

KNOXVILLE COLLEGE



CATALOG 2021-2024

General Information

Authorization

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

Policy Revisions

Knoxville College reserves the right to make changes relating to the Catalog. A summary of any changes, including fees and other charges, course changes, and academic requirements for graduation, shall be published cumulatively in the Catalog Supplement. Said publication of changes shall be considered adequate and effective notice for all students. Detailed information on changes will be maintained in the Registrar's Office. Each student is responsible for keeping informed of current graduation requirements in the appropriate degree program.

Equal Opportunity Commitment

Knoxville College is committed to providing equal opportunity for all qualified persons. It does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or handicap in the administration of its educational and admissions policies, financial affairs, employment policies and programs, student life and services, or any other college-administered program.

Address:

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

Telephone: (865) 521-8064

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Website: www.knoxvillecollege.edu

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A Message From The Interim President



Greetings and welcome to Knoxville College! My team and I are so excited to know that you have made the decision to attend Knoxville College and to become a part of the mighty Bulldog Nation. Selecting to attend this historic institution of higher learning in the hills of Tennessee, you are becoming a part of a rich tradition of excellence, legacy and joining the ranks of many that have impacted the world on local, regional, and national levels.

The course catalog provides the outline and details of the admissions standards, requirements, guidelines & academic programs offered, financial policies, support services and so much more. Please make sure you follow and understand what is required of you to ensure you successfully matriculate through your academic program.

Our mission statement, vision statement and core values reveal the true goal of education; to not simply learn, but to become servant-leaders through service. Our faculty, staff, and administrators all believe in *service* to our students and are here to support you from start to finish. This is rooted in our faith-based Presbyterian founding in 1875 and it still holds true to this day.

“Let There Be Light” is our Motto and this light brightens the pathway to success. There is action to be taken on your part, but here at Knoxville College we will wrap the necessary supports and challenge you in ways that prepares you for a balanced professional and personal life. One once said “it may be difficult, but it’s possible” let’s make the possibility of being great a reality.

Welcome to Knoxville College where education is our core and excellence is our aim.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "Leonard L. Adams Jr.", written in a cursive style.

Leonard L. Adams Jr., MBA
Interim President

Mission, Vision, and Core Values

The mission of Knoxville College is to provide a challenging and stimulating educational experience for students of demonstrated academic ability and for students of potential who have been afforded little advantage within society.

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

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

Faith Statement

Knoxville College, its students and employees, affirm the biblical and theological foundations of the Presbyterian Church and commit ourselves to fulfilling the mission and philosophy of education that reflects our foundations: the sovereignty of God, the authority of Scripture, justification by grace through faith, and the priesthood of all believers. These beliefs are enumerated in the Book of Confessions, the writings of John Calvin, and the Apostle's Creed.

Vision Statement

Knoxville College believes in developing and preparing students to promote social change by providing a quality education.

Core Values Statement

Knoxville College believes in achieving academic excellence and promoting positive social change.

Knoxville College Core Values

Knoxville College believes and values:

1. Academic excellence and creativity
2. Knowledge and Discovery
3. Mentoring and Cultivation
4. Leadership and Professionalism
5. Inclusivity and collegiality

Knoxville College Facts

Location

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

History

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

Student Body

The College welcomes all qualified students without regard to race, creed, age, or sex.

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

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

Facilities

The campus facilities consist of a collection of buildings on the Knoxville Area Historic Registry. *McMillan Chapel Annex* houses the administrative office of the Knoxville College. The location of the annex is on the campus of Knoxville College at 901 Knoxville College Drive Knoxville, TN 37921. The mailing address is Post Office Box 52648 Knoxville TN, 37950.

Academic Calendars

ACADEMIC CALENDAR 2021 - 2022

Summer 2021

May 13-14	Registration/Advising
May 17	Classes begin
May 31	Memorial Day – No classes
July 1	Last day of summer session
July 2	Final grades due in Registrar's Office

Fall 2021

August 23-26	Testing/Advising/Registration for new students
August 30	Classes begin/Late Registration Opens
September 6	Labor Day – No Classes
September 7	Last day to register, drop/add classes
October 1	Fifth-week assessment report due
October 18-21	Mid-term Examinations
October 22	Mid-term grades due in Registrar's Office
October 25	Last day to withdraw from classes with a W
November 24-26	Thanksgiving Break
November 29	Classes resume
December 3	Last day of classes
December 6-9	Final Examinations
December 10	Final grades due in Registrar's Office
Dec. 13 – Jan. 7	Winter Recess

Spring 2022

January 10-13	Testing/Advising/Registration for new students
January 17	Dr. Martin Luther King, Jr. Holiday – Offices closed
January 18	Classes begin/Late Registration Opens
January 24	Last day to register, drop/add classes
February 18	Fifth-week assessment report due
March 7 – 10	Mid-term Examinations
March 11	Mid-term grades due in Registrar's Office
	Last day to withdraw from classes with a W
March 14-18	Spring Break
March 21	Classes resume
April 29	Last day of classes

May 2-5

May 6

May 7

Final Examinations

Grades due in Registrar's Office

Spring Commencement

ACADEMIC CALENDAR 2022 - 2023

Summer 2022

May 12-13	Registration/Advising
May 16	Classes begin
May 30	Memorial Day – No classes
June 30	Last day of summer session
July 1	Final grades due in Registrar's Office

Fall 2022

August 22-25	Testing/Advising/Registration for new students
August 29	Classes begin/Late Registration Opens
September 5	Labor Day – No Classes
September 6	Last day to register, drop/add classes
September 30	Fifth-week assessment report due
October 17 – 20	Mid-term Examinations
October 21	Mid-term grades due in Registrar's Office
October 24	Last day to withdraw from classes with a W
November 23-25	Thanksgiving Break
November 28	Classes resume
December 2	Last day of classes
December 5-8	Final Examinations
December 9	Grades due in Registrar's Office
Dec. 12 – Jan. 6	Winter Recess

Spring 2023

January 9-12	Testing/Advising/Registration for new students
January 16	Dr. Martin Luther King, Jr. Holiday – No classes
January 17	Classes begin/Late Registration Opens
January 23	Last day to register, drop/add classes
February 17	Fifth-week assessment report due
March 6 -9	Mid-term Examinations
March 10	Mid-term grades due in Registrar's Office
	Last day to withdraw from classes with a W
March 13-17	Spring Break
March 20	Classes resume
April 28	Last day of classes
May 1-4	Final Examinations
May 5	Grades due in Registrar's Office
May 6	Spring Commencement

ACADEMIC CALENDAR 2023 - 2024

Summer 2023

May 11-12	Registration/Advising
May 15	Classes begin
May 29	Memorial Day – No classes
June 29	Last day of summer session
June 30	Final grades due in Registrar's Office

Fall 2023

August 18-21	Testing/Advising/Registration for new students
August 28	Classes begin/Late Registration Opens
September 4	Labor Day – No Classes
September 5	Last day to register, drop/add classes
September 29	Fifth-week assessment report due
October 16–19	Mid-term Examinations
October 20	Mid-term grades due in Registrar's Office
October 23	Last day to withdraw from classes with a W
November 22-24	Thanksgiving Break
November 27	Classes resume
December 1	Last day of classes
December 4-7	Final Examinations
December 8	Grades due in Registrar's Office
Dec. 11 – Jan. 5	Winter Recess

Spring 2024

January 8-11	Testing/Advising/Registration for new students
January 15	Dr. Martin Luther King, Jr. Holiday – No classes
January 16	Classes begin/Late Registration Opens
January 22	Last day to register, drop/add classes
February 16	Fifth-week assessment report due
March 4 -7	Mid-term Examinations
March 8	Mid-term grades due in Registrar's Office
	Last day to withdraw from classes with a W
March 11-15	Spring Break
March 18	Classes resume
April 26	Last day of classes
April 29-May 2	Final Examinations
May 3	Grades due in Registrar's Office
May 4	Spring Commencement

Administrative Policies

EEO/AA/Title IX/Section 504 Statement

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

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

For the purpose of this policy, discrimination, harassment, and intimidation may be defined as any attempt on the part of individuals, groups, or recognized campus organizations to deny an individual or groups those rights, freedoms, and opportunities available to all members of the College community.

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

Sexual Harassment/Title IX Policy

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

Technology Policy

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

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

Disclosure of Graduation Rates

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

Weapons Policy

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

Missing Student Notification Policy

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

Admissions Standards

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

The application deadlines for the Fall and Spring Semesters is July 15 and December 15. Although applications may be accepted after a given deadline, it is advisable to apply early to ensure acceptance for the semester in which a student wants to begin his/her course of study.

Applications should be completed online or sent to:

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

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

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

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

Proficiency Exam

Based on scores from SAT/ACT exams, some students may be required to take the ETS Proficiency Profile Test. No fee is required for taking the proficiency test. The ETS® Proficiency Profile assesses four core skill areas — reading, writing, mathematics and critical thinking — in a single, convenient instrument for measuring

student learning and assessing general education skills. Based on the results of this test, a student may be placed in developmental courses. No college credit will be granted for completion of these courses.

All freshmen who pass proficiency examinations in English, mathematics, reading, and writing prior to registration should select a concentration by the end of the first semester among the offerings of the College.

Provisional Admissions

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

Orientation

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

Transfer Credit

Credit for courses taken at other colleges after matriculation will be given only if approval by the College is granted before the courses are taken. No credit will be given for grades below "C." Transfer credits count toward hours needed to graduate but does not affect the grade point average, except in computing averages for graduation honors.

Credit by Examination

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

Developmental Courses

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

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

Proficiency Credit/Transfer Articulation Policy

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

Credit for previous education, training, or experience

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

General Transfer Admissions Policy

A U. S. citizen applying to Knoxville College as a transfer student must submit an Application for Admission along with official academic transcripts from all secondary schools, colleges, and universities previously attended. College course work showing a grade of "C" or better will be accepted as transfer credit if the courses are reasonably parallel to Knoxville College courses. Other credits will be evaluated by the College.

International Student Applicants

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

Disclosure on the Transferability of Credits

Credits earned at Knoxville College may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Knoxville College.

You should obtain confirmation that Knoxville College will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement.

You should also contact any educational institutions to which you may want to transfer credits earned at Knoxville College to determine if such institutions will accept credits earned at Knoxville College prior to executing an enrollment contract or agreement. The ability to transfer credits from Knoxville College to another educational institution may be limited.

Your credits may not transfer and you may have to repeat courses previously taken at Knoxville College if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution.

It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Knoxville College and of any other educational institutions to which you may in the future want to transfer the credits earned at Knoxville College before you execute an enrollment contract or agreement.

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

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

Financial Policies

Knoxville College has worked to hold down educational expenses without sacrificing the quality of education. The College is able to offer the advantages of high-quality education to all qualified students who are willing to pay a portion of their expenses and work to offset an additional amount as described below.

The costs for attending Knoxville College is as follows:

Tuition and Fees (Distance Learning Students)

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

This amount is charged each semester the student is enrolled. **A discount is provided for students who take between 12-15 hours per semester.** Knoxville College reserves the right to adjust charges as necessary to meet costs.

Special Fees

Fees may also be charged for special circumstances such as late registration, duplicate ID cards, etc. These fees will be assessed at registration or when due. Special fees include, but are not limited to, the following:

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

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

Deferred Payment Plans

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

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

Option 1:

Pay the full amount prior to registration.

Option 2:

At Registration: Pay 1/2 of tuition

Fall Semester - November 1: Pay balance due

Spring Semester - March 1: Pay balance due

Option 3:

At Registration: Pay 1/2 of tuition.

Fall Semester – October 15: Pay 1/4 of tuition

November 15: Pay balance due

Spring Semester - March 15: Pay 1/4 of tuition

April 15: Pay balance due

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

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

Cancellation and Refunds

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

Date of Official Withdrawal or Dismissal	Percentage of Expenses Credited (Less Administrative Cost*)
Before 1 st class meets	100
During 1 st week of classes	80
During 2 nd week	60

During 3 rd week	50
During 4 th week	40
After the 4 th week	0

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

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

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

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

Tuition and Fees Waiver

Students that have been enrolled anytime from Fall of 2018 to the Spring of 2022 will grandfathered in to our waived tuition program. This will exclude any new students that enroll for the Fall of 2022 and beyond that do not meet Pell Grant eligibility.

Satisfactory Academic Progress

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

Student Academic Progress

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

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

Qualitative Measure of Academic Progress

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

Minimum Cumulative Grade Point Average (CGPA)

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

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

Quantitative Measure of Academic Progress

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

assistance is defined based on hours enrolled at the end of the College's 100% fee refund period.

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

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

Maximum Timeframe Measure for Degree Completion

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

SAP and Transfer Students

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

Withdrawal and Incomplete Courses

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

Student Financial Assistance

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

Academic Policies

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

Associate of Arts (AA) Degree Curriculum

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

- To successfully complete a minimum of 60 semester credit hours
- To take 42 credit hours of general education core courses and a minimum of 19 credit hours of elective courses to satisfy a concentration.

Students may choose from the following concentrations:

- Humanities
- Social Sciences
- Natural Sciences
- Mathematics
- Management
- Public Health
- Environmental Health
- Health Literacy
- Religious Studies

A student who has selected a future major or probable major to be pursued at a four-year institution should take courses appropriate to that major. Refresher courses in English and mathematics do not count toward the completion of this minimum-hour requirement.

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

Credit

The unit of credit is the semester hour. A semester hour is the amount of credit earned for the satisfactory completion of one hour a week lecture or at least two hours a week laboratory practice throughout one semester. Hyphenated courses (e.g., 101-102) indicate that the sequence of courses should be taken in order. Commas separating courses (e.g., 101, 102) indicate that the courses may be taken out of sequence. The designation 3-3 indicates that the course carries three semester hours of credit each semester for two semesters, and that the courses should be taken in sequence.

Classification

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

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

Course Load

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

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

Permanent Student Records

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

1. Demographic information
2. Basis of admission
3. Enrollment information
4. Results of petitions and appeals filed by the student
5. Medical/Disability information
6. Financial information

Confidentiality of Student Records

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

By the publication of this notice, Knoxville College advises students of the information which the College may release. If a student wishes that the College not release any or all

of the above information, he/she may so inform the Office of the Registrar in writing during the first week of each semester.

Student ID Verification for Online Coursework

In order to verify that students who register in a distance education course at Knoxville College is the same student who participates in and completes the course and receives credit, the following system is used:

1. All students are issued a secure, personal ID number and password when first admitted to the University.
2. Students are instructed to change, utilizing the provisions available within the College's administrative software system, the original password to a personal password.
3. Students receive written instructions to protect the identity of their password at all times.
4. Students receive written instructions to change their password if they have concerns that it has been compromised.
5. Students are instructed to use their personal ID number and password when accessing the distance education course management platform.
6. Students are unable to participate in distance education courses without a valid Knoxville College approved ID number and password.
7. The administrative software system will not accept a student ID number if it is not currently valid.

Registration

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

Adding and Dropping Courses

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

to add a course to their schedule after the registration period has ended must follow steps as prescribed by the college.

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

Withdrawal From Courses

Students may officially withdraw from courses without penalty during the first eight weeks of a semester. All withdrawals must be approved by the College. Any student who stops attending a course but does not officially withdraw from that course will receive a grade of "F."

Withdrawal From The College

A student who leaves college, except for temporary absences with permission, must have an exit interview and secure a withdrawal permit from the College. The permit must then be signed by the College. Any student who stops attending courses but does not officially withdraw from the College will receive a final grade of "F" for each course. Failure to follow this procedure may also result in denial of permission to reenter the College and the forfeiture of any refund otherwise due.

After the withdrawal permit has been filed and approved, the refund schedule shown in "Withdrawal from the College and Pro-Rata Refund Policy" is exercised. A student who withdraws from the College as of the date specified in the current academic calendar will receive a "W" for all courses. A student who withdraws after this period will receive grades of "F" in all courses. However, based on documented evidence of health problems, overriding family circumstances, financial or other extenuating circumstances, the student may apply to the College for an emergency withdrawal resulting in "W" in all courses.

Exit Examination

To graduate from the College, acceptable English and Mathematics scores must be obtained. These tests are typically given each semester. Students are urged to take the test at each opportunity as scores are not only indicative of success in a given subject but also can be used to measure progress.

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

selected to participate.

Grading System

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

Grade	Numerical Value	Point Value	Performance Level
A	90-100	4.0	Exceptional or superior work.
B	80-89	3.0	Good or above average work.
C	70-79	2.0	Satisfactory work.
D	60-69	1.0	Passing but on borderline of failure. Not accepted in fulfilling requirements in major, minor, or related fields; in English refresher, composition, or reading courses; or in mathematics courses.
F	0-59	0.0	Failure.
I			Incomplete - Awarded when a student is unable to complete the requirements of a course due to extraordinary circumstances beyond his or her control.
Z			Student must re-enroll in the course. This is only for use in developmental English and Mathematics courses.
F/A			Failure due to attendance
AU			Course Audit (No Credit)
S/U			Satisfactory/Unsatisfactory. Placement or proficiency credit.
W			Withdrawal - Used within the first eight weeks of courses

Grade of Incomplete

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

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

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

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

Repeating Courses

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

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

Auditing Courses

A student who is interested in auditing a course should request this status from the Registrar's Office during regular registration. Permission to audit the course is at the discretion of the course instructor. Audited courses receive no credit and do not impact the GPA nor the number of credits earned. The course will appear with an "AU" on the student's transcript. The tuition charged for auditing is one-half the regular charge for courses receiving credit. A course started on an auditing basis cannot be changed to a credit basis after the first week of instruction.

Taking Courses at Other Institutions

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

Grade Appeal Process

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

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

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

Freshmen Honors

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

Academic Probation, Suspension, and Dismissal

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

Upon certification that a student has attempted the following:

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

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

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

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

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

Unsatisfactory Academic Progress

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

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

Academic Warning

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

Academic Probation

Any student whose cumulative grade point average falls below the satisfactory academic standing of 2.00 (at the end of the term of enrollment) may be placed on academic probation prior to the next term of attendance. Students on academic probation will be notified by the College and may continue their studies under the guidance of an academic counselor. Prior to the first day of classes, all students on academic probation must review their class schedule with a College counselor who may (1) limit their enrollment credit hours for the semester; (2) prescribe specific developmental or required courses for enrollment; or (3) specify the mechanism by which courses are delivered. Identified

students must report to a College counselor as often as is required throughout the semester.

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

Academic Dismissal

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

Readmission after Academic Dismissal

During the period a student has been suspended for academic reasons, s/he must provide evidence that s/he will be able to make satisfactory academic progress if readmitted. The following forms of evidence may be submitted:

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

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

Appeal Process

Every student has the right to appeal their academic probation or academic suspension. The appeal should be made by the student in writing within ten (10) calendar days of notification of probation or suspension. The College will review the entire academic record of the student and other submitted materials.

Students requiring more information about the appeal process, or about any academic grievance, should contact the College. If a complaint is not settled at the institutional level, the student may contact:

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

Distance Learning Information

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

Distance Learning Attendance/Participation Policy

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

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

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

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

Class Participation Requirement

In accordance with the U.S. Department of Education (USDE) guidance regarding class participation, Knoxville College requires that all students submit their required Week 1 assignments within each course(s) during the first 7 calendar days of the class. The first calendar day of class is the official start date of the course as posted on the Knoxville College academic calendar page. If students are granted an assignment extension during Week 1 of the course, they need to log in and participate, by posting to the discussion board forums or submitting work (even partial) to an assignment submission link, in the classroom within the first 7 days. Please note contacting the Instructor is not considered

participation in the course. If students do not demonstrate participation in the classroom by Day 7, they risk being withdrawn from the course/college.

Note: Assignments submitted prior to the official start date will *not* count toward participation. Any financial assistance cannot be released without class participation as defined above.

Students who have already taken, and successfully completed, at least *one or more* class(es) with Knoxville College will be dropped **ONLY** from any class(es) in which they are not participating if they do not complete their assignments by the end of the 7th day.

Students who **are taking their first class with Knoxville College**, and do not complete their assignments by the end of the 7th day, will be **administratively withdrawn** from the College.

Note: Once students begin participating in class, they are considered active and are responsible for adhering to all college policies.

If students have any questions about their assignments, or they are unable to complete their assignments, they should contact their instructor.

Ongoing Attendance and Engagement

Knoxville College courses are not independent study courses. They involve a mixture of independent work outside the online course room and presence within the course room, with all work completed within schedules published in the course. Students are expected to engage in courses in an active and timely fashion. Logging into the online course does not alone demonstrate adequate engagement. Student engagement includes activities such as doing assigned readings, preparing and presenting quality assignments (which may include tests, quizzes, papers, and other assessments) and participating substantively in discussion. Time spent in reading, studying, and preparing written assignments is as important to learning as is participation in the discussion areas and submission of written assignments. However, student attendance can be documented only with presence in the online course.

Each student is expected to take full responsibility for his or her academic engagement and progress. A student who fails to demonstrate an adequate level of participation in his or her course(es) may receive lower grades, including an “Incomplete” or failing grade. Students who do not demonstrate an adequate level of participation in their courses as indicated by course requirements, fail to notify Knoxville College that they are no longer attending, and/or fail to pass at least one course in a term may be administratively withdrawn from Knoxville College. Further, lack of adequate

participation and/or administrative withdrawal can lead to the requirement for the return of financial aid previously awarded to the student.

Student Engagement via Participation in Online Discussion

Knoxville College courses are not independent study courses. Substantive student dialogue is an essential part of the learning process. Therefore, Walden courses require consistent, substantive, and timely participation in and contributions to online discussion as described and required in each course syllabus. Students are expected to post online as described in syllabi and discussion prompts. Although the pedagogy may vary from week to week within a course, depending upon the instructional objectives, and from course to course depending upon the educational outcomes to be achieved, the university in general suggests that students' discussion is enhanced and learning strengthened when postings and discussion are substantive and distributed throughout the week, with 2–4 days of participation per week as a minimum.

Failure to post with the expected timeliness, quantity, quality, and frequency of postings as stated in the syllabus, discussion descriptions, and other course materials may result in grade reduction for the discussion. Students should read each syllabus and discussion prompt carefully, as posting requirements may vary across and within courses to meet learning goals.

Student Attendance for Undergraduate Programs

While students are expected to schedule their personal and/or professional obligations and their course registrations so as to maintain continuous, regular attendance and any absence from class will impede learning, Knoxville College recognizes that circumstances may arise that cause students to be absent from active course participation.

An "absence" is defined as students not meeting their academic obligations. This includes not submitting assignments, on time, according to schedules published in the classroom (e.g., syllabi, schedule of assignments).

Students faced with life situations that impede regular course participation should contact their instructor immediately so the student can be advised on how to proceed. Should a student's life situation require repeated absences from the classroom or result in multiple missed or late assignments, a withdrawal from the course prior to the withdrawal deadline or leave of absence may be warranted.

Emergency situations should be understood in the broadest sense and include not only natural disasters (e.g., hurricanes, wildfires, tornadoes), but also any instance that causes a real and literal disruption in a student's capacity to complete school work, including house fires, burglaries, domestic violence, medical emergencies, accidents, and any other occurrence that affects the student's consistent and ongoing access to the technology required for course delivery.

A *preplanned absence* is one that students know about in advance, regardless of the reason. For a preplanned absence, students are to make arrangements with the instructor in advance of the absence and may be advised to work ahead and submit the assignment(s) earlier so as not to fall behind. If the instructor provides an alternative due date, the student is obligated to meet the deadline provided or the late policy will apply.

Privacy for Distance Learners

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

Other Academic Information

Academic Integrity

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

Transcripts

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

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

Amendments

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

Students are responsible for meeting, in full, the requirements for graduation set forth in the College Catalog in effect on the initial date of enrollment. A student who returns after an absence, and who has not graduated, may be required to fulfill the requirements on force at the time of re-admission.

Student Complaints and Grievances

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

Informal Complaint

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

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

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

Formal Student Complaint

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

The written complaint should include the name and contact information of the student filing the complaint, and a brief description of the complaint or concern. The student should receive written acknowledgement of the complaint with ten (10) working days. The complaint will be reviewed and a collaborative effort will be made to resolve the complaint. Within twenty (20) working days of receipt of the written acknowledgement of the complaint, the student will receive notification of the resolution of the complaint, or of the College's position concerning the complaint, from the appropriate college representative.

If the student feels their grievance has not been resolved, they may take their complaint directly to:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243
Telephone: (615) 741-3605

Any person claiming damage or a loss as a result of any act or proactive by the institution that may be a violation of the Tilke 49, Chapter 7, Part 20 or Rule Chapter 15300-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Student Support Services

Students with Academic Deficiencies

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

Learning Resource Center

The Learning Resource Center serves students, faculty, staff. Services include administration of admission, placement, and distance education examination proctoring, and other testing related to college and career success. The testing center offers a technologically advanced computer testing lab with 20 testing stations, as well as a traditional paper and pencil testing facility.

Library Services

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

Technology Policy

Knoxville College is dedicated to serving all students, alumni, instructors, and staff (“users”) with the appropriate use and support of technology within the organization. These technology policies provide expectations for conduct and behavior by applying guiding principles to the use the e-mail service, the Knoxville College Classe365 Portal, online classroom; and other facilities, connections, hardware, and software provided by Knoxville College or used in connection with the user’s interaction with the university or its affiliates. Knoxville College is committed to conducting its affairs in a responsible and ethical manner consistent with its education, scholarship, and social change missions.

E-mail Policy

As an online college, Knoxville College uses e-mail to communicate important information to students and the rest of the community. Knoxville College provides all students with a dedicated Knoxville College e-mail address. Students are required to check this e-mail account regularly to ensure they are receiving and/or responding to all communications. Knoxville College’s goal is to keep students informed and engaged with the university throughout their educational experience. Therefore, it is imperative that students check their accounts and read each message in its entirety.

Knoxville College uses Microsoft Office 365 as its technology platform. Use of Knoxville College e-mail and the student portal is in accordance with Knoxville College's Acceptable Use Policies, and student information is never sold to third parties.

Students, faculty, and staff must use their Knoxville College e-mail addresses to communicate with one another regarding university business. Knoxville College's administrative offices may also send communications to students' personal e-mail addresses.

In the event a student communicates with Knoxville College using his or her personal e-mail address, Knoxville College faculty and staff can respond to that personal e-mail, as well as copy the student's Knoxville College e-mail account, and state in the e-mail reply that it is recommended students use their school e-mail for communication.

E-mail communications are subject to all applicable university policies. All e-mail sent by students to Knoxville College must comply with Knoxville College policies on proper e-mail communications.

Degree Requirements

Requirements for Associates Degree

Student Responsibilities

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

Completion of Degree Requirements

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

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

Application for Degree

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

Residence

At least twenty-five percent (25%) of the credit hours required for a degree must be earned through instruction offered by Knoxville College.

Honors and Awards

Associate degree graduation honors are awarded based upon a Knoxville College cumulative grade-point average of 3.3 on a 4.0 system. Other honors include the Dean's List, which recognizes all full-time students with an overall Knoxville College cumulative average of 3.50 after at least two semesters, and the Honor Roll, which includes all full-time students who earn an average of 3.0 or higher in the semester involved.

General Education Program

The General Education program prepares students for responsible leadership and service in communities at home and abroad. The General Education curriculum accomplishes this primarily through the active development of broadening cultural awareness, moral decision-making, using effective oral and written communication, demonstrating critical thinking, applying quantitative and scientific reasoning, and utilizing technology and information literacy appropriately.

Student Learning Outcomes

- **Cultural Awareness:** Students will examine the impact of the contributions of diverse peoples with an emphasis on African Americans and peoples of the African diaspora.
- **Biblical Foundations:** Students will apply biblical knowledge and Christ-centered values and attitudes to current issues, health principles, service, and moral decision-making.
- **Communication:** Students will demonstrate the ability to communicate effectively to local, national and global audiences using multiple methods.
- **Critical Thinking:** Students will demonstrate competence in critical thinking through writing.
- **Quantitative and Scientific Reasoning:** Students will apply knowledge of basic science and mathematics for understanding the physical and social world.
- **Technology/Information Literacy:** Students will display competence in the application of technology and information literacy.

General Education Requirements for Associate's Degree

Requirements for Associate Degrees

All associate degrees require a minimum of 60 semester hours, composed of: general education requirements, concentration requirements, and electives. Variations in the total hours required for degree completion or in the general education requirements are noted in the bulletin sections of the appropriate departments. In those instances where the credits for general education, the major, and electives within the major are less than 60 hours, additional electives are required. Please consult with the appropriate academic advisor for details.

Commencement Participation

The following policy defines the requirements that must be met for students to participate in commencement exercises. Spring graduates must:

- Have an application for graduation on file that has been reviewed and approved

- by the Registrar's Office
- Be enrolled in spring semester classes at Knoxville College that will complete all degree requirements
- Be financially cleared

Graduation Diplomas

Diplomas for degree candidates are ordered for those qualified to participate in the senior presentation program. Diplomas are only issued to graduates who have fulfilled all academic and financial obligations to the institution. Diplomas are issued at the following times:

- By the end of June for spring semester completion
- By the end of January for fall semester completion

General Education Curriculum

The following courses satisfy the general education requirements:

COURSES	CREDIT HOURS
ENG 1301/1302 English Composition I-II (Grade of C or better)	6
COM 2200 Fundamentals of Public Speaking	3
FRS 1000 Freshman Studies	3
MUS 1000 Music Appreciation or ART 1000 Art Appreciation	3
SOC 1000 Introduction to Sociology	3
HIS 2010/2020 United States History I-II	6
HED 1510 Health & Wellness	3
CPS 1000 Introduction to Computer Science	3
MAT 1130 College Algebra	3
BIO 1000 Life Science	3
FRN 1010/1020 French or SPN 1010/1020 Spanish	6
TOTAL GENERAL EDUCATION CORE CREDIT HOURS	42
CONCENTRATION CREDIT HOURS	19-21
TOTAL CREDIT HOURS REQUIRED FOR AA DEGREE	61-63

Concentration Requirement (19-21 hours)

A minimum of 19 hours must be completed to meet the concentration requirements. Substitute courses can only courses approved by the department chair.

Environmental Health Concentration

COURSES	CREDIT HOURS
ENV 1050 Principles of Epidemiology	3
ENV 1100 Environmental Safety	3
ENV 1150 Environmental Analysis	3
ENV 2200 Introduction to Air Pollution	3
ENV 2250 Introduction to Hazardous Waste	3
ENV 2260 Principles of Radiological Health	3
ENV 2500 Environmental Health Seminar	1
TOTAL HOURS REQUIRED	19

Health Literacy Concentration

COURSES	CREDIT HOURS
PBH 2240 Community Health Consulting	3
PBH 2350 Personal & Community Wellness	3
ENV 1150 Environmental Analysis	3
PBH 2200 Community Communication	3
PBH 2180 Community Health Assessment	3
PBH 2150 Behavioral Change Theory for Health	3
ENV 2500 Health Seminar	1
TOTAL HOURS REQUIRED	19

Humanities Concentration

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

Mathematics Concentration

COURSES	CREDIT HOURS
MAT 1710 Precalculus	3
MAT 1910/1920 Calculus I-II	8
Electives	6
MAT 1830 Applied Statistics	3
MAT 2500 Mathematics Seminar	1
TOTAL HOURS REQUIRED	21

Management Concentration

COURSES	CREDIT HOURS
BUS 1000 Introduction to Business	3
BUS 2010 Principle of Economics I	3
BUS 2100 Business Ethics	3
BUS 2150 Principles of Management	3
BUS 2250 Marketing	3
MGT 2300 Human Resource Management	3
MGT 2500 Management Seminar	1
TOTAL HOURS REQUIRED	19

Natural Sciences Concentration

COURSES	CREDIT HOURS
Select one BIO series:	
BIO 1110/1120 General Biology I-II or BIO 2120/2130 Anatomy & Physiology I-II	8
BIO 2000 Medical Terminology	3
CHM 1110/1120 General Chemistry I-II	8
BIO 2500 Biology Seminar	1
TOTAL HOURS REQUIRED	20

Public Health Concentration

COURSES	CREDIT HOURS
ENV 2500 Health Seminar	1
PBH 1520 Introduction to Public Health	3
PBH 2000 Health Communication	3
PBH 2030 Biostatistics	3
PBH 2050 Health Services Administration	3
PBH 2100 Health Policy and Politics	3
PBH 2200 Community Health	3
TOTAL HOURS REQUIRED	19

Religious Studies Concentration

COURSES	CREDIT HOURS
REL 1000 Introduction to Religion	3
REL 1010 Introduction to the Old Testament	3
REL 1020 Introduction to the New Testament	3
REL 1500 Comparative World Religions	3
REL 2000 Contemporary Religion	3
REL 2010 Religious Ethics	3
REL 2500 Religion Seminar	1
TOTAL HOURS REQUIRED	19

Social Sciences Concentration

COURSES	CREDIT HOURS
CRJ 1050 Introduction to Criminal Justice	3
PSY 1000 Essentials of Psychology	3
BUS 2010/2020 Principles of Economics I-II	6
Elective	3
PSC 1301 Contemporary Issues in Political Science	3
SCI 2500 Social Sciences Seminar	1
TOTAL HOURS REQUIRED	19

Undergraduate Studies

Department of Humanities

The Department of Humanities offers courses in Communications, English, history, religion, Spanish, French, music, and art. The courses prepare students to read and write critically and intelligently, write and speak accurately and effectively, develop the capacity for informed and critical appreciation of literature, and knowledge and understanding necessary for further study in English.

The Religious Studies Concentration is intended to provide the foundation to undertake scholarly research and gain the skills to be effective in the ministry as a preacher or layperson.

Humanities Concentration

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

Religious Studies Concentration

COURSES	CREDIT HOURS
REL 1000 Introduction to Religion	3
REL 1010 Introduction to the Old Testament	3
REL 1020 Introduction to the New Testament	3
REL 1500 Comparative World Religions	3
REL 2000 Contemporary Religion	3
REL 2010 Religious Ethics	3
REL 2500 Religion Seminar	1
TOTAL HOURS REQUIRED	19

Description of Courses

Art

ART 1000 Art Appreciation

3 hours

A general survey of art from Prehistory to contemporary art. The course is designed to engender an appreciation for the world's masterpieces through visual and oral presentations.

Communications

COM 2200 Fundamentals of Public Speaking

3 hours

This course focuses on the theory and practice of oral communication skills which affect critical thinking in public speaking situations. An emphasis is placed upon research, organization and delivery. **Prerequisite: ENG 1302.**

English

ENG 0900 Developmental English

0 hours

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

ENG 1301-1302 English Composition I-II

3-3 hours

A course sequenced designed to teach students effective reading, writing, speaking and listening. ENG 1301 emphasizes sentence, paragraph, linguistic structures and mechanics. ENG 1302 focuses on expository and argumentative writing, and to introduction to library skills and formal methods of documentation.

ENG 2290-2291 American Literature I-II

3, 3 hours

This course is a survey of major authors and literary movements/ paradigms in American literature. ENG 2290 focuses on literature in the U.S. from its beginnings to 1865. ENG 2291 focuses on American literature from 1865 to the present.

ENG 2500 Humanities Seminar

1 hour

This seminar allows students the opportunity to work closely with an instructor in a specific area of the instructor's expertise. Students will be required to bring together interests and skills developed in this and previous courses to make in-depth oral and

written presentation on a topic of their choosing as a culminating project of the Humanities Concentration.

French

FRN 1010-1020 French I-II

3-3 hours

The course is designed to provide students with the fundamentals of French pronunciation and grammar, as well as an introduction to Francophone culture. The course will stress the development of communication skills, especially listening and speaking, but will also promote reading and writing skills. FRN 1020 emphasis is on vocabulary enrichment and the development of speaking ability as well as strengthening listening and reading comprehension skills necessary to learn more about the Francophone culture

FRN 2010-2020 Intermediate French I-II

3-3 hours

An extended study of the vocabulary and grammatical structures to learn strategies for improve listening and reading comprehension, as well as speaking and writing skills. FRN 2010 emphasis is on the continued development of French language skills through the study and discussion of authentic readings in Francophone literature and culture. FRN 2020 develops deeper insights into Francophone culture and to draw comparisons with their own culture. Prerequisite FRN 1020.

Freshman Studies

FST 1000 Freshman Studies

3 hours

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

History

HIS 2010-2020 United States History I-II

3, 3 hours

This course is a study of United States history. HIS 2010 studies the development of cultural, economic, social and political institutions in America from pre-Columbian times to the Civil War. HIS 2020 is a study of the development of cultural, economic, social and political institutions in the United States from the Civil War to present times.

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

HIS 2120 World History **3 hours**
This survey course is organized around five overarching themes in World History that serve as unifying threads throughout the course: Social--Development and transformation of social structures; Political--State-building, expansion, and conflict; Interaction between humans and the environment; Cultural--Development and interaction of cultures; and Economic--Creation, expansion, and interaction of economic systems. The themes also provide a way to organize comparisons and analyze change and continuity over time.

Music

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

Religion

REL 1000 Introduction to Religion **3 hours**
This course examines the methods of studying religion and the perspectives they represent. The course addresses the concepts and nature of religion and religious meaning as it relates to the individual and society.

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

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

REL 1500 Comparative World Religion **3 hours**
A global survey of religious traditions to encourage the development of knowledge and the appreciation of diverse cultures and religions. Special attention will be paid to how religion affect individual and cultural identities.

REL 2000 Contemporary Religion **3 hours**
This course explores the role of religion in modern life. It focuses on the contemporary approach to the field of religion through marketing, politics, diversity, and the role of religion in the United States.

REL 2010 Religious Ethics **3 hours**
This course exposes students to three lines of ethical thought in regards to the relationship of religion through moral standards, ethics, and personal goals. Discussions on societal standards of right and wrong as it relates to religious doctrines.

REL 2500 Religion Seminar **1 hour**
This course explores advanced issues in the study of religion as a component of cultural life.

Spanish

SPN 1010-1020 Spanish I-II **3-3 hours**
SPN 1010 is designed to provide students with the fundamentals of Spanish pronunciation and grammar, as well as an introduction to Spanish culture. SPN 1020 continues the strengthening of listening, speaking, and comprehensive skills, as well as but will also promote reading and writing skills to appreciate the Spanish culture.

SPN 2010-2020 Intermediate Spanish I-II **3-3 hours**
SPN 2010 is designed to emphasize the continued development of Spanish language skills through the study and discussion of authentic readings in Spanish literature and culture. SPN 2020 assist with learning strategies to improve reading comprehension and fundamental composition writing skills. Students at this level will also continue to develop deeper insights into the Spanish culture and to draw comparisons with their own culture. Prerequisite: SPAN 1020

Department of Natural Sciences

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

Natural Sciences Concentration

COURSES	CREDIT HOURS
Select one BIO series:	
BIO 1110/1120 General Biology I-II or BIO 2120/2130 Anatomy & Physiology I-II	8
BIO 2000 Medical Terminology	3
CHM 1110/1120 General Chemistry I-II	8
BIO 2500 Biology Seminar	1
TOTAL HOURS REQUIRED	20

Description of Courses

Biology

BIO 1000 Life Sciences **3 hours**
This course is designed for non-science majors. It is a basic study of biological principles involving plants and animals.

BIO 1110-1120 General Biology I-II **4-4 hours**
A study of the fundamentals of biochemistry, physiology, genetics, systematics, and ecology.

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

BIO 2110 Microbiology**4 hours**

The purpose of this course is to familiarize the student with the concepts that are basic to identifying viruses, prokaryotic and eukaryotic cells, microbial growth, evolution and classification, and how microorganisms function in disease. Lab included.

(Prerequisite: BIOL 1110-1120)

BIO 2120-2121 Anatomy & Physiology I-II**4-4 hours**

This course will cover the basic concepts of biology biochemistry (cell theory, cell structure, cell metabolism, and cell reproduction) before proceeding to a detailed study of the normal histology, gross anatomy, and physiology of each body system within the human organism. Lab included.

BIO 2500 Biology Seminar**1 hour**

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

Chemistry

CHM 1110-1120 General Chemistry I-II**4-4 hours**

A survey of the fundamental concepts including laws and theories; elements, compounds and mixtures; atomic and molecular structure; measurements; language and stoichiometry; ionic and covalent bonding; states of matter; chemical calculations; and chemistry of solutions.

CHM 2010-2020 Organic Chemistry I-II**4-4 hours**

This course is the study of types of carbon compounds, their nomenclature, reactions, and physical properties. **(Prerequisite: CHM 1110-1120)**

Department of Mathematics and Physics

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

Mathematics Concentration

COURSES	CREDIT HOURS
MAT 1710 Precalculus	3
MAT 1910/1920 Calculus I-II	8
Elective	6
MAT 1830 Applied Statistics	3
MAT 2500 Mathematics Seminar	1
TOTAL HOURS REQUIRED	21

Description of Courses

Mathematics

MAT 0900 Developmental Math **0 hours**

This course is the study of operations with whole numbers, integers, fractions, decimals, percents and their applications; simplifying and evaluating algebraic expressions; ratios and proportions; solving linear equations in one variable and graphing solutions to linear inequalities. This course does *not* satisfy the college level mathematics requirements.

MAT 1130 College Algebra **3 hours**

This course is the study of algebraic equations and inequalities, absolute value, polynomial, rational, exponential and logarithmic functions, conic sections, systems of equations and inequalities, matrices and determinants. Additional topics may include sequences and series, combinatorics, probability and mathematical induction.

MAT 1710 Precalculus **3 hours**

This course is the study of fundamental concepts including polynomial, rational, logarithmic, and trigonometric functions, with applications to problems in mathematics

and the sciences. This is a course for students interested in science, pre-health professional studies and engineering.

MAT 1910-1920 Calculus I–II

4-4 hours

This series of courses includes the study of limits, continuity, derivatives and integrals of functions of one variable with applications.

MAT 1830 Applied Statistics

3 hours

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

MAT 2500 Mathematics Seminar

1 hour

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

Physics

PHY 1701-1702 General Physics I-II

4-4 hours

This series of courses is a survey of the topics in classical physics intended primarily for students in pre-professional curricula and majors in various engineering technology concentrations. Topics include mechanics, thermodynamics, waves, electricity and magnetism, and geometrical optics. A good working knowledge of algebra and trigonometry is assumed; heavy emphasis on solutions to numerical problems. Lab included. **(Prerequisite: MAT 1130)**

Department of Public and Environmental Health

The Department of Public and Environmental Health provides a foundation for students to pursue health-related careers or further their educational training to advance in the discipline. The departmental courses are designed to prepare students to learn how public health assists in improving the health status of people in the community through education, develop community based partnerships, and collaborate with the community to identify health concerns.

Environmental health is the study of how environmental factors can impact human health, and how to identify, prevent, and control these effects. Environmental health specialists use a broad background of scientific, technical, and behavioral knowledge and skills to investigate, evaluate, and eliminate environmental conditions that may be harmful to people or communities. After studying the health problems and needs of the community, they plan and implement control programs in a variety of areas including ambient noise, hazardous substances, solid wastes, land use, pests, and housing.

Environmental Health Concentration

COURSES	CREDIT HOURS
ENV 1050 Principles of Epidemiology	3
ENV 1100 Environmental Safety	3
ENV 1150 Environmental Analysis	3
ENV 2200 Introduction to Air Pollution	3
ENV 2250 Introduction to Hazardous Waste	3
ENV 2260 Principles of Radiological Health	3
ENV 2500 Environmental Health Seminar	1
TOTAL HOURS REQUIRED	19

Health Literacy Concentration

COURSES	CREDIT HOURS
PBH 2240 Community Health Consulting	3
PBH 2350 Personal & Community Wellness	3
ENV 1150 Environmental Analysis	3
PBH 2450 Community Health	3
PBH 2180 Community Health Assessment	3
PBH 2150 Behavioral Change Theory for Health	3
ENV 2500 Health Seminar	1
TOTAL HOURS REQUIRED	19

Public Health Concentration

COURSES	CREDIT HOURS
HED 1510 Health & Wellness	3
PBH 1520 Introduction to Public Health	3
PBH 2000 Health Communication	3
PBH 2030 Introduction to Biostatistics	3
PBH 2050 Health Services Administration	3
PBH 2100 Health Policy and Politics	3
PBH 2450 Community Health	3
TOTAL HOURS REQUIRED	21

Description of Courses

Environmental Health

ENV 1050 Principles of Epidemiology **3 Hours**

Introduces the principles of epidemiology and their application to the investigation, prevention and control of illness, injury and disease.

ENV 1100 Environmental Safety **3 Hours**

Considers the principles and practices of environmental health and safety in natural bathing places, swimming pools, campsites, day nurseries, parks, schools, colleges, and industry.

ENV 1150 Environmental Analysis **4 Hours**

Provides training in physical and chemical analysis of water, wastewater, food, air, and toxic materials, principles of applied toxicology.

ENV 2200 Introduction to Air Pollution **3 Hours**

A study of the causes, effects, and control of air pollution. Emphasis is placed on ways individuals, communities, metropolitan areas, and industry can prevent or control pollution.

ENV 2250 Introduction to Hazardous Waste **3 Hours**

Considers hazardous waste in its various forms. solid, liquid, and gaseous. Topics covered include generation, storage, transport, and disposal of the waste.

ENV 2260 Principles of Radiological Health**3 Hours**

The basic principles and procedures pertaining to the safe control of all common sources of ionizing radiation and the causes, effects, and control of radiation are included.

ENV 2500 Environmental Health Seminar**1 Hour**

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

Health

HED 1510 Health and Wellness**3 hours**

This course is designed to provide the student with knowledge of current health problems including physical fitness, nutrition, and major diseases, and to encourage the application of this knowledge for healthful living.

Public Health

PBH 1000 Introduction to Public Health**3 hours**

This course familiarizes students with the field of public health, including the historical and current practices. Major cultural, social, economic, organizational, and environmental factors influencing public health issues and practices at the local, state, national, and international levels will be presented.

PBH 2000 Health Communication**3 hours**

This course examines the communication processes that shape beliefs, decisions, and behavior regarding health, sickness, and health care. The course examines the attitudes and actions of many participants in health communication, including citizens, health professionals, and those engaged in public debate of health issues. **(Prerequisites: PBH 1520)**

PBH 2030 Introduction to Biostatistics**3 hours**

Statistical logic and elementary techniques of statistical analysis as applied to health. Collection and interpretation of population, natality, morbidity and mortality statistics. Elementary epidemiology, probability, sampling and tests of significance will be introduced.

PBH 2050 Health Services Administration **3 hours**

This course reviews and prepares students to understand the components of health care in the United States and the principle delivery systems used in their provision. Organizational theory and design are discussed and evaluated in light of past and present health services systems. Provides an understanding of health care financing and its impact on access to and delivery of health care to different populations.

(Prerequisites: PBH 2030)

PBH 2100 Health Policy and Politics **3 hours**

This course applies the analytical skills of policy formation to the health professions. The course will focus on analyzing the processes in the design, adoption, implementation, and evaluation of current health policy. **(Prerequisites: PBH 2030)**

PBH 2150 Behavioral Change Theory for Health **3 Hours**

Provides a systems view of health, public health, health behavior and health promotion planning. Expansive study of the most commonly applied theories and approaches to public health research and programs. Case study application of essential measurement, evaluation, and translation tools.

PBH 2180 Community Health Assessment **3 Hours**

Provides students with the opportunity to develop and apply strategies for identifying and prioritizing individual and community health status, risks, and needs. Topics may include development, administration, analysis, and interpretation of qualitative and quantitative needs assessment strategies including stakeholder interviews, focus groups, and survey questionnaires, which are included in a written assessment report. Students select a real world health problem and population to be the focus of

PBH 2240 Community Health Consulting **3 Hours**

This course focuses on implementation and evaluation of specific health programs and services that students have designed for community and organization settings. The course integrates guided consultative activities involving group process, training, interpersonal communication, and organizational and community development. The final product is a written research report of the health promotion intervention.

PBH 2350 Personal & Community Wellness **3 Hours**

Provides knowledge and skills needed to successfully make personal health behavior changes, assist others in the process of changing health behaviors, and work within a group to enact community-wide health initiatives. The course includes didactic information from nationally recognized sources and presentations from community experts covering top mental and physical health issues. In addition, the course provides

interactive skill development activities to enhance students' ability to act as wellness peer-educators, role models, and team members.

PBH 2450 Community Health

3 hours

This course studies and analyzes community health problems and their causes. The course explores the organization, administration, and work of agencies involved with community health, with emphasis on the professional's responsibility for the assessment, delivery, and evaluation of health information and services in the community. Time will also be spent performing an actual community health project with a community group.

The Community Health course will serve as a capstone learning project for the students. The students will be required to assist in the implementation of a health program from its beginning until its end, which will involve (1) identifying a study population, (2) engaging in preliminary talks to effectively communicate the need, (3) advertise the event, (4) assist in coordinating the event, and (5) conduct a post program analysis and report. This final project will be combination of continued classroom lecture and program performance. The students will have a list of individuals to contact for the event supplied by the instructor. A target population will be selected and will be on board for a having program, but the students will have to initiate the program from its inception to conclusion. **(Prerequisite: Permission by instructor)**

PBH 2500 Health Seminar

1 Hour

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

Department of Social Sciences

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

Management Concentration

COURSES	CREDIT HOURS
BUS 1000 Introduction to Business	3
BUS 2010 Principle of Economics I	3
BUS 2100 Business Ethics	3
BUS 2150 Principles of Management	3
BUS 2250 Marketing	3
MGT 2300 Human Resource Management	3
MGT 2500 Management Seminar	1
TOTAL HOURS REQUIRED	19

Social Sciences Concentration

COURSES	CREDIT HOURS
CRJ 1050 Introduction to Criminal Justice	3
PSY 1000 Essentials of Psychology	3
BUS 2010/2020 Principles of Economics I-II	6
Elective	3
PSC 1301 Contemporary Issues in Political Science	3
SCI 2500 Social Sciences Seminar	1
TOTAL HOURS REQUIRED	19

Description of Courses

Business

BUS 1100 Introduction to Business

3 hours

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

BUS 2010-2020 Principles of Economics I-II

3-3 hours

This course is the study of economic principles related to consumer demand, and determination of prices of goods and factors of production under differing market structures. BUS 2020 is the further study of economic principles related to consumer demand, and determination of prices of goods and factors of production under differing market structures.

BUS2100 Business Ethics

3 hours

Emphasis is placed on the ethical concepts that are relevant to resolving moral and legal issues in business, the reasoning and analytical skills needed to apply ethical concepts to business decisions, and the social and natural environments within which moral issues in business arise.

BUS2150 Principles of Management

3 hours

This is an introductory course designed to familiarize students with the knowledge, roles, responsibilities, and skills required of modern managers.

BUS2250 Marketing

3 hours

The course is designed to instruct students in creative decision making for market mix, channels of distribution, and industrial and international marketing. Special emphasis is on the development, organization, implementation, and control of the marketing plan.

Computer Science

CPS 1000 Introduction to Computer Science

3 hours

This course includes the parts of a computer system, computer terminology, the functions of computers, the role of computers in society. Students will use simple packaged applications programs such as an information retrieval program, a word processor, and a data management program. Students will write and run simple computer programs.

Criminal Justice

CRJ 1000 Introduction to Criminal Justice

3 hours

This course covers the history and philosophy of criminal justice and ethical considerations; crime defined: its nature and impact; overview of criminal justice system; law enforcement; court systems; prosecution and defense; trial process; corrections.

SCI 2500 Social Sciences Seminar

1 hour

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

Management

MGT 2300 Human Resource Management

3 hours

A study of the issues, trends, and problems involved in the strategic management of personnel including recruitment, motivation, evaluation, compensation, and employee development.

MGT 2500 Social Sciences Seminar

1 hour

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

Political Science

PSC 1300 American Government & Politics

3 hours

This course is the study of federalism, theories of the origins and purposes of government and other aspects of the American government including interest groups, political parties, and the electoral process. Emphasis is placed on constitutional backgrounds and the organization and functions of the executive, legislative, and judicial branches of the national government, civil liberties and civil rights, public opinion, media, bureaucracies, and domestic and foreign policy.

PSC 1301 Contemporary Issues in Political Science

3 hours

This course is the study of the concepts of political science including power, society, government, community, the nation-state, and justice. There will be a comparison of the

various types of political systems along with a study of how political participation and political organization are related to the pursuit of public policy.

PSC 2150 Congress & Public Policy

3 hours

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

Psychology

PSY 1000 Introduction to Psychology

3 hours

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

Sociology

SOC 1000 Principles of Sociology

3 hours

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

Faculty

Anderson, Jaclyn, M.S. Professor of Social Science
B.S., Liberty University, 2104; M.S., Kaiser University, 2018; Dissertation Studies, Kaiser University.

Bowers, Ebony, Ph.D. Professor of Social Science
B.S., Springfield College, 2004; M.S., Springfield College, 2009; Ph.D., Walden University, 2016.

Garner, Deon, M.A. Professor of Humanities
B.S., Morehouse College, 1999; M.A., George Washington University, 2010; Post-Masters (Spanish), University of Massachusetts; Graduate Studies, Hampton University.

Jones, Leslie, D.B.A. Professor of Social Science
B.S., Kent State University, 2011; M.B.A., Strayer University, 2013; D.B.A., Walden University, 2017.

Larson, Jamee, M.F.A. Professor of Humanities
B.S., University of Mary, 2003; B.A., Minnesota State University-Moreland, 2010; Certificate, Minnesota State University, 2012; M.F.A, Minnesota State University-Moreland, 2013.

Lee, Cheryl, D.B.A. Professor of Social Science
B.A., John Jay College of Criminal Justice, 2001; M.P.A., John Jay College of Criminal Justice, 2005; D.B.A., Columbia Southern University, 2020.

Lindsey, Keith, Ph.D. Professor of Public Health and Natural Science
B.S., Oakwood University, 1999; M.P.H., East Tennessee State University, 2002; Ph.D., Walden University, 2014.

Martin, Charles, Ed.D. Professor of Humanities
B.A., Georgia State University, 2005; M.Ed., Georgia State University, 2006; Ed.D., University of Florida, 2015; Certificate, University of Southern California, 2018.

Norton, Anthony, M.S. Professor of Mathematics
B.S. Virginia Polytechnic Institute & State University, 2002; M.A., Liberty University, 2014.

Reed, Susan, M.Ed. Professor of Social Science
B.S., University of Tennessee, 1986; M.S., Lincoln Memorial University, 1994; Ed.S.,
Lincoln Memorial University, 1997.

Samuels, Myrella, M.Ed. Professor of Humanities
B.M., Furman University, 2011; M.M., Converse College, 2020.

Seals-Arnold, Kelly Professor of Humanities
B.A., University of Tennessee, 1996; Teacher Certificate, Lincoln Memorial University,
2003.

Ward, Arielle, M.S. Professor of Mathematics
B.S., Rowan University, 2007; M.S., Rowan University, 2014.

Administration

OFFICE OF EXECUTIVE LEADERSHIP

Leonard L. Adams Jr., MBA Interim President

Dr. Dasha Lundy Chief Operation Officer

OFFICE OF ACADEMIC AFFAIRS

Ebony Bowers, Ph.D. Vice President, Academic Affairs

Open Administrative Assistant

Open Registrar

Leslie Jones, D.B.A. Faculty Liaison

Deon Garner, M.A. Chair, Humanities

Leslie Jones, D.B.A. Chair, Social Science

Arielle Ward, M.Ed. Chair, Mathematics

Keith Lindsey, Ph.D. Chair, Natural Science

Nancy Hubbard Librarian

OFFICE OF FINANCE AND ADMINISTRATION

Anne Esser Accounts Manager/Bookkeeper

Dynamic Security Security Consultant

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