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: PLBT 1301, AHSC 1310  
 Co-Req: None

This program prepares students for the duties of a Clinical Medical Assistant (CMA) in the clinical setting. Students will begin their course of study in the front office of the medical practice, then moving into the clinical portion of the course. In CMA I, students will learn about the scope of practice of the Clinical Medical Assisting profession and how to be successful as a student. Many times, CMAs perform routine office tasks to keep the medical offices running efficiently, so they will study professionalism, therapeutic communication, appropriate patient interaction, legal considerations, HIPAA, and bioethics. They learn basic administrative functions in a medical practice including units on medical terminology, electronic medical record and coding. Moving to the clinical side, students first learn infection control and medical asepsis. Regarding patient care, students begin by learning the patient interview. Also covered will be taking and recording vital signs, the components of a physical examination and patient education. In previous courses, students have mastered collecting laboratory specimens and performing successful EKGs. They will review and practice both these skills during the course.

This certificate program will assist students in preparing for the National Health Career Association Certified Clinical Medical Assistant (CCMA) exam.

**AHSC 1330 Clinical Medical Assistant II\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: AHSC 1320  
 Co-Req: None

This program prepares students for the duties of a Clinical Medical Assistant's (CMA) role in the clinical setting. In CMA II, the skills are patient-directed since a CMA's duties include various tasks as taking patients' medical histories, explaining treatment procedures, preparing patients for a variety of medical procedures, and assisting the physician with routine office procedures. At the direction of the physician, a CMA can instruct patients about medication and special diets, prepare and administer injections using dosage calculation, authorize drug refills and call prescriptions to a pharmacy. CMAs also draw blood, perform ECGs, prepare patients for X-rays, remove sutures and change dressings using sterile techniques. When the prescribed CMA skills in this class are mastered, a simulation lab is set up in which each student is given a scenario and interacts with a patient (another student) as if the student is already a credentialed CCMA. The instructor and other students watch and give feedback.

This certificate program will assist students in preparing for the National Health Career Association Certified Clinical Medical Assistant (CCMA) exam.

**AHSC 1340 Clinical Medical Assistant Clinical\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: AHSC 1330  
 Co-Req: None

This course is a supervised clinical practice of Clinical Medical Assistant procedures and skills that were learned in previous courses. Students will be under the direct supervision of a nurse or medical assistant in an off-campus setting. Clinical competency in specified skills will be evaluated and documented.

**ALHS 2311 Management & Leadership for AHS Supervisors\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT MATH 19, READ 19, ENGL 18  
 Co-Req: None

This course is designed to introduce the student to management functions and leadership principles and their application in health care organizations. Student projects will develop the student's ability to apply the principles of organizational theory, management theory, management style and behavioral aspects of management across a variety of health care settings. Many allied health practitioners will assume the role of a manager during the course of their career. This course is designed to provide theory and application focusing on the development of leadership and management strategies and skills to prepare these practitioners to assume professional responsibilities in management and administration.

**ALHS 2313 Contemporary Issues in Healthcare\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This is an issues oriented course that examines the healthcare delivery system in the United States. The course examines the entire continuum of care and uses the construct of a fully integrated system as a means to evaluate the current system, identify the key issues confronting health care today, examine the causes and propose reasonable solutions to a current set of problems. The student will develop an understanding of the unique interplay of the new and changing health care, technology, work force, research, financing, regulation, and personal and professional behaviors, values and assumptions that underlie the current health care system.

\*\* This Course is not designed for transfer to a 4-year college or university.

**ALHS 2314 Medical Law and Ethics\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT MATH 19, READ 19, ENGL 18  
 Co-Req: None

This course provides an introduction to legal and ethical issues that impact health care professionals. Laws and regulations related to the health care industry such as HIPPA, Patient Bill of Rights, and standard of care are addressed. In addition, ethical and moral issues that health care professionals may encounter are presented. The student will develop an understanding of the unique interplay of the new and changing health care, technology, work force, research, financing, regulation, and personal and professional behaviors, values and assumptions that underlie the current health care system.

## Art

**ART 131 Painting I.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ARTP 1110 or permission of instructor  
 Co-Req: None

An introduction to oil and/or acrylic paint. Exploration of stretching, surface preparation, manipulation of paint and processes involved in the creation of a painting.

**ART 132 Painting II .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ART 131 or permission of instructor  
 Co-Req: None

A broader exploration of the painting experience using various techniques, ideas, and approaches with the aim of developing an individual, artistic voice. Classroom discussions of art issues will be included.

**ART 151 Color.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ARTP 1110 or permission of instructor  
 Co-Req: None

An in-depth study of the theories, properties and uses of color through art problems exploring a wide variety of color media.

**ART 241 Graphics Design I.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req:

An introduction to design, layout and topography. Computers are used to facilitate student learning.

**ART 242 Graphics Design II .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

A course in which students develop graphics design skills. Emphasis is placed on skillful and artistic use of design software.

**ART 251 Special Topics in Graphic Design.....2 cr.**  
 .....2 Lec. hrs./week  
 Pre-Req: ART 241 or permission of instructor  
 Co-Req: None

This is an advanced course which requires intensive study and practice of a selected graphics design topic. A portfolio and presentation are required.

**ART 271 Introduction to Printmaking .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ART 1045 and 1110 or permission of instructor  
 Co-Req: None

An introduction to printmaking processes involved with relief, intaglio and plate lithography.

**ART 1035 Introduction to Art .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

Understanding the visual arts and their roles in western and non-western traditions through an examination of their media, formal structure, and cultural context. Significant visual achievements, from ancient times to the contemporary period, will be examined and discussed.

**ART 1045 Drawing I .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

An introduction to basic drawing techniques which stresses line, value, shape, texture, perspective and composition. Emphasis is placed on black and white media.

**ART 1050 Drawing II .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ART 1045 or permission of instructor  
 Co-Req: None

An intermediate drawing course in which students will use gesture and contour techniques to develop their figure-drawing skills. Emphasis is placed on originality and imagination.

**ART 2000 Art History Survey I .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

A survey of the visual arts in world cultures from pre-history to the Renaissance.

**ART 2020 Art History Survey II .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

A survey of the visual arts in world cultures from the Renaissance through the present.

**ARTP 1110 Two Dimensional Design.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

An exploration of the elements and principles of design. The course introduces a variety of 2-D media through a problem-solving approach.

**ARTP 1120 Three Dimensional Design .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

An exploration of three-dimensional design principles through problems focusing on space, structure and surface. Students will investigate a variety of media including wood construction, plaster, clay, paper, wire and found object.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

## Biology

**BIOL 2299 Special Problems in Biology..... 1-3 cr.**

.....TBA hrs. /week

Pre-Req: ACT MATH 19, ACT READ 19, ACT ENGL 18 and one semester of Biology or permission of instructor.

Co-Req: None

Special topic courses in an area of biology with emphasis on application of biological principles. Written project outline and reports are required. Credit hours dependent on the scope and extent of course.

**BIOL 1110 General Biology I.....4 cr.**

.....3 Lec. hrs./3 Lab hrs. /week

Pre-Req: ACT MATH 19, ACT READ 19, ACT ENGL 18

Co-Req: None

An introductory study of the physical and chemical basis of life, cell structure, function, energy sources, genetic information, natural selection, organism diversity, and ecology.

**BIOL 1120 General Biology II .....4 cr.**

.....3 Lec. hrs./3 Lab hrs. /week

Pre-Req: BIOL 1110

Co-Req: None

A continuation of BIOL 1110 with emphasis on the monera, protista, fungi, plant, and animal kingdoms emphasizing structure, function, development and reproduction.

**BIOL 1510 Environmental Science I .....4 cr.**

.....3 Lec. hrs./3 Lab hrs./week

Pre-Req: ACT MATH 19, ACT ENGL 18, ACT READ 19

Co-Req: None

This course explores the foundations of environmental science, focusing on ecological principles; community, population and landscape ecology; explores ecosystem interactions in water, soil and forests, and the influences of humans on these processes. This course focuses on the use of real world problems and case studies to study environmental issues.

**BIOL 1520 Environmental Science II.....4 cr.**

.....3 Lec. hrs./3 Lab hrs./week

Pre-Req: BIOL 1510

Co-Req: None

This course uses the foundations learned in Environmental Science I to explore how to resolve environmental issues and create a sustainable society. Topics to be discussed include alternative energy, waste management, evaluating the health of ecosystems, and conservation of biodiversity. The course will take an in-depth look at the ethics and economics of environmental policy and decision making.

**BIOL 2010 Human Anatomy and Physiology I .....4 cr.**

.....3 Lec. hrs./3 Lab hrs. /week

Pre-Req: ACT MATH 19, ACT READ 19, ACT ENGL 18

Co-Req: None

An introductory course primarily designed for students in nursing and allied health programs; but, also applicable to students in biology, nutrition and physical education programs. Topics include scientific methodology, limits of scientific inquiry, fundamental biological chemistry, cellular structure and function, tissues and the integumentary, skeletal, muscular and nervous systems.

**BIOL 2020 Human Anatomy and Physiology II .....4 cr.**

.....3 Lec. hrs./3 Lab hrs. /week

Pre-Req: BIOL 2010

Co-Req: None

A continuation of BIOL 2010 with emphasis on endocrine, cardiovascular (including hemodynamics), lymphatic, respiratory, digestive, urinary (including water and electrolyte balance), and reproductive systems, growth and development, and genetics.

**BIOL 2230 Microbiology .....4 cr.**

.....3 Lec. hrs./3 Lab hrs. /week

Pre-Req: BIOL 1110 or BIOL 2010

Co-Req: None

An introduction to basic principles and applications of microbiology. The course emphasizes laboratory experience in the classification and identification of fungi, algae, and protozoans. Special emphasis will be placed on the culturing, isolation, staining, and identification of bacteria. Viruses will also be considered.

## Business

**BUSN 1300 Personal Finance \*\* .....3 cr.**

.....3 Lec. hrs. /week

Pre-Req: None

Co-Req: None

This course helps students to define and reach personal financial goals. Topics may include: planning, budgeting, taxes, credit, housing, insurance, investing, and retirement planning.

**BUSN 1302 Keyboarding/Word Processing \*\* .....3 cr.**

.....3 Lec. hrs. /week

Pre-Req: None

Co-Req: None

Introductory course for students who plan to use keyboarding skills for text input, emphasizing the basic keyboard, personal and business letters, memorandums, and reports. Note: This course will not be accepted as part of the CIS degree.

**BUSN 1305 Introduction to Business \*\* .....3 cr.**

.....3 Lec. hrs. /week

Pre-Req: None

Co-Req: None

This course provides an introduction to the business environment. Topics may include business ownership and organization, management, marketing, business ethics, accounting, economics, finance, and business careers.

**BUSN 1310 Business Communications \*\* .....3 cr.**

.....3 Lec. hrs. /week

Pre-Req: ACT READ 19 and ACT ENGL 18

Co-Req: None

This course is a study of the principles, practices, and mechanics of various types of effective written and oral business communications.

**BUSN 1320 Business Calculations \*\* .....3 cr.**

.....3 Lec. hrs. /week

Pre-Req: None

Co-Req: None

This course is a study of the application of mathematics to solve problems related to routine business operations. Topics may include insurance, taxes, consumer credit, retail applications, investments, and introductory statistics.

\*\* This Course is not designed for transfer to a 4-year college or university.



**BUSN 1330 Entrepreneurship \*\*** ..... **3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: BUSN 1305  
 Co-Req: None

This course explores the strategies necessary to start and operate a business. Topics may include development of a business plan and strategies in marketing, management, finance, accounting, customer service, and operations.

**BUSN 1340 Small Business Management \*\*** ..... **3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course is a study of the techniques of organizing and operating a small business, which may include development of the business plan, finance options, management of human resources, the firm's assets and risk, global opportunities, and exit strategies.

**BUSN 1350 Sales and Service \*\*** ..... **3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course is an introduction to the fundamentals of customer service and selling. Topics may include developing and conveying a positive attitude, identifying buying motives and customer needs, developing and delivering a sales presentation, customer approaches, sales strategies, and cultivating repeat business through service.

**BUSN 1370 Spreadsheet Applications \*\*** ..... **3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: INFS 1010  
 Co-Req: None

This course develops skills with spreadsheet software. Use and design of spreadsheets for practical business applications and business problem-solving will be an integral part of this course.

**BUSN 1380 Supervisory Management \*\*** ..... **3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course provides for the development of supervisory ability and judgment through a presentation of the principles and techniques of effective supervision. Topics may include functions of a supervisor, communication, motivation, training, and the changing workplace.

**BUSN 2330 Principles of Management \*\*** ..... **3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: BUSN 1305  
 Co-Req: None

This course is a study of management through analysis of the functions of planning, organizing, leading, and controlling.

**BUSN 2340 Human Resource Management \*\*** ..... **3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: BUSN 1305  
 Co-Req: None

This course is a study of principles of human resource management, which may include equal employment law and the recruitment, selection, and development of the human resources.

**BUSN 2370 Legal Environment of Business** ..... **3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: ACT READ 19 and ACT ENGL 18  
 Co-Req: None

This is a study of the principles of the American legal system as they relate to the conduct of business in our society.

**BUSN 2380 Principles of Marketing \*\*** ..... **3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT ENGL 18, ACT READ 19  
 Co-Req: None

This course is a study of basic marketing principles and practices, including the selection of target markets and the development of the marketing mix (product, price, promotion, and place of distribution).

**BUSN 2390 Business Presentations \*\*** ..... **3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: INFS 1010, COMM 2025  
 Co-Req: Enrolled in final JSCC semester

This course emphasizes formal presentation skills for use in a business environment.

**BUSN 2395 Business Applications \*\*** ..... **3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: Administrative Approval Required  
 Co-Req: Recommended to be taken in final semester of degree

This capstone requires students to apply critical thinking, problem-solving, and communication skills to a real or simulated business environment.

**BUS 214 Seminar \*\*** ..... **1-3 cr.**  
 .....TBA hrs. /week  
 Pre-Req: None  
 Co-Req: None

A course designed to provide business and industry with seminars, workshops and special course offerings.

## Chemistry

**CHEM 2299 Special Problems in Chemistry** ..... **1-3 cr.**  
 .....TBA hrs. /week  
 Pre-Req: ACT MATH 19 and ACT READ 19  
 Co-Req: None

Individually supervised project in an area of interest in chemistry. Written project report will be required. Arrangement with the chemistry faculty is required prior to registering for this course.

**CHEM 1030 Introduction to Chemistry** ..... **3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: ACT MATH 19 and ACT READ 19  
 Co-Req: None

An introductory course for students with little or no chemistry background. Fundamental concepts of chemistry, properties of matter, nomenclature, equation writing, simple calculations, gas laws and properties of solutions are considered. Laboratory demonstrations and activities are included to illustrate lecture concepts.

**CHEM 1110 General Chemistry I** ..... **4 cr.**  
 .....3 Lec. hrs./3 Lab hrs. /week  
 Pre-Req: ACT MATH 19 and ACT READ 19  
 Co-Req: None

A comprehensive study of chemical principles designed for students pursuing a career in chemistry or other scientific areas. Emphasis is on atomic and molecular structure, chemical bonding, chemical reactions, stoichiometric relationships, inorganic nomenclature, periodic properties of elements, states of matter, properties of solutions, electronic configurations, electromagnetic spectrum and thermochemistry.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**CHEM 1120 General Chemistry II.....4 cr.**  
 .....3 Lec. hrs./3 Lab hrs. /week  
 Pre-Req: CHEM 1110 and MATH 1030 or MATH ACT 21  
 Co-Req: None

Continuations of CHEM 1110. Topics covered include: solid and liquid states of matter, solutions, principles of kinetics, chemical equilibrium, K<sub>sp</sub>, acids and bases, pH, pOH, oxidation-reduction reactions, electro-chemistry, nuclear chemistry, thermodynamics and organic.

**CHEM 2010 Organic Chemistry I.....4 cr.**  
 .....3 Lec. hrs./3 Lab hrs. /week  
 Pre-Req: CHEM 1120  
 Co-Req: None

A study of the nomenclature, properties, preparation and reactions of organic compounds. Emphasis is on aliphatic and aromatic compounds. Elimination and substitution mechanisms are discussed.

**CHEM 2020 Organic Chemistry II .....4 cr.**  
 .....3 Lec. hrs./3 Lab hrs. /week  
 Pre-Req: CHEM 2010  
 Co-Req: None

A continuation of CHEM 2010. Spectroscopy, aldehydes, ketones, carboxylic acids and their derivatives, amines, and phenols are considered.

## College

**COL 1010 College Success \*\*.....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: Fewer than 30 earned hours or academic suspension  
 Co-Req: None

An introduction to college with focus on resources and procedures, interacting with instructors, instructor expectations, critical thinking, goal setting and commitment, learning styles, development of support groups, value of education and philosophy of learning, identification of student interests and needs, technology, research, and study skills critical to success in college, including time management, concentration, memory, note taking from both lecture and textbook, exam preparation and test taking. Open to all first-time freshmen students with fewer than 30 earned hours; recommended for all students on academic probation; may be required of all students seeking readmission on academic suspension. Required for all students with Reading ACT score below 19.

**COL 1030 College to Career Navigation .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: ACT READ 15  
 Co-Req: None

The purpose of the course is to help students navigate college with their career and life goals in mind. The course is designed to develop a student's understanding of personal aptitudes, interests, and values and to provide effective strategies for the challenges students may face in making successful college and career decisions. The work of the course involves self-assessment exercises, teamwork, case studies and information on careers related to specific academic focus areas. The aim of the work is to provide the basis for an informed choice of an academic focus area and related career and life decisions.

## Communication

**COM 210 Voice and Diction .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: ACT READ 19  
 Co-Req: None

Students will study and practice correct articulation and pronunciation, with individual attention to developing an awareness and control of the voice, and a consciousness of speech habits.

**COM 214 Oral Interpretation.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19  
 Co-Req: None

Students will study principles and techniques applicable to the interpretation of prose, poetry, and dramatic literature, with particular attention to analysis and performance.

**COM 232 Practicum .....1 cr.**  
 ..... TBA Lab hrs. /week  
 Pre-Req: Permission of instructor  
 Co-Req: None

Students will gain experience in an appropriate professional work environment.

**COM 251 Special Topics in Communication .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010 and COMM 1010 or permission of instructor  
 Co-Req: None

A course designed to allow students to learn about specialized topics in communication.

**COM 2012 Communication for Healthcare Professionals3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010  
 Co-Req: None

Students will study communication as an interdependent, meaning making process that impacts healthcare encounters. Specific focus will be placed on the historical, social, cultural, and organizational forces that influence both healthcare providers and patients.

**COMM 1010 Introduction to Mass Communication.....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

This course introduces students to various fields of mass communication. Regulation, theory and analysis of mass communication as a social and cultural force will be emphasized.

**COMM 1020 Media Writing.....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: ENGL 1010  
 Co-Req: None

Students will be introduced to various types of writing for print and electronic media. Topics include evaluating the news, gathering basic information, organizing and correctly writing a variety of news stories, and practicing the rights and responsibilities of the public communicator.

**COMM 1030 Introduction to Electronic Media .....3 cr.**  
 .....3 Lec. hrs./TBA Lab hrs. /week  
 Pre-Req: ENGL 1010  
 Co-Req: COMM 1020 suggested

This course provides a survey of the history, development, organization and operation of broadcast and electronic media. Basic principles and the roles electronic media play in society also are considered. Students must spend significant time outside of scheduled class meetings.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**COMM 1851 Introduction to Film (formerly COM 1030).....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

Students will study the history, forms and functions of film and will develop skills for critically analyzing the mutual social, cultural and historical influences of films and their contexts.

**COMM 2025 Fundamentals of Communication .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

Introduction to the principles and practices of communication in public, mediated, interpersonal and group contexts, including researching, organizing, writing and presenting informative and persuasive messages.

**COMM 2090 Interpersonal Communication .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19  
 Co-Req: None

Interpersonal Communication provides students both knowledge and practice of the principles that govern interpersonal [usually one on one] communication behavior as they apply to professional, social and personal contexts.

## Computer Information Technology

**CITC 1300 Beginning HTML & CSS \*\*.....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

A beginning course in HTML that provides instruction in creating Web pages. Students learn to write HTML code. Topics include using HTML tags, CSS formatting, and appropriate scripting languages.

**CITC 1301 Intro. to Programming and Logic .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course is an introduction to the logic necessary for application programming. Topics include logic analysis, techniques of structured design, process flow, and object oriented concepts. A programming language will be used to teach data types, variables, control structures, methods and arrays.

**CITC 1302 Introduction to Networking \*\*.....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

A broad-based course that provides an overview of computer networking. Topics will include network models, protocols and services, media and topologies, devices and tools, network management, and network security. This course may align with the outcomes of industry certification.

**CITC 1303 Database Concepts \*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

An introduction to the concepts and syntax of relational database management systems. Topics include data modeling, database design concepts, tables and queries and other database objects using the tools provided in a relational DBMS.

**CITC 1308 Computer Literacy and Apps \*\*.....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

An introduction to microcomputers and application software used in academic and work settings. Topics include file management, word processing, spreadsheets, presentation software, graphic applications, the use of email, hardware and operating systems. The course provides hands-on experience.

**CITC 1310 Programming I\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course introduces the basic concepts of programming, problem solving, programming logic, and design techniques using an object-oriented language. The topics covered include the language syntax, functions, return types, and objects found in a current object-oriented programming language

**CITC 1311 Programming II \*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1310  
 Co-Req: None

A continuation of CITC 1310 Programming I. This course introduces the student to object oriented programming. Topics include class creation, methods, events, inheritance, objects and error handling.

**CITC 1321 A+ Hardware \*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

An introduction to basics of computer hardware. Topics include identification and installation of internal components, disk configuration, ports, cables, peripherals and networking concepts and connections.

**CITC 1322 A+ Software\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1321  
 Co-Req: None

An introduction to basics of computer software.

**CITC 1323 CCNA I \*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1302  
 Co-Req: None

Introduction to Networks is the first of two courses leading to the Cisco Certified Entry Networking Technician (CCENT) designation and is the first of four courses leading to the Cisco Certified Network Associate (CCNA R&S) designation. This course introduces Networking Academy students to the networking field. Topics include Network terminology, Network protocols, Local-area networks (LANs), Wide-area networks (WANs), Open System Interconnection (OSI) model, Cabling, Routers, Internet Protocol (IP) addressing, and Network standards.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**CITC 1324 CCNA II \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1323  
 Co-Req: None

Routing and Switching Essentials is the second of two courses leading to the Cisco Certified Entry Networking Technician (CENT) designation and is the second of four courses leading to the Cisco Certified Network Associate (CCNA R&S) designation. This course focuses on the following: basic routing and switching concepts, Virtual LANs (VLANs), Inter-VLAN routing, static routing and dynamic routing protocols, Single-Area OSPF, Access Control Lists (ACLs), Dynamic Host Configuration Protocol (DHCP) and Network Address Translation (NAT).

**CITC 1332 UNIX/Linux Operating System \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1302 and 1321  
 Co-Req: None

This course provides a thorough overview of the UNIX and LINUX operating systems. Emphasis is placed on the user interface, terminology and command structure within the multi-task/multiuser environment. Electronic mail and communications standards are covered along with standard UNIX/LINUX utilities needed to support the automated office.

**CITC 1351 Principles of Information Assurance \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1302 and 1321  
 Co-Req: None

A beginning course in information assurance which examines the fundamentals of information assurance. The course will introduce topics such as the need for security, risk management, security technology, cryptography, and physical security. Also covered are legal/ethical issues and security policies.

**CITC 2199 Internship \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: Enrolled in final JSCC semester

A supervised work program designed to provide students with a variety of practical on-the-job experiences. This will allow students to apply their knowledge to real world situations and to build relationships between companies prior to graduation. This course should be taken in the last semester of enrollment prior to graduation.

**CITC 2320 Windows Server Admin.\*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1302 or CITC 1323  
 Co-Req: None

Through commonly used Windows network operating systems, students will learn to install, configure, administer, maintain, and troubleshoot networked computer system servers.

**CITC 2321 CCNA III \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1324  
 Co-Req: None

Scaling Networks is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course focuses on Hierarchical Network Design, LAN Redundancy, Spanning Tree Protocol (STP), FHRP & HSRP redundancy protocols, Link redundancy with EtherChannel, Wireless LANs, Advanced Single-Area OSPF, Multi-Area OSPF, Cisco's dynamic routing protocol EIGRP, IOS Images and Licensing. Students will be required to apply information from both CCNA I and II to network situations.

**CITC 2322 CCNA IV \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 2321  
 Co-Req: None

Connecting Networks is the last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. This course focuses on Hierarchical Network Design, WAN Technologies/Terminology/ Devices, Point-to-Point Protocol (PPP), Frame Relay, Network Address Translation (NAT), Broadband solutions, Securing Site-to-Site connections with VPN/GRE/IPSec, and Network Management including NTP, SYSLOG, SNMP, and NetFlow. Students will be required to apply information from CCNA I, II, and III to network situations.

**CITC 2326 Network Security \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1323 or 1302  
 Co-Req: None

This course is designed to give students a fundamental understanding of computer and network security. It will introduce students to a wide variety of concepts related to network security. This course will cover the objectives for the current CompTIA Security+ Certification.

**CITC 2333 Professional Workplace Skills \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

Introduces the student to the universal success skills requisite for career success. Topics include verbal communication, written communication, problem solving and decision making, teamwork and team building, and professionalism.

**CITC 2344 Database SQL Programming \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1303  
 Co-Req: None

A comprehensive study of SQL using an industry established relational database management system such as Microsoft SQL Server or Oracle RDBMS. Topics will include database design, creation and management, advanced queries, stored procedures and functions, triggers, user defined functions, security awareness in an optimistic and pessimistic contingency DML data control, and performance tuning issues.

**CITC 2347 Web Database Apps & Dev.\*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course develops the skills necessary for applications programmers and database developers to create interactive Web sites. Topics include object-oriented application development, relational table creation and maintenance, data cleansing and validation, data manipulation, data storage and retrieval, Web forms, embedded SQL, optimization, and security.

**CITC 2351 CCNA Security \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 2220 or CCNA Certification  
 Co-Req: None

The Cisco Networking Academy CCNA Security course provides a next step for individuals who want to enhance their CCNA-level skill set and help meet the growing demand for network security professionals. The curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices.

\*\* This Course is not designed for transfer to a 4-year college or university.

**CITC 2352 Digital Forensics \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1302 or 1323  
 Co-Req: None

This course is designed to give students a basic understanding of computer forensics and investigations. This course will introduce students to computing investigations by preparing them to acquire, examine and summarize digital evidence.

**CITC 2354 Advanced Digital Forensics \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 2352  
 Co-Req: None

This course will guide students through the process of conducting a high-tech digital forensics investigation. It will include acquiring and analyzing digital evidence and reporting its findings. Advanced techniques in password recovery, registry analysis and evidence filtering will be mastered for those who successfully complete this course.

**CITC 2376 Mobile App Development \*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: CITC 1301 or 1310  
 Co-Req: None

A study of mobile computing devices with emphasis on development of mobile applications. Topics include mobile computing hardware and technologies, mobile development environment, application components, user interface design principles and APIs.

**CITC 2391 Special Topics in CITC\*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

Special topics relating to various aspects of computer information technology. The course may be repeated for credit with departmental permission

*See also Information Systems Courses.*

## Computer Science

**CISP 1010 Computer Science I** .....4 cr.  
 .....4 Lec. hrs. /week  
 Pre-Req: ACT READ 19, ACT MATH 19  
 Co-Req: None

Programming in C++ will be the focus of this course. The concepts covered in class will begin with introductory concepts and conclude with advanced topics in C++. Programming concepts addressed will include data types, abstraction, classes, objects, file processing, functions, decision statements, iteration, arrays, inheritance, and pointers.

**CISP 1020 Computer Science II** .....4 cr.  
 .....4 Lec. hrs. /week  
 Pre-Req: CISP 1010  
 Co-Req: None

This course is a continuation of CISP 1010. It examines topics of programming in a high-level language, including programming concepts good style, algorithms, documentation, and elementary data structures.

**CISP 2410 Assembly and Computer Organization** ..... 3-4 cr.  
 .....3-4 Lec. hrs. /week  
 Pre-Req: CISP 1010  
 Co-Req: None

This course is a study of computer organization and assembly language. Topics include number systems, Boolean algebra, combinational and sequential circuits, processor functional units and control, pipelining, memory and caching, stored program computing, memory management, computer system organization, assembly language programming.

## Criminal Justice

**CRMJ 1010/SOCI 1011 Introduction to Criminal Justice** .3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

An overview of the U.S. criminal justice system, with an emphasis on the work of law enforcement, the courts, and the corrections system. Attention is given to the development of criminal law from its roots in English common law, as well as to the career options and opportunities available to those currently working or planning to work in law enforcement or another aspect of criminal justice, such as forensics, corrections or the courts.

**CRMJ 1020 Introduction to Legal Process** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

Course is designed to provide an overview and background information on the United States legal process. Content will provide basic terminology, describe and compare predominant legal theories, survey the history of criminal and civil law, review sources of American law, and explore relationships between ethics, the legal system, and society. Current trends and controversies will be briefly discussed.

**CRMJ 1301 Correctional Counseling\*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: ACT READ 19, ENGL 18  
 Co-Req: None

This course introduces students to the role of the correctional counselor. It defines the goals and methods, as well as the theories associated with institutional counseling. It also exposes students to the different issues associated with different offender typologies.

**CRMJ 1322 Police Administration and Organization\*\*** ...3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

A study of the principles of personnel management functions and organization of the police agency. Topics include policy procedures, evaluation of the research, planning, and development processes, and operational duties and commands.

**CRMJ 1330 Criminal Evidence and Procedures\*\*** .....3 cr.  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course will be an introduction to the American Criminal Justice System with an emphasis on handling evidence and suspects, the US Constitution, individual rights, criminal court procedures, the Exclusionary Rule, probable cause, arrest procedures, search warrants, stop and frisks, admissions, interrogations and confessions, and the legal requirements to be followed in processing criminal evidence and defendants.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**CRMJ 1340 Criminal Investigation\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: CRMJ 1010  
 Co-Req: None

This course is an examination of the methods of interviews, interrogation, admissions, confessions, written statements, criminal case report writing, and evidence evaluation used in criminal investigations.

**CRMJ 1341 Physical Defensive Tactics\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

An introduction to basic police defensive tactics system through physical practice of uncomplicated movements and control of distance. Basic defensive tactics include hand and foot strikes, pressure points, control tactics, impact weapons, handcuffing techniques and use-of-force plans to include various policies on deadly force. Studies mental conditioning for survival and use-of-force continuum.

**CRMJ 1350 Criminal Justice Career Planning\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course is designed to acquaint students with careers in criminal justice, and develop marketable skills to prepare them for the overall process of securing employment. Learn about needed knowledge, skills and abilities for criminal justice occupations, and enhance their communication and problem solving skills. Students will complete job searches, employment applications, and interview practitioners in the field. Students will be exposed to requirements for completing a background investigation, and be required to complete pre-employment forms. Students will develop a career portfolio and be required to complete mock employment interviews.

**CRMJ 1355 Understanding Terrorism\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course will introduce students to the study of terrorism, and will provide a basic knowledge of the history and politics of terrorism as well as explore contemporary terrorism events. The course will review major theories and organizations in the field of domestic and international terrorism.

**CRMJ 1360 Intro. to Crime Scene Investigation\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course is designed to train and prepare participants to become skilled in the recognition, discovery, processing, preservation, collection, and transmission of physical evidence found at the scene of the crime. The course includes photography, sketching, fingerprinting, marking, chain of custody, collection methods, sources of physical evidence, and transmission to the laboratory.

**CRMJ 1381 Interview/Interrogation Techniques\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

A study of the techniques utilized in interviewing victims, witnesses, and subjects of interrogations. Topics include preparation and strategy, legal aspects, interpretation of verbal and physical behavior, causes of denial, interviewing, establishing credibility, reducing resistance, obtaining the admission, and the use of video equipment.

**CRMJ 1390 Traffic Accident Investigation\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

A study of traffic collisions using scientific methods of vehicle speed calculation, timed distance speed, report writing, and diagramming. Explores the legal, statistical, and professional aspects of this interesting field. Includes dynamic vehicle experiments and practical exercises in gathering facts for traffic investigators.

**CRMJ 1391 Patrol and Traffic Procedures\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course is intended to teach the basic foundations for development of an individual into an effective law enforcement officer. At the conclusion of this course of instruction, the student will have demonstrated proficiency in the basic aspects of patrol work. These include Field Contacts, Crash Investigations, Traffic Stops, Mental Preparation for Armed Confrontation, DUI Detection, Crimes in Progress, Crime Scene Protection, and various training and dynamic simulations related to the content.

**CRMJ 1395 Tactical Talks\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

An interpersonal communications course for police officers. Provides officers the necessary tools to diffuse verbal confrontations as well as persuade contacts to obey legal and lawful orders. Topics include the goals, objectives, and visions of law enforcement and field interviewing techniques and neurolinguistics.

**CRMJ 1398 Basic Emergency Procedures\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course was developed to teach the basics of managing critical incidents in the community of a law enforcement and non-law enforcement nature. The topics in the course include Domestic Terrorism, Hazardous materials, American Heart Saver Plus, Basic First Aid, Crisis Intervention, Stress Management, Domestic Violence, and Hostage Negotiations.

**CRMJ 2010 Introduction to Law Enforcement .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

Course provides an historical overview of law enforcement philosophy and practice in the United States. Organizational structure and operational procedures of local, state, and federal law enforcement agencies are discussed. Limitations on law enforcement processes are highlighted. Current trends in law enforcement including function of law enforcement agencies in a pluralistic, multicultural society are evaluated.

**CRMJ 2020 Introduction to Corrections .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

Course provides a study of the American correctional system including a review of punishment and correction philosophy, and the history of corrections and correctional institutions and programs. Role of probation and parole is discussed along with current issues and problems.

\*\* This Course is not designed for transfer to a 4-year college or university.

**CRMJ 2305 Intro. to Cyber Security for Crim. Justice\*\* .3 cr.**  
 .....3 Lec. hrs. /week

Pre-Req: None  
 Co-Req: None

Provides an overview of criminal acts that can be committed with the use of a computer and the internet, how computer-related crimes are committed and how computer-related crimes are investigated. This course will also explore the prosecution of computer-related crimes.

**CRMJ 2311 Juvenile Justice\*\* .....3 cr.**  
 .....3 Lec. hrs. /week

Pre-Req: None  
 Co-Req: None

This course is an overview of the extent, causes, nature, and control of juvenile delinquency from a sociological perspective. Various theories of delinquency causation, the role of social institutions, the major components of the juvenile justice system and traditional juvenile corrections will be presented.

**CRMJ 2340 Investigative Reporting\*\* .....3 cr.**  
 .....3 Lec. hrs. /week

Pre-Req: ENGL 1010  
 Co-Req: None

This course focuses on preparing analytical investigative reports and explores techniques of organizing, structuring, and investigating the report to comply with proper guidelines.

**CRMJ 2363 Basic Law Enforcement Proc. & Tech. \*\* .....3 cr.**  
 .....3 Lec. hrs. /week

Pre-Req: None  
 Co-Req: None

This course is an introduction to common practices and procedures that are utilized by law enforcement professionals during the course of their career.

**CRMJ 2367 Mental Health Aspects of Criminal Behavior\*\* 3 cr.**  
 .....3 Lec. hrs. /week

Pre-Req: PSYC 1030  
 Co-Req: None

This course is a study of deviant behavior with emphasis on dealing with the mentally disturbed, sexual deviance, and drug addiction. It examines the roles of the psychologist in criminal justice cases.

**CRMJ 2390 Probation and Parole\*\* .....3 cr.**  
 .....3 Lec. hrs. /week

Pre-Req: None  
 Co-Req: None

A study of the supervision of offenders in the community, including history, philosophy, legal foundations, strategies, professional roles and contemporary models, programs, and services.

**CRMJ 2396 Criminal Justice Internship\*\* .....3 cr.**  
 .....3 Lec. hrs. /week

Pre-Req: Permission of Criminal Justice Program Director  
 Co-Req: None

Directed internship designed to offer students the opportunity to pursue work experience with a criminal justice agency; to develop practical work related skills and integrate classroom knowledge and theories. The goal of this course is to provide students with an intensive field experience in a functional criminal justice agency. The selection of the placement agency determined by student's background, academic status, and interest. Students enrolled in 3 credit hours must complete a total of 135 contact hours.

## Economics

**ECON 2100 Principles of Macroeconomics.....3 cr.**  
 .....3 Lec. hrs. /week

Pre-Req: ACT READ 19, ACT ENGL 18, ACT MATH 19  
 Co-Req: None

A course providing for an investigation of macroeconomic principles and policies. Following an introductory overview of the U.S. market economy, emphasis is placed upon analysis of the national income accounts; the principles of modern employment theory; the principles of money and banking; and the fiscal, monetary, and supply side policies that evolve from the application of these concepts.

**ECON 2200 Principles of Microeconomics .....3 cr.**  
 .....3 Lec. hrs. /week

Pre-Req: ACT READ 19, ACT ENGL 18, ACT MATH 19  
 Co-Req: None

A course providing for an investigation of microeconomic principles and policies. Emphasis is placed upon analysis of the forces of supply and demand, theories of consumer behavior, production costs, application of marginal analysis and equilibrium theory to price and output decisions of the firm in competitive and noncompetitive markets, resource allocation and principles of international trade and finance.

## Education

**EDU 201 Foundations of Education .....3 cr.**  
 .....3Lec. hrs. /week

Pre-Req: None  
 Co-Req: None

In this course attention will be given to the historical, philosophical, and sociological foundations underlying the development of American educational institutions. The role of the schools, the aims of education, and the role of state, local, and federal agencies will be emphasized. Some field experience will be required.

**EDU 1120 Introduction to Teaching.....3 cr.**  
 .....3Lec. hrs. /week

Pre-Req: ACT ENGL 18, ACT READ 19  
 Co-Req: None

In this course attention will be given to the historical, philosophical, and sociological foundations underlying the American educational institution. The role of schools and the role of local, state, and federal agencies will be emphasized. Experience will be gained in the development and use of instructional applications in technology including computers, ipads, and educational software. Field experience is required in a classroom setting.

**EDU 2100 Introduction to Special Education.....3 cr.**  
 .....3 Lec. hrs. /week

Pre-Req: ACT ENGL 18, ACT READ 19  
 Co-Req: None

This course is designed to introduce teachers to the historical, legal, and pedagogical aspects of teaching individuals with special needs and gifted. This course covers children beginning pre-school age until early adulthood. The student will be introduced to Individual Education Plans (IEP) and diagnostics assessments. Field experience is required.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**EDU 2230 Human Growth and Development.....3 cr.**  
 .....3Lec. hrs. /week  
 Pre-Req: ACT ENGL 18, ACT READ 19  
 Co-Req: None

A study of quantitative and qualitative ways people change through infancy to adolescence. Theory, research, and application of human development and learning processes will be studied. A special emphasis will be placed on the theories of Erikson, Piaget, and Kohlberg. Three interviews are required with a child, adolescent, and an adult. There is a 10-hour service learning activity required.

## Emergency Medical Technology

**EMSB 1101 EMT Medical Skills Lab \*\* .....1 cr.**  
 ..... 2 Lab. hrs./week  
 Pre-Req: Admission to EMT Program  
 Co-Req: EMSB 1601 and EMSB 1111

EMT Medical Skills Lab is a laboratory based course utilizing scenarios to emphasize EMS operations, communications, documentation, medical/legal/ethical considerations, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, behavioral emergencies, assisting with medication administration, and successful assessment of patients with a variety of medical concerns. This course includes application of principles and processes discussed in EMT Medical Emergencies.

**EMSB 1102 EMT Trauma and Medical Skills Lab \*\* .....1 cr.**  
 ..... 2 Lab. hrs./week  
 Pre-Req: None  
 Co-Req: EMSB 1601, 1101, 1111, 1602, and 1112

EMT Trauma and Medical Skills Lab is a laboratory based course utilizing scenarios to emphasize obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, trauma and shock.

**EMSB 1111 EMT Clinical \*\* .....1 cr.**  
 ..... 48-96 hrs./sem.

Pre-Req: Admission to EMT Program  
 Co-Req: EMSB 1601 and EMSB 1101

EMT Clinical is the one of two clinical courses designed to allow the student to meet all psychomotor and affective outcomes for the clinical requirements of an EMT program and build upon the concepts and knowledge learned in EMT Medical Emergencies and EMS Operations.

**EMSB 1112 EMT Field Internship \*\* .....1 cr.**  
 ..... 48-96 hrs./sem.

Pre-Req: None  
 Co-Req: EMSB 1601, 1101, 1111, 1602, and 1102

EMT Field Internship is the one of two clinical courses designed to allow the student to meet all psychomotor and affective outcomes for the clinical requirements of an EMT program and build upon the concepts and knowledge learned during prior and/or concurrent courses.

**EMSB 1601 EMT Medical Emergencies and EMS Operations \*\* .....6 cr.**  
 .....6 Lec. hrs./week

Pre-Req: Admission to the EMT Program, ACT READ 19, ACT ENGL 18, ACT MATH 19  
 Co-Req: EMSB 1101 and EMSB 1111

EMT Medical Emergencies and EMS Operations is the one of two lecture courses designed to provide the student with the knowledge of an entry-level Emergency Medical Technician (EMT). This course includes the following topics: Emergency Medical Responder-National Educational Standards competencies, roles and responsibilities of the EMT, workforce safety, wellness, public health, communications, documentation, EMS operations, medical/legal/ethical considerations, fundamental anatomy and physiology, life span development, fundamental pathophysiology, patient assessment, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies.

**EMSB 1602 EMT Trauma and Medical Emergencies \*\* ...6 cr.**  
 .....6 Lec. hrs./week

Pre-Req: None  
 Co-Req: EMSB 1601, 1101, 1111, 1102, and 1112

EMT Trauma and Medical Emergencies is the one of two lecture courses designed to provide the student with the knowledge of an entry-level Emergency Medical Technician (EMT). This course includes the following topics: obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, trauma and shock. Trauma and shock will include the following topics: bleeding, soft tissue injuries, head & spine injuries, face & neck injuries, chest injuries, abdominal & genitourinary injuries, and orthopedic injuries.

## Emergency Medical Technology Advanced

**EMSA 1111 Advanced EMT Clinical \*\* .....1 cr.**  
 ..... 48-96 Clin. hrs./sem.

Pre-Req: Admission to AEMT Program  
 Co-Req: EMSA 1501 and EMSA 1201

The Advanced EMT Clinical is one of two courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of an Advanced Emergency Medical Technician program and build upon the concepts and knowledge gained during prior and/or concurrent courses.

**EMSA 1112 Advanced EMT Field Internship \*\* .....1 cr.**  
 ..... 48-96 Clin. hrs./sem.

Pre-Req: None  
 Co-Req: EMSA 1111, 1502, and 1202

The Advanced EMT Field Internship is the one of two courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of an Advanced Emergency Medical Technician program and build upon the concepts and knowledge gained during prior and/or concurrent courses.

\*\* This Course is not designed for transfer to a 4-year college or university.



**EMSA 1201 Advanced EMT Medical Skills Lab \*\* .....2 cr.**  
 ..... 60 Lab hrs./sem.

Pre-Req: Admission to AEMT Program  
 Co-Req: EMSA 1501 and EMSA 1111

The Advanced EMT Medical Skills Lab is the one of two laboratory based courses intended to focus the student on developing skills related to theory presented in didactic classes taken as co-requisites for this course. This laboratory experience will utilize scenarios to emphasize airway maintenance, medication administration, and successfully assessing patients with a variety of medical concerns.

**EMSA 1202 Advanced EMT Trauma and Medical Skills Lab \*\* .....2 cr.**  
 ..... 60 Lab hrs./sem.

Pre-Req: None  
 Co-Req: EMSA 1201, 1502, and 1112

The Advanced EMT Trauma and Medical Skills Lab is one of two laboratory based courses intended to focus the student on developing skills related to theory presented in didactic classes taken as co-requisites for this course. This laboratory experience will utilize scenarios to emphasize airway maintenance, medication administration, and successfully assessing patients with a variety of medical concerns.

**EMSA 1501 Advanced EMT Medical Emergencies \*\* .....5 cr.**  
 ..... 75 Lec. hrs./sem.

Pre-Req: Admission to AEMT Program, , ACT READ 19, ACT ENGL 18, ACT MATH 19  
 Co-Req: EMSA 1201 and EMSA 1111

The Advanced EMT Medical Emergencies is the one of two lecture courses which includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. This course includes the following topics: Emergency Medical Responder and Emergency Medical Technician- National Educational Standards competencies, roles and responsibilities of the AEMT, workforce safety, wellness, public health, communications, documentation, medical/legal/ethical considerations, anatomy and physiology, life span development, pathophysiology, patient assessment, critical thinking, airway management, respiratory emergencies, cardiovascular emergencies, acute diabetic emergencies, abdominal and gastrointestinal emergencies, urologic emergencies, anaphylactic reactions, and behavioral emergencies.

**EMSA 1502 Advanced EMT Trauma and Medical Emergencies \*\* .....5 cr.**  
 ..... 75 Lec. hrs./sem.

Pre-Req: None  
 Co-Req: EMSA 1501, 1202, and 1112

The Advanced EMT Trauma and Medical Emergencies is one of two lecture courses which includes basic and limited advanced skills focused on the acute management and transportation of critical and emergent patients. This course includes the following topics: obstetrics and gynecology, neonatal care, pediatric emergencies, geriatric emergencies, environmental emergencies, patients with special challenges, EMS operations, trauma and shock. Trauma and shock will include the following topics: bleeding, soft tissue injuries, head & spine injuries, face & neck injuries, chest injuries, abdominal & genitourinary injuries, and orthopedic injuries.

## Emergency Medical Services Paramedic

**EMSP 1401 Paramedic Skills Lab \*\* .....4 cr.**  
 ..... 120. hrs./sem.

Pre-Req: Admission to Paramedic program  
 Co-Req: EMSP 1801 and 1311

Skills Lab I is a laboratory based course utilizing scenarios to emphasize airway management, medication administration, and successful assessment of patients with a variety of medical concerns and an introduction to cardiology. This course includes application of principles and processes discussed in Fundamentals I.

**EMSP 1801 Fundamentals of Paramedic I \*\* .....8 cr.**  
 .....8 Lec. hrs/week

Pre-Req: Admission to Paramedic program, ACT READ 19, ACT ENGL 18, ACT MATH 19  
 Co-Req: EMSP 1401 and 1311

Fundamentals of Paramedic I is the first of two lecture courses to include the following topics: paramedic roles, responsibilities, workforce safety, wellness, public health, communications, documentation, EMS operations, medical/legal considerations, anatomy and physiology, life span development, general pathophysiology, general pharmacology, patient assessment, critical thinking, airway management, respiratory emergencies and introduction to cardiology.

**EMSP 1311 Paramedic Clinical I \*\* .....3 cr.**  
 ..... 144-288 Clin. hrs./sem.

Pre-Req: Admission to Paramedic program  
 Co-Req: EMSP 1401 and 1801

Paramedic Clinical I is the first of three clinical courses designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of a paramedic program and build upon the concepts and knowledge gained during the first semester.

**EMSP 2303 Paramedic Practicum \*\* .....3 cr.**  
 .....90. hrs./sem.

Pre-Req: EMSP 1401 and 2402  
 Co-Req: EMSP 2403 and 2513

Paramedic Practicum is a combination of laboratory and scenarios based course intended to assist students on developing skills related to the theories presented in their previous courses. This course will allow for preparation for psychomotor licensure testing and preparation as a competent entry level Paramedic.

**EMSP 2402 Paramedic Skills Lab II \*\* .....4 cr.**  
 ..... 120. hrs./sem.

Pre-Req: EMSP 1801, 1401, and 1311  
 Co-Req: EMSP 2802 and 2412

Paramedic Skills Lab II is a laboratory based course intended to utilize scenarios to emphasize respiratory/cardiac emergencies (on-going from EMSP 1401), pulmonology, neurology, endocrinology, gastroenterology, urology and nephrology, hematology, gynecology, obstetrics, neonatology, pediatrics, trauma, continuing cardiology, and successful assessment of patients with a variety of medical conditions. This course includes application of principles and processes discussed in Fundamentals I.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**EMSP 2403 Paramedic Capstone \*\***.....4 cr.  
..... 120. hrs./sem.

Pre-Req: EMSP 1801 and 2802  
Co-Req: EMSP 2303 and 2513

Paramedic Capstone serves as a mechanism to insure that the student meets academic requirements to test for National Registry and licensure. This course will include all necessary steps needed to complete the program including exit exams, preparation for National Registry practical and written exams, exit interviews, patient care review by the Medical Director, and any other administrative requirements that the program may deem necessary.

**EMSP 2412 Paramedic Clinical II \*\*** .....4 cr.  
..... 192-384 Clin. hrs./sem.

Pre-Req: EMSP 1801, 1401, and 1311  
Co-Req: EMSP 2802 and 2402

Paramedic Clinical II is the second of three clinical experiences designed to allow the student to meet all psychomotor and affective objectives for the clinical requirements of a paramedic program and to build upon the concepts and knowledge gained during prior and/or concurrent courses.

**EMSP 2513 Paramedic Field Internship \*\*** .....5 cr.  
..... 150. hrs./sem.

Pre-Req: EMSP 1311 and 2412  
Co-Req: EMSP 2303 and 2403

Paramedic Field Internship provides evidence that the student is capable of acting as a team leader in managing the emergency care and treatment of an injured or ill patient at the paramedic level. The student will demonstrate competency in this role. While all skill sets should have been achieved prior to initiating the internship, patient types and pathologies may be used from this experience to complete the minimum graduation academic requirements as set forth in CoAEMSP accreditation documents and the Tennessee Office of EMS.

**EMSP 2802 Fundamentals of Paramedic II \*\*** .....8 cr.  
.....8 Lec. hrs/week

Pre-Req: EMSP 1801, 1401, and 1311  
Co-Req: EMSP 2402 and 2412

Fundamentals of Paramedic II is the second of two lecture courses to include the following topics: respiratory & cardiology (on-going from EMSP 1801), pulmonology, neurology, endocrinology, gastroenterology, urology and nephrology, hematology, gynecology, obstetrics, neonatology, pediatrics, geriatric emergencies, psychological emergencies and trauma/shock.

Engineering

**ENGR 1000 Introduction to Engineering** .....1 cr.  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

An introduction to engineering and the engineering profession. The lecture topics include engineering problem solving methods, introduction to design, professionalism, research skills, and technical communication.

**ENGR 2110 Statics** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: PHYS 2110 or  
Co-Req: PHYS 2110 with permission of instructor

Analysis of two- and three-dimensional force systems, centroids, inertia, equilibrium, machines and frames, beam shear and moments.

**ENGR 2120 Dynamics**.....3 cr.  
.....3 Lec. hrs./week

Pre-Req: ENGR 2110  
Co-Req: None

Particle kinematics, relative motion, kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum, vibrations.

**ENGR 2130 Circuits I** .....4 cr.  
.....3 Lec. hrs./ 3 Lab hrs./week

Pre-Req: MATH 1920  
Co-Req: MATH 2010

An introduction to electric circuit quantities and components, systemic applications of Ohm's and Kirchoff's laws, superposition, Thevenin and Norton theorems, operational amplifiers, RL and RC transients and computer circuit simulation.

## Engineering Technology

**EETC 1311 Electrical Circuits I \*\*** .....3 cr.  
.....3 Lec. hrs. /week

Pre-Req: ACT MATH 19  
Co-Req: None

This course is designed to develop the fundamental visualization and graphic communication skills used within a technical environment through manual and computer means.

**EETC 1321 Electronics I \*\*** .....3 cr.  
.....TBA Lec. hrs./ TBA Lab hrs. /week

Pre-Req: EETC 1311  
Co-Req: None

An introductory course in solid state devices.

**EETC 2331 PLC I \*\***.....3 cr.  
.....TBA Lec. hrs./ TBA Lab hrs. /week

Pre-Req: EETC 1311  
Co-Req: None

An introductory course in programmable logic controllers.

**EETC 2332 PLC II \*\*** .....3 cr.  
.....TBA Lec. hrs./ TBA Lab hrs. /week

Pre-Req: EETC 2331  
Co-Req: None

This course covers advanced topics in PLC programming.

**EETC 2333 Industrial Electronic Controls\*\*** .....3 cr.  
.....TBA Lec. hrs./ TBA Lab hrs. /week

Pre-Req: EETC 1311  
Co-Req: None

Advanced study of control circuits and electronic devices used in operating machines and processes in industry.

**EETC 2350 Robotics \*\*** .....3 cr.  
.....3 Lec. hrs./ week

Pre-Req: EETC 2331  
Co-Req: None

This course is a study of robotic technology integration into an automated manufacturing system.

**EETC 2361 Instrumentation Technology \*\*** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: EETC 1311  
Co-Req: None

This course covers various components, circuits, instruments, and control techniques used by industry in automated process control systems.

\*\* This Course is not designed for transfer to a 4-year college or university.

**ENST 1311 Computer Aided Design I \*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course is designed to develop the fundamental visualization and graphic communication skills used within a technical environment through manual and computer means.

**ENST 1350 Safety \*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course focuses on industrial safety, including personal safety and equipment, hazard recognition and safeguards.

**ENST 1360 Mechanical Power Transmission\*\* .....3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course covers the application and maintenance of gear trains, belt and chain drives, shaft coupling and clutches, and bearing drives in an industrial setting.

**ENST 1370 Manufacturing Processes \*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course focuses on manufacturing processes and provides an overview of the production cycle from planning to shipping.

**ENST 2361 Fluid Power Systems \*\* .....3 cr.**  
 .....TBA Lec. hrs./ TBA Lab hrs. /week  
 Pre-Req: None  
 Co-Req: None

This course covers the fundamentals of industrial hydraulic and pneumatics systems.

**ENST 2390 Capstone \*\* .....3 cr.**  
 .....TBA Lec. hrs./ TBA Lab hrs. /week  
 Pre-Req: EETC 2231 or permission of IT faculty member  
 Co-Req: None

This course provides a platform for students to apply required skills and knowledge to complete a multi-faceted project relative to the field of study.

**ENST 2391 Internship \*\* .....3 cr.**  
 .....TBA hrs./wee  
 Pre-Req: None  
 Co-Req: None

A supervised work program designed to provide students with a variety of practical on-the-job experiences within the industrial field (compensated or uncompensated). This will allow students to apply their knowledge to real world situations and to build relationships with companies prior to graduation.

## English

**ENGL 0010 Lab for ENGL 1010 \*\* .....3 cr.**  
 ..... 3 hr./week  
 Pre-Req: Placement by testing  
 Co-Req: ENGL 1010

Co-requisite English lab for students with English ACT scores 15-17 enrolling in ENGL 1010. Completion will satisfy the Tennessee Board of Regents learning support writing competencies. This course does not meet English requirements for graduation or elective credits for graduation.

**ENGL 0899 Writing Preparation \*\* .....3 cr.**  
 ..... 3 hr./week  
 Pre-Req: Placement by testing  
 Co-Req: None

ENGL 0899 is a three-credit course allowing students who do not need a college-level ENGL course to complete learning support requirements or for students who score a 14 and below on the ACT while enrolling in the co-req ENGL 1010 class. Completion will satisfy the Tennessee Board of Regents learning support writing competencies. This course does not meet English requirements for graduation or elective credits for graduation.

**ENGL 1010 English Composition I.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT ENGL 18 (ACT ENGL 15 and ACT READ 15 if taken with LS co-requisite lab)  
 Co-Req: None

A course designed to emphasize the development of writing skills applied to different purposes with emphasis on logic, organization, levels of usage, information gathering, and audience awareness. Familiarity with basic essay form and outlining techniques is assumed.

**ENGL 1020 English Composition II .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010 with grade of "C" or higher, ACT READ 19  
 Co-Req: None

A course designed to focus on expository writing using both research and documentation procedures and the ideas found in literature.

**ENGL 2055 African-American Literature .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010, ACT READ 19  
 Co-Req: None

A survey of African-American Literature, emphasizing an exploration of African-American literary identity through an examination of literary trends, themes, and historical and political contexts.

**ENGL 2250 Topics in English ..... 1-3 cr.**  
 ..... 1-3 Lec. hrs./week  
 Pre-Req: ENGL 1010 and ENGL 1020 or permission of the instructor.  
 Co-Req: None

A course designed to explore specific literary, writing, or language interests. The focus of the course will be either theme, genre, or media. Typical topics: literature of ethnic groups, literature by women, modern drama, Shakespeare on film, or the American novel on film. May be taken more than one time for credit.

**ENGL 2260 Technical Writing.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010 or permission of the instructor.  
 Co-Req: None

A course designed to prepare students for the writing they will do in their careers. By preparing students' writing skills and developing their insights regarding readers' needs, reactions, and reading circumstances in the business and industrial workplace, this course aims to help students become confident, flexible, and effective communicators on the job.

**ENGL 2110 Early American Literature .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020, ACT READ 19  
 Co-Req: None

A survey of American Literature from pre-colonial times to the American Civil War, emphasizing an exploration of American literary identity through an examination of literary trends, themes, and historical and political contexts. Literature courses may be taken in any order.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**ENGL 2120 Modern American Literature** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020, ACT READ 19  
 Co-Req: None

A survey of American Literature from the American Civil War to today, emphasizing an exploration of American literary identity through an examination of literary trends, themes, and historical and political contexts. Literature courses may be taken in any order.

**ENGL 2210 Early British Literature** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020, ACT READ 19  
 Co-Req: None

A survey of British Literature from the early Medieval period to the Renaissance and the 18th-Century Neoclassical period, emphasizing the changing literary trends and themes these works represent as well as their historical and political context and relating them to relevant contemporary issues. Literature courses may be taken in any order.

**ENGL 2220 Modern British Literature**.....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020, ACT READ 19  
 Co-Req: None

A survey of British Literature from the Romantic, Victorian, early 20th Century, and Modern periods, emphasizing those ideas and events of the 19th and 20th Centuries which have shaped this literature and which still influence our contemporary experience. Literature courses may be taken in any order.

**ENGL 2310 Early World Literature**.....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020, ACT READ 19  
 Co-Req: None

A survey of selected world literature from ancient times to the early seventeenth century, reflecting the changes within civilizations, exploring the struggle with universal problems, and analyzing the influence of the past upon the present. Literature courses may be taken in any order.

**ENGL 2320 Modern World Literature** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020, ACT READ 19  
 Co-Req: None

A survey of world literature from the late seventeenth century to the late twentieth century, emphasizing changes in public standards of taste and morality, exploring the pursuit of individual liberties, and analyzing societal values that influence contemporary cultures and issues. Literature courses may be taken in any order.

## English as a Second Language

**ESOL 0131 Literacy I**.....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: Permission of instructor  
 Co-Req: None

This class is designed for non-native speakers of English. It includes practice in writing, reading, listening, and speaking. It is not intended for transfer and it is not accepted toward any degree program.

## Fire Science

**FIRE 1310 Principles of Emergency Services \*\*** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course provides a general synopsis to the three public safety professions in the United States; the fire service, emergency medical services (EMS), and law enforcement. Students will be given an overview of career opportunities, culture and history of emergency services, basic analysis of fire loss, crime, and epidemiology, the organization and function of public and private emergency service provision, state and local government relationships with public safety agencies, as well as laws and regulations affecting public safety. A specific module will be presented towards the end of the course specific to the United States Fire Administration - National Fire Academy - Fire and Emergency Services Higher Education course requirement in the areas of fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, introduction to fire protection systems, basic introduction to fire strategy and tactics, and life safety initiatives.

**FIRE 1315 Rescue Awareness\*\*** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18, MATH 19  
 Co-Req: None

Basic methods of recognition and identification of a hazardous situation where a rescuer might be overwhelmed by the magnitude of the problem. Utilizing all known resources in the perspective area, and focusing in on personal safety and patient safety.

**FIRE 1320 Principles of Fire and Emergency Services Safety and Survival \*\*** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

**FIRE 1325 Fire Investigation I \*\***.....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: FIRE 2320, 2330, 1310  
 Co-Req: None

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter and types of fire causes.

**FIRE 1330 Fire Prevention \*\*** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

Course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and safety education; and fire investigation.

**FIRE 2310 Fire Protection Systems \*\*** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

A focus on the design and operation of fire detection and alarm construction, heat and smoke control systems, special protections and sprinkler systems, water supply for fire protections and portable fire extinguishers.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**FIRE 2320 Building Construction for Fire Protection \*\* .3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

Intro to fire problems relating to building construction; analysis of building construction, materials, and constructional design methods; focus on needs and requirements of institutional, mercantile, and industrial structures before, during, and after construction periods.

**FIRE 2325 Fire Protection Hydraulics and Water Supply\*\* .3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18, MATH 19  
 Co-Req: None

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.

**FIRE 2330 Fire Behavior and Combustion \*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

A focus on the theories and fundamentals of how and why fires start, spread and how they are controlled. Fire and the physical world, properties of fuels, chemical chain reactions, extinguishment agents and their effects.

**FIRE 2335 Strategy and Tactics\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: FIRE 1310  
 Co-Req: None

This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents.

**FIRE 2340 Leadership Development\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18, MATH 19  
 Co-Req: None

This Course presents the company officer with the basic leadership skills and behaviors needed to perform effectively in the fire service environment. The course includes problem-solving skills and behaviors, identify and assess the needs of the company officer's subordinates and decision making skills for the company officer.

**FIRE 2350 Principles of Fire & Emerg. Services Admin.\*\* ..3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: FIRE 1310  
 Co-Req: None

The course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency services, ethics, and leadership from the perspective of the company officer.

**FIRE 2355 Hazardous Material I\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18, MATH 19  
 Co-Req: None

Basic methods of recognition and identification of hazardous materials based on the chemical and physical properties of hazardous materials and the basic safety procedures when utilizing specific types of protective equipment. Discussion includes the basic tactical concerns relating to scene management of a hazardous material incident.

**FIRE 2355 Hazardous Material I\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18, MATH 19  
 Co-Req: None

Basic methods of recognition and identification of hazardous materials based on the chemical and physical properties of hazardous materials and the basic safety procedures when utilizing specific types of protective equipment. Discussion includes the basic tactical concerns relating to scene management of a hazardous material incident.

**FIRE 2360 Occupational Safety & Health for Emerg. Services\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18, MATH 19  
 Co-Req: None

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk and hazard evaluation and control procedures for emergency service organizations.

**FIRE 2370 Public Fire and Life Safety Education\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18, MATH 19  
 Co-Req: None

This course is designed to provide the public and/or fire service educator with the knowledge and skills needed to successfully perform as a fire and life safety educator as addressed in NFPA 1035. The topics include fire behavior, community assessment, injury prevention and juvenile fire-setting. The student will also develop presentation skills and learn how to formulate public education programs. An overview of the educator, manager, and administrator role will be presented.

**FIRE 2375 Hazardous Materials Chemistry\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18, MATH 19  
 Co-Req: None

This course provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services.

**FIRE 2380 Legal Aspects of Emergency Services\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18, MATH 19  
 Co-Req: None

This course will address the federal, state, and local laws that regulate emergency services. It will also include a review of national standards, regulations, and consensus standards that emergency services are measured against.

**FIRE 2385 Fire Investigation II\*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18, MATH 19  
 Co-Req: None

This course is intended to provide the student with advanced technical knowledge on the rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and courtroom testimony.

\*\* This Course is not designed for transfer to a 4-year college or university.

## French

**FREN 1010 Beginning French I.....3 cr.**

.....3 Lec. hrs./week

Pre-Req: ACT READ 19 and ACT ENGL 18

Co-Req: None

A study of pronunciation, phonetics, and basic grammar through the past tense. Emphasis on basic conversational sentences and listening comprehension. Some discussion of French civilization and customs.

**FREN 1020 Beginning French II .....3 cr.**

.....3 Lec. hrs./week

Pre-Req: FREN 1010 or two years of high school French.

Co-Req: None

The completion of basic grammar and verb tenses through the subjunctive. Continuation of reading and conversation. Some discussions of French civilization and customs.

## Geography

**GEOG 2010 World Regional Geography .....3 cr.**

.....3 Lec. hrs./week

Pre-Req: ACT READ 19 and ACT ENGL 18

Co-Req: None

A survey of the economic, cultural, and physical traits that are characteristic of developing nations and developed nations. The course is focused on the geographic problems and aspects of the development of “Third World” nations in Latin America, Africa, Asia, and Oceania; also the course focuses upon the global position of developed nations (Russia, Western Europe, Great Britain, North America, Japan, and Australia) and the geographical landscape of those regions.

## Geology

**GEOL 1040 Physical Geology .....4 cr.**

.....3 Lec. hrs./2.5 Lab hrs./week

Pre-Req: ACT READ 19, ACT MATH 19

Co-Req: None

This course is an introduction to the study of the Earth. Physical processes that continuously change the Earth’s surface and interior are studied to understand the origins of rocks, volcanoes, earthquakes, continents, oceans, and the atmosphere. Course includes three hours of lecture and 2.5 hours of laboratory each week.

**GEOL 1045 Environmental Geology.....4 cr.**

.....3 Lec. hrs./2.5 Lab hrs./week

Pre-Req: GEOL 1040

Co-Req: None

The application of physical geology principles to environmental problems, including geologic hazards, environmental pollution, and land/resource use/production. Topics include: volcanic, earthquake, flood, coastal, and landslide hazards; surface and groundwater pollution; economic resources issues and broader issues such as climate change.

## Graphics Design Technology

**GDT 100 Photography and Digital Imaging Techniques \*\* .....3 cr.**

.....3 Lec. hrs./week

Pre-Req: None

Co-Req: None

This course provides an introduction to the basic operation of conventional SLR and digital cameras, lighting techniques, transfer of digital files from camera to computer, scanning of transparencies to digital files, and manipulation and printing of digital files.

## Health Information Management

**HIM 201 Introduction to Health Information Management \*\* .....3 cr.**

.....3 Lec. hrs./week

Pre-Req: None

Co-Req: None

This course introduces students to the principles of Health Information Management through the understanding of Health Information Technology. Topics covered are based on the core competencies defined by AHIMA, as well as HIPPA regulations and JACHO recommendations that provide connectivity and applications that make up Health Information Systems of today.

*See also Administrative Professional Technology, Business and Health Science courses.*

## Health Science

**HSC 100 Basic Life Support for the Health Care Provider \*\* .....1 cr.**

.....6 Lec. hrs./ 9 Lab hrs./sem.

Pre-Req: None

Co-Req: None

This course prepares the health care worker to administer basic life support to the adult, child and infant. The course is based upon the guidelines set forth by the American Heart Association. Content areas include basic airway control, cardiopulmonary resuscitation, and use of airway adjuncts. The course consists of lecture, demonstration and practical labs.

**HSC 101 Introduction to the Health Professions \*\* .....3 cr.**

.....3 Lec. hrs./week

Pre-Req: ACT ENGL 18, ACT READ 19

Co-Req: None

A broad overview of the health sciences, including the educational requirements, as well as career advancement opportunities. Designed to help the student make realistic career plans by introducing them to various health care professions and allowing them to closely evaluate their areas of interest.

**HSC 111 Medical Terminology \*\* .....3 cr.**

.....3 Lec. hrs./week

Pre-Req: ACT READ 19

Co-Req: None

An introduction to the constituents of medical and scientific vocabulary building and recognition through study and analysis of common technical prefixes, combining forms, and suffixes which will enable students to interpret and understand complex medical terms.

\*\* This Course is not designed for transfer to a 4-year college or university.

**HSC 112 First Responder \*\*** .....4 cr.  
 .....39 Lec. hrs./ 21 Lab hrs./ 12 Clin. hrs./sem.

Pre-Req: High School graduate (academic) or GED equivalency, eighteen years of age, and HSC 100  
 Co-Req: None

This Emergency Services course is designed for firefighters, law enforcement, industrial safety personnel, and individuals seeking fundamental knowledge and skills in the treatment of injury and illness. Topics to be included are: The EMS system, First Responder roles and responsibilities, airway management, patient assessment, medical emergencies, trauma emergencies, emergency childbirth, and documentation. Practical labs will be conducted. Clinical observation is required. Upon successful completion of this course, the participant will be eligible to take the state of Tennessee First Responder Certification examination.

**HSC 150 Health Sciences Seminar \*\*** ..... 1-3 cr.  
 .....TBA hrs./sem.

Pre-Req: None  
 Co-Req: None

A course designed to offer seminars, workshops, and other training specific to the interests of nursing and allied health students.

**HSC 160 Laboratory Supervision and Management \*\***...3 cr.  
 .....3 Lec. hrs./week

Pre-Req: None  
 Co-Req: None

This course is designed to present a review of the knowledge and skills needed to be an effective laboratory supervisor. Topics to be included are: motivation, delegation, time management, stress management, communication, employee selection and evaluation, budgeting, workload recording, etc.

**HSC 190 Intro. to Human Pathophysiology \*\*** .....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: BIOL 2010 and BIOL 2020  
 Co-Req: None

A course designed for the student to gain understanding of physiologic processes and changes that occur as a result of disease or injury and how the human body attempts to compensate for changes brought about by disease or injury. Note: This course is offered as an elective via TNECampus.

**HSC 200 Critical Incident Stress  
 Debriefing/Death & Dying\*\***.....3 cr.  
 .....45 Lec. hrs./sem.

Pre-Req: None  
 Co-Req: None

This course is designed to prepare emergency workers for dealing with stress, post traumatic stress brought on by critical incidents, and the impact of death and dying. Symptomology and management techniques will be taught.

*See also Health Information Management courses.*

## History

**HIST 2010 Early United States History**.....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: ACT READ 19 and ACT ENGL 18  
 Co-Req: None

A study of America's European background, colonial development, and the American Revolution will be conducted. Also, the rise of sectional controversies, the Civil War, and Reconstruction will be treated in a topical manner.

**HIST 2020 Modern United States History** .....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: ACT READ 19 and ACT ENGL 18  
 Co-Req: None

A study of the Industrial Revolution, new political movements, and the emergence of the United States as a world power will be conducted. World War I, the Great Depression, World War II, and historical events of the 1950s through the present will be included.

**HIST 2030 Tennessee History** .....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: ACT READ 19 and ACT ENGL 18  
 Co-Req: None

A study of the prehistory period of Tennessee, including a general survey of the various Indian groups. Emphasis will be placed on the early European explorations in the transmontane country. Early attempts by Tennesseans to establish independent governments will be examined. The Jacksonian period from 1815 through 1848 will be a central theme, and a study of the national and state events of the 1850s that led to the Civil War will be included. In addition, a detailed examination of the Civil War, Reconstruction, the 1870 State Constitution, WWI, Progressivism, the New Deal, WWII, the Cold War, and modern Tennessee will be conducted.

**HIST 2060 African-American History** .....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: ACT READ 19 and ACT ENGL 18  
 Co-Req: None

Covers the history and culture of African Americans in light of their experiences from slavery through the recent past; aspects of African American life and attitudes of dominant society within which African Americans lived; ways African American men and women shaped and nurtured their own lives, culture, and history in the United States.

**HIST 2310 Early World History**.....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: ACT READ 19 and ACT ENGL 18  
 Co-Req: None

A study of world civilizations from ancient times to 1500. Areas to be examined include the Near East, Far East, Europe, Africa, and the Americas. Emphasis will be placed upon significant social, economic, military, and political developments in each region.

**HIST 2320 Modern World History** .....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: ACT READ 19 and ACT ENGL 18  
 Co-Req: None

A study of world civilizations from 1500 to the present. Areas to be examined include Europe, the Americas, the Far East, and Africa. Emphasis will be placed upon significant social, economic, military, and political developments in each region. The increasing interaction and interdependence of world cultures will be a major theme.

## Home Economics

**HEC 231 Principles of Nutrition**.....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: ACT READ 19 and ACT ENGL 18 and ACT MATH 19  
 Co-Req: None

An introduction to macro and micro nutrients and their role in human nutrition, health and illness. Nutrient sources, digestion, absorption, storage, metabolism, deficiency and toxicity states are emphasized. Energy balance, caloric requirements, weight, physical activity, developmental and life cycle needs are studied. Consumer concerns regarding food and water safety and supply are also explored.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

## Honors

**HON 200 Honors Colloquium** .....1 cr.  
 .....1 Lec. hrs./week

Pre-Req: Permission of the Honors Director  
 Co-Req: None

Description: An interdisciplinary course designed to focus on a crucial current issue which can be addressed from a variety of academic disciplines. (Offered as needed in the fall and spring.)

## Humanities

**HUM 1010 Early Humanities** .....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: None  
 Co-Req: None

This introductory course will relate to the human experience as expressed through music, art, theater, architecture, literature, and other disciplines from ancient civilizations to the Renaissance. The multimedia humanities survey blends sights, sounds, and pivotal ideas that will teach students the cultural history as well as the elements of the various art forms.

**HUM 1020 Modern Humanities** .....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: None  
 Co-Req: None

This introductory course will relate to the human experience as expressed through music, art, theater, architecture, literature, film, and other disciplines from the Renaissance to the present. The multimedia humanities survey blends sights, sounds, and pivotal ideas that will teach students the cultural history as well as the elements of the various art forms. (Early Humanities is not a prerequisite for this class.)

## Information Systems

**INFS 1010 Computer Applications** .....3 cr.  
 .....3 Lec. hrs. /week

Pre-Req: None  
 Co-Req: None

A course designed to enable students to achieve advanced levels of proficiency using integrated software applications. Emphasis will be placed on developing critical thinking and electronic communication skills using the advanced features of document processing, spreadsheet, database, and presentation graphics applications. Furthermore, the student will learn how to integrate external information from sources such as the Internet or other applications, into documents or presentations. These competencies will be gained by using project-based assignments. The course is best suited for the individual who already possesses a basic understanding of computer file management, operating systems and productivity software applications.

## International Education

**GLOB 1000 International Education** .....1 cr.  
 .....TBA hrs./week

Pre-Req: None  
 Co-Req: None

This course is designed for students to explore the fascinating four corners of the globe, to challenge a student's preconceptions, and to heighten awareness of global issues shaping the world today. Each course features a specific international itinerary replete with site visits, interaction with locals, and discussions with overseas academics and colleagues. Participants return to campus poised to incorporate an international dimension into education, civic life, research, and learning.

## Library

**LIB 1001 Introduction to Genealogy** .....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: None  
 Co-Req: None

This course provides an introduction to genealogical research with emphasis on Tennessee. Students will learn to use the U.S. Census, court documents and immigration records, as well as other research tools.

## Management

**MGT 214 Seminar \*\*** ..... 1-3 cr.  
 ..... 1-3 Lec. hrs./week

Pre-Req: None  
 Co-Req: None

A course designed to provide business and industry with seminars, workshops and special course offerings.

## Manufacturing Technology

**MET 105 Geometric Dimensioning & Tolerancing \*\*** .....3 cr.  
 .....3 Lec. hrs./week

Pre-Req: None  
 Co-Req: None

This course introduces the principles of Geometric Dimensioning and Tolerancing of engineering drawing as applied to mechanical design, drafting, mechanical inspection, machining, and molding processing.

**MET 155 Manufacturing Seminar \*\*** ..... 1-5 cr.  
 ..... 1-5 Lec. hrs./ TBA Lab hrs./week

Pre-Req: None  
 Co-Req: None

A course designed to offer seminars, workshops and other training specific to the interests of Industrial Technology students. Courses can be specialized to meet Industry needs.

## Marketing

**MKT 214 Seminar \*\*** ..... 1-3 cr.  
 ..... 1-3 Lec. hrs./week

Pre-Req: None  
 Co-Req: None

A course designed to provide business and industry with seminars, workshops and special course offerings.

\*\* This Course is not designed for transfer to a 4-year college or university.



## Mathematics

**MATH 0010/0030/0530 Math Labs \*\*** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: placement by testing  
Co-Req: MATH 1010, MATH 1030, or MATH 1530

Completion satisfies Tennessee Board of Regents learning support competencies. A co-requisite math lab for students with math ACT scores below 19 who enroll in MATH 1010, MATH 1030, or MATH 1530. Taken standalone by students in special programs that do not require a college level math class.

**MATH 1010 Math for General Studies**.....3 cr.  
.....3 Lec. hrs./week

Pre-Req: ACT MATH 19  
Co-Req: None

This course is designed for students who are seeking an A.S. or A.A. University Parallel degree in a major that does not include programs of science, mathematics, engineering, or computer science. It will satisfy the mathematics requirement for other A.S. and A.A. University parallel majors. Topics include sets, logic, geometry, finance, probability, statistics, and applications.

**MATH 1030 Essentials of Mathematics \*\*** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: ACT MATH 19  
Co-Req: None

Math topics including factoring, rational expressions and equations, systems of linear equations and inequalities in two variables, radical expressions and equations, complex numbers, quadratic equations and graphs, relations and basic function analysis are covered in a five unit format.

**MATH 1410 Number Concepts for Teachers**.....3 cr.  
.....3 Lec. hrs./week

Pre-Req: ACT MATH 19  
Co-Req: None

A conceptual and problem solving approach to sets, numeration systems, algorithms for addition, subtraction, multiplication, and division in the real number system, elementary number theory, relations and functions.

**MATH 1420 Geometry Concepts for Teachers** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: ACT MATH 19  
Co-Req: None ..... 3 cr. hrs.

A conceptual and problem solving approach to combinatorics, discrete probability, descriptive statistics, informal solid and plane geometry, transformations, measurement, and coordinate geometry.

**MATH 1530 Introductory Statistics** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: ACT MATH 19  
Co-Req: None

Topics include basic statistical concepts, elementary probability theory, normal distributions and applications, statistical inference, regression lines, and correlation. Computer applications will be investigated throughout the course.

**MATH 1630 Finite Mathematics** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: ACT MATH 19  
Co-Req: None

Introduction to linear functions, mathematics of finance (interest, annuities, amortization), linear programming, matrix algebra, and probability with applications in each of these areas.

**MATH 1710 Precalculus Algebra** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: MATH 1030 or MATH ACT 21  
Co-Req: None

Topics include circles, functions and graphs with applications, polynomials and rational functions, exponential and logarithmic functions and applications, sequences, and series, systems of equations, matrices, determinants, binomial theorem.

**MATH 1720 Precalculus Trigonometry**.....3 cr.  
.....3 Lec. hrs./week

Pre-Req: MATH 1710 or MATH ACT 21  
Co-Req: MATH 1710 allowed

Topics include circle measurement, trigonometric functions, identities, equations, graphs, multiple angle formulas, right triangle trigonometry, laws of sines and cosines, complex numbers, vectors.

**MATH 1730 Precalculus** .....4 cr.  
.....4 Lec. hrs./week

Pre-Req: MATH 1710  
Co-Req: None

Topics include circles, functions and graphs with applications, polynomial and rational functions, zeros of polynomials, composite and inverse functions, exponential and logarithmic functions and applications, systems of linear and nonlinear equations, matrices, determinants, angle measure, trigonometric functions, trig identities and equations, graphs, right triangle trigonometry, laws of sine and cosine, polar coordinates and vectors.

**MATH 1830 Applied Calculus** ..... 3 cr.  
.....3 Lec. hrs./week

Pre-Req: MATH 1710 or MATH ACT 23  
Co-Req: None

Topics include limits; continuity, rates of change; differentiation of algebraic, exponential, and logarithmic functions; applications of the derivative, antiderivative, integrals, and methods of integration.

**MATH 1910 Calculus I**.....4 cr.  
.....4 Lec. hrs./week

Pre-Req: MATH 1710 and MATH 1720 or MATH ACT 23  
Co-Req: None

Topics include functions and models, limits, derivatives, differentiation rules, applications of differentiation, antiderivatives, integrals, area, applications.

**MATH 1920 Calculus II**.....4 cr.  
.....4 Lec. hrs./week

Pre-Req: MATH 1910  
Co-Req: None

A continuation of Calculus I. Topics include applications of integration, techniques of integration, arc length, surface area, liquid force, differential equations, infinite sequences and series.

**MATH 2010 Introduction to Linear Algebra** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: MATH 1910  
Co-Req: None

Topics include vectors, matrices, systems of linear equations, determinants, inverses of matrices, vector spaces, linear transformations, eigenvalues, and eigenvectors.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**MATH 2110 Calculus III** ..... 4 cr.  
 .....4 Lec. hrs./week  
 Pre-Req: MATH 1920  
 Co-Req: None

A continuation of Calculus II. Topics include parametric equations, polar coordinates, conic sections, vectors, vector functions, partial derivatives, multiple integration, line integrals.

**MATH 2120 Differential Equations** ..... 3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: MATH 1920  
 Co-Req: None

Topics include first-order equations and applications, theory of linear equations, basic second-order equations and applications, Laplace transforms, and series solutions.

## Medical Laboratory Technician

*Students enrolling in any MLAB courses must be formally admitted to the MLT Program or have special permission of the Program Director.*

**MLAB 1301 Introduction to Medical Laboratory Technology**  
**3 cr.**  
 ..... 3 Lec. hr./ 3 Lab hr./week  
 Pre-Req: None  
 Co-Req: None

An introduction to the clinical laboratory sciences which includes care and use of equipment, laboratory safety, basic laboratory math, medical terminology, principles of phlebotomy, quality control, preparation of chemical solutions and an orientation to the major testing areas in the medical laboratory.

**MLAB 1510 Clinical Practicum I** .....5 cr.  
 .....16 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy.

**MLAB 1520 Clinical Practicum II** .....5 cr.  
 .....16 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy.

**MLAB 2150 Special Topics/Med. Lab. Tech** .....1 cr.  
 ..... 30 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

Course focusing on specific issues and/or topics of interest in Medical Laboratory Technology. Permission of the instructor is required to register for this course.

**MLAB 2201 Clinical Immunology** .....2 cr.  
 .....2 Lec. hrs./ 1 Lab hr./week  
 Pre-Req: None  
 Co-Req: None

Basic principles of the immune system structure and function in health and disease. Topic include principles of a natural and acquired immunity, hypersensitivity, autoimmunity, immunodeficiency, transplant and tumor immunology, immunological techniques and flow cytometry.

**MLAB 2202 Urinalysis and Body Fluids** .....2 cr.  
 .....2 Lec. hrs./ 1 Lab hr./week  
 Pre-Req: None  
 Co-Req: None

This course examines the urinary system as related to the routine urinalysis. The component parts of the urinalysis, to include the physical, chemical and microscopic examination, are performed. The course also includes the examination of common types of body fluid.

**MLAB 2230 Seminar I** .....1 cr.  
 ..... 40 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

The student will be given the opportunity to develop a broader application of the clinical laboratory scientist's role as a health professional in a variety of learning experiences, including seminars, lectures, practices quizzes, and discussions in the seven knowledge areas (hematology, blood bank, clinical chemistry, microbiology, laboratory operations, immunology, and urinalysis/body fluids). It is also a seminar course designed to give students experience in researching and presenting case studies with emphasis on correlation of laboratory results. Included in this course are review and practice examinations as well as a comprehensive battery of examinations encompassing seven knowledge areas to prepare students for certification examinations.

**MLAB 2250 Special Topics/Med. Lab. Tech.** .....2cr.  
 ..... 30 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

Course focusing on specific issues and/or topics of interest in Medical Laboratory Technology. Permission of the instructor is required to register for this course. Emphasis on phlebotomy lab operations.

**MLAB 2270 Seminar II** .....2 cr.  
 .....2 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

The student will be given the opportunity to develop a broader application of the clinical laboratory scientist's role as a health professional in a variety of learning experiences, including seminars, lectures, practices quizzes, and discussions in the seven knowledge areas (hematology, blood bank, clinical chemistry, microbiology, laboratory operations, immunology, and urinalysis/body fluids). It is also a seminar course designed to give students experience in researching and presenting case studies with emphasis on correlation of laboratory results. Included in this course are review and practice examinations as well as a comprehensive battery of examinations encompassing seven knowledge areas to prepare students for certification examinations.

**MLAB 2301 Immunohematology/ Blood Bank** .....3 cr.  
 .....2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

The theory and practice of blood group antigens and antibodies, donor selection, and component therapy. Topics include: ABO grouping, Rh typing, cross matching, antibody screening and identification, quality control, donor screening, component preparation, hemolytic disease of the fetus and newborn, autoimmune hemolytic anemias, and adverse effects of transfusion.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**MLAB 2401 Clinical Chemistry .....4 cr.**  
 .....4 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

An overview of clinical chemistry theory, principles, procedures, and correlations. Tests for glucose, urea, creatinine, uric acid, proteins, bilirubin, enzymes and electrolytes are included. Colorimetric and photometric techniques used in examining normal and abnormal clinical specimens are introduced along with special procedures such as immunoassays and electrophoresis.

**MLAB 2402 Hematology & Hemostasis .....3 cr.**  
 .....3 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

This course integrates the theory of hematology with application through assessment of laboratory test results. Laboratory test results are correlated with disease. Areas of study include formation of blood, composition of blood, morphology of blood cells and changes observed in blood cells in response to disease. An overview of coagulation theory is provided.

**MLAB 2403 Clinical Microbiology .....4 cr.**  
 .....3 Lec. hrs./ 3 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

This course examines the study of microorganisms of medical importance as it relates to man and disease. The course includes discussions of proper collection, handling and examination of specimens, staining and culture techniques, identification methods, drug sensitivity testing, and quality control procedures.

**MLAB 2510 Clinical Practicum III.....5 cr.**  
 .....16 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy.

**MLAB 2520 Clinical Practicum IV .....5cr.**  
 .....16 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

Includes laboratory performances by students during progressive rotations through the affiliated clinical laboratory sites in the departments of Hematology, Coagulation, Urinalysis, Immunohematology, Serology, Microbiology, Clinical Chemistry and Phlebotomy.

## Music

**MUS 1027 Class Piano I.....1 cr.**  
 .....1 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. Playing positions, fingering, note identification, and reading beginning level rhythms are covered.

**MUS 1030 Introduction to Music.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

An in-depth approach to the study of music and its relationship to other art forms, historical and cultural events, and everyday life in the past and present day. Leading composers, styles, and significant compositions from the Middle Ages to the present are studied in order to encourage a more effective understanding of music and its role in cultural history.

**MUS 1050, 1051, 1052, 2050, 2051, 2052 Innovation .....1 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: Selection by audition process after prior semester's finals;  
 Permission of instructor  
 Co-Req: None

This is an auditioned vocal ensemble with an emphasis in performing various styles of literature from early Renaissance to contemporary songs. Students will study fundamentals of vocal production and musical notation. They will learn basic performance and choreography techniques. Innovation is a JSCC performance choir with an intensive schedule of performances both on campus and in the service area.

**MUS 1057 Music Theory I.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course provides a study on music notation and harmony including major and minor scales, key signatures, triads, intervals, and rhythm. Students will learn to write four-part music, including primary chords in first inversion and cadences. This is a university-parallel course for students majoring in music.

**MUS 1058 Ear Training I .....1 cr.**  
 .....1 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course provides the student knowledge to sing and play notated music (both pitch and rhythm) as well as to notate music that the student hears (aural dictation). Melodies using the major and minor scale and intervals from the tonic and dominant triad will be studied. This is a university parallel course for students who plan to major in music.

**MUS 1207 Applied Voice I .....2 cr.**  
 .....2 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None

This course covers basic vocal technique to enhance the singing voice. Students will learn exercises, both physical and vocal, to create a strong vocal foundation. Students will be assigned a personal music portfolio of songs to learn and perform each semester. Singers will strengthen musicianship and stage performance skills to build confidence when signing and speaking in a group setting

*\*\* This Course is not designed for transfer to a 4-year college or university.*

## Nursing

Students enrolling in any NUR courses must be formally admitted to the Nursing Program.

**NUR 110 Foundations of Nursing I ..... 10 cr.**  
 ..... 7.5 Lec. hrs./ 7.5 Lab/Clin. hrs./week  
 Pre-Req: Program enrollment requirements and BIOL 2010, BIOL 2020, ENGL 1010, COL 1030  
 Co-Req: PSYC 2130

The core program concepts of person, environment, health, and nursing are introduced and applied to care of persons of various cultural backgrounds who are experiencing variations along the wellness-illness continuum. Emphasis is placed upon understanding the pathophysiological processes of illness and injury, theories of Maslow and Erikson, and teaching and learning needs of the client. Principles of adaptation, assessment, prioritization of client needs and clinical decision making are used as the basis for client care. Laboratory and clinical learning experiences provide opportunities for the student to apply theory into practice while assisting clients adapt to changes in their health status and acquire optimum self-care behaviors. The roles of the Associate Degree nurse are introduced and practiced.

**NUR 120 Foundations of Nursing II ..... 10 cr.**  
 ..... 7.5 Lec. hrs./ 7.5 Lab/Clin. hrs./week  
 Pre-Req: NUR 110 and PSYC 2130  
 Co-Req: PSYC 1030

This course focuses upon application of foundational nursing concepts across the life span, including childbearing, childrearing, and family systems, as well as theories of Maslow, Erikson, and Piaget and principles of pharmacology and medication therapies. Normal conditions are emphasized and deviations from the norm explored with emphasis upon the therapeutic use of drug classifications, prototypes, and mechanisms of action in caring for the client/client family experiencing changes in the wellness-illness continuum. Principles of adaptation, assessment, developmental stages, pathophysiology, pharmacotherapy, teaching and learning, prioritization of client needs and clinical decision making are used as the basis for client care. Laboratory and clinical learning experiences provide opportunities for the student to apply theory into practice while assisting clients adapt to changes in their health status and acquire optimum self-care behaviors. Practice-oriented roles and competencies of the Associate Degree nurse continue to be explored and practiced.

**NUR 130 Nursing Transitions I ..... 3 cr.**  
 ..... 3 Lec. hrs./week  
 Pre-Req: Admission to NUR program  
 Co-Req: None

This course is designed to facilitate student transition into the second level of the program by assessing and developing first-level nursing competencies. Content is drawn from the NUR 110 Foundation in Nursing I course for the student to develop nursing process and clinical reasoning skills. The program core concepts of person, environment, health and nursing are applied with emphasis upon theories of Maslow and Erikson, health assessment, safety and infection control, caring communication, nutrition, and teaching and learning needs to care for persons of various cultural backgrounds who are experiencing variations along the wellness-illness continuum. Professional nursing, role transitions, and scope of practice issues are introduced. Laboratory and clinical learning experiences provide opportunities for the student to apply theory into practice while assisting clients adapt to changes in their health status and acquire optimum self-care behaviors. Roles and competencies of the Associate Degree nurse are explored and practiced.

**NUR 140 Nursing Transitions II ..... 9 cr.**  
 ..... 5 Lec. hrs./ 6 Lab/ Clin. hrs./week  
 Pre-Req: NUR 130  
 Co-Req: None

This course is designed to facilitate student transition into the second level of the program by assessing and developing first-level nursing competencies. Content is drawn from both NUR 110 and NUR 120 Foundations of Nursing courses to provide the student with a conceptual, theoretical, and application background congruent with the first year of the program. Program core concepts are applied to the care of persons of various development levels and cultural backgrounds who are experiencing variations along the wellness-illness continuum, childbirth, and childrearing. Professional nursing, role transition, and scope of practice issues are further explored. Principles of pathophysiology and pharmacotherapy are emphasized along with further development in the use of adaptation, caring communications, health assessment, growth and development, prioritization of client needs and clinical decision making skills, serving as the basis for client care. Laboratory and clinical learning experiences provide opportunities for the student to apply theory into practice while assisting client/client families adapt to changes in their health status and acquire optimum self-care behaviors. Roles and competencies of the Associate Degree nurse are further explored and practiced. Successful completion validates competency in NUR 120.

**NUR 150 Independent Study in Nursing ..... 1-6 cr.**  
 ..... 1-6 Lec. hrs./week  
 Pre-Req: Admission to NUR program  
 Co-Req: None

This course is designed to meet individual learning needs. Faculty supervision and guidance is provided to accomplish the selected learning objectives.

**NUR 199 Special Topics in Nursing ..... 1-3 cr.**  
 ..... 1-3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ENGL 18 and admission to NUR program  
 Co-Req: None

Exploration of topics of special interest for nursing students and/or those interested in pursuing a nursing career.

**NUR 214 Adult Health Nursing I ..... 9 cr.**  
 ..... 6 Lec. hrs./ 9 Lab/Clin. hrs./week  
 Pre-Req: NUR 120 or 140, PSYC 1030 and PSYC 2130  
 Co-Req: ENGL 1020 or COMM 2025

Program concepts are the foundation for discussion of changes in the wellness-illness continuum of adult clients from various cultural backgrounds experiencing medical, surgical, psychiatric and mental health disorders. Laboratory and clinical experiences provide the student opportunities to expand clinical decision making, prioritize multiple needs based on Maslow's hierarchy, and apply principles of communication. The use of therapeutic communication as a tool in establishing a trusting nurse-client relationship to promote adaptation and self-care is emphasized as are nursing roles and competencies of the Associate Degree nurse.

*\*\* This Course is not designed for transfer to a 4-year college or university.*

**NUR 220 Adult Health Nursing II.....9 cr.**  
 .....5 Lec. hrs./ 12 Lab/ Clin. hrs./week  
 Pre-Req: NUR 214 and ENGL 1020 or COMM 2025  
 Co-Req: Humanities and Fine Arts course

The program concepts are the foundation for discussion of changes in the wellness-illness continuum of adult clients from various cultural backgrounds. The roles and competencies of the Associate Degree nurse continue to be explored with emphasis on the role of the manager of care. Laboratory and clinical experiences allow the student to utilize clinical decision making, prioritize multiple needs based on Maslow's hierarchy, and practice principles of teaching and learning to promote adaptation and self-care. Students practice and refine technical, organizational, and leadership/management skills.

**NUR 280 NCLEX Preparatory .....1 cr.**  
 .....5 Lec. hr./1.5 Lab hrs./week  
 Pre-Req: NUR 220  
 Co-Req: None

This course is designed to enhance student success on the National Council Licensure Examination for Registered Nursing.

**NUR 299 Current Topics in Nursing ..... 1-3 cr.**  
 ..... 1-3 Lec. hrs./week/3-9 Lab/Clin. hrs./week  
 Pre-Req: Admission to NUR Program or permission of Program Dir.  
 Co-Req: None

Topics of special interest to nursing students and practitioners.

## Occupational Therapy Assistant

*Students enrolling in any OTAP courses must be formally admitted to the Occupational Therapy Assistant Program.*

**OTAP 1130 Medical Terminology for OT \*\* .....1 cr.**  
 ..... 1 Lec. hr./week  
 Pre-Req: BIOL 2010  
 Co-Req: None

This course introduces students to medical terms commonly used in the provision of healthcare services. Systems and terms covered in this course include: integumentary, respiratory, cardiovascular and lymphatic, digestive, musculoskeletal, nervous system, endocrine system and psychiatric terms.

**OTAP 1310 Occupational Human Development \*\* .....3 cr.**  
 .....2 Lec./3 Lab hrs./week  
 Pre-Req: BIOL 2010  
 Co-Req: None

A study of performance and growth in areas of occupation (social participation, ADL, IADL, education, work, play, and leisure) in normal development from conception to death. Topics include developmental milestones in performance skills through the life span with an emphasis on typical developmental changes.

**OTAP 1210 Exploring Occupation \*\* .....2 cr.**  
 .....2 Lec. hrs./week  
 Pre-Req: BIOL 2010  
 Co-Req: None

This course introduces the basic tenets of the occupational therapy profession. Topics include history, philosophy, the OT Practice Framework, the OT process, ethics, role delineation, standards of practice, professional organizations, and evidence-based practice.

**OTAP 1220 OT Doc with Level 1 A \*\* .....2 cr.**  
 ..... 1 Lec./ 1 Clin. hr./week  
 Pre-Req: BIOL 2010  
 Co-Req: ENGL 1010

Course introduces concepts and strategies for OT documentation and includes a Level I Fieldwork experience. Fieldwork experience includes opportunities for documentation practice, directed client observation, and participation in delivery of OT services as appropriate for assigned setting.

**OTAP 1240 OT Doc with Level 1 B \*\* .....2 cr.**  
 ..... 1 Lec./ 1 Clin. hr./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310, 1120, 1130, 1140, 1150  
 Co-Req: ENGL 1010

Course provides an experiential Level I Fieldwork focused on psychosocial aspects of health and wellness with emphasis on clinical observation and documentation. Includes participation in delivery of OT services as appropriate for assigned setting. A variety of documentation formats, including but not limited to the electronic medical record, are discussed.

**OTAP 1320 Exploring Occupation \*\* .....3 cr.**  
 .....2 Lec./3 Lab hrs./week  
 Pre-Req: BIOL 2010  
 Co-Req: None

This course provides in-depth study of occupations and begins to introduce students to how therapeutic occupations are used in OT practice. Topics include occupational and activity analysis, grading, exploration of therapeutic media, selection, adaptation and sequencing of purposeful/meaningful activities.

**OTAP 1340 Human Movement for Occupation \*\* .....3 cr.**  
 .....2 Lec./3 Lab hrs./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310, 1120, 1130, 1140, 1150  
 Co-Req: None

This course provides a foundation for the understanding of the kinetics of human motion of the musculoskeletal system and its impact on occupational performance. Topics include, but are not limited to: procedures for range of motion, muscle testing, biomechanical principles, posture/positioning, and body mechanics.

**OTAP 1350 Group Process and Dynamics \*\* .....3 cr.**  
 .....2 Lec./3 Lab hrs./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310 and 1130  
 Co-Req: None

A study of client-practitioner interactions. Topics include professional behaviors, therapeutic use of self, and group process and dynamics.

**OTAP 1360 Challenges to Mental Health \*\* .....3 cr.**  
 .....2 Lec./3 Lab hrs./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310 and 1130  
 Co-Req: None

A study of individuals who are limited in their ability to engage in life activities due to challenges to their mental health. Topics include major DSM 5 diagnoses with emphasis on symptoms, behaviors, cultural influences, and medical and social supports related to those diagnoses, OT evaluations and treatment planning for the mental health population are practiced.

\*\* This Course is not designed for transfer to a 4-year college or university.

**OTAP 1370 Challenges to Physical Health \*\* .....3 cr.**  
 .....2 Lec./3 Lab hrs./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310, 1120, 1130, 1140, 1150  
 Co-Req: None

This course examines individuals who are limited in their ability to engage in daily life activities and occupations due to challenges to their physical health. The major medical, orthopedic, and neurological diagnoses will be studied with emphasis on symptoms, physical conditions, and medical and social supports and the impact on occupational engagement related to those diagnoses. OT evaluations and planning of interventions for the physical health population are reviewed, discussed, and practiced.

**OTAP 1380 A T and Environments \*\* .....3 cr.**  
 .....1 Lec./4 Lab hrs./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310, 1120, 1130, 1140, 1150  
 Co-Req: None

A study of adapting, altering or designing environments that support participation and facilitate engagement in social, family and community activities. All levels of assistive technology will be reviewed and discussed. Topics include but are not limited to home modifications, driving evaluations, communication devices and community mobility. Students will evaluate participation limitations and facilitators for individuals and communities.

**OTAP 2110 Level I C \*\* .....1 cr.**  
 .....1 Lec./ 1 Clin. hr./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310, 1120, 1130, 1140, 1150, 1210, 1220, 1230, 1240, 1250, 1260  
 Co-Req: None

Opportunity for the OTA student to apply academic knowledge of occupational therapy to practice through a Level I Fieldwork experience.

**OTAP 2210 OT Intervention and Treat/Pediatric \*\* .....2 cr.**  
 .....1 Lec./3Lab hrs./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310, 1120, 1130, 1140, 1150, 1210, 1230, 1240, 1250, 1260  
 Co-Req: None

This course will address limitations and obstacles to occupational engagement (self-care, play, school) for persons from birth to age 22. Common diagnoses, evaluation methods, and treatment environments will be presented. Treatment for areas of occupation (ADL, IADL, education, work, play, leisure, and social participation), considering performance skills, performance patterns, client factors and context will be reviewed. Students will be required to develop applications for enabling function and well-being.

**OTAP 2220 Practice Management \*\* .....2 cr.**  
 .....2 Lec.hrs./week  
 Pre-Req: OTAP 1310, 1120, 1130, 1140, 1150, 1210, 1220, 1230, 1240, 1250, 1260  
 Co-Req: None

This course addresses issues related to the delivery of occupational therapy services. Topics include, but are not limited to: professionalism and ethical practice, administration and management, regulatory requirements for practice and patient care, current trends and issues, program planning, marketing, advocacy, quality improvement, reimbursement, and transition from student to practitioner.

**OTAP 2310 OT Inter. and Treat/Mental Health \*\* .....3 cr.**  
 .....2 Lec./3 Lab hrs./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310, 1130, 1210, 1220  
 Co-Req: None

This course will address mental health limitations and obstacles to occupational engagement for individuals and populations. Common diagnoses and treatment environments will be presented. Treatment for areas of occupation (ADL, IADL, education, work, play, leisure, and social participation), activity demands, client factors and context will be reviewed. Students will be required to develop applications for enabling function and physical well-being.

**OTAP 2330 OT Inter. and Treat/Adult \*\* .....3 cr.**  
 .....2 Lec./3 Lab hrs./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310, 1120, 1130, 1140, 1150, 1210, 1220, 1230, 1240, 1250, 1260  
 Co-Req: None

A study of physical and mental health limitations and obstacles to occupational engagement for individuals and populations. Topics include common diagnoses and treatment environments, treatment for areas of occupation (ADL, IADL, rest and sleep, education, work, play, leisure, and social participation), considering performance skills, performance patterns, client factors and context will be reviewed. Students will be required to develop applications for enabling function and physical well-being.

**OTAP 2340 OT Inter. and Treat/Geriatric \*\* .....3 cr.**  
 .....2 Lec./3 Lab hrs./week  
 Pre-Req: BIOL 2010, PSYC 1030, OTAP 1310, 1120, 1130, 1140, 1150, 1210, 1220, 1230, 1240, 1250, 1260  
 Co-Req: None

A study of physical and mental health limitations and obstacles to occupational engagement for individuals and populations. Topics include common diagnoses and treatment environments, treatment for areas of occupation (ADL, IADL, rest and sleep, education, work, play, leisure, and social participation), considering performance skills, performance patterns, client factors and context will be reviewed. Students will be required to develop applications for enabling function and physical well-being.

**OTAP 2610 Level II A \*\* .....6 cr.**  
 .....8 weeks/sem.  
 Pre-Req: Program director approval  
 Co-Req: None

First of two eight-week fieldwork experiences (ACOTE requirement) designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students will participate in the supervised delivery of occupational therapy services in a variety of settings, utilizing skills, concepts, techniques, and strategies learned through academic preparation. Opportunities will be provided for the students to synthesize, develop, and apply academic knowledge and entry level practice skills within the fieldwork setting.

**OTAP 2620 Level II B \*\* .....6 cr.**  
 .....8 weeks/sem.  
 Pre-Req: Program director approval  
 Co-Req: None

Second of two eight-week fieldwork experiences (ACOTE requirement) designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students will participate in the supervised delivery of occupational therapy services in a variety of settings, utilizing skills, concepts, techniques, and strategies learned through academic preparation. Opportunities will be provided for the students to synthesize, develop, and apply academic knowledge and entry level practice skills within the fieldwork setting.

\*\* This Course is not designed for transfer to a 4-year college or university.

## Orientation

**ORN 100 Orientation to College**.....1 cr.  
..... 1 Lec. hr./week

Pre-Req: None  
Co-Req: None

A course designed to assist the student in making a successful adjustment to college life. Among the topics covered are college services, library usage, career goals, study skills, advising and registration, and value clarification. Open only to students with fewer than 30 earned hours.

## Philosophy

**PHIL 1030 Introduction to Philosophy** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: ACT READ 19  
Co-Req: ACT ENGL 14

A general introduction to philosophical inquiry and the major branches of philosophy, including ethics, epistemology, ontology/metaphysics, aesthetics and political and social philosophy. The course is designed to aid students in developing critical thinking skills and in understanding and assessing important ideas about, and approaches to, fundamental questions about life, self and others.

**PHIL 1040 Introduction to Ethics**.....3 cr.  
.....3 Lec. hrs./week

Pre-Req: ACT READ 19  
Co-Req: ACT ENGL 14

An introduction to values in the modern world, including a critical overview of ethical theories that have shaped the history of thought about values. The course incorporates ethical issues, narratives taken from film and literature, and case studies from a variety of fields, including business ethics, the environment, medical ethics, information technology and science and/or ethics in the media.

## Phlebotomy

**PLBT 1300 Phlebotomy \*\***.....3cr.  
.....3 Lec. hrs./week

Pre-Req: ACT READ 19, ACT ENGL 18, ACT MATH 19  
Co-Req: None

This course introduces students to basic concepts in phlebotomy. Topics addressed include selection and use of phlebotomy equipment, patient identification, site selection and preparation. The proper procedure for performing venipuncture and skin puncture will be taught in a simulated environment. The student will practice proper phlebotomy technique on model training arms.

**PLBT 1301 Phlebotomy Clinical I\*\***.....3cr.  
.....3 Lec. hrs./week

Pre-Req: PLBT 1300  
Co-Req: None

This course expands on concepts taught in PLBT 1300. In this course, the student will perform blood collection procedures on classmates and patients to include venipuncture and skin puncture procedures. The blood collection procedures will be performed in a highly-structured environment with instructor supervision and will be performed using proper technique and with careful attention to standard precautions

## Physical Education

**PHED 2010 First Aid & Safety**.....3 cr.  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

A course emphasizing the study, practice, and application of the standard and accepted principles of first aid and safety. Certification in Cardiopulmonary Resuscitation is awarded to those who qualify.

**PHED 2020 Personal Health** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

A course stressing the values of desirable health practices as related to the functions of body use and care. Emphasis is placed on communicable diseases, family living, and individual responsibilities.

**PHED 2030 Community Health**.....3 cr.  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

A course stressing the values of desirable health practices as related to the health of the family and the community.

**PHED 2040 Introduction to Physical Education** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

Historical and philosophical survey of physical education and its place in the general framework of education, and a study of the basic principles underlying the modern physical education program.

**PHED 2050 Health and Wellness** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

Health and Wellness promotes individual responsibility for well being, local and natural health concerns, personal health risk factors, lifestyle behaviors, cultural and societal influences and preventive health measures.

**PHED 2060 Individual and Team Sports** .....3 cr.  
.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: None

Course emphasizing the study, practice, and application of individual and team sports and activities.

### Activity Courses

*These courses are designed (1) to teach recreational leisure-time activities, (2) to provide health-giving physical exercises, and (3) to provide a basis for carry over of healthful physical activity into later life.*

**PHED 1020 Self Defense I \*\*** .....1 cr.  
..... 2 Lab hrs./week

Pre-Req: None  
Co-Req: None

This course will introduce students to self defense skills. Emphasis will be placed on the physical and mental skills necessary to protect oneself in certain attack situations. Stand-up and ground defense will be explored.

\*\* This Course is not designed for transfer to a 4-year college or university.

**PHED 1080 Physical Fitness - Weight Training I \*\* .....1 cr.**  
 ..... 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

An activity class of instruction and participation in exercises utilizing calisthenics and weights. The value of exercise and the importance of safety will be stressed.

**PHED 1120 Self Defense II \*\* .....1 cr.**  
 ..... 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

This course will introduce students to self defense. Emphasis will be placed on the physical and mental skills necessary to protect oneself in certain attack situations. Stand-up, ground, and weapons defense will be explored.

**PHED 1180 Physical Fitness - Weight Training II \*\* .....1 cr.**  
 ..... 2 Lab hrs./week  
 Pre-Req: PHED 1080  
 Co-Req: None

An activity class consisting primarily of calisthenics and weight training designed to impact knowledge, develop skills, and create a positive attitude towards a lifetime of movement activity.

**PHED 1280 Walking/Fitness \*\* .....1 cr.**  
 ..... 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

A course designed for students wanting to begin and maintain physical fitness through the aerobic exercise of walking.

**PHED 1380 Wellness/Fitness \*\* .....1 cr.**  
 ..... 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None

A course designed to introduce theories and practical experiences in the principles of wellness. Emphasis on physical fitness, fitness assessment, stress management, weight control and proper diet. Physical activity required.

## Physical Science

**PSCI 1010 Principles of Physical Science .....4 cr.**  
 .....3 Lec. hrs./ 3 Lab hrs./week  
 Pre-Req: ACT READ 19, ACT MATH 19  
 Co-Req: None

Designed for the non-science major to fulfill general education requirements in the laboratory-based physical sciences. This course includes (1) investigation of scientific methodology, common measurement systems, symbols and equations, problem solving approaches and the nature of science; (2) a study of the fundamental concepts of Newtonian mechanics and (2) an introduction to basic inorganic and organic chemistry. Course intends to establish a base from which the non-science student can view nature more perceptively. Emphasis is placed on helping students to conceptualize scientific information.

**PSCI 1020 Principles of Earth/Space .....4 cr.**  
 .....3 Lec. hrs./ 3 Lab hrs./week  
 Pre-Req: ACT READ 19, ACT MATH 19  
 Co-Req: None

Designed for the non-science major to fulfill general education requirements in the laboratory-based physical sciences. This course includes a study of two fundamental components of the physical sciences: (1) Astronomy: theories regarding formation of the universe, galaxies and stars will be discussed leading to an understanding of how stars are arranged in space and the nature of the Milky Way galaxy, our solar system, and planet earth and (2) Earth Science: rocks, minerals, earth's internal properties, building and shaping of the earth's surface, geologic time, the atmosphere, oceans, and weather. This course intends to establish a base from which the non-science student can view nature more perceptively. Emphasis is placed on helping students to conceptualize scientific information.

## Physical Therapist Assistant

*Admission to the PTA program is required prior to taking PTAT courses.*

**PTAT 2200 Introduction to Physical Therapy \*\* .....2 cr.**  
 ..... 2 Lec. hr./week  
 Pre-Req: See above  
 Co-Req: PTAT 2460, 2410

This course introduces the physical therapist assistant student to the history of the physical therapy profession and the PTA, contemporary physical therapy practice and the role of the PTA in relationship to the physical therapist and other health care providers, and the American Physical Therapy Association. Medical terminology and documentation techniques are also introduced in relation to physical therapy practice.

**PTAT 2280 Seminar for the PTA \*\* .....2 cr.**  
 .....2 Lec. hrs./week  
 Pre-Req: PTAT 2200, 2410, 2460, 2370, 2440, 2510, 2492, 2520, 2530  
 Co-Req: PTAT 2493, 2494

This course provides the PTA student with opportunities to bridge previous course work to a variety of unique clinical perspectives within the practice of physical therapy. This course provides continued opportunities to apply prior learning to the transition from student to successful member of the healthcare team.

**PTAT 2410 Kinesiology for the PTA \*\* .....4 cr.**  
 .....3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: Admission to the PTA program  
 Co-Req: PSCI 1010, PTAT 2200, PTAT 2260, BIOL 2010

This course integrates basic and advanced functions of the nervous and musculoskeletal system with emphasis on normal joint structure, muscle attachments, actions and innervations, palpation skills and manual muscle testing. The physical therapist assistant student will apply these concepts to the understanding of normal human motion in relation to physical therapy practice.

**PTAT 2440 Biophysical Agents for PTA \*\* .....4 cr.**  
 .....3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: PTAT 2200, 2410, 2460  
 Co-Req: PTAT 2510, 2370

This course includes all current theory and practice of biophysical agents for the physical therapist assistant student. Emphasis will be placed on safe and effective application, physiological effects, intervention parameters and expected outcomes.

\*\* This Course is not designed for transfer to a 4-year college or university.



**PTAT 2460 Patient Care Skills for the PTA \*\* .....4 cr.**  
 .....3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: Admission to the PTA program  
 Co-Req: PTAT 2200, 2410

This course includes all of the fundamental patient care skills, selected data collection and physical therapy interventions for the physical therapist assistant student.

**PTAT 2370 Professional Development for the PTA \*\* .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: PTAT 2200, 2410, 2460  
 Co-Req: PTAT 2440, 2510

This course prepares the PTA student for skills needed to be successful in the broader domain of the health care workforce, with a focus on those attributes and behaviors that apply to the PTA within the clinical environment.

**PTAT 2492 Integrated Clinical Education I \*\* .....4 cr.**  
 .....200 Clin. hrs./sem.  
 Pre-Req: PTAT 2200, 2410, 2460, 2440, 2510  
 Co-Req: None

Integrated clinical education experiences consist of the student's supervised clinical practice of previously learned PTA duties and functions in a physical therapy practice setting under the direction of a licensed physical therapist or physical therapist assistant. Students are required to achieve the program's clinical performance expectations by the end of the clinical education experience.

**PTAT 2493 Terminal Clinical Education I \*\* .....4 cr.**  
 .....200 Clin. hrs./sem.  
 Pre-Req: PTAT 2200,2410, 2460, 2370, 2440, 2510, 2492, 2520, 2530  
 Co-Req: PTAT 2280, 2494

Terminal clinical education experiences consist of the student's supervised clinical practice of previously learned PTA duties and functions in a physical therapy practice setting under the direction of a licensed physical therapist or physical therapist assistant. Students are required to achieve the program's specific clinical performance expectations by the end of the clinical education experience.

**PTAT 2494 Terminal Clinical Education II \*\* .....4 cr.**  
 .....200 Clin. hrs./sem.  
 Pre-Req: PTAT 2200,2410, 2460, 2370, 2440, 2510, 2492, 2520, 2530  
 Co-Req: PTAT 2280, 2493

Terminal clinical education experiences consist of the student's supervised clinical practice of previously learned PTA duties and functions in a physical therapy practice setting under the direction of a licensed physical therapist or physical therapist assistant. Students are required to achieve the program's specific clinical performance expectations by the end of the clinical education experience.

**PTAT 2510 Musculoskeletal Conditions and Treatment \*\* ..5 cr.**  
 .....3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: PTAT 2200, 2410, 2460  
 Co-Req: PTAT 2440, 2370, BIOL 2020

This course introduces the PTA student to common musculoskeletal pathologies, contemporary rehabilitation concepts, and accepted therapeutic interventions for these conditions. Emphasis will be placed on safe and effective application of specific orthopedic treatment interventions and data collection.

**PTAT 2520 Neuromuscular Conditions and Treatment \*\*5 cr.**  
 .....3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: PTAT 2200, 2410, 2460, 2370, 2440, 2510, 2492  
 Co-Req: PTAT 2530

This course introduces the PTA student to common neuromuscular pathologies, contemporary rehabilitation concepts, and accepted therapeutic interventions for these conditions. Emphasis will be placed on safe and effective application of specific neuromuscular treatment interventions and data collection.

**PTAT 2530 Medical and Surgical Conditions and Treatment for the PTA\*\* .....5 cr.**  
 .....3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: PTAT 2200, 2410, 2370, 2440, 2510, 2492  
 Co-Req: PTAT 2520

This course introduces the PTA student to common medical and surgical pathologies of various body systems, contemporary rehabilitation concepts, and accepted therapeutic interventions for these conditions. Emphasis will be placed on safe and effective application of related treatment interventions and data collection.

## Physics

**PHYS 2010 Non-Calculus Based Physics I .....4 cr.**  
 .....3 Lec. hrs./ 3 Lab hrs./week  
 Pre-Req: ACT READ 19, MATH 1530 or higher  
 Co-Req: None

The first course of a two-semester sequence designed for general education, pre-pharmacy, pre-med, and certain other pre-professional and technology majors. The course includes a study of the fundamental laws of mechanics, heat, and sound.

**PHYS 2020 Non-Calculus Based Physics II .....4 cr.**  
 .....3 Lec. hrs./ 3 Lab hrs./week  
 Pre-Req: ACT READ 19, MATH 1530 or higher  
 Co-Req: None

A study of the fundamental laws of electricity, magnetism, optics, and an introduction to atomic and nuclear physics.

**PHYS 2110 Calculus Based Physics I .....4 cr.**  
 .....3 Lec. hrs./ 3 Lab hrs./week  
 Pre-Req: ACT READ 19, MATH 1910  
 Co-Req: MATH 1910 with permission of the instructor

The study of the fundamental laws of mechanics, heat, and sound. The same material as PHYS 2010 except for calculus being used throughout.

**PHYS 2120 Calculus Based Physics II .....4 cr.**  
 .....3 Lec. hrs./ 3 Lab hrs./week  
 Pre-Req: ACT READ 19, MATH 1910  
 Co-Req: None

The study of fundamental laws of electricity, magnetism, optics, and an introduction to atomic and nuclear physics.

## Political Science

**POLS 1030 American Government .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19  
 Co-Req: None

An examination of the Constitution, federalism, separation of powers, political parties, interest groups, the media, and political theory.

**POLS 2025 State and Local Government.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19  
 Co-Req: None

An examination of the executive, legislative, judicial, and bureaucratic systems at the national, state, and local levels.

## Psychology

**PSYC 1030 General Psychology .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

General Psychology is an introductory survey course which explores the scientific study of human behavior. Topics include: the history of psychology, research methodology, psychobiology, learning, memory, intelligence, motivation, emotion, personality, psychopathology, and psychotherapy.

**PSYC 2110 Psychology of Adjustment.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

Psychology of Adjustment is a course designed to explore psychological health, adaptation, and the application of psychological principles to the challenges of living. Topics include: stress and coping, relationships, interpersonal communication, wellness, self-identity, work, technology and social media, human behavior and the environment, and positive psychology.

**PSYC 2120 Social Psychology .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

A study of the methods and findings in social psychology with an emphasis on the following areas: conformity, mass communication, propaganda, persuasion, self-justification, human aggression, prejudice, human attraction, and communication.

**PSYC 2130 Life Span Psychology .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

A course presenting an overview of human growth and development throughout the life-span. The theories of Piaget, Erickson, Bandura, Maslow, and other contemporary theorists are explored, and the data supporting each theory examined. Applications of the data to wide variety of settings is examined and discussed. The course focuses on identifying the processes which either enhance or hinder the physical, cognitive, social, emotional, and verbal development of the individual throughout the life-span.

## Radiologic Technology

*A student must be formally admitted to the Radiologic Technology program before taking any RADT courses.*

**RADT 1110 Radiographic Image Critique .....1 cr.**  
 .....1 Lec. hr./week  
 Pre-Req: Admitted to RAD program  
 Co-Req: See program outline

This course provides an evaluation of radiographic image criteria. Topics will include identification of anatomical structures, accurate positioning, and technical factors on images in each unit of instruction. An emphasis will be placed on problem solving to determine the appropriate changes needed to obtain optimal image quality.

**RADT 1220 Radiology Biology and Protection.....2 cr.**  
 .....2 Lec. hrs./week  
 Pre-Req: Admitted to RAD program  
 Co-Req: See program outline

This course is a study of the impact of radiation exposure on biological systems, methods for measuring and monitoring radiation, and the responsibilities of the radiographer to protect personnel, patients, and the public from excessive exposure. Quantities and units of radiation are discussed in reference to x-ray equipment, radiation protection, and detection devices.

**RADT 1250 Radiographic Digital Imaging.....2 cr.**  
 .....2 Lec. hrs./week  
 Pre-Req: Admitted to RAD program  
 Co-Req: See program outline

This course is an introduction to the principles and techniques of digital radiography. Topics include digital image acquisition, display, and archiving.

**RADT 1260 Radiographic Practicum I.....2 cr.**  
 .....16 Clin. hrs./week  
 Pre-Req: Admitted to RAD program  
 Co-Req: RADT 1390, RADT 1340, RADT 1380

This introductory course is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will be engaged with the proper use of radiographic equipment, along with the development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. Competence at this introductory level will be evaluated and documented for a selected category of exams.

**RADT 1315 Introduction to Radiography.....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: Admitted to RAD program  
 Co-Req: RADT 1330, RADT 1385, RADT 2250

This course is a study of the legal and ethical aspects of the radiologic technology profession as well as an introduction to basic patient care techniques for various patient populations. An overall view of professional demands is also presented.

**RADT 1330 Radiographic Procedures I .....3 cr.**  
 .....2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RADT 1315, RADT 1385

This course is an introduction to the basic principles of positioning as applied to radiographic imaging. Topics include general procedural considerations, anatomical landmarks, and factor selection for each unit of instruction or radiographic study covered in the course.

**RADT 1340 Radiographic Procedures II .....3 cr.**  
 .....2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RADT 1390, RADT 1260, RADT 1380

This course provides a continuation of Radiographic Procedures I concerning the principles of positioning as applied to radiographic imaging. Topics include general procedural considerations, anatomical landmarks, and factor selection for each unit of instruction or radiographic study covered in the course.

**RADT 1380 Principles of Radiation Physics .....3 cr.**  
 .....2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: RADT 1385  
 Co-Req: RADT 1390, RADT 1260, RADT 1340

This course is an in-depth study of concepts of radiation physics. Emphasis will be placed on the x-ray tube, circuitry, production and emission, as well as photon interaction with matter.

**RADT 1385 Radiographic Equipment Operations .....3 cr.**

.....2 Lec. hrs./ 2 Lab hrs./week

Pre-Req: None  
Co-Req: RADT 1315, RADT 1330

This is an introductory course that discusses the role of radiographic equipment operation. It will provide the basic material necessary to identify the necessity of radiation protection, digital imaging supplies, equipment, and principles of radiation production.

**RADT 1390 Principles of Image Acquisition .....3 cr.**

.....3 Lec. hrs./week

Pre-Req: None  
Co-Req: RADT 1260, RADT 1340, RADT 1380

This course is a study of factors impacting the creation and recording of the radiographic image. Topics include basic principles of radiographic techniques, image production, and exposure.

**RADT 1470 Radiographic Practicum II.....4 cr.**

..... 32 Clin. hrs./week

Pre-Req: None  
Co-Req: RADT 2330

This course is a continuation of Radiographic Practicum I and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specific levels of competence. Students will build upon their foundation and continue the proper use of radiographic equipment, along with the development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. Competence at this continued level will be evaluated and documented for a selected category of exams.

**RADT 2195 Radiographic Seminar .....1cr.**

..... 1 Lec. hrs./week

Pre-Req: Admitted to RAD program  
Co-Req: See program outline

This is an advanced level course designed to study and discuss radiographic principles, techniques, and methods. The knowledge of the profession is enhanced through group discussion, research, and writing. An emphasis will be placed on the synthesis of skills and information needed to exercise independent judgment in the performance of medical imaging procedures.

**RADT 2210 Radiographic Pathology.....2 cr.**

.....2 Lec. hrs./week

Pre-Req: None  
Co-Req: See program outline

This course introduces the concepts related to disease, signs and symptoms, and etiological considerations for several body systems. Emphasis is on radiographic appearance of disease and impact on exposure selection.

**RADT 2250 Advanced Patient Care .....2 cr.**

.....2 Lec. hrs./week

Pre-Req: None  
Co-Req: See program outline

This course is a study of various aspects of patient care during advanced radiographic procedures. Adaptation to patient populations and conditions, as well as critical thinking, will be emphasized.

**RADT 2330 Radiographic Procedures III.....3 cr.**

.....2 Lec. hrs./ 2 Lab hrs./week

Pre-Req: None  
Co-Req: RADT 1470

This course is a continuation of Radiographic Procedures II concerning the principles of positioning as applied to radiographic imaging. Topics include general procedural considerations, anatomical landmarks, and factor selection for each unit of instruction or radiographic study covered in the course.

**RADT 2335 Radiographic Procedures IV.....3 cr.**

..... 2 Lec. hrs./ 2 Lab hrs./week

Pre-Req: None  
Co-Req: RADT 2360

This course provides an introduction to advanced procedures and speciality imaging areas. Topics include myelography, CT, MRI, radiation therapy, ultrasound, and interventional radiography.

**RADT 2340 Radiographic Procedures V.....3 cr.**

..... 2 Lec. hrs./ 2 Lab hrs./week

Pre-Req: None  
Co-Req: RADT 2380

This is an advanced course focused on modifying standard radiographic and fluoroscopic exams. It will include recognition of certain pathological factors or special patient conditions that necessitate adapting standard exam protocols.

**RADT 2360 Radiographic Practicum III .....3 cr.**

..... 24 Clin. hrs./week

Pre-Req: RADT 1260  
Co-Req: RADT 2335

This course is a continuation of Radiographic Practicum II and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will continue the progressive use of radiographic equipment, along with enhanced development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. In addition, improvement of critical thinking and problem solving skills for non-routine situations will be highlighted. Competence at this progressive level will be evaluated and documented for a selected category of exams.

**RADT 2370 Radiographic Practicum IV .....3 cr.**

..... 24 Clin. hrs./week

Pre-Req: RADT 2360  
Co-Req: RADT 2340

This course is a continuation of Radiographic Practicum III and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will continue the progressive use of radiographic equipment, along with enhanced development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. In addition, improvement of critical thinking and problem solving skills for non-routine situations will be highlighted. Competence at this progressive level will be evaluated and documented for a selected category of exams.

**RADT 2380 Radiographic Practicum V** .....3 cr.  
 ..... 24 Clin. hrs./week  
 Pre-Req: None  
 Co-Req: RADT 2385

This course is a continuation of Radiographic Practicum IV and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specific levels of competence. Students will demonstrate advanced use of radiographic equipment, along with the display of professional level skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. Advanced improvement of critical thinking and problem solving skills for non-routine situations will be exhibited along with exposure to special exams. Competence at this advanced level will be evaluated and documented for a selected category of exams.

**RADT 2385 Radiographic Capstone**.....3 cr.  
 ..... 2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RADT 2380

This course serves as a culminating experience in which students are expected to apply knowledge gained from their education in Radiological Sciences. This course is designed to provide a final demonstration of knowledge while preparing students to meet the goal of passing the registry. The purpose of this capstone course is to facilitate the integration and synthesis of content through mock testing, soft skills training and critical thinking; it is also a turning point for the student from education to professional practice.

## Reading

**READ 0010 Lab for COL 1010\*\*** .....3 cr.  
 ..... 3 Lec. hrs./week  
 Pre-Req: Placement by testing  
 Co-Req: COL 1010

Co-requisite reading lab for students with reading ACT scores below 19 who are required to enroll in COL 1010 to satisfy the reading competencies. Completion will satisfy Tennessee Board of Regents learning support reading competencies. This course does not meet general education requirements for graduation or elective credits for graduation.

**READ 0899 Reading Preparation\*\*** .....3 cr.  
 ..... 3 Lec. hrs./week  
 Pre-Req: Placement by testing  
 Co-Req: None

READ 0899 is a three-credit course allowing students planning to apply to certificate programs the opportunity to meet TBR Reading competencies. Successful completion of the course does not satisfy TBR learning support reading competencies. Students will retake the placement test after completion of the course to determine whether TBR learning support reading competencies have been met.

## Respiratory Care

*A student must be formally admitted to the Respiratory Care program before taking any RESP courses.*

**RESP 1220 Introduction to Clinical Practice\*\*** .....2 cr.  
 ..... 8 Clin. hrs./week  
 Pre-Req: None  
 Co-Req: RESP 1310, 1420

Introduction to Clinical Practice covers the basic respiratory therapy procedures encountered in the student's first clinical practice. Topics include basic life support, introduction to the clinical affiliate, medical gas therapy, bedside patient assessment and aerosol therapy. Laboratory experience precedes in-hospital care.

**RESP 1225 Cardiopulmonary Pharmacology\*\*** .....2 cr.  
 .....2 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: RESP 1320, 1410

Cardiopulmonary Pharmacology studies the different classes of drugs that affect the cardiopulmonary system. Topics include routes of administration, drug calculations, indications, modes of action, adverse reactions and assessment of effectiveness.

**RESP 1310 Cardiopulmonary Pathophysiology\*\*** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: RESP 1220, 1420

Cardiopulmonary Pathophysiology studies common diseases and disorders affecting the Cardiopulmonary system including the etiology, pathophysiology, presentation and treatment.

**RESP 1320 Cardiopulmonary Physiology\*\*** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: RESP 1225, 1410

Cardiopulmonary Physiology provides an in-depth study of the physiology of the cardiopulmonary system. Topics include the mechanics of breathing, ventilation/perfusion relationships, gas transport mechanisms and neurologic control of ventilation. Maintenance of acid/base balance and the interpretation of arterial blood gases are also discussed.

**RESP 1410 Fundamentals of Respiratory Care 1\*\*** .....4 cr.  
 .....3 Lec. hrs./2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RESP 1320, 1225

Fundamentals of Respiratory Care 1 introduces the student to the Respiratory Care profession. Topics covered include professional organizations, licensure, terminology, medical gas therapy, equipment cleaning, isolation techniques and basic patient assessment.

**RESP 1420 Fundamentals of Respiratory Care 2\*\*** .....4 cr.  
 .....3 Lec. hrs./2 Lab hrs./week  
 Pre-Req: See above  
 Co-Req: RESP 1310,1220

Fundamentals of Respiratory Care 2 is a continuation of RESP 1410, Fundamentals of Respiratory Care 1. Topics covered in this course include basic Respiratory Care modalities such as hyperinflation and airway clearance therapies and airway management.

**RESP 2339 Introduction to Clinical 2\*\*** .....3 cr.  
 ..... 24 Clin. hrs./week  
 Pre-Req: None  
 Co-Req: RESP 2440, 2442

Introduction to Clinical 2 is an application of topics presented in previous and current Respiratory Care courses. Competence is to be obtained in arterial blood sampling and airway care.

**RESP 2440 Mechanical Ventilation\*\* .....4 cr.**  
 .....3 Lec. hrs./2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RESP 2339, 2442

Mechanical Ventilation discusses the indications for and techniques of mechanical ventilation including initiation and modification of settings.

**RESP 2442 Cardiopulmonary Diagnostic Testing\*\* .....4 cr.**  
 .....3 Lec. hrs./2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RESP 2339, 2440

Cardiopulmonary Diagnostic Testing includes invasive and non-invasive cardiopulmonary testing procedures to include: pulmonary function testing, polysomnography, cardiac and pulmonary exercise testing, hemodynamic monitoring from arterial lines and pulmonary artery catheters, bronchoscopy and chest tube placement.

**RESP 2444 Critical Care Practice 1\*\* .....4 cr.**  
 .....24 Clin. hrs./week  
 Pre-Req: None  
 Co-Req: RESP 2445, 2455

Critical Care Practice 1 is a supervised clinical application of skills developed in previous and current Respiratory Care courses. Topics to include adult mechanical ventilation and airway management.

**RESP 2445 Advanced Concepts of Mechanical Ventilation\*\* 4 cr.**  
 .....3 Lec. hrs./2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RESP 2444, 2455

Advanced Concepts of Mechanical Ventilation will introduce the student to patient-ventilator systems, patient-ventilator management, equipment care and airway management. Topics will also include technologies utilized with modern mechanical ventilator systems.

**RESP 2455 Pediatric Respiratory Care\*\* .....4 cr.**  
 .....4 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: RESP 2444, 2445

Pediatric Respiratory Care studies the etiology, pathophysiology, presentation and treatment of common neonatal and pediatric cardiopulmonary diseases and disorders. Various mechanical ventilation techniques will be discussed. Pediatric Advanced Life Support, PALS, training will be provided.

**RESP 2456 Comprehensive Credentialing Preparation\*\* 4 cr.**  
 .....4 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: RESP 2465

Comprehensive Credentialing Preparation will prepare the student to set for and pass the National Board for Respiratory Care (NBRC) Therapist Multiple Choice (TMC) and Clinical Simulation Examinations.

**RESP 2465 Critical Care Practice 2\*\* .....4 cr.**  
 .....24 Clin. hrs./week  
 Pre-Req: None  
 Co-Req: RESP 2456

Critical Care Practice 2 is a supervised clinical application of skills developed in previous and current Respiratory Care courses. Topics to include non-adult mechanical ventilation techniques and assessment.

## Service Learning

**SLR 2999 Service Learning .....1 cr.**  
 .....TBA hrs./week  
 Pre-Req: None  
 Co-Req: None

This course places emphasis on meeting community needs and reflecting on that service experience. Practical experience activities are designed to help students make early career decisions, make the service relevant to the area of academic study, assist students in a competitive job market and university admissions processes, and promote ethical concern for society. This course may be taken a total of three times.

## Social Work

**SWRK 2010 Introduction to Social Work .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

An introduction to the field of social work, its history and important theoretical and practical approaches in the context of social and ethnic diversity. Attention is paid to the strengths perspective as well as to the concept of social justice and the understanding of person in environment.

**SWRK 2020/SOCI 2020 Cultural Diversity .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

Focuses on the dynamics and consequences of discrimination, economic deprivation and oppression on people of color, women, gay and lesbian persons. Other populations at risk are examined and distinguished by age, ethnicity, culture, class, and physical or mental ability. Exploration of personal and professional beliefs, values, roles and norms of culturally different clients and the use of culture in formulating appropriate intervention.

## Sociology

**SOCI 1010 Introduction to Sociology .....3 cr.**  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

A general survey of the fundamental concepts, methods, and theoretical perspectives underlying social relationships.

**SOCI 1011/CRMJ 1010 Introduction to Criminal Justice.3 cr.**  
 .....3 Lec. hrs. /week  
 Pre-Req: None  
 Co-Req: None

An overview of the U.S. criminal justice system, with an emphasis on the work of law enforcement, the courts, and the corrections system. Attention is given to the development of criminal law from its roots in English common law, as well as to the career options and opportunities available to those currently working or planning to work in law enforcement or another aspect of criminal justice, such as forensics, corrections or the courts.

**SOCI 1020 Social Problems** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

An analysis of current national and global social problems and policies: the magnitude, causes, consequences, and possible solutions to various problems including poverty, racism, sexism, ageism, alcohol and drug abuse, crime, environmentalism, and urbanization.

**SOCI 2020/SWRK 2020 Cultural Diversity** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

Focuses on the dynamics and consequences of discrimination, economic deprivation and oppression on people of color, women, gay and lesbian persons. Other populations at risk are examined and distinguished by age, ethnicity, culture, class, and physical or mental ability. Exploration of personal and professional beliefs, values, roles and norms of culturally different clients and the use of culture in formulating appropriate intervention.

## Spanish

**SPAN 1010 Beginning Spanish I** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

A study of pronunciation, phonetics, and basic grammar through the past tense. Emphasis on basic conversational sentences and listening comprehension. Some discussion of Spanish history and customs.

**SPAN 1020 Beginning Spanish II** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18; SPAN 1010 or two years of high school Spanish.  
 Co-Req: None

The completion of basic grammar and verb tenses through the subjunctive. Continuation of reading and conversation. Some discussions of Spanish history and customs.

**SPAN 2010 Intermediate Spanish I** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18; SPAN 1020 or its equivalent.  
 Co-Req: None

A thorough review of Spanish grammar. Stories of South American history, folklore, and literature included.

**SPAN 2020 Intermediate Spanish II** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18; SPAN 1020 or its equivalent.  
 Co-Req: None

A study of the uses of present and past subjunctive in complex sentences; continuation of reading and conversation. Some discussion of Spanish literature, art, history and other culture aspects. May be taken before SPAN 2010.

**SPAN 2510 Spanish Conversation and Composition** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: SPAN 2020  
 Co-Req: None

Intermediate level competency in comprehension, speaking, reading and writing Spanish required. This course will focus on the functional aspects of speaking Spanish to increase proficiency through sustained, topic-related conversations, with grammar and conceptual review. The course is primarily taught in a study-abroad setting through TnCIS. Location subject to change.

## Theatre

**THEA 1030 Introduction to Theatre** .....3 cr.  
 .....3 Lec. hrs./week  
 Pre-Req: ACT READ 19, ACT ENGL 18  
 Co-Req: None

Students will study the history, forms and functions of theatre and will develop skills for critically analyzing the mutual social, cultural and historical influences of theatre and its context.

## Course Offerings Through TNeCampus and TnCIS

Jackson State offers some courses through the TNeCampus and TnCIS. These courses are not offered on-campus or through Jackson State's online course platform. More information about these courses can be found in the Course Description section. These courses are not part of any current Jackson State program, but may be taken for elective credit. Current courses offered through these methods are listed below.

### TNeCampus

HSC 190 Introduction to Human Pathophysiology

### TnCIS

SPAN 2510 Spanish Conversation and Composition

# Course Changes

Many of our courses have changed alpha/numeric rubrics and/or titles. A crosswalk is provided below to help you during this transitional time. Please see the Course Descriptions section of this catalog for more information or contact your advisor if you have additional questions regarding course rubrics or titles.

## Course Rubrics / Titles Crosswalk

### NEW Rubric/Title

ART 1035.....	Introduction to Art
ART 1045.....	Drawing I
ART 1050.....	Drawing II
ART 2000.....	Art History Survey I
ART 2020.....	Art History Survey II
BIOL 1510.....	Environmental Science I
BIOL 1520.....	Environmental Science II
COMM 2025.....	Fundamentals of Communication
ECON 2100.....	Principles of Macroeconomics
ECON 2200.....	Principles of Microeconomics
ENGL 2110.....	Early American Literature
ENGL 2120.....	Modern American Literature
HIST 2060.....	African-American History
HIST 2310.....	Early World History
HIST 2320.....	Modern World History
PHIL 1040.....	Introduction to Ethics
POLS 2025.....	State and Local Government
EETC 1311.....	Electrical Circuits I
ENST 1360.....	Mechanical Power Transmissions
EETC 1321.....	Electronics I
EETC 2331.....	PLC I
EETC 2333.....	Industrial Electronic Controls
EETC 2332.....	PLC II
ENST 2361.....	Fluid Power Systems
EETC 2361.....	Instrumentation Technology
EETC 2350.....	Robotics
ENST 2390.....	Capstone
ENST 1350.....	Industrial Safety
ENST 2391.....	Internship
ENST 1311.....	Computer Aided Design I
ENST 1370.....	Manufacturing Processes
COM 214.....	Oral Interpretation
COMM 2090.....	Interpersonal Communication
PTAT.....	
OTAP.....	
MLAB.....	
RADT.....	
RESP.....	

### OLD Rubric/Title

ART 1030.....	Art Appreciation
ARTP 1010.....	Drawing I
ARTP 1020.....	Drawing II
ARTH 2010.....	Survey of Art History I
ARTH 2020.....	Survey of Art History II
ESC 1110.....	Environmental Science I
ESC 1120.....	Environmental Science II
SPCH 1010.....	Fundamentals of Speech
ECON 2010.....	Macroeconomics
ECON 2020.....	Microeconomics
ENGL 2111.....	American Literature: Pre-Colonial to 1865
ENGL 2121.....	American Literature: 1865-Present
HIST 2040.....	African-American History
HIST 1110.....	Survey of World Civilizations I
HIST 1120.....	Survey of World Civilizations II
PHIL 2110.....	Introduction to Ethics
POLS 2010.....	State and Local Government
EET 130.....	DC/AC Circuits
EET 150.....	Electro-Mechanical Devices
EET 170.....	Electronics I
EET 180.....	Programmable Logic Controllers I
EET 200.....	Motors and Motor Controls
EET 230.....	Programmable Logic Controllers II
EET 240.....	Fluid Power
EET 260.....	Instrumentation
EET 270.....	Robotic Systems
EET 297.....	Automatic Processes
IT 150.....	Industrial Circuits
IT 291.....	Industrial Technology Internship/Co-op
MET 110.....	Introduction to Drafting and AutoCAD Applications
MET 212.....	Materials and Manufacturing
SPE 214.....	Oral Interpretation
SPE 231.....	Interpersonal Communication
PTA.....	
OTA.....	
MLT.....	
RAD.....	
RCT.....	

# Who We Are

[Back to TOC](#)

## Administrative, Professional & Support Staff

### A

**Ron Acree**, Director of Small Business Development Center. A.A., Oklahoma Military Academy Jr. College. B.S., University of Science and Arts of Oklahoma; M. Ed., University of Central Oklahoma.

### B

**Larry G. Bailey**, Vice President for Academic Affairs. B.B.A., Delta State University; M.B.A. Delta State University; Ph.D., University of Mississippi; Post-Doctoral Study, Mississippi State University.

**Jackie Barnacastle**, Academic Computer Operations Coordinator. A.S., Jackson State Community College; B.B.A., The University of Memphis.

**Eric P. Barnett**, Maintenance Utility Worker.

**Roselind Blackwell**, Financial Aid Assistant. A.A.S.; Jackson State Community College.

**John Brandt**, Director of Financial Aid. B.S., Truman State University; M.B.A., William Woods University.

**Jeannette Burton**, Sponsored Programs Officer. A.S., Jackson State Community College; B.S., Union University.

### C

**Sherry Channell**, Health Sciences Coordinator. B.S., University of Tennessee; M.A., Liberty University; Ed.S., Liberty University.

**Jennifer Cherry, Director**, Curriculum and Adjunct Services. A.S., Jackson State Community College; B.P.S., The University of Memphis; M.B.A., University of Tennessee at Martin.

**C.H. Clark**, Auto Mechanic and Grounds.

**David Clark**, Admissions Coordinator. A.A.S., Jackson State Community College.

**Derek Cobb**, Grounds.

**Scott R. Cohen**, Library Director. B.A., Valdosta State College; M.A., Florida State University; M.S.L.S., Florida State University.

**James Cole**, Custodian.

**Ruthea Coleman**, Records Coordinator/Graduation Analyst. B.S., Tennessee State University; M.A., Miami University.

**James Condray**, Computer Lab Technician. A.A.S, Jackson State Community College; A+, Certified Digital Forensics Examiner.

**Helen Crouse**, Accountant I. A.S., Jackson State Community College; B.S., University of Tennessee at Martin.

**Lisa Crow**, Executive Assistant to the Vice President of Financial and Administrative Affairs.

**Vivian Cumberlander**, Account Clerk II.

**Jacqueline Currie**, Director of Orientation and Retention. B.A., The University of Memphis; M.S., The University of Memphis.

### D

**Meisha Daniels**, Director, Distance Education. B.A., University Central Arkansas; M.Ed., American University.

**Linda Davis**, Systems Analyst. A.A.S., Jackson State Community College; B.P.S., University of Memphis; C.P.S.

**Patrick Davis**, Dean, Academic Support. A.S., Jackson State Community College; B.S., University of Tennessee at Martin; M.B.A., M.A.Ed., University of Phoenix.

**Sonny Davis**, Systems Administrator. A.A.S., Jackson State Community College; B.S., Lambuth University.

**Annette Deaton**, Coordinator of Placement and Career Services. A.S., Southwest Tennessee Community College; B.B.A., The University of Memphis; M.S., The University of Memphis; A.B.D., Grambling State University.

**Erin Delle**, Completion Coach. B.A., The University of Memphis; M.A., University of West Florida.

**Tim Dellinger**, Vice President for Financial and Administrative Affairs. A.S., Jackson State Community College; B.S.B.A., Union University; M.B.A., Union University.

**Kathy Doll**, Printing Technician.

### E

**Robert Ellington**, Maintenance Lead.

**Joretta Ellison**, Completion Coach. B.A., Union University.

### F

**Meda Falls**, Director of Savannah-Hardin County Center. B.S., Peabody College.

**Betty Foust**, Financial Aid Assistant.

**Heather Freeman**, Assistant to the President. A.S., Jackson State; CPS; B.P.S., The University of Memphis.

**Lorrel Fuller**, Technical Clerk. B.S., University of Tennessee at Martin.

**Paula Fuller**, Recruitment Coordinator. A.S., Jackson State Community College; B.B.A., University of Memphis.

### G

**Jeff Gagnon**, Custodian.

**Brian Gann**, Vice President of Student Services. A.A., Bevill State Community College; B. A., University of Alabama; M.A., University of Alabama.

**Victor Garcia**, Web Administrator. B.S., Middle Tennessee State University.

**Connie Geary**, Secretary III, Nursing. A.A.S., Jackson State Community College.

**Jessica Gelinas**, Division Secretary, Social and Behavioral Sciences.

**Veronica Goff**, Director of Printing Services. A.A.S, Jackson State Community College.

**Laurie Graves**, Custodian.

**Leah Gray**, Director of Program Innovation. A.A., Jones County Junior College; B.B.A., Freed-Hardeman University; M.A., University of Phoenix On-Line; Professional H.R. Certification; E.M.T.-IV.

**Denise Greenfield**, Learning Center Specialist, Lexington. A.A.S., Jackson State Community College; CMA, CAP.

**David Greenway**, Groundskeeper. A.S., Jackson State Community College; B.S., Union University.

**Glory Griffin**, Secretary III. A.S., Jackson State Community College; B.B.A., University of Memphis; CAP, OM.



**Michelle Gurley**, Account Clerk II. A.S., Jackson State Community College; B.S., Lambuth University.

## H

**Allana Hamilton**, President. B.S., Tusculum College; M.S., East Tennessee State University; Ed.D., East Tennessee State University.

**Seth Harden**, Admissions Officer. A.S., Jackson State Community College; B.A., The University of Memphis.

**Victoria Harper**, Admissions and Records Clerk. A.S., Hinds Community College.

**Lacee Harris**, Nursing Support Services Coordinator. B.S.N., Bethel University; Registered Nurse.

**Connie Haskins**, Cash Manager. A.S., Jackson State Community College; C.P.S.; Notary Public.

**Monica Hayes**, Human Resources Specialist.

**Robert Dart Hemrick**, Director of Purchasing. A.A., Wingate College; B.S., University of North Carolina at Chapel Hill.

**Robyn Hicks**, Senior Library Circulation Assistant. B.S., University of Memphis.

**Berlie Hieagle**, Custodian.

**Anna Higgs**, Benefits Coordinator. B.S., University of Tennessee at Martin; M.B.A., Murray State University; Professional HR Certification; Notary Public.

**Adam Hilliard**, Campus Police Officer.

**Meredith Hoffman**, Information Research Analyst. A.A., Jackson State Community College; B.A., Columbia College.

**Sonya Horton**, Learning Resource Center Clerk. B.S., University of North Alabama; M.A.; University of North Alabama.

**Sandra Hunt**, Custodian.

## I

**Brad Isbell**, Technology Specialist. A.A.S., Jackson State Community College; Comptia+, Network+, Security+, ITIL Foundations.

## J

**Eric Jackson**, Groundskeeper.

**Beth Jenkins**, Financial Aid Officer. B.S.B.A., East Carolina University; M.B.A., East Carolina University.

**Kevin Johnson**, Systems Administrator. A.A.S., Jackson State Community College; A+; B.P.S., The University of Memphis.

**Kimberly Johnson**, Director of Workforce Development.

**Lynette Johnson**, Financial Aid Assistant. A.S., Jackson State Community College; B.P.S., The University of Memphis.

**Jonathan Jones**, Maintenance.

**Vanessa Jones**, Catalog/Reference Librarian. B.S., Mississippi College; M.L.I.S., University of Southern Mississippi.

**Veronica Jones**, Coordinator of Academic Assistance Center. B.S., Lane College; B.B.A., Lambuth University.

## K

**Anthony Kail**, Learning Resource Center Assistant. A.A.S., Jackson State Community College; B.A., Ashford University.

**Lisa Kincaid**, Secretary, Development and Community Relations. A.S., Jackson State Community College; B.A., Trevecca Nazarene University.

**Ellen Kirby**, Account Clerk II. A.S., Jackson State Community College.

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## L

**Shelbi Lansdell**, Admissions Officer. B.A., The University of Memphis.

**Gretchen Lambert**, Learning Center Specialist.

**Barbara Lane**, Learning Center Specialist. A.S., Jackson State Community College.

**Cindy Leach**, Systems Analyst. A.S., Jackson State Community College; B.S., Union University; M.S.M., Austin Peay State University.

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**Kelvin Lester**, Women's Basketball Coach.

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**Steve Mayfield**, Maintenance Manager.

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### Emergency Medical Technology Program

#### West Tennessee Healthcare

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## Radiologic Technology Program

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### --Henry County Medical Center

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## Respiratory Care Program

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**Herb Owrey**, BSN, RRT-RPFT, Executive Director. A.S., Jackson State Community College; B.S.N., Union University.

**Lyn Tisdale**, RRT, Director. A.S., Jackson State Community College; B.S., Bethel University.

**Scott Laster**, RRT, Clinical Instructor/Education Coordinator. A.A.S., Jackson State Community College.

### --Henry County Medical Center

**Tony Fry, RRT, Director.** A.S., Jackson State Community College.

### --West Tennessee Healthcare-Dyersburg

**Pam Sumrow**, RRT-NPS, Director. A.A.S., Jackson State Community College.

### --Baptist Memorial Hospital - Union City

**Jim Roberston**, RRT, Director. A.S., Jackson State Community College.

### --Baptist Memorial Hospital-Huntingdon

**Dawn Michelle Garrett**, RRT, Lead Therapist. A.S., California College for Health Sciences.

## The Community Advisory Groups

Jackson State advisory committees are comprised of citizens representing various professions, businesses, and occupations in the service area of the college. The purpose of advisory committees is to assist in determining needs of the community for college services and to make appropriate recommendations.

### Business

- Aaron Cooper
- Lynne Henning
- Shirley Jones
- Barry K. Matthews
- Jennifer Rainey
- Cecelia Rodenbaugh
- Barry Phillips
- Mandy White

### Computer Information Systems

- Jerry Barnett
- Karen Bell
- Tommy Bowman
- Reatha Boyd
- Paul Brian
- John Byrum
- George Tosh
- Curtis Gillespie
- Roy Hanks
- Lisa Hatch
- Tom Ladd
- Dana Nails
- Russell Perry
- Tramaine Tall
- Victor Garcia

### Criminal Justice

- Dr. Larry Bailey
- Dr. Brian Donavant
- Dr. Cindy Boyles
- Tommy Cepparulo
- Sheriff John Mehr
- Special Agent Steven Champine
- Dr. Sheri Jenkins Keenan
- Mark Alan Escue

### Emergency Medical Technology

- Jacob Fullington, EMT-PS
- Kevin Cagle, EMT-P
- Justin Cook, EMT-P
- Jonathan Wood, EMT-P
- Twila Rose, EMT-P
- James Fountain, B.S., AEMT, RN
- Teddy W. Myracle, EMT-P
- Joyce Noles, EMT-P
- Mike Revelle, M.D.
- Johnny Wilson, EMT-P
- Michael Smith, EMT-P

### Industrial Technology

- Jason Bates
- Gerald Batchelor
- Jere Cox
- Reginald Davis
- Chris Flippin
- Billy Goodman
- Chris Zamora
- Eddie O'Neill
- Randy Pearson
- Steve Reese
- Dan Rodenbaugh
- David Rothermel
- Jack Laser

**Medical Laboratory Technician**

- Yvette Sumler, M.T.
- Tamara Bryant, M.T.
- Christopher Giampapa, M.D.
- Robin Gittermann, M.T.
- Angie Spain, M.T.
- Debbie Tibbs M.T.
- Doris Knott, M.T.
- John Koons, M.S.
- Nickie Mims, M.T.
- John Gwinn, M.T.
- Christy Roberson, M.T.
- Kadri Saito, M.D.
- Amy Pigg, M.T.

**Nursing**

- Mary Anne Kelley, R.N.
- Ginger Keymon, M.S.N., R.N.
- Daniel Bailey, R.N.
- Deena Kail, M.B.A., R.N.
- Deborah Lewis, R.N.
- Teresa Freeman, M.S.N., R.N.
- Donmeka Martin-Mercer, R.N.
- Mollie Taylor, R.N.
- Joyce Noles, EMT-P, R.N.
- Ginger Elder, R.N.
- Tania Lambert, R.N.
- Tammy Murphree, R.N.
- Tammie Berry, R.N.
- Sherry Graves, R.N.
- Tim Jones, M.S.N., R.N.
- Renee Peebles, R.N.
- Roger DeVersa, M.D.
- Brad Hatch, R.N.
- Tina Prescott, M.S.N., R.N.
- Anita Moss, R.N.
- James Ross, M.H.A., R.N.
- Elma Sanchez, R.N.
- Renee Anglin, R.N.
- Tricia Ross, R.N.
- Kim Rush, R.N.
- Donna Gollihugh, R.N.
- Teresa Parker, R.N.

**Occupational Therapy Assistant**

- Jeff Wright, OTR/L
- Cody Stovall, OTR/L
- Krystal Macklin, OTR/L
- Susan Gilbert, COTA/L
- Suzy Smith, OTR/L
- Joyce Speight, OTR/L
- Nina Woods, OTR/L
- Lauren Voorhees, OTR/L
- Woody Tatman, OTR/L
- Katherine Williams, COTA/L
- Amanda Stewart, OTR/L
- Jim Nelson, OTR/L

**Physical Therapist Assistant**

- Leann Childress, P.T., A.T.C.
- Tera Gwaltney, P.T., D.P.T.
- Lisa Fortner, P.T.A.
- Daniel Holtzclaw, P.T.
- Joel Bain, P.T.A.
- Denise Johnson, P.T.
- Felecia Ingram, P.T., D.P.T.
- Kerry Sellers, P.T.A.
- John Yarbrough, P.T.

**Radiography**

- Barry Simpson, R.T.
- Karin Wallace, R.T.
- James L. Ellis, Jr., M.D.
- Thomas Goff, R.T.
- Tamara Hickerson, R.T.
- Debra Moss, R.T.
- Scott Becton, R.T.
- Student Members
- Phillip "Branson" Smith, R.T.
- April Montgomery, R.T.
- Lori Patterson, R.T.
- Leta Polasek, R.T.
- Tina Metcalf, R.T.
- Jared Walker, R.T.
- Trey Hayes, R.T.
- Joseph Gwaltney, R.T.
- Michelle Ward Sanders, R.T.

**Respiratory Care**

- Cathy K. Garner, RRT-NPS
- Christie Ward, RRT
- Debbie Staggs, RRT
- Tony Fry, RRT
- Herb Owrey, R.N., RRT
- Pam Sumrow, RRT-NPS
- Tom Pigg, Ed.D.
- Allana Hamilton, Ed.D.
- Scott Laster, RRT
- Jorge N. Glass, M.D.
- Diana McConnell
- Dawn Michele Garrett, RRT
- Jim Robertson, RRT
- Marica Mullikin, RRT
- Larry Bailey, Ph.D.
- Student members (1st and 2nd year)

**Health-Related Technologies Area  
Hospital Affiliations**

Jackson State offers six allied health programs: Emergency Medical Technology, Medical Laboratory Technician, Occupational Therapy Assistant, Physical Therapist Assistant, Radiography, and Respiratory Care. Area hospital affiliations include:

- Baptist Memorial Hospital – Covington: Medical Laboratory Technician
- Baptist Memorial Hospital – Huntingdon: Emergency Medical Technician, Physical Therapist Assistant; Respiratory Care
- Baptist Memorial Hospital – Tipton: Medical Laboratory Technician
- Baptist Memorial Hospital – Union City: Radiologic Technology; Emergency Medical Technician; Medical Laboratory Technician; Physical Therapist Assistant, Respiratory Care
- Functional Pathways; Physical Therapist Assistant
- Harbor Laman Ancillaries: Occupational Therapy Assistant
- HealthSouth Corporation: Occupational Therapy Assistant, Physical Therapist Assistant
- Henry County Medical Center: Medical Laboratory Technician; Radiologic Technology; Emergency Medical Technician; Physical Therapist Assistant, Respiratory Care
- Jackson-Madison County General Hospital: Emergency Medical Technician; Medical Laboratory Technician; Radiologic Technology; Physical Therapist Assistant; Occupational Therapy Assistant, Respiratory Care
- Magnolia Regional Medical Center - Corinth, MS : Physical Therapist Assistant
- Maury Regional Hospital - Columbia: Physical Therapist Assistant.
- NHC/OP, L.P.: Physical Therapist Assistant
- Pathways of Jackson: Emergency Medical Technician
- Tennessee Health Management: Occupational Therapy Assistant; Physical Therapist Assistant
- The Jackson Clinic: Medical Laboratory Technician
- West Tennessee Healthcare--Dyersburg: Radiologic Technology; Physical Therapist Assistant, Respiratory Care
- West Tennessee Healthcare North Campus: Physical Therapist Assistant, Medical Laboratory Technician; Radiologic Technology; Emergency Medical Technician



**Area Emergency Medical Services include:**

- Decatur County EMS, Parsons
- Gibson County EMS
- Hardeman County EMS, Bolivar
- Hardin County EMS, Savannah
- Haywood County EMS, Brownsville
- Henderson County Ambulance Services, Lexington
- Medical Center EMS, Jackson, Camden, Henderson
- Henry County Medical Center EMS, Paris

**Foundation Board of Trustees**

The Foundation was formed in 1977 as a non-profit 501(c)(3) corporation to raise and administer funds to support the mission and enhance the growth and development of Jackson State. Foundation funding provides for scholarships, programs, capital improvements, equipment and facilities, and other projects for which institutional funds are either not available or are in short supply.

The Foundation is governed by a Board of Trustees that are elected and serve renewable 3-year terms. The Board of Trustees is comprised of individuals from various communities and backgrounds. A list of those currently serving may be found at [www.jscc.edu/community-outreach/foundation](http://www.jscc.edu/community-outreach/foundation).



The Student Handbook is a resource for you, providing guidance, expectations and information as you attend Jackson State Community College. It is a working document describing your rights and responsibilities as a Jackson State student, as well as general information about student life services and processes. In addition, you are held responsible for the rules and policies listed elsewhere in college publications or distributed and announced by authorized college officials.

## Student Responsibilities

All Jackson State students are responsible for obtaining and/or referencing online a Jackson State Catalog and Handbook and being familiar with its contents. Students are responsible for following the policies, processes, and guidelines in the catalog and handbook as well as for knowing and complying with the dates when things are due, such as payment of fees, registration, and graduation proposals. It is the student's responsibility to know and comply with the dates by which action must be initiated, such as last day to add a course, last day to drop a course, and last day to withdraw from classes. Such information is in the catalog and on the web.

All students must know the graduation requirements for their major. If a student plans to transfer to a college or university, he/she needs to know the requirements for graduation for that school and select courses at Jackson State accordingly. The student is responsible for providing appropriate test scores and transcripts and for making and keeping appointments with advisors. The student is responsible for supplying current address and phone numbers to the Admissions and Records Office or correcting them on jWeb. The student also is responsible for confirming his/her intent to attend the classes for which they have pre-registered by paying fees or authorizing the application of financial aid or third-party resources toward payment of fees on or before the term's last day to pay, as published in the catalog. The student must learn to access their JSCC e-mail account and is responsible for communicating with instructors regarding progress and attendance. Everyone in the Jackson State community is expected to support safety at the college by reporting any suspicious activity or concerns, no matter how slight, to the JSCC Police Department at 731-225-5952.

There are many support resources available to the Jackson State student and he/she is responsible for making use of these.

## Student Identification Card

You, as a student, are required to obtain and carry at all times a valid Jackson State identification card (ID). An ID card is to be obtained or, if you are a returning student, validated at the main campus or at an off-campus center upon payment of your fees EACH SEMESTER. The ID card features your name, signature, color photo, and other information necessary for proper use. You will be issued an ID after presenting one form of government-issued photo identification (e.g., driver's license, etc.) and your paid fee receipt. The ID card is used to:

- Identify you as a current Jackson State student.

- Allow you to check out materials from the library.
- Allow you to obtain your federal financial aid checks.
- Allow you to use the resources in the Academic Assistance Center.
- Allow you to purchase or sell books in the Bookstore.
- Allow you to process forms in the Admissions and Records Office.
- Allow you to gain admission to certain events sponsored by the college or student organizations.
- Allow you to obtain discounts from area businesses.

New student ID cards are made in the Student Assistance Center in the Student Center Building or at the Lexington, Humboldt, or Savannah centers. ID cards can be validated in either of those locations or in the Business Office. A \$10 fee will be charged to replace all lost or inaccessible cards. The \$10 replacement fee must be paid in the Business Office and a receipt shown before a new ID card is produced. Any college official has the right to reclaim a student ID card for misuse or when deemed necessary, such as in cases of student conduct code violations. Failure to do so may result in disciplinary action.

## Student Computer Access

You, as a Jackson State student, will be issued a user ID and password upon your enrollment each semester at the college. This user ID and password will be required to allow you access to computers designated for student use at Jackson State facilities. The same login and password is required for wireless access in the Student Center.

## Emergency Messages

If a true emergency exists and a message needs to be delivered to a student at a Jackson State facility, the message should be directed to:

Jackson Campus:

- Monday through Friday, 8 a.m. to 4:30 p.m. Counseling and Career Services Office 731-425-2616
- Monday through Thursday, 4:30 p.m. to 9:00 p.m. JSCC Campus Police 731-225-5952
- Humboldt Higher Education Center: 731-425-8835
- Lexington-Henderson County Center: 731-968-5722
- Savannah-Hardin County Center: 731-925-5722

An effort will be made to deliver the message, but delivery cannot be guaranteed. Persons will not be directed or guided to the possible location of a student on campus in order to contact them in person.

## Minors On Campus

Jackson State Community College is an institution of higher education, and provides an environment conducive to study, learning and work. Students, faculty and staff are not to leave minors unsupervised on campus. To protect the safety of the children, and the work and study environment of the campus community, if children on campus with their parents become disruptive, their parents will be asked to remove them. Children are not allowed in the classroom when class is in session.

## Athletics

Intercollegiate athletics are an integral part of the total educational program at Jackson State. They offer the more gifted athletes opportunities to participate as competitors. Other Jackson State students are admitted as spectators to varsity athletic events on campus with your student ID card. Attendance at varsity athletic events on other campuses may be at a student charge, set by the host college. You are expected to observe conference rules and Jackson State rules while attending these events.

The athletic program of Jackson State is operated within the rules, regulations, and code of ethics of the National Junior College Athletic Association, of which it is a member, and the Tennessee Community College Athletic Association, of which it is a charter member. The purposes of the intercollegiate athletics program are:

- To have as a priority the intellectual, physical, social and emotional well-being of the student athlete at all times.
- To provide an opportunity for superior athletes to perform in competitive sports.
- To provide a place of interest for the development of student morale and enthusiasm for student athletes in the student body.
- To assist the student body in developing the highest level of sportsmanship traits which carry over to become citizenship traits.
- To provide an avenue for community identification with the institution.

## Intramurals

The Jackson State Intramural Program is administered through the Office of Athletics and Student Activities. Jackson State's Intramural program allows students quality opportunities for participation, healthy competition and leadership in organized recreational activities. The aim of the program is to provide a variety of opportunities for the college community to participate and have fun with their peers in a recreational environment.

Participation does not require advanced skill level or previous sport experience. The overall goal is to provide a healthy environment of competition within a collegial environment. Activities include basketball, dodge ball, volleyball, and indoor soccer. Additional activities will be added as interests arise. For more information regarding participation, contact the Office of Athletics and Student Activities located in the Gymnasium.

## Fitness Center Use

The Fitness Center, located in the Gymnasium, is available for use by students, staff, and faculty with a valid JSCC ID. The center offers a wide variety of workout options such as treadmills, elliptical trainers, fixed weight machines, and a large selection of free weights. Additionally, three TV monitors allow participants to enjoy programming as they work out. Hours of operation are posted each semester in the Student Center Building, each instructional building, and the Office of Athletics and Student Activities.

## Use of Campus Property and Facilities

The Tennessee Board of Regents and Jackson State have special restrictions and regulations governing the following areas:

- Campus access by individuals who are not students, staff, guests and invitees.
- Use of campus facilities for assemblies, meetings and demonstrations.
- Distribution of any literature on campus by any individual or organization.
- Solicitations of funds for any purpose.
- Use of campus facilities for (a) political, religious and commercial purposes, and (b) use by non-affiliated organizations and individuals. Please contact the Jackson State Facilities Scheduler at 731-425-2627.
- Use of bulletin boards only by affiliated groups and individuals unless approval is given by the JSCC Printing Services Office in the Nelms Classroom Building.
- Placement of advertising signs, posters and other material on campus.

You may obtain additional information from the Director of the Physical Plant, 731-425-2619, or the Office of the Vice President for Academic Affairs, 731-425-2631.

## Smoking and Smokeless Tobacco Products

Smoking, including e-cigarettes and vapor emitting devices, and all smokeless tobacco, are prohibited on all JSCC campuses.

## Student Rights

### Student Rights and Freedoms Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the

academic community. Tennessee Board of Regents institutions have developed policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

### Freedom of Access to Higher Education

The admissions policies of each Tennessee Board of Regents Institution are a matter of institutional choice, provided that each institution makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each institution should be open to all students who are qualified according to its admissions standards. The facilities and services of a TBR institution should be open to all of its enrolled students.

### In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

### Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

### Protection Against Improper Disclosure

Certain information about students is protected from public disclosure by Federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

Adapted from AAUP Statement of RIGHTS AND FREEDOMS OF STUDENTS. TBR Policy 3:02:04:00

### Student Right-to-Know

Jackson State's crime statistics reported under the Student Right-To-Know and Campus Security Act are available for public viewing in the foyer of the Administration Building, and on the college's web site at [www.jscc.edu/student-right-to-know-campus-security-act](http://www.jscc.edu/student-right-to-know-campus-security-act)

Program completion rates can be obtained from the Jackson State Office of Institutional Research and Accountability in the Administration Building.

Participation rates, financial support and other information which

comply with the Equity in Athletics Disclosure Act can be found in the Jackson State Athletic Director's office located in the Gym.

### Release of Student Information

The following items of your student information are classified as directory information and may be released by the college without your consent:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Enrollment status (full-time, part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and academic awards (e.g. dean's list, honor roll, graduation honors)
- Most recent educational agency/institution attended
- College assigned student e-mail address
- Photographic, video, or electronic images

When registering for classes each semester, you may notify the Admissions and Records Office, in writing, that directory information for you may not be released. This notification is effective only for the one semester for which you are then registering.

### Privacy Rights of Students

The education records of current and former Jackson State students are maintained as confidential records under The Family Educational Rights and Privacy Act (FERPA). This act gives students certain rights with respect to access of those records and release of personally identifiable information from those records. The college's policies and processes for those actions are set forth below.

Any violation of FERPA should be reported to the Director of Admissions and Records. Complaints concerning alleged failures by the college to comply with the requirements of FERPA may be filed with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

### Definitions

**Education Records** Education Records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by Jackson State or by a person acting for the college. They do not include: (1) personal notes, (2) records available only to law enforcement personnel, (3) employment records, and (4) medical and psychiatric records (accessible by the student's physician).

**Student** A student is any person who is or has been enrolled at Jackson State. Wherever "student" is used in reference to personal rights, an eligible parent of a dependent student has similar rights. An

“eligible” parent is one who has satisfied Section 152 of the Internal Revenue Code of 1954, and who presents proof of such to the Jackson State Director of Admissions and Records. Normally, this will be a written affirmation by the student and the parent confirming the student is a dependent for Federal Income Tax purposes.

**Access** To have access to an Education Record is to be allowed to see the original record. It implies the right to obtain copies of that record.

### Release of Personally Identifiable Student Education Records

Jackson State shall not permit access to, or release of, any information in the Education Record of any student that is personally identifiable, other than Directory Information, to any party without the student’s written consent, except to:

- Jackson State officials and staff who have legitimate educational interests, including the support of honor societies and academic excellence.
- Officials of other schools in which the student seeks admission.
- Appropriate people concerned with a student’s application for, or receipt of, financial aid.
- Authorized representatives of the U.S. Comptroller General.
- Authorized representatives of the U.S. Attorney General.
- The U.S. Department of Education.
- State and local officials authorized by state statute.
- Organizations conducting studies for, or on behalf of, Jackson State to assist in meeting the college’s stated goals, when such information will be used only by such organizations and then destroyed when no longer needed for that purpose.
- Accrediting organizations to carry out their functions.
- The parent of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
- The parent of a student who is not an eligible student as defined under FERPA.
- Appropriate officials in compliance with judicial order or subpoena, provided that the student is notified in advance of the compliance.
- Appropriate people in connection with an emergency, if such knowledge is necessary to protect the health or safety of a student or others.
- The alleged victim of a crime of violence or non-forcible sex offense.
- Persons requesting the final results of a disciplinary hearing in which the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student committed a violation of the school’s rules or policies.
- The parent of a student under the age of 21 regarding the student’s violation of a federal, state, or local law, or institutional rule governing the use or possession of alcohol or a controlled substance.

*Note: With the exception of Jackson State officials and staff who have been determined by the College to have legitimate educational interest, all individuals and agencies who have requested access to a student’s Education Record will be noted in an accompanying record. A request must be in writing stating the purpose for the request. This record also will indicate specifically the legitimate interest that the person or agency has in obtaining the information.*

### Procedures for Accessing Education Records

You, the student, shall ask the record custodian for access to your education record. You may ask for an explanation and/or a copy of the given education record. Copies cost \$1 for the first page and 15 cents for each additional page.

After consultation with the custodian, errors may be corrected at that time by the custodian. Afterwards, if you believe the record’s content is correct, you should acknowledge with your signature and the date. If you believe the record’s content is inaccurate, you may submit a request for a formal hearing.

The request and the challenge must be presented in writing to the Director of Admissions and Records who will: (1) appoint an Appeals Record Committee consisting of three record custodians with one of the three designated as chair, and (2) designate a time and place for the committee’s first meeting. The Appeals Committee will meet with you within 45 days from the date of the request and allow you to present relevant evidence. A written decision will be given to you within 45 days after the hearing’s conclusion. You then may submit to the committee a written explanation to be inserted in the record. If the committee believes the statement is pertinent, the explanation will be inserted into the record.

*Note: This procedure does not provide for a hearing to contest an academic grade.*

### Right of Access Does Not Include:

- Financial records of parents or any information therein.
- Confidential letters and statements of recommendation which were placed in the education record prior to January 1, 1975.
- Records to which access has been waived by a student. (This applies only if a student, upon request, is notified of the names of all persons making confidential recommendations and if such recommendations are used solely for the purpose they were intended.)
- Education records may be destroyed, except that you shall be granted access prior to destruction if such is requested.

### Freedom of Speech and Expression

This policy reflects the commitment of the Board of Regents and the institutions it governs to freedom of speech and expression for all students and all faculty.

#### Definitions

- Constitutional time, place, and manner restrictions means restrictions on the time, place, and manner of free speech that do not violate the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution that are reasonable, content- and viewpoint-neutral, narrowly tailored to satisfy a significant institutional interest, and leave open ample alternative channels for the communication of the information or message to its intended audience

- Faculty or faculty member means any person, whether or not the person is compensated by a public institution of higher education,

and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. For purposes of this part, the term "faculty" shall include tenured and non-tenured professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. For purposes of this part, the term "faculty" shall not include persons whose primary responsibilities are administrative or managerial.

- Free speech means speech, expression, or assemblies protected by the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution, verbal or written, including, but not limited to, all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. "Free speech" does not include the promotion, sale, or distribution of any product or service.

- Institution means an institution governed by the Tennessee Board of Regents.

- Student means:

- I. An individual currently enrolled in a course of study at the institution; and

- II. An organization that is comprised entirely of individuals currently enrolled in a course of study at the institution.

## Policy

### I. General Principles

A. Students have a fundamental constitutional right to free speech.

B. An institution shall be committed to giving students the broadest possible latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to constitutional time, place, and manner restrictions.

C. An institution shall be committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the institution's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

D. It is for an institution's individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.

E. It is not the proper role of an institution to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.

F. Although an institution should greatly value civility and mutual respect, concerns about civility and mutual respect shall never be used by an institution as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.

G. Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on the institution's campus, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, an institution has a responsibility to promote a lively and fearless freedom of debate and deliberation and protect that freedom.

H. Through shared governance with its faculty, an institution may determine for itself on academic grounds who may teach, what may be taught, how it may be taught and graded, and who may be admitted to the institution as a student.

I. An institution shall be committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to study and to evaluate, and to gain new understanding.

J. The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.

K. Although faculty are free in the classroom to discuss subjects within areas of their competence, faculty shall be cautious in expressing personal views in the classroom and shall be careful not to introduce controversial matters that have no relationship to the subject taught, and especially matters in which they have no special competence or training and in which, therefore, faculty's views cannot claim the authority accorded statements they make about subjects within areas of their competence; provided, that no faculty will face adverse employment action for classroom speech, unless it is not reasonably germane to the subject matter of the class as broadly construed, and comprises a substantial portion of classroom instruction.

L. An institution shall maintain the generally accessible, open, outdoor areas of its campus as traditional public forums for free speech by students. This does not mean that those areas must be equally available to non-students.

M. An institution shall not confine students' free speech to certain areas of the campus, sometimes known as "free speech zones," or otherwise create policies implying that students' free speech is restricted to particular areas of campus.

N. An institution shall not deny student activity fee funding to a student organization based on the viewpoints that the student

organization advocates.

O. An institution shall not establish permitting requirements that prohibit spontaneous outdoor assemblies or outdoor distribution of literature, although an institution may maintain a policy that grants members of the college or university community the right to reserve certain outdoor spaces in advance.

P. An institution shall not charge students security fees based on the content of their speech, the content of the speech of guest speakers invited by students, or the anticipated reaction or opposition of listeners to speech.

Q. An institution shall allow all students and all faculty to invite guest speakers to campus to engage in free speech regardless of the views of guest speakers.

R. An institution shall not dis-invite a speaker invited by a student, student organization, or faculty member because the speaker's anticipated speech may be considered offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed by students, faculty, administrators, government officials, or members of the public.

S. Students do not have the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum.

T. An institution is not required to fund costs associated with student speech or expression.

## II. Publication of Policy

A. This policy shall be:

1. Published annually in the institution's student handbook and faculty handbook, whether paper or electronic;
2. Made available to students and faculty by way of a prominent notice on the institution's internet site other than through the electronic publication of the policy in the student handbook and faculty handbook;
3. Sent annually to students and employees to their institutionally-provided email address; and
4. Addressed by the institution in orientation programs for new students and new faculty.

## III. Institution Policies

A. Institutions may adopt institution policies that include measures that do not violate the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution such as:

1. Constitutional time, place, and manner restrictions on assemblies, speech and expression;
2. Reasonable and viewpoint-neutral restrictions in non public forums;
3. Restricting the use of the institution's property to protect the free speech rights of students and faculty and preserve the use of the property for the advancement of the institution's mission;
4. Prohibiting or limiting speech, expression, or assemblies that are not protected by the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution;
5. Content restrictions on speech that are reasonably related to a legitimate pedagogical purpose, such as classroom rules enacted by faculty.

B. No later than March 30, 2018, all institutions shall adopt a policy on student-on-student harassment defining the term consistent with and no more expansively than the following definition:

1. Student on student harassment means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law and that is so severe, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit.

C. Each institution shall consult the TBR Office of General Counsel when drafting its policies on this subject and obtain its approval prior to implementing such policies.

Sources: Statutes: T.C.A. § 49-7-24 The Campus Free Speech Protection Act NEW policy approved at Board Meeting; Dec. 14, 2017.

## Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of commit-

ting an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at this institution through the JSCC Director of Environmental Health and Safety at 731-424-3520, ext. 50244. Information also is available on the TBI’s web site listing of sex offenders located on the internet at <http://www.jsec.edu/sexual-offenders-registration>.

## General Regulations on Student Conduct and Disciplinary Sanctions

### Institutional Policy Statement

Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents (“TBR” or “the Board”) has authorized the presidents of the institutions and directors of the colleges of applied technology under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the TBR has developed the following regulations, which are intended to govern student conduct on the several campuses under its jurisdiction. Each institution under the jurisdiction of the TBR is directed to implement policies subject to, and consistent with, these policies, subject to prior review and approval by the TBR offices of General Counsel and Academic Affairs.

Following are Jackson State Community College’s student discipline, traffic and parking policies to comply with TBR’s system-wide student discipline, traffic and parking rules. In addition, students are subject to all federal, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of its educational objectives, the institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

For the purpose of these regulations, a “student” shall mean any person who is admitted and/or registered for study at a TBR institution for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, “student” shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct. Students are responsible for compliance with the Rules of Student Conduct and with similar institutional policies at all times

Disciplinary action may be taken against a student for violation of the regulations which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity or the mission, processes, and functions of the institution. Institutions may enforce their own regulations regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.

These regulations, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

**Confidentiality of Discipline Process.** Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student’s disciplinary files are considered “educational records” and are confidential within the meaning of those Acts.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

### Disciplinary Offenses

Institutional disciplinary measures shall be imposed, through



appropriate due process procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by an institution.

Jackson State has determined that individual or organizational misconduct, which is subject to disciplinary sanction, shall include, but not be limited to, the following examples:

**(a) Threatening or Disruptive Conduct.** Threatening or Disruptive Conduct, or attempted conduct, which poses a direct threat to the safety of others or where the student's behavior is materially and substantially disruptive of the institution's learning environment.

- In determining whether a student with a disability should be involuntarily withdrawn or suspended for threatening or disruptive conduct, the institution shall consider the nature, duration, severity, and probability of the threat posed or the disruption caused by a student with a disability, relying on the most current medical evidence or the best available objective evidence.
- The institutions shall also determine whether reasonable modifications of its policies, practices, or procedures could sufficiently mitigate the risk.
- Absent exigent circumstances creating an imminent risk of harm, the assessment will be made prior to a decision to involuntarily withdraw or suspend based on the threat he or she poses to others. If exigent circumstances warrant the immediate removal of a student with a disability from the institution, the student will receive, at a minimum, notice and initial opportunity to present evidence immediately after being placed on involuntary withdrawal and the opportunity for full due process within 30 days of the removal.

**(b) Hazing.** Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;

**(c) Disorderly Conduct.** Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;

**(d) Obstruction of or Interference with institutional activities or facilities.** Any intentional interference with or obstruction of any institutional, program, event, or facility including the following:

- 1. Any unauthorized occupancy of facilities owned or controlled by an institution or blockage of access to or from such facilities,
- 2. Interference with the right of any institution member or other authorized person to gain access
- to any activity, program, event or facilities sponsored or controlled by an institution,
- 3. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of the institution, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;

**(e) Misuse of or Damage to Property.** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but

not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;

**(f) Theft, Misappropriation, or Unauthorized Sale of Property;**

**(g) Misuse of Documents or Identification Cards.** Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;

**(h) Firearms and Other Dangerous Weapons.** Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;

**(i) Explosives, Fireworks, and Flammable Materials.** The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;

**(j) Alcoholic Beverages.** The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;

**(k) Drugs.** The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property;

**(l) Drug Paraphernalia.** The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property;

**(m) Public Intoxication.** Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance;

**(n) Gambling.** Unlawful gambling in any form;

**(o) Financial Irresponsibility.** Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution;

**(p) Unacceptable Conduct in Disciplinary Proceedings.** Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;

**(q) Failure to Cooperate with Institutional Officials.** Failure to comply with directions of institutional officials acting in the performance of their duties;

**(r) Violation of General Rules and Regulations.** Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

**(s) Attempts, Aiding and Abetting.** Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt

to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;

**(t) Violations of State or Federal Laws.** Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

**(u) Violation of Imposed Disciplinary Sanctions.** Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution;

**(v) Sexual Misconduct.** An offense including acts of sexual assault, domestic violence, dating violence and or/stalking as defined in the JSCC Campus Violence Policy and Procedures. All matters involving allegations of sexual misconduct will be governed by the procedures set forth in Campus Violence Policy and Procedures.

**(w) Harassment or Retaliation.** Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00.(F), 5:01:02:00, 2:02:10:01 and TBR Guideline P-080;

**(x) Academic Misconduct.** Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:

1. *Plagiarism.* The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution

2. *Cheating.* Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours,

3. *Fabrication.* Unauthorized falsification or invention of any information or citation in an academic exercise.

**(y) Unauthorized Duplication or Possession of Keys.** Making, causing to be made or the possession of any key for an institutional facility without proper authorization;

**(z) Litter.** Dispersing litter in any form onto the grounds or facilities of the campus;

**(aa) Pornography.** Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;

**(bb) Abuse of Computer Resources and Facilities.** Misusing and/or abusing campus computer resources including, but not limited to the following:

- Use of another person's identification to gain access to institutional computer resources,
- Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems,
- Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
- Unauthorized transfer of a computer or network file,
- Use of computing resources and facilities to send abusive or obscene correspondence,
- Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
- Use of computing resources and facilities to interfere with the work

of another student, faculty member, or institutional official,

- Violation of any published information technology resources policy,
- Unauthorized peer-to-peer file sharing;

**(cc) Unauthorized Access to Institutional Facilities and/or Grounds.** Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;

**(dd) Providing False Information.** Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;

**(ee) Unauthorized Surveillance.** Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;

**(ff) Smoking Violations.** Violation of any TBR and/or institutional smoking or other tobacco use rules or policies.

**(gg) Student on student harassment** means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law and that is so severe, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at an institution governed by the TBR for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.02, Disciplinary Offenses. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

## Academic and Classroom Misconduct

The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the class-

room, beyond the session in which the conduct occurred, or further disciplinary action will be enacted through Jackson State's Disciplinary Procedures set forth below.

The following remedies are available for faculty where it is determined that a student has engaged in academic misconduct:

- (1.) Review and correction by student – no action
- (2.) Oral reprimand with emphasis on counseling toward prevention of further occurrences and a requirement that work be repeated.
- (3.) Assignment of a reduced score/"F"/zero (0) for the specific assignment. (subject to grade appeal process only)
- (4.) Assignment of reduced/failing final course grade. (Subject to review pursuant to "Jackson State Procedures for Academic Misconduct" below)

[a] Assignment of an "F" for the course for academic misconduct must be accompanied by an articulable basis/evidence to support the finding. Such evidence may include, but not be limited to; documentary or physical evidence, personal observation or testimony. Prior cheating or plagiarism in other courses is not reasonable evidence.

(5.) A student found responsible for academic misconduct may be subject to additional disciplinary actions enacted through the Jackson State Disciplinary Procedures.

(6.) Additionally, a student who receives more than one "F" for academic misconduct may also be subject to additional disciplinary actions enacted through the Jackson State Disciplinary Procedures.

Courses may not be dropped pending the final resolution of an allegation of academic misconduct.

Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

## Computer Misuse

*The objectives of this policy include:*

To articulate the rights and responsibilities of persons using information technology resources owned, leased, or administered by Jackson State Community College (JSCC); To protect the interests of users and the TBR; and to facilitate the efficient operation of TBR information technology systems.

### Definitions

- "Information technology resources" or "IT resources" include computers and computer time, data processing or storage functions,

computer systems and services, servers, networks, printers and other input/output and connecting devices, and related computer records, programs, software, and documentation.

- "JSCC" shall mean Jackson State Community College.
- "Personal or private for-profit use" shall mean a use of JSCC information technology resources which has a primary objective financial gain of the user. Activities by a student which are typical of the student job search process (e.g. use of campus e-mail to contact potential employers or posting of one's resume on the Institution's website, if allowed under Institutional policies and procedures) are not to be considered personal or private for-profit use.
- "Public record" means all documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. (Tennessee Code Annotated, Title 10, Chapter 7, Section 301(6).)

### Supplementary Institutional Policies and Regulations

Jackson State Community College is authorized and encouraged to develop additional institution-specific policies and regulations relating to the use of information technology resources, provided such policies and regulations are consistent with Federal and State law and with this and other policies of the Tennessee Board of Regents. In particular, Jackson State Community College may develop policies and regulations regarding installation of non-standard software (including shareware, freeware, or software developed or purchased by the user) onto TBR IT resources.

### Jackson State Institutional Computer Resource and Facilities Usage Guidelines

- 1.) Computer facilities shall be used for educational and administrative purposes.
- 2.) Computer facilities at Jackson State Community College (JSCC) are available to all students, faculty, and staff upon request. Users have the responsibility of protecting their accounts through the proper use of passwords but the fact that an account is unprotected does not imply permission for an unauthorized person to use it. Accounts are to be used only for the purpose for which they have been established. A user shall not attempt to learn the password of any other user and may not attempt to alter or destroy the files belonging to others.
- 3.) JSCC computing resources are the property of JSCC and users should be aware that computing resources may be monitored. Normally computing resources are only monitored at the request of a supervisor and/or administration.
- 4.) All computer software and/or documents developed by students, faculty, staff, or others on college time and/or equipment are the property of JSCC. Computing documents may be examined or disclosed by the college if there is reason to suspect violation of college

policies.

- 5.) An individual may not access or copy the program(s) or data belonging to other individual(s) or to JSCC without permission.
- 6.) Equipment, programs, and data provided by JSCC may not be taken to other sites without written permission from the Office of Information Technology.
- 7.) Purchase of all computer hardware or software by any department must be coordinated with the Office of Information Technology.
- 8.) The computer labs are open to all JSCC faculty, students and staff on a first-come first-serve basis during open periods. Students in scheduled classes have first priority to use the equipment during the assigned lab periods.
- 9.) A user may not monopolize any available resources to the extent of denying others fair use. Any non-productive use of computer, i.e., game-playing, chat, etc. will be restricted.
- 10.) An individual may not tamper with or change any switch setting on any devices without approval from the Office of Information Technology. A user may not unplug a JSCC computer system from the network, and/or connect their personal computer or any other devices to the network.
- 11.) Using JSCC information technology systems or devices for conducting private or personal for-profit use is prohibited.
- 12.) Computer resources must not be used for any unlawful purposes. It is NOT acceptable to transmit or receive threatening, obscene, or harassing materials.
- 13.) An individual shall not load software on to any computer without permission from the Office of Information Technology. A copy of the software license and proof of purchase for any software application must be kept in the Office of Information Technology. Use of unlicensed software is prohibited.
- 14.) Users are not allowed to load or use any software on JSCC computers that wastes bandwidth or server space. Examples of this type of software include “Weather Bug”, screen savers that update the view with the day, view from web cameras, listening to radio stations, downloading music, chat room software, or e-mail toolbars such as Hot bar or emoticons.
- 15.) Users shall not under any circumstances openly display or save offensive or pornographic material on JSCC computers.
- 16.) The unauthorized use or distribution of computer software, music videos, movies, or other copyrighted material violates federal laws and the State Computer Crimes Act. The making of copies or distributing software, music, videos, movies, or other copyrighted material is subject to federal copyright laws.
- 17.) The disciplinary measures listed below (not an all inclusive list) are examples from the Tennessee Board of Regents Code of Conduct:
  - a. Revoking of the individual’s right to use the computer, either on a temporary or permanent basis.

- b. Probation, suspension or expulsion.
- c. Financial assessment for computer services.
- d. Legal prosecution.

**Note:** *In the event that other college regulations are violated, additional penalties may be imposed. Unauthorized use of the computer by an individual other than a member of the college community may be adjudged a felony, and the individual may be liable to legal prosecution.*

### Conformance with State Policies

This policy is intended to be fully consistent with the State of Tennessee Internet Acceptable Use Policy and the State of Tennessee Electronic Mail Acceptable Use Policy, as they currently exist or as they may be amended in the future, as well as with any other applicable policies regarding information technology systems which may be promulgated in the future by the State of Tennessee Department of Finance Office of Information Resources (OIR). To the extent that a discrepancy exists between this policy and State policy, State policy shall take precedence.

### Applicability

This policy shall apply to all persons and organizations using the information technology facilities and resources owned, leased or administered by Jackson State Community College, including all persons employed (either as full-time, part-time or temporary employees or as independent contractors) by Jackson State Community College and its constituent Institutions, and to all students enrolled at Jackson State Community College. Those provisions contained herein which apply solely to employees and independent contractors are so identified individually. Unless so identified, provisions contained herein apply equally to all persons and organizations covered by this policy.

### User Responsibilities

The following lists of user responsibilities are intended to be illustrative, and not exhaustive. Subject to conformance with Federal and State of Tennessee law and with State of Tennessee and Tennessee Board of Regents policies, Jackson State Community College is authorized to supplement the user responsibilities contained herein.

#### Access

- Users shall obtain proper authorization before using JSCC information technology resources.
- Users shall not use JSCC information technology resources for purposes beyond those for which they are authorized.
- Users shall not share access privileges (account numbers and passwords) with persons who are not authorized to use them.
- Users shall not use JSCC information technology resources in an attempt to access or to actually access computers external to the JSCC system when that access is not authorized by the computer’s owner (no “hacking” allowed).

#### Respect for others

- A user shall not attempt to obstruct usage or deny access to other users.
- Users shall not transmit or distribute material that would be in violation of existing JSCC policies or guidelines using JSCC information technology resources.
- Users shall respect the privacy of other users, and specifically shall not read, delete, copy, or modify another user’s data, information, files, e-mail or programs (collectively, “electronic files”) without the other user’s permission. Users should note that there should be no expectation of privacy in electronic files stored on the resident memory of a computer available for general public access, and such files are subject to unannounced deletion.
- Users shall not intentionally introduce any program or data intended to disrupt normal operations (e.g. a computer “virus” or “worm”) into JSCC information technology resources.
- Forgery or attempted forgery of e-mail messages is prohibited.
- Sending or attempts to send unsolicited junk mail or chain letters is prohibited.
- Flooding or attempts to flood a user’s mailbox is prohibited.

**Respect for State-owned property**

- A user shall not intentionally, recklessly, or negligently misuse, damage or vandalize JSCC information technology resources.
- A user shall not attempt to modify JSCC information technology resources without authorization.
- A user shall not circumvent or attempt to circumvent normal resource limits, logon procedures, or security regulations.
- A user shall not use JSCC information technology resources for purposes other than those for which they were intended or authorized.
- A user shall not use JSCC information technology resources for any private or personal for-profit activity.
- Except for those not-for-profit business activities which are directly related to an employee’s job responsibilities or which are directly related to an organization which is affiliated with the Institution, a user shall not use JSCC information technology resources for any not-for-profit business activities, unless authorized by the President or Director (or his/her designee).
- Users shall at all times endeavor to use JSCC information technology resources in an efficient and productive manner, and shall specifically avoid excessive game playing, printing excessive copies of documents, files, data, or programs; or attempting to crash or tie-up computer resources.

**Additional Responsibilities of Employees and Independent Contractors**

- Users who are employees and independent contractors shall not make use of JSCC information technology resources for purposes which do not conform to the purpose, goals, and mission of JSCC and to the user’s job duties and responsibilities.

- Users shall not use JSCC information technology resources for solicitation for religious or political causes.

**Digital/Electronic Signatures and Transactions**

Jackson State Community College must comply with the Tennessee Uniform Electronic Transactions Act (T.C.A. §47-10-101 et seq.) This Act permits the use of electronic signatures and electronic transactions under certain circumstances.

1) In order to be legally enforceable, an electronic signature must meet the following two criteria:

A) An electronic signature must be attributable (or traceable) to a person who has the intent to sign the record or contract with the use of adequate security and authentication measures that are contained in the method of capturing the electronic transaction (e.g., the use of personal identification number or personal log-in identification username and password) (T.C.A. §47-10-109) (If Public Key Infrastructure technology (“PKI”) is to be used in the creation of the digital signature, contact TBR Chief Information Officer prior to implementation.)

B) The recipient of the transaction must be able to print or store the electronic record of the transaction at the time of receipt. (T.C.A. §47-10-109)

2) The use of electronic/digital signatures in compliance with state and federal laws is permitted.

**No Unlawful Uses Permitted**

Users shall not engage in unlawful uses of the information technology system resources of JSCC. Unlawful activities are violative of this policy and may also subject persons engaging in these activities to civil and / or criminal penalties. This list of unlawful activities is illustrative and not intended to be exhaustive.

**Obscene materials**

The distribution and display of obscene materials is prohibited by the laws of Tennessee (see Tenn. Code Ann. § 39-17-902). Obscene materials are defined under Tennessee law (see T.C.A. § 39-17-901(10)) as those materials which:

- The average person applying contemporary community standards would find that the work, taken as a whole, appeals to the prurient interest;
- The average person applying contemporary community standards would find that the work depicts or describes, in a patently offensive way, sexual conduct; and
- The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Federal law (18 U.S.C. 2252) prohibits the distribution across state lines of child pornography.

**Defamation**

Defamation is a civil tort which occurs when one, without privilege,

publishes a false and defamatory statement which damages the reputation of another.

### Violation of Copyright

Federal law gives the holder of copyright five exclusive rights, including the right to exclude others from reproducing the copyrighted work. Sanctions for violation of copyright can be very substantial. Beyond the threat of legally imposed sanctions, violation of copyright is an unethical appropriation of the fruits of another's labor.

Pursuant to the Digital Millennium Copyright Act of 1998, the JSCC designated agent for receipt of complaints of copyright infringement occurring with the use of JSCC information technology resources is the Director of Library Resources. The JSCC agent shall develop and maintain a policy regarding receipt and disposition of complaints of copyright infringement. Jackson State Community College is authorized to designate agents to serve their specific campus, however the Chief Information Officer for Information Technology shall be promptly informed of all complaints received by such Institutional agents.

### Gambling

Gambling, including that performed with the aid of the Internet, is prohibited under Tennessee state law (see Tenn. Code Ann. § 39-17-502).

### World Wide Web Home Pages

The principles of use articulated above are generally applicable to World Wide Web home pages. For example, use of JSCC information technology resources to post a web page for personal or private for-profit use; illegal content in web pages stored on JSCC IT resources; and obscene content; incorporation of copyrighted material, without either permission of the copyright holder or under a lawful exemption, all are prohibited.

In addition to the principles of use outlined, users may not incorporate into web pages or other electronic documents the trademarks or logos of others without express, written permission. Persons who are not employees of JSCC may not make use of JSCC trademarks or logos without express, written permission. JSCC is authorized to develop policies and regulations regarding use of Institutional trademarks on the Institution's web site by employees. Jackson State Community College's President is authorized to designate persons (e.g. campus webmaster) who may approve a proposed use of the Institution's trademarks and logos by employees on Institutional web pages.

### Advertising

Use of JSCC information technology resources to promote or advertise activities or entities which are not related to JSCC is prohibited, unless such use is consistent with the mission of JSCC and results in substantial benefit to JSCC. The President of JSCC is authorized to determine whether a given use is consistent with the mission of the Institution and results in substantial benefit to the Institution, consistent with other JSCC and TBR Policies (in particular, TBR Policy 3:02:02:00). Sale of advertising in web-based versions of

Institution-affiliated student publications is specifically permitted.

## JSCC Monitoring and Inspection of Electronic Records

Electronic records sent, received, or stored on computers owned, leased, or administered by JSCC is the property of Jackson State Community College. As the property of the JSCC, the content of such records, including electronic mail, is subject to inspection by JSCC personnel. While JSCC does not routinely do so, JSCC is able and reserves the right to monitor and/ or log all network activity of users without notice, including all e-mail and Internet communications. Users should have no reasonable expectation of privacy in the use of these resources.

### Disclosure of electronic records

Pursuant to the Tennessee Code Annotated, Title 10, Chapter 7, and subject to exemptions contained therein, electronic files (including e-mail correspondence) which are 1) generated or received by JSCC employees and 2) either owned or controlled by the State or 3) maintained using JSCC IT resources may be subject to public inspection upon request by a citizen of the State of Tennessee. JSCC personnel receiving such a request for public inspection should refer the request to the President of JSCC (or to the President's designee). JSCC may charge reasonable fees for making copies of such records, pursuant to T.C.A. § 10-7-506.

While disclosure under T.C.A. Title 10, Chapter 7 applies to employees, disclosure of the electronic records of all users which are maintained using JSCC IT resources may be made pursuant to a valid subpoena or court order, when otherwise required by federal, state or local law, or when authorized by the President of Jackson State Community College.

### Retention of electronic records

Electronic records needed to support JSCC functions must be retained, managed, and made accessible in record-keeping or filing systems in accordance with established records disposition authorizations approved by the Public Records Commission and in accordance with TBR Guideline G-070, "Disposal of Records". Each employee of JSCC, with the assistance of his or her supervisor as needed, is responsible for ascertaining the disposition requirements for those electronic records in his or her custody. The system administrator is not responsible for meeting the record retention requirements established under T.C.A. Title 10, Chapter 7, and JSCC, as owner of electronic records stored on JSCC computers, reserves the right to periodically purge electronic records, including e-mail messages. Users who are either required to retain an electronic record, or who otherwise wish to maintain an electronic record should either:

- Print and store a paper copy of the record in the relevant subject matter file; **or**
- Electronically store the record on a storage medium or in an electronic storage location not subject to unannounced deletion.

## Violation of This Policy

**Reporting allegations of violations:** Persons who have rea-

son to suspect a violation of this policy, or who have direct knowledge of behavior in violation of this policy should report that allegation of violation to Jackson State's President or his/her designee.

**Disciplinary procedures:** Allegations of violation of this policy shall be referred by the designee of the President (typically, the Senior IT Officer) to the appropriate person(s) for disciplinary action. If a student, the policy violation will be referred to the judicial officer of the institution under TBR Policy 3:02:00:01. If an employee, the policy violation will be referred to the immediate supervisor. If there is a policy violation, which the designee believes rises to the level of a serious violation of this or any other JSCC/TBR policy; the designee is authorized to temporarily revoke access privileges. In those cases, the revocation of access must be reviewed by the appropriate disciplinary authority for review and final determination of access privileges. In such cases the authorization of the designee carries with it the authorization to make subjective judgments, such as whether material or statements violate JSCC/TBR Policy.

**Sanctions:** Persons violating this policy are subject to revocation or suspension of access privileges to JSCC IT resources. Additionally other penalties, as outlined in TBR Policy 3:02:00:01, may be imposed upon student users. Sanctions for violation of this policy by employees may extend to termination of employment. Violations of law may be referred for criminal or civil action.

**Appeals:** Sanctions imposed upon students at Jackson State Community College and imposed at the discretion of the IT Director (or other designee of the President) may be appealed to the Vice President for Student Services. Other sanctions may be appealed under established Institution procedure.

## TBR/NetTN Policy and Procedures for Copyright Infringement Notices and the Digital Millennium Copyright Act (DMCA)

The Tennessee Board of Regents and the Tennessee Cooperative Network (TBR/NetTN) take seriously all complaints regarding copyright infringements. Copyright infringements are made when material is copied without the permission of the person holding the copyright and stored on a TBR/NetTN server for the purpose of providing that information to others. Copyright infringement does not occur merely by listing a URL to a server where the copyrighted material resides. See <http://lcweb.loc.gov/copyright/> for more information regarding the copyright law. The following procedures will be followed in order to resolve copyright infringement complaints on TBR/NetTN servers.

For TBR/NetTN to be on notice of the presence of infringing material, the DMCA <http://lcweb.loc.gov/copyright/legislation/dmca.pdf> states that notification must be provided to us with the following information:

- Identification of what is being infringed.
- Where the infringements are located
- Who is complaining
- How he or she may be contacted, including phone number, fax

number and e-mail address

- A statement of good faith belief that the material is infringing
- A statement made under threat of perjury that the information provided is accurate and the complaint is authorized by the copyright holder
- A signature of the copyright holder or an authorized representative

Initial correspondence may be sent via e-mail to [DMCA@tbr.edu](mailto:DMCA@tbr.edu). A letter or fax containing this information and the signature of the copyright holder must be sent to:

- Tennessee Board of Regents  
Attn: Information Systems/DMCA  
1 Bridgestone Park  
Nashville, TN 37214  
(615) 366-4443 (615) 366-3979 (fax)

Upon receipt of this information TBR/NetTN will contact the user who is infringing on the copyright and inform them that they must remove or block access to the infringing material.

The user may respond with a counter-notice which includes:

- A statement, that the user has a good faith belief that access to the material should not be removed or blocked due to a result of a mistake or misidentification.
- Listing the user's contact information.
- Consenting to jurisdiction in federal court.

TBR/NetTN will give this counter-notice to the original complaining party, and allow access to the infringing material within 10-14 days unless we receive notice that a lawsuit has been filed over the material.

TBR/NetTN users who repeatedly infringe upon copyrights will have their network access terminated and may face other sanctions or discipline as determined by TBR/NetTN institutional policies, the TBR/NetTN Acceptable Use Policy and/or the State of Tennessee Acceptable Use Policy.

## Disciplinary Sanctions

Upon determination that a Jackson State student or organization has violated any of the institution's rules, policies or disciplinary offenses set forth in these regulations, the following are appropriate sanctions which may be imposed, either singly or in combination, by the appropriate institution officials.

### Definition of Sanctions

**Restitution.** Restitution may be required in situations which involve destruction, damage, or loss of property, or un-reimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;

**Warning.** The appropriate institutional official may notify the

student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;

**Reprimand.** A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these regulations and provides notice that any further violation(s) may result in more serious penalties;

**Service to the Institution or Community.** A student, or student organization, may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property);

**Specified Educational/Counseling Program.** A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;

**Apology.** A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;

**Fines.** Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;

**Restriction.** A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges;

**Probation.** Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;

**Suspension.** Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;

**Expulsion.** Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;

**Revocation of Admission, Degree, or Credential;**

### **Assignment of a Failing Course Grade;**

Any alternate sanction deemed necessary and appropriate to address the misconduct at issue;

**Interim Suspension.** As a general rule, the status of a student or student organization accused of violation of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, any other member of the institution its guests, property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension.

The president of Jackson State is authorized, at his/her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.04 Disciplinary Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

## **Disciplinary Procedures**

Institutions governed by the TBR, in the implementation of TBR regulations pertaining to discipline and conduct of students, shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law. In furtherance of this mandate, Jackson State has established the following policies assuring that each student accused of a disciplinary offense or academic misconduct will receive due process. These policies shall be communicated to faculty, staff and students through the college's official catalog and student handbook, on the college's website, and through other avenues available to make the information easily accessible.

### **Jackson State Institutional Procedures**

**(a)** Upon receipt of a complaint regarding a student or organization, the Dean of Students will initiate an investigation into the facts of the case, including interviews with the accused, other persons involved and witnesses.

**(b)** The Dean of Students will make a decision based on the facts of the case, and issue a written determination to the accused, including sanctions if applicable, and informing the student or organization of their right to an appeal through a Student Disciplinary Committee hearing or through a TUAPA hearing if the possibility of suspension or expulsion, or revocation of a student organization's registration, are possible.



**(c)** TUAPA: All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 4-5-301 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure.

**Hearing before the Student Disciplinary Committee;** comprised of One (1) faculty member elected by Faculty Council; one (1) administrator, one (1) Student Services staff member and one (1) faculty member elected by administrators in Academic Affairs, Student Services and Financial and Administrative Affairs (deans and above); one (1) student selected by the student facing disciplinary action; and two (2) students selected by the Student Government Association. The Officers include a Chair and Secretary elected from the membership of the committee

**(a)** A student or organization accused of committing a disciplinary offense may request a hearing before the Student Disciplinary Committee, in writing, by submitting it to the Dean of Students within five (5) business day of the initial decision. When such a hearing is initiated, the following procedures shall apply:

- (i) The accused student or organization shall be informed in writing of the date, time and place of the hearing not less than ten (10) days prior to the day of the hearing and shall be advised of the following rights:
  - (I) The right to present their case;
  - (II) The right to be accompanied by an advisor;
  - (III) The right to call witnesses in their behalf;
  - (IV) The right to confront witnesses against them.
- (ii) The Chairperson of the Student Disciplinary Committee shall preside at the hearing.
- (iii) The Dean of Students shall present the results of the investigation and make a recommendation to the Committee. Witnesses and/or statements from witnesses may be entered as evidence.
- (iv) The accused shall have an opportunity to present their case in exercising any of the rights cited above.
- (v) Members of the Committee shall have an opportunity to ask questions.
- (vi) After all presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision.
- (vii) The decision shall be announced by the presiding officer of the hearing and provided in writing to the student or organization representative(s) within 5 days after the conclusion of the hearing. A written record of the proceedings and determination shall be maintained in the office of the Dean of Students.
- (viii) The student or organization representative(s) shall be advised of their right to appeal the decision of the Student Disciplinary Committee in writing to the Vice President for Student Services or designee within five (5) working days of the Committee's decision.

- (ix) The Vice President for Student Services or designee will issue a written decision to the student or organization in writing within three (3) working days.

**(b.)** The Vice President of Student Services' decision may be appealed, in writing, within five (5) working days of the decision, to the President of the College.

**(c)** The President will issue a written decision to the student or organization within three (3) working days.

All matters involving allegations of impermissible discrimination, harassment, or retaliation, including, but not limited to allegations of sexual violence, will be governed by the procedures outlined in TBR Guideline P-080 Subject: Discrimination and Harassment – Complaint and Investigation Procedure and/or an institutional policy that reflects the requirements of that Guideline.

### Jackson State Procedures for Academic Misconduct:

When an instructor determines that a student has engaged in academic misconduct, prompting them to assign an "F" for the course, the following steps must be followed:

- 1. The faculty member shall arrange for a conference with the student(s) within seven (7) working days of the offense to discuss the issues and potential courses of action. At the conference, the student shall be notified by the faculty member of the charge and supporting evidence. For an incident which occurs during, or as part of, a final examination, the instructor must notify the student by certified mail or return receipt email.
- 2. After meeting with the student(s), the faculty member shall complete the "Academic Misconduct Report Form" that identifies the student(s) responsible, the nature of the offense, the action taken, and the recommendation as to whether or not further disciplinary sanctions should be imposed through Jackson State's student disciplinary process. This form shall be submitted to the Academic Integrity Committee, through the appropriate Academic Dean's office, within two (2) working days of having met with the student(s). The Academic Dean's office shall provide a copy to the Dean of Students and send a copy to the student(s) via certified mail. The certified mailing shall include written notice that the student(s) have the right to due process by submitting a hearing request to the Academic Integrity Committee through the appropriate Academic Dean's office.

The Academic Integrity Committee is a committee whose membership is appointed by the President. It is comprised of:

- 1. Academic Dean (that is responsible for supervision of the course) --Chair of the Committee with no voting rights except in the case of a tie.
- 2. Three (3) Faculty members, not including the one who assigned the grade
- 3. Two (2) students, one of which will be the SGA President or their designee OR Two (2) staff members not holding faculty appointments. Use of student representatives will be at the discretion of the Vice President for Academic Affairs.

A student accused of academic misconduct may submit a written request for a hearing to the Academic Integrity Committee through the office of the Academic Dean supervising the course in question within five (5) working days of having received the instructor's "Academic Misconduct Report Form." When such a hearing is initiated, the

following procedures shall apply:

- 1. The student shall be informed in writing of the date, time and place of the hearing not less than ten (10) days prior to the day of the hearing and shall be advised of the following rights:
  - i. The right to present their case;
  - ii. The right to be accompanied by an advisor;
  - iii. The right to call witnesses in their behalf;
  - iv. The right to confront witnesses against them.

The Chairperson of the Academic Integrity Committee shall preside at the hearing.

- There must be at least four (4) members of the committee present, including the chairperson, to constitute a quorum and to hear cases, unless the student charged with academic misconduct knowingly waives the right to a quorum.

The instructor who submitted the “Academic Misconduct Report Form” shall present their evidence and reasoning for their decision to the Committee. Witnesses and/or statements from witnesses may be entered as evidence.

The student accused of academic misconduct shall have an opportunity to present their case in exercising any of the rights cited above.

Members of the Committee shall have an opportunity to ask questions.

After all presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision.

- The Committee’s decision(s) shall be by majority vote.

The decision shall be announced by the Chairperson of the Committee and issued in writing to the student and to the instructor involved within 5 days after the conclusion of the hearing. A written record of the proceedings and determination shall be maintained in the office of the Vice President for Academic Affairs and the Dean of Students.

The student may appeal the decision of the Committee, in writing, to the Vice President of Academic Affairs within five (5) working days of the Academic Integrity Committee’s decision.

The Vice President of Academic Affairs will issue a written decision to the student within three (3) working days.

The Vice President of Academic Affairs’ decision may be appealed, in writing, within five (5) working days of the decision, to the President of the College.

The President will issue a written decision to the student or organization within three (3) working days.

An instructor cannot be required to change an assigned grade, but the institution may amend the student’s grade on their academic transcript, based on the Academic Integrity Committee’s decision or an ensuing appeal, and a note of explanation be placed in the student’s file.

### **Jackson State Procedures for Interim Suspension Hearings:**

Within one working day of receipt of a written complaint, the Dean of

Students will investigate and, where appropriate, notify the accused by verbal, electronic, written, and/or other device that they are being suspended on an interim basis and describing their rights and procedures. Interim suspension will only occur when it is deemed that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, any other member of the institution, its guests, property, or substantial disruption of classroom or other campus activities.

#### **Hearing Before the Interim Suspension Committee:**

1. A student may challenge an interim suspension in writing to the Dean of Students within two (2) business days of receipt of notice of the interim suspension. Failure to request a hearing on the interim suspension within two (2) business days of receipt of notice serves as a waiver of the right to a hearing.

2. A student’s challenge will be heard by the Interim Suspension Committee, comprised of the Dean of Students, the Vice President for Student Services or designee, and the Director of Environmental Health and Safety. The following procedures shall apply:

i. The accused student shall be informed verbally, electronically, and/or in writing of the date, time and place of the hearing not less one (1) full day prior to the day of the hearing and shall be advised of the following rights:

- (I) The right to present their case;
- (II) The right to be accompanied by an advisor;
- (III) The right to call witnesses in their behalf;
- (IV) The right to confront witnesses against them.

ii. The Vice President for Student Services, or designee, shall preside at the hearing.

iii. Witnesses and/or statements from witnesses may be entered as evidence. Evidence presented shall be limited to that which is relevant to the basis asserted for imposition of the interim suspension.

iv. The accused shall have an opportunity to present their case in exercising any of the rights cited above. Evidence presented shall be limited to that which is relevant to the basis asserted for imposition of the interim suspension.

v. Members of the Committee shall have an opportunity to ask questions.

vi. After all presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision that day.

vii. The decision shall be announced by the presiding officer of the hearing and provided in writing to the student. A written record of the proceedings and determination shall be retained in the office of the Dean of Students.

1. The student shall be advised of their right to appeal the decision to the President.

2. The student may appeal the decision of the Committee, in writing, to the President within one (1) working day of the Interim Suspension Committee’s decision.

viii. The President will issue a written decision to the student within one (1) working day.

ix. Whether or not the interim suspension is affirmed, the Dean of Students will complete an investigation, and initiate the disciplinary process as described in this section.

The President of the College is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and Due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

## Threats and Violence Prevention Policy

Jackson State is committed to providing every employee, student and visitor an environment that is safe, secure and free of threats and violence. In support of this policy, Jackson State is intolerant of language or behavior that is unsafe, threatening or violent. In accordance with federal and state laws, Jackson State also prohibits the possession of any weapon by any individual on college premises, except law enforcement officers in performance of their duties. Definitions used in this policy:

*Crime of Violence:* Including, but not limited to: any degree of murder, voluntary manslaughter, aggravated rape, rape, mayhem, especially aggravated robbery, aggravated robbery, robbery, burglary, assault, aggravated assault, physical or verbal threats and battery.

*Weapon:* Includes an explosive or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, a machine gun, a short-barrel rifle or shotgun, a handgun, a firearm silencer, a switchblade knife or any other type of knife (excluding pocket knives with blades of 3 inches or less), or knuckles, or any other implement for infliction of bodily injury, serious bodily injury or death which has no common lawful purpose. All firearms and percussion weapons are to be included in this definition.

*On the Worksite:* Includes all property owned or occupied by Jackson State (including Jackson State job sites) or in a Jackson State vehicle.

*Possession:* Includes, but is not limited to, the presence of a weapon on the employee, student or visitor in his/her motor vehicle, lunch box, locker, tool kit, bag, purse, cabinets, office, etc.

Any verbal, physical, written or electronically transmitted conduct that is inconsistent with this policy will be subject to administrative disciplinary sanctions and/or prosecution or other appropriate action under the law.

Furthermore, it is the policy of Jackson State to maintain a work environment that is free from acts of violence, threats and other potentially violent behavior. Acts of violence or threats of violence will not be tolerated and are especially prohibited in any manner or form on or off Jackson State property, if they are a direct result of the employment relationship.

### Purpose

Jackson State recognizes that violence and related crises in the workplace are a pervasive and growing concern. Jackson State is, therefore, committed to providing a safe environment for its students, employees and visitors.

### Scope

This policy applies to all individuals on properties and locations operated for, and controlled by, Jackson State.

### Reporting

All members of Jackson State share an interest in promoting a safe and healthy environment that is free from intimidation and fear for personal safety. To foster this ideal, employees, students and visitors are encouraged to report incidents of threats, aggression and other prohibited behaviors and acts of any individual(s) on properties through the campus police office. Campus police officers may be reached at 731-225-5952, or 731-425-2627.

### Compliance

All persons covered by this policy must conduct themselves in accordance with this policy as set forth above. Jackson State will not tolerate any conduct which violates the letter and/or spirit of this policy. Any employee who violates this policy will be subject to appropriate administrative and disciplinary action, up to and including termination.

### Communication

Jackson State has the responsibility to communicate its position on workplace violence to all employees and others covered by this policy and will take appropriate steps to do so.

Employees who are terminated due to documented instances of workplace violence, or who voluntarily resign while a workplace violence charge is being investigated are subject to a true representation of the facts in future employment referrals.

### Sexual Misconduct

Jackson State Community College's "Campus Violence Policies and Procedures" are intended to help us prevent and/or address misconduct such as rape, dating violence, domestic violence and stalking--both on and off campus. These policies, campus procedures for reporting incidents, and support for victims/survivors are found on the college's website at <https://www.jscc.edu/about-jackson-state/administration/safety-and-security/sexual-misconduct/>.

## Policy on Drug-Free Campus

This statement is being distributed to all Jackson State employees, including faculty, and students in compliance with the provisions of the Drug Free Workplace Act of 1988 (41 U.S.C. 701, et. seq.) and the Drug Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, et. seq.).

### Policy

It is the policy of Jackson State that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the Jackson State campus, on property owned or controlled by Jackson State, or as part of any activity of Jackson State is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in the JSCC Student Handbook.

### Legal Sanctions

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either: 1) distribution or possession at or near a school or college campus, or 2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of “personal use amounts” of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor’s senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine, or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both. (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified a Class A misdemeanor. (T.C.A. 39-15-404). The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both. (T.C.A. 39-17-310)

### Sanctions

Jackson State will impose the appropriate sanction(s) on any student or employee who fails to comply with the terms of this policy.

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- Expulsion
- Suspension
- Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program
- Referral for prosecution
- Probation
- Warning
- Reprimand

As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify his/her department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

- Termination
- Suspension
- Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
- Recommendation for professional counseling
- Referral for prosecution
- Letter of warning
- Probation

### Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organ damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS, and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

### Available Drug and Alcohol Counseling, Treatment, Rehabilitation Programs

Students who wish to contact drug and alcohol counseling, treatment

and rehabilitation programs may obtain information on such programs from the college’s Counseling and Career Services office at 425-2616.

Following is a list of some area alcohol and drug treatment centers. Jackson State does not endorse any treatment providers, nor does the college provide financial support for students’ treatment programs.

**ALCOHOL AND DRUG TREATMENT CENTERS**

Alcoholics Anonymous, West Tennessee Toll Free Number.....	877-426-8330
Aspell Recovery Center, 110 McCowat., Jackson, TN.....	731-427-7238
Lakeside Behavioral Health System 2911 Brunswick Road, Memphis, TN .....	901-377-4700
.....	1-800-232-5253
JACO A 900 E. Chester, Jackson, TN.....	731-423-3653
(after hours) .....	731-343-1800
Pathways 238 Summar Dr., Jackson, TN.....	731-541-8200
Crisis Line .....	1-800-372-0693
Quinco Counseling Centers Crisis please call.....	1-800-467-2515
Quinco Counseling Center 45 Executive Drive, Suite A, Jackson, TN .....	731-664-2111
Quinco-Bolivar-Hardeman 10710 Highway 64, Bolivar, TN .....	731-658-6113
Quinco-Savannah-Hardin 1410 Pickwick Street, Savannah, TN.....	731-925-1022
Treatment Services.....	877-274-3522

**Harassment – Sexual, Racial and Other**

Tennessee Board of Regents Guideline P-080 relates to the orderly resolution of charges of sexual, racial, or other forms of harassment at Jackson State and other institutions of the Tennessee Board of Regents. The procedures set forth in the guideline may be utilized by any employee, applicant for employment, or student who believes he or she has been subjected to sexual, racial or other forms of harassment. The following excerpt defines these types of harassment.

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law. An institution or school may be held liable pursuant to Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment.

Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the individual’s employment or of the individual’s status in a program, course, or activity.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience or creating an intimidating, hostile, or offensive work or educational environment.

Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

Generally, racial harassment is defined as any person’s conduct which unreasonably interferes with an employee’s or student’s status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong.

It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent bigots from expressing their opinions in a way which abuses or offends their co-workers.

Generally, harassment on the basis of religion, handicap, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with an individual’s academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity which creates an intimidating, hostile, or demeaning environment.

Student on student harassment means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law and that is so severe, pervasive, and objectively offensive that it effectively bars the victim’s access to an educational opportunity or benefit.

Guideline P-080 describes procedures intended to protect the rights of the aggrieved party as well as the party against whom an allegation of harassment is lodged, as required by state and federal laws. Each charge must be properly investigated and, when warranted, appropriate disciplinary action must be taken against the individual charged. The Office of General Counsel always will be consulted prior to investigation.

The designated Equal Employment Opportunity/Affirmative Action Officer for Jackson State, the Director of Human Resources, is responsible for receiving harassment complaints from applicants, employees, and students. The office is located in the Human Resources office, Administration Building, (731) 425-2621.

The complete text of Guideline P-080 is available online at [www.tbr.edu](http://www.tbr.edu).

edu, in the Human Resources Office, in the offices of the President, the vice presidents, and the library. You are encouraged to become familiar with the guideline and to ask questions if necessary to gain a thorough understanding of it.

## Americans with Disabilities Act Policy and Grievance Procedure

### Policy

Jackson State has adopted a policy of nondiscrimination on the basis of disability in the admission and access to academic programs, procedures and activities. The College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by Jackson State.

### Procedure

In the event a person has a complaint related to ADA, they first must attempt to resolve the situation with the College employee involved.

If those efforts are unsuccessful, a documented complaint, briefly describing the alleged violation of the regulations, must be filed with the ADA Compliance Officer, the Dean of Students, within 30 days after the violation. Complaints should be directed to: ADA Compliance Officer, Student Union Building, Jackson State Community College, 2046 North Parkway, Jackson, Tennessee 38301-3797.

Upon such filing of a complaint, an appropriate investigation shall follow by the Compliance Officer and others designated by the College for such purpose. These rules provide for informal, but thorough, investigations allowing all interested persons and their representatives, if any, to submit related evidence. A written determination of the complaint’s validity and a description of the resolution shall be issued by the ADA Compliance Officer and a copy forwarded to the complainant no later than 90 days after its filing.

The ADA Compliance Officer shall maintain the files and records of Jackson State relating to complaints filed.

The complainant can request a reconsideration of the case if he/she is dissatisfied with the resolution. The request for reconsideration should be made to the Vice President of Student Services within 30 days of the issuing of the written determination.

A written response to that request for reconsideration will be issued and a copy forwarded to the complainant no later than 30 days after the request’s filing. The President of the college holds the final authority for appeals. An appeal of that reconsideration must be filed with the President within 30 days of the issuing of the written determination.

A person’s right to a prompt and equitable resolution of the complaint filed thereunder shall not be impaired by the person’s pursuit of other remedies, such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Jackson State complies with the ADA in implementing the program.

## Traffic and Parking Regulations

### Registration

All motor vehicles operated on Jackson State’s main or satellite campuses by faculty, staff, and students must be registered with the college. The registration period extends from September 1 through August 31 of the following year. Each student registered with Jackson State for one or more classes will be assessed a \$16 per semester campus access fee for maintenance of college streets and parking lots.

Students that attend classes on Jackson State campuses that are registered through another institution should obtain a parking tag during their registration for classes or display a current parking decal/tag for their institution.

Employees of permanent vendor services (i.e., bookstore, café) may be issued an employee parking tag. Student workers will be issued a student parking tag.

Registration of all motor vehicles should be done during the first week of the first semester of employment or enrollment. Employee and student parking tags may be obtained during the semester Monday through Friday from the jHub Student Assistance Center in the Student Center Building and from the Humboldt, Lexington, and Savannah campuses.

Temporary and permanently disabled students and employees with a state-issued disability placard for disabled parking should clearly display the placard when parking in a handicapped space. In addition, an official Jackson State tag must be displayed. To obtain a state-issued disability placard for disabled parking, students and employees must contact the Tennessee Department of Transportation (TDOT) Driver’s License and Testing Center or the County Courthouse Title and License office.

No vehicle will be considered officially registered unless a current Jackson State parking tag is displayed. The tag must be clearly visible.

Faculty, staff, or students who change cars may secure a replacement tag by presenting the number of the original tag at the jHub Student Assistance Center. The updated vehicle information will be logged and

the patron can transfer the original tag to the new car. All violations against an old tag or previously used tag will be charged to the person to whom it was originally issued.

Each student, faculty, or staff member intending to drive/park one or more vehicles on campus must register each vehicle. Failure to comply with this regulation may result in disciplinary action.

Visitor and temporary parking permits may be obtained from the office of Business Services in the Administration Building or Humboldt, Lexington, or Savannah campuses. Temporary permits shall be secured to drive an unregistered vehicle in an emergency situation.

All Contractors must check in with the Physical Plant Department prior to beginning work on campus. Upon notification, Physical Plant will obtain a temporary parking permit from the Business Office or notify the Campus Police of Contractors presence including expected length of time on campus.

Registration must include name of registrant, student/employee identification number, license plate number, and state of plate issue, and year, make, color, and model of vehicle.

Changes in license plates must be reported to the jHub within five (5) days of such changes. Failure to do so may be grounds for revocation of parking privileges.

Illegible and/or damaged tags must be replaced. Failure to replace a damaged tag within five (5) days of notification will result in a ticket. Damaged tags will be replaced at no cost to the student or employee

The acceptance of a parking tag by any person shall constitute the acceptance of the responsibility to ensure that no vehicle owned or registered in his or her name is parked or operated in violation of these policies.

## Parking

Students should park in parking spaces or areas appropriately designated. Students are not to park:

- In reserved spaces marked “employee only.”
- In reserved spaces indicating handicapped parking unless that student displays a state-issued disability placard and JSCC tag on their vehicle.
- In reserved spaces marked for visitors or prospective students.
- In these prohibited areas: loading zones, sidewalks, campus streets, grassy areas, and within 15 feet of fire hydrants.

Enforcement of parking in reserved parking spaces or designated employee lots will be enforced from 6 a.m. to 5 p.m.

Vehicles may be towed at the owner’s expense and citations will be issued for the following violations:

- Blocking a fire hydrant
- Blocking the roadway, walkway, driveways, or other access ways
- Parking in a fire lane
- Stolen, abandoned, or unregistered vehicle (no tag, switched tag, etc.)
- Parking in a disability reserved space

- Blocking a disability access ramp
- Parking in “Service Vehicle Only” space
- Information about location and retrieval of the vehicle may be obtained by contacting the Environmental Health and Safety Office, located in the Student Center Building, between 8 a.m. and 4:30 p.m. Monday through Friday, 731-424-3520 ext. 50244 or 731-225-5952, and paying the cost of the tow.

Citations for violations must be paid promptly and within the semester issued. Fines may be paid in the Business Services Office. The violator’s copy of the citation must be presented at the time of payment.

Traffic citations not paid by the last day of final exam week each semester prohibit release of the student violator’s grade report and official transcript. The student may not register for the ensuing semester and, in cases where a student has registered early, he/she may be withdrawn from the College.

## Violations and Fines

- Parked in disabled area \$200.00\*
- Parking in designated employee or visitor area \$50.00
- Parked within 15 ft. of a fire hydrant \$50.00
- Reckless Driving/Speeding \$50.00  
*Tennessee Code Annotated 55-10-205 dictates that you may be charged with reckless driving if there is probable cause to believe that you are driving “in willful or wanton disregard for the safety of persons or property.” Driving 30mph over the posted speed limit is considered a reckless driving charge under Tennessee law. Posted speed limit on the campuses of Jackson State is 15 mph.*
- No parking tag \$25.00
- Parking on grass \$25.00
- Parked in loading zone \$25.00
- Double parked \$25.00  
*Parallel parking alongside another car so that all or part of your vehicle is in the street blocking the normal flow of traffic.*
- Improper/reverse parking \$25.00  
*Reverse parking is the parking in a diagonal parking spot facing against the flow of traffic upon exit. Improper parking is occupying more than one parking space at one time or not completely being in a parking spot impeding the flow of traffic.*
- Impeding traffic \$25.00  
*Tennessee Code Annotated section 55-8-154(a), which provides: “No person shall drive a motor vehicle at such a slow speed as to impede the normal and reasonable movement of traffic, except when reduced speed is necessary for safe operation or compliance with law.”*

\* The fine for disabled/handicapped parking violations is established by statute and will be adjusted to comply with state law.

## Appeals

Citations issued to students may be appealed, in writing, to the Student Government Association (SGA) within five (5) working days of the issuance of the citation.

The SGA Senate hears student traffic and parking appeals at their bi-weekly senate meetings during the fall and spring semesters and at

monthly meetings during summer terms.

- The SGA President shall chair the meeting with no voting rights.
- Voting shall be conducted only when quorum is present. A quorum is defined as a simple majority of the SGA Senate.
- The SGA Senate is comprised of the vice president, secretary, three (3) sophomore senators, three (3) freshman senators and one (1) SGA representative of each officially registered student organization for the academic year.
- SGA Senate shall make a recommendation to the Director of Athletics and Student Activities, no more than two (2) business days following the review for each parking ticket heard, using the Traffic and Parking Ticket Recommendation Form.
- The Director of Athletics and Student Activities shall review the recommendation and either concur with or deny the recommendation.
- The Director of Athletics and Student Activities shall sign in agreement or overriding the SGA's recommendation and forward copies of the decision to the student and Business Services Office. The notification shall be mailed and/or emailed at the student's request within two business days of the final decision.
- Students who disagree with the final decision of their appeal to the Senate and Director of Athletics and Student Activities shall have the opportunity to appeal to the Vice President for Student Services in writing and within five (5) business days of receiving the final decision. They shall be notified by mail and/or email per the student's request within two business days of the final decision.

Appeals submitted while classes are not in session shall be heard by the Director of Athletics and Student Activities no more than ten (10) business days from the date of issue on the ticket. The student shall be notified by mail and/or email per the student's request within two business days of the final decision. That decision can be appealed to the Vice President for Student Services following the procedures listed above.

Visitors and employees may appeal traffic citations, in writing or in person with a copy of the citation, to the office of Environmental Health & Safety in the Student Center Building within five (5) working days of receiving the citation. The Director of Environmental Health and Safety will make a decision on the validity of the citation after hearing and/or reading the appeal and will make a final determination within five (5) working days.

All decisions regarding traffic citations for visitors and employees may be appealed in writing to the Vice President for Student Services within two (2) business days of the previous determination.

- The Vice President for Student Services will obtain information from the Director of Environmental Health and Safety, regarding the previous appeal decision.
- The Vice President for Student Services will issue a decision, in writing, to the visitor or employee and Business Services Office, within five (5) working days of receipt of the appeal.

## Accidents

All motor vehicle accidents involving injury to persons, equipment, cars, etc., must be reported immediately to the Environmental Health

and Safety Office at ext. 50244 or the Security Officer on duty at (731) 225-5952.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12. Adopted by TBR: 3/28/14. Effective: 3/28/14.

## Delinquent Library Material(s)/Billing

Students are responsible for returning library materials by the date due. If the materials are lost or damaged, charges will be imposed, consisting of the current replacement cost and a processing fee. In addition, a hold is placed on the student's file until either all fees are paid or the materials are returned. Students with this hold cannot register for the next semester, receive grades, or have transcripts forwarded to other institutions.

At the end of the semester, all delinquent library accounts are forwarded to the Business Office. If the student does not pay the fees when due, the Business Office charges additional late fees, which can reach a maximum of \$50.00. Failure to pay the Business Office will result in the bill being referred to a collection agency/credit bureau for collection of all fees.

Upon receipt of the Business Office billing, if the materials are returned undamaged before replacement materials are purchased, the replacement cost can be waived with approval from the Library Director. However, the processing fee of \$20.00 still must be paid.

## Student Grievance Policy and Procedures

### Policy

It is the policy of Jackson State to provide an orderly due process for students who believe that they have been subjected to unfair treatment by other students or by college employees. You may pursue the grievance process if you believe you have been unjustly subjected to threats or other conditions which may result in physical harm and/or emotional distress.

### Procedures

You may file a grievance/complaint which relates to the following:

- Grades – See Grade Appeal Procedure.
- Discrimination/Harassment based on Disability – Students who believe that they have been subjected to discrimination or harassment because of a disability should contact the Dean of Students, Student Union Building, (731) 425-2616.
- Sexual Discrimination/Harassment See Policy/Guidelines on Sexual and Racial Harassment. Students who believe that they have been subjected to sexual discrimination or harassment should contact the



college's Affirmative Action Officer, Administration Building, (731) 425-2621.

- **Racial Discrimination/Harassment** – See Policy Guidelines on Sexual and Racial Harassment. Students who believe that they have been subjected to racial discrimination/harassment should contact the college's Affirmative Action Officer, Administration Building, (731) 425-2621.
- **Complaints Relating to Other Students** – See General Regulations on Student Conduct and Disciplinary Sanctions. Students wishing to file a complaint (grievance) against another student should contact the Dean of Students, Student Union, (731) 425-2616.
- **Complaints Relating to College Employees** – A student wishing to file a complaint (grievance) against a college employee should use the administrative channels of communication in the order which follows: (1) director/dean of the unit providing the service; (2) appropriate vice president; (3) president of the college. The written complaint/grievance should be submitted to the appropriate college official within 15 working days of the incident and should include the name and address of the complainant and nature of the incident on which the complaint/grievance is based. Upon receipt, the appropriate college official(s) will investigate the validity of the complaint/grievance and, within 30 working days, render to the complainant a written determination of the complaint's validity and resolution. Additional information concerning filing a complaint (grievance) may be obtained from the Affirmative Action Officer, Administration Building, (731) 425-2621.
- **Complaints Related to Accreditation or regarding Violations of State Law** – Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1 Bridgestone Park, Nashville Tennessee 37214, or by going on line and filing out the form electronically at <http://www.tbr.edu/contact/StudentComplaint-Form.aspx>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the Commission of Colleges of the Southern Association of Colleges and Schools, 1866 South Lane, Decatur Georgia 30033 or call 404-679-4500 <http://www.sacscoc.org/>. Complaints of fraud, waste or abuse may be made by email at [reportfraud@tbr.edu](mailto:reportfraud@tbr.edu) or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.

### Complaint Resolution Policies and Procedures for Non-Tennessee Resident

Students in State Authorization Reciprocity Agreement States, commonly known as SARA. Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the Institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission (<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>). ;

For purposes of this process, a complaint shall be defined as a formal

assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards (<http://www.nc-sara.org/content/sara-manual>) have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the NC-SARA website (<http://nc-sara.org/sara-states-institutions>). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

## Student Activities

Jackson State's student activities are intended to encourage the development of Jackson State students in areas identified by students and officially recognized student organizations and student groups through fees received from students through club involvement, on needs surveys, by campus data and national trends. The activities are developed with the purpose of promoting out-of-class learning opportunities, encouraging additional interaction with faculty, and fostering an environment of respect, individuality, diversity, and fun.

### Student Activity Fee

The \$4 you pay each semester in Student Activity Fees goes to support the college's student activities programming and the events and activities sponsored by Student Government Association, officially recognized clubs and organizations and student groups. Officially recognized organizations shall receive funding based upon the event or activity and compliance in the previous semester as outlined in this handbook.

The student activities are funded through the Activity Fee Allocation Committee, comprised by a diverse cross-section of current Jackson State students, faculty and staff. The Committee reviews Budget Request Forms submitted by student groups and officially recognized organizations develops the calendar of student activities each semester and members are expected to carry out event planning and to participate. Students interested in participating on the Activity Fee Allocation Committee should contact the Office of Athletics and Student Activities, in the Gymnasium Building (731) 425-2649.

### Current College Organizations and Events

There are many other student organizations offering opportunities for you to get involved at Jackson State. These are some of the groups and events that reach out to our students each year, or are in the process of becoming official organizations:

#### Student Government Association (SGA)

- Art Club
- Baptist Collegiate Ministry Club
- Biology Club
- Black Student Association

- Chess Club
- Computer Club
- FFA/Ag
- Kappa Beta Delta (Business Honor Society)
- Nation Against Genocide
- Physical Therapist Assistant Club
- Phi Theta Kappa (National Honor Society)
- Philosophy Club
- Psychology Club
- Sigma Kappa Delta (English honor society)
- Spanish Club
- Student Nurses Association
- Veterans' Club

Any additional information can be found on the JSCC website under Student Services link or Club Information Sheets can be found outside the SGA Office.

A Student Leadership Retreat for representatives of each officially recognized student club and organization and SGA is held during each fall semester to develop participants' leadership and teamwork skills. Involvement in campus clubs and activities will help you grow as an individual; connect with other students, faculty and community leaders; foster your creativity; and provide memories to last a lifetime.

## Organization Policies

Jackson State is committed to the principle that students should be encouraged to participate in worthwhile campus activities. The experience is enriched by participation in educational, social, cultural, physical, and professional programs.

## Policies Governing Student Clubs and Organizations

In order for approved activities to be as fulfilling as possible and to provide for equitable and uniform administration, policies set forth by Tennessee Board of Regents Policy 3:01:01:00 and the following will apply to all officially recognized student clubs and organizations and activities they sponsor:

- A student organization may conduct its activities on the campus of Jackson State or at its off-campus centers only when Clubs are officially recognized by JSCC. The only exception to this policy is organizational meetings held with the permission of the Athletics and Student Activities Office.
- Any organizational meetings must comply with all facilities usage policies described in TBR Policy 3:02:02:00.
- Organizations also are responsible and liable for the conduct and actions of all guests.
- Violations of this policy will be referred to the Athletics and Student Activities Office for possible disciplinary action

- On- and off campus dances sponsored by a student organization will require the presence of an organization advisor and a minimum of two security guards.

## Annual Registration of Organizations

In accordance with TBR Policy 3:01:01:00, each student club and organization must complete an Annual Registration Form each fall semester. All proposed activities listed by the club must be accompanied by a Budget Request Form for each activity. To obtain a copy of this form please contact the Athletics and Student Activities Office or visit the Student Life website.

The Annual Registration Form and all other information outlined in the TBR Policy 3:01:01:00 must be submitted to the Athletics and Student Activities Office by the end of the fifth Wednesday of the fall semester.

Annual renewal of registration of an active organization shall be dependent upon the organization's demonstration of compliance with policies and guidelines set by TBR and Jackson State.

An organization must:

- Have minimum of eight (8) charter members is required for groups to maintain recognition by the Student Government Association and the college.
- Submit an annual report of activities to the Athletics and Student Activities Office by the Friday of the third week in April of each year.
- Submit an annual financial to the Athletics and Student Activities Office by the Friday of the third week in April of each year.
- Must assist in at least one campus-wide activity sponsored by another organization or a JSCC department/division that has been properly approved by the Student Service Office.
- Must sponsor at least one campus-wide activity of their own each semester that has been properly approved by the Athletics and Student Activities Office.
- Must send at least one representative to the Annual Student Leadership Retreat.
- Must have an SGA Representative attend each regularly scheduled SGA meeting. Expectations of SGA Club Representatives can be found in the SGA Constitution, Article VII.
- Submit, to the Athletics and Student Activities Office, within seven days of enactment, a copy of each organization's constitution and bylaws and all subsequent amendments thereto.

## Financial Responsibility

Officially registered clubs and organizations will be eligible for funding through the Activity Fee Allocation Committee provided the appropriate College requirements have been properly met. Clubs shall follow TBR Policies, as well as, the following JSCC policies:

- No organization may solicit funds from any outside person, busi-

ness, or organization without written approval.

- Organizations must maintain financial accounts through an agency account in the college's Business Office.

Funding requests for club and organization sponsored events and activities must be submitted according to college policies, available in the Athletics and Student Activities Office.

### Advisor Responsibility

Each organization must have a full time faculty or staff advisor who is employed full-time by the college. Exceptions to full-time status may be made by the Athletics and Student Activities Office.

Administratively, student organizations are under the general supervision of the Athletics and Student Activities Office. Advisors shall help the officers develop a strategic plan for service to the College and the Jackson community.

### Club advisors shall follow TBR Guidelines S-030.

Should the advisor resign from the college or the organization, the group will have two weeks to identify a new advisor before losing related privileges. Extensions will be granted by the Athletics and Student Activities Office only when evidence is presented that a concerted effort to identify a new advisor has failed.

### Procedure and Policies for Becoming a Recognized Student Organization

In order to become officially registered as a student organization, a group must abide by the policies set forth by JSCC and TBR Guidelines and Policies.

Students interested in forming an officially recognized organization must complete a Student Group Interest Form. This form is available from the Athletics and Student Activities Office or online on the Student Life website. A constitution and bylaws must be submitted with the Student Group Interest form. The Athletics and Student Activities Office shall examine each application and reject those not submitted in proper form.

One copy of the foregoing documents and information must be submitted to the Athletics and Student Activities Office to review and make recommendations concerning proposed organizations. Preliminary approval recommendations regarding registration of a proposed organization will be made by the Athletics and Student Activities Office. Sponsors may be required to clarify any materials or information provided in the registration process, to resubmit the application or request

with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organization.

Approval by the College is necessary before the organization can be officially registered.

### Disciplinary Action Against a Student Organization

Student organizations are expected to adhere to the same requirements outlined in the General Regulations on Student Conduct and Disciplinary Sanctions found in this handbook.

The investigation of violations, imposition of sanctions, and appeal of imposed sanctions shall be the same as outlined in the General Regulations on Student Conduct and Disciplinary Procedures.

### Student Government Association

The Student Government Association (SGA) is the chief student governing body of Jackson State. SGA is responsible for representing the collective needs, ideas, and concerns affecting students. The SGA facilitates communication with administration and faculty to address campus improvement. In addition, SGA works to promote school spirit, cultivate student leadership, secure student enrichment programming and encourage student participation. All registered students are SGA members. Each spring term, general campus elections are conducted to elect the President, Vice President, Secretary/Treasurer and Sophomore Senators. Freshman Senators are elected each fall term. For more details, contact the Athletics and Student Activities Office. A copy of the current SGA Constitution and/or Candidacy Petition can be obtained in the following locations:

- Athletics and Student Activities Office in the Gymnasium
- Student Government Office in the Student Center
- Student Government Association website.

C/U Transfer = College/University Transfer Program    P/T = Professional and Technical Program

## A

Academically Talented/Gifted Students .....	13
Academic and Classroom Misconduct.....	218
Academic Assistance Center (AAC).....	5, 34
Academic Fresh Start .....	15
Academic Honesty.....	25
Academic Probation .....	24
Academic Suspension.....	24
Accessing Educational Records .....	213
Accounting Course Descriptions .....	164
Accounting Major C/U .....	46
Accreditation .....	7,10
Adding Courses .....	21
Administration Building .....	5
Administrative Office Management Concentration P/T .....	114
Administrative Office Management Course Descriptions ..	164
Admission Information .....	11
Admissions Phone .....	2
Admissions Requirements.....	11
Advanced Emergency Medical Technology Certificate .....	159
Advisory Groups .....	207
Affirmative Action .....	8
Agriculture Course Descriptions .....	165
Agriculture Majors C/U .....	48, 50, 52
Allied Health and Nursing Admission Information .....	15
Americans with Disabilities Act.....	230
Applied Manufacturing Concentration P/T .....	217
Art Course Descriptions.....	167
Art Major C/U .....	54
Art Studio Building .....	5
Athletics.....	211
Attendance .....	16, 25
Audit Courses .....	19
Audit or No Credit Admission .....	13
Awards .....	25

## B

Beliefs .....	7
Biology Course Descriptions .....	168
Biology Major C/U .....	56
Books and Supplies .....	19
Business Administration Major C/U .....	58
Business Course Descriptions.....	168
Business Services Phone .....	2

## C

Campus Map.....	4
Campus Property and Facilities .....	211
Campus Sex Crimes Prevention Act .....	14
Cancellation of Classes .....	21
Career Counseling.....	35
CCNA Routing and Switching Certificate.....	157
Cisco CCNA Concentration .....	118
Center of Emphasis.....	162
Certified Administrative Professional Program .....	163
Chemistry Course Descriptions.....	169
Chemistry Major C/U.....	60
Choosing An Academic Program .....	40
Civil Engineering Major C/U.....	62
Classroom Building.....	5
College Course Descriptions.....	170
Communication Course Descriptions.....	170
Computer Access .....	210
Computer Facilities .....	35
Computer Information Systems Course Descriptions.....	171
Computer Misuse.....	219
Computer Science Course Descriptions .....	173
Continuing Education Units.....	162
Core Values.....	7
Counseling and Career Services Office.....	35
Course Descriptions .....	164
Criminal Justice C/U.....	66

Criminal Justice Course Descriptions ..... 173  
 Cyber Defense Concentration P/T ..... 120  
 Cyber Security Technician Certificate ..... 157

**D**

Dean’s List ..... 25  
 Deferred Payment Plan ..... 19  
 Degree-Seeking Applicant ..... 11  
 Delinquent Library Material(s) ..... 232  
 Disability Resource Center ..... 35  
 Disciplinary Procedures ..... 224  
 Disciplinary Sanctions ..... 223  
 Dropping Courses ..... 21  
 Drug - Free Campus Policy ..... 228

**E**

Education Course Descriptions ..... 175  
 E-Learn Classes ..... 42  
 Electrical Engineering Major C/U ..... 68  
 Electromechanical Technology Course Descriptions ..... 178  
 Emergency Medical Technology Certificate ..... 102  
 Emergency Medical Technology Course Descriptions ..... 176  
 EMS-Paramedic Major P/T ..... 160  
 Engineering Course Descriptions ..... 178  
 English as a Second Language Course Descriptions ..... 180  
 English Course Descriptions ..... 179  
 English Major C/U ..... 70  
 Equal Employment Opportunity ..... 8  
 Exit Testing ..... 44

**F**

Faculty Directory ..... 200  
 Federal/State Financial Assistance ..... 31  
 Federal Funds Return Policy ..... 33  
 Financial Aid ..... 28  
 Financial Aid Phone ..... 2  
 Financial Aid Suspension ..... 33  
 Fire Science Course Descriptions ..... 180  
 Fitness Building ..... 5  
 Fitness Center Use ..... 211  
 Fire Science Majors ..... 132, 134, 136  
 Foreign Language Major C/U ..... 72  
 Foreign Language Requirements ..... 44

Foundation Scholarships ..... 28  
 Fraud, Waste, or Abuse Reporting ..... 9  
 Fraudulent Academic Records ..... 15  
 Full-Time Student Credit Load ..... 23

**G**

GED/HiSET Recipients ..... 14  
 General Education ..... 38  
 General Information ..... 7  
 General Studies Major C/U ..... 74  
 General Technology Major P/T ..... 126  
 Geography Course Descriptions ..... 182  
 Geology Course Descriptions ..... 182  
 Good Academic Standing ..... 24  
 Governance ..... 7  
 Grade Appeal Procedure ..... 22  
 Grade Point Average (GPA) ..... 23  
 Graduation Instructions ..... 45  
 Graduation Proposal ..... 44  
 Graphics Design Technology Course Descriptions ..... 182  
 Gym ..... 5

**H**

Harassment – Sexual, Racial and Other Policy ..... 229  
 Health Information Management Course Descriptions ..... 182  
 Health Related Technologies Supporting Faculty ..... 205  
 Health Science Course Descriptions ..... 182  
 Hepatitis B ..... 15  
 High School Admission Requirements ..... 12  
 History Course Descriptions ..... 183  
 History Major C/U ..... 76  
 Home Economics Course Descriptions ..... 183  
 Honors Course Descriptions ..... 184  
 Honors Program ..... 17  
 Honors ..... 25  
 Honor Roll ..... 25  
 Hospital Affiliations ..... 208  
 How To Use This Catalog ..... 3  
 Humanities Course Descriptions ..... 184

**I**

Identification Cards ..... 35, 210  
 Inclement Weather ..... 25

Incomplete “I” Grade ..... 22  
Information Systems Course Descriptions ..... 184  
Information Systems Major C/U ..... 78  
Institutional Aid Programs ..... 28  
Insurance (Student) ..... 37  
International Education Course Descriptions ..... 184  
International Students ..... 12  
Intramurals ..... 211

**J**

Joint/Dual Enrollment Programs ..... 13

**L**

Learning Support Program ..... 16  
Lexington Center ..... 5  
Library Course Descriptions ..... 184  
Library ..... 5, 36  
Location of Classes ..... 41  
Lost and Found ..... 36  
LPN Career Mobility P/T ..... 146

**M**

Maintenance and Operations Building ..... 5  
Majors ..... 39  
Management Concentration P/T ..... 116  
Management Course Descriptions ..... 184  
Manufacturing Technology Course Descriptions ..... 184  
Marketing Course Descriptions ..... 184  
Mass Communication Major C/U ..... 80  
Mathematics C/U ..... 82  
Mathematics Course Descriptions ..... 185  
McWherter Center ..... 5  
Measles Immunization ..... 14  
Mechanical Engineering Major C/U ..... 84  
Medical Laboratory Technician Course Descriptions ..... 186  
Medical Laboratory Technician Major P/T ..... 140  
Method of Study ..... 41  
Minors on Campus ..... 210  
Mission ..... 7  
Multi Skilled Maint. Technician Concentration P/T ..... 130  
Music Building ..... 5  
Music Course Descriptions ..... 187

**N**

Network Computer Technician Certificate ..... 157  
Networking Concentration P/T ..... 122  
Non-Degree Seeking ..... 13, 16  
Nursing Course Descriptions ..... 188  
Nursing Major P/T ..... 146

**O**

Occupational Therapy Assistant ..... 148  
Occupational Therapy Assistant Course Descriptions ..... 189  
Organizations ..... 233  
Orientation Course Descriptions ..... 191

**P**

Parking Regulations ..... 230  
Part-Time Student Credit Load ..... 23  
Philosophy Course Descriptions ..... 191  
Phlebotomy Course Descriptions ..... 191  
Physical Education Course Descriptions ..... 191  
Physical Science Course Descriptions ..... 192  
Physical Therapist Assistant Course Descriptions ..... 192  
Physical Therapist Assistant Major P/T ..... 150  
Physics C/U ..... 90  
Physics Course Descriptions ..... 193  
Placement Services ..... 36  
Placement Testing ..... 14  
Planning a Program of Study ..... 40  
Policy Statement (Catalog) ..... 8  
Political Science Course Descriptions ..... 193  
Political Science Major C/U ..... 92  
Pre-Health Professions Major C/U ..... 94  
Pre-Occupational Therapy Major C/U ..... 96  
Pre-Physical Therapy Major C/U ..... 98  
Prior Learning Assessment ..... 26  
Privacy Rights of Students ..... 212  
Programming Certificate ..... 157  
Professional and Technical Programs ..... 40  
Psychology Course Descriptions ..... 194  
Psychology Major C/U ..... 100  
Public Information ..... 8

**R**

Radiography Course Descriptions ..... 194  
Radiography Major P/T ..... 152

Reading Course Descriptions..... 196  
 Records Phone .....2  
 Records Services .....36  
 Refunds.....20  
 Registration Center.....5, 40  
 Regular Admission..... 11  
 Release of Student Information..... 213  
 Repeat a Course.....24  
 Residence Requirement.....44

**S**

Savannah Center.....5  
 Scholarships.....28  
 Science Building.....5  
 Selective Service ..... 14  
 Senior Citizen ..... 13  
 Service Area .....7  
 Service Learning Course Descriptions..... 197  
 Sex Crimes Prevention Act ..... 215  
 Social Work Course Descriptions ..... 197  
 Social Work Major C/U.....102  
 Sociology Course Descriptions..... 197  
 Sociology Major C/U.....104  
 Software Developer Concentration P/T ..... 118  
 Spanish Course Descriptions ..... 198  
 Special Facilities for Persons with Disabilities.....8  
 Staff Directory .....200  
 Student Assistance Center (jHub).....37  
 Student Center .....5, 37  
 Student Conduct .....239  
 Student Government Association .....235  
 Student Grievance Policy and Procedure.....232  
 Student Handbook .....210  
 Student Organizations Policies .....234  
 Student Responsibilities .....11, 210  
 Student Right-To-Know .....212  
 Student Rights .....211  
 Student Services .....34  
 Summer Term .....19

**T**

Table of Contents .....2

Teaching Major C/U..... 106  
 Tennessee Small Business Development Center ..... 162  
 Testing Fees .....20  
 Testing Services.....162  
 Theatre Course Descriptions.....198  
 Threats and Violence Prevention Policy .....227  
 Title IX.....8  
 Title VI.....8  
 TN eCampus Online Degree Program.....42  
 Tobacco Use.....211  
 Traditional Classes .....41  
 Transfer Students.....11  
 Transfer Pathways.....39  
 Tuition and Fees.....17

**V**

Veterans Affairs .....34  
 Vision .....7

**W**

Withdrawal “W” Grade.....22  
 Withdrawal from the College.....21  
 Writing Center .....5, 37

