

UNIVERSITY COLLEGE

Mike Boyle, Dean

David Gotcher, Associate Dean

University College (formerly the College of Continuing Education and Distance Learning) exists for the purpose of helping make student success possible for the traditional and nontraditional students that it serves. The staff is organized within six unique divisions to meet the specific needs of the community.

This pdf was created from the 2014-15 online catalog; *corrections, changes, additions, or deletions will not be reflected in this pdf.* For the most current information, please see catalog.mtsu.edu.

The **Distance Education and Nontraditional Programs** division manages all distance programs, evening school, the Regents Online Degree Program (RODP), and MTSU online courses. This group also assists faculty who would like to teach online through Distance Education Faculty Services and provides advising for all students who major in the degree programs awarded by the college.

The **Academic Outreach** division oversees all off campus programs, including several remote teaching sites, the Middle Tennessee Education Center, and the Adult Degree Completion Program.

The **Summer Sessions** division provides the administrative support necessary to operate the summer school program at MTSU. Students can make MTSU Summer sessions a part of their graduation strategy. Summer sessions can help a student stay on track or shorten the time to graduation, reduce the course load in other terms, or focus on courses that need full-time attention.

The **University Studies Department** provides a variety of support services to first-year and transfer students at MTSU. Their purpose is to provide academic placement support, transition support, and academic instruction and help where it is most appropriate for its target audience. The department offers the B.Unv.S degree to students electing a broad-based educational experience.

The **University College Advising Center (UCAC)** is dedicated to creating academically engaging communities and fostering a campus-wide commitment to learning. The primary focus of the UCAC is to provide academic advising services for MTSU students with undeclared majors and students with courses in the University Studies program. In addition, the UCAC coordinates learning communities, the community reading program, and other academic initiatives.

The **Administrative and Finance** division manages the human resource and administrative functions of the college. Additionally it houses the Professional Development office which manages hundreds of not-for-credit educational programs designed to meet specific needs of the public, corporations, state agencies, and other individuals and groups. It also manages the Public Services Grants and Awards programs as well as several contracts by which services are provided statewide to meet specific educational needs.

The overriding mission in all departments is to provide programs that meet the ongoing educational and support needs of the adult nontraditional and traditional students they serve. A sense of customer service and student focus is pervasive throughout the culture of the college and its staff.

Credit Area

Distance Education and Nontraditional Programs

Distance Education Courses

Distance education courses, coordinated through the University College, include correspondence, online/hybrid Regents online, synchronous online, and videoconferencing courses.

Correspondence Courses

Correspondence courses involve individual, independent instruction of a student by an instructor on a one-to-one basis. Typically, this entails home study as well as the exchange of materials and evaluations. Interaction and feedback between correspondence course faculty and students take the forms of written assignments, testing, evaluations, guidance, and assistance through telephone, fax, e-mail, and other electronic communication. Some on-campus meetings may be required. Email distance@mtsu.edu or call (615) 898-5332 for more information.

Online/Hybrid Courses

Online/hybrid courses are accessed over the Internet through MTSU's course management system. Only students with strong experience on the Internet should register for an online/hybrid course. Students are required to have access to a computer and the Internet. A photo ID must be presented at all exams. All other assignments and quizzes will be available through the Internet. Students in hybrid classes may have up to 15 hours of required campus meetings, which may include midterm and/or final exams. Additional information may be obtained by visiting www.mtsu.edu/universitycollege/distance/online_courses.php.

MTSU offers several online and hybrid graduate and undergraduate degree programs.

Undergraduate (For a complete list go to www.mtsu.edu/universitycollege/distance/undergraduate.php.)

- Liberal Studies, B.S. (www.mtsu.edu/programs/liberal-studies/)
- Professional Studies, Healthcare Administration Concentration, B.S. (www.mtsu.edu/universitycollege/distance/professional_studies_ha.php)
- Professional Studies, Information Technology Concentration, B.S. (www.mtsu.edu/universitycollege/distance/professional_studies_it.php)
- Professional Studies, International Organizational Leadership Concentration, B.S. (www.mtsu.edu/universitycollege/distance/professional_studies_iol.php)
- Professional Studies, Organizational Leadership Concentration, B.S. (www.mtsu.edu/universitycollege/distance/professional_studies_ol.php)
- Bachelor of Science in Integrated Studies (www.mtsu.edu/universitycollege/universitystudies/bsis_degree.php)
- B.B.A. Office Management*
- B.S. Completion Program for Registered Nurses (R.N. to B.S.N.) (www.mtsu.edu/universitycollege/distance/nursing.php)
- B.S. in Psychology (www.mtsu.edu/universitycollege/distance/psychology.php)
- B.S. in Business Education*
- B.B.A. in Management*
- B.B.A. in Marketing*

**Requires some courses on the main campus.*

Graduate (For a complete list go to www.mtsu.edu/universitycollege/distance/graduate.php)

- Master of Professional Studies (www.mtsu.edu/universitycollege/distance/mps.php.)
- Master of Professional Studies, Strategic Leadership Concentration (www.mtsu.edu/universitycollege/mps/strategic_leadership.php)
- Master of Professional Studies, Training and Development Concentration (www.mtsu.edu/universitycollege/mps/training_development.php)
- Master of Education
 - in Administration and Supervision, Library Science Concentration
 - in Curriculum and Instruction, ESL Concentration
 - in Advanced Studies Teaching and Learning
- Education Specialist in Curriculum and Instruction (Ed.S.)
 - specialization in culture, cognition, and the learning process
- Master of Business Administration* (www.mtsu.edu/universitycollege/distance/hybrid_grad.php.)
- Master of Business Education (www.mtsu.edu/universitycollege/distance/hybrid_grad.php.)
- Master of Social Work (www.mtsu.edu/universitycollege/distance/hybrid_grad.php)
- Master of Science in Nursing (www.rod.org/degree-programs-courses/masters/masters-science-nursing.)

**Requires some courses on the main campus.*

More information is available by calling (615) 898-5611 or refer to the advising directory at www.mtsu.edu/universitycollege/advising.php.)

Regents Online Degree Program (RODP)

Middle Tennessee State University and each of the colleges and universities in the Tennessee Board of Regents (TBR) system are working cooperatively to allow students to earn college degrees entirely online. The joint program is called the Regents Online Degree Program (RODP).

The online program currently includes a Bachelor of Science degree with a major in Liberal Studies or a Bachelor of Science degree with a major in Professional Studies and concentrations in Information Technology, Organizational Leadership, International Organizational Leadership, and Healthcare Administration. Students must earn a minimum of 120 hours; meet MTSU upper-division, residency, and senior hour requirements; meet MTSU General Education requirements; meet MTSU GPA requirements; and complete the courses outlined in the degree program. Graduate programs available include Master of Professional Studies; Master of Education; and Master of Science in Nursing. Other programs available online include transitional licensure, add-on endorsements in Special Education and English as a Second Language, and occupational licensure.

Admissions, instruction, advising, library services, and other forms of student assistance are available online. The Regents online courses have been designed to be taught totally online in an interactive, asynchronous format. For advisement, please call (615) 898-5611 or refer to www.mtsu.edu/universitycollege/advising.php.

Synchronous Online Courses

Synchronous online courses are accessed over the Internet typically through MTSU's course management system. Synchronous online classes meet online at the time/days of the week specified in RaiderNet. A reliable computer with at minimum a DSL Internet (broadband) connection is needed to successfully access synchronous online course sessions. Hardware requirements include headphones, earbuds, speakers, and may include a microphone and/or web cam. During the class, students can hear and/or see the professor, and communication with the professor may take place through a microphone or text chat window. Only students with strong experience on the Internet should register for a synchronous online course. Courses may require proctored exams. Additional information may be obtained at www.mtsu.edu/universitycollege/distance/online_courses.php.

Accelerated Online Courses

Accelerated Online Courses are offered in two 8-week blocks each Fall and Spring semester. Students may take only 9 hours in each block (parts of term A1 and A2). Students may mix accelerated courses with full-term courses (not to exceed 18 hours total) and must register for A2 courses during regular registration. Special permission is required to add A2 part-of-term courses after late registration ends. Accelerated Online Courses may include optional orientations and proctored exams.

Videoconferencing Courses

Videoconferencing courses send the instructor's "live" lectures at MTSU to students at remote sites. Sites include Columbia State Community College and Shelbyville. The videoconferencing classrooms are equipped with TV monitors and microphones so that students and instructors can interact. The instructor may visit the remote sites during the semester. The instructor is also available during office hours at MTSU by phone, email, or in person.

Evening School

The University College Evening School serves students attending MTSU at night by making IDs, issuing parking permits, and offering other services to students outside regular daytime business hours. More information and a list of degrees offered in the evening is available by contacting the Evening School Office, (615) 904-8391, or at www.mtsu.edu/universitycollege/distance/evening_school.php.

Academic Outreach

Adult Degree Completion Program

Some students may earn up to 30 elective credits toward the RODP and B.Unv.S. degree programs through a portfolio evaluation of prior learning. For more information, call (615) 494-7714 or visit www.mtsu.edu/universitycollege/outreach/pla.php.

Off-campus Program

Credit courses are regularly scheduled at several off-campus locations in middle Tennessee, including Smyrna, Motlow, and Columbia State Community Colleges. These are scheduled as a result of requests made by business and industry, school systems, and agencies. For more information, contact (615) 898-2121 or visit www.mtsu.edu/universitycollege/outreach/offcampus.php.

Off-campus programs and courses are also available at the Middle Tennessee Education Center (MTEC) located at 200 Dover Street, Suite J, in Shelbyville. For more information about MTEC and program and course offerings, call (931) 685-4444 or visit www.mteducationcenter.com/.

Summer Sessions

University College directs MTSU Summer Sessions and is charged with the responsibility for providing a comprehensive and balanced selection of high quality summer academic course offerings to enable students to pursue undergraduate and graduate academic degree programs. Working in partnership with all academic departments and campus units, MTSU Summer Sessions is committed to offering outstanding learning opportunities that both complement and enhance the educational experiences offered during the other academic terms. More information is available by contacting the Summer Sessions Office at (615) 898-5783 or by visiting www.mtsu.edu/universitycollege/summer/index.php.

University Studies Department

The University Studies Department of the University College is committed to providing a firm foundation on which the student it serves can build a clear pathway leading to success within the university structure. The department helps students determine their ideal academic placement while providing an environment that helps them adapt and transition successfully to the university culture. Dedicated faculty and staff provide targeted instruction, support, and direction to entering students and those pursuing a Bachelor of University Studies degree. More information is available by visiting www.mtsu.edu/universitycollege/universitystudies/ or visiting University Studies in this catalog. Students may also contact the University Studies Department at (615) 898.2658.

University College Advising Center

The University College Advising Center (UCAC) provides academic advising services for MTSU students with undeclared or General College Studies majors. In addition to course selection and registration, UCAC advisors provide guidance and information to help students select appropriate majors early in their academic careers. The UCAC is located in the KUC; the phone number is (615) 898-5209.

Experiential Learning Scholars Program (EXL)

The Experiential Learning Scholars Program formalizes and organizes several existing experiential learning activities such as study abroad and cooperative education and new experiential opportunities into a comprehensive program of

study for students. Students formally admitted to the EXL Scholars Program must complete several activities: EXL coursework, an external service component, an MTSU internal service component, and assessment activities (including development of an e-portfolio). After their completion of EXL program requirements, students will receive an EXL Scholar designation on their transcripts and will wear special cords at commencement to signify their achievement. Some students may elect to take EXL courses, but may not complete all the requirements for the EXL Scholars Program transcript designation. More information can be found at www.mtsu.edu/exl/.

Professional Development

The mission of the Professional Development department is to provide specialized continuing education programs to those interested in developing their professional expertise. This department does this through a variety of offerings and additional services to the University and the community.

Online/On-Demand

Professional Development provides hundreds of online or on-demand courses covering a wide range of topics and issues. Courses covering topics as diverse as test preparation, software mastery, professional development, and personal enrichment are available. The list of courses is extensive and grows continuously. The list of online/on-demand courses can be found in the online Professional Development catalog at www.mtsu.edu/universitycollege/training/index.php.

Regents Online Continuing Education (ROCE)

Professional Development also manages the Regents Online Continuing Education program, which consists of professional development and workforce training programs offered through a consortium of Tennessee Board of Regents colleges, universities, and technology centers.

ROCE offers an extensive, nontraditional continuing education program for adults 18 or older regardless of educational background. Continuing education courses are designed to meet the demanding schedules of the workforce and provide training for industry-related certified programs.

Through short-term training, ROCE offers courses designed to upgrade skills and improve organizations, industries, and economic performance and to provide personal enrichment courses for persons who wish to obtain knowledge and learn new skills. All training is available online. ROCE program costs vary by course; fees are nonrefundable once the program starts.

Emergency Medical Technician (EMT)

This office manages a state-certified program designed to meet the educational requirements of individuals who seek to become licensed Emergency Medical Technicians (EMT). The 213-hour course provides training for emergency care and stabilization to the critically ill and injured. Emphasis is placed on care at the scene and during transportation to a medical facility, IV maintenance, EOA, and epinephrine modules. In-depth study is done on patient assessment and shock physiology with fluid, intravenous therapy, and D50W administration as the focus. Actual experiences are provided and clinical and lab times are required in addition to class time. Information regarding this program may be found online at www.mtsu.edu/universitycollege/training/emt.php.

Continuing Education Units

Professional Development also certifies, monitors, and tracks the issuance of continuing education units, continuing professional education units, and continuing legal education units for the University and various professional groups and organizations.

More Information

More information can be obtained by contacting the University College, (615) 898-2177. Additional information may be obtained by visiting www.mtsu.edu/universitycollege/.

Liberal Studies, B.S.

Regents Online Degree Program (RODP)

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The online program currently includes a Bachelor of Science degree with a major in Liberal Studies or a Bachelor of Science degree with a major in Professional Studies and concentrations in Information Technology, Organizational Leadership, International Organizational Leadership, and Healthcare Administration. Students must earn a minimum of 120 hours; meet MTSU upper-division, residency, and senior hour requirements; meet MTSU General Education requirements; meet MTSU GPA requirements; and complete the courses outlined in the degree program. For degree requirements refer to www.mtsu.edu/universitycollege/distance/undergraduate.php.

Admissions, instruction, advising, library services, and other forms of student assistance are available online. The Regents online courses have been designed to be taught totally online in an interactive, asynchronous format. For advisement, please call (615) 898-5611 or refer to www.mtsu.edu/universitycollege/distance/advising.php.

Designed especially for adults who already have some college experience, the online degree program is also appropriate for students who have earned or are working on associate's degrees and have work experience. For more information regarding degree requirements, please refer to the Regents Web site at www.rod.org or call (615) 898-5611.

Professional Studies, Healthcare Administration Concentration, B.S.

Regents Online Degree Program (RODP)

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Admissions, instruction, advising, library services, and other forms of student assistance are available online. The Regents online courses have been designed to be taught totally online in an interactive, asynchronous format. For advisement, please call (615) 898-5611 or refer to www.mtsu.edu/universitycollege/distance/advising.php.

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Professional Studies, Information Technology Concentration, B.S.

Regents Online Degree Program (RODP)

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Designed especially for adults who already have some college experience, the online degree program is also appropriate for students who have earned or are working on associate's degrees or have work experience. For more information regarding degree requirements, please refer to the Regents Web site at www.rod.org/ or call (615) 898-5611.

Professional Studies, International Organizational Leadership Concentration, B.S.

Regents Online Degree Program (RODP)

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Professional Studies, Organizational Leadership Concentration, B.S.

Regents Online Degree Program (RODP)

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Cooperative Education

COED 2930 - Cooperative Education

3 credit hours

Experiential learning that occurs in real employment situations. Must be taken in sequence or approved by the director of Cooperative Education. Graded on a pass/fail basis.

COED 2940 - Cooperative Education

3 credit hours

Experiential learning that occurs in real employment situations. Must be taken in sequence or approved by the director of Cooperative Education. Graded on a pass/fail basis.

COED 3970 - Cooperative Education

3 credit hours

Experiential learning that occurs in real employment situations. Must be taken in sequence or approved by the director of Cooperative Education. Graded on a pass/fail basis.

COED 3980 - Cooperative Education

3 credit hours

Experiential learning that occurs in real employment situations. Must be taken in sequence or approved by the director of Cooperative Education. Graded on a pass/fail basis.

Experiential and Service Learning

EXL 2010 - Service Learning Practicum

1 credit hour

Prerequisite: Permission of instructor. Opportunity to take part in service-learning projects with community partners. Pass/Fail. (May be repeated for a total of two credits.)

EXL 2020 - Leadership Studies Practicum

1 credit hour

Prerequisite: Permission of instructor. Opportunity to enhance personal leadership development and understanding through campus- or community-based projects. Pass/Fail. (May be repeated for a total of two credits.)

EXL 2030 - Civic Engagement Practicum

1 credit hour

Prerequisite: Permission of instructor. Opportunity to take part in civic engagement projects with community

partners. Pass/Fail. May be repeated for a total of two credits.)

EXL 3010 - Service Learning Practicum

1 to 3 credit hours

Prerequisite: Permission of instructor. Opportunity to take part in service-learning projects with community partners. Pass/Fail. (May be repeated for a total of up to six credits.)

EXL 3020 - Leadership Studies Practicum

1 to 3 credit hours

Prerequisite: Permission of instructor. Opportunity to enhance personal leadership development and understanding through campus- or community-based projects. Pass/Fail. (May be repeated for a total of up to six credits.)

EXL 3030 - Civic Engagement Practicum

1 to 3 credit hours

Prerequisite: Permission of instructor. Opportunity to take part in civic engagement projects with community partners. Pass/Fail. (May be repeated for a total of up to six credits.)

EXL 4000 - Experiential Learning Seminar

1 credit hour

Prerequisites: Senior standing, EXL Scholars Program participant. Culminating experience for students in the EXL Scholars Program. Students will develop an e-portfolio of experiential and service-learning experiences and will participate in discussions of their EXL experiences.

Liberal Studies

LIST 3980 - Cooperative Education

3 credit hours

Professional Studies

PRST 3010 - Prior Learning Assessment

3 credit hours

Prerequisites: ENGL 1010 and ENGL 1020 or equivalent; permission of instructor. Students will be required to prepare a portfolio of their college-level experiential learning for credit assessment; participate in a formal assessment process, and pass course PRST 3010. Students should consult their advisors to determine if experiential learning credit might be an option for them. Up to 30 semester hours may be granted for elective credit for experiential learning gained through work experience and training. This credit applies only to the B. S. in Integrated Studies and RODP degree programs.

PRST 3030 - Senior Career Development Seminar

1 credit hour

Prerequisites: LEAD 3010 and junior or senior standing. Requires writing for the employment acquisition process including resumes, cover letters, business letters, and employment philosophy statements. Emphasis placed on effective written and verbal communications and media presentations. Explores the career acquisition and development process. Includes networking, effective listening, and business etiquette.

PRST 3995 - Research and Project Planning

3 credit hours

Prerequisites: Junior standing and RODP major. Offers preparation for the culminating project (PRST 4995) course. Emphasis on identifying research topics, locating and evaluating research, ability to design a research proposal, writing article reviews, properly citing sources in writing, and creating a multimedia presentation.

PRST 4010 - Senior Capstone

3 credit hours

Prerequisites: LEAD 3010, PRST 3030, and senior standing. Coalesces the knowledge and skill sets developed in LEAD 3010, and PRST 3030 with the student's academic content areas of emphasis. Culminates in the creation of a capstone reflective electronic portfolio that demonstrates competencies and skills gained throughout the academic program of study.

PRST 4995 - Culminating Project

3 credit hours

Prerequisite: Senior standing and permission of department. A capstone course in which students demonstrate skills and knowledge from the program of study. The culminating project takes the form of an academic research paper which should demonstrate synthesis of a student's coursework.

University Studies

Marva Lucas, Chair

Alley, Clark, Cobb, Dawson, Dooley, Duncan, Fisher, Higgs, Hopper, Johnson, Lancaster, McDaniel, Morris, Obeng, Otts, Raines, Ross, Rouse, Rust, Stephens, Stewart, Sundeen, Williams

The University Studies department of the University College is committed to serving first-year and transfer students newly admitted to MTSU. The department's objective is to work with students to determine their ideal academic placement; to assist them in their transition to the University; and to provide academic support and instruction where appropriate. The overarching mission of the University Studies department is to provide a firm and stable foundation enabling students to confidently and persistently work towards achieving their goals. The department is able to achieve this mission with the support of dedicated faculty and staff committed to empowering students to fulfill their academic ambitions.

In addition, the University Studies department works with students electing a broad-based educational experience rather than a program designed to meet specific vocational or professional job opportunities. To address their area of interest, the Bachelor of Science in Integrated Studies degree is offered. The flexibility in course requirements for this program of study may be particularly attractive to students who have earned numerous prior credits that can be applied to a four-year degree.

Additional information about the Bachelor of Science in Integrated Studies can be obtained from Integrated Studies or at www.mtsu.edu/universitycollege/universitystudies/bus_degree.php.

University Seminar (UNIV 1010)

UNIV 1010 is a visible demonstration of the University's commitment to the academic success of entering first-year students. Designed to equip students to move successfully from first-year status to graduating seniors, the course specifically provides information to ease the transition to the University during the first semester on campus and facilitates the development of strategies leading to a successful college career.

UNIV 1010 is a three-hour elective course. It focuses on helping students enhance academic skills to meet higher university expectations; clarify career goals; develop time and financial management skills; participate in a forum to discuss relevant topics; and become aware of numerous campus resources devoted to student success. Course sections are capped at 25 students to promote a sense of community and to provide a "home base" for students during their initial enrollment.

Several UNIV 1010 sections are linked to other courses as a part of Raider Learning Communities. Honors sections of the course are also offered.

Successful Transitions (UNIV 2020)

UNIV 2020 is a one-hour elective course designed to assist new transfer students in transitioning to the MTSU campus environment and provide information that will maximize students' chances for success while minimizing the time required to achieve their educational goals. Learning modules include success strategies, campus resources/technology, career development, and campus involvement.

UNIV 2020 class sections are also kept small to promote a sense of community. To address more specific needs, some sections of the course are devoted to specific student populations such as veterans.

Academic Assessment Placement Testing

All valid ACT/SAT scores (less than three years old) of entering degree-seeking students less than 21 years of age will be reviewed to determine if secondary university assessment is needed. Students with ACT scores which are lower than 19 in reading or math or lower than 18 in English are required to undergo secondary university assessment to determine if prescribed course placement is needed. Students with SAT mathematics scores or critical reading scores less than 460 have the same requirement.

Applicants who will be 21 years of age or older at the time of admission are required to undergo university assessment or may elect to provide ACT/SAT scores that have been taken within three years prior to the first day of the first term of enrollment. For these purposes, university assessment includes (1) a test in writing; (2) a test in reading comprehension; and (3) a test in mathematics covering algebra skills. The assessment exam is administered at MTSU or in select remote locations. All test scheduling is managed through the University Studies department. Additionally, transfer students who have not earned college-level, algebra-based mathematics, reading intensive credit, or English composition credits must undergo university assessment in appropriate areas.

Students admitted as Adult Special who have not completed the first college-level course in English composition, a reading intensive course, or algebra-based mathematics must undergo assessment in the appropriate subject area and must complete courses indicated by test placement prior to enrolling in the respective college-level English, reading intensive, or mathematics course. Adult Special students must also enroll in the prescribed courses prior to enrolling in any course that has the needed prescribed course as a prerequisite.

Students admitted with high school English or algebra deficiencies must undergo assessment based on valid ACT/SAT scores or university testing for the purpose of meeting high school unit admission criteria. GED students are included in this category.

Prescribed Courses Offered

When students receive the results of their university assessment tests, they are also given a list of the prescribed courses, if any, in which they must enroll. The K sections of University Seminar (UNIV 1010) have a special focus on academic skills and are required of any student who initially places into two subject areas. Students are encouraged to discuss their test scores and prescribed course placement with advisors in the University College Advising Center.

ENGL 1009KC or 1009K Introduction to University Writing
MATH 1000KC or 1000K Essentials of Mathematics
MATH 1010K Mathematics for General Studies
MATH 1530K Applied Statistics
MATH 1710K College Algebra
READ 1000KC or 1000K Reading Skill Enrichment
UNIV 1010K University Seminar

Academic Support

A number of support services provide tutoring to help students achieve the objectives in their courses. These are (1) the University Writing Center, (2) the Prescribed Course Reading Lab, and (3) the Prescribed Course Mathematics Lab. Free tutoring provided in the labs reinforces the curricula and objectives of the courses. In addition, advisors are available to assist students in all matters related to their academic standing. Each student who has a prescribed course requirement is assigned an advisor who assists with scheduling and other concerns affecting academic success. Students should make appointments with their advisors before registration and should see their advisors at least twice during the semester.

Mandatory Enrollment

Students with prescribed course requirements must be continuously enrolled in the courses(s) until all have been successfully completed. Those failing a prescribed course must retake the course the next semester they enroll. They may not drop a prescribed course without the approval of the chair of University Studies. Students are expected to attend all class sessions. Strict attendance policies are in place. Students who are placed in four prescribed classes per semester are advised to take no more than one other course-either ROTC or a PHED activity course. A student may not take any course that requires skill in any area in which deficiency has been determined by the assessment tool.

Grades

To successfully complete some prescribed courses, students must earn a grade of C- or better. The grade of D is not assigned for those courses. Prescribed courses carry elective credit or satisfy General Education requirements and are also used to compute the overall GPA.

Academic Success Program

ACA 3000 - Theory and Practice of College Peer Tutoring

1 credit hour

Prerequisite: Consent of department. Provides training in the knowledge and fundamental skills useful to tutors in various academic disciplines. Pass/Fail.

University Seminar

UNIV 1000 - English Language Seminar

1 credit hour

Reserved for participants in the English Language School and not for degree-seeking students. Credits not applicable to a degree program; elective credit only. May repeat up to 6 hours. Pass/Fail.

UNIV 1010 - University Seminar

3 credit hours

Provides information to ease the transition to college during the first semester on campus. Helps student develop strategies for a successful college career.

UNIV 2020 - Successful Transitions

1 credit hour

A seminar for transfer students. Facilitates successful transition to the University through group interaction and collaboration, goal setting, self-management, and accessing campus resources.

UNIV 4010 - MTSU Institute of Leadership Excellence

3 credit hours

Prerequisites: Permission of instructor; 3.0 cumulative GPA; must have completed 60 credit hours by start of course. An intensive learning experience in leadership excellence. Involves significantly more clock hours than the typical three-credit-hour course but offers a remarkably unique experience. The institute has three primary objectives: academic study of leadership theory and practice, with an emphasis on application; extensive exposure to accomplished leaders; and completion of a substantial student project, a part of which will be a personal action plan for leadership growth. Participants must be prepared to attend morning, afternoon, and evening sessions for three weeks during S1-May Term.