

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.*

# 2013-2014 COLLEGE CATALOG AND STUDENT HANDBOOK

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

2046 North Parkway, Jackson, TN 38301-3797

Telephone: (731) 424-3520

1-800-355-5722

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

Jackson State Community College does not discriminate on the basis of race,  
color, national origin, sex, disability, or age in its programs and activities. The following person has been designated  
to handle inquiries regarding the non-discrimination policies: Amy West, Director of HR, 2046 N. Parkway,  
Jackson TN 38301, (731) 425-2643, [awest12@jsc.edu](mailto:awest12@jsc.edu). # AA13-6134

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## APPLICATION

# FOR ASSISTANCE

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

<u>Inquiries about</u>	<u>Office</u>	<u>Phone</u>
Admission	Admissions	425-8844
Financial Aid, Scholarships and Loans	Financial Aid	425-2605
GED	Assessment Center	425-2604
Non-Credit Courses	Continuing Education	425-2627
Transcripts	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.jscc.edu](http://www.jscc.edu)  
 Main Number: 731-424-3520  
 Toll Free: 1-800-355-JSCC (5722)

The College

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# HOW TO USE THIS CATALOG

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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. (ex. ACCT, ENGL etc.) under the section entitled "What You Can Expect."

The programs and services of Jackson State's Division of Continuing Education and Community Service 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.

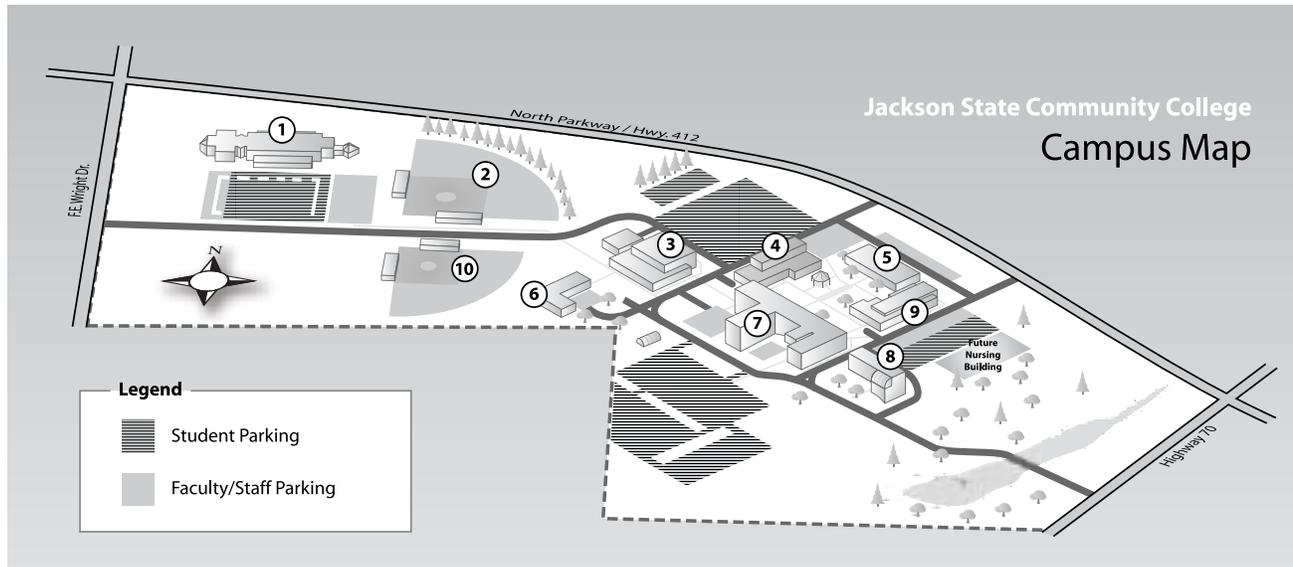
**The administration, faculty, and staff** section is the next to last section of the catalog. The Tennessee Board of Regents' board members are listed as well as community advisory committees.

**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

## JACKSON CAMPUS



1. McWherter Center (MC)
  - Ayers Auditorium
  - Computer Information Systems
  - Economic and Community Development
  - Industrial Technology
  - Kisber Board Room
  - Nursing
  - PTA
2. Jack Martin Baseball Field
3. Gymnasium and Music (P)
  - Athletics
  - Fitness and Art Studio (Art)
  - Music Department
4. Library (L)
  - Academic Assistance Center (AAC)
  - Van Veatch Room
  - Writing Center
5. F.E. Wright Administration Building
  - Academic Affairs
  - Business Office
  - Communications
  - Financial and Administrative Affairs
  - Human Resources
  - Institutional Advancement
  - Institutional Research & Accountability
  - President
6. Maintenance and Operations
7. Walter L. Nelms Classroom Building (CBLDG)
  - Allied Health
  - Classrooms
  - SMART Math Lab
  - Print Shop
8. Math and Science Building (SCI)
  - Classrooms
  - Frank Dodson Science Auditorium
9. Student Union (SU)
  - Admissions
  - Assessment Center
  - Bookstore
  - Coffee Shop/Snack Bar
  - Counseling
  - Disability Resource Center
  - Financial Aid
  - Records
  - Registration Center
  - Student Assistance Center
  - Student Government Association
  - Student Placement Services
  - Student Union Commons
10. Softball Field

# 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 advancement, institutional research and accountability, internal auditor, communications, information specialist help desk, and purchasing offices.

**The Student Union** is a multi-purpose facility that provides services for the college community. It houses many offices, including admissions, financial aid, records, veterans affairs, advising, job placement, GED and placement testing, student activities, the Student Government Association (SGA), and counseling, which includes disabled student services. Other amenities include the bookstore and career resource center. The hub of the Student Union, 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 mathematics offices and classrooms. A new state-of-the-art chemistry classroom/laboratory as well as 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 innovative SMART (Survive, Master, Achieve, Review, Transfer) Math Lab is located on the first floor of this building. The print shop 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 the 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 Registration Center** is located in the Student Union 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 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 as well as the nursing program. The center contains computer laboratories and specialized laboratories in electronics, fabrication, quality assurance, machining and metal forming. The offices of Business, Industry, and Government Training, and Continuing Education also are located in the McWherter Center.

**The Gym and Music Building** provides a gymnasium for physical education activity classes and classroom, studio, and individual practice rooms for music students.

**The Fitness and Art Studio Building** has art studios for students and a physical fitness room to support the athletic programs and the physical education classes.

**The Maintenance and Operations Building** provides the workspace for various maintenance support activities including security, 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.



**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

# WHEN THINGS HAPPEN

## ACADEMIC CALENDAR 2013-2014

### Fall 2013 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 23	Last Day to Receive 100% Refund
Aug 24	Regular and 1st 7 Week Session Classes Begin and Late Registration
Aug 28	Last Day to Register or Add a Class
Sept 2	Labor Day Holiday – College Closed*
Sept 6	Last Day to Receive 75% Refund – Full Term
Sept 13	Last Day to Drop a 1st Session 7 Week Class
Sept 19	Last Day to Receive 25% Refund – Full Term
Oct 11	End First 7 Week Classes
Oct 12-15	Mid-Term Break
Oct 21	Begin Second 7 Week Classes
Oct 29	Last Day to Drop a Class or Withdraw From College
Nov 8	Last Day to File Graduation Proposals for Fall 2013
Nov 11	Priority Registration for Spring 2014 Begins for Currently Enrolled Students (Earned 28 hours or more of college level credit)
Nov 12	Last Day to Drop a 2nd Session 7 Week Class
Nov 14	Priority Registration for Spring 2014 Begins for Currently Enrolled Students (Less than 28 hours of college level credit earned)
Nov 25	Open Registration for Spring 2014 Begins for All Students
Nov 27	College Closing at 6:00 p.m. for Thanksgiving Break*
Nov 28-30	Thanksgiving Break – College Closed*
Dec 4	Final Day of Classes
Dec 6	End Second Session 7 Week Classes
Dec 5-11	Final Exams
Dec 24 – 31	Holidays/Winter Break – College Closed*

### Spring 2014 Semester

Jan 1	Holiday-College Closed*
Jan 2	Open Registration for Spring 2014 Term Continues
Jan 6	Last day to Confirm Early Registration and Pay Fees
Jan 13-15	Faculty/Staff In-Service
Jan 15	Last Day to Receive 100% Refund
Jan 16	Regular and First 7 Week Classes Begin and Late Registration
Jan 20	Martin Luther King Holiday – College Closed*
Jan 21	Last Day to Register Late or Add a Class
Jan 29	Last Day to Receive 75% Refund-Full Term
Feb 6	Last Day to Drop a 1st Session 7 Week Class
Feb 12	Last Day to Receive a 25% Refund – Full Term
Mar 7	Last Day to File Graduation Proposals for Spring/Summer 2014 in Order for Name to be Published in Graduation Program
Mar 6	End First 7 Week Classes
Mar 10-15	Mid-Term Break
Mar 17	Begin 2nd 7 Week Classes
Mar 24	Last Day to Drop a Course or Withdraw from College
Apr 7	Priority Registration for Summer/Fall Begins for Currently Enrolled Students (Earned 28 hours or more of college level credit)
Apr 7	Last Day to Drop a 2nd Session 7 Week Class
Apr 10	Priority Registration for Summer/Fall Begins for Currently Enrolled Students (Less than 28 hours of college level credit earned)
Apr 30	Final Day of Classes
Apr 30	End 2nd Session 7 Week Classes
May 1-7	Final Exams
May 10	Graduation

### Summer Semester 2014 – 1st Session

May 12	Open Registration for Summer/Fall for All Students
May 21	Last day to Confirm Early Registration and Pay Fees
May 26	Memorial Day – College Closed*
June 1	Last Day to Receive 100% Refund
June 2	Classes Begin and Late Registration
June 3	Last Day to Register Late or Add a Class – 1st Session
June 5	Last Day to Receive 75% Refund – 1st Session
June 9	Last Day to Receive 25% Refund – 1st Session
June 23	Last Day to Drop a Course or Withdraw From College 1st Session
July 4	Independence Day Holiday – College Closed*
July 2	Final Exams – Night Classes
July 3	Final Exams – Day Classes

### Summer 2014 – 2nd Session

July 6	Last Day to Receive 100% Refund
July 7	Classes Begin and Late Registration
July 8	Last Day to Register Late or Add a Class for 2nd Summer Session
July 7	Last Day to Receive 75% Refund – 2nd Session
July 10	Last Day to Receive 25% Refund – 2nd Session
Aug 7	Final Exams – Night Classes
Aug 8	Final Exams – Day Classes

### Summer 2014 – 10 Week Session

June 1	Last Day to Receive 100% Refund
June 2	Classes Begin and Late Registration
June 4	Last Day to Register Late or Add a Course for 10 Week Session
June 10	Last Day to Receive 75 % Refund – 10 Week Session
June 18	Last Day to Receive 25% Refund – 10 Week Session
Aug 7	Final Exams – Night Classes
Aug 8	Final Exams – Day Classes

\*The college will be closed on these dates however you can access the WEB .

For information regarding RODP dates please check the JSSC WEB Site: [www.jssc.edu](http://www.jssc.edu)

NOTE: This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the college including severe weather, loss of utility services, or orders by federal or state agencies. Check the Jackson State Web site [www.jssc.edu](http://www.jssc.edu) for any updates

# WHAT WE STAND FOR

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## 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.

## 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.

## 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.

## ACCREDITATION

Jackson State is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 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 the Regents Online Degree Program, 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 1976 and led the college toward continued progress until his retirement in June 1997. In July 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. The current president, Dr. Bruce Blanding, began his tenure on February 16, 2004, and is leading Jackson State to a greater fulfillment of its vision to serve as the community's college.

### 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.

Current information may be obtained from the following sources:

Admission Requirements ..Admissions Office, (731)425-8844  
Degree Requirements/Office of Academic Affairs, (731)425-2631  
Fees and Tuition ..... Business Office, (731)425-2603  
General Information ..... Receptionist, (731) 424-3520  
Toll Free ..... 1-800-355-JSCC (5722) and the extension

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@jssc.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 grounds of race, color, creed or religion, sex, national origin, age, physical or mental disability, or other factors which lawfully cannot be the basis for an employment decision. 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 or national origin 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 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 scooper8@jssc.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.

### Reporting Options

Several 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 bblanding@jssc.edu, or the directors at Jackson State's Humboldt Higher Education Center, (731) 425-8835 lbarker@jssc.edu, Lexington-Henderson County, (731)968-5722 sstanfill@jssc.edu, and Savannah-Hardin County centers (731)925-5722 mfalls@jssc.edu
- Jackson State Community College Internal Audit (731) 424-3520, ext. 50347 abrown@jssc.edu
- the Tennessee Board of Regents by e-mail at ReportFraud@tbr.edu
- The Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454

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

Management at all levels of the institution should review the information that is available from the American Institute of Certified Public Accountants in the document, Management Antifraud Programs and Controls: Guidance to Help Prevent and Deter Fraud, at their web site:

<http://www.tbr.edu/offices/businessandfinance.aspx?id=6738>

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



# WHO WE WORK WITH

## Tennessee Technology Centers

Jackson State partners with eight Tennessee Technology Centers to provide services throughout West Tennessee. Several of these Technology Centers offer college courses on their campuses. All have articulation agreements with Jackson State.

*Tennessee Technology Center - Covington*  
P.O. Box 249, Covington, TN 38019 901-475-2526

*Tennessee Technology Center - Crump*  
Highway 64 West, Crump, TN 38327 731-632-3393

*Tennessee Technology Center - Jackson*  
*Tennessee Technology Center - Jackson - Lexington Satellite*  
2468 Westover Road, Jackson, TN 38301 731-424-0691

*Tennessee Technology Center - McKenzie*  
P. O. Box 427, McKenzie, TN 38201 731-352-5364

*Tennessee Technology Center - Newbern*  
340 Washington St., Newbern, TN 38059 731-627-2511

*Tennessee Technology Center - Paris*  
312 S. Wilson, Paris, TN 38242 731-644-7365

*Tennessee Technology Center - Ripley*  
127 Industrial Dr., N. Industrial Park, Ripley, TN 38063 731-635-3368

*Tennessee Technology Center - Whiteville*  
P O Box 489, Whiteville, TN 38075 731-254-8521

## Trevecca Nazarene University

Trevecca Nazarene University is a partner with Jackson State Community College, offering students in the Jackson area the opportunity to further their education. Trevecca's programs are designed to provide working-adult students the opportunity to complete a college degree in a schedule and format particularly tailored to meet their unique needs. As the first college in Middle Tennessee to offer a degree-completion program for adults, Trevecca now brings that program and graduate programs to the campus of Jackson State Community College and online. This partnership means that Trevecca and JSCC can now help students achieve their goal of a college education. As a result of these new programs that are offered, leaders can go into their communities to make a positive impact. Trevecca and Jackson State are pleased to offer adults a degree-completion program with a proven success record. Please contact Lance Sherer for more info on Trevecca's various programs at Jackson State.

Email: [lscherer@jsc.edu](mailto:lscherer@jsc.edu) Cell Phone: 731.298.1552  
Office: 731.425.8812 Office location is 1130 in the Nelms Classroom Building on the JSCC campus.

## Accrediting Agencies

JSCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, 1-404-679-4500) 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 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- 8410 W Bryn Mawr Ave, Suite 670, Chicago, IL 60631, (773) 714-8880.)

The Jackson State Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) (CAAHEP- 1361 Park Street, Clearwater, FL 33756, Phone: (727) 210-2350) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. ([www.coaemsp.org](http://www.coaemsp.org)) (CoAEMSP - 4101 W. Green Oaks Blvd., Arlington, TX 76016 Phone: (817) 330-0080)

The Physical Therapist Assistant Program at Jackson State maintains accreditation by the Commission on Accreditation of Physical Therapy Education (CAPTE- 1111 North Fairfax Street, Alexandria, VA 22314-1488, 703/684-APTA (2782), 800-999-2782.)

The Radiography 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 Registered Nursing program maintains accreditation by the National League for Nursing Accrediting Commission (3343 Peachtree Road, Atlanta, GA 30326, 1-800-669-1656) and full approval status of the Tennessee State Board of Nursing.

The Respiratory Care Technology Program at Jackson State maintains accreditation by the Commission on Accreditation for Respiratory Care (CoARC- 1248 Harwood Rd. Bedford, Texas 76021-4244, (817) 283-2835.)

# WHAT IS REQUIRED

## STUDENT RESPONSIBILITIES

All Jackson State students are responsible for obtaining 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 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 class schedule. The student must learn to access their JSCC e-mail account and is responsible for communicating with instructors regarding progress and attendance.

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 in the 731 area code.
- By using the Jackson State web site: [www.jsc.edu/admissions](http://www.jsc.edu/admissions)
- By visiting the Admissions Office in the Student Union.
- By applying at the Savannah, Lexington, or Humboldt Centers.
- A \$10.00 nonrefundable application fee will be assessed for first-time applicants.

### 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 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 Office.

All the above requirements must be met before non-degree seeking students can change to degree-seeking. As of the first day of class, students cannot change to degree-seeking status until the next semester except under extenuating circumstances.

When all admission documents have been received by the Admissions 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 12.

## 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 GED scores.
- If applicant is under 21 years old: Submit official ACT scores that are not over three years old. 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. Some students may be required to take Learning Support courses.
- If applicant is 21 years or older: take the TBR placement test (COMPASS). Depending upon your COMPASS 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 GED 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 or mathematics courses until appropriate ACT or TBR placement test scores and prior high school and college coursework is presented and evaluated.

Students' transcripts are evaluated during the initial term of enrollment. The institution reserves the right to accept all, none, or a portion of courses. Jackson State may accept completed college-level credit of "D" or above from institutions based upon transfer evaluation. Accepted courses will be posted on the academic record as earned hours only. Grades and quality points will not be calculated in the Jackson State grade point average.

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*

Degree-seeking students who are not permanent resident aliens or U.S. citizens are considered international and out-of-state for admission and fee rate purposes. Students defined by INS as “out of status” are not eligible for admission. Transportation and housing are solely the students’ responsibility. International students interested in attending Jackson State are to follow the procedure below:

- Submit completed admission application. Generally, the application deadline for international students is about one month prior to the date classes begin.
- Provide U.S. physician’s statement indicating student is free from tuberculosis. The test cannot be over 30 days old at the beginning of the semester.
- Submit an official TOEFL score of at least 500 on paper test, 173 on computerized test, or 61 on internet-based test.
- Submit certified or notarized copy of academic records translated in English. These records should describe courses and years in school, with grades earned in each subject.
- Submit letter from U.S. bank indicating evidence of financial capability.
- Submit official transcripts from any U.S. colleges or universities attended.
- Provide documentation indicating student has adhered to all Immigration and Naturalization Services (INS) regulations.
- Meet transfer requirements if applicable.
- Provide proof of medical and hospitalization insurance as a condition of admission and continued enrollment at Jackson State. International students who cannot prove current medical coverage must obtain and maintain medical insurance through the TBR Student/Scholar Health & Accident Insurance Plan at [www.healthbenefitconcept.com/tennessee.htm](http://www.healthbenefitconcept.com/tennessee.htm) before they will be eligible to register for classes. 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 spring 1989 or after and plan to graduate with an associate’s degree in the college/university transfer track at JSCC, we will check your high school transcript for the following courses. If you did not earn the amount of required credit in each of the following subjects, you can complete them at JSCC. Other institutions may require that these deficiencies be removed. Please check with your advisor before planning a program of study.

<i>English</i> .....	4
<i>Algebra I and II</i> .....	2
<i>Natural/Physical Science</i> , including a lab, in biology, chemistry, or physics .....	2
<i>U.S. History I or II</i> .....	1
<i>Social Studies</i> , World History I or II* .....	1
<i>A single Foreign Language</i> .....	2
<i>Visual/Performing Arts</i> from Art Appreciation, Music Appreciation, 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 104 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 GED 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 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.

**Joint/Dual Enrollment Programs for High School Juniors and Seniors:***Joint Enrollment Program*

Students will earn only college credit.

*Dual Enrollment Program*

Students will be awarded both high school and college credit. Upon the execution of an agreement and approval by the local board of education and Jackson State, both high school and college credit will be awarded to students.

Criteria: High school students who have completed the sophomore year in high school may apply for either the joint enrollment or dual enrollment program. While students initially will be classified as non-degree seeking, upon high school graduation or GED completion, the course credit(s) may be applied toward an appropriate college degree program, if the requirements for regular admission are met.

In addition to the above qualifications, the applicant must submit to the Jackson State Admissions Office the following:

- Completed application for admission.
- High school transcript which includes grades earned at the end of the 10th grade and official ACT scores or Plan scores.
- Minimum GPA of 3.0.
- ACT subscores of 19 or higher in the subject area of enrollment.
- Written permission from parent or legal guardian.
- Written recommendation(s) from high school principal and counselor or teacher in relevant academic area. High school students enrolled in either the joint enrollment program or the dual enrollment program must maintain a cumulative GPA of at least 2.0 in order to register for subsequent course(s) until after graduation from high school.

**Additional Requirements for Admission**

- **GED** 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 GED scores.
- **Out-of-State Residency:** Students who are classified as out-of-state by the Director of Admissions Services 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 of US citizenship or lawful presence in the United States.

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 grade point average (GPA) and credit hours toward graduation to be based only on 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 admission as a degree seeking student or after the time of readmission, but prior to the completion of 15 hours of degree coursework, submit a Fresh Start application to the Admissions and Records Office. Forms can be obtained in the Admissions office.

The student then will be referred to a special advisor for additional information and assistance in developing the academic plan. Once completed, the Fresh Start application form, along with the academic plan, must be turned in to the Admissions Office.

At least fifteen (15) semester hours of earned degree coursework with a minimum GPA of 2.0 for all work attempted must be completed before Fresh Start can be granted.

All TBR institutions will honor a Fresh Start provision granted at another TBR institution. However, non-TBR institutions may not accept the GPA 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 student will forfeit the use for degree or certification purposes all college or university degree credit earned prior to the four-year separation upon the granting of the Fresh Start. Previously satisfied TBR placement (learning support) requirements will not be forfeited.

Upon degree seeking admission, Fresh Start applicants who did not satisfy learning support requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current TBR placement (learning support) requirements regarding enrollment in college English and math courses.

The student's transcript will note that the Fresh Start was made and the date of the Fresh Start. The record also will carry the notation, "GPA and credit totals are based only on the work beginning [date of the Fresh Start]."

### Additional Admission Information for Allied Health and Nursing

Because of accreditation regulations and limited clinical space, Jackson State's allied health 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 .....	May 15
Nursing.....	February 1(fall) or June 15 (spring)
LPN to RN Career Mobility.....	Feb. 1(summer)
Physical Therapist Assistant.....	May 15
Radiography .....	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 Allied Health 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, 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
- Radiography: 31 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 courses are designed to help students succeed in college-level courses. All students seeking credit must meet mandatory assessment and placement requirements prior to registering for courses with placement requirements.
- To take the TBR placement test, students must get clearance from the Admissions Office and then pay a nonrefundable/nontransferable \$20 fee in the Business Office.
- Degree-seeking students needing LS courses must enroll in and satisfactorily complete those courses during their initial terms of enrollment.
- Full-time students must take a LS class in each required area and part-time students must take a course in at least one required LS area.
- LS courses passed at non-TBR institutions do not automatically transfer to JSCC. Placement testing may be required.
- Summer students may take one college-level class per session depending on pre-requisites.
- Persistence in Learning Support is essential. Most college-level classes have Learning Support prerequisites so students' goals will be delayed if they withdraw from LS classes. Students who want to withdraw from LS courses must have approval from the Learning Support director and must check financial aid consequences.

#### Screening by ACT/SAT

- Assessment decisions are based on valid ACT/SAT scores.
- Valid ACT/SAT scores are those earned within three 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 COMPASS or ASSET.

- Entering students 21 years and older who do not have ACT/SAT scores must complete the COMPASS or ASSET.
- Scores used for initial assessment must have been earned within 3 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

- Certificate-seeking students entering without transferable, college-level English composition credit will be assessed prior to enrollment in college-level English or in any course with English composition as a prerequisite.
- Certificate-seeking students entering without transferable, college-level credit from a reading-intensive general education course will be assessed in reading.
- Certificate-seeking students without transferable, college-level mathematics credit will be assessed prior to enrollment in college-level mathematics or in any course with mathematics as a prerequisite.
- 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 in Learning Support is mandatory. 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. Since most college-level classes have Learning Support prerequisites, student goals will be delayed and there may be financial aid consequences for withdrawing from Learning Support. 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.

**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 and will be used to determine semester GPA and cumulative GPA for retention, probation, and suspension purposes, as well as eligibility for financial aid and athletics, but will not be used when determining eligibility for dean's list, honor roll, or graduation honors.

**Grade Assignments.** Letter grades assigned to LS classes are A, B, C, F, I (Incomplete), PR (Progress), or W (Withdraw). Students are eligible to earn a PR Progress grade only during their first attempt taking an LS class. A grade of C or better is necessary for students to complete LS classes and progress to the next higher class. Students who earn grades lower than C must repeat the course. A grade of "I" is not considered an attempt. Grades of "PR" and "F" and "W" are considered as attempts. Students may not receive a "W," or "I" without permission of the appropriate Dean. Students receiving Veterans Affairs (VA) benefits cannot receive those benefits for on-line LS classes or for courses in which a PR grade is assigned.

**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 classes.

**Transfer.** Developmental 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 by ACT scores are encouraged to confirm placement in Learning Support by taking the COMPASS, an untimed, computerized test. COMPASS is offered throughout the registration period; check the college calendar for dates. Students must register in the Assessment Center 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 received a grade in a class (including a PR or a W). They must retake the class to replace their grade.

**Tutoring.** Free tutoring is available to all JSCC students, including students enrolled in LS.

Tutoring in writing at all levels, including LS, is available in the Writing Center (WC), located on the first floor of the Library. (731) 425.8848. Some writers in learning support courses may be required to use the WC's services as part of their course curriculum.

The SMART Math Center, 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 LS 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 in Learning Support have access to all open labs on any Jackson State campus. Open lab hours vary by semester and campus.

**College-Level Enrollment.** Enrollment in college-level courses may depend on LS prerequisites. Students who enroll in a college-level course without meeting the LS pre-requisites for that course may be administratively dropped from the college-level course for academic ineligibility without further notice.

## 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@jsc.edu](mailto:braines@jsc.edu). For an overview of the Honors Program visit our web site at [www.jsc.edu/honors-program/](http://www.jsc.edu/honors-program/)

## 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 4:01:03:00 of Payment of Fees and Enrollment of Students, if any student pays his/her fees by a check that is later returned for insufficient funds, the student will be considered enrolled and will be assessed the applicable returned check fee and late registration fee. When the Business Office receives a returned check, the student will be notified through one certified letter. The student will be denied grade reports, transcripts and future registration privileges including schedule changes until such dishonored check is redeemed.

There is a \$30 fine charged for all returned checks. Returned checks must be cleared in the Business Office 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 a transcript or grade report until all financial obligations (such as returned checks, library fines, traffic fines, etc.) are paid.

### Deferred 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 deferred payment plan is not available for summer terms. (TBR Guideline B-070)

### Eligibility

To be eligible for the deferred payment plan, each participant must be enrolled in a minimum of six credit hours and be prepared to make a minimum down payment of 50% of the tuition and fees allowed for deferment. All third party and financial aid awarded and disbursed, including loan funds, must be applied toward payment of tuition and fees before a deferment plan will be considered on the remaining balance. Prior term charges and nondeferable charges must be paid in addition to the 50% 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, third party payments, credits and financial aid, including student loans, toward payment of registration fees before a deferment will be considered on the remaining balance. 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 Charge & Fines

Each participant will be charged a \$10 service fee each term to defray administrative costs. This fee is payable along with the 50% down payment on or before the registration fee payment deadline. An additional non-refundable late payment charge of \$25 will be assessed for each installment not paid on or before the day of the month that the payment is due. 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 received in the Business Office by the scheduled payment due date, Jackson State will withhold all services from the students, including grades, transcripts, and future registration until the fees have been paid in full including any assessed late fees.

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

Upon receipt of a Statement of Account/Class Schedule, students who desire to participate in the Deferred Payment Plan should pay the minimum amount due shown on the bill. The bill will also show subsequent payment amounts and their corresponding due dates. Students may pay the full amount due or the minimum payment. Payment may also be made by mail, web or in person at the Business Office on the main campus or in Lexington, Humboldt, or Savannah.

### 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 late fees and ineligibility for the deferred payment plan in future terms, the student should continue to make payment by each due date. Contact Business Services for the new payment amounts after drop or withdrawal. Remember, withdrawal from classes does not negate the student's responsibility to pay the balance of fees 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.

### Added Classes After Fee Payment

Additional fees for classes added after fee payment are due before the late registration fee payment deadline, or on the same day the class is added if after late registration. Any unpaid fees after this date will be processed as a deferred payment plan. The \$10 Deferred Payment Plan service fee and any applicable \$25 late payment fees will be charged.

## Registration Fees and Tuition

All fees are subject to change without notice by action of the Tennessee Board of Regents. Changes are anticipated for 2013-2014. Refer to the schedule of classes bulletin or website for current fees and tuition.

Rates for 2012-2013 were:

### Full Time Students

	(12 hours)		
	<u>Maintenance</u>	<u>Tuition</u>	<u>Total</u>
Residents of Tenn.	\$1,620	\$ -	
Non-residents	\$1,620	\$5,064	\$7,980

	(13 hours or more)		
	<u>Maintenance</u>	<u>Maintenance</u>	<u>Tuition</u>
	(12 hrs.)	(13 hrs. or more)	(12 hrs.)
			<u>Tuition</u>
			(13 hrs. or more)
Residents of TN	\$1,620	+ \$27 per sem hr	
Non-residents	\$1,620	+ \$27 per sem hr	+ \$5,064 + \$84 per sem hr

### Part-time Students

	(less than 12 hours)		
	<u>Maintenance</u>	<u>Tuition</u>	
Residents of Tenn.	\$135 per Sem. Hr.	\$ -	

	<u>Maintenance</u>	<u>Tuition</u>	<u>Total</u>
	Sem. Hr.	Sem. Hr.	Sem. Hr.
Non-residents	\$135 per Sem. Hr.	\$422 per Sem. Hr.	\$557 per Sem. Hr.

### Regents Online Degree Program (RODP)

	<u>Maintenance</u>	<u>Tuition</u>	<u>Course Fee</u>	<u>Total</u>
Residents of Tenn.	\$135 per Sem. Hr.	\$ -0-	\$54 per Sem.Hr.	\$189 per Sem. Hr.
Non-Residents	\$135 per Sem. Hr.	\$422 per Sem. Hr.	\$54 per Sem. Hr.	\$611 per Sem. Hr.

**RODP 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 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

Nebraska Book Company 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 \$500 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 current student ID card and a valid driver's license.

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 cash register receipt and a valid picture I.D. 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.jssc.edu](http://www.jssc.edu).

Used books will be repurchased for up to 50 percent of the purchase price, provided they are current, resalable editions and the student has a current student I.D.. This buy-back period is the last week of final exams.

A bulletin board outside the bookstore entrance displays store hours, buy-back dates, special supply sales and other pertinent information. The bookstore opens additional hours during the first week of each semester.

### Other Fees

**Deferred Payment Service Fee** – A nonrefundable fee of \$10 is assessed for participating in the Deferred Payment Plan per semester. (Fall and Spring only. Deferred payment is not available Summer semester.)

**Late Payment Fee** – A nonrefundable fee of \$25 will be assessed on each monthly billing balance that is past due.

**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 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 Continuing Education fees.

**Application Fee** – All first-time applicants for admission pay a nonrefundable \$10 application fee for processing.

**Parking Decals** – There is no charge for the decal. 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 decals will be subject to a fine. Decals are good through their printed expiration date. They are available in the Business Office, Savannah Center, Lexington Center, Humboldt Center, or the Night Office upon completion of a parking decal application.

**Campus Access Fee** - All students enrolled for campus courses will be charged a \$12 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, resources and review taken—approximately \$150 per semester. Testing fees are nonrefundable after the cost for testing has been incurred by the institution.

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.

**Respiratory Care Technology Fee** – Students enrolled in the second fall and spring semesters of the Respiratory Care Technology Program are assessed a testing fee. CRT, RRT, and Clinical Simulation Self Assessment Examination fees are based upon the cost of the tests taken, approximately \$200 total. Respiratory Care Technology fees are nonrefundable after the cost for testing has been incurred by the institution.

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

**Nursing and Allied Health Fees** - In addition to tuition and college fees, nursing and allied health students will incur additional expenses and fees specific to their program of study. These include: 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 Allied Health or Nursing Programs.

**Miscellaneous Fees**

Activity Fee (non-refundable).....	\$4.00
(assessed to students registered for campus credit classes)	
Music Lessons - Private (nonrefundable)	
Two-credit course .....	\$110.00
Replacement of Lost ID Card .....	\$10.00
Technology Fee per credit hour .....	\$9.00
not to exceed \$112.50	
<i>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.</i>	
Service Fee.....	not to exceed \$70.00
<i>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). The fee is one-half of the registration fee per semester. It is subject to change without notice by action of the Tennessee Board of Regents.</i>	

**Testing Fees**

ACT Residual Test .....	\$35.00
Compass Test (or \$5 per part).....	\$20.00
GED .....	\$55.00
Confirmation Test (per part).....	\$5.00

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**

1. Refunds are 100% for courses canceled by the institution.
2. 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 RODP courses. The change of course fee would be applicable.
3. 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.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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) with total costs not to exceed full-time tuition. For students dropping courses resulting in a change from full-time status to part-time status, a fee adjustment in the tuition and fees will result only if the new calculated charges are less than the original charges. 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 end of the first week of classes during fall and spring terms and through the second 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 for the term, “F’s” will be recorded for each course.***

To drop a class, go to the Jackson State home page ([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 Union. 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 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 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
I .....	Incomplete
N .....	Audit, no grade or credit
W .....	Withdraw
PR .....	Progress

**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**

Grades assigned in Learning Support (LS) courses are: “A,” “B,” “C,” “F,” “PR” (progress), “W” (withdrew from college), and “I” (Incomplete). No grades of “D” are assigned. Students are not permitted to audit LS classes. Because withdrawal from Learning Support will delay completion, persistence in the program is essential. Students cannot drop LS classes or receive a grade of Incomplete without the permission of the appropriate Dean. 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”**

Successful completion of LS courses is required for most college-level classes, so students should complete their LS requirements during their initial terms of enrollment. Students placed and enrolled in LS classes may not withdraw except with permission of the appropriate Dean. Financial aid consequences should also be considered before deciding to withdraw.

**Progress “PR” Grade**

The “PR” grade is used only in LS courses and may be assigned to students who meet attendance requirements but do not fully master all the course competencies. Minimum requirements for each course will be determined by the department offering the course, but will not be less than fifty percent of the work required for the full semester. The PR grade does not impact GPA negatively or positively. When the course is repeated, the student will be assigned a grade. A grade of “PR” may be earned only on the first attempt in any specific LS class, so a student who withdraws is not eligible for the grade on the next attempt.

**Grade Appeal Procedure**

Students may appeal a grade they believe is based upon *prejudice, discrimination, arbitrary and capricious action or other such reasons*. They may not appeal a grade based upon *academic performance*.

The first steps in a grade appeal must be taken on or before Friday of the first full week of the next term. Therefore, if the grade is given for:

- Fall semester: By Friday of the first full week of spring classes.
- Spring semester: By Friday of the first full week of summer classes.
- Summer (either session): By Friday of the first full week of fall classes.

The grade appeal procedure is a step-by-step process. You must complete each step in the required order and within the time limit given within the process. Failure to do so will result in automatic denial. You must also provide proof substantiating the claim. Full details are available in the Academic Deans’ Offices.

**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 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,” “PR,” or an “F” grade
- Establish regular appointments with a member of the Counseling 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 Counseling Office in the Student Union 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 Dean of Students. Appeals should include additional information the committee might not have considered.

### 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 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.

We are currently in the process of updating our PLA policies and processes. 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. 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 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 a non-native speaker of English; or be a nontraditional gender in a major--for example, women in engineering or men in nursing; or be age 25 or older.
- 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. Most will be awarded on the basis of financial need. Income from other Foundation funds has been used to provide scholarships for area students chosen for scholastic excellence and evidence of leadership ability.

General criteria for scholarship consideration:

- Scholarships require the completion of an application as specified by the contact.
- 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 Regents Online Degree Program (RODP) classes.

### Jackson State Foundation Scholarships

#### Agriculture Scholarship ..... Agriculture Dept.

- Agriculture major
- Active member of JSCC FFA
- Typed essay on need for scholarship
- Maintain 2.5 GPA; 3.0 GPA in Agriculture classes

#### Alumni Scholarship ..... Financial Aid Office

- Varies, maximum award will be full tuition and fees
- Resident within the JSCC service area
- Have a demonstrated financial need
- Renewal for second semester requires 3.0 GPA

#### 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

#### Brandenburg Endowed Scholarship ..... Radiography Dept.

- \$250 per semester
- Second year Radiography 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 ..... Natural & Physical Science Department

- 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.jsc.edu/administration/information-technology/oit-scholarship.html>

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

- \$500 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
- 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

**Dr. William R. Durham Memorial Scholarship ..... Financial Aid Office**

- \$2500 per semester for tuition, fees, and books
- High school graduate or GED
- Reside in Decatur or Henderson Co.
- ACT score of 19 or above
- Maintain a GPA of 2.25
- Have a demonstrated financial need
- Renewable for four consecutive semesters based on availability of funding

**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

**Henderson County Scholarship ..... Financial Aid Office**

- \$1,000 per semester
- Reside within Henderson County
- Enroll as a full-time student
- Have a demonstrated need for financial assistance
- Maintain a 2.5 grade point average
- Renewable based on availability of funding

**Henry Co. Medical Center Scholarship ..... Radiography 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

**Humboldt Commitment to Education Scholarship ..... Financial Aid Office**

- Must be a resident of City of Humboldt for the three most recent high school years
- Must have completed the Free Application for Federal Student Aid
- Completed high school with a regular diploma or graduated from an approved Tennessee Home School program
- Maintain continuous enrollment at JSCC the first semester following high school graduation or GED
- Exhaust all other federal, state, and local grant or scholarship aid before being considered
- Reapply each academic year
- Successfully complete a minimum of 9 semester hours with a 2.5 GPA at the end of the first semester
- Successfully complete a minimum of 24 semester hours with a 2.5 GPA at the end of the second semester
- Successfully complete a minimum of 36 semester hours with a 2.5 GPA at the end of the third semester

**Independent Radiology Associates ..... Radiography 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 Methodist Hospital of Dyersburg or Baptist Memorial Hospital of Union City

**Innovation Scholarship ..... Esther Gray**

- 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

**Kastner Family Endowed Scholarship ..... Financial Aid Office**

- \$250 to full tuition and fees per semester
- Reside within West Tennessee
- Demonstrated need for financial assistance

**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
- 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

**Brooks Metts Scholarship and Jesse Jones Scholarship.....Radiography 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 .....**  
**..... Physical Therapist Dept.**

**Radiography Loans and Scholarships .....Radiography Dept.**

**Respiratory Care Technology .....Respiratory Care 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

**Town & Country, Inc. Realtors Scholarship ..... Financial Aid Office**

- \$250 to full tuition and fees per semester
- Reside within Tennessee
- Demonstrate need for financial assistance

**Con T. Welch Endowed Scholarship .....**  
**.....Director Savannah-Hardin Center**

- \$250 to full tuition and fees per semester
- Reside within Hardin County

**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

**West Tennessee CPA Chapter Scholarship ..... Financial Aid Office**

- \$250 per semester
- Reside within West Tennessee exclusive of Shelby and adjoining counties
- Business major, preferring an emphasis in accounting
- Completed 18 credit hours above Learning Support level with a GPA of 2.5 or higher
- Renewal for second semester requires 2.5 GPA

## 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. Information and applications may be obtained from high school guidance counselors or the Financial Aid Office.

**The Federal Supplemental Educational Opportunity Grant** Federal grant money, which is reserved for students who meet the priority deadline and show exceptional financial need. Funding for this program is limited. The application deadline is March 15.

### The Federal Work-Study Program

Campus jobs offered to students who cannot contribute significantly toward the cost of higher education. The average work-study award will be for 10 hours per week. Application deadline is March 15.

### The Federal Perkins Loan Program

Provides long-term, low-interest loans to qualified students. Funding for this program is limited. The deadline for application is March 15.

### Tennessee Education Lottery Scholarship Program

There are five 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 review their lottery information at [www.collegepaystn.com](http://www.collegepaystn.com)

### The Tennessee Student Assistance Award

Partial tuition grants that are available for needy students who are qualified residents of Tennessee and attend a Tennessee college or university. Contact the high school guidance office or the Financial Aid Office for applications and further information before February 15.

#### 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 office must receive the student's eligibility papers, the Student Aid Report (SAR), resulting from the completion of the FAFSA. The student must make application for federal funds each year.
- The office must receive from the student a completed Jackson State financial aid information form.
- The student must meet all other federal student eligibility requirements as specified in the Student Guide from the U.S. Department of Education.

#### 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 January 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, the SAR should be received by Jackson State by *June 15* for returning students and *July 15* for new, first-time students. Submission of the SAR 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, 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.

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.

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 you drop a course(s) which you have attended after your federal aid is disbursed, you will be given any institutional refund of tuition.
- 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 some conditions. However, most 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.

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 Office of Veterans Affairs 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 (new GI Bill, effective August 2009).

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 Student Union Building.

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

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

- \*You must be a degree-seeking student
- \*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 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 is certified by CRLA (College Reading and Learning Association), 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 located in the AAC: computer programs, videos, DVDs, and CDs for student use. The staff also administers exams for online classes. The Center is staffed by support personnel and student workers dedicated to assisting students in their academic pursuits.

### Academy

The Academy is a program designed to provide students with the foundational knowledge and skills needed to help them succeed in Learning Support (LS) and college-level classes. Students are placed into one or more subjects (Reading, Writing, and/or Math) according to placement test scores of under 13 on the ACT or the equivalent scores on COMPASS.

Additional information, including schedules and fees, may be found at [www.jscc.edu/academy](http://www.jscc.edu/academy). Neither federal nor state financial aid is available for the Academy classes. If you have other questions, you may call the Academic Assistance Center at 731-425-2614 or Admissions at 731-425-8844.

### Assessment Center

The Assessment Center, located in the Student Union Building, is the site of specialized testing on campus. For those seeking admission to Jackson State, the ACT Residual and TBR placement test (COMPASS) are administered during registration periods to determine appropriate placement of students in Learning Support (LS) or college-level classes. Special ACT Residual testing dates also are established for students applying to the Jackson State nursing program who need to obtain or update such scores. The Assessment Center also provides a Confirmation Test for students who were placed in Learning Support classes by ACT or Compass scores. A schedule of testing dates, registration procedures and suggested study material is available from the Assessment Center at (731) 425-2604 or on the JSCC web site.

The General Education Development (GED) test is administered for adults who have not obtained a high school diploma. A schedule of testing dates is available from the Assessment Center or the web site.

Students who require special testing conditions may work with their instructor(s) to make arrangements for accommodations in the Assessment Center. 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.

### Check Cashing Service

A check cashing service for up to \$15.00 per check is available in the Business Office for currently enrolled students. This service is limited to one check per day. No checks will be accepted within two weeks before the last day of classes each semester unless the student has a paid receipt for the next semester.

### 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 Office

Current and prospective students are provided confidential educational, vocational and personal assistance, and referral to additional resources to support their academic success. Students may come to the Counseling Office in the Student Union on their own initiative, or may be referred by members of the faculty. The Student Success Counselor does not make decisions for students. They provide information upon which students may make their own decisions regarding such issues as career choice, college major, senior college, and other personal and academic concerns. The computerized assessment (KUDER) is available for students and prospective students to take, to assist in identifying their highest interest and aptitude areas and to recommend potential occupational choices. To schedule an appointment to take KUDER, call (731) 424-3520 ext. 50315. Staff also are available to assist faculty members in understanding and guiding their students.

### Disability Resource Center

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

Information regarding the availability of assistance for individuals with documented disabilities at Jackson State appears in the college catalog/student handbook, in each course syllabus, and is announced at each Great Expectations Orientation program. Any accommodation starts with the completed processing of the Special Accommodation Agreement form. No accommodation is given prior to the point of student disclosure. Following is the procedure for a student who wants to receive accommodations.

1. Student contacts Jackson State.
2. Student may disclose they have a disability and be referred to the Disability Resource Center.
3. Student contacts the Dean of Students, located in the Counseling Office in the Student Union Building.
4. The student provides medical and/or psychological information that is no more than three years old from a provider within the scope of practice.
5. Upon receipt of verification documents, the Dean gives the student Special Accommodation Agreement Forms designating recommended accommodations for each class in which the student seeks assistance.
6. The student is to meet with the instructor(s) and discuss the parameters of the accommodation(s), detail the agreed upon parameters on the Special Accommodation Agreement form, and sign the agreement, preferably no later than the first week of class. Students are not required to disclose the specific disability to instructors.
7. The student and the instructor each keep copies of the completed form, and the student returns the remaining copies to the Dean.
8. If there is a disagreement concerning accommodations between a faculty member and a student, the Dean shall be contacted and included in the discussion as a mediator.

9. The student may appeal decisions made during this process by following the grievance procedure in the Jackson State catalog/student handbook.
10. The college has a right to seek additional medical/psychological evaluations paid for by the college, but must provide disputed accommodation until such information is obtained.
11. The student attends class with the allowed accommodation.

## 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 cash checks in the Business Office.
- Allow you to obtain your federal financial aid checks.
- Allow you to purchase or sell books.
- Allow you to process forms in the 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 Union Building or at the Humboldt, Lexington or Savannah centers. ID cards can be validated in any of those locations, in the Night Office 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 <http://library.jsc.edu>

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 Union Building - Student Assistance Center
- McWherter Center - Continuing Education Registrar
- 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 Services

The Placement Services Office, located in the Student Union Building, is available to all current and former Jackson State students as well as alumni. The primary emphasis is providing individuals with direction and the tools needed in their job search.

In addition, the Placement Services Office maintains contact with area employers and provides the following assistance: job placement referral services; resume, cover letter, and thank you letter preparation assistance; interviewing techniques; and general job search tactics.

Other services provided by the Placement Services Office include, but are not limited to: career presentations (resume, job interviewing skills, dress for success, etc.) and our Annual Career Fair hosted in October. We also maintain two resume sites: one for recent graduates and one for currently enrolled or former graduates seeking employment. These are secure sites set up for employers to view resumes as needed.

For more information, or to schedule an interview, call (731) 424-3520 ext. 50434, or stop by the office in the Student Union Building.

## Records Services

Records of each student's grades are kept on permanent file in the Records Office in the Administration Building.

- All transcript requests must be made via letter or fax to the Records Office. *Telephone requests will not be accepted.*
- Official copies will not be released to a student. 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.
- An official high school transcript verifying graduating with a regular high school diploma must be on file in the Admissions Office before the official college transcript is released.

### Change of Degree, Major or Concentration

To change your degree, major, or concentration, obtain a form from the Admissions and Records Office in the Administration Building; the Night Office; Registration Center; or the Humboldt, Lexington or Savannah Centers or see your advisor. The change of major will take effect during the next registration period.

Remember that such a change *may* require you to meet additional requirements such as providing additional official transcripts, taking a placement test, and completing different general education and major or concentration courses. 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 quality advising to new students attending Jackson State for the first time. Staff and peer counselors help students with understanding specific degree requirements, choosing or changing degree plans, selecting classes and planning of class schedules. 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.

Our center is located in the Student Center and is staffed five days a week to assist with registration or advising issues. For more information, call 731-425-2637 or visit us in the Student Center.

## Student Activities and Student Government

See the Student Handbook beginning on page 150.

### Student Insurance

Jackson State students may enroll in a group accident and health insurance plan and may acquire accidental death and dismemberment insurance in an optional plan. Coverage begins on the first day of fall registration or the plan enrollment date, whichever occurs later, and continues until fall registration of the following year. If a student enrolls after March 1, the premium is pro-rated through the remainder of the year. This policy is provided by the State University and College System of Tennessee and is designed especially for students. Details are available from the Counseling office in the Student Union.

### Student Union

A Student Lounge with comfortable furniture is located in the Student Union Building. The lounge is available for students to gather, socialize and relax between classes. In addition, 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.



# WHAT WE OFFER

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## 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 36-37 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  
SPCH 1010 Fundamentals of Speech

### Humanities and Fine Arts - 9 credit hours

*One course must be a Literature course.*

ARTH 2010 Survey of Art History I  
ARTH 2020 Survey of Art History II  
ART 1030 Art Appreciation  
COMM 1851 Introduction to Film (formerly COM 1030)  
ENGL 2111 American Literature: Pre-Colonial - 1865  
ENGL 2121 American Literature: 1865 - Present  
ENGL 2210 British Literature I: Beginnings to 1785  
ENGL 2220 British Literature II: 1785 to Present  
ENGL 2310 World Literature I: Beginnings to 1650  
ENGL 2320 World Literature II: 1650 to Present  
HUM 1010 Introduction to the Humanities I  
HUM 1020 Introduction to the Humanities II  
MUS 1030 Music Appreciation  
PHIL 1030 Introduction to Philosophy  
PHIL 2110 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Social and Behavioral Sciences - 6 credit hours

ECON 2010 Macroeconomics  
ECON 2020 Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2010 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### History - 6 credit hours

HIST 1110 Survey of World Civilizations I  
HIST 1120 Survey of World Civilizations II  
HIST 2010 Survey of American History I  
HIST 2020 Survey of American History II

### 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  
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 Survey of Physical Science I  
PSCI 1020 Survey of Physical Science II

### Mathematics - 3 credit hours

MATH 1010 Math for Liberal Arts  
MATH 1530 Statistics and Probability  
MATH 1630 Finite Mathematics  
MATH 1710 Precalculus I  
MATH 1720 Precalculus II (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 .....	38
Agriculture	
Agricultural Business .....	39
Animal Science .....	40
Plant and Soil Science .....	41
Art .....	42
Biology .....	43
Business Administration .....	44
Chemistry .....	45
Criminal Justice .....	46
Economics AA .....	47
Economics AS .....	48
English .....	49
Foreign Language .....	50
General Studies .....	51
History .....	52
Information Systems .....	53
Mass Communication .....	54
Mathematics .....	55
Physics .....	56
Political Science .....	57
Pre-Health Professions .....	58
Pre-Occupational Therapy .....	59
Pre-Physical Therapy .....	60
Psychology .....	61
Social Work .....	62
Sociology .....	63
Associate of Science in Teaching .....	64
General Studies RODP .....	65

### Regents Online Degree Programs (RODP)

You can earn the Associate of Arts degree with a major in General Studies, the Associate of Science degree with a major in General Studies, the Associate of Science in Teaching or the Associate of Applied Science in Professional Studies Concentration: Information Technology *100 percent online*. This means you can take classes where and when you want, at your convenience.

### 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:

<b>Professional and Technical AAS Areas</b>	<b>Page</b>
Business Studies	
Administrative Office Management Concentration .....	70
Business Concentration .....	72
Computer Information Systems	
Information Assurance Concentration .....	74
Networking Concentration .....	76
PC Support Concentration .....	78
Software Developer Concentration .....	80
General Technology	
Emphasis A, B, C, and D .....	82
Industrial Technology	
Applied Manufacturing Concentration .....	84
Multi Skilled Maint. Technician Concentration .....	86
Medical Laboratory Technician .....	88
Nursing .....	90-93
Nursing LPN Career Mobility Track .....	94
Physical Therapist Assistant .....	96
Radiography .....	98
Respiratory Care Technology (phase-out) .....	100
Professional Studies	
Information Technology Concentration RODP .....	102

## Technical Certificates of Credit

Jackson State offers the following technical certificates of credit:

Certificates	Page
Emergency Medical Technology Technical Certificates	
Basic Emergency Medical Technician Concentration .....	104
Emergency Medical Technician Paramedic Concentration .....	106
Phlebotomy Technical Certificate	
Phlebotomy .....	108

## 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 either the Counseling Office or Career Resource Center, both located in the Student Union 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 is located in the Student Union Building. The center is open to all students during open registration periods. Refer to the schedule of classes for dates and times each semester, or [www.jsc.edu](http://www.jsc.edu).

Students are encouraged to visit the Jackson State website, [www.jsc.edu](http://www.jsc.edu) to review a complete listing of courses, registration dates/times, and COMPASS testing dates and times.

The Registration Center provides assistance for students to register for courses each semester. New students have the opportunity each semester to set-up registration appointments, at designated times, with the Registration Center. Students are then advised and can register for courses in a particular major selected, or are required to take learning support courses based on ACT or Compass testing scores. 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 advisor during the fall or spring semesters. 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 student workers to assist new and currently enrolled students, who have been advised, to register for courses using the online JWeb Banner system. Students who have been advised may opt to register for courses online at their homes. 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 four and description of buildings on page five.

The college also has three centers: 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, and the Savannah-Hardin County Center of Higher Education located at 601 South Pickwick Road, 731-925-5722. 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 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 Interactive Television. 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, and fees are the same as for other Jackson State 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 tips on being a successful online student at <http://www.jscc.edu/academics/distance/aboutdistance.html>. 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 Television 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 telecasts from one of our campuses: the JSCC main campus, the Lexington-Henderson County Center, the Savannah-Hardin County Center, and the Humboldt Adult Education Center to the Tennessee Technology Centers in Paris, Whiteville, Brownsville and McKenzie, as well as the Bolivar General Hospital. 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.

For more information concerning the Distance Education department, contact Patrick Davis by phone, or e-mail.

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

E-mail: [D2Lhelp@jscc.edu](mailto:D2Lhelp@jscc.edu) \* Web: <http://www.jscc.edu/academics/distance/index.html>

### Regents Online Degree Programs (RODP)

The Tennessee Board of Regents Online Degree Programs-Campus Collaborative 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's 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 Regents Degrees and Certificate can be mixed with classes taken at Jackson State, the Centers, or through Jackson State's Distance Education Department.

All Regents 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 Regents Degree classes begins after your admission to Jackson State. You register for RODP classes using the same procedure as for traditional and online classes.

Regents 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 RODP fee even if they have achieved full-time status. (Because the RODP 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 Regents Online Degree Program contact: Jackson State's RODP Campus Contact at:  
Phone: 731-425-2623 • 1-800-355-5722 Ext. 52623 • Fax: 731-425-9562  
E-mail: [ryoung@jscc.edu](mailto:ryoung@jscc.edu) • Web: [www.jscc.edu](http://www.jscc.edu)

Statewide information on the Regents Online Degree Program can be found on the web at [www.rodpo.org](http://www.rodpo.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.

Information about other institutions is available in the Registration Center, Counseling Office, or Career Resource Center in the Student Union Building.

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 (At least one course must be in literature.)	9 hours
Social and Behavioral Sciences	6 hours
History	6 hours***
Natural Sciences	8 hours
Mathematics	<u>3 hours</u>
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 32 of this catalog. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR web site [www.tbr.state.edu](http://www.tbr.state.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.

### 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 Office of Academic Affairs. 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 (CBASE). 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
  - Degree requirement sheet for your program of study
  - Waiver or substitution request forms, if necessary (signed by 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
- CBASE Testing
  - Once your advisor has completed all necessary paperwork, take your proposal with you to one of the CBASE testing locations and complete the exam
  - Advisors will provide a schedule of testing times and dates. A listing of testing dates and times is also available on the JSCC website.
- Submit the cap and gown order form to the Counseling Office
- All graduation proposals must be completed and submitted to the Office of Academic Affairs. Deadlines for submission of graduation proposals will be posted on the JSCC homepage.

The Associate of Science  
**Accounting**  
 At Jackson State Community College  
 2013-2014

### Contact Information

Terry Mullins  
 731-424-3520  
 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  
 (Students may require additional Learning Support courses.)

#### Communication Requirement (All required)

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

#### Choose THREE Humanities Courses (One must be a literature Course)

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

#### Social and Behavioral Science Requirement

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics

#### Choose TWO History Courses

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

#### 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  
 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 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

#### Mathematics Requirement

MATH 1630 Finite Mathematics

#### Area of Emphasis Requirements

ACCT 1010 Principles of Accounting I  
 ACCT 1020 Principles of Accounting II  
 MATH 1530 Statistics and Probability\*  
 MATH 1830 Applied Calculus  
 INFS 1010 Computer Applications  
 Four (4) Credits Guided Electives

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

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

The Associate of Science  
**Agriculture-Agricultural Business**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Sara Youngerman  
 731-424-3520  
 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 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-Agricultural Business**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Social and Behavioral Science Requirement**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**Natural Science Requirement**

BIOL 1110 General Biology I  
 CHEM 1110 General Chemistry I

**Mathematics Requirement**

MATH 1530 Statistics and Probability  
*\*note: 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  
 Seven (7) hours of electives--  
 A minimum of three (3) hours of electives MUST be Agriculture electives

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

The Associate of Science  
**Agriculture-Animal Science**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Sara Youngerman  
 731-424-3520  
 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 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-Animal Science**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Social and Behavioral Science Requirement**

**Choose ONE of the following:**  
 ECON 2010 Macroeconomics *or*  
 ECON 2020 Microeconomics

**Choose ONE of the following:**  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**Natural Science Requirement**

BIOL 1110 General Biology I  
 BIOL 1120 General Biology II

**Mathematics Requirement**

MATH 1530 Statistics and Probability

**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  
 Five (5) hours of Agriculture electives

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

The Associate of Science  
**Agriculture-Plant and Soil Science**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Sara Youngerman  
 731-424-3520  
 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 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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Social and Behavioral Science Requirement**

**Choose ONE of the following:**  
 ECON 2010 Macroeconomics *or*  
 ECON 2020 Microeconomics  
**Choose ONE of the following:**  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**Natural Science Requirement**

BIOL 1110 General Biology I  
 BIOL 1120 General Biology II

**Choose ONE Mathematics Course**

MATH 1530 Statistics and Probability

**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  
 Two (2) hours of general electives

**The Associate of Science: Agriculture-Plant and Soil Science requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Arts  
**Art**  
 At Jackson State Community College  
 2013-2014

### Contact Information

Dr. Lisa Smith or Carol Norman  
 731-424-3520  
 lsmith@jscc.edu or cnorman@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**  
 (Students may require additional Learning Support courses.)

#### Communication Requirement (All required)

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

#### Required Humanities Courses

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II

#### Choose ONE Literature Course

ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present

#### Choose TWO Social and Behavioral Science Courses

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

#### Choose TWO History Courses

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

#### 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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

#### Choose ONE Mathematics Course

MATH 1010 Math for Liberal Arts  
 MATH 1530 Statistics and Probability  
 MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus  
 MATH 1910 Calculus I

#### Area of Emphasis Requirements

ARTP 1010 Drawing I  
 ARTP 1020 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

*\*\*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:*

<i>Color</i>	<i>ART 151</i>
<i>Graphics Design</i>	<i>ART 241 or 242</i>
<i>Painting</i>	<i>ART 131 or 132</i>
<i>Printmaking</i>	<i>ART 271</i>

**The Associate of Arts: Art requires 62 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Science  
**Biology**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Dr. Richard Coppings  
 731-424-3520  
 rcoppings@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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**Natural Science 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 Statistics and Probability  
 CHEM 1110 General Chemistry I  
 CHEM 1120 General Chemistry II  
 CHEM 2010 Organic Chemistry I  
 CHEM 2020 Organic Chemistry II \*\*

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

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

**The Associate of Science: Biology requires 61-62 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Science  
**Business Administration**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Mary Jo Boehms  
 731-424-3520  
 mboehms@jssc.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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Social and Behavioral Science Requirement**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PHYS 2110 Calculus Based Physics I  
 PHSY 2120 Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

**Mathematics Requirement**

MATH 1630 Finite Mathematics

**Area of Emphasis Requirements**

ACCT 1010 Principles of Accounting I  
 ACCT 1020 Principles of Accounting II  
 MATH 1530 Statistics and Probability\*  
 MATH 1830 Applied Calculus  
 INFS 1010 Computer Applications  
 Four (4) Credits Guided Electives

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

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

The Associate of Science  
**Chemistry**  
At Jackson State Community College  
2013-2014

**Contact Information**

Dr. Karen Carey  
731-424-3520  
kcarey@jsgcc.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**  
(Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
ARTH 2020 Survey of Art History II  
ART 1030 Art Appreciation  
COMM 1851 Intro to Film  
ENGL 2111 American Lit: Pre-Colonial - 1865  
ENGL 2121 American Lit: 1865 - Present  
ENGL 2210 British Lit: Beginnings - 1785  
ENGL 2220 British Lit: 1785 - Present  
ENGL 2310 World Lit: Beginnings - 1650  
ENGL 2320 World Lit: 1650 - Present  
HUM 1010 Introduction to the Humanities I  
HUM 1020 Introduction to the Humanities II  
MUS 1030 Music Appreciation  
PHIL 1030 Introduction to Philosophy  
PHIL 2110 Introduction to Ethics  
THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2010 Macroeconomics  
ECON 2020 Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2010 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
HIST 1120 Survey of World Civilizations II  
HIST 2010 Survey of American History I  
HIST 2020 Survey of American History II

**Natural Science 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

**The Associate of Science: Chemistry requires 62 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Arts /Science  
**Criminal Justice**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Scott Woods  
 731-424-3520  
 swoods@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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 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 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

**Choose ONE Mathematics Course**

MATH 1010 Math for Liberal Arts  
 MATH 1530 Statistics and Probability  
 MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (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  
 One (1) hour of general electives

**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  
 Seven (7) hours of general electives

**The Associate of Arts/Science: Criminal Justice requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Arts  
**Economics**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Terri Messer  
 731-424-3520  
 tmesser@jscc.edu

**Program and Career Description**

The associate of arts in economics is a two-year program for students planning to continue their education to earn a bachelor's degree in the field of economics or finance.



**Program Requirements for the Associate of Arts: Economics**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Social and Behavioral Science Requirement**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

**Choose ONE Mathematics Course**

MATH 1530 Statistics and Probability\*  
*\*for students planning to transfer to ETSU*  
 MATH 1630 Finite Mathematics\*\*  
*\*\*for students planning to transfer to The University of Memphis*  
 MATH 2050 Calculus-based Probability and Statistics\*\*\*  
*\*\*\*for students planning to transfer to UTK*

**Area of Emphasis Requirements for students planning to transfer to ETSU**

MATH 1830 Applied Calculus  
 SPAN 1010 and 1020 Spanish I and II *or*  
 FREN 1010 and 1020 French I and II  
 Ten (10) hours of electives

**Area of Emphasis Requirements for students planning to transfer to The University of Memphis**

One (1) additional General Education course from Mathematics or Natural Science  
 One (1) additional General Education course from Humanities  
 One (1) additional General Education course from Social and Behavioral Science  
 SPAN 1010 and 1020 Spanish I and II *or*  
 FREN 1010 and 1020 French I and II  
 Three to four (3-4) hours of electives

**Area of Emphasis Requirements for students planning to transfer to UTK**

MATH 1830 Applied Calculus  
 One (1) additional General Education course from Natural Science  
 Two (2) additional General Education courses from Social and Behavioral Science  
 SPAN 1010 and 1020 Spanish I and II *or*  
 FREN 1010 and 1020 French I and II

**The Associate of Arts: Economics requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Science  
**Economics**  
At Jackson State Community College  
2013-2014

**Contact Information**

Terri Messer  
731-424-3520  
tmesser@jscc.edu

**Program and Career Description**

The associate of science in economics is a two-year program for students planning to continue their education to earn a bachelor's degree in the field of economics or finance.



**Program Requirements for the Associate of Science: Economics**  
(Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
ARTH 2020 Survey of Art History II  
ART 1030 Art Appreciation  
COMM 1851 Intro to Film  
ENGL 2111 American Lit: Pre-Colonial - 1865  
ENGL 2121 American Lit: 1865 - Present  
ENGL 2210 British Lit: Beginnings - 1785  
ENGL 2220 British Lit: 1785 - Present  
ENGL 2310 World Lit: Beginnings - 1650  
ENGL 2320 World Lit: 1650 - Present  
HUM 1010 Introduction to the Humanities I  
HUM 1020 Introduction to the Humanities II  
MUS 1030 Music Appreciation  
PHIL 1030 Introduction to Philosophy  
PHIL 2110 Introduction to Ethics  
THEA 1030 Introduction to Theatre

**Social and Behavioral Science Requirement**

ECON 2010 Macroeconomics  
ECON 2020 Microeconomics

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
HIST 1120 Survey of World Civilizations II  
HIST 2010 Survey of American History I  
HIST 2020 Survey of American History II

**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  
PHYS 2010 Non-Calculus Based Physics I  
PHYS 2020 Non-Calculus Based Physics II  
PSCI 1010 Survey of Physical Science I  
PSCI 1020 Survey of Physical Science II

**Mathematics Requirement**

MATH 1630 Finite Math

**Area of Emphasis Requirements for students planning to transfer to MTSU or the University of Tennessee, Chattanooga**

MATH 1530 Statistics and Probability  
MATH 1830 Applied Calculus  
INFS 1010 Computer Applications  
Ten (10) hours of electives

**Area of Emphasis Requirements for students planning to transfer to any other public university in Tennessee**

ACCT 1010 Principles of Accounting I  
ACCT 1020 Principles of Accounting II  
MATH 1530 Statistics and Probability\*  
MATH 1830 Applied Calculus  
INFS 1010 Computer Applications  
Four (4) hours of guided electives

*\*Students who plan to transfer to UTK must complete MATH 2050 Calculus-based Probability and Statistics*

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

The Associate of Arts  
**English**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Dr. Mechel Camp  
 731-424-3520  
 mcamp@jscc.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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government

**Choose TWO History Courses**

POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems  
 HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

**Choose ONE Mathematics Course**

MATH 1010 Math for Liberal Arts  
 MATH 1530 Statistics and Probability  
 MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus  
 MATH 1910 Calculus I

**Area of Emphasis Requirements**

*Two (2) of the following literature courses:*  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
*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  
 One (1) hour of general elective

**The Associate of Arts: English requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Arts  
**Foreign Language**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Mary Wadley  
 731-424-3520  
 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 work closely with foreign language faculty. Many careers are available in private industry, government agencies, and universities.



**Program Requirements for the Associate of Arts: Foreign Language**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

- ENGL 1010 English Composition I
- ENGL 1020 English Composition II
- SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

- ARTH 2010 Survey of Art History I
- ARTH 2020 Survey of Art History II
- ART 1030 Art Appreciation
- COMM 1851 Intro to Film
- ENGL 2111 American Lit: Pre-Colonial - 1865
- ENGL 2121 American Lit: 1865 - Present
- ENGL 2210 British Lit: Beginnings - 1785
- ENGL 2220 British Lit: 1785 - Present
- ENGL 2310 World Lit: Beginnings - 1650
- ENGL 2320 World Lit: 1650 - Present
- HUM 1010 Introduction to the Humanities I
- HUM 1020 Introduction to the Humanities II
- MUS 1030 Music Appreciation
- PHIL 1030 Introduction to Philosophy
- PHIL 2110 Introduction to Ethics
- THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

- ECON 2010 Macroeconomics
- ECON 2020 Microeconomics
- GEOG 2010 World Regional Geography
- PHED 2050 Health and Wellness
- POLS 1030 American Government

**Choose TWO History Courses**

- POLS 2010 State and Local Government
- PSYC 1030 General Psychology
- SOCI 1010 Introduction to Sociology
- SOCI 1020 Social Problems
- HIST 1110 Survey of World Civilizations I
- HIST 1120 Survey of World Civilizations II
- HIST 2010 Survey of American History I
- HIST 2020 Survey of American History II

**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
- PHYS 2010 Non-Calculus Based Physics I
- PHYS 2020 Non-Calculus Based Physics II
- PSCI 1010 Survey of Physical Science I
- PSCI 1020 Survey of Physical Science II

**Choose ONE Mathematics Course**

- MATH 1010 Math for Liberal Arts
- MATH 1530 Statistics and Probability
- MATH 1630 Finite Mathematics
- MATH 1710 Precalculus I
- MATH 1720 Precalculus II (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
- Seven (7) 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.*

**The Associate of Arts: Foreign Language requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Arts /Science  
**General Studies**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Jennifer Cherry  
 731-425-8822  
 jcherry@jsgcc.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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography

PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

**Choose ONE Mathematics Course**

MATH 1010 Math for Liberal Arts  
 MATH 1530 Statistics and Probability  
 MATH 1630 Finite Mathematics

MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus  
 MATH 1910 Calculus I

**Area of Emphasis Requirements for A.A.**

Thirteen (13) hours of electives  
 SPAN 1010 and 1020 Spanish I and II *or*  
 FREN 1010 and 1020 French I and II

**Area of Emphasis Requirements for A.S.**

Nineteen (19) hours of electives

**The Associate of Arts/Science: General Studies requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Arts /Science  
**History**  
 At Jackson State Community College  
 2013-2014

### Contact Information

Scott Woods  
 731-424-3520  
 swoods@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 (Students may require additional Learning Support courses.)

#### Communication Requirement (All required)

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

#### Choose THREE Humanities Courses (One must be a literature Course)

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

#### Choose TWO Social and Behavioral Science Courses

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness

POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

#### History Requirement

HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

#### 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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

#### Choose ONE Mathematics Course

MATH 1010 Math for Liberal Arts  
 MATH 1530 Statistics and Probability  
 MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus  
 MATH 1910 Calculus I

#### Area of Emphasis Requirements for A.A.

Complete One (1) of the following HIST sequences:  
 HIST 1010 Survey of Western Civilization I &  
 HIST 1020 Survey of Western Civilization II *or*  
 HIST 1110 Survey of World Civilizations I &  
 HIST 1120 Survey of World Civilizations II *or*  
 HIST 1210 Survey of World History I &  
 HIST 1220 Survey of World History II  
 One (1) History elective (3 credits)  
 SPAN 1010 and 1020 Spanish I and II *or*  
 FREN 1010 and 1020 French I and II  
 Four (4) hours of general electives

#### Area of Emphasis Requirements for A.S.

Complete One (1) of the following HIST sequences:  
 HIST 1010 Survey of Western Civilization I &  
 HIST 1020 Survey of Western Civilization II *or*  
 HIST 1110 Survey of World Civilizations I &  
 HIST 1120 Survey of World Civilizations II *or*  
 HIST 1210 Survey of World History I &  
 HIST 1220 Survey of World History II  
 One (1) History elective (3 credits)  
 Ten (10) hours of general electives

**The Associate of Arts/Science: History requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Science  
**Information Systems**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Stacey Dunevant  
 731-424-3520  
 sdunevant@jscc.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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Social and Behavioral Science Requirement**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PHYS 2110 Calculus Based Physics I  
 PHSY 2120 Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

**Mathematics Requirement**

MATH 1630 Finite Mathematics

**Area of Emphasis Requirements**

ACCT 1010 Principles of Accounting I  
 ACCT 1020 Principles of Accounting II  
 MATH 1530 Statistics and Probability\*  
 MATH 1830 Applied Calculus  
 INFS 1010 Computer Applications\*\*  
 Four (4) Credits General Electives\*\*

*\*note: 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.*

**The Associate of Science: Information Systems requires 60-61 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Arts/Science  
**Mass Communication**  
 At Jackson State Community College  
 2013-2014

### Contact Information

Pamela Xanthopoulos  
 731-424-3520  
 pxanthopoulos@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 (Students may require additional Learning Support courses.)

#### Communication Requirement (All required)

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

#### Choose THREE Humanities Courses (One must be a literature Course)

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

#### Choose TWO Social and Behavioral Science Courses

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government

POLS 2010 State and Local Government

PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

#### Choose TWO History Courses

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

#### 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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

#### Choose ONE Mathematics Course

MATH 1010 Math for Liberal Arts  
 MATH 1530 Statistics and Probability  
 MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus  
 MATH 1910 Calculus I

#### 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  
 One (1) hour of general elective (not Mass Communication)

#### Area of Emphasis Requirements for A.S.

COMM 1010 Intro to Mass Communication  
 COMM 1020 Media Writing  
 Two (2) Mass Communication electives\*  
 Seven (7) 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 Communication*  
 COM 2012 *Communication for Healthcare Professionals*  
 COMM 1030 *Intro to Electronic Media*  
 COMM 1851 *Intro to Film (if not used as a Humanities course)*  
 SPE 214 *Oral Interpretation*  
 SPE 231 *Interpersonal Communication*

**The Associate of Arts/Science: Mass Communication requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Science  
**Mathematics**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Tim Britt  
 731-424-3520  
 tbritt@jscc.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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography

PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science 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  
 CIS 130 Programming Design & Logic  
 One (1) hour of electives

*Students who wish to pursue a concentration in actuarial science available at UTC, MTSU, or TSU should complete ECON 2010 and ECON 2020 to fulfill the requirement in social and behavioral science.*

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

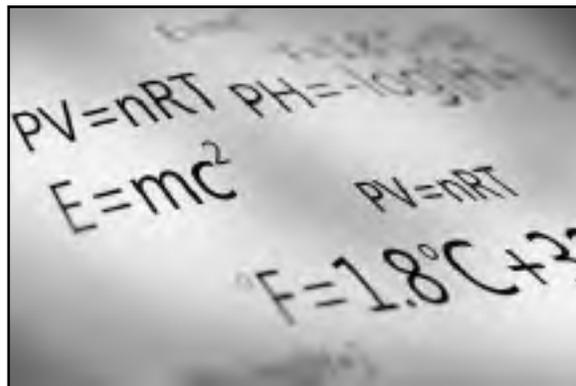
The Associate of Science  
**Physics**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Dr. Richard Coppings  
 731-424-3520  
 rcoppings@jscc.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  
 (Students may require additional Learning Support courses.)**

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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  
 CIS 130 Programming Design & Logic  
 One (1) hour of electives

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

The Associate of Arts /Science  
**Political Science**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Bill Fry  
 731-424-3520  
 bfry@jsc.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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Social and Behavioral Science Courses**

ECON 2010 Macroeconomics

**Choose one additional course**

ECON 2020 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 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

**Mathematics Requirement**

MATH 1530 Statistics and Probability

**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  
 Seven (7) hours of general electives

**Area of Emphasis Requirements for A.S.**

POLS 1030 American Government  
 One (1) Political Science elective  
 Thirteen (13) hours of general electives

**The Associate of Arts/Science: Political Science requires 60 college level credits. Some courses have prerequisites and co-requisites.**

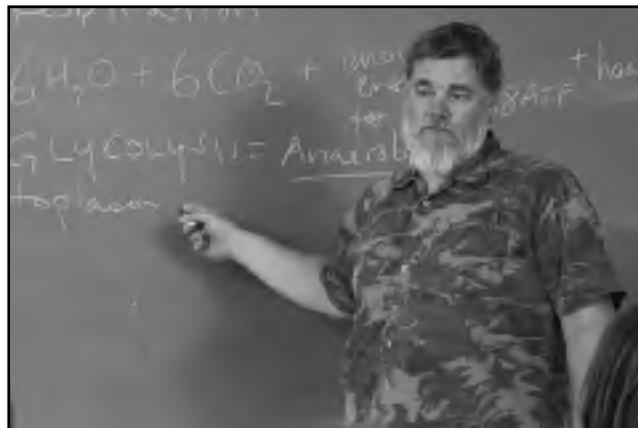
The Associate of Science  
**Pre-Health Professions**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Dr. Richard Coppings  
 731-424-3520  
 rcoppings@jsgc.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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness

POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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**

**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  
 Three (3) hours of general electives

**The Associate of Science: Pre-Health Professions requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Science  
**Pre-Occupational Therapy**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Dr. Richard Coppings  
 731-424-3520  
 rcoppings@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 Science: Pre-Occupational Therapy**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 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 2010 Macroeconomics  
 ECON 2020 Microeconomics

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

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**Natural Science Requirement**

BIOL 1110 General Biology I  
 BIOL 1120 General Biology II

**Mathematics Course**

MATH 1530 Statistics and Probability

**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 II (Trigonometry)

**The Associate of Science: Pre-Occupational Therapy requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Science  
**Pre-Physical Therapy**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Dr. Richard Coppings  
 731-424-3520  
 rcoppings@jscc.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 Science: Pre-Physical Therapy**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 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 2010 Macroeconomics  
 ECON 2020 Microeconomics

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

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**Natural Science Requirement**

BIOL 1110 General Biology I  
 BIOL 1120 General Biology II

**Mathematics Course**

MATH 1530 Statistics and Probability

**Area of Emphasis Requirements**

MATH 1720 Precalculus II (Trigonometry) or higher

**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

**The Associate of Science: Pre-Physical Therapy requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Arts /Science  
**Psychology**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Dr. Bob Raines or Vivian Grooms  
 731-424-3520  
 braines@jscc.edu or vgrooms@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  
 (Students may require additional Learning Support courses.)**

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness

POLS 1030 American Government  
 POLS 2010 State and Local Government  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**Natural Science Requirement**

BIOL 1110 General Biology I  
 BIOL 1120 General Biology II

**Choose ONE Mathematics Course**

MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus  
 MATH 1910 Calculus I

**Area of Emphasis Requirements for A.A.**

PSYC 1030 General Psychology  
 MATH 1530 Statistics and Probability  
 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  
 One (1) hour of general elective

**Area of Emphasis Requirements for A.S.**

PSYC 1030 General Psychology  
 MATH 1530 Statistics and Probability  
 Two (2) of the following PSYC courses:  
 PSYC 2110 Psychology of Adjustment  
 PSYC 2120 Social Psychology  
 PSYC 2130 Life Span Psychology  
 Seven (7) hours of general electives

**The Associate of Arts/Science: Psychology requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Arts /Science  
**Social Work**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Dr. Nell Senter  
 731-424-3520  
 nsenter@jscc.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 four-year degree program in social work and provide a foundation for eventually working in the fields of school, family, medical, or clinical social work.



**Program Requirements for the Associate of Arts/Science: Social Work**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 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 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**Natural Science Requirement**

BIOL 1110 General Biology I  
 BIOL 1120 General Biology II

**Mathematics Requirement**

MATH 1530 Statistics and Probability

**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 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 POLS 1030 American Government  
 SPAN 1010 and 1020 Spanish I and II *or*  
 FREN 1010 and 1020 French I and II  
 One (1) hour of general elective

**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 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 POLS 1030 American Government  
 Seven (7) hours of general electives

*\*JSCC offers SWRK 2020 Cultural Diversity as a Social Work elective*

**The Associate of Arts/Science: Social Work requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Arts /Science  
**Sociology**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Emily Bates Fortner  
 731-424-3520  
 efortner@jsc.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**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Choose THREE Humanities Courses (One must be a literature Course)**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Choose TWO Social and Behavioral Science Courses**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness

POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology

**Choose TWO History Courses**

HIST 1110 Survey of World Civilizations I  
 HIST 1120 Survey of World Civilizations II  
 HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II

**Mathematics Requirement**

MATH 1530 Statistics and Probability

**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 II  
 Four (4) hours of general electives

**Area of Emphasis Requirements for A.S.**

SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems  
 Sociology elective\*  
 Ten (10) 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, Intro to Criminal Justice; and SOCI 2020, Cultural Diversity.*

**The Associate of Arts/Science: Sociology requires 60 college level credits. Some courses have prerequisites and co-requisites.**

The Associate of Science in Teaching  
**K-6 Integrative Studies**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Nancy Hickey  
 731-424-3520  
 nhickey@jscc.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.

The AST degree is available in a “Fast Track” option for students wishing to complete their degree in a non-traditional fashion. Please contact Nancy Hickey for more information.



**Program Requirements for the Associate of Science in Teaching**  
 (Students may require additional Learning Support courses.)

**Communication Requirement (All required)**

ENGL 1010 English Composition I  
 ENGL 1020 English Composition II  
 SPCH 1010 Fundamentals of Speech

**Humanities Requirement**

**Choose ONE**

ART 1030 Art Appreciation  
 MUS 1030 Music Appreciation

**Choose ONE**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 COMM 1851 Intro to Film  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Choose ONE**

ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present

**Social and Behavioral Science Courses**

**Required Course**

GEOG 2010 World Regional Geography

**Choose ONE**

POLS 1030 American Government  
 POLS 2010 State and Local Government  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose TWO History Courses**

HIST 2010 Survey of American History I  
 HIST 2020 Survey of American History II  
 HIST 2030 Tennessee History I

**Natural Science Courses**

**Required Course**

PSCI 1010 Survey of Physical Science I

**Choose ONE**

BIOL 1110 General Biology I  
 BIOL 2010 Human Anatomy & Physiology I  
 CHEM 1110 General Chemistry I

**Choose ONE Mathematics Course**

MATH 1530 Statistics and Probability  
 MATH 1630 Finite Math  
 MATH 1710 Precalculus I  
 MATH 1910 Calculus I

**Major Requirements**

EDU 2100 Development of Exceptional Child  
 EDU 2230 Human Growth and Development  
 EDU 1120 Introduction to Teaching *or*  
 EDU 201 Foundations in Education  
 MATH 1410 Topics in Contemporary Math I  
 MATH 1420 Topics in Contemporary Math II  
 PSCI 1020 Survey of Physical Science II

**The Associate of Science in Teaching requires 60 college level credits. Additional requirements for this degree include the attainment of a 2.75 cumulative grade point average, successful completion of the PRAXIS I (unless the student has an ACT composite score of 22 or above), and a satisfactory rating on an index of suitability for the teaching profession. Some courses have prerequisites and co-requisites.**

The Associate of Arts / Science  
**General Studies**  
**Regents Online Degree Program (RODP)**  
 At Jackson State Community College

**Contact Information**

Renee Young  
 425-2623  
 ryoung@jsgcc.edu

**Program Description**

The General Studies Major is designed for transfer to four-year colleges and universities.

You can fulfill all curriculum requirements by enrolling in courses delivered via the Internet through the Regents Online Degree Program (RODP). The RODP is a cooperative program of the nineteen institutions that comprise the Tennessee Board of Regents (TBR).

This two-year degree is designed for you to reach a broad understanding of the past and present and develop general principles for living in a period of rapid and continuous change.

Jackson State's traditional or Distance Education courses may be applicable to the RODP. For additional information, contact the Distance Education office in the Nelms Classroom Building, 425-2623 or visit the RODP website at [www.rodg.org](http://www.rodg.org) for more information on this and other RODP majors.

See Distance Education page 35 for more information.

**PROGRAM REQUIREMENTS**

Check with the institution to which you are transferring to determine which General Education courses to select.

A course cannot fulfill requirements in two different categories.

See pages 36 for additional requirement for completing an A.A. or an A.S. degree.

**General Education Courses - 41 credit hours**

	Hours
Communication - 9 credit hours	
ENGL 1010 R50 English Composition I	3
ENGL 1020 R50 English Composition II	3
SP 110 R50 Public Speaking	3

	Hours
Humanities and Fine Arts - 9 credit hours	
<i>One course must be a Literature course.</i>	
ART 1030 R50 Art Appreciation	3
ENGL 2010 R50 Introduction to Literature: Fiction	3
ENGL 2110 R50 Survey of American Literature I	3
ENGL 2120 R50 Survey of American Literature II	3
ENGL 2410 R50 World Literature I	3
ENGL 2420 R50 World Literature II	3
MUS 1030 R50 Music Appreciation	3
PHIL 201 R50 World Religions	3
PHL 210 R50 Introduction to Philosophy	3

	Hours
Social and Behavioral Sciences - 6 credit hours	
ECON 2030 R50 Survey of Economics	3
HPER 1570 R50 Fitness and Wellness	3
POL 1010 R50 US Government & Politics	3
PSY 101 R50 Introduction to Psychology	3
SOC 1010 R50 Introduction to Sociology	3
SOC 1020 R50 Social Problems	3
SOCI 1120 R50 Cultural Anthropology	3



History - 6 credit hours	Hours
HIST 2010 R50 Survey of American History I	3
HIST 2020 R50 Survey of American History II	3
HIST 2030 R50 Tennessee History	3

Natural Sciences - 8 credit hours	Hours
ASTR 1030 R50 Astronomy	4
BIOL 1010 R50 Biology I	4
BIOL 1020 R50 Biology II	4
CHEM 1010 R50 Intro to Chemistry I	4
CHEM 1020 R50 Intro to Chemistry II	4
PHYS 1030 R50 Concepts of Physics	4

Mathematics - 3-4 credit hours	Hours
MATH 1130 R50 College Algebra	3
MATH 1530 R50 College Statistics	3
MATH 1710 R50 Precalculus I	3
MATH 1830 R50 Business Calculus	3
MATH 1910 R50 Calculus I	4

Foreign Language - 0-6 credit hours	
<i>For Associate of Arts degree: Six semester hours</i>	
SPAN 1010 R50 Spanish I	3
SPAN 1020 R50 Spanish II	3
<i>For Associate of Science degree: No requirement</i>	

Electives:  
 For A.A. Degree - 13 credit hours  
 For A.S. Degree - 19 credit hours

Total hours: 60-61

Note: This web site: <http://www.tn.regentsdegrees.org/degrees/aa.htm> can be used as a guide. However, the Jackson State catalog is the final authority for all degree and program requirements.

# ACADEMIC CERTIFICATES

# General Education for AA/AS Degrees

Academic Certificate

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 12 for details.

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

### Residence Requirement

Certificate programs require that you attend Jackson State for one (1) semester immediately preceding the completion of a program of study, and at least one-third of the total certificate hours must be at 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

The GPA necessary for good standing in certificate programs is listed below:

<i>Percentage of Cumulative Hours Attempted*</i>	<i>Cumulative GPA Required</i>
1-25%	1.00
26-50%	1.50
51%	2.00

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

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 Office of Academic Affairs. 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.

## Required Courses

### Communication - 9 credit hours

ENGL 1010 English Composition I  
ENGL 1020 English Composition II  
SPCH 1010 Fundamentals of Speech

### Humanities and Fine Arts - 9 credit hours

*One course must be a Literature course.*

ARTH 2010 Survey of Art History I  
ARTH 2020 Survey of Art History II  
ART 1030 Art Appreciation  
COMM 1851 Introduction to Film  
ENGL 2111 American Literature: Pre-Colonial - 1865  
ENGL 2121 American Literature: 1865 - Present  
ENGL 2210 British Literature I: Beginnings to 1785  
ENGL 2220 British Literature II: 1785 to Present  
ENGL 2310 World Literature I: Beginnings to 1650  
ENGL 2320 World Literature II: 1650 to Present  
HUM 1010 Introduction to the Humanities I  
HUM 1020 Introduction to the Humanities II  
MUS 1030 Music Appreciation  
PHIL 1030 Introduction to Philosophy  
PHIL 2110 Introduction to Ethics  
THEA 1030 Introduction to Theatre

### Social and Behavioral Sciences - 6 credit hours

ECON 2010 Macroeconomics  
ECON 2020 Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2010 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems

### History - 6 credit hours

HIST 1110 Survey of World Civilizations I  
HIST 1120 Survey of World Civilizations II  
HIST 2010 Survey of American History I  
HIST 2020 Survey of American History II

### 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  
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 Survey of Physical Science I  
PSCI 1020 Survey of Physical Science II

### Mathematics - 3 credit hours

MATH 1010 Math for Liberal Arts  
MATH 1530 Statistics and Probability  
MATH 1630 Finite Mathematics  
MATH 1710 Precalculus I  
MATH 1720 Precalculus II (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

ARTH 2010 Survey of Art History I  
ARTH 2020 Survey of Art History II  
ART 1030 Art Appreciation  
COMM 1851 Introduction to Film  
ENGL 2111 American Literature: Pre-Colonial - 1865  
ENGL 2121 American Literature: 1865 - Present  
ENGL 2210 British Literature I: Beginnings to 1785  
ENGL 2220 British Literature II: 1785 to Present  
ENGL 2310 World Literature I: Beginnings to 1650  
ENGL 2320 World Literature II: 1650 to Present  
HUM 1010 Introduction to the Humanities I  
HUM 1020 Introduction to the Humanities II  
MUS 1030 Music Appreciation  
PHIL 1030 Introduction to Philosophy  
PHIL 2110 Introduction to Ethics  
THEA 1030 Introduction to Theatre

#### Social and Behavioral Sciences - 3 credit hours

ECON 2010 Macroeconomics  
ECON 2020 Microeconomics  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2010 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 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  
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 Survey of Physical Science I  
PSCI 1020 Survey of Physical Science II  
MATH 1010 Math for Liberal Arts  
MATH 1530 Statistics and Probability  
MATH 1630 Finite Mathematics  
MATH 1710 Precalculus I  
MATH 1720 Precalculus II (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  
SPCH 1010 Fundamentals of Speech

#### Humanities and Fine Arts - 3 credit hours

ARTH 2010 Survey of Art History I  
ARTH 2020 Survey of Art History II  
ART 1030 Art Appreciation  
COMM 1851 Introduction to Film  
ENGL 2111 American Literature: Pre-Colonial - 1865  
ENGL 2121 American Literature: 1865 - Present  
ENGL 2210 British Literature I: Beginnings to 1785  
ENGL 2220 British Literature II: 1785 to Present  
ENGL 2310 World Literature I: Beginnings to 1650  
ENGL 2320 World Literature II: 1650 to Present  
HUM 1010 Introduction to the Humanities I  
HUM 1020 Introduction to the Humanities II  
MUS 1030 Music Appreciation  
PHIL 1030 Introduction to Philosophy  
PHIL 2110 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 Statistics and Probability  
MATH 1630 Finite Mathematics  
MATH 1710 Precalculus I  
MATH 1720 Precalculus II (Trigonometry)  
MATH 1830 Applied Calculus  
MATH 1910 Calculus I

Credit Hours Required: 23



# PROFESSIONAL AND TECHNICAL PROGRAMS

## 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.

## 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 Office of Academic Affairs. 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 (CBASE). 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
  - Degree requirement sheet for your program of study
  - Waiver or substitution request forms, if necessary (signed by 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
- CBASE Testing
  - Once your advisor has completed all necessary paperwork, take your proposal with you to one of the CBASE testing locations and complete the exam
  - Advisors will provide a schedule of testing times and dates. A listing of testing dates and times is also available on the JSCC website.
- Submit the cap and gown order form to the Counseling Office
- All graduation proposals must be completed and submitted to the Office of Academic Affairs. Deadlines for submission of graduation proposals will be posted on the JSCC homepage.

The Associate of Applied Science  
**Business Studies**  
 Administrative Office Management Concentration  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Jayne Lowery  
 731-424-3520  
 jlowery@jscc.edu



**Program and Career Description**

Students completing the Administrative Office Management 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.

Career	Beginning Salary Range with AAS	Experienced Salary Range
Administrative Services Manager	\$26,410 to \$33,950	\$48,670+
Executive Secretaries	\$22,190 to \$26,830	\$32,630+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**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**

Jackson State Community College is accredited by the Southern Association of Colleges and Schools. The Associate of Applied Science in Business Studies is accredited by the Accreditation Council for Business Schools and Programs.

The Associate of Applied Science  
**Business Studies**  
 Administrative Office Management Concentration

Program Requirements for the Associate of Applied Science in Administrative Office Management  
 (Students may require additional Learning Support courses.)

**Communication Requirement**

ENGL 1010 English Composition I

**Choose ONE Humanities Course**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy \*  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

*\*recommended*

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II  
 MATH 1630 Finite Mathematics (suggested)  
 MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus

**Social and Behavioral Science Course**

ECON 2010 Macroeconomics

**Additional Course**

Choose ONE additional General Education Course

**Professional Component (All required)**

ACCT 1010 Principles of Accounting I  
 BUS 211 Legal Environment of Business  
 BUS 215 Entrepreneurship *or*  
     BUS 111 Introduction to Business  
 BUS 245 Business Communications  
 BUS 251 Business Resources  
 MGT 211 Supervisory Management

**Concentration Component (All required)**

AOM 111 Word Processing  
 AOM 141 Records Management  
 AOM 205 Desktop Publishing  
 AOM 260 Presentation Applications  
 AOM 262 Administrative Office Procedures  
 AOM 294 Internship  
 BUS 121 Business Math *or*  
     BUS 131 Personal Finance  
 CIS 101 Software Applications *or*  
     INFS 1010 Computer Applications  
*and*

**An additional 3 hours from Administrative Office Management, Accounting, Business, Economics, Marketing, Management, Health Information Management or Computer Information Systems. See your advisor. (BUS 180 recommended)**

**The Associate of Applied Science Administrative Office Management Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.**

Sample Schedule

First Year	Fall Semester	Credits
__AOM 111	Word Processing	3
__AOM 141	Records Management	3
__BUS 215 or BUS 111	Entrepreneurship or Intro. to Business	3
__ENGL 1010	English Composition I	3
__	Humanities Course	3
	<b>Total Credits</b>	<b>15</b>
Second Year	Fall Semester	Credits
__AOM 260	Presentation Applications	3
__BUS 121 or 131	Business Math or Personal Finance	3
__BUS 211	Legal Environment of Bus.	3
__CIS 101 or INFS1010	Software Applications or Computer Applications	3
__MGT 211	Supervisory Management	3
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
__ACCT 1010	Principles of Accounting I	3
__AOM 205	Desktop Publishing	3
__AOM 262	Administrative Office Procedures	3
__BUS 245	Business Communications	3
__	Natural Science or Mathematics Course	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Spring Semester	Credits
__AOM 294	AOM Internship	3
__ECON 2010	Macroeconomics	3
__	General Education Elective	3
__	Concentration Elective	3
__BUS 251	Business Resources	3
	<b>Total Credits</b>	<b>15</b>

The Associate of Applied Science  
**Business Studies**  
 Business Concentration  
 At Jackson State Community College  
 2013-2014

**Contact Information**

John Tibbs  
 731-424-3520  
 jtibbs@jsgcc.edu

**Program and Career Description**

Entry-level supervisory careers in retail, service, and manufacturing require a minimum of an associates degree. Supervisors or managers may work in factories, stores, restaurants, and hotels. The Associate of Applied Science in Business and Management Technology 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 Business 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.

Career	Beginning Salary Range with AAS
Food Service Manager	\$22,430 to \$35,720
Retail Manager	\$31,210+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**Additional Information**

Jackson State Community College is accredited by the Southern Association of Colleges and Schools. The Associate of Applied Science in Business Studies is accredited by the Accreditation Council for Business Schools and Programs.

# The Associate of Applied Science

## Business Studies

### Business Concentration

Program Requirements for the Associate of Applied Science in Business  
(Students may require additional Learning Support courses.)

**Communication Requirement**

ENGL 1010 English Composition I

**Choose ONE Humanities Course**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy \*  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

*\*recommended*

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II  
 MATH 1630 Finite Mathematics (suggested)  
 MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus

**Social and Behavioral Science Course**

ECON 2010 Macroeconomics

**Additional Course**

Choose ONE additional General Education Course

**Professional Component (All required)**

ACCT 1010 Principles of Accounting I  
 BUS 211 Legal Environment of Business  
 BUS 215 Entrepreneurship *or*  
 BUS 111 Introduction to Business  
 BUS 245 Business Communications

BUS 251 Business Resources  
 MGT 211 Supervisory Management

**Concentration Component (All required)**

BUS 121 Business Math  
 BUS 131 Personal Finance  
 BUS 180 Advanced Spreadsheet Applications  
 CIS 101 Software Applications *or*  
 INFS 1010 Computer Applications  
 ECON 2020 Microeconomics  
 MKT 211 Principles of Marketing  
*and*

**An additional 9 hours from Administrative Office Management, Accounting, Business, Marketing, Management, Health Information Management or Computer Information Systems. See your advisor.**

**The Associate of Applied Science Business Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.**

### Sample Schedule

First Year	Fall Semester	Credits
BUS 215 or BUS 111	Entrepreneurship or Intro to Business	3
BUS 121	Business Mathematics	3
__	Humanities Course	3
ENGL 1010	English Composition I	3
CIS 101 or INFS 1010	Software Applications or Computer Applications	3
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
BUS 131	Personal Finance	3
BUS 245	Business Communications	3
BUS 180	Advanced Spreadsheet Applications	3
__	Approved Elective	3
__	Natural Science or Mathematics Course	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Fall Semester	Credits
ACCT 1010	Principles of Accounting I	3
BUS 211	Legal Environment of Bus.	3
ECON 2010	Macroeconomics	3
MGT 211	Supervisory Management	3
__	Approved Elective	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Spring Semester	Credits
ECON 2020	Microeconomics	3
MKT 211	Principles of Marketing	3
__	General Education Elective	3
__	Approved Elective	3
BUS 251	Business Resources	3
	<b>Total Credits</b>	<b>15</b>

The Associate of Applied Science  
**Computer Information Systems**  
**Information Assurance Concentration**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Don Brown  
 731-424-3520  
 dbrown24@jscc.edu

**Program and Career Description**

The Information Assurance 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.



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<b>Beginning Salary Range with AAS</b>	<b>Experienced Salary Range</b>
\$38,990 - \$48,840	\$62,430+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**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.

**Additional Information**

Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science

## Computer Information Systems

### Information Assurance Concentration

**Program Requirements for the Associate of Applied Science in Information Assurance  
(Students may require additional Learning Support courses.)**

**Communication Requirement**

ENGL 1010 English Composition I

**Choose ONE Humanities Course**

- ARTH 2010 Survey of Art History I
- ARTH 2020 Survey of Art History II
- ART 1030 Art Appreciation
- COMM 1851 Intro to Film
- ENGL 2111 American Lit: Pre-Colonial - 1865
- ENGL 2121 American Lit: 1865 - Present
- ENGL 2210 British Lit: Beginnings - 1785
- ENGL 2220 British Lit: 1785 - Present
- ENGL 2310 World Lit: Beginnings - 1650
- ENGL 2320 World Lit: 1650 - Present
- HUM 1010 Introduction to the Humanities I
- HUM 1020 Introduction to the Humanities II
- MUS 1030 Music Appreciation
- PHIL 1030 Introduction to Philosophy
- PHIL 2110 Introduction to Ethics
- THEA 1030 Introduction to Theatre

**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
- PHYS 2010 Non-Calculus Based Physics I
- PHYS 2020 Non-Calculus Based Physics II
- PSCI 1010 Survey of Physical Science I
- PSCI 1020 Survey of Physical Science II
- MATH 1530 Statistics and Probability
- MATH 1630 Finite Mathematics
- MATH 1710 Precalculus I
- MATH 1720 Precalculus II (Trigonometry)
- MATH 1830 Applied Calculus

**Choose ONE Social/Behavioral Science Course**

- ECON 2010 Macroeconomics
- ECON 2020 Microeconomics
- GEOG 2010 World Regional Geography
- PHED 2050 Health and Wellness
- POLS 1030 American Government
- POLS 2010 State and Local Government
- PSYC 1030 General Psychology
- SOCI 1010 Introduction to Sociology
- SOCI 1020 Social Problems

**Choose ONE Additional General Education Course from either Communication, Humanities, Natural Science, Mathematics, or Social and Behavioral Science.**

**Major Required Courses**

**(All required)**

- INFS 1010 Computer Applications
- CIS 130 Programming Design and Logic
- CIS 135 Database Systems
- CIS 145 Linux
- CIS 150 Web Design/Development
- CIS 156 Principles of Information Assurance
- CIS 170 IT Essentials
- CIS 175 Network Technician
- CIS 226 Windows Professional
- CIS 290 CIS Internship

**Concentration (All required)**

- CIS 250 Network Security
- CIS 251 Digital Forensics
- CIS 257 Secure Electronic Commerce
- CIS 259 Enterprise Security Management
- CIS Elective\*

*\*CIS 101 may not be used for the CIS elective*

**The Associate of Applied Science Information Assurance Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.**

**Sample Schedule**

First Year	Fall Semester	Credits
__INFS 1010	Computer Applications	3
__CIS	CIS Elective	3
__CIS 170	IT Essentials	3
__CIS 175	Network Technician	3
__ENGL 1010	English Composition I	3
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
__CIS 130	Programming Design and Logic	3
__CIS 150	Web Design/Development	3
__CIS 259	Enterprise Security Mgmt.	3
__CIS 156	Principles of Info. Assurance	3
—	Natural Science or Mathematics Course	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Fall Semester	Credits
__CIS 135	Database Systems	3
__CIS 226	Windows Professional	3
__CIS 250	Network Security	3
__CIS 257	Secure Electronic Commerce	3
—	Social and Behavioral Science Course	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Spring Semester	Credits
__CIS 145	Linux	3
__CIS 251	Digital Forensics	3
__CIS 290	CIS Internship	3
—	Humanities Course	3
—	General Elective	3
	<b>Total Credits</b>	<b>15</b>

The Associate of Applied Science  
**Computer Information Systems**

**Networking Concentration**  
At Jackson State Community College  
2013-2014

**Contact Information**

Mark Doran  
731-424-3520  
pdoran@jscc.edu



**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.

<b>Beginning Salary Range with AAS</b>	<b>Experienced Salary Range</b>
\$38,990 - \$48,840	\$62,430+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**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.

**Additional Information**

Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science

## Computer Information Systems

### Networking Concentration

**Program Requirements for the Associate of Applied Science in Networking**  
(Students may require additional Learning Support courses.)

**Communication Requirement**

ENGL 1010 English Composition I

**Choose ONE Humanities Course**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II  
 MATH 1530 Statistics and Probability  
 MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus

**Choose ONE Social/Behavioral Science Course**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose ONE Additional General Education Course from either Communication, Humanities, Natural Science, Mathematics, or Social and Behavioral Science.**

**Major Required Courses**

**(All required)**

INFS 1010 Computer Applications  
 CIS 130 Programming Design and Logic  
 CIS 135 Database Systems  
 CIS 145 Linux  
 CIS 150 Web Design/Development  
 CIS 156 Principles of Information Assurance  
 CIS 170 IT Essentials  
 CIS 175 Network Technician  
 CIS 226 Windows Professional  
 CIS 290 CIS Internship

**Concentration**

CIS 190 Network Server Administration  
 CIS 250 Network Security  
 CIS 270 IT Technician  
 CIS 275 Internetworking  
 CIS Elective\*

*\*CIS 101 may not be used for the CIS elective*

**The Associate of Applied Science Networking Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.**

**Sample Schedule**

First Year	Fall Semester	Credits
__INFS 1010	Computer Applications	3
__CIS 170	IT Essentials	3
__CIS 175	Network Technician	3
__	Humanities Course	3
__ENGL 1010	English Composition I	3
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
__	Natural Science or Mathematics Course	3
__CIS 130	Programming Design and Logic	3
__CIS 156	Principles of Info. Assurance	3
__CIS 190	Network Server Administration	3
__CIS 270	IT Technician	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Fall Semester	Credits
__CIS	CIS Elective	3
__CIS 135	Database Systems	3
__CIS 226	Windows Professional	3
__CIS 275	Internetworking	3
__	Social and Behavioral Science Course	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Spring Semester	Credits
__CIS 145	Linux	3
__CIS 150	Web Design/Development	3
__CIS 290	CIS Internship	3
__CIS 250	Network Security	3
__	General Elective	3
	<b>Total Credits</b>	<b>15</b>

The Associate of Applied Science  
**Computer Information Systems**  
PC Support Concentration  
2013-2014

**Contact Information**

Lisa Matlock  
731-424-3520  
lmatlock@jscc.edu

**Program and Career Description**

Students completing the PC Support Concentration will be prepared for employment in the computer technical support 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 staff a technical support help desk. 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.



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<b>Beginning Salary Range with AAS</b>	<b>Experienced Salary Range</b>
\$25,680 - \$32,680	\$41,040+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**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)

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.

**Additional Information**

Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science

## Computer Information Systems

### PC Support Concentration

**Program Requirements for the Associate of Applied Science in PC Support Concentration  
(Students may require additional Learning Support courses.)**

**Communication Requirement**

ENGL 1010 English Composition I

**Choose ONE Humanities Course**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II  
 MATH 1530 Statistics and Probability  
 MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus

**Choose ONE Social/Behavioral Science Course**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose ONE Additional General Education Course from either Communication, Humanities, Natural Science, Mathematics, or Social and Behavioral Science.**

**Major Required Courses**

**(All required)**

INFS 1010 Computer Applications  
 CIS 130 Programming Design and Logic  
 CIS 135 Database Systems  
 CIS 145 Linux  
 CIS 150 Web Design/Development  
 CIS 156 Principles of Information Assurance  
 CIS 170 IT Essentials  
 CIS 175 Network Technician  
 CIS 226 Windows Professional  
 CIS 290 CIS Internship

**Concentration**

CIS 258 PC Support and Help Desk  
 CIS 270 IT Technician  
 CIS Elective\*  
 CIS Elective\*  
 CIS Elective\*

*\*CIS 101 may not be used for the CIS elective*

**The Associate of Applied Science PC Support Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.**

### Sample Schedule

First Year	Fall Semester	Credits
__INFS 1010	Computer Applications	3
__CIS 170	IT Essentials	3
__CIS 175	Network Technician	3
__	Humanities Course	3
__ENGL 1010	English Composition I	3
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
__CIS 130	Program Design and Logic	3
__CIS 156	Principles of Info. Assurance	3
__CIS 270	IT Technician	3
__CIS	CIS Elective	3
__	Math or Science Course	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Fall Semester	Credits
__CIS	CIS Elective	3
__CIS 226	Windows Professional	3
__CIS 258	PC Support and Help Desk	3
__CIS 135	Database Systems	3
__	Social and Behavioral Science Course	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Spring Semester	Credits
__CIS 145	Linux	3
__CIS 150	Web Design/Development	3
__CIS 290	CIS Internship	3
__CIS	CIS Elective	3
__	General Education Elective	3
	<b>Total Credits</b>	<b>15</b>

The Associate of Applied Science  
**Computer Information Systems**  
Software Developer Concentration  
2013-2014

**Contact Information**

Stacey Dunevant  
731-424-3520  
sdunevant@jscc.edu

**Program and Career Description**

Students completing the Software Developer 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.



<b>Career</b>	<b>Beginning Salary Range with AAS</b>	<b>Experienced Salary Range</b>
Computer Programmer	\$34,340 to \$45,360	\$61,360+
Database Administrator	\$34,070 to \$45,130	\$64,300+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**Additional Information**

Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science

## Computer Information Systems

### Software Developer Concentration

#### Program Requirements for the Associate of Applied Science Software Developer Concentration (Students may require additional Learning Support courses.)

**Communication Requirement**

ENGL 1010 English Composition I

**Choose ONE Humanities Course**

- ARTH 2010 Survey of Art History I
- ARTH 2020 Survey of Art History II
- ART 1030 Art Appreciation
- COMM 1851 Intro to Film
- ENGL 2111 American Lit: Pre-Colonial - 1865
- ENGL 2121 American Lit: 1865 - Present
- ENGL 2210 British Lit: Beginnings - 1785
- ENGL 2220 British Lit: 1785 - Present
- ENGL 2310 World Lit: Beginnings - 1650
- ENGL 2320 World Lit: 1650 - Present
- HUM 1010 Introduction to the Humanities I
- HUM 1020 Introduction to the Humanities II
- MUS 1030 Music Appreciation
- PHIL 1030 Introduction to Philosophy
- PHIL 2110 Introduction to Ethics
- THEA 1030 Introduction to Theatre

**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
- PHYS 2010 Non-Calculus Based Physics I
- PHYS 2020 Non-Calculus Based Physics II
- PSCI 1010 Survey of Physical Science I
- PSCI 1020 Survey of Physical Science II
- MATH 1530 Statistics and Probability
- MATH 1630 Finite Mathematics
- MATH 1710 Precalculus I
- MATH 1720 Precalculus II (Trigonometry)
- MATH 1830 Applied Calculus

**Choose ONE Social/Behavioral Science Course**

- ECON 2010 Macroeconomics
- ECON 2020 Microeconomics
- GEOG 2010 World Regional Geography
- PHED 2050 Health and Wellness
- POLS 1030 American Government
- POLS 2010 State and Local Government
- PSYC 1030 General Psychology
- SOCI 1010 Introduction to Sociology
- SOCI 1020 Social Problems

**Choose ONE Additional General Education Course from either Communication, Humanities, Natural Science, Mathematics, or Social and Behavioral Science.**

**Major Required Courses (All required)**

- INFS 1010 Computer Applications
- CIS 130 Programming Design and Logic
- CIS 135 Database Systems
- CIS 145 Linux
- CIS 150 Web Design/Development
- CIS 156 Principles of Information Assurance
- CIS 170 IT Essentials
- CIS 175 Network Technician
- CIS 226 Windows Professional
- CIS 290 CIS Internship

**Concentration**

- CISP 1010 Computer Science I
- CIS 215 Advanced Database Systems
- CIS 230 Programming Mobile Devices
- Five (5) hours of CIS Electives\*

*\*CIS 101 may not be used for the CIS elective*

**The Associate of Applied Science Software Developer Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.**

#### Sample Schedule

First Year	Fall Semester	Credits
__INFS 1010	Computer Applications	3
__CIS 130	Program Design and Logic	3
__CIS 170	IT Essentials	3
__CIS 175	Network Technician	3
__ENGL 1010	English Composition I	3
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
__CIS 150	Web Design/Development	3
__CIS	CIS Elective	3
__CIS 230	Programming Mobile Devices	3
__	Humanities Course	3
__	Math or Science Course	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Fall Semester	Credits
__CIS	CIS Elective	2
__CIS 135	Database Systems	3
__CIS 226	Windows Professional	3
__CISP 1010	Computer Science I	4
__	Social and Behavioral Science Course	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Spring Semester	Credits
__CIS 145	Linux	3
__CIS 215	Advanced Database Systems	3
__CIS 156	Principles of Info. Assurance	3
__CIS 290	CIS Internship	3
__	General Education Elective	3
	<b>Total Credits</b>	<b>15</b>

The Associate of Applied Science  
**General Technology**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Terri Messer  
 731-424-3520  
 tmesser@jscc.edu

**Program and Career Description**

The Associate of Applied Science degree in General Technology is a coherent course of study designed to serve the needs of two populations:

- \* Students whose college credit achievements do not fit into other AAS degree options
- \* Students with significant occupational training and/or experience in fields such as:

- Business
- Industrial Technology
- Health Care
- Office Administration
- Computer Information Systems



Career	Beginning Salary Range with AAS	Experienced Range
Executive Secretary	\$22,190 to \$26,830	\$32,630+
Computer Programmer	\$34,340 to \$45,360	\$61,360+
Electromechanical Tech.	\$21,670 to \$32,130	\$38,420+
Paramedic	\$19,340 to \$22,950	\$28,430+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**Important Notice to Students**

Students must have approval from their advisor prior to choosing this degree option.

**Additional Information**

Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science General Technology

## Program Requirements for the Associate of Applied Science in General Technology (Students may require additional Learning Support courses.)

**Communication Requirement**

ENGL 1010 English Composition I

**Choose ONE Humanities Course**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**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  
 PHYS 2010 Non-Calculus Based Physics I  
 PHYS 2020 Non-Calculus Based Physics II  
 PSCI 1010 Survey of Physical Science I  
 PSCI 1020 Survey of Physical Science II  
 MATH 1530 Statistics and Probability  
 MATH 1630 Finite Mathematics

MATH 1710 Precalculus I  
 MATH 1720 Precalculus II (Trigonometry)  
 MATH 1830 Applied Calculus

**Choose ONE Social/Behavioral Science Course**

ECON 2010 Macroeconomics  
 ECON 2020 Microeconomics  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems

**Choose ONE Additional General Education Course from either Communication, Humanities, Natural Science, Mathematics, or Social and Behavioral Science.**

**Supporting Core**

CIS 101 Software Applications *or*  
 INFS 1010 Computer Applications  
 General Electives 12 hours  
*and*  
 30 hours from Emphasis A, B, C, or D

**Emphasis A**

Transfer of approved technical and related courses from any accredited college or university.

**Emphasis B**

Open degree: Students will work with their advisor to select courses from an approved list of technical and related courses that focus on an approved academic area.

**Emphasis C**

Students completing a TTC diploma or those with industry training may receive up to 30 hours of credit based upon transcript review by the Dean of Professional and Technical Studies.

**Emphasis D**

Students may be awarded credit from one of the following options:

- Industry, Military, or related training (1-30 hours)
- Experiential Credit (1-15 hours) based on portfolio review
- TTC Courses (1-30 hours)

**The Associate of Applied Science: General Technology requires 60 credits for graduation. Some courses have prerequisites and co-requisites.**

### Sample Schedule

First Year	Fall Semester	Credits
__	General Elective	3
__	CIS 101 or INFS 1010	3
__	ENGL 1010	3
__	Humanities Course	3
__	Social and Behavioral Science Course	3
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
__	General Elective	3
__	General Elective	3
__	Natural Science or Mathematics Course	3
__	General Education Elective	3
__	General Elective	3
	<b>Total Credits</b>	<b>15</b>

The Associate of Applied Science  
**Industrial Technology**  
 Applied Manufacturing Concentration  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Roger James  
 731-424-3520  
 rjames@jsc.edu

**Program and Career Description**

This concentration prepares graduates for technical positions in industry and business in the areas between craftsman and the engineer. The primary objective is to provide a broad foundation of theoretical and practical knowledge in the areas of manufacturing processes, supervision, quality, and management opportunities. The curriculum is broad-based but focuses on the integration of each area as used in systemic applications.



Career	Beginning Salary Range with AAS	Experienced Range
Industrial Technician	\$27,530 to \$32,890	\$41,050+
Mechanical Drafter	\$28,780 to \$34,640	\$43,920+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**Additional Information**

Jackson State Community College is accredited by the Southern Association of Colleges and Schools. The Associate of Applied Science in Industrial Technology is accredited by the Association of Technology, Management and Applied Engineering.

If you are a Tennessee Technology Center graduate, check with an Industrial Technology advisor for additional credit options.

# The Associate of Applied Science

## Industrial Technology

### Applied Manufacturing Concentration

Program Requirements for the Associate of Applied Science in Industrial Technology Applied Manufacturing  
(Students may require additional Learning Support courses.)

**Communication Requirement**

ENGL 1010 English Composition I  
SPCH 1010 Fundamentals of Speech

**Choose ONE Humanities Course**

ARTH 2010 Survey of Art History I  
ARTH 2020 Survey of Art History II  
ART 1030 Art Appreciation  
COMM 1851 Intro to Film  
ENGL 2111 American Lit: Pre-Colonial - 1865  
ENGL 2121 American Lit: 1865 - Present  
ENGL 2210 British Lit: Beginnings - 1785  
ENGL 2220 British Lit: 1785 - Present  
ENGL 2310 World Lit: Beginnings - 1650  
ENGL 2320 World Lit: 1650 - Present  
HUM 1010 Introduction to the Humanities I  
HUM 1020 Introduction to the Humanities II  
MUS 1030 Music Appreciation  
PHIL 1030 Introduction to Philosophy  
PHIL 2110 Introduction to Ethics  
THEA 1030 Introduction to Theatre

**Science Course**

PHYS 2010 Non-Calculus Based Physics I

**Choose ONE Social and Behavioral Science Course**

ECON 2010 Macroeconomics *or*  
ECON 2020 Microeconomics \*  
GEOG 2010 World Regional Geography  
PHED 2050 Health and Wellness  
POLS 1030 American Government  
POLS 2010 State and Local Government  
PSYC 1030 General Psychology  
SOC 1010 Introduction to Sociology  
SOC 1020 Social Problems  
*\*recommended*

**Major Required Courses**

**(All required)**

CIS 101 Software Applications *or*  
INFS Computer Applications  
EET 150 Electromechanical Devices  
IT 150 Industrial-Circuits  
MET 110 Intro to Drafting & Auto CAD Applications  
MATH 1530 Statistics and Probability *or*  
Higher Level Math

**Concentration Required Courses**

MET 201 Introduction to Autodesk Inventor  
MET 205 Introduction to Pro-Engineer  
MET 211 Intermediate Pro-Engineer  
MET 212 Materials and Manufacturing  
17 Hours of Guided Technical Electives  
**(See your Industrial Technology advisor)**

**The Associate of Applied Science: Industrial Technology, Applied Manufacturing Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.**

Sample Schedule

First Year	Fall Semester	Credits
__ CIS 101 or INFS 1010	Software Applications or Computer Applications	3
__ IT 150	Industrial Circuits	3
__ MATH 1530	Statistics and Probability	3
__ MET 110	Intro to Drafting & Auto CAD Applications	3
__	Technical Elective	3
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
__ ENGL 1010	English Composition I	3
__ SPCH 1010	Fundamentals of Speech	3
__ MET 201	Intro. to Autodesk Inventor	3
__	Technical Elective	3
__	Technical Elective	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Fall Semester	Credits
__ EET 150	Electro-Mechanical Devices	3
__ PHYS 2010	Non-Calculus Based Physics I	4
__	Technical Elective	2
__ MET 205	Intro. to Pro-Engineer	3
__	Technical Elective	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Spring Semester	Credits
__ ECON	Economics Course	3
__	Humanities Course	3
__ MET 211	Intermediate Pro-Engineer	3
__ MET 212	Materials & Manufacturing	3
__	Technical Elective	3
	<b>Total Credits</b>	<b>15</b>

The Associate of Applied Science  
**Industrial Technology**  
 Multi Skilled Maintenance Technician Concentration  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Richard Skelton  
 731-424-3520  
 rskelton@jacc.edu

**Program and Career Description**

This concentration prepares graduates for technical positions in the expanding field of electronics, instrumentation, 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, digital 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.



Career	Beginning Salary Range with AAS	Experienced Range
Electromechanical Technician	\$21,670 to \$32,130	\$38,420+
Industrial Engineering Technician	\$27,530 to \$32,890	\$41,050+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**Additional Information**

Jackson State Community College is accredited by the Southern Association of Colleges and Schools. The Associate of Applied Science in Industrial Technology is accredited by the Association of Technology, Management and Applied Engineering.

If you are a Tennessee Technology Center graduate, check with an Industrial Technology advisor for additional credit options.

The Associate of Applied Science  
**Industrial Technology**  
 Multi Skilled Maintenance Technician Concentration

**Program Requirements for A.A.S. in Industrial Technology Multi Skilled Maintenance Tech. Concentration**  
 (Students may require additional Learning Support courses.)

**Communication Requirement**

ENGL 1010 English Composition I  
 SPCH 1010 Fundamentals of Speech

**Choose ONE Humanities Course**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Science Course**

PHYS 2010 Non-Calculus Based Physics I

**Choose ONE Social and Behavioral Science Course**

ECON 2010 Macroeconomics *or*  
 ECON 2020 Microeconomics \*  
 GEOG 2010 World Regional Geography  
 PHED 2050 Health and Wellness  
 POLS 1030 American Government  
 POLS 2010 State and Local Government  
 PSYC 1030 General Psychology  
 SOCI 1010 Introduction to Sociology  
 SOCI 1020 Social Problems  
 \*recommended

**Major Required Courses**

**(All required)**  
 CIS 101 Software Applications *or*  
 INFS Computer Applications  
 EET 150 Electromechanical Devices  
 IT 150 Industrial-Circuits  
 MET 110 Intro to Drafting & Auto CAD Applications  
 MATH 1530 Statistics and Probability or  
 Higher Level Math

**Concentration Required Courses**

EET 100 Electrical Circuits I  
 EET 160 Electrical Circuits II  
 EET 170 Electronics I  
 EET 180 Programmable Logic Controllers I  
 EET 200 Motors and Motor Control Systems  
 EET 230 Programmable Logic Controllers II  
 EET 240 Fluid Power  
 EET 260 Instrumentation  
 EET Elective  
 Technical Elective ( 2 credit hours)

**The Associate of Applied Science: Industrial Technology, Multi Skilled Maintenance Technician Concentration requires 60 college level credits. Some courses have prerequisites and co-requisites.**

**Sample Schedule**

First Year	Fall Semester	Credits
__ CIS 101 or INFS 1010	Software Applications or Computer Applications	3
__ EET 100	Electrical Circuits I	3
__ EET 180	Programmable Logic Controllers I	3
__ MATH 1530	Statistics and Probability	3
__ MET 110	Intro to Drafting & Auto CAD Applications	3
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
__ EET 160	Electrical Circuits II	3
__ EET 230	Programmable Logic Controllers II	3
__ ENGL 1010	English Composition I	3
__ EET	Elective	3
__ SPCH 1010	Fundamentals of Speech	3
	<b>Total Credits</b>	<b>15</b>

Second Year	Fall Semester	Credits
__ EET 150	Electro-Mechanical Devices	3
__ EET 170	Electronics I	3
__ EET 240	Fluid Power	3
__ IT 150	Industrial Circuits	3
__ PHYS 2010	Non-Calculus Based Physics	4
	<b>Total Credits</b>	<b>16</b>

Second Year	Spring Semester	Credits
__ ECON	Economics Course	3
__ EET 260	Instrumentation	3
__ EET 200	Motors and Motor Control Systems	3
__	Technical Elective	2
__	Humanities Course	3
	<b>Total Credits</b>	<b>14</b>

The Associate of Applied Science  
**Medical Laboratory Technician**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Pete O'Brien  
 731-424-3520  
 pobrien@jscc.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.

Career	Beginning Salary Range with AAS	Experienced Salary Range
Medical Laboratory Technician	\$24,790 to \$29,750	\$37,240+

Data provided by the Bureau of Labor and Statistics  
<http://www.bls.gov/> Salaries are not guaranteed.

**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 courses prior to the May 15 program application date.
- Score a minimum ACT composite of 19 or acceptable Compass 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 May 15.

**Accreditation Information**

The Associate of Applied Science Medical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. (8410 W. Byrn Mawr Ave. Suite 670, Chicago, IL 60631 or (773) 714-8880) Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science Medical Laboratory Technician

**Program Requirements for the Associate of Applied Science Medical Laboratory Technician Major  
(Students may require additional Learning Support courses.)**

**Communication Requirement**

ENGL 1010 English Composition I

**Choose ONE Humanities Course**

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

**Social and Behavioral Science Course**

PSYC 1030 General Psychology

**Natural Science or Mathematics Course**

BIOL 2010 Human Anatomy & Physiology I

**Additional Courses (Both Required)**

BIOL 2020 Human Anatomy & Physiology II  
 CHEM 1110 General Chemistry I

**Major Required Courses**

**(All required)**

MLT 119 Intro to the Medical Laboratory  
 MLT 120 Pre-Clinical Hematology  
 MLT 121 Pre-Clinical Blood Banking  
 MLT 122 Pre-Clinical Chemistry  
 MLT 125 Basic medical Microbiology  
 MLT 126 Parasitology and Mycology  
 MLT 127 Immunology/Urinalysis & Body Fluids  
 MLT 201 Clinical Practicum  
 MLT 202 Clinical Practicum II  
 MLT 210 Intro to Hospital Practice  
 MLT 217 Clinical Blood Collection  
 MLT 218 Clinical Seminar & Review

**The Associate of Applied Science: Medical Laboratory Technician requires 66 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.**

Medical Laboratory Technician Faculty recommend students take SPCH 1010 Fundamentals of Speech, MATH 1630 Finite Mathematics, CIS 101 Software Applications, and HSC 111 Medical Terminology. **These courses are not required for graduation in this program.**

## Sample Schedule

First Year	Fall Semester	Credits
__BIOL 2010	Human Anatomy & Physiology I	4
__CHEM 1110	General Chemistry I	4
__MLT 119	Intro to Medical Lab	1
__MLT 120	Pre-Clinical Hematology	4
__MLT 127	Immunology/Urinalysis & Body Fluids	2
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
__BIOL 2020	Human Anatomy & Physiology II	4
__MLT 121	Pre-Clinical Blood Banking	3
__MLT 125	Basic Medical Microbiology	5
__MLT 210	Intro to Hospital Practice	1
	<b>Total Credits</b>	<b>13</b>

	Summer Semester	Credits
__MLT 122	Pre-Clinical Chemistry	4
__	Humanities Course	3
	<b>Total Credits</b>	<b>7</b>

Second Year	Fall Semester	Credits
__MLT 126	Parasitology and Mycology	2
__MLT 201	Clinical Practicum I	10
	<b>Total Credits</b>	<b>12</b>

Second Year	Spring Semester	Credits
__MLT 202	Clinical Practicum II	10
__MLT 217	Clinical Blood Collection	1
__MLT 218	Clinical Seminar & Review	2
	<b>Total Credits</b>	<b>13</b>

	Summer Semester	Credits
__ENGL 1010	English Composition I	3
__PSYC 1030	General Psychology	3
	<b>Total Credits</b>	<b>6</b>

# The Associate of Applied Science

## Nursing

### At Jackson State Community College

2013-2014

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 such as area hospitals, clinics, and extended care facilities 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 National League for Nursing Accrediting Commission (3343 Peachtree Road, Atlanta, GA 30326. Phone 1-800-669-1656).

You must be formally admitted into the Program before you can begin taking any nursing course. A minimum of sixty-five credits are required for the degree. The curriculum includes arts, science and nursing courses and can be completed in as little as five semesters. 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 area baccalaureate (BSN) programs exists and offers opportunities for continued professional development. A unique dual-enrollment option is offered in collaboration with the University of Memphis, allowing students to obtain both the associate and baccalaureate degrees in nursing.

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 courses, if applicable, before applying to the Nursing Program.
- Submit a completed Nursing Program application to the Nursing Office by February 1st for fall and summer admission, and June 15th for spring admission. Summer admission is limited to the LPN-RN Career Mobility Track.
- Fulfill the following academic requirements:
  - If applicants have no prior college experience, a high school cumulative GPA of 2.5 on a 4.0 scale.
  - If applicants have prior college coursework, a college cumulative GPA of 2.5 on a 4.0 scale.
  - GED recipients must score at an average of 410 on each subject test and a minimum total score of 2250.
- Submit official transcripts of high school and college work to the Admissions Office by the application deadline.
- Submit ACT exam scores.
- Report if any license in any health care field has been 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). Nursing applicants may take the ACT residual exam at JSCC; residual ACT exam information is available in the nursing program application.

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 specific measures of: college-level Anatomy and Physiology, healthcare work experience, 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.

In addition to the above admission criteria, applicants seeking readmission also should be aware that such requests are considered on an individual basis according to state and nationally recommended faculty/student ratios, the availability of space in clinical courses, and faculty recommendation.

#### **Licensed Practical Nurse (LPN) to Registered Nurse Career Mobility:**

LPNs who possess an unencumbered current Tennessee 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 track. LPNs pursuing this track 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 track:

Anatomy and Physiology I and II (BIOL 2010 and 2020)\* 8 credits

English Composition I (ENGL 1010) 3 credits and either English Composition II (ENGL 1020) or Speech (SPCH 1010) [3 credits each]

General Psychology (PSYC 1030) 3 credits

Life Span Psychology (PSYC 2230) 3 credits

A major specific elective: (one of the following )

Precalculus Algebra (MATH 1710) 3 credits, Statistics and Probability (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 application.

#### **Transfer Applicants:**

- Must meet the Program admission, enrollment, and continuation requirements and be selected for Program admission.
- Must submit a written request for transfer and a letter of recommendation, verifying good standing, from the director of the previous nursing program to the Director of Nursing Admissions.
- Must submit all official transcripts and appropriate 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. Readmission is not guaranteed.
- Should understand that 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 Retention:**

- 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 a collegiate-level nursing program are ineligible for admission or enrollment unless Academic Fresh Start status has been granted by JSCC.
- Students selected for admission 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, and age 18 or older prior to beginning nursing coursework.
- Students admitted to the Nursing Program will be required to comply with other program-specific enrollment, continuation and progression requirements, including satisfactory completion of BIOL 2010 and other specific trainings, drug screening and criminal background checks, and obtaining insurance, immunizations and supplies for clinical training. 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  
 2013-2014

**Contact Information**

Dr. Leslie West-Sands  
 731-425-2622  
 lsands@jscc.edu

**Program/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 patient care, functions as a member of the health care team, and adheres 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 February 1 (fall admission) and June 15 (spring admission).

Career	Beginning Salary Range with AAS	Experienced Salary Range
Registered Nurse	\$39,980 to \$45,540	\$53,980+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**Accreditation Information**

The Nursing Program is approved by the Tennessee Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (Contact NLNAC at 1-800-669-1656 or 3343 Peachtree Road, Atlanta, GA 30326). Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science Nursing

## Program Requirements for the Associate of Applied Science: Nursing (Students may require additional Learning Support courses.)

**Communication Requirement**

ENGL 1010 English Composition I

**Choose ONE Humanities and Fine Arts**

- ARTH 2010 Survey of Art History I
- ARTH 2020 Survey of Art History II
- ART 1030 Art Appreciation
- COMM 1851 Intro to Film
- ENGL 2111 American Lit: Pre-Colonial - 1865
- ENGL 2121 American Lit: 1865 - Present
- ENGL 2210 British Lit: Beginnings - 1785
- ENGL 2220 British Lit: 1785 - Present
- ENGL 2310 World Lit: Beginnings - 1650
- ENGL 2320 World Lit: 1650 - Present
- HUM 1010 Introduction to the Humanities I
- HUM 1020 Introduction to the Humanities II
- MUS 1030 Music Appreciation
- PHIL 1030 Introduction to Philosophy
- PHIL 2110 Introduction to Ethics
- THEA 1030 Theatre Appreciation

**Social and Behavioral Sciences**

PSYC 1030 General Psychology

**Natural Science or Mathematics**

BIOL 2010 Human Anatomy and Physiology I

**Additional Course**

BIOL 2020 Human Anatomy and Physiology II

**Major Required Courses**

- SPCH 1010 Fundamentals of Speech *or*
- ENGL 1020 English Composition II
- PSYC 2130 Life Span Psychology
- NUR 110 Foundations of Nursing
- NUR 120 Maternal - Child Nursing
- NUR 180 Pharmacology in Nursing
- NUR 190 Pathophysiology in Nursing
- 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 Statistics and Probability
- MATH 1710 Precalculus I

**The Associate of Applied Science: Nursing requires 65 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.**

## Sample Schedule for Students Who Begin In the Fall

Fall Semester	First Year	Credits
__ BIOL 2020	Human Anatomy & Physiology II	4
__	Major Required Elective	3 - 4
__ NUR 110	Foundations of Nursing	7
__ PSYC 2130	Life Span Psychology	3
	<b>Total Credits</b>	<b>17 - 18</b>

Spring Semester	First Year	Credits
__ PSYC 1030	General Psychology	3
__ NUR 190	Pathophysiology in Nursing	4
__ NUR 120	Maternal-Child Nursing	7
	<b>Total Credits</b>	<b>14</b>

Summer Semester	First Year	Credits
__ NUR 180	Pharmacology in Nursing	3
__ ENGL 1010	English Composition I	3
	<b>Total Credits</b>	<b>6</b>

Fall Semester	Second Year	Credits
__ NUR 214	Adult Health Nursing I	9
__ SPCH 1010 or ENGL 1020	Fundamentals of Speech or English Composition II	3
	<b>Total Credits</b>	<b>12</b>

Spring Semester	Second Year	Credits
__ NUR 220	Adult Health Nursing II	9
__	Humanities Course	3
	Comprehensive Exam	
	<b>Total Credits</b>	<b>12</b>

Note: BIOL 2010 (4 credit hours) should be completed prior to the beginning of the first semester of the Nursing program.

The Associate of Applied Science  
**Nursing**  
**LPN to RN Career Mobility Track**  
 At Jackson State Community College  
 2013-2014

**Contact Information**  
 Dr. Leslie West-Sands  
 731-425-2622  
 lsands@jscc.edu

**Program/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 patient care, functions as a member of the health care team, and adheres 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 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 summer and the deadline for program admission application is February 1.

Career	Beginning Salary Range with AAS	Experienced Salary Range
Registered Nurse	\$39,980 to \$45,540	\$53,980+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**Accreditation Information**  
 The Nursing Program is approved by the Tennessee Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (Contact NLNAC at 1-800-669-1656 or 3343 Peachtree Road, Atlanta GA, 30326). Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science

## Nursing

### LPN to RN Career Mobility Track

**Program Requirements for the A.A.S. Nursing: LPN to RN Career Mobility Option  
(Students may require additional Learning Support courses.)**
**Communication Requirement**

ENGL 1010 English Composition I

**Choose ONE Humanities and Fine Arts**

 ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Theatre Appreciation

**Social and Behavioral Sciences**

PSYC 1030 General Psychology

**Natural Science or Mathematics**

BIOL 2010 Human Anatomy and Physiology I

**Additional Course**

BIOL 2020 Human Anatomy and Physiology II

**Major Required Courses**

 SPCH 1010 Fundamentals of Speech *or*  
 ENGL 1020 English Composition II  
 NUR 140 LPN Career Mobility  
 NUR 180 Pharmacology in Nursing  
 NUR 190 Pathophysiology in Nursing  
 NUR 214 Adult Health Nursing I  
 NUR 220 Adult Health Nursing II  
 PSYC 2130 Life Span Psychology

Choose one of the following major required electives:

 BIOL 2230 Microbiology  
 HEC 231 Principles of Nutrition  
 MATH 1530 Statistics and Probability  
 MATH 1710 Precalculus I

**The Associate of Applied Science Nursing requires 65 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.**

**Sample Schedule for Students Who Begin In the Summer**

In addition to meeting the program admission requirements, LPNs must possess a valid, unencumbered Tennessee license as a practical nurse and complete a minimum twenty three hours of prerequisites before applying to the Career Mobility Option:

	Pre-requisites	Credits
__BIOL 2010 and __BIOL 2020	Human Anatomy & Physiology I and II	8
__ENGL 1010	English Composition I	3
__SPCH 1010 or __ENGL 1020	Fundamentals of Speech English Composition II	3
__PSYC 1030 __PSYC 2130 __	General Psychology Life Span Psychology Major Elective	9 - 10
	<b>Total Credits</b>	<b>23 - 24</b>

Summer	First Year	Credits
__NUR 140	LPN Career Mobility Course	6
__NUR 190	Pathophysiology in Nursing	4
	<b>Total Credits</b>	<b>10</b>

Fall Semester	First Year	Credits
__NUR 180	Pharmacology in Nursing	3
__NUR 214	Adult Health Nursing I	9
	<b>Total Credits</b>	<b>12</b>

Spring Semester	First Year	Credits
__NUR 220	Adult Health Nursing II	9
__	Humanities Course	3
__	Comprehensive Exam	
	<b>Total Credits</b>	<b>12</b>

The Associate of Applied Science  
**Physical Therapist Assistant**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Jane David  
 731-424-3520  
 j david@j scc.edu

**Program and Career Description**

Students completing the Associate of Applied Science Physical Therapist Assistant Major will be able to start a rewarding career of helping individuals return to function after injury or disease. The PTA, who is a licensed professional, works under the direction and supervision of a physical therapist. PTA's may work in many different settings with a variety of patients.



Career	Beginning Salary Range with AAS	Experienced Salary Range
Physical Therapist Assistant	\$37,190 to \$45,920	\$55,250+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**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 courses (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 if you have not earned credit in college level courses.
- 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 May 15 of the desired year of entry.

Preference will be given to applicants who exceed minimum criteria. Details of the applicant evaluation system are available by contacting the Allied Health 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 June 15. Students admitted to the program will be required to comply with other program-specific retention requirements. Details of these requirements are available from the Allied Health Office.

**Accreditation Information**

The Associate of Applied Science Physical Therapist Assistant Major is accredited by the Commission on Physical Therapy Education, 1111 N. Fairfax St, Alexandria, VA 22313 phone 703-683-3245. Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science Physical Therapist Assistant

## Program Requirements for the Associate of Applied Science Physical Therapist Assistant (Students may require additional Learning Support courses.)

**Communication Requirement**

ENGL 1010 English Composition I

**Choose One Humanities Course**

- ARTH 2010 Survey of Art History I
- ARTH 2020 Survey of Art History II
- ART 1030 Art Appreciation
- COMM 1851 Intro to Film
- ENGL 2111 American Lit: Pre-Colonial - 1865
- ENGL 2121 American Lit: 1865 - Present
- ENGL 2210 British Lit: Beginnings - 1785
- ENGL 2220 British Lit: 1785 - Present
- ENGL 2310 World Lit: Beginnings - 1650
- ENGL 2320 World Lit: 1650 - Present
- HUM 1010 Introduction to the Humanities I
- HUM 1020 Introduction to the Humanities II
- MUS 1030 Music Appreciation
- PHIL 1030 Introduction to Philosophy
- PHIL 2110 Introduction to Ethics
- THEA 1030 Introduction to Theatre

**Social and Behavioral Science Courses**

PSYC 1030 General Psychology

**Natural Science Course**

BIOL 2010 Human Anatomy & Physiology I

**Additional Required Courses**

- BIOL 2020 Human Anatomy & Physiology II
- PSCI 1010 Survey of Physical Science I
- SPCH 1010 Fundamentals of Speech

(Any of the previous courses may be taken prior to admission to the PTA Program.)

**Physical Therapist Assistant courses** PTA courses are taken **after** formal admission to the PTA Program.

- PTA 105 Introduction to Physical Therapy
- PTA 115 Physical Therapy Procedures I
- PTA 120 Physical Therapy Procedures II
- PTA 140 Functional Anatomy
- PTA 170 Seminar I
- PTA 190 Clinical Education I
- PTA 200 Musculoskeletal Conditions and Treatment
- PTA 230 Neuromuscular Conditions and Treatment
- PTA 250 Medical & Surgical Conditions & Treatment
- PTA 270 Seminar II
- PTA 290 Clinical Education II

**The Associate of Applied Science Physical Therapist Assistant requires 66 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.**

HSC 111 Medical Terminology is recommended but not required.

### Sample Schedule

Fall	First Semester	Credits
__BIOL 2010	Human Anatomy & Physiology I	4
__PSCI 1010	Survey of Physical Science	4
__PTA 105	Intro to Physical Therapy I	1
__PTA 115	Physical Therapy Procedures I	4
__PTA 140	Functional Anatomy	4
	<b>Total Credits</b>	<b>17</b>

Spring	Second Semester	Credits
__BIOL 2020	Human Anatomy & Physiology II	4
__ENGL 1010	English Composition I	3
__PTA 120	Physical Therapy Procedures II	4
__PTA 200	Musculoskeletal Conditions & Treatment	4
__PTA 170	Seminar I	2
	<b>Total Credits</b>	<b>17</b>

Summer	Third Semester	Credits
__PTA 190	Clinical Education I	3
__SPCH 1010	Fundamentals of Speech	3
	<b>Total Credits</b>	<b>6</b>

Fall	Fourth Semester	Credits
__PTA 230	Neuromuscular Conditions and Treatments	4
__PTA 250	Medical/Surgical Conditions and Treatments	4
__PSYC 1030	General Psychology	3
__	Humanities Course	3
	<b>Total Credits</b>	<b>14</b>

Spring	Fifth Semester	Credits
__PTA 270	Seminar II	2
__PTA 290	Clinical Education II	10
	<b>Total Credits</b>	<b>12</b>

## The Associate of Applied Science

# Radiography

At Jackson State Community College

2013-2014

### Contact Information

Kim Todd

731-424-3520

ktodd@jscc.edu

### Program and Career Description

Radiographers (also known as radiologic technologists 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 Radiography Program combines science, general education, and professional courses conducted on the college campus with extensive clinical education performed at area hospitals. Radiography 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).

Career	Beginning Salary Range with AAS	Experienced Salary Range
Radiologic Technologists	\$31,720 to \$38,870	\$46,700+

Data provided by the Tennessee Career Information Delivery System.

<http://tcids.tbr.edu/> Salaries are not guaranteed.

### Admission Requirements

Before being admitted to the Radiography Program a student must obtain regular admission status to JSCC.

- To be considered for admission to the Radiography Program, an applicant must:
  - qualify for college level courses based on ACT or Compass scores  
\*OR\*
  - have completed at least 11 semester hours of college credit (excluding learning support courses) with a minimum overall Q.P.A. 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 courses prior to the proposed Radiography Program application deadline (June 1).
- A completed Radiography Program Application must be submitted by the June 1 deadline prior to the proposed entrance date. Applications for the Radiography Program are considered for one application period only.

### Accreditation Information

The Associate of Applied Science Radiology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182 312-704-5300. Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science Radiography

## Program Requirements for the Associate of Applied Science Radiography (Students may require additional Learning Support courses.)

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Social and Behavioral Science Course

PSYC 1030 General Psychology

### Natural Science and Mathematics Courses

BIOL 2010 Human Anatomy & Physiology I  
 MATH 1530 (or higher)

### Additional Course

BIOL 2020 Human Anatomy & Physiology II

### Major Required Courses - Radiography courses (RAD course numbers) are taken in sequence after formal admission to the Radiography Program.

RAD 101 Radiology Orientation  
 RAD 102 Radiographic Imaging  
 RAD 110 Radiographic Procedures I  
 RAD 111 Fundamentals of Radiography I  
 RAD 112 Fundamentals of Radiography II  
 RAD 161 Radiographic Physics & Equipment I  
 RAD 162 Radiographic Physics & Equipment II  
 RAD 190 Radiologic Clinical Education  
 RAD 191 Radiology Seminar I  
 RAD 211 Fundamentals of Radiography III  
 RAD 212 Fundamentals of Radiography IV  
 RAD 220 Radiographic Procedures II  
 RAD 230 Radiographic Procedures III  
 RAD 290 Advanced Radiologic Clinical Education  
 RAD 291 Radiology Seminar II

**The Associate of Applied Science Radiography 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.**

## Sample Schedule

	First Semester	Credits
__BIOL 2010	Human Anatomy & Physiology I	4
__RAD 101	Radiology Orientation	3
__RAD 111	Fundamentals of Radiology I	3
__RAD 161	Radiographic Physics & Equipment I	3
__	Humanities Course	3
	<b>Total Credits</b>	<b>16</b>

	Second Semester	Credits
__BIOL 2020	Human Anatomy & Physiology II	4
__RAD 102	Radiographic Imaging	3
__RAD 110	Radiographic Procedures I	3
__RAD 112	Fundamentals of Radiography II	3
__RAD 162	Radiographic Physics & Equipment II	3
	<b>Total Credits</b>	<b>16</b>

	Third Semester	Credits
__RAD 190	Radiologic Clinical Edu.	4
__RAD 191	Radiology Seminar I	4
	<b>Total Credits</b>	<b>8</b>

	Fourth Semester	Credits
__ENGL 1010	English Composition I	3
__RAD 211	Fundamentals of Radiography III	6
__RAD 220	Radiographic Procedures II	3
__MATH	MATH 1530 or higher	3
	<b>Total Credits</b>	<b>15</b>

	Fifth Semester	Credits
__PSYC 1030	General Psychology	3
__RAD 212	Fundamentals of Radiography IV	6
__RAD 230	Radiographic Procedures III	3
	<b>Total Credits</b>	<b>12</b>

	Sixth Semester	Credits
__RAD 290	Advanced Radiologic Clinical Education	4
__RAD 291	Radiology Seminar II	4
	<b>Total Credits</b>	<b>8</b>

The Associate of Applied Science  
**Respiratory Care Technology**  
*This program is being phased-out*  
2013-2014

**Contact Information**

Cathy Garner  
731-424-3520/ 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 infants, children, adults, and the elderly in hospitals, skilled nursing and rehabilitation facilities, home care and physicians' offices. Students enrolled in the Respiratory Care Technology program will learn the latest respiratory care techniques, get to use advanced technology, and get on-the-job experience through clinical courses. Students successfully completing the program are eligible for the credentialing exams offered by the National Board for Respiratory Care and for licensure in Tennessee.

Career	Beginning Salary Range with AAS	Experienced Salary Range
Respiratory Therapists	\$26,470 to \$30,890	\$36,540+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**Admission Requirements**

The Respiratory Care Technology program has specific admission requirements:

- \*Obtain regular admission status to the college.
- \*Complete all required learning support courses (if applicable) prior to applying to the program.
- \*Have completed at least 11 semester hours of college credit (excluding learning support courses) with a minimum overall GPA of 2.5 on a 4.0 scale and a grade of "C" or better in any science courses attempted. This curriculum should include college-level algebra and science courses such as anatomy and physiology, and chemistry. Students who have completed math and science courses in high school or college are more successful in meeting the admission requirements.
- \*Submit all official high school/college transcripts to the Admissions Office by the application deadline.
- \*Submit a completed RCT Program application by June 1 of the desired year of entry.
- \*Submit documentation of eight hours of observation in a respiratory care department.

Following the admission process, applicants will be notified of the result of their application in time to allow for registration for the fall semester.

Applicants accepted to the program must submit a Student Health Record that has been completed by a health care provider. To remain in the program the student must pass all RCT courses with a grade of "C" or above. Students dismissed from the program must contact the program director for readmission information. More specific program and admission information may be obtained by calling the Allied Health Department at (731) 425-2612.

**Accreditation Information**

The Associate of Applied Science Respiratory Care Technology Major is accredited by the Commission on Accreditation for Respiratory Care (CoARC 1248 Harwood Rd., Bedford, TX, 76021 (817) 283-2835). Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# The Associate of Applied Science Respiratory Care Technology

## Program Requirements for the Associate of Applied Science Respiratory Care Technology (Students may require additional Learning Support courses.)

### Communication Requirement

ENGL 1010 English Composition I

### Choose ONE Humanities Course

ARTH 2010 Survey of Art History I  
 ARTH 2020 Survey of Art History II  
 ART 1030 Art Appreciation  
 COMM 1851 Intro to Film  
 ENGL 2111 American Lit: Pre-Colonial - 1865  
 ENGL 2121 American Lit: 1865 - Present  
 ENGL 2210 British Lit: Beginnings - 1785  
 ENGL 2220 British Lit: 1785 - Present  
 ENGL 2310 World Lit: Beginnings - 1650  
 ENGL 2320 World Lit: 1650 - Present  
 HUM 1010 Introduction to the Humanities I  
 HUM 1020 Introduction to the Humanities II  
 MUS 1030 Music Appreciation  
 PHIL 1030 Introduction to Philosophy  
 PHIL 2110 Introduction to Ethics  
 THEA 1030 Introduction to Theatre

### Social and Behavioral Science Course

PSYC 1030 General Psychology

### Natural Science Course

BIOL 2010 Human Anatomy & Physiology I

### Additional Course (Choose ONE)

MATH 1530 Statistics and Probability  
 MATH 1630 Finite Mathematics  
 MATH 1710 Precalculus Algebra

### Major Required Courses

BIOL 2020 Human Anatomy & Physiology II  
 CHEM 1030 Intro to Chemistry  
 RCT 110 Intro to Respiratory Care  
 RCT 113 Foundation of Respiratory Care  
 RCT 114 Respiratory Care Science I  
 RCT 115 Respiratory Care Science II  
 RCT 116 Cardiorespiratory Pharmacology  
 RCT 117 Cardiopulmonary Anatomy & Physiology  
 RCT 214 Clinical Practice I  
 RCT 225 Clinical Practice II  
 RCT 234 Clinical Practice III  
 RCT 242 Perinatal and Pediatric Resp. Care  
 RCT 248 Airway Management  
 RCT 249 Respiratory Care Symposium  
 RCT 250 Foundation of Respiratory Care II  
 RCT 252 Foundation of Respiratory Care III

The Associate of Applied Science Respiratory Care Technology requires 72 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.

## Sample Schedule

First Year	Fall Semester	Credits
__BIOL 2010	Human Anatomy & Physiology I	4
__CHEM 1030	Intro to Chemistry	3
__RCT 110	Intro to Respiratory Care	3
__RCT 114	Respiratory Care Science I	3
__RCT 117	Cardiopulmonary A&P	3
	<b>Total Credits</b>	<b>16</b>

	Summer Semester	Credits
__RCT 214	Clinical Practice I	3
__RCT 248	Airway Management	2
__	Humanities Course	3
	<b>Total Credits</b>	<b>8</b>

Second Year	Fall Semester	Credits
__ENGL 1010	English Composition I	3
__RCT 225	Clinical Practice II	6
__RCT 242	Perinatal & Pediatric Resp. Care	3
__RCT 250	Foundation of Respiratory Care II	4
	<b>Total Credits</b>	<b>16</b>

First Year	Spring Semester	Credits
__BIOL 2020	Human Anatomy & Physiology II	4
__MATH	Mathematics Course	3
__RCT 113	Foundation of Respiratory Care I	4
__RCT 115	Respiratory Care Science II	3
__RCT 116	Cardiorespiratory Pharmacology	3
	<b>Total Credits</b>	<b>17</b>

Respiratory Care Technology Faculty recommend students take CIS 101 Software Applications and HSC 100 Basic Life Support, and HSC 111 Medical Terminology. **These courses are not required for graduation from this program.**

Second Year	Spring Semester	Credits
__PSYC 1030	General Psychology	3
__RCT 234	Clinical Practice III	6
__RCT 249	Respiratory Care Symposium	3
__RCT 252	Foundation of Respiratory Care III	3
	<b>Total Credits</b>	<b>15</b>

The Associate of Applied Science  
**Professional Studies**  
**Information Technologies Concentration**  
**Regents Online Degree Program (RODP)**  
 At Jackson State Community College

**Contact Information**

Renee Young  
 425-2623  
 ryoung@jsc.edu

**Program Description**

The Professional Studies Major, Information Technologies Concentration, is designed for students pursuing a career in information technologies.

You can fulfill all curriculum requirements by enrolling in courses delivered via the Internet through the Regents Online Degree Program (RODP). The RODP is a cooperative program of the nineteen institutions that comprise the Tennessee Board of Regents (TBR).

This two-year degree is designed to prepare graduates for positions in information technology careers such as programmer/analyst or network administration.

Jackson State's traditional or Distance Education courses may be applicable to the RODP. For additional information, contact Distance Education, in the Nelms Classroom Building, 425-2623. For more information on this, or other RODP degrees, visit [www.rodpc.org](http://www.rodpc.org)

See Distance Education page 35 for more information.

**COURSE REQUIREMENTS**

**General Education Courses - 21 credit hours**

	Hours
Orientation to College -	
COL 101 R50 Orientation to Online Learning	3
Communication - 6 credit hours	
ENGL 1010 R50 English Composition I	3
SP 110 R50 Fundamentals of Public Speaking	3
Humanities - 3 credit hours	
ART 1030 Art Appreciation	3
ENGL 2010 R50 Introduction to Literature I: Fiction	3
ENGL 2110 R50 Survey of American Literature	3
ENGL 2410 World Literature	3
MUS 1030 R50 Music Appreciation	3
SPAN 1010 R50 Beginning Spanish I	3
Mathematics - 3 credit hours	
MATH 1130 R50 College Algebra	3
MATH 1530 R50 Probability/Statistics	3
MATH 1710 R50 Precalculus I	3

Science - 4 credit hours	
ASTR 1030 R50 Intro. to Astronomy	4
BIOL 1010 R50 Biology I	4
BIOL 1020 R50 Biology II	4
(Prerequisite BIOL 1010 R50)	
CHEM 1010 R50 Intro. to Chemistry	4
PHYS 1030 R50 Physics	4
Social Sciences - 3 credit hours	
ECON 2030 R50 Survey of Economics	3
GEOG 105 R50 World Regional Geography	3
PHIL 201 R50 Introduction to World Religions	3
PSY 101 R50 Introduction to Psychology	3
SOC 1010 R50 Introduction to Sociology	3
SOCI 1120 R50 Cultural Anthropology	3

**Information Technology Concentration Required Courses 27 credit hours**

BIT 1050 R50 Introduction to Microcomputers	3
CIS 113 R50 Programming in Visual BASIC	3
CIS 186 R50 Database Programming	3
CIS 1610 R50 Programming in C++	3
CIS 263 R50 Web Page Design and Development	3
CMT 1010 Networking/PC Communications	3
CST 209 R50 Java Programming I	3
CST 203 R50 Data Structures	3
INTC 1050 R50 Computer Graphics	3

**Information Technology Concentration Technical Electives 9 credit hours**

ACC 1104 R50 Principles of Accounting	3
CIS 173 R50 C+ Programming	3
CST 218 R50 Java Programming II	3
CIS 264 R50 Web Page Application	3
MKT 2450 R50 E-Commerce	3
WEB 2811 R50 Advanced Computer Graphics	3
WEB 2812 Advanced Web Page/Site Design	3

**Electives - 3 credit hours**

Choose courses from the listing of general education courses at: <http://www.tn.regentsdegrees.org>. See page 35 for more information.

Total hours: 60

# TECHNICAL CERTIFICATES OF CREDIT

A technical certificate of credit recognizes skill proficiency in a specific specialty and it is offered as part of Jackson State's service role to business and industry.

## 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

Certificate programs require that you attend Jackson State for one (1) semester immediately preceding the completion of a program of study, and at least one-third of the total certificate hours must be at Jackson State.

A student may apply credit earned in a technical certificate to A.A.S. 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 enrolling in an the A.A.S. degree program.

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 (pages 11-13.)

### Educational Requirements

The QPA necessary for good standing in certificate programs is listed below:

<i>Percentage of Cumulative Hours Attempted*</i>	<i>Cumulative QPA Required</i>
1-25%	1.00
26-50%	1.50
51%	2.00

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

A 2.00 QPA 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 Office of Academic Affairs. 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:

<b>Technical Certificate Areas</b>	<b>Page</b>
Emergency Medical Technology Technical Certificates	
Basic Emergency Medical Technician Concentration .....	104
Emergency Medical Technician Paramedic Concentration .....	106
Phlebotomy Technical Certificate	
Phlebotomy .....	108

Technical Certificate of Credit  
**Basic Emergency Medical Technician**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Alan Pittman  
 731-424-3520  
 apittman@jscc.edu

**Program and Career Description**

The EMT has completed training in the basic management of the injured and ill patient. Basic Life Support skills include patient assessment, review of cardiopulmonary resuscitation, treatment of burns, splinting of fractures, dressing and bandaging of wounds, assisting with out-of-hospital childbirths, oxygen therapy, ambulance operations and related emergency care. The required courses provide the basic principles, techniques, and skills needed to apply for licensure as an Emergency Medical Technician (EMT). EMTs are licensed by the Tennessee Department of Health, Division of Emergency Medical Services.



Career	Beginning Salary Range	Experienced Salary Range
Emergency Medical Technician	\$19,340 to \$22,950	\$28,430+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

Upon completion of the following courses with a grade of “C” or above, the student must take a comprehensive competency based examination and score a minimum of 80 percent to be eligible for state board testing:

- |         |                     |
|---------|---------------------|
| EMT 100 | Introduction to EMS |
| EMT 101 | Basic EMT I         |
| EMT 102 | Basic EMT II        |
| EMT 104 | EMT Extended Skills |

**Accreditation Information**

The Basic EMT Program is authorized by the Division of Emergency Medical Services of the Tennessee Department of Health. Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# Technical Certificate of Credit

## Basic Emergency Medical Technician

Program Requirements for the Basic Emergency Medical Technician Certificate  
(Students may require additional Learning Support courses.)

Students enrolling in the Basic EMT program must meet the following criteria:

- Meet all regular JSCC admissions requirements
- Be 18 years of age or older upon completion of the program
- Enroll as certificate seeking
- Possess current AHA-Healthcare Provider (CPR) certification for duration of the program
- Complete Learning Support (DSPM Mods. 1-4) or equivalent, prior to completion of the Basic EMT certificate
- Participate in a background check and drug screen process

Students successfully completing the requirements listed below with a minimum of 2.00 cumulative quality point average may earn the Basic EMT Technical Certificate.

### Program Requirements

#### Major Required Courses

- EMT 100 Introduction to EMS
- EMT 101 Basic Emergency Medical Tech. I
- EMT 102 Emergency Medical Tech. II
- EMT 104 EMT Extended Skills
- 6 hours of Guided Electives

**The Basic EMT Technical Certificate requires 24 college level credits. Some courses have prerequisites and co-requisites.**

### Sample Schedule

First Year	Fall Semester	Credits
__ EMT 100	Intro. to EMS	3
__ EMT 101	Basic Emergency Medical Tech. I	6
__	Guided Elective	3
	<b>Total Credits</b>	<b>12</b>

First Year	Spring Semester	Credits
__ EMT 102	Emergency Medical Tech. II	6
__ EMT 104	EMT Extended Skills	3
__	Guided Elective	3
	<b>Total Credits</b>	<b>12</b>

Technical Certificate of Credit  
**Emergency Medical Technician-Paramedic**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Alan Pittman  
 731-424-3520  
 apittman@jsgcc.edu

**Program and Career Description**

The EMT-Paramedic is a professional EMS Provider. He/she completed the Basic EMT requirements plus the educational requirements for licensure as a Paramedic. The Paramedic Program is a fifteen month program that includes classroom, clinical, and field instruction. Paramedics are responsible for all Basic EMT skills plus Advanced Life Support Skills such as medication administration, endotracheal intubation, ECG monitoring and interpretation, defibrillation and synchronized cardioversion, comprehensive patient assessment, and advanced management of medical and trauma emergencies. EMT-Paramedics are licensed by the Tennessee Department of Health, Division of Emergency Medical Services.



Graduates of the EMT-Paramedic program may apply credit earned toward certain Associate of Applied Science degrees; check with your advisor for more information.

Career	Beginning Salary Range with AAS	Experienced Salary Range
Emergency Medical Technician-Paramedic	\$19,340 to \$22,950	\$28,430+

Data provided by the Tennessee Career Information Delivery System.  
<http://tcids.tbr.edu/> Salaries are not guaranteed.

**Accreditation Information**

The Jackson State Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) (CAAHEP- 1361 Park Street, Clearwater, FL 33756, Phone: (727) 210-2350) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. ([www.coaemsp.org](http://www.coaemsp.org)) (CoAEMSP - 4101 W. Green Oaks Blvd., Arlington, TX 76016 Phone: (817) 330-0080)  
 Jackson State Community College is accredited by the Southern Association of Colleges and Schools.

# Technical Certificate of Credit

## Emergency Medical Technician-Paramedic

Program Requirements for the Emergency Medical Technician-Paramedic Certificate  
(Students may require additional Learning Support courses.)

### Admission Requirements

Applicants wishing to be considered for admission to the Emergency Medical Technician-Paramedic Technical Certificate of Credit program must:

- Possess a current Tennessee Emergency Medical Technician (EMT) license.
- Take the TBR placement test unless exempt under college admission guidelines.
- Complete learning support requirements.
- Complete a physical ability examination.
- Participate in an oral interview.
- Achieve a minimum score in EMT knowledge and professional behavior evaluations.
- Complete a psychological profile.
- A background check and drug screen is required.
- Be free of any felony convictions.
- Complete BIOL 2010 and 2020 Human Anatomy and Physiology I and II

### Program Requirements

#### Major Required Courses

EMT 159 Preparatory  
EMT 160 Principles of Pathophysiology  
EMT 161 Patient Assessment  
EMT 162 Pre-hospital Pharmacology Intro.  
EMT 163 Medical Situations  
EMT 164 Airway Management  
EMT 165 Clinical Experience I  
EMT 170 EMS Operations

EMT 171 Patient Management  
EMT 172 Trauma Emergencies  
EMT 173 Clinical Experience II  
EMT 180 Clinical Experience III  
EMT 181 Internship

**The EMT-Paramedic Technical Certificate requires 48 college level credits. Some courses have prerequisites and co-requisites. See JSCC Academic Catalog and Student Handbook for further information.**

### Sample Schedule

First Year	Fall Semester	Credits
__EMT 159	Preparatory	6
__EMT 160	Prin. of Pathophysiology	4
__EMT 161	Patient Assessment	3
__EMT 164	Airway Management	2
	<b>Total Credits</b>	<b>15</b>

First Year	Spring Semester	Credits
__EMT 162	Pre-hospital Pharm.	3
__EMT 163	Medical Situations	6
__EMT 165	Clinical Experience I	3
__EMT 170	EMS Operations	4
	<b>Total Credits</b>	<b>16</b>

	Summer Semester	Credits
__EMT 171	Patient Management	4
__EMT 172	Trauma Emergencies	4
__EMT 173	Clinical Experience II	3
	<b>Total Credits</b>	<b>11</b>

Second Year	Fall Semester	Credits
__EMT 180	Clinical Experience III	3
__EMT 181	Internship	3
	<b>Total Credits</b>	<b>6</b>

Pursuant to the published policy for Jackson State Community College, any experiential learning or life experience acceptable for application toward other requirements for an Associate degree in the students chosen field will be considered for credit. However, since (1) the State of Tennessee requires that all Paramedic Program Graduates who are candidates for licensure must have taken and passed the National Registry of EMTs exam and (2) the National Registry of EMTs requires satisfactory completion of an approved and accredited program in order to take the registry exam, experiential learning and life experience will not be acceptable for credit in any EMT or Paramedic course.

Technical Certificate of Credit  
**Phlebotomy Technician**  
 At Jackson State Community College  
 2013-2014

**Contact Information**

Pete O'Brien  
 731-424-3520  
 pobrien@jsgc.edu

**Program and Career Description**

In today's economy, there are very few fields that continue to see growth when it comes to the job market. Healthcare is one of those areas. Becoming a phlebotomist is a sound way to enter in to the healthcare industry; either as a career or as a part-time job while working your way into other areas of healthcare. A phlebotomy technician is a medical professional who is trained to draw blood from patients for the purpose of lab tests and procedures. Phlebotomists are often employed by hospitals, medical offices and clinics.



Career	Beginning Salary Range	Experienced Salary Range
Phlebotomy Technician	\$21,340 to \$25,110	\$29,730+

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Data provided by the Bureau of Labor and Statistics  
<http://www.bls.gov/> Salaries are not guaranteed.

**Admission Requirements**

The Phlebotomy Technician program has specific admission requirements:

- \*Have been granted either degree or non-degree admission to the College.
- \*Have completed all required learning support courses (if applicable) with a grade of "C" or higher.
- \*Have a cumulative grade point average (GPA) of 2.0 or above.
- \*Have submitted the following materials to the Admissions Office by the established deadline: July 1, (fall semester); or November 1, (spring semester):
  - a. Application for Phlebotomy Technician Program
  - b. Official transcript(s) of all college work attempted and/or completed at colleges and universities other than Jackson State (mailed by the releasing institution).

**Program Requirements**

The following courses must be taken during the same semester:

PBT 100 Phlebotomy	3 Credit Hours
PBT 110 Phlebotomy Practicum	6 Credit Hours

The Phlebotomy Technician Technical Certificate requires 9 college level credits. Some courses have prerequisites and co-requisites. See JSCC Academic Catalog and Student Handbook for further information.

**Accreditation Information**

The Phlebotomy Technician program will be approved by the National Accrediting Agency for Clinical Laboratory Sciences. (5600 N. River Rd. Suite 720, Rosemont, IL 60018 or (773) 714-8880) Jackson State Community College is accredited by the Southern Association of Colleges and Schools.



# MILITARY SCIENCE AND LEADERSHIP (ROTC)

## Program Design

Military Science and Leadership classes are offered to provide an understanding of military leadership, customs and courtesies, ethics, values and physical fitness. All four courses are available to be taken with no obligation to the military. If a student wishes to pursue a military career as an officer, that student can attend any University that hosts an ROTC program in which these courses will serve as a prerequisite. Currently the University of Tennessee at Martin (UTM) is hosting Advance Program classes and will be available to assist with future plans that any student may have regarding the ROTC program.

## Army ROTC Scholarships/Financial Assistance

The United States Army offers financial assistance in the form of four-, three-, and two-year scholarships to qualified men and women on a merit basis. Each scholarship pays full tuition, books (up to \$1,200 yearly), related mandatory academic expenses, and a tiered allowance from \$300-500 per month during spring and fall semesters. To qualify, the student must:

1. Complete all requirements for a commission and a college degree and be less than 35 years of age on June 30 of the year in which they become eligible for commissioning.
2. Meet and maintain the required medical standards and height and weight requirements of Army Regulation 40-501.
3. Agree to complete the requirements for a commission, to accept either a Regular Army or Reserve commission, and to serve on Army active duty, in the Army Reserve or in the Army National Guard, for the period specified.
4. Be continually enrolled for 45 days after the academic start date of the fall semester at Jackson State.
5. Take and pass the Army Physical Fitness Test (APFT), in accordance with Army Field Manual 21-20.

The Tennessee National Guard and Army Reserve also offer financial assistance to those interested in being a member of either service and ROTC. Call 731-881-7682 for more information.

Application for the scholarship must be submitted to ensure full consideration. Qualification 2.5 GPA and remain enrolled in ROTC. All applicants may call 731-881-7682 for more information.

## CONTINUING EDUCATION AND COMMUNITY SERVICE

The Division of Continuing Education and Community Service at Jackson State Community College's mission is to provide non-credit education in our 14-county service area. The office is located on the 1st floor of the McWhorter Center 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) 425-2627 or 1-800-355-5722 ext. 52627 or visit our web-site at <http://jscc.edu/continuing-education>

Programs offered through the Division of Continuing Education and Community Service enable growth in professional, vocational, cultural, and personal enrichment areas. Participants may earn Continuing Education Units (CEUs) in classes for non-credit.

### Continuing Education

The Office of Continuing Education offers open enrollment short courses, seminars, and workshops.

### 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 permanent 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

Continuing Education 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. Visit our web-site at <http://jscc.edu/continuing-education>

## 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) 425-2627.

### 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®. For further information, call (731) 425-2646.

### 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 or stop by our office, located in the Jackson Area Chamber of Commerce at 197 Auditorium Street.

## 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 Regents Online Continuing Education (ROCE) Program, 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 Professional and Technical Studies for conversion to college credit. The credit awarded for passing the CAP examination is under review in light of recent changes to the exam.

BUS 111 Intro. to Business	3 hours
BUS 211 Legal Environment of Business	3 hours
BUS 121 Business Math	3 hours
*AOM 103 Keyboarding Fundamentals	3 hours
AOM 141 Records Management	3 hours
AOM 262 Administrative Office Procedures	3 hours
AOM 294 Internship	<u>3 hours</u>
Total	21 hours

\*This course does not meet the Business Studies degree requirements for the AOM concentration.

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 Division of Professional and Technical Studies.

## Testing Services

Jackson State is an official testing center for professional associations and organizations which require certification. For more information, you may contact Continuing Education at 731-425-2627 or the Assessment Center at 731-424-3520, ext. 50479.



# 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. The letter "F" indicates the course is offered in the fall semester, "S" is the indicator for the spring semester and "M" indicates the course will be offered in the summer.

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 jsc.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.  
**Sem: F, S, M as needed** 3 Lec. hrs. /week  
Pre-Req: MATH Mods. 1-7, READ 0892, ENGL 0892  
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.  
**Sem: F, S, M as needed** 3 Lec. hrs. /week  
Pre-Req: ACC 1010  
Co-Req: None

A continuation of Accounting 1010 with emphasis on corporate entity accounting, cost accounting, and accounting analysis for managerial decision making.

### Administrative Office Management

**AOM 103 Keyboarding Fundamentals\*\*** 3 cr.  
**Sem: F, S** 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.

**AOM 111 Word Processing\*\*** 3 cr.  
**Sem: F** 3 Lec. hrs. /week  
Pre-Req: None  
Co-Req: None

A course designed to develop skills in using a microcomputer for document formatting of business letters, tables, reports, business forms, and other business documents.

**AOM 141 Records Management\*\*** 3 cr.  
**Sem: F** 3 Lec. hrs. /week  
Pre-Req: None  
Co-Req: None

This is a study of the principles and practices of effective records management including creation, classification, storage, retrieval, retention, maintenance, and disposal. Manual, mechanical, and electronic systems will be studied.

**AOM 205 Desktop Publishing\*\*** 3 cr.  
**Sem: S** 3 Lec. hrs. /week

Pre-Req: None  
Co-Req: None

A course designed to develop a complete understanding of the machine logic and to develop a student's ability to apply this logic by using state-of-the-art microcomputers, laser printers, and desktop publishing software. Emphasis will be placed on skill development in the preparation of newsletters, business forms and presentations.

**AOM 260 Presentation Applications\*\*** 3 cr.  
**Sem: F** 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.

**AOM 262 Administrative Office Procedures\*\*** 3 cr.  
**Sem: S** 3 Lec. hrs. /week

Pre-Req: None  
Co-Req: None

This course is a study of the practices and procedures of current office concepts with emphasis given to the electronic office.

**AOM 267 Machine Transcription (Medical)\*\*** 3 cr.  
**Sem: as needed** 3 Lec. hrs. /week

Pre-Req: AOM 103 or minimum speed of 40 cwam or permission of instructor.  
Co-Req: None

A course designed to develop skill in the use of transcription equipment to produce medical documents. Emphasis will be placed on vocabulary building, proper punctuation, spelling, proofreading, grammar, and definitions of medical terms.

**AOM 294 Internship\*\*** 3 cr.  
**Sem: F, S** 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. This will also allow relationships to be built between companies and students prior to graduation. This course should be taken in the last semester of enrollment before graduation.

See also Health Information Management Courses

### Agriculture

**AGR 102 Introduction to Horse Science** 3 cr.  
**Sem: F** 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.

\*\*This course is not designed for transfer to a 4-year college or university.

**AGR 103 Intro. to Natural Resources Management** 3 cr.  
**Sem: as needed** 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.  
**Sem: as needed** 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.  
**Sem: S** 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.

**AGRI 1010 Introduction to Agricultural Business** 3 cr.  
**Sem: S** 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.  
**Sem: F** 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.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: None  
 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 1050 Introduction to Soil Science** 4 cr.  
**Sem: S** 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.

## Art

**ART 131 Painting I** 3 cr.  
**Sem: F, S, as needed** 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.  
**Sem: F, S, as needed** 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.  
**Sem: F, S, as needed** 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.  
**Sem: F, S** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 An introduction to design, layout and topography. Computers are used to facilitate student learning.

**ART 242 Graphics Design II** 3 cr.  
**Sem: S, as needed** 3 Lec. hrs./week  
 Pre-Req: ART 241 or permission of instructor  
 Co-Req: None  
 An intermediate course in which students develop advanced graphics design skills. Emphasis is placed on skillful and artistic use of design software.

**ART 251 Special Topics in Graphic Design** 2 cr.  
**Sem: S** 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 262 Art Travel Course** 1-3 cr.  
**Sem: as needed** TBA hrs./week  
 Pre-Req: None  
 Co-Req: None  
 Students and faculty will travel to a designated location to see major works of art. Art faculty will provide insight and place the viewed art into a historical or theoretical context. Arrangement prior to registration is required. May be repeated. This course can be used as an art elective.

**ART 271 Introduction to Printmaking** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: ARTP 1010 and 1110 or permission of instructor  
 Co-Req: None  
 An introduction to printmaking processes involved with relief, intaglio and plate lithography.

**ART 1030 Art Appreciation** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: READ 0892  
 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.

**\*\*This course is not designed for transfer to a 4-year college or university.**

**ARTH 2010 Survey of Art History I** 3 cr.  
**Sem: F, S, as needed** 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.

**ARTH 2020 Survey of Art History II** 3 cr.  
**Sem: F, S, as needed** 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 1010 Drawing I** 3 cr.  
**Sem: F** 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.

**ARTP 1020 Drawing II** 3 cr.  
**Sem: S** 3 Lec. hrs./week  
 Pre-Req: ARTP 1010 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.

**ARTP 1110 Two Dimensional Design** 3 cr.  
**Sem: F, S, as needed** 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.  
**Sem: F, S, as needed** 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.

## Biology

**BIOL 1002 Intro. to Human Anatomy & Physiology\*\*** 3 cr.  
**Sem: as needed** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 An introductory course designed to provide students with a general understanding of the biological sciences and specifically an overview of human anatomy and physiology. Students will explore study strategies that promote success in college science classes in addition to learning science information and techniques. Laboratory exercises will familiarize students with basic science procedures as well as demonstrating scientific concepts.

**BIOL 2250 Environmental Biology** 4 cr.  
**Sem: as needed** 3 Lec. hrs./3 Lab hrs./week  
 Pre-Req: MATH Mods. 1-7, READ 0892, required ACT or COMPASS ENGL scores  
 Co-Req: None  
 An introductory study of basic ecological principles at the population, community, and ecosystem levels. Included are selected topics on the sources and effects of pollutants to the environment. The course is open to both majors and non-majors.

**BIOL 2299 Special Problems in Biology** 1-3 cr.  
**Sem: as needed** TBA hrs./week  
 Pre-Req: MATH Mods. 1-7, READ 0892, required ACT or COMPASS ENGL scores. 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.  
**Sem: F, M as needed** 3 Lec. hrs./3 Lab hrs./week  
 Pre-Req: MATH Mods. 1-7, READ 0892, required ACT or COMPASS ENGL scores.  
 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.  
**Sem: S, M as needed** 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 2010 Human Anatomy and Physiology I** 4 cr.  
**Sem: F, S, M** 3 Lec. hrs./3 Lab hrs./week  
 Pre-Req: MATH Mods. 1-7, READ 0892, required ACT or COMPASS ENGL scores.  
 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 intergumentary, skeletal, muscular and nervous systems.

**BIOL 2020 Human Anatomy and Physiology II** 4 cr.  
**Sem: F, S, M** 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.  
**Sem: S, M** 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.

\*\*This course is not designed for transfer to a 4-year college or university.

## Business

**BUS 111 Introduction to Business\*\*** 3 cr.  
**Sem: F, S** 3 Lec. hrs. /week

Pre-Req: MATH Mods. 1-3, required ACT or COMPASS ENGL and READ scores.

Co-Req: None

An introductory survey course designed to give the student a working knowledge of basic business operations and real-world applications. Topics to be covered include the foundations of business, management, marketing, finance, economics, management information systems, and current events that affect business today.

**BUS 121 Business Math\*\*** 3 cr.  
**Sem: F** 3 Lec. hrs. /week

Pre-Req: MATH Mods. 1-3 and READ 0892

Co-Req: None

A course that emphasizes basic applications of mathematics in the business world. Topics include operation of the electronic calculator, accounting mathematics, mathematics of retailing, and mathematics of finance.

**BUS 131 Personal Finance\*\*** 3 cr.  
**Sem: S** 3 Lec. hrs. /week

Pre-Req: MATH Mods. 1-3

Co-Req: None

A course designed to provide the student with a basic confidence and competence at managing their personal finances. An emphasis will be placed on financial planning, money management, income and asset protection, investments, and retirement estate planning.

**BUS 180 Advanced Spreadsheet Applications\*\*** 3 cr.  
**Sem: S** 3 Lec. hrs. /week

Pre-Req: READ 0892, ENGL 0892, MATH Mods. 1-5, CIS 101 or INFS 1010

Co-Req: None

This course focuses on learning how to solve problems using Microsoft Office Excel, although the concepts and tasks presented could apply to a variety of computer applications and programming languages. The course engages students to master advanced spreadsheet concepts by challenging them to think critically and find effective solutions to realistic business problems.

**BUS 211 Legal Environment of Business** 3 cr.  
**Sem: F** 3 Lec. hrs. /week

Pre-Req: READ 0892 and ENGL 0892

Co-Req: None

A study of the legal rights and potential liabilities of business persons. Emphasis on introduction to the nature of the legal system, the basic law of contracts, and business organizations.

**BUS 214 Seminar\*\*** 1-3 cr.  
**Sem: as needed** TBA hrs. /week

Pre-Req: None

Co-Req: None

A course designed to provide business and industry with seminars, workshops and special course offerings.

**BUS 215 Entrepreneurship/Small Business Management\*\*** 3 cr.  
**Sem: F, S** 3 Lec. hrs. /week

Pre-Req: None

Co-Req: None

This course gives students the knowledge and competencies they need to start and manage a business of their own. Topics covered include business ethics, preparing a business plan, accounting, finance, management, and marketing, as well as special emphasis on customer service, which is so important in today's competitive business environment.

**BUS 221 Principles of Management\*\*** 3 cr.  
**Sem: as needed** 3 Lec. hrs. /week

Pre-Req: MATH Mods. 1-3, required ACT or COMPASS ENGL and READ scores.

Co-Req: None

An introduction to the five functions of modern management. A decision-making, problem-solving approach will be utilized giving special emphasis to the functions of planning, organizing, staffing, leading, and controlling. Special attention will be given to the decision-making approach which managers must use in order to make the organization productive in today's business.

**BUS 245 Business Communications\*\*** 3 cr.  
**Sem: S** 3 Lec. hrs. /week

Pre-Req: READ 0892 and ENGL 0892

Co-Req: None

A performance based course that emphasizes effective business communications in formal and informal business experiences. Technology and research will be used to create and deliver presentations.

**BUS 251 Business Resources\*\*** 3 cr.  
**Sem: S** 3 Lec. hrs. /week

Pre-Req: READ 0892, ENGL 0892, MATH Mods. 1-4

Co-Req: None

A course designed to direct students into general and specific sources of multimedia in business. Students will be exposed to real business files that meet professional standards. These standards will provide a useful reference that can also be used in other business classes. Students will be presented how to use Microsoft Office as a tool to accomplish business goals and will cover the Microsoft Office skills needed in the business world.

## Chemistry

**CHEM 2299 Special Problems in Chemistry** 1-3 cr.  
**Sem: as needed** TBA hrs. /week

Pre-Req: MATH Mods. 1-6 and READ 0892

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.  
**Sem: F, S** 3 Lec. hrs. /week

Pre-Req: MATH Mods. 1-6 and READ 0892

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.  
**Sem: F, S** 3 Lec. hrs./3 Lab hrs. /week

Pre-Req: MATH Mods. 1-7 and READ 0892

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.  
**Sem: F, S and as needed** 3 Lec. hrs./3 Lab hrs./week  
 Pre-Req: CHEM 1110  
 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, electrochemistry, nuclear chemistry, thermodynamics and organic.

**CHEM 2010 Organic Chemistry I** 4 cr.  
**Sem: F** 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.  
**Sem: S** 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 Success

**COL 1010 College Success\*\*** 3 cr.  
**Sem: F, S, M** 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.

### Communication

**COM 210 Voice and Diction** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: READ 0892  
 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 232 Practicum** 1 cr.  
**Sem: as needed** TBA Lab hrs./week  
 Pre-Req: READ 0892, ENGL 0892, and permission of instructor  
 Co-Req: None  
 Students will gain experience in an appropriate professional work environment.

**COM 251 Special Topics in Communication** 3 cr.  
**Sem: F, S** 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 Professionals** 3 cr.  
**Sem: F, S** 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.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: READ 0892, ENGL 0892  
 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.  
**Sem: S** 3 Lec. hrs./week  
 Pre-Req: ENGL 1010, basic typing skills  
 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.  
**Sem: as needed** 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.

**COMM 1851 Introduction to Film (formerly COM 1030)** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: READ 0892, ENGL 0892  
 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.

### Computer Information Systems

**CIS 101 Software Applications\*\*** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 A course designed to enable students to achieve sufficiently proficient skill levels for accomplishing both academic and career tasks using file management, document processing, spreadsheet, presentation, graphic applications, Internet browsing, and electronic mail applications. Emphasis will be placed on promoting, developing, and enhancing practical applications skills in the laboratory. This course cannot be used as a CIS elective for CIS majors.

**CIS 130 Programming Design and Logic** 3 cr.  
**Sem: F, S** 3 Lec. hrs./week  
 Pre-Req: READ 0892; MATH Mods. 1-4  
 Co-Req: None  
 This course is designed to teach students programming and logic utilizing a current programming language. Critical thinking skills will be developed using realistic business examples. The emphasis of this course will be placed on variable usage, data types, decisions, and repetition. This course is designed to prepare the student for success in any programming language.

\*\*This course is not designed for transfer to a 4-year college or university.

<p><b>CIS 135 Database Systems**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: F, S</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: CIS 130            Co-Req: None            A thorough study of modern commercial relational databases and their uses in the computerized business world. Topics covered will include Structured Query Language (SQL), data modeling, entity relationship diagrams, data integrity, referential integrity, constraints and the normal forms.</p>	<p><b>CIS 176 CCNA 1 Network Fundamentals**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: F, S</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: CIS 175            Co-Req: None            This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes.</p>
<p><b>CIS 145 Linux**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: F, S</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: READ 0892; MATH Mods. 1-4, CIS 175            Co-Req: None            This course is designed as an in-depth look at operating systems concepts; principles and practices of systems administration and management network file system, account management; OS installation; startup and shutdown, booting, backup, restore; system administration tools; duties and responsibilities of a system administrator. We will also cover the ethics of the system administrator. Our exploration of this subject will take the form of a practical hands-on approach.</p>	<p><b>CIS 177 CCNA 2 Routing Protocols and Concepts**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: F, S</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: CIS 176            Co-Req: None            This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols, RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Students complete a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs in each chapter. Packet Tracer activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand.</p>
<p><b>CIS 150 Web Design/Development**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: F, S</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: READ 0892            Co-Req: None            Fundamentals of web site development using XHTML, CSS and JavaScript. A review of website management, web-building tools, multi-level site planning and construction, navigation schemes, client- and server-side scripting, basic interactivity, information organization, and the delivery of basic multimedia content will be included.</p>	<p><b>CIS 190 Network Server Administration**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: S</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: CIS 175            Co-Req: None            This course will focus on managing and maintaining physical and logical network devices, network users, computers, and groups, and access to network resources. This course will help to prepare the student for the Managing and Maintaining a Microsoft Windows Server Environment Certification.</p>
<p><b>CIS 156 Principles of Information Assurance**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: F</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: CIS 175            Co-Req: None            This course is designed to introduce students to information security principles. Topics covered in the course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered.</p>	<p><b>CIS 210 Java Programming**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: as needed</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: CIS 130            Co-Req: None            This course is designed as an overview of the Java programming language. Object-oriented programming concepts will be reinforced concomitantly with the Java language syntax throughout the term of the course. Programming concepts addressed will include Java classes, methods, control structures, decision structures, arrays encapsulation, and inheritance.</p>
<p><b>CIS 170 IT Essentials**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: F, S</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: None            Co-Req: READ 0892            A course designed to enable the student to make repairs to microcomputer hardware systems. Functional parts and theories will be studied. Micro-computer/Networking Concentration majors should take this course with INFS 1010 and CIS 175. This course will help to prepare the student for the CompTIA A+ Certification.</p>	<p><b>CIS 215 Advanced Database Systems**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: S</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: CIS 135            Co-Req: None            A continuation of CIS 135 where more depth is given to database theory and application, including advanced SQL, procedural extensions to the SQL language, stored functions and procedures, packages and triggers. This course will require a project in which the student will create a complete database from a real-world problem.</p>
<p><b>CIS 175 Network Technician**</b> <span style="float: right;"><b>3 cr.</b></span>  <b>Sem: F, S</b> <span style="float: right;"><b>3 Lec. hrs. /week</b></span>            Pre-Req: None            Co-Req: READ 0892            A course designed to enable students to understand and work with network media and topologies, protocols and standards, network implementation and support. This course will help to prepare the student for the CompTIA Network + Certification.</p>	<p><b>CIS 216 Seminar**</b> <span style="float: right;"><b>1-3 cr.</b></span>  <b>Sem: as needed</b> <span style="float: right;"><b>TBA hrs. /week</b></span>            Pre-Req: None            Co-Req: None            A course designed to provide business and industry with seminars, workshops and special course offerings.</p>

\*\*This course is not designed for transfer to a 4-year college or university.

**CIS 226 Windows Professional\*\*** **3 cr.**  
**Sem: F, S** **3 Lec. hrs. /week**  
 Pre-Req: READ 0892, CIS 175  
 Co-Req: None  
 This course will focus on implementing, managing, monitoring and troubleshooting hardware devices and drivers, administration of resources, optimizing system performance, configuring the desktop environment, network protocols and services, and system and network security. This course will help to prepare the student for the Installing, Configuring, and Administrating Microsoft Client Work Station.

**CIS 230 Programming Mobile Devices\*\*** **3 cr.**  
**Sem: S** **3 Lec. hrs. /week**  
 Pre-Req: CIS 130  
 Co-Req: None  
 An introduction to the development of applications for mobile devices using a hands-on, project based approach. Students will design, develop, and deploy applications using one of the foremost programming languages utilized in mobile device app programming.

**CIS 250 Network Security\*\*** **3 cr.**  
**Sem: F** **3 Lec. hrs. /week**  
 Pre-Req: CIS 175 and CIS 170  
 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 computer security. This course will help prepare the student for the CompTIA Security + Certification.

**CIS 251 Digital Forensics\*\*** **3 cr.**  
**Sem: S, M** **3 Lec. hrs. /week**  
 Pre-Req: CIS 175  
 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 and examine digital evidence. This course will support one of the components required for the Certified Information Systems Security Professional (CISSP) Certification.

**CIS 257 Secure Electronic Commerce\*\*** **3 cr.**  
**Sem: F, M** **3 Lec. hrs. /week**  
 Pre-Req: CIS 175  
 Co-Req: None  
 This course is designed to focus on the study of secure electronic commerce. Topics covered will include designing for security, security policies, biometrics, encryption, digital signatures, and public key infrastructure.

**CIS 258 PC Support/Help Desk\*\*** **3 cr.**  
**Sem: F** **3 Lec. hrs. /week**  
 Pre-Req: CIS 170  
 Co-Req: None  
 This course will focus on the knowledge to troubleshoot hardware and/or software operation and application problems for end users on the desktop or client-side based on the Windows desktop operating system. It will also cover the skills of help desk technicians, customer support representatives, and technical support specialists. The objectives of this course will be met using problem based learning techniques.

**CIS 259 Enterprise Security Management\*\*** **3 cr.**  
**Sem: S, M** **3 Lec. hrs. /week**  
 Pre-Req: CIS 175  
 Co-Req: None  
 This course is designed to cover the managerial aspects of computer security and risk management for enterprises. The student will attain knowledge for accreditation, procurement, extension and operation principles for secure computing systems.

**CIS 270 IT Technician\*\*** **3 cr.**  
**Sem: S** **3 Lec. hrs. /week**  
 Pre-Req: CIS 170  
 Co-Req: None  
 A course designed to teach the following microcomputer topics: memory management, interface card installation, interrupts, I/O and memory addressing, microcomputer system utilities, hard drive management and setup, and other advanced hardware concepts. This course will help prepare students for the ComTIAA+ Certification. This course must be taken within a two year time frame of completing CIS 170.

**CIS 272 Advanced Digital Forensics\*\*** **3 cr.**  
**Sem: S** **3 Lec. hrs. /week**  
 Pre-Req: CIS 251  
 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 findings, mastering advanced techniques in password recovery, registry analysis, and evidence filtering. This course covers the objectives for students wishing to sit for the AccessData Certifice Examiner Certification (ACE).

**CIS 275 Internetworking\*\*** **3 cr.**  
**Sem: F** **3 Lec. hrs. /week**  
 Pre-Req: CIS 175  
 Co-Req: None  
 This course will focus on managing and maintaining IP addressing, names resolution, network security, routing and remote access, and network infrastructure. This course will help to prepare the student for the Implementing, Managing, and Maintaining a Microsoft Windows Server 2008 Network Infrastructure Certification.

**CIS 276 CCNA 3 LAN Switching and Wireless\*\*** **3 cr.**  
**Sem: F, S** **3 Lec. hrs. /week**  
 Pre-Req: CIS 177  
 Co-Req: None  
 This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium size network.

**CIS 277 CCNA 4 Accessing the WAN\*\*** **3 cr.**  
**Sem: F, S** **3 Lec. hrs. /week**  
 Pre-Req: CIS 276  
 Co-Req: None  
 This course discusses the WAN technologies and network services required by converged applications in enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues.

\*\*This course is not designed for transfer to a 4-year college or university.

**CIS 290 CIS Internship\*\*** **3 cr.**  
**Sem: F, S** **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.

See also Information Systems Courses.

## Computer Science

**CISP 1010 Computer Science I** **4 cr.**  
**Sem: F** **4 Lec. hrs. /week**  
 Pre-Req: READ 0892, Math Mods. 1-4  
 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.

## Criminal Justice

**CRMJ 1010/SOCI 1011 Introduction to Criminal Justice** **3 cr.**  
**Sem: F, S, M as needed** **3 Lec. hrs. /week**  
 Pre-Req: None  
 Co-Req: READ 0892, ENGL 0892  
 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.**  
**Sem: F, S, M as needed** **3 Lec. hrs. /week**  
 Pre-Req: READ 0892, ENGL 0892  
 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 2010 Introduction to Law Enforcement** **3 cr.**  
**Sem: F, S, M as needed** **3 Lec. hrs. /week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.**  
**Sem: F, S, M as needed** **3 Lec. hrs. /week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.

## Economics

**ECON 2010 Macroeconomics** **3 cr.**  
**Sem: F, S, M as needed** **3 Lec. hrs. /week**  
 Pre-Req: READ 0892, ENGL 0892, MATH Mods. 1-7  
 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 2020 Microeconomics** **3 cr.**  
**Sem: F, S, M as needed** **3 Lec. hrs. /week**  
 Pre-Req: READ 0892, ENGL 0892, MATH Mods. 1-7  
 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.**  
**Sem: F, S, M as needed** **3 Lec. 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.**  
**Sem: F, S, M** **3 Lec. hrs. /week**  
 Pre-Req: ENGL 0892, READ 0892  
 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. A 10-hour field experience is required in a classroom setting.

**EDU 2100 Development of Exceptional Children** **3 cr.**  
**Sem: F, S as needed** **3 Lec. hrs. /week**  
 Pre-Req: ENGL 0892, READ 0892  
 Co-Req: None  
 A study of the practices that childhood professionals can apply to develop a more inclusive and accessible environment for all children ages birth through eight. Provides students with skills to include children of all abilities through appropriate arrangement of the environment. Includes strategies for developing strong relationships with families and other community agencies. Field experience is required.

**EDU 2230 Human Growth and Development** **3 cr.**  
**Sem: F, S, M** **3 Lec. hrs. /week**  
 Pre-Req: ENGL 0892, READ 0892  
 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. Both a child observation and an adolescent observation are required.

\*\*This course is not designed for transfer to a 4-year college or university.

## Electromechanical Technology

**EET 100 Electrical Circuits I\*\*** **3 cr.**  
**Sem: F** **TBA Lec. hrs./ TBA Lab hrs./week**

Pre-Req: None  
 Co-Req: None

This course covers the principles of DC circuit analysis. Concepts of voltage and current sources, series and parallel circuits, equivalent circuits, and complex circuits are covered. Basic components and schematics are demonstrated.

**EET 150 Electro-mechanical Devices\*\*** **3 cr.**  
**Sem: F** **3 Lec. hrs./week**

Pre-Req: None  
 Co-Req: None

This course is a survey of the major topics used in the design of electrical and mechanical devices used in the industrial setting. Electrical topics include motors, generators, transformers, programmable logic controllers, DC power supplies and circuit components. The mechanical side of the course concerns the design of machine parts such as gears, belts, shafting and clutches. Solutions to design process problems using applied engineering mechanics and strength of materials are addressed.

**EET 160 Electrical Circuits II\*\*** **3 cr.**  
**Sem: S** **TBA Lec. hrs./ TBA Lab hrs./week**

Pre-Req: EET 100 or permission of IT faculty member  
 Co-Req: None

A continuation of EET 100. Single and three phase AC circuits are analyzed, and capacitors and inductors are studied in detail. Time constants, resonance, transient analysis and simple filters are covered.

**EET 170 Electronics I\*\*** **3 cr.**  
**Sem: F** **TBA Lec. hrs./ TBA Lab hrs./week**

Pre-Req: EET 160 or permission of IT faculty member  
 Co-Req: None

This course covers basic semiconductor theory. Theory and applications of diodes and transistors are discussed in detail. The operation of rectifiers, filters, and amplifiers is also covered. Circuit analysis and troubleshooting techniques are developed in the laboratory.

**EET 175 Electronics II\*\*** **3 cr.**  
**Sem: as needed** **TBA Lec. hrs./ TBA Lab hrs./week**

Pre-Req: EET 170 or permission of IT faculty member  
 Co-Req: None

A continuation of EET 170. Thyristors and special devices are discussed. Operational amplifiers are studied in detail. Oscillators, active filters, and voltage regulators are analyzed.

**EET 180 Programmable Logic Controllers I\*\*** **3 cr.**  
**Sem: F** **TBA Lec. hrs./ TBA Lab hrs./week**

Pre-Req: None  
 Co-Req: None

An introduction to programmable logic controllers and their usage in modern industry is covered. Memory addressing schemes and ladder logic are covered in detail. Hands-on experience is emphasized in laboratory exercises.

**EET 200 Motors and Motor Controls\*\*** **3 cr.**  
**Sem: S** **TBA Lec. hrs./ TBA Lab hrs./week**

Pre-Req: EET 160 or permission of IT faculty member  
 Co-Req: None

Principles of converting mechanical work into electric power and electric power into mechanical work. The basic magnetic principles of motors and generators are studied in depth as well as efficiency and work.

**EET 230 Programmable Logic Controllers II\*\*** **3 cr.**  
**Sem: S** **TBA Lec. hrs./ TBA Lab hrs./week**

Pre-Req: EET 180 or permission of IT faculty member  
 Co-Req: None

A continuation of EET 180. Advanced concepts and hardware details are discussed in depth. Analog I/O, encoders, PID controls, transducers, and internal file structures and usage are the main topics of interest. Hands-on experience is emphasized in laboratory exercises.

**EET 240 Fluid Power\*\*** **3 cr.**  
**Sem: F** **TBA Lec. hrs./ TBA Lab hrs./week**

Pre-Req: None  
 Co-Req: None

The course covers pneumatic and hydraulic systems. Topics include air compression, air valves, cylinders, distribution and condensation criteria, usage and maintenance. Fundamentals of hydraulic pumps, control and servo valves, fluids, accumulators and energy and power in hydraulic systems are presented. The course will focus on fluid circuits and maintenance of fluid systems. Hands-on experience is emphasized in laboratory exercises.

**EET 260 Instrumentation \*\*** **3 cr.**  
**Sem: S** **3 Lec. hrs./week**

Pre-Req: EET 100 and EET 160  
 Co-Req: None

Instrumentation is used to measure and control manufacturing processes and the physical properties of materials. This course covers the principles, applications, and understanding of how instrumentation accomplishes this task from an industrial perspective. We also cover how modern instrumentation measures, controls, and interacts with computer, electrical, hydraulic, and mechanical systems. Some focus will be given to troubleshooting techniques on instrumentation devices like thermocouples, load cells, transducers, etc.

**EET 270 Robotic Systems\*\*** **3 cr.**  
**Sem: as needed** **3Lec. hrs./ week**

Pre-Req: None  
 Co-Req: None

This course is designed to introduce the concepts of servo control systems and automation systems used in robotic control systems. The student will learn to program the Mitsubishi RV-M2 Robots.

**EET 297 Automatic Processes\*\*** **3 cr.**  
**Sem: as needed** **TBA Lec. hrs./ TBA Lab hrs./week**

Pre-Req: EET 230 or permission of IT faculty member  
 Co-Req: None

This course is designed to introduce the student to modern process controller uses and control schemes. The control and communication of complex processes are addressed along with sensory devices that pass data back to the controller. Hands-on experience is emphasized in laboratory exercises.

## Emergency Medical Technology Basic

**EMT 100 Introduction to EMS\*\*** **3 cr.**  
**Sem: F, S, M** **3Lec. hrs./week**

Pre-Req: None

Co-Req: MATH Mods. 1-4, required ACT or COMPASS ENGL and READ scores.

This course provides the participant with an introduction to the Emergency Medical Services system. Content includes ethics, legal considerations, critical incident stress management, and an historical account of the EMS system.

\*\*This course is not designed for transfer to a 4-year college or university.

**EMT 101 Basic EMT I\*\*** 6 cr.  
**Sem: F, S** 66 Lec. hrs./24 Lab hrs./48 Clin. hrs./sem.

Pre-Req: None  
Co-Req: EMT 100

This is the entry level course to the Emergency Medical Service (EMS) profession. Areas to be included are: EMT roles and responsibilities, airway management, patient assessment, medical emergencies, anatomy and physiology, documentation, lifting and moving, and communications. Practical labs will be conducted. Upon successful completion of this course, the student will be eligible to enroll in EMT 102. EMT 102 must be completed successfully for the student to be eligible to take the State of Tennessee Basic EMT Licensure Examination. EMT 102 must be completed in the semester immediately following EMT 101. If EMT 102 is not taken in this manner, EMT 101 must be repeated.

**EMT 102 Basic EMT II\*\*** 6 cr.  
**Sem: S, M** 60 Lec. hrs./30 Lab hrs./56 Clin. hrs./sem.

Pre-Req: EMT 101  
Co-Req: EMT 104

Must be taken in same academic year as EMT 101 to be submitted for licensure. Areas to be included in this course are: childbirth, trauma emergencies, pediatric emergencies, environmental emergencies, behavioral emergencies, and ambulance operations. Practical labs will be conducted. Emergency department and prehospital clinical experience is required. Upon successful completion of this course, the student will be eligible to take a comprehensive competency-based examination. A passing score of 80 percent is required to be eligible to take the Basic EMT Licensure Examination given by the Tennessee Department of Health, Division of Emergency Medical Services.

**EMT 104 EMT Extended Skills\*\*** 3 cr.  
**Sem: S, M** 2 Lec. hrs./1 Lab hrs./week (56 clin. hrs./sem w/ EMT 102)

Pre-Req: EMT 100 and EMT 101  
Co-Req: EMT 102

This course prepares the EMT student to perform skill competencies consistent with State of Tennessee EMT regulations. Content areas include intravenous access, pharmacology and medication administration for the Basic EMT, and review of airway management. Practical lab and clinical experiences are required.

**EMT 141 EMS Symposium I\*\*** 2 cr.  
**Sem: as needed** 30 Lec. hrs./sem.

Pre-Req: None  
Co-Req: None

The focus of this course will be topics of current interest in the field of Emergency Medical Services. Subjects covered will relate to skills, procedures, or knowledge required by current and future practitioners in order to provide high quality care.

**EMT 142 EMS Symposium II\*\*** 3 cr.  
**Sem: as needed** 45 Lec. hrs./sem.

Pre-Req: None  
Co-Req: None

The focus of this course will be topics of current interest in the field of Emergency Medical Services. Subjects covered will relate to skills, procedures, or knowledge required by current and future practitioners in order to provide high quality care.

## Emergency Medical Technology Paramedic

Students enrolling in any EMT courses (150 or higher) must be formally admitted to the EMT Paramedic Program or have special permission of the Program Director.

**EMT 150 Independent Study in EMT\*\*** 1-6 cr.  
**Sem: F, S, M** TBA hrs./sem.

Pre-Req: Admission to the Paramedic Program or permission of the EMT Program Director.

Co-Req: None

This course of study is designed to meet individual learning needs. Faculty supervision and guidance is provided to accomplish the selected learning objectives.

**EMT 159 Preparatory\*\*** 6 cr.  
**Sem: F** 78 Lec. hrs./12 Lab hrs./48 Clin. hrs./sem.

Pre-Req: None

Co-Req: EMT 160, EMT 161, EMT 164

Introduction of the student to the role of the EMT-Paramedic in the health care delivery system. The well-being of the EMT-Paramedic, including illness and injury prevention, will be taught. Other topics include venous access and medication administration, therapeutic communication, and life span development.

**EMT 160 Principles of Pathophysiology\*\*** 4 cr.  
**Sem: F** 4 Lec. hrs./week

Pre-Req: None

Co-Req: EMT 159, EMT 161, EMT 164

This section introduces pathophysiology as it correlates to the disease process. Cellular composition and function, including alterations in body fluids environment, will be taught. Other topics include genetics, familial disease, hypoperfusion, the body's self-defense mechanism, the inflammatory process, immunity, and stress response to diseases.

**EMT 161 Patient Assessment\*\*** 3 cr.  
**Sem: F** 2 Lec. hrs./1 Lab hr./week

Pre-Req: None

Co-Req: EMT 159, EMT 160, EMT 164

Introduction of the student to patient assessment utilized by the EMT-Paramedic. History taking, techniques of physical exam, conceptual approach to the process of patient assessment, clinical decision making, patient interaction, and documentation will be taught. This section will lay the foundation for additional course work in patient assessment, stabilization, and treatment.

**EMT 162 Pre-hospital Pharmacology Introduction\*\*** 3 cr.  
**Sem: S** 39 Lec. hrs./6 Lab hrs./sem.

Pre-Req: None

Co-Req: EMT 163, EMT 165, EMT 170

Introduction of the student to general groups of drugs and classification of each. Topics include therapeutic effects of drugs, indications, contraindications, dosage and side effects. Also, the student will learn methods of administering medications after calculations of appropriate dosages. This unit is designed to help the EMT-Paramedic implement a patient management plan based on principles and applications of pharmacology. Issues such as personal responsibility for safe and therapeutically effective drug administration within legal and ethical realms will be taught.

\*\*This course is not designed for transfer to a 4-year college or university.

**EMT 163 Medical Situations\*\*** **6 cr.**  
**Sem: S** **66 Lec. hrs./24 Lab hrs./48 Clin. hrs./sem.**  
 Pre-Req: None  
 Co-Req: EMT 162, EMT 165, EMT 170  
 Introduction of the student to medical illnesses as encountered by the EMT-Paramedic. This section incorporates previously learned abilities into teaching the pathophysiology, symptomology, and treatment for diseases and injury to the respiratory system, cardiovascular system, endocrine system, and nervous system. Topics include areas of instruction in pulmonary, cardiology, neurology, endocrinology, allergies, gastroenterology, renal and urology, toxicology, hematology, environmental disorders, infectious and communicable diseases, behavioral disorder, gynecology, and obstetrics. ACLS certification will be awarded during this course to students meeting the established criteria of the American Heart Association.

**EMT 164 Airway Management\*\*** **2 cr.**  
**Sem: F** **12 Lec. hrs./18 Lab hrs./sem.**  
 Pre-Req: None  
 Co-Req: EMT 159, EMT 160, EMT 161  
 This section is designed to teach the EMT-Paramedic student how to establish and maintain a patent airway, oxygenate, and ventilate a patient. Details of upper and lower airways, including differences in pediatric variations, is taught. Other topics include details of respiration, ventilation, measurement of gases, and causes of decreased oxygen concentrations in the blood. Psychomotor skill labs will be conducted.

**EMT 165 Clinical Experience I\*\*** **3 cr.**  
**Sem: S** **48 Clin. hrs./sem.**  
 Pre-Req: None  
 Co-Req: EMT 162, EMT 163, EMT 170  
 Clinical education is comprised of time spent in various area hospitals, clinics, field trips, and EMS agencies. Major emphasis is placed on EMS observation, emergency room, labor and delivery, pediatrics, operating room, and recovery room.

**EMT 170 EMS Operations\*\*** **4 cr.**  
**Sem: S** **45 Lec. hrs./15 Lab hrs./sem.**  
 Pre-Req: None  
 Co-Req: EMT 162, EMT 163, EMT 165  
 The student will practice previously learned paramedic skills. Medical incident command, rescue operations and awareness, basic water rescue, confined space rescue awareness, highway/vehicle rescue operations, hazardous terrain, hazardous materials awareness and operations, and crime scene awareness and operations will be conducted.

**EMT 171 Patient Management\*\*** **4 cr.**  
**Sem: M** **51 Lec. hrs./9 Lab hrs./sem.**  
 Pre-Req: None  
 Co-Req: EMT 172, EMT 173  
 This is a continuation of Medical Situations. Topics to be covered will include: neonatology, pediatrics, geriatrics, abuse and assault, patient with special challenges, and care of chronic care patients. In addition, the student will practice patient assessment and management through simulated scenarios.

**EMT 172 Trauma Emergencies\*\*** **4 cr.**  
**Sem: M** **2 Lec. hrs./2 Lab hrs./week**  
 Pre-Req: None  
 Co-Req: EMT 171, EMT 173  
 Pre-hospital Trauma Life Support concepts to the Standards of the American College of Surgeons will be presented. This section will allow the student to integrate pathophysiological trauma principles and assessment findings into an ability to formulate a general field impression and implement a patient treatment plan. Topics include trauma systems, mechanism of injury, hemorrhage, shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma.

**EMT 173 Clinical Experience II\*\*** **3 cr.**  
**Sem: M** **96 Clin. hrs./sem.**  
 Pre-Req: None  
 Co-Req: EMT 171, EMT 172  
 A continuation of EMT 165. Major emphasis includes the addition of coronary care, intensive care, and psychiatric units.

**EMT 180 EMS Clinical Experience III\*\*** **3 cr.**  
**Sem: F** **216 Clin. hrs./sem.**  
 Pre-Req: None  
 Co-Req: EMT 181  
 A continuation of EMT 165 and 173. Minimum competencies are required for successful completion.

**EMT 181 Internship\*\*** **3 cr.**  
**Sem: F** **180 min. Clin. hrs./sem.**  
 Pre-Req: None  
 Co-Req: EMT 180  
 Summative evaluation of experience from classroom and clinical settings within pre-hospital Advanced Life Support Units will be gained. This experience must be conducted under the direction of a licensed EMT-Paramedic or a course instructor. Under supervision, the student will be exposed to injuries and illnesses and will participate in the diagnosis and treatment of the patient while working in an environment approximating that found upon graduation. The intern will progress from observer, through team member, to a leadership role as a pre-hospital provider as part of the summative evaluation. Minimum competencies are required for successful completion.

## English

**ENGL 0892 Learning Support in Writing II\*\*** **3 cr.**  
**Sem: F, S, M** **3 hr./week**  
 Pre-Req: Placement by testing  
 Co-Req: None

A modularized course designed to introduce the basic principles of writing to prepare students for the rigors of college-level writing projects. Grammar, mechanics, formatting, academic tone, essay structure, basic research, and citation are covered through TBR Competency Level 2. This course does not meet English requirements for graduation nor elective credits for graduation.

**ENGL 1010 English Composition I** **3 cr.**  
**Sem: F, S, M** **3 Lec. hrs./week**  
 Pre-Req: READ 0892 and ENGL 0892 or acceptable placement scores  
 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.**  
**Sem: F, S, M as needed** **3 Lec. hrs./week**  
 Pre-Req: ENGL 1010  
 Co-Req: None

A course designed to focus on expository writing using both research and documentation procedures and the ideas found in literature.

\*\*This course is not designed for transfer to a 4-year college or university.

**ENGL 2222/HIST 2222 Reacting to the Past** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: HIST 1110 or 1120 or 2010 or 2020  
 Co-Req: None

“Reacting to the Past” courses employ a different pedagogy. Students learn by taking on roles, informed by classic texts, in elaborate games set in the past; they learn skills—speaking, writing, critical thinking, problem solving, leadership, and teamwork—in order to prevail in difficult and complicated situations. That is because Reacting roles, unlike those in a play, do not have a fixed script and outcome. While students will be obliged to adhere to the philosophical and intellectual beliefs of the historical figures they have been assigned to play, they must devise their own means of expressing those ideas persuasively, in papers, speeches or other public presentations; and students must also pursue a course of action they think will help them win the game.

**ENGL 2250 Topics in English** 1-3 cr.  
**Sem: as needed** 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.  
**Sem: S** 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 2261 Print Media Applications** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: ENGL 1010 and ENGL 2260 or COM 121, or permission of instructor.  
 Co-Req: None

A course designed to train students to develop sophisticated professional publications – printed and electronic media that involve challenges in collecting, managing, and effectively using text, graphic designs, photographs, and other data. Students use standard publication software to plan, draft, and edit text and graphics electronically, in a manner used by today’s businesses that create product brochures, newsletters, advertisements, bulletins, training materials, and the like.

**ENGL 2111 American Lit: Pre-Colonial to 1865** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020  
 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.

**ENGL 2121 American Lit: 1865 to Present** 3 cr.  
**Sem: S** 3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020  
 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 British Lit: Beginnings to 1785** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020  
 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 British Lit: 1785 to Present** 3 cr.  
**Sem: S** 3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020  
 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 World Lit: Beginning to 1650** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020  
 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 World Lit: 1650 to Present** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: ENGL 1010; recommended: ENGL 1020  
 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.  
**Sem: as needed** 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.

## French

**FREN 1010 Beginning French I** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: READ 0892 and ENGL 0892  
 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.  
**Sem: S** 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.

**\*\*This course is not designed for transfer to a 4-year college or university.**

## General Technology

### GTP 100 General Technology\*\*

Sem: as needed

Pre-Req: None

Co-Req: None

This course is used to record transcript credit toward the concentration area of the Associate of Applied Science degree in General Technology upon submission of documented evidence of successful completion of vocational learning experiences resulting in competencies equivalent to learning outcomes expected from college level courses. Appropriate assessment procedures to document college level proficiencies are determined by Jackson State. Credit can be awarded when a student has successfully completed 15 or more semester hours of college level courses at Jackson State in the General Technology degree program and upon approval of the Dean of Professional and Technical Studies.

1-30 cr.

TBA hrs./week

## Geography

### GEOG 2010 World Regional Geography

Sem: F, S, M as needed

Pre-Req: READ 0892 and ENGL 0892

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.

3 cr.

3 Lec. hrs./week

## Geology

### GEOL 1040 Physical Geology

Sem: F, S, M as needed

Pre-Req: READ 0892, Math Mods. 1-7

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.

4 cr.

3 Lec. hrs./2.5 Lab hrs./week

## Graphics Design Technology

### GDT 100 Photography and Digital Imaging Techniques\*\*

Sem: F, S

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.

3 cr.

3 Lec. hrs./week

## Health Information Management

### HIM 201 Introduction to Health Information Management\*\*

Sem: F, S

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 Office Management, Business and Health Science courses.

3 Lec. hrs./week

## Health Science

### HSC 100 Basic Life Support for the Health Care Provider\*\*

Sem: F, S, M

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.

6 Lec. hrs./ 9 Lab hrs./sem.

### HSC 101 Introduction to the Health Professions\*\*

Sem: as needed

Pre-Req: ENGL 0892, READ 0892

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.

3 cr.

3 Lec. hrs./week

### HSC 111 Medical Terminology\*\*

Sem: F, S

Pre-Req: READ 0892

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.

3 cr.

3 Lec. hrs./week

### HSC 112 First Responder\*\*

Sem: F, S

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.

4 cr.

39 Lec. hrs./ 21 Lab hrs./ 12 Clin. hrs./sem.

### HSC 150 Health Sciences Seminar\*\*

Sem: as needed

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.

1-3 cr.

TBA hrs./sem.

\*\*This course is not designed for transfer to a 4-year college or university.

**HSC 160 Laboratory Supervision and Management\*\*** 3 cr.  
**Sem: F** 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 200 Critical Incident Stress Debriefing/Death & Dying\*\*** 3 cr.  
**Sem: as needed** 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.

**HSC 202 Fire Prevention and Inspection\*\*** 3 cr.  
**Sem: as needed** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 This course will prepare the participant to investigate fire protection systems, buildings for adherence to fire code, identify fire hazards, and provide action plans for improvement of domiciles, business, and industry.

**HSC 206 Fire Protection Systems\*\*** 3 cr.  
**Sem: as needed** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 During this course, students will learn design and operation of fire detection and alarm systems. Information regarding heat and smoke control systems, special protection, and sprinkler systems will be provided. In addition, the participant will learn operational information about water supply for fire protection and portable fire extinguishers.

See also Health Information Management courses.

## History

**HIST 1110 Survey of World Civilizations I** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: READ 0892 and ENGL 0892  
 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 1120 Survey of World Civilizations II** 3 cr.  
**Sem: F, S** 3 Lec. hrs./week  
 Pre-Req: READ 0892 and ENGL 0892  
 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.

**HIST 2010 Survey of American History I** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: READ 0892 and ENGL 0892  
 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 Survey of American History II** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: READ 0892 and ENGL 0892  
 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 I** 3 cr.  
**Sem: as needed** 3 Lec. hrs./week  
 Pre-Req: READ 0892 and ENGL 0892  
 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, and the 1870 State Constitution will be conducted.

**HIST 2040 Tennessee History II** 3 cr.  
**Sem: as needed** 3 Lec. hrs./week  
 Pre-Req: READ 0892 and ENGL 0892  
 Co-Req: None  
 A study of the modern history of Tennessee. Course topics to be covered include Populism, Progressivism, the Great Depression, the Tennessee Valley Authority, World War II, the Cold War, and the Civil Rights Movement. Research papers and reports will be utilized to study state and local events from the 1930s and beyond.

**HIST 2222/ENGL 2222 Reacting to the Past** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: HIST 1110 or 1120 or 2010 or 2020  
 Co-Req: None  
 "Reacting to the Past" courses employ a different pedagogy. Students learn by taking on roles, informed by classic texts, in elaborate games set in the past; they learn skills—speaking, writing, critical thinking, problem solving, leadership, and teamwork—in order to prevail in difficult and complicated situations. That is because Reacting roles, unlike those in a play, do not have a fixed script and outcome. While students will be obliged to adhere to the philosophical and intellectual beliefs of the historical figures they have been assigned to play, they must devise their own means of expressing those ideas persuasively, in papers, speeches or other public presentations; and students must also pursue a course of action they think will help them win the game.

## Home Economics

**HEC 231 Principles of Nutrition\*\*** 3 cr.  
**Sem: F, S** 3 Lec. hrs./week  
 Pre-Req: READ 0892 and ENGL 0892 and MATH Mods. 1-5.  
 Co-Req: None  
 Principles of nutrition and their applications to everyday living will be a primary focus of the course. It will also include a study of the cultural and scientific aspects of foods and nutrition as applied to the individual.

## Honors

**HON 200 Honors Colloquium** 1 cr.  
**Sem: as needed** 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.)

\*\*This course is not designed for transfer to a 4-year college or university.

## Humanities

**HUM 1010 Introduction to the Humanities I** 3 cr.  
**Sem: F** 3 Lec. hrs./week

Pre-Req: None

Co-Req: ENGL 0892, READ 0892

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 Introduction to the Humanities II** 3 cr.  
**Sem: S** 3 Lec. hrs./week

Pre-Req: None

Co-Req: ENGL 0892, READ 0892

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. (Humanities I is not a prerequisite for this class.)

## Industrial Technology

**IT 150 Industrial Circuits\*\*** 3 cr.  
**Sem: F** 3 Lec. hrs./week

Pre-Req: None

Co-Req: None

This course will provide an overview of the common electronic devices and circuits used in industrial applications. The topics covered include basic dc and ac theory, transformers, motors and motor controls, programmable logic controllers (PLCs) and a review of hydraulics and pneumatics.

**IT 291 Industrial Technology Intern/Co-op\*\*** 3 cr.  
**Sem: F, S** TBA hrs./week

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.

## Information Systems

**INFS 1010 Computer Applications** 3 cr.  
**Sem: F, S** 3 Lec. hrs./week

Pre-Req: None

Co-Req: READ 0892

A course designed to enable students to achieve advanced levels of proficiencies 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.  
**Sem: as needed** 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.

## Learning Support

(Formerly Developmental Studies) See English, Mathematics, and Reading for more information.

## Library

**LIB 1001 Introduction to Genealogy** 3 cr.  
**Sem: as needed** 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 121 Cooperative Work Experience I\*\*** 3 cr.  
**Sem: as needed** 3 Lec. hrs./week

Pre-Req: Administrative Approval Required

Co-Req: None

An on-the-job training program designed to provide the student with practical career experience while concurrently being enrolled for a minimum of six additional hours.

**MGT 211 Supervisory Management\*\*** 3 cr.  
**Sem: F** 3 Lec. hrs./week

Pre-Req: MATH Mods. 1-3, required ACT or COMPASS ENGL and READ scores.

Co-Req: None

Supervisory management uses the five functions of management, which are planning, organizing, staffing, leading, and controlling. This study includes job responsibilities of first line supervisors in their efforts to direct effectively the activities of subordinates. Emphasis will be given to the effectiveness of human relations in communication and leadership matters. Special emphasis will be given to team-building concepts as it relates to the workplace.

**MGT 214 Seminar\*\*** 1-3 cr.  
**Sem: as needed** 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.

**MGT 221 Human Resource Management\*\*** 3 cr.  
**Sem: as needed** 3 Lec. hrs./week

Pre-Req: None

Co-Req: None

A study of employer-employee relationships, with special emphasis on the function of staffing a productive organization and dealing with the five functions of the staffing process: recruiting, selecting, training, appraising/developing and rewarding employees.

\*\*This course is not designed for transfer to a 4-year college or university.

**MGT 231 Industrial Safety and Health\*\*** 3 cr.  
**Sem: as needed** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 A study of industrial safety and health standards, methods, and procedures and how they relate to the industrial manager. Major emphasis will be placed on the application of the Occupational Safety and Health Administration (OSHA) regulations to formulate an effective in-plant safety program.

**MGT 245 Quality Management\*\*** 3 cr.  
**Sem: as needed** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 A course designed to give the student a working knowledge of major quality concepts and an overview of the policies, procedures, and problem-solving techniques in quality management.

**MGT 247 Production and Operations Management\*\*** 3 cr.  
**Sem: as needed** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 An introduction to various techniques used to facilitate solutions to productivity and quality issues in both manufacturing and service industries.

## Manufacturing Technology

**MET 105 Geometric Dimensioning & Tolerancing\*\*** 3 cr.  
**Sem: S** 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 110 Introduction to Drafting & AutoCAD Applications\*\*** 3 cr.  
**Sem: F, S** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 This course provides knowledge and practice in the methods and standards employed to develop technical drawings and interpret blueprints for various electro-mechanical projects. Topics include drawing interpretation, drafting practices, line convention, dimensioning and tolerancing of technical drawings per ANSI Y14.5m-1994, orthographic projections, 2-d multi-view drawing and an introduction to basic Geometric Dimensioning and Tolerancing (GDT). This instruction will be based on the use of AutoCAD to perform these tasks.

**MET 155 Manufacturing Seminar\*\*** 1-5 cr.  
**Sem: as needed** 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.

**MET 201 Introduction to Autodesk Inventor\*\*** 3 cr.  
**Sem: S** 2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: MET 110  
 Co-Req: None  
 This course introduces Autodesk Inventor. Topics include customizing menus, 3-D concepts, solid and surface modeling, and surface rendering. This course includes interactive computer drafting and design.

**MET 205 Introduction to Pro-Engineer\*\*** 3 cr.  
**Sem: F** 2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: MET 110  
 Co-Req: None  
 This course is designed as an introduction to using Pro/Engineer. Topics include understanding geometric forms or terms (used to create Pro-E models), modifying commands, user-defined objects, printing / plotting, and saving drawings. Emphasis will be placed on students understanding and developing 2-D geometric profiles and extruding, revolving, sweeping, or blending a created profile into a third spatial dimension.

**MET 211 Intermediate Pro-Engineer\*\*** 3 cr.  
**Sem: S** 2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: MET 205 or permission of an IT faculty member  
 Co-Req: None  
 This course is an extension of MET 205. Topics include 3-D concepts, solid modeling, rendering, mechanical design, and parametric CAD programming. Primarily for students who desire to increase their capabilities using CAD from a mechanical design aspect.

**MET 212 Materials and Manufacturing\*\*** 3 cr.  
**Sem: S** 3 Lec. hrs./week  
 Pre-Req: MET 201 or 205  
 Co-Req: None  
 This course focuses on the applications, types, and characteristics of ferrous and non-ferrous engineering materials, composites, and plastics. The course covers a wide range of manufacturing, production, and fabrication processes to include heat-treating, casting, forging, extruding, and welding. Field trips to local industry will be a significant part of this course.

**MET 222 Metrology and Quality Control\*\*** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 This course consists of a series of lectures and labs relevant to the principles of measurement and gauging as applied to the machine tool manufacturing environment. Topics covered are: calibration, proper application and documentation of precision hand and bench tools, SPC principles, surface texture characteristics and measurements. This course will also be covering Total Quality Management, Quality Auditing, Inspection & Testing, Problem Solving, Corrective/Preventive Actions, Quality Concepts, Quality Tools and Quality System. At the end of this course the students will have the training needed to pass the Certified Mechanical Inspector (CMI) and the Certified Quality Technician (CQT) given by the American Society for Quality (ASQ) at JSCC.

**MET 230 Tool Design\*\*** 3 cr.  
**Sem: S** 3 Lec. hrs./week  
 Pre-Req: MET 201 or MET 205  
 Co-Req: None  
 Emphasis is in material selection, production and quality control, tooling requirements, assessment and design as applied to machining and fabrication (jigs and fixtures). Some overview of dies and molds is also included.

**MET 240 Statistical Process and Quality Control\*\*** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 The course design emphasis is on economic aspects of quality control by statistical methods. Various control charts for nonconformities (control charts examined include x-bar and r, p, and c charts). Additional coverage includes acceptance sampling procedures.

\*\*This course is not designed for transfer to a 4-year college or university.

## Marketing

**MKT 211 Principles of Marketing\*\*** **3 cr.**  
**Sem: S** **3 Lec. hrs./week**

Pre-Req: MATH Mods. 1-3, READ 0892

Co-Req: None

A survey of the role of marketing in society and within the firm, with emphasis on the strategic implications of the four P's of marketing: the product, place, promotion, and price variables of the marketing mix. Attention will be given to the management of the marketing program and its implementation.

**MKT 214 Seminar\*\*** **1-3 cr.**  
**Sem: as needed** **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.

**MKT 221 Salesmanship\*\*** **3 cr.**  
**Sem: as needed** **3 Lec. hrs./week**

Pre-Req: MATH Mods. 1-3, READ 0892, and ENGL 0892

Co-Req: None

A study of the role of selling in the marketing strategy, including the activities of prospecting for customers, buying motives, the persuasion process, the steps in the sales presentation, and the sales communication process. Attention will be given to ethics, professionalism, and creativity in the selling field.

**MKT 245 Intro to E-Commerce\*\*** **3 cr.**  
**Sem: as needed** **3 Lec. hrs./week**

Pre-Req: MATH Mods. 1-3, READ 0892, and ENGL 0892

Co-Req: None

Students will learn some of the most important topics about Electronic Commerce, including Web Marketing practices, Web security issues, electronic payment issues, legal issues, and creating a functioning online store. It is expected that the student will have a basic knowledge of the use of a PC, file management skills, Web navigation skills, as well as fundamental Internet concepts.

## Mathematics

A student may be eligible to register for advanced mathematics courses on the basis of his/her high school record. Permission must be obtained from a member of the Department of Mathematics or the assistant dean.

A student with a mathematics ACT sub score below 19 should enroll in Learning Support in Mathematics I (MATH 0891). The student will then be tested to determine competency deficiencies in developmental mathematics. Based on the assessment test and the student's career goals, a set of required modules from the following list will be determined. In the event that the student's career goals change, the required modules may also be changed.

### MODULE ONE: INTEGERS

Topics include exponential notation and order of operations, integers and the number line, addition, subtraction, multiplication and division of integers, order of operations, introduction to algebraic expressions, like terms, and solving one-step equations.

### MODULE TWO: FRACTIONS

Topics include fraction notation, multiplication, division, addition, and subtraction of fractions and mixed numerals and solving equations with applications.

### MODULE THREE: DECIMALS

Topics include decimal notation, addition, subtraction, multiplication and division of decimals, solving equations, American and metric units of measure, weight and mass, capacity, time and temperature, ratio and proportion, percent notation, graphs.

### MODULE FOUR: REAL NUMBERS

Topics include introduction to algebra, the real numbers, addition, subtraction, multiplication and division of real numbers, properties of real numbers, and order of operations.

### MODULE FIVE: LINEAR EQUATIONS AND INEQUALITIES

Topics include solving linear equations by the addition and multiplication principle, formulas, solving and inequalities, ratio/proportion with applications.

### MODULE SIX: GRAPHING LINEAR EQUATIONS AND INEQUALITIES

Topics include graphs of linear equations in two variables, intercepts, slope, equations of lines (one point with slope) and graphing using slope and y-intercept.

### MODULE SEVEN: POLYNOMIALS

Topics include integers as exponents, scientific notation, and introduction to polynomials, addition, subtraction and multiplication of polynomials, special products, operations with polynomials in several variables, division of polynomials by monomials.

### MODULE EIGHT: FACTORING

Topics include factoring trinomials, trinomial squares and difference of squares, general strategies for factoring, solving quadratic equations by factoring.

### MODULE NINE: RATIONAL EXPRESSIONS

Topics include multiplying, dividing, adding, and subtracting rational expressions, simplifying rational expressions, solving rational equations, applications.

### MODULE TEN: MORE GRAPHING AND SYSTEMS

Topics include parallel and perpendicular lines, equations of lines using point-slope, graphing inequalities in two variables, solving systems of equations in two variables using graphing, substitution and elimination methods, applications, and graphing systems of inequalities in two variables.

### MODULE ELEVEN: RADICAL EXPRESSIONS

Topics include radical expressions, multiplying and simplifying radical expressions, quotients involving radical expressions (only 1 term denominators), addition and subtraction, radical equations, applications with right triangles and the distance formula.

### MODULE TWELVE: QUADRATIC EQUATIONS

Topics include the complex numbers, solving quadratic equations by square root method, the quadratic formula, and graphs of quadratic equations, functions, domain and range.

Modules One through Seven are covered in MATH 0891

Modules Eight through Twelve are covered in MATH 1030

**MATH 0891 Learning Support in Mathematics I\*\*** **3 cr.**  
**Sem: F, S, M** **3 Lec. hrs./week**

Pre-Req: None

Co-Req: None

A student needing to master competencies included in modules 1 through 7 will register for MATH 0891. The student is expected to complete a minimum of four modules in order to earn a passing grade in this course. The student may complete all 7 modules while enrolled in MATH 0891.

\*\*This course is not designed for transfer to a 4-year college or university.

<b>MATH 0892 Learning Support in Mathematics II**</b>	<b>3 cr.</b>	<b>MATH 1710 Precalculus I</b>	<b>3 cr.</b>
<b>Sem: F, S, M</b>	<b>3 Lec. hrs./week</b>	<b>Sem: F, S, M as needed</b>	<b>3 Lec. hrs./week</b>
Pre-Req: MATH 0891		Pre-Req: MATH 1030 or MATH ACT 21	
Co-Req: None		Co-Req: None	
A continuation of MATH 0891.		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.	
<b>MATH 0899 Learning Support in Math-Selected Mods**</b>	<b>1-2 cr.</b>	<b>MATH 1720 Precalculus II (Trigonometry)</b>	<b>3 cr.</b>
<b>Sem: F, S, M</b>	<b>3 Lec. hrs./week</b>	<b>Sem: F, S</b>	<b>3 Lec. hrs./week</b>
Pre-Req: Special permission by Dean of Arts and Sciences		Pre-Req: MATH 1710 or MATH ACT 21	
Co-Req: None		Co-Req: MATH 1710 allowed	
A continuation of MATH 0891 for students needing to complete modules 6 and/or 7. Special permission by Dean of Arts and Sciences is required to enroll in MATH 0899.		Topics include circle measurement, trigonometric functions, identities, equations, graphs, multiple angle formulas, right triangle trigonometry, laws of sines and cosines, complex numbers, vectors.	
<b>MATH 1010 Math for Liberal Arts</b>	<b>3 cr.</b>	<b>MATH 1830 Applied Calculus</b>	<b>3 cr.</b>
<b>Sem: F, S as needed</b>	<b>3 Lec. hrs./week</b>	<b>Sem: F, S, M as needed</b>	<b>3 Lec. hrs./week</b>
Pre-Req: MATH Mods. 1-7 or MATH ACT 19		Pre-Req: MATH 1710 or MATH ACT 23	
Co-Req: None		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.		Topics include limits; continuity, rates of change; differentiation of algebraic, exponential, and logarithmic functions; applications of the derivative, antiderivative, integrals, and methods of integration.	
<b>MATH 1030 Bridge to College Algebra**</b>	<b>3 cr.</b>	<b>MATH 1910 Calculus I</b>	<b>4 cr.</b>
<b>Sem: F, S as needed</b>	<b>3 Lec. hrs./week</b>	<b>Sem: S</b>	<b>4 Lec. hrs./week</b>
Pre-Req: MATH Mods. 1-7 or MATH ACT 19		Pre-Req: MATH 1710 and MATH 1720 or MATH ACT 23	
Co-Req: None		Co-Req: None	
Modules 8 through 12 will be covered with topics to include 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.		Topics include functions and models, limits, derivatives, differentiation rules, applications of differentiation, antiderivatives, integrals, area, applications.	
<b>MATH 1410 Topics in Contemporary Mathematics I</b>	<b>3 cr.</b>	<b>MATH 1920 Calculus II</b>	<b>4 cr.</b>
<b>Sem: F, S, M as needed</b>	<b>3 Lec. hrs./week</b>	<b>Sem: F</b>	<b>4 Lec. hrs./week</b>
Pre-Req: MATH 1030 or MATH ACT 21		Pre-Req: MATH 1910	
Co-Req: None		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.		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.	
<b>MATH 1420 Topics in Contemporary Mathematics II</b>	<b>3 cr.</b>	<b>MATH 2010 Linear Algebra</b>	<b>3 cr.</b>
<b>Sem: F, S, M as needed</b>	<b>3 Lec. hrs./week</b>	<b>Sem: F</b>	<b>3 Lec. hrs./week</b>
Pre-Req: MATH 1030 or MATH ACT 21		Pre-Req: MATH 1910	
Co-Req: None		Co-Req: None	
A conceptual and problem solving approach to combinatorics, discrete probability, descriptive statistics, informal solid and plane geometry, transformations, measurement, and coordinate geometry.		Topics include vectors, matrices, systems of linear equations, determinants, inverses of matrices, vector spaces, linear transformations, eigenvalues, and eigenvectors.	
<b>MATH 1530 Statistics and Probability</b>	<b>3 cr.</b>	<b>MATH 2110 Calculus III</b>	<b>4 cr.</b>
<b>Sem: F, S, M as needed</b>	<b>3 Lec. hrs./week</b>	<b>Sem: S</b>	<b>4 Lec. hrs./week</b>
Pre-Req: MATH Mods. 1-7 or MATH ACT 19		Pre-Req: MATH 1920	
Co-Req: None		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.		A continuation of Calculus II. Topics include parametric equations, polar coordinates, conic sections, vectors, vector functions, partial derivatives, multiple integration, line integrals.	
<b>MATH 1630 Finite Mathematics</b>	<b>3 cr.</b>	<b>MATH 2120 Differential Equations</b>	<b>3 cr.</b>
<b>Sem: F, S, M as needed</b>	<b>3 Lec. hrs./week</b>	<b>Sem: S</b>	<b>3 Lec. hrs./week</b>
Pre-Req: MATH Mods. 1-7 or MATH ACT 19		Pre-Req: MATH 1920	
Co-Req: None		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.		Topics include first-order equations and applications, theory of linear equations, basic second-order equations and applications, Laplace transforms, and series solutions.	

\*\*This course is not designed for transfer to a 4-year college or university.

## Medical Laboratory Technician

Students enrolling in any MLT courses must be formally admitted to the MLT Program or have special permission of the Program Director.

**MLT 119 Introduction to the Medical Laboratory** 1 cr.  
**Sem: F** 1 Lec. hr./ 1 Lab hr./week

Pre-Req: None  
Co-Req: None

Orientation to the duties of the Medical Laboratory Technician, medical terminology, use of the microscope, laboratory safety, laboratory glassware, quality control, basic laboratory math, specimen collection by phlebotomy and capillary puncture.

**MLT 120 Pre-Clinical Hematology** 4 cr.  
**Sem: F** 3 Lec. hrs./ 2 Lab hrs./week

Pre-Req: None  
Co-Req: None

Basic principles and procedures of routine hematology - formation and composition of blood, differentiation of cell types, cell counts, hemoglobin, and hematocrit determinations, blood diseases, coagulation theory and procedures.

**MLT 121 Pre-Clinical Blood Banking** 3 cr.  
**Sem: S** 2 Lec. hrs./ 2 Lab hrs./week

Pre-Req: None  
Co-Req: None

Blood banking-blood groups and typing, compatibility testing, donor selection and phlebotomy, problem transfusions and blood components.

**MLT 122 Pre-Clinical Chemistry** 4 cr.  
**Sem: M** 4 Lec. hrs./ 4 Lab hrs./week

Pre-Req: None  
Co-Req: None

Basic principles and procedures of clinical chemistry: chemical analysis of body fluids using manual methods and some basic instrumentation.

**MLT 125 Basic Medical Microbiology** 5 cr.  
**Sem: S** 4 Lec. hrs./ 3 Lab hrs./week

Pre-Req: None  
Co-Req: None

The study of micro-organisms responsible for disease states in man with emphasis on specimen collections, cultures, isolation, staining, and identification of bacteria.

**MLT 126 Parasitology and Mycology** 2 cr.  
**Sem: F** 2 Lec. hrs./ 1 Lab hr./week

Pre-Req: None  
Co-Req: None

Students are introduced to the theories and routine procedures of parasitology and mycology as performed in a medical laboratory.

**MLT 127 Immunology/Urinalysis and Body Fluids** 2 cr.  
**Sem: F** 2 Lec. hrs./ 1 Lab hr./week

Pre-Req: None  
Co-Req: None

Routine analysis of urine to include physical, chemical, and microscopic examination. Basic theories of immunology, principles and procedures of routine serology testing; immunoassays; and analysis of miscellaneous body fluids.

**MLT 201 Clinical Practicum I** 10 cr.  
**Sem: F** 32 Lab hrs./week

Pre-Req: None  
Co-Req: None

Assignment to a clinical laboratory at an affiliate hospital for practical experience and attainment of career entry level competencies. (465 clinical hours)

**MLT 202 Clinical Practicum II** 10 cr.  
**Sem: S** 32 Lab hrs./week

Pre-Req: None  
Co-Req: None

A continuation of MLT 201 (465 clinical hours)

**MLT 210 Introduction to Hospital Practice** 1 cr.  
**Sem: S** 30 Lab hrs./week

Pre-Req: None  
Co-Req: None

This course is designed to introduce the students to the hospital and to the laboratory environment early in the program. The students will achieve minimum competency in the collection of patient specimens. (30 clinical hours)

**MLT 217 Clinical Blood Collection** 1 cr.  
**Sem: S** 40 Lab hrs./week

Pre-Req: None  
Co-Req: None

This course is designed to provide MLT students with the confidence and experience necessary to meet career entry requirements in the area of specimen collection.

**MLT 218 Clinical Seminar and Review** 2 cr.  
**Sem: S** 2 Lec. hrs./week

Pre-Req: None  
Co-Req: None

A seminar course designed to give students experience in researching and presenting case studies with emphasis on correlation of laboratory results. The course will also include review sessions to prepare students for certification examinations.

## Military Science

**MSL 101 Foundations of Officership** 3 cr.  
**Sem: as needed** 3 Lec./Lab hrs./week

Pre-Req: None  
Co-Req: None

Examines the unique duties and responsibilities of officers, discusses organization and the role of the Army, reviews basic life skills pertaining to fitness and communication, and analyzes Army values and expected ethical behavior. Students must meet enrollment and continuation requirements outlined in the Department of Military Science and Leadership section. This class is a pre-requisite for entry into the advanced program unless waived by the Professor of Military Science.

**MSL 102 Basic Leaderships** 3 cr.  
**Sem: as needed** 3 Lec./Lab hrs./week

Pre-Req: None  
Co-Req: None

Presents fundamental leadership concepts and doctrine, practices effective skills that underlie problem solving, applied active listening and feedback skills, examines factors that influence leader and group effectiveness, and examines the officer experience. Students must meet enrollment and continuation requirements outlined in the Department of Military Science and Leadership section. Pre-requisite for entry into the advanced program unless waived by the Professor of Military Science.

**\*\*This course is not designed for transfer to a 4-year college or university.**

**MSL 201 Individual Leadership Studies** 3 cr.  
**Sem: as needed** 2 Lec hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None  
 Develops knowledge of self, self-confidence, and individual leadership skills. Develops problem-solving and critical-thinking skills and applies communication, feedback, and conflict resolution skills. Students must meet enrollment and continuation requirements outlined in the Department of Military Science and Leadership section. Pre-requisite for entry into the advanced program unless waived by the Professor of Military Science.

**MSL 202 Leadership and Teamwork** 3 cr.  
**Sem: as needed** 2 Lec hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None  
 Focuses on self-development guided by knowledge of self and group processes. Challenges current beliefs, knowledge, and skills. Provides equivalent preparation for the ROTC Leader Development and Assessment Course and the Leader's Training Course. Students must meet enrollment and continuation requirements outlined in the Department of Military Science and Leadership section. Prerequisite for entry into the advanced program unless waived by the Professor of Military Science.

## Music

**MUS 127 Music Theory for Non-majors** 3 cr.  
**Sem: F, S** 3 Lec. hrs./week  
 Pre-Req: READ 0892, ENGL 0892  
 Co-Req: None  
 Beginning practical music theory for those wishing to read and notate music. This is an excellent introductory course for choir directors and church musicians who do not have a music degree or advanced theory skills. It is also recommended for persons wishing to play an instrument with no prior music reading skills and experience. Fundamentals of musicianship will be covered including notation, scales, intervals, keys, triads and simple composition. Related keyboard skills will be developed and the use of music software will enhance individual learning and musical performance. Open to anyone with an interest in music who meets the pre-requisite requirements.

**MUS 152, 153, 252, 253 Voice I, II, III, IV** 2 cr.  
**Sem: F, S** 2 Lec. hrs./week  
 Pre-Req: Permission of instructor  
 Co-Req: MUS 1050, 1051, 1052, 2050, 2051, 2052  
 The study of a myriad of vocal techniques that will enable students to develop their musicality and vocal skills, thus providing a basis for vocal freedom in performance through efficient handling of acoustic and physiologic aspects of the singing voice. Performance in Studio Class is required for all levels.  
 152 - Focus upon posture, breathing techniques, phonation, resonance, and articulation with literature from English and Italian sources. Interpretation and style will also be examined.  
 153 - Continuation of basic concepts taught in MUS 153 with additional literature from either French or German songs.  
 252 - Continuation of concepts taught in MUS 152, 153, with either French or German (whichever one was not studied in level 153). Sight reading emphasis.  
 253 - Musical independence skills such as sight reading and part singing are stressed. Student has the option to present a Sophomore Recital at the end of this course of study.

**MUS 1050, 1051, 1052, 2050, 2051, 2052 Innovation** 1 cr.  
**Sem: F, S** 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 1030 Music Appreciation** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: required ACT or COMPASS READ scores  
 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.

## Nursing

Students enrolling in any NUR courses must be formally admitted to the Nursing Program.

**NUR 110 Foundations of Nursing** 7 cr.  
**Sem: F, S** 5 Lec. hrs./ 2 Lab hrs./4 Clin. hrs./week  
 Pre-Req: Program enrollment requirements and BIOL 2010  
 Co-Req: BIOL 2020, PSYC 2130, and major required elective  
 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. The nursing process incorporating theories of Maslow and Erikson, and the principles of teaching and learning is utilized as the basis for client care. Laboratory and clinical experiences provide opportunities for the student to assist clients in adaptation to changes in their health status and promotion of optimum self-care behaviors. The roles of the Associate Degree nurse are introduced.

**NUR 120 Maternal-Child Nursing** 7 cr.  
**Sem: F, S** 5 Lec. hrs./ 1.5 Lab hrs./ 4.5 Clin. hrs./week  
 Pre-Req: NUR 110, BIOL 2020, PSYC 2130, and major required elective  
 Co-Req: PSYC 1030, NUR 190  
 This course focuses upon care of the maternity, newborn, and pediatric client. The student's use of core program concepts is expanded to include infants, children, and the family systems from various cultural backgrounds. Normal conditions are emphasized and deviations from the norm explored. Laboratory and clinical experiences provide opportunities for the student to utilize the nursing process incorporating the theories of Maslow, Erikson, and Piaget, and the principles of teaching and learning to assist the client or client's family in adaptation to changes in the wellness-illness continuum and in promotion of self-care. Practice roles and competencies of the Associate Degree nurse continue to be explored.

\*\*This course is not designed for transfer to a 4-year college or university.

**NUR 140 LPN Career Mobility** **6 cr.**  
**Sem: M** **5 Lec. hrs./ 1.2 Lab hrs./1.8 Clin. hrs./week**  
 Pre-Req: Admission to NUR program via LPN to RN Career Mobility Option and Program enrollment requirements.  
 Co-Req: NUR 190

This course is designed to assist the student in transition from the Licensed Practical nurse to Associate Degree nurse. Content is drawn from the foundations and maternal-child nursing courses to provide a conceptual and theoretical background congruent with the program. Program core concepts of person, environment, health, and nursing are introduced and applied to care of persons of various developmental levels and cultural backgrounds experiencing variations in the wellness-illness continuum. Laboratory and clinical experiences provide opportunities to utilize the nursing process incorporating Maslow, Erikson, and other developmental theories as well as theories and principles of teaching and learning to assist clients/client families in adaptation to problems related to maternity, women's health, and pediatrics in the promotion of self-care. The LPN begins socialization into the roles of the Associate Degree nurse.

**NUR 150 Independent Study in Nursing** **1-6 cr.**  
**Sem: F, S, M** **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 180 Pharmacology in Nursing** **3 cr.**  
**Sem: F, M** **3 Lec. hrs./week**  
 Pre-Req: BIOL 202, NUR 110 or NUR 140  
 Co-Req: None

This course utilizes the program concepts and the roles and competencies of the Associate Degree nurse as a basis for the discussion of principles of pharmacology and medication therapy. The influence of developmental levels, cultural backgrounds, and individual adaptation to changes in the wellness-illness continuum as it relates to each classification of drugs is emphasized.

**NUR 190 Pathophysiology in Nursing** **4 cr.**  
**Sem: F, S** **3 Lec. hrs./ 3 Clin. hr./week**  
 Pre-Req: NUR 110 and BIOL 202, PSYC 2130, and major required elective  
 Co-Req: NUR 120 or 140

This course utilizes the program concepts and roles and competencies of the Associate Degree nurse as a basis for an indepth study of wellness-illness continuum, principles of adaptation, and the interaction of environment, growth and development, and sociocultural factors upon a person's health. Emphasis is placed upon the biological basis of illness, diagnostic indicators, assessment, prioritization of needs, and teaching and learning needs of the client to support adaptation and self-care. Clinical experiences provide opportunities to apply concepts and develop competence in use of the nursing process.

**NUR 214 Adult Health Nursing I** **9 cr.**  
**Sem: F, S** **6 Lec. hrs./ 1.5 Lab hrs./ 7.5 Clin. hrs./week**  
 Pre-Req: NUR 120, 180, 190, PSYC 1030, PSYC 2130, ENGL 1010, and major required elective **or** NUR 140 and NUR 190  
 Co-Req: ENGL 1020 or SPCH 1010; NUR 180 (for those with 140 only)

Program concepts are the foundation for discussion of changes in the wellness-illness continuum of adult clients from various developmental levels and cultural backgrounds experiencing adult medical, surgical, psychiatric and mental health disorders. Laboratory and clinical experiences provide the student opportunities to expand their use of the nursing process, 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.

**NUR 220 Adult Health Nursing II** **9 cr.**  
**Sem: F, S** **5 Lec. hrs./ 2 Lab hrs./ 1.6 Seminar/ 8.4 Clin. hrs./week**  
 Pre-Req: NUR 214, NUR 180, 190 and ENGL 1020 or SPCH 1010  
 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 developmental levels and 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 the nursing process, 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 in structured health care settings and the community.

**NUR 280 NCLEX Preparatory** **1 cr.**  
**Sem: F, S, M** **.5 Lec. hr./1.5 Lab hrs./week**  
 Pre-Req: NUR 220  
 Co-Req: None

This course is designed to help prepare the nursing student for the national licensure examination for registered nurses.

**NUR 299 Current Topics in Nursing** **1-3 cr.**  
**Sem: F, S, M** **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.

## Orientation

**ORN 100 Orientation to College** **1 cr.**  
**Sem: F, S, M** **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.**  
**Sem: F, S, M as needed** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 Co-Req: None

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 2110 Introduction to Ethics** **3 cr.**  
**Sem: F, S** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 Co-Req: None

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.

**\*\*This course is not designed for transfer to a 4-year college or university.**

## Phlebotomy

### **PBT 100 Phlebotomy\*\***

**Sem: F, S**

**3 cr.**

**3 Lec. hrs./week**

Pre-Req: READ 0892, ENGL 0892

Co-Req: PBT 110

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

### **PBT 110 Phlebotomy Practicum\*\***

**Sem: F, S**

**6cr.**

**6 Clin. hrs./week**

Pre-Req: READ 0892, ENGL 0892

Co-Req: PBT 100

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.

## Physical Education

### **PHED 2010 First Aid & Safety**

**Sem: F, S, M**

**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**

**Sem: F**

**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**

**Sem: S**

**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**

**Sem: F**

**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**

**Sem: F, S, M**

**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.

### 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**

**Sem: F, S**

**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.

### **PHED 1030 Basketball/Volleyball**

**Sem: F**

**1 cr.**

**2 Lab hrs./week**

Pre-Req: None

Co-Req: None

This course is designed to teach the fundamentals and rules of basketball and volleyball.

### **PHED 1040 Badminton/Tennis**

**Sem: F**

**1 cr.**

**2 Lab hrs./week**

Pre-Req: None

Co-Req: None

This is a physical education activity course designed to give students knowledge of the game of tennis and badminton through classroom lectures, discussions, films, and activities. The student will learn the history, background, techniques, fundamentals, playing strategies, and rules of both games.

### **PHED 1070 Beginning Golf**

**Sem: F, S, M as needed**

**1 cr.**

**2 Lab hrs./week**

Pre-Req: None

Co-Req: None

This course is designed for beginners. A short historical background will be presented leading into an exposure to the fundamentals of the game.

### **PHED 1080 Physical Fitness - Weight Training I**

**Sem: F**

**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**

**Sem: F, S**

**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 1170 Intermediate Golf**

**Sem: M**

**1 cr.**

**2 Lab hrs./week**

Pre-Req: PHED 1070

Co-Req: None

Intermediate Golf is a course that continues to emphasize the fundamentals that were stressed in Beginning Golf (PHED 1070). In addition, fundamentals that require a higher level of skill and knowledge than that of the prerequisite course will be presented.

\*\*This course is not designed for transfer to a 4-year college or university.

**PHED 1180 Physical Fitness - Weight Training II** 1 cr.  
**Sem: S** 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.  
**Sem: S** 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.  
**Sem: F, S, M** 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 Therapist Assistant

Admission to the PTA program is required prior to taking PTA courses.

**PTA 105 Introduction to Physical Therapy\*\*** 1 cr.  
**Sem: F** 1 Lec. hr./week  
 Pre-Req: See above  
 Co-Req: PTA 115  
 This course is designed to introduce the student to the PTA program and their role in managing the learning process. The course will introduce the history and more specifically the present practice of physical therapy, the role of the PTA within the profession and the relationship between the physical therapist and other health care providers. Medical terminology and documentation techniques are presented in context with their application to PT.

**PTA 115 Physical Therapy Procedures I\*\*** 4 cr.  
**Sem: F** 3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: See above  
 Co-Req: None  
 This is the first of two courses designed to introduce students to the skillful knowledge and performance of basic physical therapy principles and procedures, basic patient care techniques, wheelchair transfers, pre-ambulation activities, assistive devices, ambulation training, goniometry, ROM exercises, and soft tissue techniques.

**PTA 120 Physical Therapy Procedures II\*\*** 4 cr.  
**Sem: S** 3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: PTA 115  
 Co-Req: None  
 This course is a continuation of PTA 115 with an emphasis on the principles and use of physical agents including superficial heat and cold, hydrotherapy, ultrasound, electromagnetic radiation, electrotherapy, mechanical traction, and external compressive devices.

**PTA 140 Functional Anatomy\*\*** 4 cr.  
**Sem: F** 3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: None  
 Co-Req: PSCI 1010  
 This course is designed to integrate functions of the nervous and musculoskeletal systems. Emphasis is placed on joint structure, muscle origins and insertions, muscle actions, and innervations. Also considered is normal motion, movement patterns including normal gait patterns, and muscle and sensory assessment.

**PTA 170 Seminar I\*\*** 2 cr.  
**Sem: S** 2 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: None  
 This is a lecture discussion course that focuses on professional development including interpersonal interactions, the psychology of health care, and ethical and cultural issues. Critical analysis of the standards of practice, reimbursement guidelines, legislative issues, and current events within the physical therapy profession is included.

**PTA 190 Clinical Education I\*\*** 3 cr.  
**Sem: M** 200 Clin. hrs./sem.  
 Pre-Req: PTA 105, 115, 120, 140, 170, 200  
 Co-Req: None  
 This course is a supervised clinical practice of physical therapy procedures and clinical skills that were learned in the previous fall and spring semesters. Students will be under the direct supervision of a physical therapist or a physical therapist assistant in an off-campus setting. Clinical competency in specified skills will be evaluated and documented.

**PTA 200 Musculoskeletal Conditions and Treatment\*\*** 4 cr.  
**Sem: S** 3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: PTA 140  
 Co-Req: None  
 This course introduces the student to the fundamental concepts of therapeutic exercise and common orthopedic conditions and related procedures. Included are musculoskeletal conditions of the spine, upper and lower extremities, and generalized pathologic conditions. Specific orthopedic treatment interventions are considered.

**PTA 230 Neuromuscular Conditions and Treatment\*\*** 4 cr.  
**Sem: F** 3 Lec. hrs./ 4 Lab hrs./week  
 Pre-Req: None  
 Co-Req: None  
 This course introduces the student to advanced neuroanatomy, common neurological pathologies, the rehabilitation concept and accepted therapeutic interventions. Included is the application of specialized physical therapy methods and techniques used for clients with neurological conditions.

**PTA 250 Medical and Surgical Conditions and Treatment\*\*** 4 cr.  
**Sem: F** 3 Lec. hrs./ 3 Lab hrs./week  
 Pre-Req: PTA 200  
 Co-Req: PTA 230  
 This course focuses on common medical and surgical conditions related to physical therapy interventions for clients with cardiopulmonary disorders, diabetes, peripheral vascular disease, integumentary pathologies including burns and amputation. Also considered is immunodeficiency disease, specific women's health concerns, and generalized wound care. Further instruction is included regarding aerobic exercise and fitness and wellness promotion. Prosthetic devices and the associated gait deviations are addressed.

**PTA 270 Seminar II\*\*** 2 cr.  
**Sem: S** 2 Lec. hrs./week  
 Pre-Req: PTA 170  
 Co-Req: PTA 290  
 This course includes commentary on physical therapy procedures and techniques related to clinic participation. The student is expected to prepare a collection of writings on physical therapy procedures and techniques, pathologies, and other associated topics. Strategies are developed for licensure examination preparation and employment procurement.

\*\*This course is not designed for transfer to a 4-year college or university.

**PTA 290 Clinical Education II\*\*****10 cr.****Sem: S****450 Clin. hrs./sem.**

Pre-Req: PTA 190

Co-Req: PTA 270

This is a continuation of PTA 190. Application and practice of the skills and techniques obtained through the previous classroom and laboratory experience is expected. Students will be under the direct supervision of a physical therapist or a physical therapist assistant in an off-campus setting. Clinical competency will be evaluated and documented.

**Physics****PHYS 2010 Non-Calculus Based Physics I****4 cr.****Sem: F****3 Lec. hrs./ 3 Lab hrs./week**

Pre-Req: READ 0892, 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.****Sem: S****3 Lec. hrs./ 3 Lab hrs./week**

Pre-Req: PHYS 2010

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.****Sem: F****3 Lec. hrs./ 3 Lab hrs./week**

Pre-Req: READ 0892, 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.****Sem: S****3 Lec. hrs./ 3 Lab hrs./week**

Pre-Req: PHYS 2110

Co-Req: None

The study of fundamental laws of electricity, magnetism, optics, and an introduction to atomic and nuclear physics.

**PHYS 2261 Statics****3 cr.****Sem: F****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.

**PHYS 2262 Dynamics****3 cr.****Sem: S****3 Lec. hrs./week**

Pre-Req: PHY 2261

Co-Req: None

Particle kinematics, relative motion, kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum, vibrations.

**Physical Science****PSCI 1010 Survey of Physical Science I****4 cr.****Sem: F, M as needed****3 Lec. hrs./ 3 Lab hrs./week**

Pre-Req: READ 0892, MATH Mods. 1-7

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 the fundamental concepts of Newtonian mechanics: linear motion, momentum, energy, gravity, and satellite motion; fluid mechanics; thermodynamics including thermal energy and heat transfer; electricity, magnetism; waves, sound and light waves, and the properties of light to establish a base in which the non-science student can view nature more perceptively. It is designed to correct a missing essential in the sciences, the practice of conceptualizing before calculating.

**PSCI 1020 Survey of Physical Science II****4 cr.****Sem: S, M as needed****3 Lec. hrs./ 3 Lab hrs./week**

Pre-Req: READ 0892, MATH Mods. 1-7

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 three fundamental components of the physical sciences: (1) Chemistry: Structure of the atom, the atomic nucleus, periodic table, chemical bonding, chemical reactions, acids, bases, molecular mixing, and organic chemistry. (2) Earth science: Rocks, minerals, earth's internal properties, water surface properties, the atmosphere, oceans, and the weather. (3) Astronomy: Our solar system and the relation to the universe. This course is designed to correct a missing essential in the sciences, the practice of conceptualizing before calculating.

**Political Science****POLS 1030 American Government****3 cr.****Sem: F****3 Lec. hrs./week**

Pre-Req: READ 0892

Co-Req: None

An examination of the Constitution, federalism, separation of powers, political parties, interest groups, the media, and political theory.

**POLS 2010 State and Local Government****3 cr.****Sem: S****3 Lec. hrs./week**

Pre-Req: READ 0892

Co-Req: None

An examination of the executive, legislative, judicial, and bureaucratic systems at the national, state, and local levels.

**POLS 1301 Governments of the World****3 cr.****Sem: F****3 Lec. hrs./week**

Pre-Req: READ 0892

Co-Req: None

A comparison of institutions, issues, political processes and policies in a variety of political systems ranging from European to Asian to African countries. With a special emphasis on the basic concepts of international politics, national power, diplomacy and warfare, and other vital interests of the nations.

**Psychology****PSYC 1030 General Psychology****3 cr.****Sem: F, S, M as needed****3 Lec. hrs./week**

Pre-Req: READ 0892, ENGL 0892

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.

\*\*This course is not designed for transfer to a 4-year college or university.

**PSYC 2110 Psychology of Adjustment** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: READ 0892, ENGL 0892  
 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.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: READ 0892, ENGL 0892  
 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.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: READ 0892, MATH Mods. 1-3, ENGL 0892  
 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.

**PSY 202 Abnormal Psychology** 3 cr.  
**Sem: F, S, M as needed** 3 Lec. hrs./week  
 Pre-Req: READ 0892, ENGL 0892  
 Co-Req: None

This course will serve as an introduction to abnormal psychology. Topics will include an overview of the DSM IV classifications of psychopathology, current understanding of the etiology of mental disorders, and the techniques used to evaluate and treat mental disorders.

## Radiography

A student must be formally admitted to the Radiography program before taking any RAD courses.

**RAD 101 Radiology Orientation** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: See above  
 Co-Req: RAD 111, RAD 161

Introduction of the medical profession and radiologic technology with emphasis on the radiology departments of the affiliate hospitals, professional ethics and legal problems, and basic radiation and electrical protection.

**RAD 102 Radiographic Imaging** 3 cr.  
**Sem: S** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: RAD 110, RAD 112, RAD 162

Basic fundamentals concerned with production and recording of radiographic images with film and with digital image acquisition. Detailed study of factors that affect radiographic quality.

**RAD 110 Radiographic Procedures I** 3 cr.  
**Sem: S** 16 Clin. hrs./week  
 Pre-Req: None  
 Co-Req: RAD 102, RAD 112, RAD 162

At the affiliate hospital, the student will perform radiographic examinations under staff supervision. Clinical competence will be evaluated and documented. Students will construct and maintain a clinical portfolio.

**RAD 111 Fundamentals of Radiography I** 3 cr.  
**Sem: F** 2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RAD 101, RAD 161

Introduction to medical terminology with emphasis on terminology and basic principles of radiographic positioning. Nursing procedures and techniques in general patient care. Detailed information on radiographic examination of the chest, abdomen and upper extremity.

**RAD 112 Fundamentals of Radiography II** 3 cr.  
**Sem: S** 2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RAD 102, RAD 110, RAD 162

Radiographic positioning of the structures and organs of the body, precise and detailed information on the various positions routinely used in radiographic examination of the upper and lower limb and bony thorax. Nursing procedures and techniques in patient care.

**RAD 161 Radiographic Physics and Equipment I** 3 cr.  
**Sem: F** 2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RAD 101, RAD 111

This course is a study of basic physics and electrical components for radiography students. The course includes basic mechanics, structure of matter, electromagnetic radiation, electrostatics, magnetism, electrodynamics, and electromagnetism.

**RAD 162 Radiographic Physics and Equipment II** 3 cr.  
**Sem: S** 2 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: RAD 161  
 Co-Req: RAD 102, RAD 110, RAD 112

Continuation of RAD 161. The course is a study of rectification, x-ray tubes, x-ray circuits, production of x-ray, and interaction of x-ray with matter. Also included is operation of medical radiographic and fluoroscopic equipment and accessories.

**RAD 190 Radiologic Clinical Education** 4 cr.  
**Sem: M** 32 Clin. hrs./week  
 Pre-Req: None  
 Co-Req: RAD 191

Designed to familiarize students with elementary radiography procedures, patient flow, and general operation of the department. Under staff supervision, students will perform basic radiographic examinations. Students will construct and maintain a clinical portfolio.

**RAD 191 Radiology Seminar I** 4 cr.  
**Sem: M** 3 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RAD 190

Radiographic examination of the spine. Common examinations using contrast media and pharmacology for radiographers. Simulation and analysis of radiographic procedures and radiograph critique.

**RAD 211 Fundamentals of Radiography III** 6 cr.  
**Sem: F** 5 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RAD 220

Basic principles of radiographic positioning of the cranial bones. Continuation of common examinations using contrast media. Radiation biology and advanced radiation protection.

**\*\*This course is not designed for transfer to a 4-year college or university.**

**RAD 212 Fundamentals of Radiography IV** 6 cr.  
**Sem: S** 5 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RAD 230  
 Basic principles of radiographic positioning of the facial bones and paranasal sinuses. Special considerations for radiographic examination of the pediatric patient, radiography in surgery and mobile radiography. Survey of disease. Introduction to computed tomography.

**RAD 220 Radiographic Procedures II** 3 cr.  
**Sem: F** 24 Clin. hrs./week  
 Pre-Req: RAD 110  
 Co-Req: RAD 211  
 At the affiliate hospital, the student will perform radiographic examinations under staff supervision. Clinical competence will be evaluated and documented. Students will construct and maintain a clinical portfolio.

**RAD 230 Radiographic Procedures III** 3 cr.  
**Sem: S** 24 Clin. hrs./week  
 Pre-Req: RAD 220  
 Co-Req: RAD 212  
 Continuation of RAD 220.

**RAD 290 Advanced Radiologic Clinical Education** 4 cr.  
**Sem: M** 24 Clin. hrs./week  
 Pre-Req: None  
 Co-Req: RAD 291  
 Clinical application of radiographic theory in all phases of radiologic technology. Students perform with indirect supervision in areas where competence is documented. Students will construct and maintain a clinical portfolio. Final clinical competencies will be evaluated and documented.

**RAD 291 Radiology Seminar II** 4 cr.  
**Sem: M** 3 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RAD 290  
 Introduction to new imaging modalities. Students will complete a scientific research thesis and produce a scientific exhibit. Assessment of current knowledge in radiography and registry review. Professional growth is emphasized.

**RAD 299 Radiology Symposium** 1-3 cr.  
**Sem: as needed** TBA hrs./week  
 Pre-Req: Current JSCC radiology student or employed in related field or certified by ARRT  
 Co-Req: RAD 230  
 State of the art radiology procedures and equipment to include all imaging modalities.

## Reading

**READ 0892 Learning Support in Reading II\*\*** 3 cr.  
**Sem: F, S, M** 3 Lec. hrs./week  
 Pre-Req: Placement by testing  
 Co-Req: None  
 A modularized course designed to improve the student's reading competencies to meet TBR Reading through Competency Level 2. This course does not meet requirements for graduation nor elective credits for graduation.

## Respiratory Care Technology

A student must be formally accepted to the Respiratory Care Technology Program before taking any RCT classes.

**RCT 110 Introduction to Respiratory Care** 3 cr.  
**Sem: F** 3 Lec. hrs./week  
 Pre-Req: See above  
 Co-Req: RCT 114, RCT 117

A review of the history and organization of the respiratory care profession. Topics will include the AARC, the NBRC, and the national credentialing examinations. Medical ethics will be discussed as it relates to respiratory care. This class will focus on patient care, assessment, cultural diversity, and documentation related to charting.

**RCT 113 Foundation of Respiratory Care I** 4 cr.  
**Sem: S** 2.5 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RCT 115, RCT 116

A study of humidity and aerosol therapy, concepts of lung expansion, arteriotomy, equipment of blood gas analysis, and spirometry.

**RCT 114 Respiratory Care Science I** 3 cr.  
**Sem: F** 3 Lec. hrs./ 2 Lab hrs./week  
 Pre-Req: None  
 Co-Req: RCT 110, RCT 117

A study of physical gas laws; the theory, application, and administration of medical gases; acid-base balance and arterial blood gas interpretation; infection control procedures; and equipment cleaning and sterilization.

**RCT 115 Respiratory Care Science II** 3 cr.  
**Sem: S** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: RCT 113, RCT 116

A study of pulmonary and cardiac diseases and their effect on ventilation. Neuromuscular and other diseases will be discussed and the tests used to evaluate these. Sleep disorders will be covered along with the equipment used in treating them. Patient education, health promotion, nutrition, rehabilitation, home care, and bronchial hygiene therapy will be discussed.

**RCT 116 Cardiorespiratory Pharmacology** 3 cr.  
**Sem: S** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: RCT 113, RCT 115

A study of agents administered by the respiratory care practitioner and agents that act directly or indirectly on the cardiorespiratory system. This course includes administration, dosage calculation, indications, and contraindications of various agents.

**RCT 117 Cardiopulmonary Anatomy and Physiology** 3 cr.  
**Sem: S** 3 Lec. hrs./week  
 Pre-Req: None  
 Co-Req: RCT 110, RCT 114

A study of the anatomy and physiology of the respiratory system and the circulatory system including the electrophysiology of the heart and rhythm interpretation. Normal lab values, pulmonary function terms and their normal values along with standard respiratory calculations will be covered. Gas exchange and transport will be discussed along with radiographic terminology.

**RCT 214 Clinical Practice I** 3 cr.  
**Sem: M** 15 Clin. hrs./week  
 Pre-Req: None  
 Co-Req: RCT 113, RCT 115

An integrated study of the application and practice of topics discussed in previous and current respiratory care courses. Designed to familiarize students with hospital policies and procedures, charting procedures, basic respiratory therapy, and oxygen therapy.

\*\*This course is not designed for transfer to a 4-year college or university.

**RCT 225 Clinical Practice II** **6 cr.**  
**Sem: F** **22.5 Clin. hrs./week**  
 Pre-Req: None  
 Co-Req: RCT 242, RCT 252  
 An integrated study of the application and practice of topics discussed in previous and current respiratory care courses. Clinical competencies will be evaluated and documented. Specialty rotations will be assigned.

**RCT 234 Clinical Practice III** **6 cr.**  
**Sem: S** **22.5 Clin. hrs./week**  
 Pre-Req: None  
 Co-Req: RCT 249  
 An integrated study of the application and practice of topics discussed in previous respiratory care courses. Final clinical competencies in critical care will be evaluated and documented. Additional specialty rotations may be assigned.

**RCT 242 Perinatal and Pediatric Respiratory Care** **3 cr.**  
**Sem: F** **3 Lec. hrs./week**  
 Pre-Req: None  
 Co-Req: RCT 225, RCT 252  
 A study of the respiratory needs of the newborn and pediatric patient with special emphasis given to the cardiopulmonary diseases and care of the newborn. Topics to include neonatal and pediatric advanced resuscitation.

**RCT 248 Airway Management** **2 cr.**  
**Sem: M** **2 Lec. hrs./week**  
 Pre-Req: None  
 Co-Req: None  
 An in-depth study of the theory and application of the airway management of adults, including intubation and tracheostomy procedures, and management and care of the artificial airway including suctioning and bronchoscopy.

**RCT 249 Respiratory Care Symposium** **3 cr.**  
**Sem: S** **3 Lec. hrs./week**  
 Pre-Req: None  
 Co-Req: RCT 234  
 A focus on review of RCT program course material and development of strategies to prepare students for national examinations pre/post graduation. Students will purchase and complete computer-based assessment examinations.

**RCT 250 Foundation of Respiratory Care II** **4 cr.**  
**Sem: M** **5 Lec. hrs./1.5 Lab hrs./week**  
 Pre-Req: None  
 Co-Req: RCT 214  
 A detailed study of the classification, function, use, and maintenance of mechanical ventilators.

**RCT 252 Foundation of Respiratory Care III** **3 cr.**  
**Sem: F** **3 Lec. hrs./2 Lab hrs./week**  
 Pre-Req: None  
 Co-Req: RCT 225, RCT 242  
 A study of advanced critical care ventilation and hemodynamic monitoring. Students will purchase and complete a computer-based CRT and a WRRIT assessment exam.

## Service Learning

**SLR 2999 Service Learning** **1 cr.**  
**Sem: as needed** **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.**  
**Sem: F** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.**  
**Sem: S** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.**  
**Sem: F, S, M as needed** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.**  
**Sem: F, S, M as needed** **3 Lec. hrs./week**  
 Pre-Req: None  
 Co-Req: READ 0892, ENGL 0892  
 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.**  
**Sem: F, S, M as needed** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.

**\*\*This course is not designed for transfer to a 4-year college or university.**

**SOCI 2020/SWRK 2020 Cultural Diversity** **3 cr.**  
**Sem: S** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.

**SPE 231 Interpersonal Communication** **3 cr.**  
**Sem: F** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.

## Spanish

**SPAN 1010 Beginning Spanish I** **3 cr.**  
**Sem: F, S** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.**  
**Sem: F, S** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892; 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.**  
**Sem: F** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892; 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.**  
**Sem: S** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892; 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.

## Speech

**SPCH 1010 Fundamentals of Speech** **3 cr.**  
**Sem: F, S, M as needed** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.

**SPE 214 Oral Interpretation** **3 cr.**  
**Sem: S** **3 Lec. hrs./week**  
 Pre-Req: READ 0892  
 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.

## Theatre

**THEA 1113 Acting** **3 cr.**  
**Sem: F, S** **3 Lec. hrs./week**  
 Pre-Req: READ 0892  
 Co-Req: None  
 Students will practice fundamentals acting skills, including stage movement, voice production, and character and text analysis through improvisation, scene work and monologues.

**THEA 1115 Advanced Acting** **3 cr.**  
**Sem: S** **3 Lec. hrs./week**  
 Pre-Req: THEA 1113 or permission of instructor  
 Co-Req: None  
 Students will practice intermediate acting skills, including the audition process, acting styles, and working with a director in preparation for the professional world.

**THEA 2213 Stagecraft** **3 cr.**  
**Sem: F** **3 Lec. hrs./week**  
 Pre-Req: None  
 Co-Req: None  
 Students will apply the mechanics of backstage theatrical work through hands-on, supervised projects in a workshop atmosphere, in preparation for mainstage productions.

**THEA 2232 Practicum** **1 cr.**  
**Sem: F, S** **TBA Lab hrs./week**  
 Pre-Req: READ 0892, ENGL 0892 and permission of instructor  
 Co-Req: None  
 Students will gain experience in an appropriate professional work environment.

**THEA 1030 Introduction to Theatre** **3 cr.**  
**Sem: F, S, M as needed** **3 Lec. hrs./week**  
 Pre-Req: READ 0892, ENGL 0892  
 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.

\*\*This course is not designed for transfer to a 4-year college or university.

# 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

ACCT	1010	Principles of Accounting I
ACCT	1020	Principles of Accounting II
AGRI	1010	Introduction to Agricultural Business
AGRI	1020	Introduction to Animal Science
AGRI	1030	Introduction to Plant Science
AGRI	1050	Introduction to Soil Science
ARTH	2010	Survey of Art History I
ARTH	2020	Survey of Art History II
ARTP	1010	Drawing I
ARTP	1110	Two Dimensional Design
ARTP	1020	Drawing II
ARTP	1120	Three Dimensional Design
CISP	1010	Computer Science I
COMM	1010	Introduction to Mass Communication
COMM	1020	Media Writing
COMM	1030	Introduction to Electronic Media
COMM	1851	Introduction to Film
CRMJ	1010	Introduction to Criminal Justice
ECON	2010	Macroeconomics
ECON	2020	Microeconomics
GEOG	2010	World Regional Geography
INFS	1010	Computer Applications
POLS	1030	American Government
POLS	2010	State and Local Government
PSYC	1030	General Psychology
PSYC	2120	Social Psychology
PSYC	2130	Life Span Psychology
SOCI	1010	Introduction to Sociology
SOCI	1020	Social Problems
SPCH	1010	Fundamentals of Speech
SWRK	2010	Introduction to Social Work
SWRK	2020	Cultural Diversity

### OLD Rubric/Title

ACC 211	Principles of Accounting I
ACC 212	Principles of Accounting II
AGR 110	Intro. to Agricultural Economics
AGR 130	Introduction to Animal Science
AGR 140	Intro. to Plant and Soil Science
AGR 213	Soil Science
ART 1010	Art History I
ART 1020	Art History II
ART 121	Drawing I
ART 141	2-Dimensional Design
ART 122	Drawing II
ART 142	3-Dimensional Design
CIS 200	C++
COM 120	Survey of Mass Communication
COM 220	Media Writing
COM 201	Introduction to Electronic Media
COM 1030	Introduction to Film
CJUS 1100	Introduction to Criminal Justice
ECO 211	Principles of Macroeconomics
ECO 212	Principles of Microeconomics
GEO 201	Survey of World Regions
CIS 122	Integrated Software Applications
POLS 1100	U.S. Government and Politics I
POLS 1200	U.S. Government and Politics II
New	(replacing PSY 101 & 102, General Psy. I & II)
PSY 201	Social Psychology
PSY 261	Developmental Psychology
SOC 201	Introduction to Sociology
SOC 202	Social Problems
SPE 211	Fundamentals of Speech
SWRK 201	Introduction to Social Work
SWRK 202	Understanding Human Div. & Oppressed Pops.



# WHO WE ARE

## 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.

**Countance Anderson**, Director of Registration and Orientation. M.A.Ed., Bethel University.

**Sylvester R. Anderson**, Grounds Foreman.

**Mary Frances Anthony**, Coordinator, Placement Services. A.S. Jackson State Community College; C.P.S.

**Nancy Argo**, Custodial Supervisor.

**Carolyn Avery-Hudson**, Admissions Clerk. C.P.S.

### B

**Lisa Barker**, Director of Humboldt Center. B.S., University of Tennessee at Martin; M.S., North Carolina A & T State University.

**Jackie Barnacastle**, Academic Computer Operations Coordinator. A.S., Jackson State Community College; B.B.A., The University of Memphis.

**Johnnie Lois Barnes**, Learning Center Clerk.

**Mary Jane Bassett**, Dean of Academic Support. B.S., Mississippi State University; M.A., Mississippi State University.

**Gerald Batchelor**, Physical Plant Director. A.S., Coastline Community College; B.S., American Military University.

**Darron Billings**, Environmental Health and Safety Training Coordinator. B.A., University of Mississippi.

**Roselind Blackwell**, Financial Aid Assistant. A.A.S.; Jackson State Community College.

**Bruce Blanding**, President. B.A., Michigan State University; M.A. Michigan State University; Ph.D., Michigan State University.

**Robert Bledsoe**, Security Guard.

**Angie Brown**, Director of Internal Audit. B.S., Union University; M.S., University of Tennessee at Martin; Certified Public Accountant.

**Haley Bunney**, Executive Secretary. A.S. Jackson State Community College; C.A.P.

**Jeannette Burton**, Sponsored Programs Officer. A.S., Jackson State Community College; B.S., Union University.

**Jennifer Byrd**, Financial Aid Officer. B.S. Lambuth University; M.A.L.S., The University of Memphis; C.P.S.

### C

**Barbara Casey**, Senior Library Circulation Assistant. A.S.; C.P.S.

**Horace Chase**, Vice President for Financial and Administrative Affairs. B.P.A., Mississippi State University; M.B.A., University of Tennessee at Martin; Certified Public Accountant.

**Jennifer Cherry**, Curriculum and Adjunct Services Coordinator. 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**, Admission Counselor. A.A.S., Jackson State Community College.

**Mario Clark**, Grounds.

**Tori Cliff**, Director of Communications. B.S., Middle Tennessee State University; M.A., The University of Memphis.

**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**, Graduation Analyst. B.S., Tennessee State University; M.A., Miami University.

**Alma Joyce Conway**, Custodian.

**Sara Cooper**, Information Research Analyst. B.A., Lambuth University; M.B.A., Union University; C.A.P.

**Helen Crouse**, Account Clerk II. A.S., Jackson State Community College; B.S., University of Tennessee at Martin.

### D

**Linda Davis**, Systems Analyst. A.A.S., Jackson State Community College; B.P.S., University of Memphis; C.P.S.

**Patrick Davis**, Director of Distance Education. 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.

**Joyce Annette Deaton**, Student Success Counselor. A.S., Shelby State Community College; B.B.A., Memphis State University; M.S., Memphis State University.

**Tim Dellinger**, Director of Business Services. A.S., Jackson State Community College; B.S.B.A., Union University; M.B.A., Union University.

**Josephine Dickerson**, Financial Aid Officer. A.S., Jackson State Community College; B.P.S., The University of Memphis.

**Kathy Doll**, Printing Technician.

### E

**Frances Edmonson**, Registrar.

**Robert Ellington**, Maintenance Lead.

**David Einfinger**, Custodian.

### F

**Meda Falls**, Director of Savannah-Hardin County Center. B.S., Peabody College.

**David Forbis**, Custodial Foreman.

**Teretha Fowler**, Financial Aid Office Manager. B.S., Lane College.

**Heather Freeman**, Assistant to the President. A.S., Jackson State; CPS; B.P.S., The University of Memphis.

**Lorrel Fuller**, Test Administrator. B.S., University of Tennessee at Martin.

**Paula Fuller**, Recruitment Manager. A.S., Jackson State Community College; B.B.A., University of Memphis.

**Shawn Fuller**, Computer Lab Technician. A.A.S., Jackson State Community College; B.S. Middle Tennessee State University.

### G

**Jeff Gagnon**, Custodian.

**Rhonda Gagnon**, Account Clerk II.

**Victor Garcia**, Web Administrator. B.S., Middle Tennessee State University.

**Kathy Gardner**, Account Clerk II, Notary Public.

**Veronica Goff**, Director of Printing Services. A.A.S., Jackson State Community College.

**Leah Gray**, Dean of Continuing Education and Community Service. 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.

**Glory Griffin**, Secretary III. A.S., Jackson State Community College, C.P.S.

**Jana Griggs**, Transcript Analyst.

**Matt Groner**, Director of the Writing Center. B.A., University of Central Missouri; M.A., University of Central Missouri.

**Tracy Gunn**, Transcript Analyst. C.P.S.

### H

**James Harrington**, Maintenance.

**Connie Haskins**, Cash Manager. A.S., Jackson State Community College; C.P.S.; Notary Public.

**Robert Dart Hemrick**, Director of Purchasing. A.A., Wingate College; B.S., University of North Carolina at Chapel Hill.

**Dee Henderson**, Director, Institutional Advancement. A.S., Jackson State Community College.

**Gloria Hester**, Acquisition and Circulation Librarian. B.S., Tennessee State University; M.S.L.S., Atlanta University.

**Robyn Hicks**, Admissions Clerk. B.S., University of Memphis.

**Anna Higgs**, Benefits Coordinator. B.S., University of Tennessee at Martin; M.B.A., Murray State University.

**Doris Hill**, Secretary II, Arts and Sciences. A.S.; C.P.S.  
**Rachel Hill**, Human Resources Assistant. A.S., Jackson State Community College; B.S., Union University; C.A.P.  
**Lori Hopper**, Nursing Grant Project Director. B.A., Mississippi College; M.S.W., Monmouth University.  
**Sandra Hunt**, Custodian.

## J

**Eric Jackson**, Custodian.  
**Mary Ann Jackson**, Custodian.  
**Kevin Johnson**, Systems Administrator. A.A.S., Jackson State Community College; A+.  
**Lynette Johnson**, Financial Aid Assistant. A.S., Jackson State Community College; B.P.S., The University of Memphis; C.P.S.  
**Joyce Johnston**, Catalog and Reference Librarian. B.A., University of Wisconsin-Lacrosse; M.A.T., University of Wisconsin-Lacrosse; M.L.S., University of South Carolina.  
**Jonathan Jones**, Custodian.  
**Veronica Jones**, Technical Clerk. B.S., Lane College; B.B.A., Lambuth University.  
**Nancy Jordan**, Records Clerk. A.A., Jackson State Community College.

## K

**Anthony Kail**, Learning Resource Center Assistant. A.S., Jackson State Community College.  
**Gayla Kilzer**, Grants & Loans Officer. A.S., Jackson State Community College; B.S., Lambuth University.  
**Lisa Kincaid**, Executive Aide for Student Services. A.S., Jackson State Community College; C.P.S.  
**Ellen Kirby**, Learning Center Specialist. A.A.S., Jackson State Community College.

## L

**Gretchen Lambert**, Learning Center Specialist.  
**Barbara Lane**, Learning Center Specialist. A.S.; C.P.S.  
**Jack Laser**, Director of Center of Emphasis. B.S., Bethel College.  
**Dewana Latimer**, Director of Financial Aid Services. B.S., Bethel College; M.B.A., Memphis State University.  
**Cindy Leach**, Systems Analyst. A.S., Jackson State Community College; B.S., Union University; M.S.M., Austin Peay State University.  
**Margie Lester**, Information Receptionist. C.P.S.  
**Florence Livelli**, Learning Support Program Coordinator. B.P.S., The University of Memphis.  
**Peter Livelli**, Systems Analyst. B.A., William Paterson College; M.A.L.S., The University of Memphis.  
**Zachary Livelli**, Computer Lab Technician. A.A.S., Jackson State Community College.  
**Melissa Lyles**, Executive Secretary to VP of Academic Affairs. A.S., Jackson State Community College.

## M

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**Tim Britt**, Associate Professor of Mathematics. B.S., Union University; M.S., University of Memphis.

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### Physical Therapist Assistant Program

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**Debbie Jelks**, P.T., Coordinator of Clinical Education. B.S. University of  
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**Katie Reeves**, P.T., D.P.T., Director of Physical Therapy and Coordinator  
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## Radiography Program

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### Baptist Memorial Hospital - Union City

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**April Montgomery, RT(R), ARRT**, Clinical Instructor, A.A.S., Jackson State Community College.

## Respiratory Care Technology Program

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### Jackson-Madison County General Hospital

**Herb Owrey**, Technical Director. A.S., Union University; A.S., Jackson State Community College; B.S., Union University; Registered Nurse; Registered Respiratory Therapist - NBRC; Registered Pulmonary Function Technologist - NBRC.

**Christie Ward**, Clinical Instructor. A.A.S., Jackson State Community College; Registered Respiratory Therapist - NBRC.

## 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 Studies

Aaron Cooper	Jennifer Rainey
Lynne Henning	Cecelia Rodenbaugh
Shirley Jones	Jesse Snider
Barry K. Matthews	Mandy White
Barry Phillips	

## Computer Information Systems

Jerry Barnett	Roy Hanks
Karen Bell	Lisa Hatch
Tommy Bowman	Tom Ladd
Reatha Boyd	Dana Nails
Paul Brian	Russell Perry
John Byrum	Tramaine Tall
Sonny Davis	George Tosh
Victor Garcia	
Curtis Gillespie	

## Emergency Medical Technology

William Anderson, Ph.D.	Teddy W. Myracle, EMT-P
Chuck Latimer, EMT-P	Joyce Noles, EMT-P
Heather Barker, EMT-PS	Mike Revelle, M.D.
Brandon Ward, EMT-P	Mike Shankle, EMT-P
Johnny Wilson, EMT-P	Jonathan Wood, EMT-P

## Industrial Technology

Jason Bates	Eddie O'Neill
Gerald Batchelor	Randy Pearson
Jere Cox	Steve Reese
Reginald Davis	Dan Rodenbaugh
Chris Flippin	David Rothermel
Billy Goodman	Jack Williams
Andy Kirby	Chris Zamora
Jack Laser	

## Medical Laboratory Technician

Charles Bramlett, M.D.	John Koons, M.S.
Glenda Davis, M.L.T.	Rodger Lewis, M.D.
Christopher Giampapa, M.D.	Dixie Lovett, M.T.
Robin Gittermann, M.T.	Christy Roberson, M.T.
Teresa Grimmett, M.T.	Shirley Scott, M.T.
Ed Hughes, M.T.	Debbie Tibbs M.T.
Felecia Kirk, M.T.	
Doris Knott, M.T.	

## Nursing

Kim Bailey Roberts, R.N.	Roger DeVersa, M.D.
Deena Kail, R.N.	Richard Wood, R.N.
Deborah Lewis, R.N.	Tina Prescott, R.N.
Carla Peaks, R.N.	Anita Moss, R.N.
Dr. Cathy Parrott, R.N.	James Ross, R.N.
Mollie Taylor, R.N.	Kathy Willis, R.N.
Jan Williams, R.N.	Robert Wyatt, R.N.
Ginger Elder, R.N.	Tricia Ross
Alicia Duck	Kim Rush

## Physical Therapist Assistant

Leann Childress, P.T., A.T.C.	Denise Johnson, P.T.
Carlin Elrod, P.T.	Felecia Ingram, P.T., D.P.T.
Lisa Fortner, P.T.A.	Kerry Sellers, P.T.A.
Daniel Holtzclaw, P.T.	John Yarbrough, P.T.

## Radiography

Charlotte Brummett, R.T.	April Montgomery, R.T.
Anita Chatham, R.T.	Lori Patterson, R.T.
James L. Ellis, Jr., M.D.	Joyce Roberston, R.T.
Corie Kennedy	Zachary Jones
Tamara Hickerson, R.T.	Michael Viar, R.T.
Billie McKee, R.T.	Michelle Ward, R.T.
Scott Becton, R.T.	

## Respiratory Care Technology

Katrina King, R.R.T.  
Christie Ward, R.R.T.  
Robert Gilroy, M.D.  
Ronald D. Hill, R.R.T.

Marcia Mullikin, R.R.T.  
Herb Owrey, R.N., R.R.T.  
Debbie Stuggs, R.R.T.  
Annette Wilson, R.R.T.  
Student Representative

## HEALTH-RELATED TECHNOLOGIES AREA HOSPITAL AFFILIATIONS

Jackson State offers five allied health programs: Emergency Medical Technology; Medical Laboratory Technician; Physical Therapist Assistant; Radiography; and Respiratory Care Technology. Area hospital affiliations include:

- Baptist Memorial Hospital – Huntingdon: Emergency Medical Technician, Physical Therapist Assistant
- Baptist Memorial Hospital – Union City: Radiography; Emergency Medical Technician; Medical Laboratory Technician; Physical Therapist Assistant
- Dyersburg Regional Medical Center – Dyersburg Campus: Radiography; Physical Therapist Assistant
- Henry County Medical Center: Medical Laboratory Technician; Radiography; Emergency Medical Technician; Physical Therapist Assistant
- Humboldt General Hospital: Emergency Medical Technician; Physical Therapist Assistant
- Jackson-Madison County General Hospital: Emergency Medical Technician; Medical Laboratory Technician; Radiography; Respiratory Care Technology; Physical Therapist Assistant
- Magnolia Regional Medical Center - Corinth, MS : Physical Therapist Assistant
- Maury Regional Hospital - Columbia: Medical Laboratory Technician.
- Milan General Hospital: Emergency Medical Technician
- Pathways of Jackson: Emergency Medical Technician
- Regional Hospital of Jackson : Physical Therapist Assistant

Area Emergency Medical Services include:

- Decatur County EMS, Parsons
- Gibson General Hospital, EMS
- Hardeman County EMS, Bolivar
- Hardin County EMS, Savannah
- Haywood County EMS, Brownsville
- Henderson County Ambulance Services, Lexington
- Medical Center EMS, Jackson, Camden, Henderson
- McNairy Regional EMS, Selmer

## ALUMNI ASSOCIATION

The Jackson State Alumni Association was formed in 1998. The first volunteer chairman took office in July 2001 and formed a volunteer Board of Directors consisting of 10 charter members. The objectives of the association are:

- To provide a formal communications link between the college and its alumni.
  - To provide a means for mutual support between JSCC and its alumni and friends.
  - To promote the image and general educational goals of Jackson State.
- To accomplish these objectives, the board of directors coordinates or supports programs that provide benefits to and promotes the involvement of alumni. These programs include:
- Outstanding Alumni Award
  - Distinguished Faculty Award
  - Distinguished Staff Award

Membership in the alumni association is open to anyone who has attended Jackson State, including credit and non-credit courses. Faculty, staff and other friends may become associate members of the association. For information about benefits and programs, contact the Office for Institutional Advancement.

## 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.

Members:

- Mr. Chris Allison
- Mr. James Ayers
- Mr. Richard Ayers
- Mr. Allen Barker
- Mr. Joe Barker
- Dr. Bruce Blanding
- Mr. Horace Chase
- Mrs. Tracy Chism
- Mrs. Patty Easley
- Dr. Tony Emison
- Senator Lowe Finney
- Mr. Floyd Flippin
- Mr. Jonas Kisber
- Mr. Randy McKinnon
- Ms. Neta McKnight
- Dr. Walter Nelms
- Mr. Paul Phelan
- Mr. Barry Phillips
- Dr. Bill Seymour
- Mr. Bobby Smith
- Mr. Reggie Smith
- Mr. Cary Vaughn

## STUDENT HANDBOOK

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 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.

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 cash checks in the Business Office.
- Allow you to obtain your federal financial aid checks.
- Allow you to purchase or sell books in the Bookstore.
- Allow you to process forms in the 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 Union Building or at the Lexington, Humboldt, or Savannah centers. ID cards can be validated in either of those locations, in the Night Office 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 I.D. and password upon your enrollment each semester at the college. This user I.D. 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 Union.

### 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 Office 731-425-2616

Monday through Thursday, 4:30 p.m. to 9:00 p.m.

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.

### Fitness Center Use

The Fitness Center, located in the Art and Fitness Center (AFC), is available for use by students, staff, and faculty. Hours are posted at the beginning of each semester in the gym lobby, the AFC building, the PE office hallway and the student union.

### 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 Office for Student Services, Student Union.
- 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. You also may access the Tennessee Board of Regents policies regarding use of campus property and facilities on the web at [www.tbr.state.tn.us/policies\\_guidelines/student\\_policies/3-02-02-00.htm](http://www.tbr.state.tn.us/policies_guidelines/student_policies/3-02-02-00.htm).

## Tobacco Use

Use of tobacco products 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.

#### 1. 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.

#### 2. 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.

#### 3. 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.jsc.edu/student-right-to-know-campus-security-act](http://www.jsc.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 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 Registrar. 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 Registrar. 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 Registrar 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.

## 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 committing 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 Health and Safety Training Coordinator at 731-424-3520, ext. 244. Information also is available on the TBI’s web site listing of sex offenders located on the internet at <http://www.jssc.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 technology centers 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 regulations. 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 (FER-PA), 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) Conduct Dangerous to Self or Others. Any conduct, or attempted conduct, which constitutes a danger to any person’s health, safety, or personal well-being, including, but not limited to, the following:

1. Physical and/or verbal abuse,
2. Threats and/or intimidation,
3. Harm inflicted on self;

(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 Battery or Rape.** Committing any act of sexual battery or rape as defined by state law;

(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:

1. Use of another person's identification to gain access to institutional computer resources,

2. 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,

3. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,

4. Unauthorized transfer of a computer or network file,

5. Use of computing resources and facilities to send abusive or obscene correspondence,

6. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,

7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official,

8. Violation of any published information technology resources policy,
9. 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.

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 classroom, 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:

- (a) Review and correction by student – no action
- (b) Oral reprimand with emphasis on counseling toward prevention of further occurrences and a requirement that work be repeated.
- (c) Assignment of a reduced score/"F"/zero (0) for the specific assignment. (subject to grade appeal process only)
- (d) Assignment of reduced/failing final course grade. (Subject to review pursuant to "Jackson State Procedures for Academic Misconduct" below)

1. 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.

(e) A student found responsible for academic misconduct may be subject to additional disciplinary actions enacted through the Jackson State Disciplinary Procedures.

(f) 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 the Tennessee Board of Regents (TBR); 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.
- "Institutions" shall mean the TBR Universities, Community Colleges, and Technology Centers.
- "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

As each institution may deem necessary and appropriate, TBR institutions are 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, institutions and the TBR central office 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 the TBR, including all persons employed (either as full-time, part-time or temporary employees or as independent contractors) by the Tennessee Board of Regents and its constituent Institutions, and to all students enrolled at TBR Institutions. 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, individual TBR Institutions are authorized to supplement the user responsibilities contained herein.

#### Access

- Users shall obtain proper authorization before using TBR information technology resources.
- Users shall not use TBR 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 TBR information technology resources in an attempt to access or to actually access computers external to the TBR 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 TBR policies or guidelines using TBR 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 TBR 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 TBR information technology resources.
- A user shall not attempt to modify TBR 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 TBR information technology resources for purposes other than those for which they were intended or authorized.

- A user shall not use TBR 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 TBR 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 TBR 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.

### No Unlawful Uses Permitted

Users shall not engage in unlawful uses of the information technology system resources of the TBR. 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 TBR designated agent for receipt of complaints of copyright infringement occurring with the use of TBR information technology resources is the TBR Assistant Vice Chancellor for Information Technology. The TBR agent shall develop and maintain a policy regarding receipt and disposition of complaints of copyright infringement. The Institutions are authorized to designate agents to serve their specific campus, however the Assistant Vice Chancellor 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 TBR information technology resources to post a web page for personal or private for-profit use; illegal content in web pages stored on TBR 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 above, 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 an Institution may not make use of Institutional trademarks or logos without express, written permission. Institutions are authorized to develop policies and regulations regarding use of Institutional trademarks on the Institution's web site by employees. The Institution Presidents and Directors are 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 TBR information technology resources to promote or advertise activities or entities which are not related to the Institution is prohibited, unless such use is consistent with the mission of the Institution and results in substantial benefit to the Institution. The President or Director of each TBR Institution 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 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.

### TBR Monitoring and Inspection of Electronic Records

Electronic records sent, received, or stored on computers owned, leased, or administered by the TBR is the property of the Tennessee Board of Regents. As the property of the TBR, the content of such records, including electronic mail, is subject to inspection by TBR personnel. While the TBR does not routinely do so, the TBR 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 TBR employees and 2) either owned or controlled by the State or 3) maintained using TBR IT resources may be subject to public inspection upon request by a citizen of the State of Tennessee. TBR personnel receiving such a request for public inspection should refer the request to the President or Director of their Institution (or to the President's or Director's designee). Institutions 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 TBR 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 or Director of the Institution.

#### Retention of electronic records

Electronic records needed to support Institutional 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 the TBR, 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 the TBR, as owner of electronic records stored on TBR 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:

1. Print and store a paper copy of the record in the relevant subject matter file; or
2. 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 reason 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 the Institution President or Director or his/her designee.

**Disciplinary procedures.** Allegations of violation of this policy shall be referred by the designee of the President (typically, the Computer Center Director) to the appropriate person(s) for disciplinary action. If a student, the policy violation will be referred to the Vice President for Academic Affairs 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 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 TBR Policy.

### Sanctions

Persons violating this policy are subject to revocation or suspension of access privileges to TBR 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 Computer Center Director (or other designee of the President) may be appealed to the Vice President for Academic Affairs. 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  
1415 Murfreesboro Road, Suite 358  
Nashville, TN 37217  
(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 unreimbursed 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, which is 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 standing committee whose membership is appointed by the President. It is comprised of:

1. Academic Dean – Chair of the Committee with no voting rights except in the case of a tie.
2. Program Director (when appropriate)
3. Two (2) Faculty members, not including the one who assigned the grade
4. Two (2) students, one of which will be the SGA President or their designee

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.

1. 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.

1. 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, aggravated assault, 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 shortbarrel 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 security office. Security officers may be reached at 731-225-5952, or 731-424-3520 ext. 244.

### 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.

## 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 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,  
331 North Highland Ave., Jackson, TN.....731-427-7238
- Buffalo Valley Inc.,  
501 Park Ave., S., Hohenwald, TN..... 1-800-447-2766
- Lakeside Behavioral Health System  
2911 Brunswick Road, Memphis, TN .....901-377-4733
- Lighthouse  
131 Talbot Street, Jackson, TN .....731-423-5853
- Parkwood Behavioral  
8135 Goodman Road, Olive Branch, MS..... 1-800-477-3422
- JACO A  
900 E. Chester, Jackson, TN.....731-423-3653
- Pathways  
238 Summar Dr., Jackson, TN.....731-541-8200
- Pathways Brownsville-Haywood  
120 Tammell Street, Brownsville, TN.....731-772-4685
- Quinco Counseling Centers  
First Time Clients please call..... 1-800-532-6339
- Quinco Counseling Center  
45 Executive Drive, Suite A, Jackson, TN .....731-664-2083
- Quinco-Bolivar-Hardeman  
10710 Highway 64, Bolivar, TN.....731-658-6113
- Quinco-Savannah-Hardin  
1105 South Pickwick, Savannah, TN .....731-925-5054

### 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.

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), 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 Jackson 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 \$10 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 a Technology Center should obtain a parking decal during their registration for classes. Students taking any other institution's courses on any Jackson State campus should obtain a parking decal at the JSCC Business Services Office for the same \$10 per semester fee.

Regular faculty and full-time staff members shall pay an annual \$10 access fee for parking privileges in restricted parking lots. Part-time faculty and staff will be assessed a \$5 per semester access fee for parking privileges in restricted parking lots if they anticipate association with the college just one semester.

Registration of all motor vehicles should be done during the first week of the first semester of employment or enrollment. Parking decals may be obtained during the semester in the Business Services Office, located in the Administration Building, between 8 a.m. and 4:30 p.m. Monday through Friday.

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, a Jackson State decal specifically for disabled persons may be displayed. To obtain the Jackson State decal, people shall provide documentation, such as their state-issued placard, to the Dean of Students. Once their status is verified, that person will be authorized to obtain a parking decal specific for persons with disabilities from the Business Services Office during regular office hours. Obtaining such decals provides the college with necessary information to better provide for parking needs of our disabled students, staff and visitors.

Students, faculty or staff with a temporary disability may receive a special handicapped parking permit by providing documentation of need to the Dean of Students before parking in a handicapped parking space.

No vehicle will be considered officially registered unless a current Jackson State parking decal is displayed. The decal must be clearly visible.

(1) Faculty, staff, or students who change cars may secure a replacement decal by presenting the number of the original decal in the Business Services Office. The original decal should be destroyed. All violations against an old decal or

previously used decal will be charged to the person to whom it was originally issued.

(2) Visitor and temporary parking permits may be obtained from the office of Business Services in the Administration Building, the Night Office in the Nelms Classroom Building, or the Assessment Center in the Student Union Building.

Temporary permits shall be secured to drive an unregistered vehicle in an emergency situation.

(3) 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.

(4) Registration must include name of registrant, student identification number, license plate number, county and state of plate issue, and year, make, color, and model of vehicle.

(5) Changes in license plates must be reported to the Business Services Office within five (5) days of such changes. Failure to do so may be grounds for revocation of parking privileges.

(6) Illegible and/or damaged decals must be replaced. Failure to replace a damaged decal within five (5) days of notification will result in a ticket. Damaged decals will be replaced at no cost to the student or employee when the scrapping from the old decal is turned in to the Business Services Office.

(7) The acceptance of a parking decal 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 regulations.

### 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 either a state-issued placard or JSCC handicapped decal 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:

1. Blocking a fire hydrant
2. Blocking the roadway, walkway, driveways, or other access ways
3. Parking in a fire lane
4. Stolen, abandoned, or unregistered vehicle (no tag, switched tag, etc.)
5. Parking in a disability reserved space
6. Blocking a disability access ramp
7. Parking in "Service Vehicle Only" space
8. Information about location and retrieval of the vehicle may be obtained by contacting the Environmental Health and Safety Office, located in the Administration Building, between 8 a.m. and 4:30 p.m. Monday through Friday 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 15ft 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 decal	\$25.00
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Parking on grass	\$25.00
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Parked in loading zone	\$25.00
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Double parked	\$25.00
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*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
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*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
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*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.

1. The SGA President shall chair the meeting with no voting rights.
2. Voting shall be conducted only when quorum is present. A quorum is defined as a simple majority of the SGA Senate.
3. 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.
4. SGA Senate shall make a recommendation to the Director of Athletics and Activities, no more than two (2) business days following the review for each parking ticket heard, using the Traffic and Parking Ticket Recommendation Form.
5. The Director of Athletics and Activities shall review the recommendation and either concur with or deny the recommendation.
6. The Director of Athletics and 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.
7. Students who disagree with the final decision of their appeal to the Senate and Director of Athletics and 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 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 Administration 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.

1. The Vice President for Student Services will obtain information from the Director of Environmental Health and Safety, regarding the previous appeal decision.
2. 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.

## 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, or the Vice President for Academic Affairs, Administration Building, (731) 425-2631.

- 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, or the Vice President for Academic Affairs, Administration Building, (731) 425-2631.
- 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 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going on line and filing out the form electronically at <http://www.tbr.edu/contact/StudentComplaintForm.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 3033 ([www.sacs.org](http://www.sacs.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.

## 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 feed 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 Student Services, in the Student Union Building (731) 425-2634.

### 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  
 Chess Club  
 Computer Club  
 FFA/Ag  
 Kappa Beta Delta (Business Honor Society)  
 Nation Against Genocide  
 Physical Therapist Assistant's Club  
 Phi Theta Kappa (National Honor Society)  
 Philosophy Club  
 Psychology Club  
 Respiratory Therapy 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 Office of Student Services.
- 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 Office of Student Services 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 Office of Student Services 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 Office of Student Services 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:

- (a) Have minimum of eight (8) charter members is required for groups to maintain recognition by the Student Government Association and the college.
- (b) Submit an annual report of activities to the Office of Student Services by the Friday of the third week in April of each year.
- (c) Submit an annual financial to the Office of Student Services by the Friday of the third week in April of each year.
- (d) 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.
- (e) Must sponsor at least one campus-wide activity of their own each semester that has been properly approved by the Student Service Office.
- (f) Must send at least one representative to the Annual Student Leadership Retreat.
- (g) 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.
- (h) Submit, to the Office of Student Services, 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, business, 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 Students Services 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 Office of Student Services.

Administratively, student organizations are under the general supervision of the Office of Student Services. 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 Office of Student Services 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 Office of Student Services or online on the Student Life website. A constitution and bylaws must be submitted with the Student Group Interest form. The Office of Student Services 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 Office of Student Services to review and make recommendations concerning proposed organizations. Preliminary approval recommendations regarding registration of a proposed organization will be made by the Office of Student Services. 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 Office of Student Services at (731) 425-2634. A copy of the current SGA Constitution and/or Candidacy Petition can be obtained in the following locations:

- Student Services Office in the Student Union
- Student Government Office in the Student Union
- Student Government Association website.

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P/T = Professional and Technical Program

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